



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
Tuesday, December 13, 2022 – 4:30 P.M.

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

Agenda

1. Call to Order
2. Roll Call
3. Executive Session(s):
 - 1) Executive session to discuss personnel matters of nonelected personnel with possible action to follow in open session (5-minute duration). Open session will take place in Upper Jewell Lounge and in the virtual meeting room.
 - 2) Executive session to discuss personnel matters of nonelected personnel with possible action to follow in open session (5-minute duration). Open session will take place in Upper Jewell Lounge and in the virtual meeting room.
4. Adjournment



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KANSAS CITY KANSAS COMMUNITY COLLEGE
Board of Trustees Meeting Agenda
Tuesday, December 13, 2022 – 5:00 P.M.

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

Agenda

1. Call to Order & Pledge of Allegiance
2. KCKCC Mission Statement
3. Roll Call
4. Approval of Agenda
5. Audience to Patrons and Petitioners (5-minute limit)
6. Recognitions/Presentations:
 - KCKCC 2024-2027 Strategic Plan Draft Priorities, Goals and Measures. Presented by Ms. Kristy Green, Chief Marketing and Institutional Image Officer.
 - KCKCC 2021-2022 Annual Assessment Report. Presented by Mr. Jerry Pope, Vice President of Academic Affairs.
7. Communications – None scheduled.
8. Board Committee Reports
9. Consent Agenda:
 - (Item A) - Approval of Minutes of the November 15, 2022 Meeting
 - (Item A1) - Approval of Minutes of the November 15, 2022 Special Meeting
 - (Item B) - Approval of Recommendations for Payment
 - (Item C) - Approval of Ratification Items
 - (Item D) - Approval of Personnel Items (H.R.)

10. **Student Senate Report** – No report due to winter break.
11. **President's Report** – Mr. Jerry Pope, Vice President of Academic Affairs, on behalf of Dr. Greg Mosier
12. **Vice President Academic Affairs Report** – Mr. Jerry Pope
13. **Vice President Student Affairs and Enrollment Management Report** – Dr. Chris Meiers
14. **Chief Marketing and Institutional Image Officer Report** – Ms. Kristy Green
15. **Chief Financial Officer Report** – Dr. Shelley Kneuvean
16. **Chief Human Resources Officer Report** – Ms. Sheila Joseph, Talent Development Manager, on behalf of Ms. Christina McGee
17. **Chief Information Officer Report** – Mr. Peter Gabriel
18. **Unfinished Business:**
 - KCKCC Hybrid Work Pilot Program. Presented by Ms. Christina McGee, Chief Human Resources Officer.
19. **New Business:**
 - Approval of a Revised Academic Program: Computer Support Specialist – Certificate Realignment. Presented by Mr. Jerry Pope, Vice President of Academic Affairs.
 - Approval of College Policies. Presented by Trustee Linda Hoskins Sutton.
 - Transfer Standards (Policy: 2.17)
 - Residence Life Live-In Staff Occupants (Policy 3.09, Procedure: 3.09A)
20. **Adjournment**

Next Meeting of the Board of Trustees:

Tuesday, January 17, 2023 - 5:00 p.m. – Hybrid Meeting
(KCKCC – Main Campus & Zoom Virtual Meeting Room)



Kansas City Kansas
Community College™

STRATEGIC PLAN

2024-2027

DRAFT

01

Student Success

Provide services and resources that empower students to attain their goals

GOAL

- 1 | Enhance student-centered services and processes
- 2 | Achieve and maintain a retention rate of first-time, full-time degree/certificate-seeking students at or above KCKCC's Integrated Postsecondary Education Data System (IPEDS) Comparison Group Median, and a minimum baseline of at least 58%
- 3 | Maintain a 150% of normal time completion rate for first-time, full-time degree/certificate-seeking students at or above KCKCC's Integrated Postsecondary Education Data System (IPEDS) Comparison Group Median and a minimum baseline of at least 28%
- 4 | Increase student engagement and career-connected opportunities

KPIs

Biennial Noel Levitz Student Satisfaction Inventory (SSI) survey score for student-centered services (baseline 2022)

Year-over-year retention rate

Year-over-year completion rate

Outcomes indicated in the First Destination Survey each year (baseline Academic Year 2023)

02

Quality Programs & Services

Provide excellence in education by offering relevant and innovative educational programs and services that meet the needs of our students and community

GOAL

- 1 | Enhance processes and programs to help students successfully transfer to four-year institutions
- 2 | Align program and course offerings to meet workforce educational needs
- 3 | Enhance student-focused learning environments and foster learner-centered instruction
- 4 | Implement a holistic, integrated support system for traditionally underserved students

KPIs

Maintain or increase the percentage of students who transfer (baseline Academic Year 2023)

Maintain or increase percentage of in-field placement rates in workforce educational programs based on the Kansas Training Information Program Report (baseline Academic Year 2021)

Increase the number of courses that utilize learner-centered instruction. Report annual investment and count of updated student-focused environments (baseline Academic Year 2023)

Increase success rates for traditionally underserved students (baseline Fall 2022 to Fall 2023)

03 Employee Engagement

Foster an institutional culture that promotes diversity and inclusion, and a commitment to a one-team culture to ensure KCKCC and employee success

GOAL

- 1 | Enhance employee satisfaction
- 2 | Improve employee engagement in communication opportunities
- 3 | Attract and retain a high-performing workforce
- 4 | Foster an environment that embraces diversity, equity and inclusion (DEI)

KPIs

- Increased employee “Overall Satisfaction” score, indicated by the biennial Noel-Levitz CESS (baseline 2021)
- Number of employees engaged in communication activities (baseline Academic Year 2024)
- Maintain a turnover rate for full-time employees that is equal to or less than national data benchmarks
- Results from the DEI Climate Survey for employees

04 Community Engagement

Advance KCKCC to its next level of excellence and elevate the College’s presence in the community

GOAL

- 1 | Increase the level of community engagement for employees and students through service in the community
- 2 | Cultivate and strengthen mutually beneficial partnerships with business, industry and community stakeholders
- 3 | Increase the number of gifts and total financial contributions to the KCKCC Foundation each year
- 4 | Increase interest in college academic programs through branded marketing efforts

KPIs

- The number of events and activities where KCKCC engages the community with service and outreach projects (baseline Academic Year 2024)
- The number of industry partnerships and contributions to implement shared goals (baseline Academic Year 2024)
- The number of gifts and amount raised each year (baseline Fiscal Year 2023)
- The number of inquires from online advertising and visits to community-facing website pages (baseline Academic Year 2023)

Mission

**INSPIRE
INDIVIDUALS &
ENRICH OUR
COMMUNITY ONE
STUDENT AT A TIME**

Purpose

Kansas City Kansas Community College, a two-year community college, provides general, transfer, and career and technical education in a student-centered diverse and inclusive educational environment. KCKCC is committed to preparing students to succeed in the workforce, transition to four-year institutions and being contributing citizens in their community.

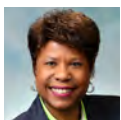
Vision

**BE A NATIONAL
LEADER IN ACADEMIC
EXCELLENCE &
PARTNER OF CHOICE
IN THE COMMUNITIES
WE SERVE**

Values

- Student Success
- Excellence
- Diversity, Equity and Inclusion
- Innovation
- Integrity
- Collaboration

Board of Trustees



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*Vice President of
Student Affairs and
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Dr. Shelley Kneuvean
Chief Financial Officer



Kristy Green
*Chief Marketing
and Institutional
Image Officer*



Peter Gabriel
*Chief Information
Officer*



Christina McGee
*Chief Human
Resources Officer*

KCKCC
2021-2022
ASSESSMENT REPORT

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INTRODUCTION

Despite continued challenges as a result of the global pandemic, Kansas City Kansas Community College (KCKCC) maintained its commitment to assessment and evaluation for the 2021-2022 academic year. This report serves as an overview of the assessment activities that took place across campus over the last year. The document is intended to serve two primary purposes. First, the report aims to comprehensively describe the assessment efforts of faculty, staff, and administrators at KCKCC. Second, the report is meant to serve as a catalyst for evidence-based decision-making by all practitioners at all assessment levels.

The 2021-2022 Annual Assessment report serves as KCKCC's second campus-wide assessment report. The report is divided into six major sections. The first three sections of the report highlight aggregated evidence for the institution-, program-, and class-level assessments. The fourth section features updates from each of the campus-wide assessment committees. The fifth section of the report contains a Dean's Report for each division within Academic Affairs. A report for Student Affairs and Enrollment Management is also included. The final section of the report includes supporting appendices.

INSTITUTION-LEVEL ASSESSMENT

TASKSTREAM DATA

Academic

In Taskstream, all programs and disciplines at KCKCC map their assessments to one or two of the KCKCC Institutional Learning Outcomes (ILOs). The KCKCC ILOs are:

1. Communication
2. Computation and Financial Literacy
3. Critical Reasoning
4. Technology and Information Literacy
5. Community and Civic Responsibility
6. Personal and Interpersonal Skills.

Additional details on each of the KCKCC ILOs are provided in Appendix A.

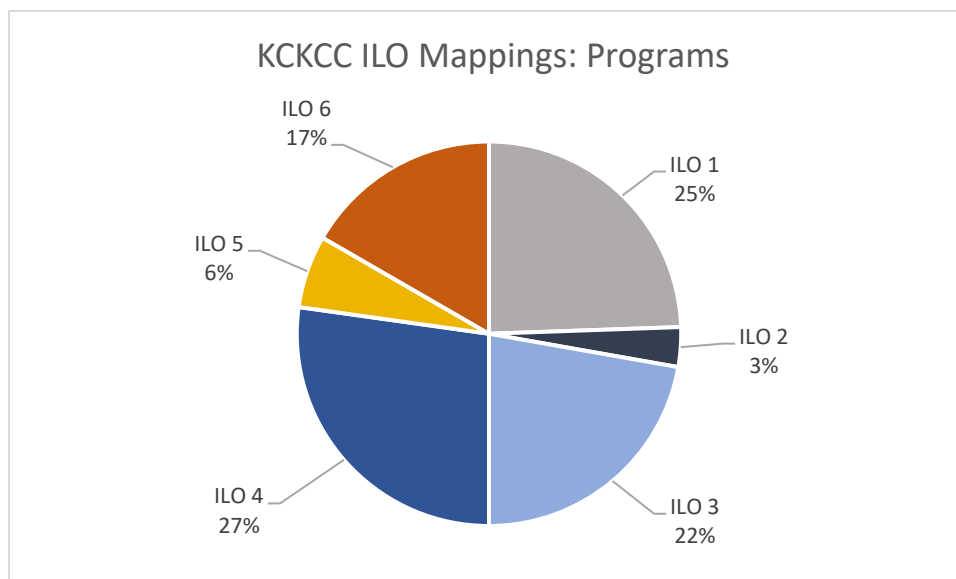
For the purposes of this report, each division is given an abbreviation to streamline presentation of the data. The chart below lists the full title and the abbreviation for those divisions.

Abbreviation	Title
Academic Affairs Divisions	
ACH	Arts, Communication and Humanities
ASA	Academic Support and Assessment
CTE	Career and Technical Education
HP	Health Professions
MSBT	Math, Science and Business Technology
SBSPS	Social and Behavioral Science and Public Service
Student Affairs Divisions	
EM	Enrollment Management
SS	Student Services

For the 2021-2022 assessment cycle, the program-level learning outcomes that were assessed were mapped to the ILOs 180 times. The ILOs most often mapped to were Technology and Information Literacy and Communication. Conversely, Computation and Financial Literacy and Community and Civic Responsibility were mapped to the least often. A complete breakdown of how the assessment mapping was distributed across each ILO category with each division is listed in the table below.

Division	1. Communication	2. Computation and Financial Literacy	3. Critical Reasoning	4. Technology and Information Literacy	5. Community and Civic Responsibility	6. Personal and Interpersonal Skills
ACH	1	0	1	2	0	2
CTE	14	3	13	26	1	17
HP	3	1	7	3	6	6
MSBT	6	2	8	5	0	3
SBSPS	20	0	11	13	4	2
Total	44	6	40	49	11	30

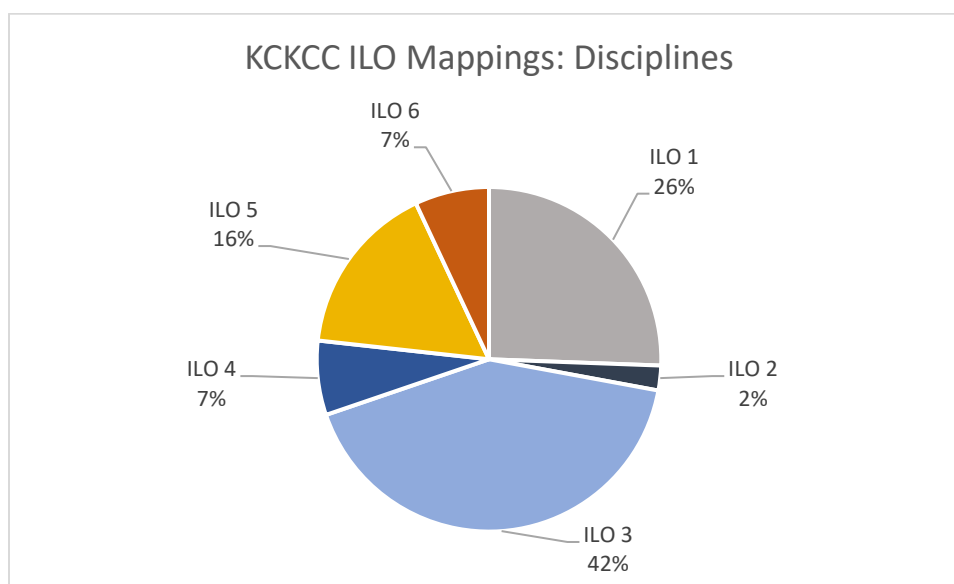
The following chart provides a summary of the data related to the ILO mappings.



The discipline-level learning outcomes that were assessed were mapped to the ILOs 43 times. Faculty mapped their assessments to the Critical Reasoning and Communication ILOs most often. The ILOs that were mapped to the least often were Computation and Financial Literacy, Technology and Information Literacy, and Personal and Interpersonal Skills. The breakdown of the mapping distribution for the disciplines is reflected in the table below.

Division	1. Communication	2. Computation and Financial Literacy	3. Critical Reasoning	4. Technology and Information Literacy	5. Community and Civic Responsibility	6. Personal and Interpersonal Skills
ACH	10	1	13	3	3	3
ASA	0	0	1	0	1	0
CTE	0	0	0	0	0	0
MSBT	0	0	1	0	1	0
SBSPTS	1	0	3	0	2	0
Total	11	1	18	3	7	3

The percentage analysis is reflected in the following chart.



Co-curricular

The standards provided by the Council for the Advancement of Standards (CAS) serve as the foundation for all co-curricular assessment activities, including co-curricular program review, at KCKCC. CAS provides a set of learning and development outcomes, called domains, that are commonly utilized by co-curricular practitioners. The CAS Learning and Development Domains (CLDD) are:

1. Knowledge Acquisition, Construction, Integration, and Application
2. Cognitive Complexity
3. Intrapersonal Development
4. Interpersonal Competence
5. Humanitarianism and Civic Engagement
6. Practical Competence

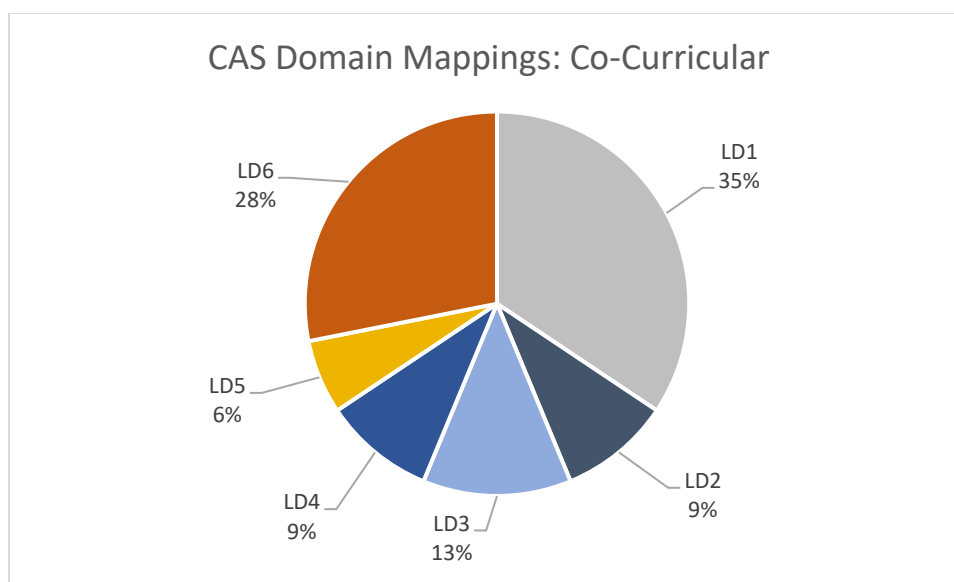
To ensure that the CAS Standards are in alignment with KCKCC's learning goals, the CLDDs have been mapped to the ILOs, which are displayed in Appendix B.

In Taskstream, co-curricular programs map their assessments directly to the aforementioned standards provided by CAS. Each student learning outcome is mapped to one or two of the CLDDs. For 2021-2022, the co-curricular departments mapped their assessments to the domains 32 times. The CLDDs most often assessed by co-curricular practitioners were Knowledge Acquisition and Practical Competence.

The domains with the lowest number of mappings were Humanitarianism and Civic Engagement, Cognitive Complexity, and Interpersonal Competence. An itemized table accounting for the number of co-curricular outcomes that were mapped to each specific learning and development domain for each division can be found below.

Division	LD1. Knowledge Acquisition, Construction...	LD2. Cognitive Complexity	LD3. Intrapersonal Development	LD4. Interpersonal Competence	LD5. Humanitarianism	LD6. Practical Competence
ASA	3	2	1	1	1	0
MSBT	0	0	0	0	0	2
EM	2	1	1	1	0	2
SS	6	0	2	1	1	5
SA	0	0	0	0	0	0
Total	11	3	4	3	2	9

The percentage breakdown is displayed in the following chart.



GENERAL EDUCATION COURSES

Submitted by the General Education Committee

Below you will find a summary of the linkage between General Education Core Courses, based on the spreadsheet that was analyzed by the General Education Committee in March 2022.

Courses sorted by GELO (88 courses)	Communication ILO	Financial/ Computational ILO	Critical reasoning ILO	Tech/ Information literacy ILO	Community/ Civic responsibility ILO	Personal/ Interpersonal skills ILO
Basic skills (4 courses)	4	0	2	1 (Comp II)	0	1 (interpersonal communication)
Humanities (36 courses)	23	0	15	0	32	0
Mathematics (7 courses)	0	7	4	0	0	0
Natural/ Physical Science (19 courses)	7	9	10	6	3	0
Social/ Behavioral sciences (22 courses)	22	2 (ECON)	22	0	0	0

The data indicates that there are 88 core courses, which is a large number. It would probably be advisable to revisit the core course list to determine which courses are best suited to General Education Learning Outcomes (GELOs) and Institutional Learning Outcomes. This table reflects the number of core courses in each GELO that support the given ILOs. **Red** numbers indicate that a majority of courses for a GELO support that ILO.

The data shows that Communication and Critical Reasoning are well-covered as ILOs in the General Education Core. Humanities is the only GELO that strongly supports the Community and Civic Responsibility ILO, and Mathematics is the only GELO that strongly supports the Computation and Financial Literacy ILO. The Technology and Information Literacy and Personal and Interpersonal Skills ILOs seem to not be supported by the General Education Core. These ILOs may need to be revised or eliminated during the rewriting of ILOs that will take place in fall 2022.

CCSSE RESULTS

KCKCC uses the Community College Survey of Student Engagement (CCSSE) as an indirect measure of assessing Institutional Learning Outcomes. The CCSSE asks students about their college experience and is used as a tool to identify areas of improvement in academic and co-curricular areas at the institution. It was administered in the spring of 2021, and each table below includes results from questions that correspond with ILOs 1, 2, 3, and 6.

			KCKCC		Medium Colleges		2021 Cohort (Nationally)	
Item	Variable	Responses	Count	Percent	Count	Percent	Count	Percent
Item 11: How much has your experience at this college contributed to your knowledge, skills, and personal development in the following areas?								
11b. Writing clearly and effectively ILO # 1: Communication	WRITE	Very little	39	11.2	4,187	9.7	18,822	10.0
		Some	73	20.9	11,184	25.8	48,979	26.1
		Quite a bit	125	35.7	15,824	36.6	69,008	36.7
		Very much	113	32.2	12,075	27.9	51,187	27.2
		Total	349	100.0	43,270	100.0	187,996	100.0
11c. Speaking clearly and effectively ILO # 1: Communication	GNSPEAK	Very little	48	13.8	5,620	13.0	24,684	13.1
		Some	71	20.4	11,675	27.0	51,309	27.3
		Quite a bit	123	35.1	14,759	34.1	63,738	33.9
		Very much	107	30.7	11,180	25.9	48,066	25.6
		Total	349	100.0	43,233	100.0	187,797	100.0
11d. Thinking critically and analytically ILO # 3: Critical Reasoning	GNANALY	Very little	19	5.4	2,163	5.0	9,875	5.3
		Some	48	13.7	8,440	19.5	38,064	20.3
		Quite a bit	126	36.0	16,963	39.2	73,343	39.0
		Very much	157	45.0	15,700	36.3	66,582	35.4
		Total	349	100.0	43,266	100.0	187,864	100.0
11e. Solving numerical problems ILO # 2: Computation and Financial Literacy	GNSOLVE	Very little	71	20.5	7,024	16.3	29,930	15.9
		Some	98	28.3	11,726	27.1	51,828	27.6
		Quite a bit	88	25.2	13,814	32.0	59,676	31.8
		Very much	90	25.9	10,660	24.7	46,370	24.7
		Total	347	100.0	43,223	100.0	187,805	100.0
11f. Working effectively with others ILO # 6: Personal and Interpersonal Skills	GNOTHERS	Very little	49	13.9	5,349	12.4	22,389	11.9
		Some	90	25.7	11,872	27.5	50,775	27.0
		Quite a bit	104	29.9	13,929	32.2	61,442	32.7
		Very much	107	30.5	12,071	27.9	53,142	28.3
		Total	349	100.0	43,221	100.0	187,749	100.0

			KCKCC		Medium Colleges		2021 Cohort (Nationally)	
Item	Variable	Responses	Count	Percent	Count	Percent	Count	Percent
Item 5: During the current academic year, how much has your coursework at this college emphasized the following mental activities?								
5b. Analyzing the basic elements of an idea, experience, or theory ILO # 3: Critical Reasoning	ANALYZE	Very little	15	4.3	1,817	4.1	8,167	4.2
		Some	70	19.5	10,307	23.1	45,853	23.7
		Quite a bit	147	40.6	19,025	42.7	81,408	42.1
		Very much	129	35.7	13,453	30.2	57,818	29.9
		Total	362	100.0	44,601	100.0	193,247	100.0
5d. Making judgments about the value or soundness of information, arguments, or methods ILO # 3: Critical Reasoning	EVALUATE	Very little	40	11.1	4,756	10.7	21,097	10.9
		Some	78	21.6	13,199	29.6	58,440	30.3
		Quite a bit	139	38.3	15,795	35.4	67,602	35.0
		Very much	105	29.0	10,825	24.3	45,853	23.8
		Total	362	100.0	44,574	100.0	192,991	100.0
5e. Applying theories or concepts to practical problems or in new situations ILO # 3: Critical Reasoning	APPLYING	Very little	24	6.5	3,534	7.9	15,730	8.1
		Some	79	21.7	11,956	26.8	53,410	27.7
		Quite a bit	133	36.8	16,128	36.2	69,128	35.8
		Very much	126	34.9	12,967	29.1	54,895	28.4
		Total	362	100.0	44,586	100.0	193,162	100.0

The data indicates that 67.9% of KCKCC students responded “Quite a bit” or “Very much” for the category of writing clearly and effectively. This is better than all Medium Colleges (64.5%) and KCKCC’s 2021 National Cohort (63.4%). In the category of speaking clearly and effectively, 30.7 % of KCKCC students indicated that their college experience improved their skills in this area “Very much” which is higher than the 2021 National Cohort (25.6%). When asked about their experience solving numeric problems, KCKCC students were split, with 20.5% of students responding with “Very little” and 25.9% responding with “Very much”. KCKCC students also responded more positively in the Critical Reasoning categories. When asked “how much has your coursework emphasized the following mental activities?” over half of the respondents reported “Quite a bit” or “Very much” for each of the categories. This is on par with or above our medium college counterparts and 2021 National Cohort.

For more information about the CCSSE, please visit

<https://www.ccsse.org/aboutsurvey/aboutsurvey.cfm>

For the full KCKCC 2021 CCSSE results, please visit

<https://www.kckcc.edu/about/organization/institutional-effectiveness/surveys-observations.html>

PROGRAM-LEVEL ASSESSMENT

Taskstream was utilized to document and archive information for program-level assessment. Submissions were reviewed by the Office of Assessment. The office assigned submissions the status of complete, complete with recommendations, incomplete, or not submitted based on pre-outlined criteria. The statuses reflect whether or not a submission meets the basic minimum requirements when evaluated using a set list of criteria questions based on assessment research and best practice (see Appendix C). Faculty coordinators, staff assessment leads, and administrators receive information on these criteria at the beginning of each fall semester. The specifics related to each designated status are outlined in the table below.

Status	Criteria
Complete	Submissions are deemed complete if all areas of the Taskstream template are filled out AND the information/evidence provided is in accordance with assessment research and best practice.
Complete with Recommendations (written as Recs in the data charts)	Submissions are deemed complete with recommendations if all areas of the Taskstream template are filled out BUT the information/evidence provided is not in accordance with assessment research and best practice.
Incomplete	Submissions are deemed incomplete if they are missing information in any area of the designated Taskstream template OR if they indicate that assessment activities were not carried out.
Not Submitted	Submissions receive the not submitted designation when they are completely blank.

The information in the subsequent sections reflects the statuses of the submissions in the Taskstream system as of June 1, 2022. It should be noted that academic programs, academic disciplines, and co-curricular programs that were reported as having a lack of personnel for the majority of the academic year are not included in the annual assessment data figures. This year, six academic programs, one academic discipline, and six co-curricular programs were not eligible to be included in the forthcoming figures due to the aforementioned reason.

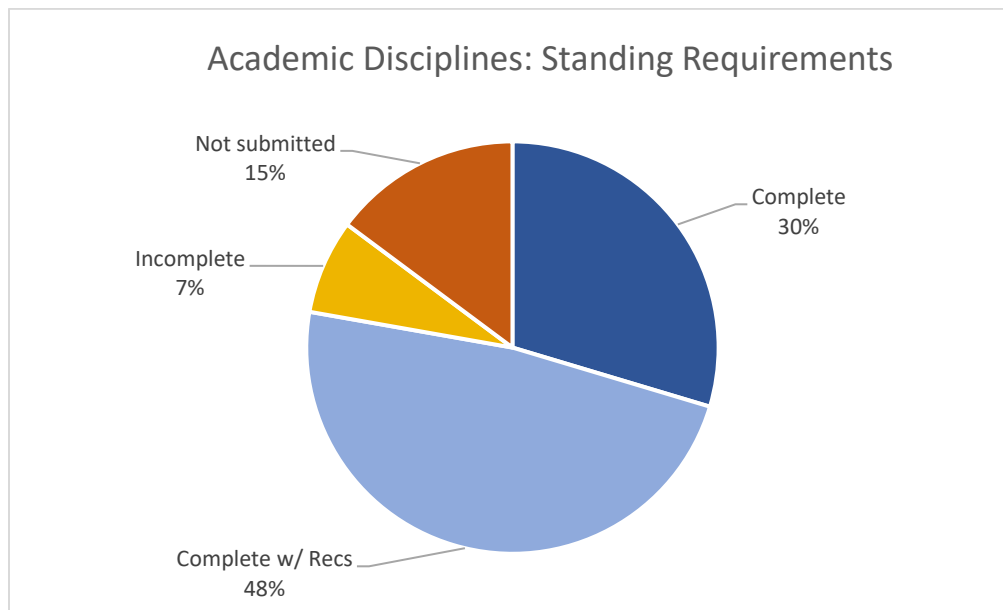
For those areas receiving a rating of “Complete with Recommendations,” the appropriate Academic Dean (or supervisor) will work with individual area coordinators to address the recommendations of the Office of Assessment. For those areas receiving a rating of “Incomplete,” the appropriate Academic Dean (or supervisor) will meet with individual area coordinators to complete any missing portions. For those areas marked “Not Submitted,” the Academic Dean (or supervisor) will meet with the individual coordinators and begin the progressive discipline process outlined in KCKCC Policy 5.50 “Progressive Discipline.”

STANDING REQUIREMENTS

Standing requirements are completed by all areas during their first year of program-level assessment. In 2021-2022, the eligible discipline coordinators completed standing requirements as a part of their introduction to Taskstream. The standing requirements for academic disciplines include a mission statement and discipline learning outcomes (DLOs). It should be noted that coordinators for the academic and co-curricular programs completed this step in previous years and were not collectively required to make changes during the 2021-2022 academic year.

Academic Disciplines

Of the 27 eligible disciplines at KCKCC, 23 (85%) submitted standing requirements in the Taskstream system. 29.6% of the disciplines received a complete status for the standing requirements. 48.1% received a complete with recommendations status. The vast majority of the recommendations were related to issues with learning outcomes. Specifically, the outcomes were not properly mapped to the KCKCC ILOs or they were not written in accordance with best practices. 7.4% of the standing requirements submissions were incomplete. Furthermore, standing requirements were not submitted for 14.8% of the disciplines. This information is shown in the chart below.

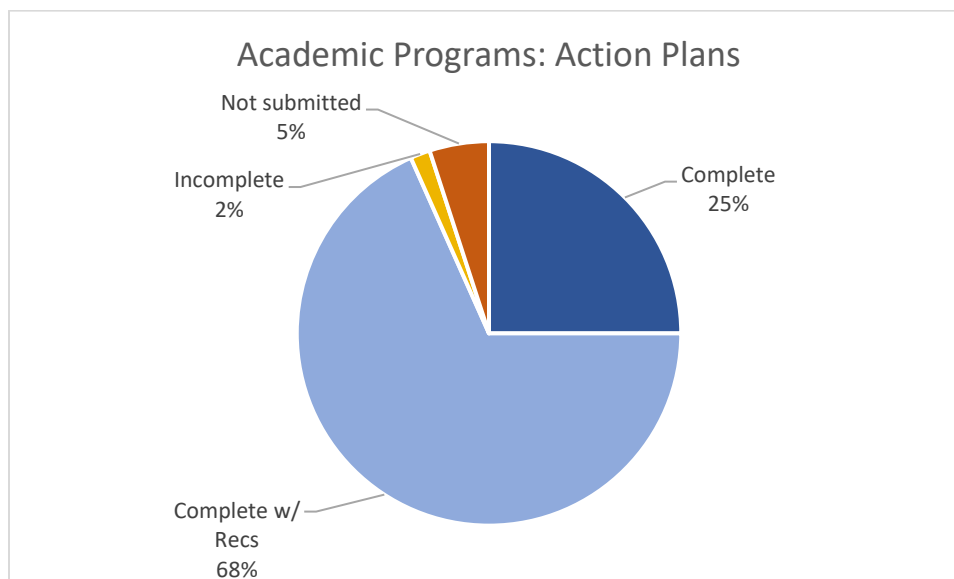


2020-2021 ACTION PLANS

For 2021-2022, all eligible academic and co-curricular programs were required to submit action plans. It should be noted that the academic disciplines were not required to submit action plans because it was the first year that these areas participated in formal assessment. Thus, the disciplines did not have prior documented evidence that required follow-up action. The action plans were developed in the fall semester, based on the assessment results from the previous academic year. In Taskstream, these plans are included in the assessment cycle for the prior year. Action plan requirements include information on planned actions, timelines, responsible faculty or staff, benchmarks, and budgetary requirements.

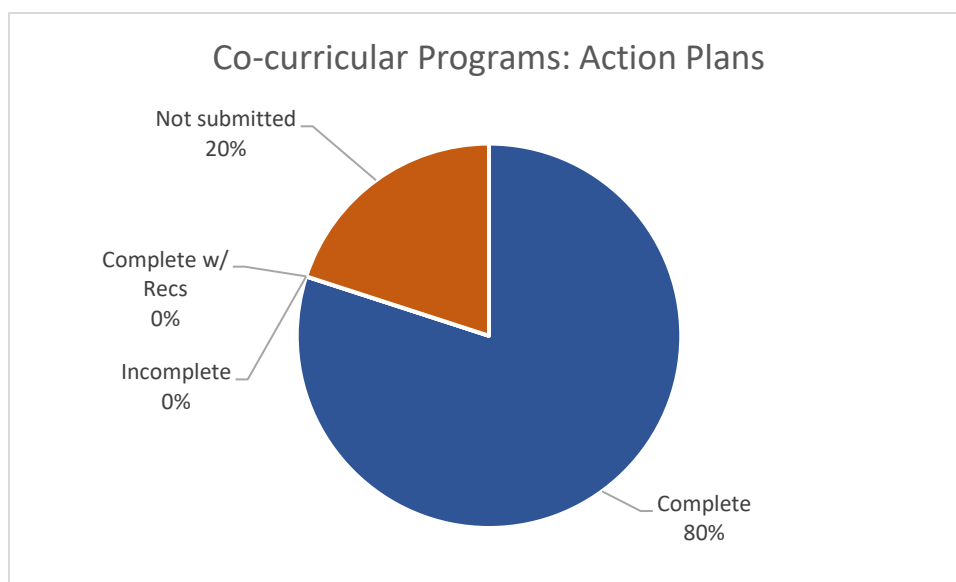
Academic Programs

Last fall, 57 (95%) of the 60 eligible academic programs had a corresponding action plan submission. 25% of the action plans were deemed complete, while 68.3% were deemed complete with recommendations. Most of the recommendations were related to issues with benchmarks and failure to connect actions with assessment findings from the previous semester. Incomplete statuses were assigned to 1.7% of the submissions. 5% of the assessment plans were not submitted. This information is illustrated in the chart below.



Co-Curricular Programs

For the co-curricular departments, 8 out of 10 eligible programs had submissions in the Taskstream system. The overall submission rate was 80%. All of the submitted action plans were considered complete. None of the programs received a complete with recommendations status and there were no incomplete submissions in the system. 20% of the programs did receive a not submitted status. This evidence is presented in the subsequent chart.



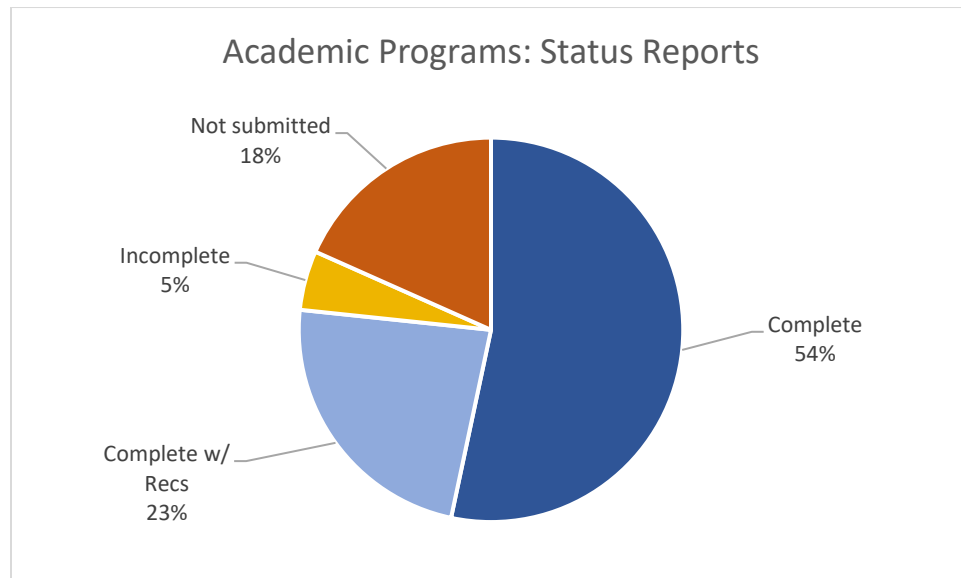
2020-2021 STATUS REPORTS

Each eligible academic program and co-curricular program was required to submit a status report for 2021-2022. Status reports serve as an update to the action plans from the previous fall. Thus, the disciplines were not required to complete these as they did not complete the prerequisite action plans. In Taskstream, status reports, like action plans, are included in the previous assessment cycle. Status reports require programs to document the progress that they have made on the action plans to date. Furthermore, programs can outline their next steps and notate when the action has been completed.

Academic Programs

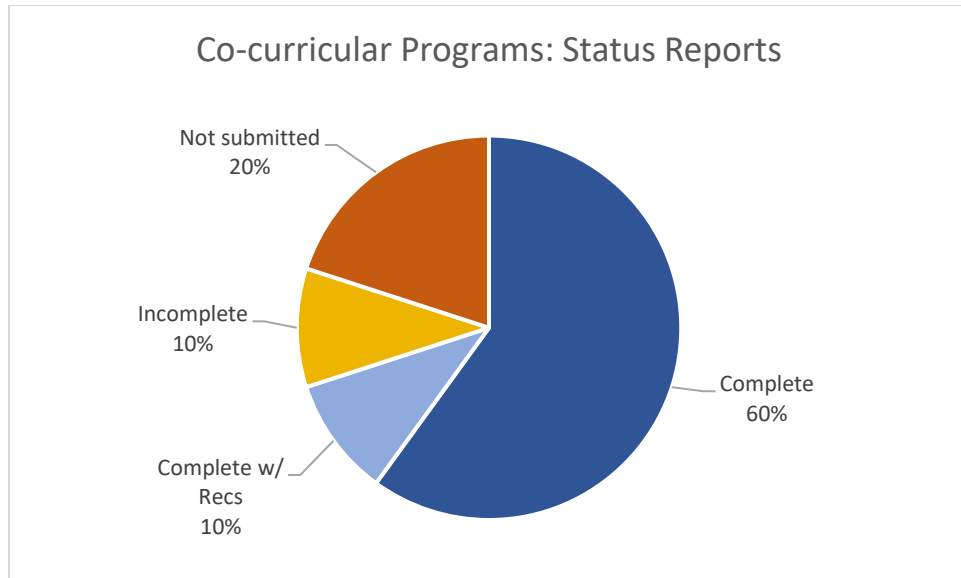
The overall submission rate for status reports for the eligible academic programs was 81.7%, which equates to 49 out of 60 eligible programs submitting information by the deadline. 53.3% of the academic programs received a complete designation on the status report submission. 23.3% received a complete with recommendations status, most often due to the absence of

statements about the effectiveness of the action on the desired result. 5% of the program submissions were incomplete. Eleven programs (18.3%) did not submit any assessment findings via Taskstream by the end of the spring semester. The chart below displays a summary of this information.



Co-Curricular Programs

Most of the eligible co-curricular programs (80%) submitted status reports in 2021-2022. Complete statuses were assigned to 60% of the submissions. 10% of the submissions received a complete with recommendations status. The recommendations addressed issues with submission templates and benchmark data. Similarly, 10% of the submissions received an incomplete status. 20% of the co-curricular programs did not submit a status report for the year. This information is summarized in the following chart.

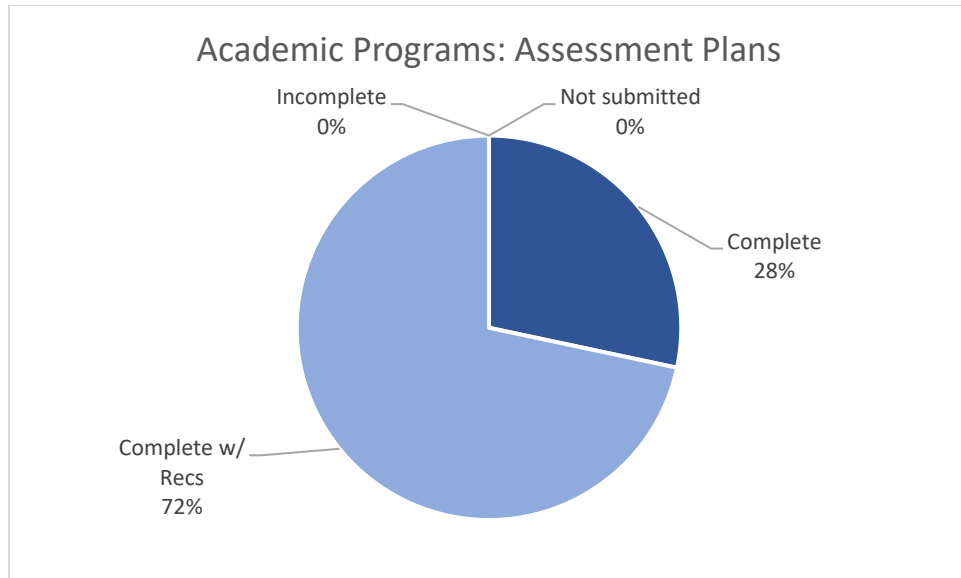


2021-2022 ASSESSMENT PLANS

All KCKCC-eligible academic programs, academic disciplines, and co-curricular programs were required to submit assessment plans during the 2021-2022 assessment year. Assessment plans are required to include information on assessment methods, benchmarks, timelines, and responsible faculty or staff.

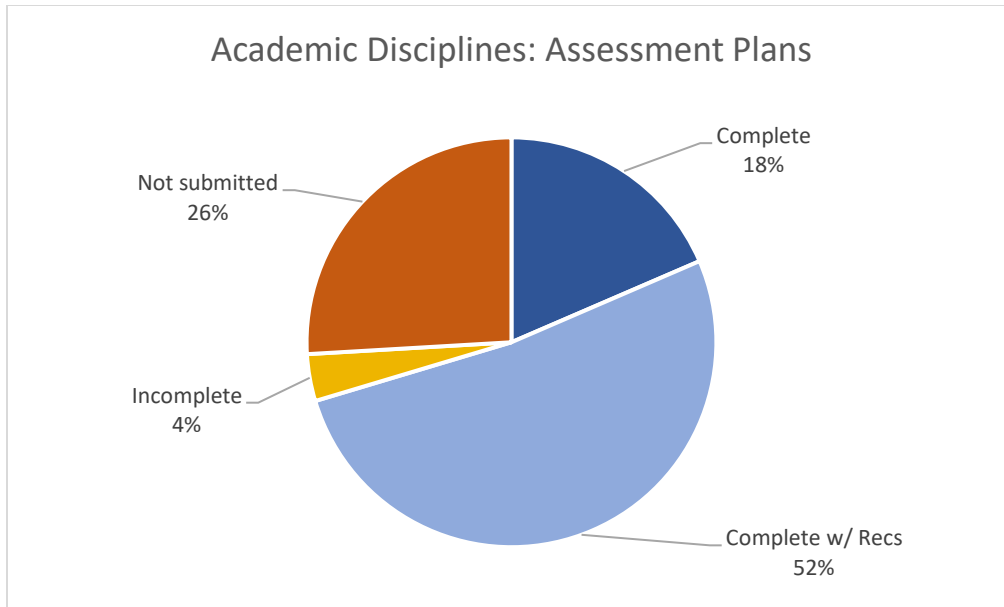
Academic Programs

For 2021-2022, all eligible degrees and certificates in the system had a corresponding assessment plan submission. The overall submission rate was 100%. 28.3% of the assessment plans in the system were considered complete. 71.7% of the assessment plans received a complete with recommendations status. The majority of the recommendations were related to the inclusion of a quantifiable benchmark or a detailed description of the assessment method including data collection and analysis procedures. This information is illustrated in the chart below.



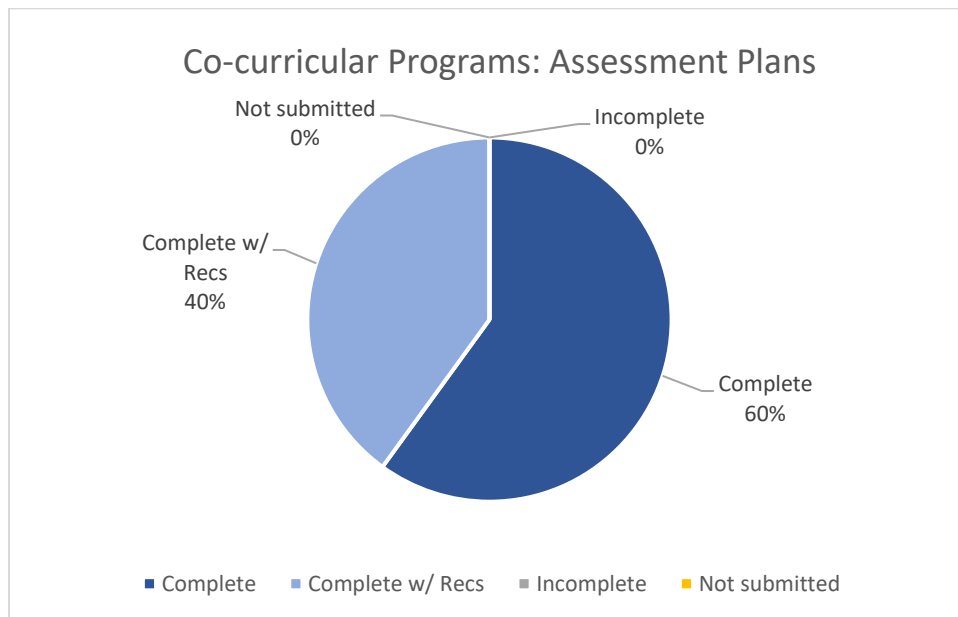
Academic Disciplines

The 27 eligible academic disciplines formally completed assessment plans for the first time in 2021-2022. 20 (74.1%) of the academic disciplines submitted assessment plans in Taskstream. 18.5% of the disciplines received a complete status on the assessment plan submissions. The majority of the disciplines (51.9%) received a complete with recommendation status on the assessment plans. These statuses were most often due to incomplete descriptions of assessment methods and unmeasurable benchmarks. 3.7% of the submissions were incomplete. Submissions were not made for approximately one-fourth (25.9%) of the disciplines. This information is displayed in the chart below.



Co-Curricular Programs

All 10 of the eligible co-curricular programs (100%) submitted action plans. Overall, 60% of the co-curricular assessment plans were considered complete while 40% were considered complete with recommendations. The recommendations focused on descriptions of assessment methods and issues with benchmarks. The chart below displays a summary of this information.

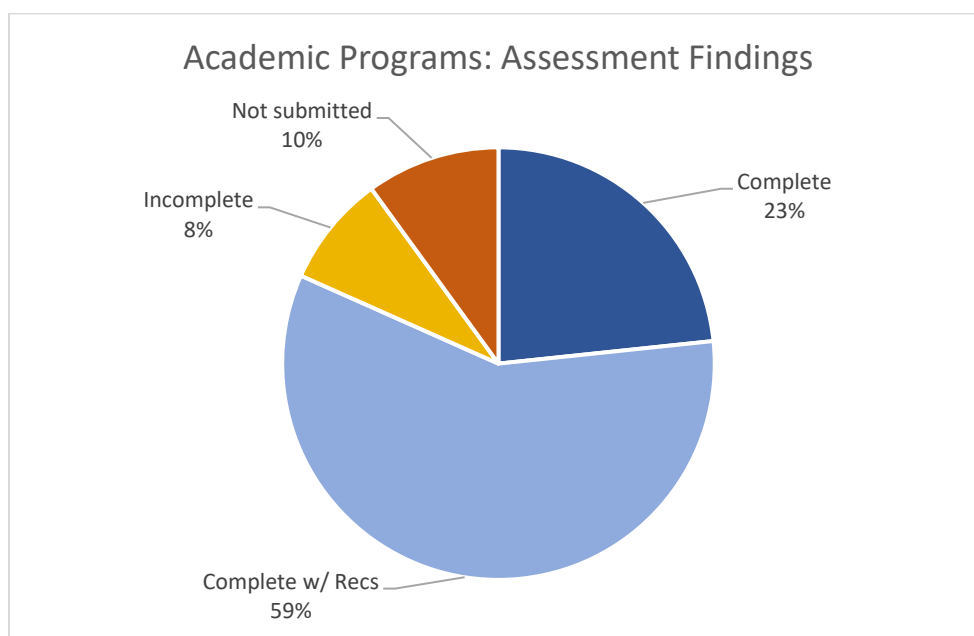


2021-2022 ASSESSMENT FINDINGS

Every eligible academic program, academic discipline, and co-curricular program was required to report its assessment findings at the end of the spring 2022 semester. Assessment findings directly correlate with the assessment plans that are entered during the fall semester. In Taskstream, assessment findings are required to include an evidence summary, an explanation of the assessment impact, and a benchmark status indicating whether the target was met.

Academic Programs

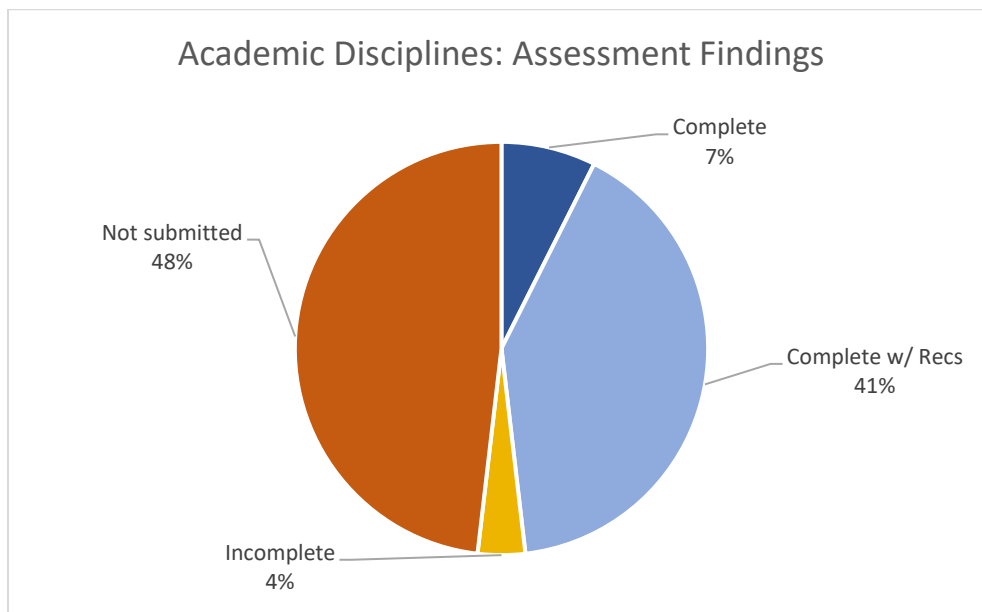
54 (90%) of the eligible academic programs submitted assessment findings related to their assessment plans for the year. 23.3% of the submissions were designated as complete. 58.3% of the submissions were marked as complete with recommendations. Most recommendations focused on inconsistencies with benchmark reporting. In other instances, the recommendations addressed a lack of data analysis evidence. 8.3% of the submissions were deemed incomplete. The non-submission rate for academic programs was 10%. This information is summarized in the following chart.



Academic Disciplines

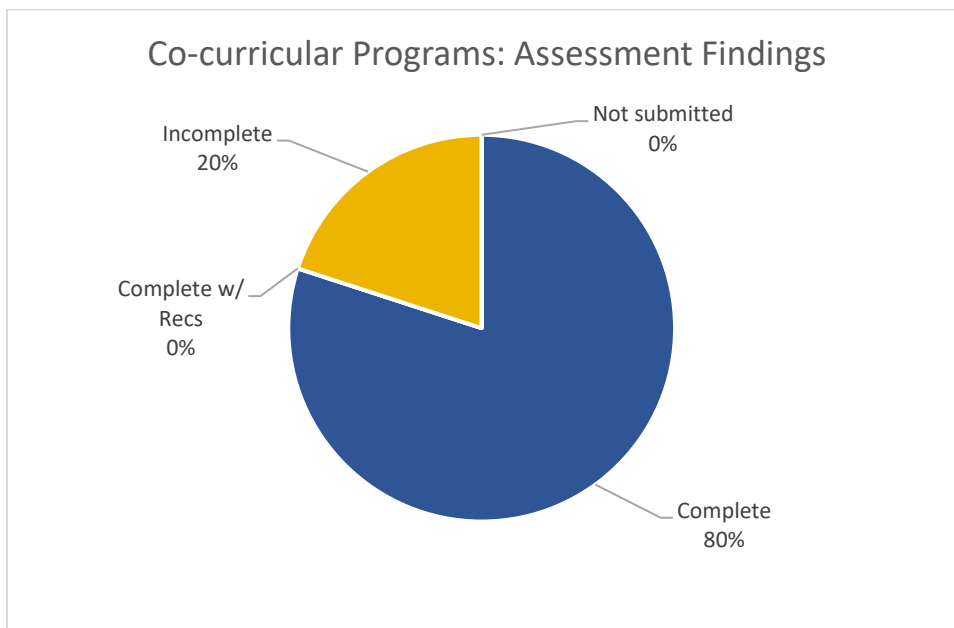
Out of the 27 eligible academic disciplines, 14 (51.9%) submitted assessment findings for their assessment plans at the end of the academic year. 7.4% of the disciplines received a complete status on the assessment finding submissions. Due to issues with benchmarks, 40.7% of the assessment findings were complete with recommendations. In particular, many disciplines did

not express their findings in a manner that directly reflected the benchmark that was included in the assessment plan. 3.7% of the submissions were incomplete while 48.1% were not submitted. This information is illustrated in the chart below.



Co-Curricular Programs

Last spring, all 10 eligible co-curricular programs (100%) submitted assessment findings for their assessment plans in Taskstream. 80% of the co-curricular assessment findings were deemed complete. 20% of the co-curricular programs submitted incomplete assessment findings. This evidence is presented in the subsequent chart.



CLASS-LEVEL ASSESSMENT

Class-level academic assessment data is gathered at the end of the fall and spring semesters, of each academic year, through submissions using Microsoft Forms. The form helps to document the review of class-level assessment using Blackboard (Bb) alignments to course outcomes. Some departments also have course competencies in Bb in addition to course outcomes. After reviewing each Bb course performance report, faculty are asked to provide the following information: identify areas for discussion by the department (during the required annual department meeting), identify strengths and targeted areas for improvement, and detail strengths and opportunities for improvement that are not reflected in the Bb data.

COURSE SUBMISSIONS BY DIVISION

The information reflected in these two tables shows the submissions, using the Class-Level Microsoft Form, received in each division. Note: If faculty teach multiple sections of the same course using the same modality (e.g., all online), they are asked to combine them into one submission.

Fall 2021

Division	Total Submissions	FT Faculty	Adjunct
ASA	4	2	2
ACH	147	29	38
CTE	272	36	10
HP	81	39	6
MSBT	174	30	41
SBSPS	102	18	27
TOTAL	780	154	124

Spring 2022

Division	Total Submissions	FT Faculty	Adjunct
ASA	5	2	3
ACH	145	29	39
CTE	244	34	11
HP	100	39	8
MSBT	148	32	34
SBSPS	96	19	23
TOTAL	738	155	118

Here are some examples of targeted areas for improvement, identified by faculty, across divisions. Faculty will use this information during a department meeting focused on assessment during fall 2022.

- "I will keep a close eye on CLOs #2 (The student will be able to articulate a personal philosophy for serving others.) and #5 (The student will be able to define the concept of service-learning) as these were the areas where students received the lowest scores." (ASA)
- "I plan to be more forthcoming with my grading rubric. I can improve on my teaching method." (ACH)
- "Develop a better overall lesson plan that stays with basic software functions. We have been getting too detailed, and we need to stick with the basic format of how to draw segments of a structure versus the entire structure." (CTE)
- "Continue and expand reading checks as well as engage students during lectures with material that specifically comes from assigned readings. Incentivize reading and preparation in a manner appropriate for community college nursing students." (HP)
- "Concentrate more on the learning with the assignments. Even though the average was 74%, there are certain modules where students showed some weaknesses." (MSBT)
- "I plan to review all testing materials and update them. Reevaluate presentation of the learning material and examine ways to increase some scaffolding of ideas as it appears retention over the semester was weak." (SBSPS)

REPORTS FROM ASSESSMENT-RELATED COMMITTEES

PROGRAM REVIEW COMMITTEE

Submitted by Todd Miles and Jeff Smith, Committee Co-Chairs

Mission:

Our mission is to recognize the strengths and achievements of academic programs and enhance their commitment to a robust assessment of outcomes.

Committee Members:

The committee members for 2021-2022 included Daryl Long, David Noll, DeShawn Bailey, Doug Hansen, Eric Theel, Janice Spillman, Janine Swift, Jeff Smith, Jerry Pope, Justin Binek, Kara Reed, Karisse Whyte, Kris Ball, Rochella Bickford, Ron Sportsman, Shawn McGivern, Todd Miles, Tyrone Flaherty, Virginia Walker, and William Riggs. In addition, Todd Miles, Jeff Smith, and Dean Cheryl Runnebaum served as the committee co-chairs.

Committee Meeting Dates:

The committee met every third Wednesday of the month from August to May 2021-2022.

Summary of Actions and Accomplishments:

We revised our annual calendar, provided training sessions for cohorts during convocations, and developed an instructional guide for all documents in the program review process. We accomplished the tasks outlined on our annual calendar (see Appendix D). All programs in cohort 4 completed a self-study, presentation, and feedback, and all cohorts completed the appropriate documents for their specific phase in the review cycle.

Committee Challenges:

The challenges for program review this year were receiving the correct data for each program and struggling with the FTE data in the financial section of the self-study report. Some programs and Deans had issues with meeting the deadlines established in the annual review calendar. Another challenge was preparing for the HLC visit last March. The committee sought to understand what information the HLC was looking for specifically related to the program review process. Lastly, the committee faces the upcoming challenge of evaluating the transfer (i.e., A.S., A.A., and A.G.S.) degrees.

Moving forward, the aforementioned challenges will be addressed in a variety of ways. The college has hired a new Director of Institutional Effectiveness. The committee plans to

collaborate with the new director to determine best practices for retrieving accurate program data. The program review committee is becoming more comfortable with the review process. This will enhance better communication and collaboration among committee members, program coordinators, and deans. The VPAA is working with Deans and transfer programs to obtain student data on KCKCC students and student transfers.

Committee Plans for 2022-2023:

Next year, the committee will review and revise all documents as needed, enhance training for PR committee members and cohorts, and improve the tracking and storing of documents. The program co-chairs will work with the VPAA and deans to develop a self-study report for the transfer degrees. The committee would also like to work on establishing a Program Review webpage.

GENERAL EDUCATION COMMITTEE

Submitted by Dr. Edward Kremer, Committee Co-Chair

Mission

The purpose of general education at Kansas City Kansas Community College is to lay a broad foundation for students' education and develop students' skills necessary for participation in a free and democratic society. The KCKCC General Education Program endeavors to enhance students' understanding of language and communication, improve the quality of their reading and writing, develop analytical and critical thinking skills, deepen their awareness of our national and global heritage and interconnections, and foster lifelong learning.

To this end, the General Education Committee (GEC) will provide necessary institutional assessment procedures and protocols to ensure that all general education courses taught at the college are aligned with the goals outlined in the above paragraph. Additionally, in overseeing and assessing the general education program, the GEC seeks to ensure that all general education courses support the college's strategic plan.

Committee Members:

Jim Krajewski, Traci Dillavou, Dr. Liz Gillhouse, Dr. Todd Gordon, Lakshmy Sivaratnam, Dr. Andres Cantillo, Victor Ammons, Awilda Haas, Kara Reed, Dr. Ed Kremer

Committee Meeting Dates

The committee meets bi-monthly on the 2nd and last Wednesday of the month.

Summary of Actions and Accomplishments

In fall of 2021, the committee scored artifacts on the Social and Behavioral Sciences GELO and the Humanities GELO. They also collected artifacts for the Social and Behavioral Sciences GELO and the Natural and Physical Sciences GELO. In spring 2021, the committee scored artifacts collected in fall 2021 and collected artifacts for the Mathematics and Basic Skills GELOs. Each

general education core course was linked to three ILOs when they petitioned to be a part of the core. Additionally, each of these core courses is linked to one GELO.

The GEC developed rubrics for each GELO, presented them to the general education departments for feedback, and settled on the final rubrics that are found on the GEC Teams site. The rubrics are also found in Blackboard where they are utilized in the evaluation of artifacts. The rubrics have several Key Performance Indicators (KPIs) and each KPI has 4-scored levels of performance. A score of 4 means mastery, a score of 2 or 3 means developing, a score of 1 means emerging, and a score of zero on a KPI means no evidence was found for the KPI. The current GELO cycle has set a score of 70% on each KPI and the overall rubric as the benchmark for each GELO.

The tables below show the KPIs and overall rubric values for each general education course addressed by a given GELO. If there were high school sections, then those samples are split out as well. Results were shared with departments during Assessment Day at the start of the semester. After this initial meeting, the general education faculty met to discuss the meaning of the results presented and to suggest actions they wish to take given the GELO results. The reports were provided to the GEC and are available [here](#).

Supporting Evidence:

Social and Behavioral Sciences GELOs					
Number of Artifacts (N)	Course	Discipline Specific: Facts, Vocabulary, Definitions, Terms, Concepts, People Points	Discipline Specific: Application of concepts to Address the Task Points	Discipline Specific: Evaluation, Claims, Justifications, and Conclusions Points	Overall Score
3	SOSC-0209	3.78	3.44	3.44	10.67
3	ANTH-0100	2.70	2.40	2.50	7.60
9	ECON-0201	2.72	2.52	2.40	7.64
12	Econ-0202	2.94	2.82	2.88	8.68
4	POSC-0111	2.56	2.89	2.78	8.22
7	PSYC-0202	2.80	2.80	2.85	8.45
51	PSYC-0203	2.97	2.89	2.77	8.62
3	PSYC-0214	3.33	3.44	3.33	10.11
3	PSYC-0297	3.11	2.89	2.89	8.89
27	SOSC-0107	3.11	2.92	2.88	8.90
3	SOSC-0108	2.67	2.33	2.56	7.67
76	PSYC-0101	2.69	2.60	2.52	7.82
High School (25)	PSYC-0101	2.71	2.54	2.42	7.68
Post-Secondary (51)	PSYC-0101	2.67	2.64	2.60	7.93

Humanities GELOs					
Number of Artifacts (N)	Course	Demonstrates knowledge of major figure(s)/artist(s)/writer(s)/ concepts, theories, methodologies, and/or approaches in the specific discipline. Points out of 4.00	Demonstrates knowledge of how the humanities and/or the arts are informed by social, cultural, linguistic, and historical circumstances. Points out of 4.00	Demonstrates knowledge of discipline-specific language, concepts, and/or ideas to evaluate the human condition as presented in discipline-specific pieces. Points out of 4.00	Overall Score
9	PHIL-0206	1.91	1.82	1.77	5.50
11	MUSC-0101	3.07	2.90	2.90	8.88
19	LANG-0141	3.14	3.29	3.04	9.51
22	HIST-0105	2.77	2.57	2.56	7.95
HS 7	HIST-0105	3.47	3.20	3.00	9.67
Post-Sec 15	HIST-0105	2.54	2.37	2.41	7.39
19	HIST-0104	2.44	2.44	2.29	7.17
6	ENGL-0109	3.50	3.31	3.56	10.38
11	ENGL-0107	2.52	2.67	2.74	7.96
HS 3	ENGL-0104	1.50	1.50	1.63	4.63
6	ARTS-0103	3.31	3.31	3.13	9.69
18	ARTS-0101	2.81	2.49	2.53	7.84
1	THTR-0101	3.00	3.00	3.00	9.00

Committee Plans for 2022-2023

Natural and Physical Science and the Social and Behavioral Sciences will compile a similar report based on the results of GELO scoring of their fall 2021 artifacts. The GEC will present the results during fall Assessment Day. The GEC will be taking the spring 2023 semester to review results from collection efforts to date, review feedback on evaluator training and evaluation collection processes, and respond to action items from GELO group feedback.

The committee shared the results of the Social and Behavioral Sciences and the Humanities GELO artifact assessment in spring 2021. This was done during the spring Assessment Day presentation to the faculty. In fall 2022, the results of the Natural and Physical Sciences and the Social Science GELO will be shared. Discipline faculty who teach each GELO met during their department/coordinator meetings and developed a draft document of actions they wish to take based on the results of the GELO rating project. The meetings resulted in the development of

an action report to address findings including volunteering to rate GELOs, discussion on engaging HS dual/concurrent assessment, etc.

The committee will review all reporting that has been collected to date on the GELO process during the spring of 2023. Adjustments to the rubrics, changes in benchmarks, suggestions on GELO artifacts to collect, and which students to assess will be determined at that time and put in place for the next cycle of GELO collection. An example of one item to consider relates to artifacts for students who withdraw or fail their general education course. The committee discussed at length whether to include these artifacts in our next cycle of GELO collections. No decision has been reached and this will likely be a part of a discussion with the general education faculty collectively or within their specific GELOs. There are two philosophies on this. On one hand, by reviewing all GELO artifacts that are submitted all students' work is reviewed whether they complete the course or not. On the other hand, by reviewing GELO artifacts of students who complete the course, you are reviewing artifacts of those who have completed their general education requirements.

CO-CURRICULAR ASSESSMENT COMMITTEE

Submitted by Dr. Amanda Williams and Dr. Shawn Derritt, Committee Co-Chairs

Mission:

The mission of the Co-Curricular Assessment Committee (CCAC) is to support the assessment of student learning through co-curricular activities, programs, and experiences at Kansas City Kansas Community College.

At KCKCC, co-curricular assessment is defined as the “Assessment of activities and programs that take place outside of the classroom and are non-credit bearing but contribute to students’ academic, personal, and professional growth and development. Such activities and programs mirror the formal academic curriculum of the college.”

Committee Members:

The committee members for 2021-2022 were Wade Abel, Robert Beach, Allison Burton, Sarah Cole, Rob Crane, Jennifer Gieschen, Dr. Tina Church Lewandowski, Penny Mahon, Jeremiah McCluney, Dr. Stacy Tucker, Alex Twitty, Linda Warner, Nicole Wilburn, and Andrica Wilcoxon. The committee co-chairs were Dr. Shawn Derritt and Dr. Amanda Williams.

Committee Meeting Dates:

The committee meets on the third Tuesday of each month.

Summary of Actions and Accomplishments:

Accomplishments

This year, CCAC established bylaws for the committee and implemented Robert's Rules of Order, Revised. The CCAC contributed to *Beyond Measure: An Assessment Newsletter* in both September 2021 and February 2022. Committee members presented sessions about co-curricular assessment during Assessment Day in both fall 2021 and spring 2022.

The Assessment Cycle

CCAC follows the KCKCC Co-Curricular Assessment Cycle. Separate time, outside of CCAC monthly meetings, was set aside for Peer Review. During peer review, CCAC members provide recommendations and feedback to one another on their assessment reports before officially submitting them. The peer review process is optional but strongly encouraged.

HLC

CCAC participated in the HLC mock visit where accolades were given for the co-curricular assessment work that has been done thus far at KCKCC. In preparation for the official site visit, CCAC prepared personal stories and examples to share with the HLC review team on March 28 & 29, 2022. During the HLC visit, reviewers posed the question as to how CCAC can maintain the flow of assessment and review at KCKCC. Our response, our committee members serve as ambassadors and role models charged with engaging others on campus to embrace assessment.

Professional Development

CCAC members were present for a presentation on "Writing Student Learning Outcomes (SLOs)" given by the Office of Assessment during the April meeting. The presentation covered the definition of SLOs, their characteristics, and common mistakes to avoid. Committee members were also encouraged to attend "Assessment 101" in February and "Assessment at KCKCC" in March. A plethora of resources are also available through the library and located on the Assessment Resources website (https://kckcc.libguides.com/Learning_Commons/assessment_resources).

Program Review

The Council for the Advancement of Standards in Higher Education (CAS) *Self-Assessment Guide (SAG)* has been adopted by the CCAC as the tool to assess the co-curricular programs at KCKCC. The SAG consists of standards and guidelines used to evaluate the strengths and deficiencies to plan for improvement opportunities within each program.

The co-curricular program review follows a four-year cycle (see Appendix E). The departments and programs on the committee are separated into cohorts. This year, Cohort 1 (Phi Theta Kappa/Service Learning, Learning Services, and Student Accessibility and Support Services) completed Year Two of the program review. Each of these areas submitted an Action Plan in the fall of 2021 and began implementation of their plans in the spring of 2022. Cohort 2

(Advising, Counseling & Advocacy, Library Services, and Student Activities) completed Year One of the program review. These programs completed a self-study, prepared a narrative, and received feedback from their program review team. In fall 2022, they will draft their action plans.

Committee Challenges:

Due to employee turnover, CCAC had several program vacancies followed by new membership on the committee. This led to an alteration in the program review schedule. Student Activities was moved forward to 2021-2022 and Student Housing was moved to 2023-2024. It was decided amongst the co-chairs, Office of Assessment, and Dean of Academic Support and Assessment that in the future, no changes will be made to the program review calendar. If staff vacancies occur, the dean of that co-curricular area will need to complete the program review process.

The number of new members on CCAC also led to the discovery that the committee needed to develop a better way to onboard new members. A sub-committee was formed to address onboarding. This sub-committee is still working to develop this process with a plan for the fall of 2022.

Committee Plans for 2022-2023:

First, CCAC will continue to refine our co-curricular assessment efforts, leaning into continually evolving our measurement and growth of student learning. Secondly, Cohort 3: Admissions, Art Gallery, Student Health Services, and Student Housing will embark upon a program review. And lastly, the committee will develop and begin the implementation of an improved onboarding process for new members.

DEAN REPORTS

ACADEMIC AFFAIRS

Arts, Communication and Humanities

Submitted by Dean Donna Bohm

Mission

The Division of Arts, Communication and Humanities does not have a mission statement at this time. The new Dean confirmed with the previous Interim Dean that there is not a division mission statement.

Division Goals

The immediate goals for ACH are as follows:

- Create a mission statement for the division to provide an opportunity for departmental alignment with the overall division mission.
- Attain a culture of assessment across the division, resulting in 100% complete submissions at all levels.
- Increase collaboration, coordination, and communication within the division and across campus regarding events and activities to improve publicity, recruiting, and engagement with all constituents.

*Partial report due to divisional leadership transition at the end of the 21-22 academic year.

Academic Support and Assessment

Submitted by Dean Cecelia Brewer

Mission

To provide academic support to students, faculty, and staff at KCKCC and be a resource to the surrounding community.

Division Goals

The Division of Academic Support and Assessment (ASA) tries to frame its yearly goals around the priorities in the current Strategic Plan. However, our goals are always framed with the mission and vision of the division in mind. The vision of ASA is to seek to be a national leader in supporting student learning through the use of technology and other innovative tools, designed to help students achieve their goals.

During the 2021-2022 academic year, the division set out to complete any remaining items, under our purview, in the Strategic Plan. Under the 2020-2023 Strategic Plan, our goals were:

- Priority 1-Goal 1-Initiative 2: Develop and implement a plan to engage more students in service-learning, undergraduate research, apprenticeship, and similar opportunities
- Priority 1-Goal 3-Initiative 4: Increase the use of different instructional modalities to enhance student choice for degree completion
- Priority 2-Goal 3-Initiative 3: Develop and implement a formal faculty mentoring program focused on learner-centered instruction
- Priority 2-Goal 3-Initiative 4: Support learner-centered instruction priorities with institutional resources

Division Evaluation

When goals are set for the division, the intent is that they can be completed over the course of one academic year. If a goal cannot be completed over the course of one year, then the division attempts to reach the midpoint. It is the dean's responsibility to work with the appropriate department in detailing how the goal will be accomplished.

Priority 1.1.2: This year, one of the goals was to connect with faculty regarding undergraduate research and have campus-wide participation in an undergraduate research symposium. This goal was evaluated by visits to division meetings, a presentation on Assessment Day, and student participation in the symposium. Since this was the inaugural year, there isn't any data from the previous year for comparison. The other goal of this initiative was to continue to offer service-learning opportunities to students during the pandemic. The focus was less on the number of participants but on the offerings, considering there weren't any opportunities the year prior due to businesses not wanting to increase the spread of Covid-19.

Priority 1.3.4: For this particular initiative, the division agreed that two of our departments play a support role by providing training to faculty on hyflex and hybrid methods of teaching. The goal included training, to support hyflex and hybrid methods, to be added to our existing faculty training schedules in the Center for Teaching Excellence and Online Education Services.

Priority 2.3.3 & 2.3.4: This initiative had already been completed at the start of fall 2021; however, the department involved decided to offer a more robust professional development program focused on learner-centered instruction. The department sent out a survey to participants at the end of each session for feedback. We had hoped to get more participation and valuable feedback from the survey.

Evaluation Findings

Priority 1.1.2: The Director of Honors/PTK/Undergraduate Research and Service Learning presented a session on undergraduate research (UR) during Welcome Back Week. An email was also sent to all academic deans requesting to speak at the first division meeting about undergraduate research. From those meetings, four (4) faculty expressed an interest in a partnership. In spring 2022, the first UR Interdisciplinary Symposium was held. Across all UR offerings this past year, 95 students participated (1=virtual, 94=on ground).

Service-learning opportunities continued to be offered despite the pandemic. Seventy (70) students total completed service-learning projects (59=virtual, 11=on ground). Some of these opportunities were provided to students as opportunities to participate, others, the students had to find a location themselves to volunteer.

Priority 1.3.4: The departments of Online Education Services (OES) and the Center for Teaching Excellence (CTE), worked together to create four (4) opportunities during spring 2022 to participate in professional development training sessions. Faculty were not only educated on how hyflex and hybrid are defined but they were shown how these methods are most beneficial to students who need course offerings outside of the traditional on-ground format.

Priority 2.3.3 & 2.3.4: A minimum of one learner-centered professional development opportunity was offered weekly during the fall and spring terms. Of the respondents to the 2021-2022 survey, there was a 77.4% increase from the previous year (AY 2020-21=40, AY 2021-22=177). A sample of the results from the Center for Teaching Excellence survey can be found [here](#).

Target Outcomes

Based on the goals the division set and the results, the division was able to meet all of its targets. Many of the goals involved the creation and/or implementation of a new or different procedure, so the type of data collected was basic. However, it should be noted that the division now has data that can be used in the future as we attempt to compare year-to-year.

Institution-Level Support

The Division of Academic Support and Assessment supported the following three ILOs for the 2021-2022 academic year: Critical Reasoning, Community and Civic Responsibility, and Personal and Interpersonal Skills.

Critical Reasoning: Students participating in undergraduate research are asked to select a topic and do extensive work to develop the topic. This also involves evaluating sources and writing a research paper. Students then condense the information from the research paper into a five-minute presentation. They are also required to create a poster that encompasses the heart of their topic and findings. Finally, students are asked several questions during the symposium, and they must have a good understanding of their topic in order to give a well-thought-out response. Each faculty member participating as a mentor to students has discussed the parameters of the research assignment with the Director of UR. Assignment details have been gathered by the director.

Community and Civic Responsibility: The service-learning opportunities for students, this past academic year, have given them a chance to engage with those in their classes and Wyandotte County. Not only did the experience have students step out of their comfort zones, but it also gave them the experience of working with people from diverse ethnic groups and backgrounds. As stated above, 70 students completed a service-learning project with a local community organization.

Personal and Interpersonal Skills: Through undergraduate research, students were coached and evaluated, by their faculty mentor, on their written and verbal communication skills. Students were also taught the fundamentals of presenting researched material to an audience. Because undergraduate research is voluntary, students have decided that this activity is necessary for their academic and personal growth. It also is a mechanism that builds confidence in oral and written communication skills.

Future Improvements

The division met all its goals. There will be discussions about collecting more data that better informs future decision-making. For example, the survey from the CTE might be more in-depth regarding specific outcomes from each session. We should also look at other methods for collecting data too. As with undergraduate research, we need to follow up with students to gather information about their experiences participating. This information is not only helpful for the department, but it can also help the faculty member who served as a mentor.

Divisional Communication

Information and updates are discussed monthly during a meeting with directors. Each director is required to share information with their departments. Annual reports for each department are also completed and shared in the Board of Trustees Report. Because the goals for the academic year centered around the 2020-2023 Strategic Plan, updates were also shared in the strategic plan update document on the KCKCC website.

Career and Technical Education

Submitted by Dean Cheryl Runnebaum and Associate Dean Ashley Irvin

Mission

Meet the employment and educational needs of the community in a supportive adult environment.

Division Goals

The division goals are as follows:

- Update the division mission statement and add a vision statement.
- Enhance student experience within Career and Technical Education (CTE) programs.
- Create flexible schedules to meet the needs of adult learners.
- Develop apprenticeship and work-based learning pathways.
- Increase collaboration amongst faculty, staff, and departments within the CTE division.
- Increase community partnerships.

Division Evaluation

Each semester, goals are evaluated to assess progress and determine if adjustments to action plans are necessary. If a goal is met earlier than anticipated, additional goals are set for continued growth within the division. Methods of evaluation include student course

evaluations, faculty and staff evaluations, and program/course-level assessment results at various levels. We collect data on enrollment, retention, graduation, and credentials earned. Feedback from external and internal stakeholders is taken into consideration.

Evaluation Findings

Course-level assessment feedback from instructors demonstrated more thoughtful and actionable items that can be utilized as a focus for the AY22/23 year. In August, all course-level reports will be shared with each department to utilize in their departmental meetings for crucial conversations and continued program growth. A copy of these results can be found [here](#). The faculty are assessing students more frequently using a variety of modalities to gather feedback regarding the student's progress, success, challenges, and next steps. Faculty who did not complete their assessments will be disciplined as appropriate using the college progressive discipline model.

Program assessment submission rates are high, and the feedback provided demonstrated a better understanding by instructors/programs of what program assessment is, how to utilize it, the creation of actionable items/tasks, follow-up throughout the year, and overall evaluation of the program itself. Instructors understand the connections between program- and course-level assessments including how to structure departmental meetings for thoughtful and productive meetings. Meetings amongst departments/programs occur more often for checkpoints and evaluation of progress.

Target Outcomes

(Chart on next page)

Goal	Status	Next Steps
1. 100% submission rate for the fall 2021 semester. i. Create a Microsoft Teams group for all TEC instructors. All assessment content and resources will be accessible in a central location. ii. Create a calendar and document all assessment due dates. The document will be accessible via Microsoft teams. iii. Provide assessment workshops for all TEC instructors at the beginning of the fall and spring semesters.	Not met Met Met Met	1. Address at program level meeting and next steps. i. Continue to update the site. ii. Continue to update the calendar. iii. Continue to offer for new faculty and faculty who are struggling.
2. Document progressive discipline plans for instructors who do not meet assessment requirements.	Ongoing	Discussions occurred with instructors who did not meet the requirements. A focus of AY22/23 is on accountability to ensure all requirements are met. Faculty who did not meet assessment requirements from AY21/22, will immediately move into the next step of progressive discipline.
3. Develop a TEC assessment mentorship initiative. We will identify instructors who have consistently demonstrated knowledge and strength with assessment and are willing to volunteer to assist new instructors or those struggling.	Ongoing	Due to numerous challenges with staffing (multiple exits), the goal was started but not implemented as hoped. Mentorship did occur but was done informally on a case-by-case basis. For AY22/23, the division will have established program coordinators who allow the division to modify this goal and take action. Coordinators will take ownership of all program-level assessment items and will be responsible for working with/mentoring faculty in their programs on course-level assessment items with support from leadership.

Institution-Level Support

Technology and Information Literacy: Programs within the division have embraced and shifted schedules to increase blended opportunities. Students are exposed to a variety of technologies such as virtual learning and technology upgrades in the classroom. For example, Nail Technology implemented MindTap software to switch to a blended learning model. The students will work on specific assignments online, returning to campus for scheduled lab activities to practice the skills gained.

Community and Civic: The division's goal related to work-based learning expanded student engagement opportunities. Entering various organizations within the respective industries allows students to understand the value of contributing to society. For example, the evening HVAC program piloted a work-based learning model for the Special Projects I & II courses. Students became employees or apprentices at local HVAC companies (earning a salary) during the course. The instructor worked with each employer and student for regular checkpoints and completion of necessary documentation was completed to ensure HVAC-related competencies were being gained. The class met bi-weekly at a regularly scheduled time to discuss the experiences and strengths/challenges, analyze the skills obtained, and engage in discussions about the industry. At the end of the course, students submitted an online portfolio documenting the work-based learning experience including pictures and summaries of activities.

Personal and Interpersonal Skills: The hands-on structure of the programs promotes collaboration and cooperation among others. Course activities are designed to create engagement and team building. For example, students at the Lansing Correctional Facility work in teams of two for a final project in the Welding program to create a welding sculpture and/or use equipment such as a grill. The projects must meet specific Welding standards, practices, and processes to qualify as approved projects. A unique opportunity this program and project allow for is for the students who partake in certain groups within the main part of the prison (and are not allowed to associate with each other because of "gang rules") to come together to create these exceptional projects. While it is unfortunate that co-mingling of students is "not allowed" outside of the welding program, it is very exciting to see those barriers come down and students co-mingling inside of the program.

Future Improvements

Our answers were based on division-level assessment feedback (program and course), not goals. We will develop a comprehensive strategy to continually assess division and departmental goals throughout the academic year. Increasing evaluation tools and measurements within our programs and providing and documenting concise guidance on task completion for faculty and staff.

Divisional Communication

We will increase communication across the division, creating opportunities to engage with faculty to assess student success and program progress.

Health Professions

Submitted by Dean Tiffany Bohm

Mission

Provide a supportive, state-of-the-art learning environment to prepare students with the integrity, and technical and interpersonal skills needed to pass national board exams and provide quality healthcare services for our community.

Division Goals

The goals for AY 2021-2022 were as follows:

- Maintain external accreditations for all programs as required.
- Achieve or exceed minimum requirements for graduation rates, board pass rates, and employment rates.
- Maintain high-quality learning environments with equipment reflective of area healthcare facilities.
- Ensure course and program offerings meet the needs of the communities we serve.

Division Evaluation

There will be a review of annual accreditation reports, self-study documents, and reports received from programmatic accreditors to identify (and remediate) any adverse actions that are taken. We review assessment/evaluation plans for each program to determine if all required benchmarks have been met.

Review of advisory board minutes and employer surveys ensure our facilities and equipment are appropriate for student learning. There also is an evaluation of student requests for programming and community needs for employees and comparing potential programming against financial feasibility.

Evaluation Findings

All programs requiring accreditation have maintained accreditation. During the 2021-2022 academic year, self-study and/or on-site visits occurred for the following programs: RN, MTSC, and RSCR. All programs submitted their annual reports by the required deadline and have met the requirements for continued accreditation. The majority of programs met or exceeded the required thresholds. Data for each of the programs may be found in the table here:

Program	Pass rate	Required threshold	Grad rate	Required threshold	Employment rate	Required threshold
EMT-Written	75	70	84	NA	NA	NA
EMT-Practical	89	70				
PMED-Written	94	70	89.5	70	100	70
PMED-Practical	100	70				
MEDA	94	60	85	60	86	60
MTSC-Arts	72	60	94.12	60	87.5	60
MTSC-Sciences	67	60				
RN	78.38	80	2020: 64.81	60/real time	94	85
PN	71.79	75	2020:79.2	70/150%	92	85
PTA	96.4	85	84.6	60	100	90
RSCR	63	60	90	70	81	70

Advisory boards and employers indicate the facilities and equipment are appropriate for student learning. Several programs had equipment recommendations provided and these have or will be acquired through Perkins and/or KCKCC funding. A significant strength is the simulation lab. Currently, the greatest need for program modification is in the MTSC and PN programs. Approximately 80% of requests for the MTSC program are for distance learning courses. For PN, an increasing number of students are seeking a part-time option.

Target Outcomes

The division is generally meeting or exceeding its goals. Plans for remediation or attainment have been or will be developed for programs that are not meeting an outcome or for identified opportunities for growth.

Institution-Level Support

Communication and Personal and Interpersonal Skills: All programs assess students' ability to communicate and interact with others while in program courses and the clinical setting. Students will not pass any program in our division if they are unable to effectively communicate with a variety of individuals in their field. Examples include communicating with physicians and other care providers (interdisciplinary care), interacting with patients and their families to make care decisions, and planning funeral arrangements with the family of the decedent.

Computation and Financial Literacy: Most of our programs require computational literacy in the form of calculations such as medication dosing, vital sign assessment, and chemical mixing. For the programs where this is required, it is commonly assessed in a didactic/lab course first followed by a clinical course to ensure students are safe to provide care.

Critical Reasoning: Again, critical reasoning/clinical judgment is required in all programs. Examples include assessing a patient to determine what is occurring and developing a plan to address the deficiencies, sizing up an emergency scene, determining the appropriate chemicals to use for embalming, etc.

Technology and Information Literacy: All programs utilize technology to complete the functions of their profession and review research to engage in evidence-based practice. Examples include electronic medical record documentation, identifying best practices in the delivery of care, and managing highly technological equipment.

Future Improvements

We will identify additional courses to offer via distance education in the MTSC program and evaluate the feasibility of a part-time option for the PN program. The division will continue to assess and implement identified changes to increase NCLEX pass rates in the PN & RN programs.

Divisional Communication

In our division, this information is made available to all faculty and staff as it is received. Communication is ongoing in the division about department and program evaluation.

Math, Science and Business Technology

Submitted by Dean Edward Kremer

Mission

Our mission is to offer a superior postsecondary education in all our programs. Department programs are designed for career preparation, prerequisite attainment, transfer, or community enrichment. MSBT faculty and staff work to ensure that our students and community partners receive professional and courteous aid in completing their educational goals.

Division Goals

The goals for AY 2021-2022 were as follows:

- Provide a curriculum that meets the needs of our students, community, and regional workforce partners.
- Provide excellent customer service in the community we serve.
- To develop a Science, Technology, Engineering, Math, and Business (STEMB) culture and mindset within our division through our programming and outreach.
- Develop a data book to track statistical data on the division and within each department

Division Evaluation

Faculty evaluation - Over 25 meetings are held each semester to review data with faculty. All probationary faculty are required to meet with the dean each semester (fall and spring) to review the results of evaluations. Full-time faculty and adjuncts who have been at the college for over 3-years are on a schedule to meet at least once every 6-semesters to review results from all previous semesters and to file the formal evaluation meeting.

Syllabi review and updates - All syllabi in the division were reviewed and updated to the new syllabi format in fall 2021. All faculty were provided access to the updated syllabi in Teams and asked to utilize this syllabus instead of the previous departmental syllabus. Faculty are asked to submit a copy of their syllabus and the addendum to the division administrative assistants each semester.

Course and Class Level Assessment - Faculty are required to complete course level assessment and departments are required to have a departmental meeting to discuss results obtained each semester and to close the feedback loop on assessment. Faculty who do not complete their required class-level assessment are provided a letter that goes in their personnel file documenting their oversight.

Program Review - Coordinators maintain the results of these assessments in Task Stream and they are reviewed by the dean on an ongoing basis. Coordinator meetings, division meetings, and departmental meetings are held to discuss the results of the assessment and to ensure that a culture of assessment is maintained.

New program development – Faculty meet with their advisory boards and within their departments to discuss program revisions to the curriculum. From these meetings, the division develops new programming. This past year, an Engineering Electronics Technology AAS degree was approved by KBOR and The Office Assistant Program has also submitted a change to its program to create a Legal Secretary Certificate.

Outreach to Concurrent Instructors and Dual enrollment offerings - The division is increasing our efforts to engage and support concurrent instructors. High School Partnership (HSP) coordinators meet at least once each semester with concurrent adjuncts to review their courses taught at the high school.

Science Technology Engineering Math and Business (STEM-B) outreach - Outreach is critical to increasing enrollment for the college and within the MSBT division as well. There are several initiatives within the division including K-12 Initiative (i.e., Saturday Academy, Wednesday Media Project, After School Tutoring, and Summer Research Program), Enactus, Biz Fest, Wellness Center Programming, VITA, Science Club, and ad hoc outreach from the community (e.g., Astronomical Society of Kansas City working with Kids on Campus this summer to bring new NASA telescope pictures to the community). Several of these programs participate in co-curricular assessments at KCKCC.

A data book of results is kept and will be reviewed annually by the division to aid in developing a data-driven approach to meeting goals and assessing performance.

Evaluation Findings

Several aspects of the division's performance have been tracked and are included at the beginning of a new data book for the division. Additional components to the book will include faculty/staff community engagement efforts, campus committee participation, and the professional development efforts of faculty. The dean will share the results compiled below with faculty this fall to be more data informed. In addition, faculty have participated in several Microsoft Form collections for the division which is compiled [here](#).

Target Outcomes

The division is making great strides in each area and is meeting its goals and targets. In the fall, the division will review the results submitted in the six above and set actual targets going forward and will focus on specific increases for the goals identified. Additionally, faculty will aid in developing the goals into more measurable aspects for the annual review.

Institution-Level Support

The division supports all the ILOs but specifically works within ILOs two, three, and four. For computational and financial literacy see the developmental math analysis and course pass rates in Business and MATH [here](#). Specific examples for this ILO include our development of a corequisite pilot for developmental math to lessen the time to completion of 'college-level math', changes to simulation software in the business curriculum to provide students more support and case studies, and changes to the developmental math curriculum for fall to include an integrated math book that allows computer-assisted completion of our lowest course Math Essentials-MATH-0097 through College Algebra-MATH106. The computer-assisted math courses are mastery-based, and students must obtain a 70% or higher on units to move forward.

For the Technology and Information Literacy ILO, the division has invested in technology for STEM classrooms to include the new instrumentation lab in 3459. Additionally, the faculty completed a technology survey to provide an analysis of the instructional technology needs they have for the MATH learning spaces renovation. Another example is within the biology department where a lab kit has been developed to support General Biology Online and the Microbiology Labs have been revamped to include updated technology such as PCR and ELISA.

The Critical Reasoning ILO is a part of all departmental courses. Faculty have engaged this ILO through our support of undergraduate research, and our co-curricular efforts in VITA, Enactus, Wellness Center Programming, and the Science Club. Additionally, in our outreach efforts discussed above the division develops curriculum for Saturday Academy, Biz Fest, and in the partnership this summer with Kids on Campus to bring the Astronomical Society of Kansas City into the college to provide a program around the new NASA Telescope to participants in the Kids on Campus program.

Future Improvements

Develop division, coordinator, and department meetings into an action-based format to be better data-informed in the strategic outcomes of the division in support of the college

Division Communication

The division will be focusing on this annual review and our strategic updates at our first division meeting. Each department will be responsible for aspects of reporting and will devote time to their monthly department meetings to refine, measure, and assess the performance

Social and Behavioral Science and Public Service

Submitted by Dean Cleon Wiggins

Mission

Our mission is to prepare tomorrow's difference makers today, by offering students an exceptionally rich and rewarding educational experience that cultivates a culturally knowledgeable, self-reflective, empirically minded, service-oriented individual through a critical approach to scholarship.

Division Goals

The general goals for AY 2021-2022 included continuing to make assessment more of a priority for the division. Only through accurate and timely assessment activities will the division be able to determine which course of action to take to improve in several areas.

One of our most important goals, which was a carryover from last year, was to simply talk more about "... importance of all phases of assessment and the responsibility each person has to ensure programs and courses are not only assessed but assessed properly." Another goal was to do our best to influence student headcount and seat count numbers. We also set a goal to begin taking advantage of opportunities to become more engaged in and with the community. A collective goal was to improve the relationship between departments/programs and advisory committees. The technical programs such as addiction counseling, early childhood, criminal justice/police science, and paralegal already had advisory committees. General education areas such as psychology, sociology, and political science, were instructed to begin work on establishing advisory committees.

Division Evaluation

The overall progress of the division is evaluated in several ways, utilizing multiple methods to assess how well the division is accomplishing the goals it established. The best way to determine if efforts are producing desired results is to have multiple measures which allow for a holistic perspective.

One of the primary ways the division measured progress towards reaching its goals was simply to determine whether the goal was or was not met. Outcomes are measured in much the same fashion, but outcomes are also compared, to the extent possible, against other divisions.

Student success and retention are measuring sticks used to measure the division's progress. The influence of Covid-19 over the past couple of years has hampered the division's ability to reach students as effectively as desired. Understanding that often there is little faculty can do to influence recruitment and retention when external forces are at play, but to the extent that when the division can make a difference we strive to do so.

Division progress is also measured by faculty and staff involvement in campus-wide committees and activities. Involvement is measured, in part, by attendance at regularly scheduled committee meetings. Division progress is also measured by personal growth and professional accomplishments. The completion of all assessment documents and activities promptly is another way the division's progress is measured. Individual accomplishments are also a tool used to measure the division's progress as are collective activities, and division-wide community activities.

Evaluation Findings

An example of how some of the data was used to evaluate the progress of the division includes but is not limited to the following information.

Again, the division committed to making assessment more of a priority as a goal, and the way we chose to do that was simply by talking more about all things related to assessment. That began with our first division meeting in August of 2021, as noted in the August minutes, and continued throughout the academic year except for December when there was no division meeting. Assessment topics discussed at these meetings included: GELO assignment submissions, class-level assessment due dates, departmental and advisory board minutes submissions, Blackboard utilization for data capture, and GELO survey information. More detailed examples of these discussions can be found [here](#). This is an improvement compared to AY 2020 – 2021 when the assessment was an agenda item only 8 times. In addition, there were three faculty-led, division-wide discussions about student retention and success.

Target Outcomes

Overall, the division did an outstanding job of meeting its goals and targeted outcomes. The division met the goal of more discussions and conversations around the issue of assessment. The discussions resulted in more questions being asked, which resulted in a greater understanding of processes, and more timely and accurate submissions of data, hopefully leading to more useful results that will enable faculty to accurately assess teaching methods, instruments, and processes.

The attention the division has paid to professional development has been successful as has the effort to encourage more participation in on-campus and off-campus activities. The division is clearly on track to meet its current goals. Through efforts to improve faculty learning, and assessment of all aspects of teaching, the division has been true to its mission statement of ". . . preparing tomorrow's difference makers today . . .". The division's efforts have also been consistent with the College's strategic plan, specifically the following priorities and goals:

- Priority #2, goal #2, “Create learner-centered environments”
- Priority #2, goal #3, “Foster learner-centered instruction”
- Priority #3, goal #3, “Attract and retain a high-performing diverse workforce that reflects the internal and external communities we serve”
- Priority #4, goal #2, “Cultivate and strengthen mutually beneficial partnerships with business and industry, and community stakeholders to enhance KCKCC’s ability to serve stakeholders”

Institution-Level Support

The division has supported several KCKCC Institutional Learning Outcomes over the past year, most notably, community and civic responsibility, communication, personal and interpersonal skills, and technology and information literacy.

As noted above, community and civic responsibility have been supported by all the organization's faculty members, both full-time and adjuncts. Their dedication to the mission of those organizations and thus the community is a real testament to their professionalism. The additional time and money involved with the involvement underscore the division's commitment to this particular ILO.

The dean has created an environment of expectation when it comes to effective communication throughout the division, and he has set an example. Not only does the dean have an open-door policy, but he regularly visits faculty members in their offices and encourages faculty and staff to visit others in the division to discuss relevant college issues, and that expectation extends to faculty and staff conversing with colleagues across campus. Participation in college committees requires a written report to the division after each meeting. Attendees of conferences must communicate the events of the conference to the division. Communication with all, including students, must be professional and respectful. Communication through published works is encouraged and has increased over the past year.

Finally, often through necessity, technology and information literacy has been the area in the division that may have grown the most. Because all division-wide meetings over the past year as well as most, if not all College-wide meetings and meetings with individuals in the community and conferences, etc., have all been conducted virtually and, because more classes were offered online or in a hybrid fashion, faculty and staff have been forced to recognize the growing importance of technology and information literacy. Learning to use equipment and software, faculty and staff have an appreciation for what technology and information literacy can do to enhance classes and learning experiences and foster and strengthen relationships with members of the local, national, and international communities.

Future Improvement

At this point, it is impossible to determine the extent of changes for the coming year that will address desired improvements because, at the time of this writing, faculty aren’t available to participate in any discussion of the result due to the summer break. However, I anticipate more active roles by faculty members in identifying and addressing reasons for not achieving desired results.

As well as the division communicates, it is still an area we can improve upon. The division's request (and approval), for a television monitor and associated software, to be embedded in the wall outside the division office has been delayed significantly due to Covid-19 and staffing, but it's anticipated that this would be an effective tool to get information about the division out to the College community.

The division did successfully meet its goal of creating websites, but this will require some additional work. One certain change will be the structure of division meetings. For some time, the dean has mentioned that the structure/format of division meetings will change to be more inclusive and related to problem-solving rather than the "sage on the stage" concept.

Division Communication

Evaluation results will be shared with all division members through division meetings, coordinators meetings, and the dean's periodic update email messages to division members.

STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT

Enrollment Management

*There was no submission at the time the annual report was issued.

Student Services

Submitted by Dean Shawn Derritt

Mission

The KCKCC Division of Student Services is dedicated to empowering the holistic development of our students as they work toward fulfilling their educational and career goals. Our social and educational activities focus on every aspect of the student's experience. We are committed to providing students with engaging high-quality co-curricular activities, programs, and academic and personal support services. Our programs sustain the efforts of all people engaged in the pursuit of lifelong learning.

Division Goals

The division goals are as follows:

- Create or enhance programs, services, and initiatives that focus on retention, engagement, access, persistence, and well-being of all KCKCC students inside and outside of the classroom.
- Nurture a campus culture that embraces the inclusion and equity of all KCKCC students through the engagement and education of faculty, staff, students, and the surrounding community.

- Consistently engage students through outreach efforts by utilizing theoretical foundations related to Student Services, grounded in best practices, and supported by current empirical studies.
- Demonstrate and communicate the impact of Student Services on the KCKCC student experience throughout the campus community and external stakeholders around the globe.

Division Evaluation

The division utilizes the student needs-assessment results from the Noel-Levitz Report and CCSSE. We employ indirect and direct assessment methods that are used as a part of annual co-curricular assessment plans.

Evaluation Data

Community and Civic Responsibility: The Student Activities Center hosted several events, including Easter Extravaganza, Halloween Community events, Christmas food baskets, and the toy giveaway. The Student Senate leaders assisted in the development and coordination of these events. The Counseling and Advocacy Center has developed a complete food pantry that provides food to students and the community. They have also developed a Student Advisory Council for the food pantry.

Technology and Information Literacy: SASS launched a database system that allows students to self-report accommodation needs, streamlining communication. The Counseling and Advocacy Center offers counseling services virtually and face-to-face, providing students with a choice. *Personal and Interpersonal Skills:* The Student Activities Director guides Student Senate members in the development of student lead activities and events that explore cultural differences. Celebrations of Black History, Cinco de Mayo, National Coming Out Day, and Women's History events also allow for the development of this learning outcome.

Future Improvement

Student Services, as a part of the overall Student Affairs and Enrollment Management Division, will embark on the development of a 3-year strategic plan that will incorporate and address the areas that need to be addressed as found in the Noel-Levitz report. The exact changes will be developed by divisional committees.

Division Communication

We employ division meetings and board reports to communicate throughout the college.

APPENDICES

Appendix A

Institutional Learning Outcome	Description
ILO 1: Communication	The learner will express, interpret, and modify ideas/information (both written and oral), including but not limited to reading text accurately and correctly; writing and speaking with a clear purpose and organization; using appropriate communication styles that suit the message, purpose, and context; and employing active listening techniques.
ILO 2: Computational and Financial Literacy	The learner will understand and apply mathematical concepts and reasoning using numerical data and demonstrate knowledge of financial concepts and skills.
ILO 3: Critical Reasoning	The learner will distinguish between inductive and deductive reasoning; evaluate sources for credibility and accuracy; define problems; engage with varied perspectives; recognize logical fallacies; distinguish between and apply qualitative and quantitative data; and develop complex decisions and arguments utilizing analysis, synthesis, and evaluation skills.
ILO 4: Technology and Information Literacy	The learner will define, collect, organize, evaluate, and apply information from a variety of sources and formats both online and in-person; understand basic technology concepts and functionality to locate, retrieve, synthesize, and disseminate information; and demonstrate the ethical and legal use of information and the socioeconomic issues regarding information.
ILO 5: Community and Civic Responsibility	The learner will engage with ideas, perspectives, and aesthetic expressions from diverse communities with sensitivity and recognition of the ethical issues and values of connecting with and contributing to society.
ILO 6: Personal and Interpersonal Skills	The learner will work cooperatively and productively with others in a variety of contexts including but not limited to small group and team settings; understand and evaluate their capabilities; manage their personal and professional growth by setting realistic and appropriate goals; and effectively manage both face-to-face and mediated communication and relationships.

Appendix B

CAS Domains mapped to KCKCC ILOs

KCKCC Institutional Learning Outcomes	CAS Learning and Development Domains
ILO 1: Communication	Practical Competence (LD 6)
ILO 2: Computational and Financial Literacy	Practical Competence (LD 6)
ILO 3: Critical Reasoning	Cognitive Complexity (LD 2)
ILO 4: Technology and Information Literacy	Knowledge Acquisition, Construction, Integration, & Application (LD 1) Practical Competence (LD 6)
ILO 5: Community and Civic Responsibility	Humanitarianism and Civic Engagement (LD 5)
ILO 6: Personal and Interpersonal Skills	Intrapersonal Development (LD 3) Interpersonal Competence (LD 4) Practical Competence (LD 6)

Appendix C

Taskstream Evaluation Questions:

Evaluation Questions for Standing Requirements

Mission Statement

- ✓ Is the program mission statement listed?

Learning Outcomes

- ✓ Are at least three program learning outcomes listed?
- ✓ Are the learning outcomes written in “Students will be able to (Bloom’s Taxonomy verb)” format?
- ✓ Are the learning outcomes mapped to the Institutional Learning Outcomes (ILOs) in the system?

Evaluation Questions for Action Plans

- ✓ Does the title accurately describe the action that will be taken?
- ✓ Is the description of the planned action clear?
- ✓ Is the planned action directly related to the assessment findings from the corresponding assessment cycle?
- ✓ Are tentative dates and times for action plan-related activities listed?
- ✓ Is the name and email address of the responsible faculty member(s) listed?
- ✓ Is there at least one specific and measurable benchmark listed?

- ✓ Does the measurement directly relate to the assessment findings from the corresponding assessment cycle?
- ✓ Is budget-related information included?
- ✓ Are the minutes from the annual departmental meeting attached in the Action Plan area?

Evaluation Questions for Status Reports

- ✓ Is the current status of the project indicated (i.e. Not Started, In Progress, Completed, Not Implemented)?
- ✓ Is a budget update provided?
- ✓ Is there a description of the action steps that have been taken thus far?
- ✓ If the status is indicated as complete:
 - Is the overall outcome described?
 - Is there information on whether or not the measures outlined in the corresponding action plan were met?
 - Is there an explanation regarding whether or not the action was believed to be effective?
- ✓ If the status is not complete, are the action steps that will be taken in the future described?

Evaluation Questions for Assessment Plans

- ✓ Is the name of the actual measurement tool listed? (e.g. Capstone Design Portfolio Project)
- ✓ Is the type of method categorized correctly as direct or indirect?
- ✓ Is the specific assessment method listed? (e.g. survey, rubric, checklist)
- ✓ Is the information on the instruments or assessment tools provided?
- ✓ Is the assessment method directly related to the learning outcome?
- ✓ Is the benchmark specific and measurable/quantifiable?
- ✓ Does the benchmark relate to the assessment method and the outcome?
- ✓ Are tentative dates and times for assessment-related activities listed?
- ✓ Is the name and email address of the responsible faculty member(s) listed?

Evaluation Questions for Assessment Findings

- ✓ Is a summary of all quantifiable findings (i.e. data) related to the learning outcome provided?
- ✓ Is the evidence quantified in a way that mirrors the benchmark from the corresponding assessment plan?
- ✓ Is there an explanation of what the results reveal?
- ✓ Is there an indication of whether or not the benchmark was achieved?
- ✓ (optional) Are observations about the assessment strategy/tool itself included?

Appendix D

2021-2022 Program Review (PR) Calendar for Program Review Committee (PRC), Program Coordinators/Lead Instructors, Deans and VPAA	
Month	Committee Chairs and Members' Responsibilities
August	<p>Attend Assessment Day/Orientation for the next review cycle of programs. (Cohort 4) PRC Chairs assign mentors to and send Self-Study Reviews to Coordinators/Lead Instructors/Deans by August 31. (Cohort #4)</p> <p>PRC Mentors contact assigned program coordinators ASAP.</p> <p>Cohort #4 Programs begin self-study.</p> <p>Select the committee member to write the October Assessment Newsletter article.</p>
September	<p>Mentors begin working with Coordinators/Lead Instructors to complete self-study reviews. (Cohort 4)</p> <p>PRC Chairs will send the following documents to Coordinators/Lead Instructors and Deans by September 1:</p> <ul style="list-style-type: none"> • Action Plans (Cohort 2) • Mid-Cycle Reports (Cohort 1)
October	<p>October 1: Submit October newsletter article to the Office of Assessment.</p> <p>Mentors continue working with Coordinators/Lead Instructors/Deans to complete Self-study Review.</p>
November	<p>Mentors work with Coordinators/Lead Instructors/Deans to complete Self-Study Review. Coordinators/Lead Instructors submit the following documents to their Dean by November 1:</p> <ul style="list-style-type: none"> • Action Plans (Cohort 2) • Mid-Cycle Report (Cohort 1) <p>Deans submit the following documents to the PRC Chairs by November 15:</p> <ul style="list-style-type: none"> • Cohort 2 (Action Plans) • Cohort 1 (Mid-Cycle Reports)
December	<p>PRC will select teams/reviewers for program presentations for the spring 2022 semester. (Cohort 4)</p> <p>Mentors will serve as the review team leader.</p> <p>Coordinators/Lead Instructors should submit the following document to their Deans by December. 1:</p> <ul style="list-style-type: none"> • Self-Study Review (Cohort 4) <p>PRC Chairs will submit the following documents to the VPAA for review by December 1:</p> <ul style="list-style-type: none"> • Action Plans (Cohort 2) • Mid-Cycle Report (Cohort 1) <p>The VPAA will review and provide feedback to the PRC Chairs for the following documents by December 15:</p> <ul style="list-style-type: none"> • Cohort 2 (Action Plans) • Cohort 1 (Mid-Cycle Reports)

January	<p>Attend Assessment Day activities.</p> <p>Select a committee member to write the March Assessment Newsletter article.</p> <p>Mentors/Team Leader work with review team members and the program coordinator to schedule program review presentations. (Cohort 4)</p> <p>PRC Chairs will send the following documents to Coordinators/Lead Instructors and Deans by January 15:</p> <ul style="list-style-type: none"> • Final Report (Cohort 1) <p>Mentors work with programs in completing their Final Report. (Cohort 1)</p>
February	<p>Ongoing program review presentations. (Cohort 4)</p> <p>Mentors work with programs in completing their Final Report. (Cohort 1)</p>
March	<p>March 1: Submit March Assessment Newsletter to the Office of Assessment.</p> <p>PRC review teams complete all program self-study presentations by March 15. (Cohort 4)</p> <p>PRC review teams complete and submit all PR feedback forms to PRC Co-Chairs by March 28. (Cohort 4)</p> <p>Mentors work with programs in completing their Final Report. (Cohort 1)</p>
April	<p>April 1: Administer the PRC survey/questionnaire.</p> <p>PRC Chairs submit completed/reviewed feedback forms to the program coordinators and Deans by April 15: (Cohort 4)</p> <p>PRC Chairs submit the self-study report and associated feedback form to the VPAA by April 15. (Cohort 4)</p>
May	<p>PRC Chairs submit the following document to the VPAA by May 15:</p> <ul style="list-style-type: none"> • Annual PRC Summary Report <p>PRC notify program Coordinators/Lead Instructors/Deans for next program review cycle.</p>
June	<p>PRC Co-Chairs prepare for next review cycle.</p> <p>Review all Program Review documents for modifications.</p> <p>VPAA submits all completed PR documents (2021-2022 Cycle) to the PRC Co-Chairs to be placed in the appropriate program file in TEAMS by June 15.</p>
July	<p>Ongoing review and preparations for the 2022-2023 Academic Year and Assessment Day Activities in August.</p>

Appendix E

The KCKCC Co-Curricular Program Review Cycle

Cycle Year	Semester	Task
Year 1	Fall	Self-Assessment Guide (SAG)
	Spring	Presentation Peer Review Team Feedback Report
Year 2	Fall	Action Plan
	Spring	Implementation
Year 3	Fall	Implementation
	Spring	Implementation Mid-Cycle Check-In
Year 4	Fall	Implementation

	Spring	Implementation Final Report
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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
Tuesday, November 15, 2022 – 5:00 P.M.

CONSENT AGENDA – Item A
Meeting Minutes

1. **Call to Order & Pledge of Allegiance:** Chairwoman Evelyn Criswell called the meeting to order at 5:08 p.m. in Upper Jewell Lounge at KCKCC-Main Campus and in the KCKCC Zoom meeting platform on Tuesday, November 15, 2022. The Pledge of Allegiance was led by Chair Criswell.
2. **KCKCC Mission Statement:** Chair Criswell read the College mission statement.
3. **Roll Call:** Trustees present were Chairwoman Evelyn Criswell, Vice Chair Pat Brune, Mr. Donald Ash, Ms. Rosalyn Brown, Dr. Ray Daniels, Ms. Linda Hoskins Sutton and Mr. Brad Isnard.
4. **Approval of Agenda:** Chair Criswell called for a motion to approve the agenda. Trustee Isnard made the motion. Trustee Brown seconded the motion. **The Motion Carried.**
5. **Audience to Patrons and Petitioners:** Chair Criswell invited patrons or petitioners to address the Board. There were no patrons or petitioners online or at the podium.
6. **Recognitions/Presentations:**
 - Chair Criswell invited Bill Miller and Rick Swearingin of Novak Birks, P.C. to present the Preliminary 2022 Annual Audit and Financial Compliance Reports.
 - Mr. Miller mentioned the draft financial statement and compliance report for the year ended June 30, 2022, is in the meeting packet, this is the first year the financial statement and the compliant report were completed prior to the Thanksgiving holiday and the information was reviewed in detail with the Board Finance Committee.

Mr. Swearingin highlighted the following regarding the audit and compliance reports. The auditors expressed an unmodified opinion, the auditors agreed with

the management's discussion and analysis and ensured it was consistent with the financial statements and footnotes.

The financial statements of the KCKCC Foundation are included in this report. The Board of the Foundation will meet the first week of December to approve that audit. This audit cannot be finalized until that audit is approved.

The auditors did not note any material weaknesses or any significant deficiencies in internal control.

Trustee Daniels asked if the Board Finance Committee had any issues about the report. Vice Chair Brune stated no. Trustee Isnard was confident about the results and thanked the KCKCC staff for helping to get the audit done ahead of schedule. Trustee Ash thanked Mr. Miller, Dr. Kneuvean and the entire team for the great work.

Mr. Miller shared those thanks, noted how much KCKCC has going on, mentioned the filings that will need to be handled by Novak Birks, P.C. once the reports are approved and thanked the KCKCC staff.

Trustee Daniels motioned to accept the report. Trustee Ash seconded the motion.

The Motion Carried.

- Chair Criswell invited Mr. Jerry Pope, Vice President of Academic Affairs, to present the Biannual HLC Update.
 - Mr. Pope reported there is not a big update. The Board of Trustees of the Higher Learning Commission (HLC) met on November 3 and 4, 2022, which is when the vote of final action of the removal of the sanction would occur. HLC has up to 30 days to report to the College but have not heard as of today. There are some upcoming monitoring reports that the College will make over the next few years. A credentialing report will be due December 2023. An assessment report will be due December 2024. The College is reviewing Institutional Learning Outcomes and will be unveiled during Welcome Back Week. There will also be a planning report, one item will be the Facilities Master Plan.

Mr. Pope mentioned the finalized form of the Assessment Report that was reported on last month will be shared with the Board before the December break.

Trustee Daniels questioned when Welcome Back Week will be. Mr. Pope confirmed in January.

- Mr. Pope then introduced Mr. Justin Binek, Associate Professor of Music Theory and Jazz Studies, in place of Mr. John Stafford, to present the Academic Area Highlight: Music Department.
 - Mr. Binek thanked the Board, Mr. Pope and Dean Bohn for the invitation to present some highlights of the music department. Mr. Binek shared photos and

videos of highlights of events the music department has participated in such as performances with Michael Buble, a collaboration with a choir and a big band, the M-pact Vocal Festival, an upcoming 2023 Jazz Education Network performance, performance with Josh Groban, on-campus clinics with professional vocal jazz ensembles and the receipt of a \$5,000 donation from the Ella Fitzgerald Charitable Foundation to help fund a listening library/study lounge on campus.

Mr. Binek thanked the Board and the administration for the ongoing support of the department. Giving a shout out to Mr. Rollie Skinner, KCKCC Graphic Designer, Mr. Binek provided advertisements to the Board that were in a conference program and a music magazine.

Trustee Daniels commented the faculty members are great and thanked them for providing those experiences for the students. Trustee Hoskins Sutton pointed out the M-Pact Festival is phenomenal.

- Chair Criswell invited Dr. Chris Meiers, Vice President of Student Affairs and Enrollment Management, to present the Ruffalo Noel Levitz Student Satisfaction Inventory.
 - Dr. Meiers reported every 2 years the College invests in using this survey to gauge how the students are enjoying the College and it includes data comparisons to other Colleges. The survey assists with building strategic plans and enrollment management plans to keep, nurture and attract students.

There was a response rate of 450 responses out of 4,363 students for a 10.3% rate. The overall scores improved from the 2019 survey. The College ranked higher than most of the national community colleges and in most categories KCKCC ranked higher than Johnson County Community College and Metropolitan Community College. Dr. Meiers shared the Top 5 strengths and challenges. The results are very positive.

Chair Criswell gave appreciation for Dr. Meiers efforts.

7. **Communications:** Chair Criswell invited Dr. Greg Mosier to present the communications.
 - Dr. Mosier announced the KCKCC Annual Candle Lighting Ceremony & Scholarship Drive will be Wednesday, November 30th 11:00 a.m. to 12:15 p.m. in the Performing Arts Center.
 - Dr. Mosier announced the 12th Annual President's Annual Holiday Party will be Thursday, December 1st 11:00 a.m. to 1:00 p.m. in Upper Jewell Lounge.
8. **Board Committee Reports:** Chair Criswell invited the Board Committees to report.
 - On behalf of the Board Finance Committee (BFC), Vice Chair Brune, Chair of the BFC, reported the committee met on November 7th. Trustee Ash, Trustee Isnard, Dr. Mosier, Dr. Kneuvean and the support team reviewed the numbers. The College is in a very strong financial position. The expenditures held below the

budgeted monthly average and things are being managed well. The BFC participated in the full audit report. Dr. Kneuvean has reformatted some of the reports. Regarding the audit, there was cooperation from the staff and auditors and it was a learning experience. Congratulations were given to the College team.

Chair Criswell asked for any questions for Vice Chair Brune. Hearing none, Chair Criswell called for a motion to accept the report. Trustee Brown made the motion. Trustee Hoskins Sutton seconded the motion. **The Motion Carried.**

- On behalf of the Board Policy Committee (BPC), Trustee Hoskins Sutton, Chair of the BPC, reported the committee met and has some policies in the process. Hopefully in December there may be some policies to be approved.

Chair Criswell called for a motion to accept the report. Trustee Ash made the motion. Vice Chair Brune seconded the motion. **The Motion Carried.**

Dr. Mosier mentioned last month's meeting minutes are being amended to add a list of the policies that were approved. Amended minutes will be uploaded to the website.

- On behalf of the Board Community Engagement Committee (BCEC), Trustee Brown, Chair of the BCEC reported that she and Vice Chair Brune met with Francisco Licardo, Community Engagement Educator Government Liaison for USD 500. He shared 2 names for Diploma Plus Career and Technical Educator Coordinators. They will follow up with the students and administration on how we can work together on community engagement. The BCEC looks forward to working with USD 500. Reminded the Board to communicate to her what community engagement looks like to the Board. The BCEC is looking forward to communicating to the community that KCKCC will be downtown.

Chair Criswell called for a motion to accept the report. Trustee Hoskins Sutton made the motion. Trustee Isnard seconded the motion. **The Motion Carried.**

- As the Association of Community College Trustees (ACCT) Delegate, Trustee Ash reported some Trustees went to NY, conquered and returned. Congratulations to Trustee Hoskins Sutton on being elected to the Diversity, Equity and Inclusion Committee, representing KCKCC and the Western Region. Trustee Hoskins Sutton won by a 3-1 margin. Her qualifications, experience and resume are hard to beat. Trustee Ash brought back information from the conference for all Board members. The Trustees all attended different workshops. Trustee Isnard took a college tour in the Bronx. Trustee Ash attended workshops on student success and increasing enrollment. Trustee Ash recommended a Student Success Committee would be worthy of a full board discussion at the next Board Retreat.

The ACCT National Legislative Summit will be February 5-8, 2023, in Washington, D.C. Will be making plans for that conference.

Trustee Ash reported the KACCT Quarterly Meeting is December 2nd and 3rd. Some Trustees will be attending. Trustee Ash and Trustee Hoskins Sutton have been asked to speak about ACCT to promote more attendees from Kansas community colleges. The meeting will be in Coffeyville. Also, will be reviewing suggestions from the KACCT executive committee and executive director regarding the legislative agenda for the Kansas legislature.

Trustee Hoskins Sutton reported at the ACCT conference, a delegate congratulated her on her committee assignment and shared he attended KCKCC's mortuary science program with Mr. Wiley Wright. Trustee Hoskins Sutton gave kudos to Mr. Wright as a faculty member.

Trustee Hoskins Sutton also reported on the symposium she attended at the ACCT conference. The symposium was about increasing the enrollment retention and success of men of color in community colleges. Men of color includes Black men, Indigenous, Native American, Latinos, Pacific Islander and Southeast Asian. These are underserved populations. Trustee Hoskins Sutton would like to ensure the College applies focus on a goal and a budget to ensure men of color graduate and are successful in their programs.

Chair Criswell thanked Trustee Hoskins Sutton for her report and agreed with the importance of actively pursuing the underserved.

Trustee Isnard reported on the ACCT conference. He also met the KCKCC mortuary science alumni. Dr. Mosier requested his name for a 100 stories of success story. Trustee Isnard attended a session regarding helping with the teacher shortage, heard from a keynote speaker of where higher education is heading in the upcoming decades and learned from colleagues.

Chair Criswell called for a motion to accept the report. Trustee Brown made the motion. Trustee Ash seconded the motion. **The Motion Carried.**

9. **Consent Agenda:** Trustee Daniels motioned to approve the Consent Agenda. Trustee Isnard seconded the motion. **The Motion Carried.**
10. **Student Senate Report** – Chair Criswell called for the Student Senate Report. Mr. Andrew Guevara-Alatorre, Student Senate President, reported the following –
 - The Halloween bashes were successful. Technical Education Center had 450 attendees and 50 volunteers. Pioneer Career Center had 700 attendees and 60 volunteers.
 - Student Senate Bonding Trip participated in a meal, pumpkin patch visit and ice cream.

- Upcoming events – The Campus Safety Walk will be rescheduled. Student Senate is looking to identify areas of concern for those that require accommodations. The Candle Lighting Ceremony will be November 30th, 11:00 a.m. to 12:15 p.m. at the Performing Arts Center. Breakfast with Santa will be December 3rd, 10:00 a.m. to 12:00 p.m. at Technical Education Center.

Mr. Guevara-Alatorre, asked for questions from the Board. Chair Criswell asked if the Safety Walk is an annual event or a new event. Mr. Guevara-Alatorre answered this is a new event and gave a huge thank you to Dr. Meiers and Dr. Derritt for the help planning.

Trustee Daniels motioned to accept the report. Trustee Ash seconded the motion. **The Motion Carried.**

11. **President's Report** – Chair Criswell called for the President's report. Dr. Greg Mosier reported the following –

- There are several events that occurred this last month to share so the community knows everything the College is involved with.
- The Annual Board of Trustees Food Drive will be reported on later in the meeting.
- Last week was the President's Leadership Circle Breakfast and Advisory Council update. There were over 80 attendees including donors, KCKCC scholarship recipients, for the capital campaign elected officials both local and state, business and industry partners, KCKCC Board of Trustees, college faculty and staff and many student ambassadors.
- Dr. Mosier shared the full timelapse video of the building of Centennial Hall and thanked Mr. Randy Royer, Director of Media Services, for his work creating the video.
- Monthly COVID report – low numbers are being maintained. 12 employee incidents, 11 positive, 1 close contact. 7 student incidents, all positive.
- Major items Dr. Mosier was involved with that have taken place since the last Board meeting –
 - October 20 – visited the Village West Rotary Club meeting with Kansas Treasurer Lynn Roger as the key speaker.
 - October 20 – Chat with the President and President's Cabinet with over 110 employees participating.
 - October 26 – participated in the Urban Outfitters ribbon cutting ceremony. Dr. Mosier shared the names of 7 companies owned by Urban Outfitters.
 - October 26 – met with US Representative Jake LaTurner.
 - October 27 – 4th Annual Indian Classical Reception at the Art Gallery. Thanks to Shai Perry and Dr. Hira Nair for the Journey of Asianx women artists.
 - November 1 – attended the National Institute for Construction Excellence awards luncheon. Trustee Ash reported educators attended also from Turner and Wyandotte.
 - November 2 – attended the Panasonic groundbreaking ceremony with the JCCC President. This project will employ up to 4,000 employees and their supplying companies will also employ up to 4,000 employees. This will lead to continuous education in workforce training opportunities.

- November 2 – hosted and presented at a “Responding to Industry Needs in the KC Region” workforce event for the K-State President.
- November 4 – attended Leavenworth County Development Corporation Board Meeting. This was the end of his first 3-year term and will continue to serve for another 3 years on this Board.
- November 9 – attended the Kansas City Area Development Corporation annual meeting. Ms. Katie Lindgren, Special Projects Coordinator, made great connections for the new high voltage lineperson program that is being started.
- November 9 – attended the Wyandotte Economic Development Council Board planning session. Working on the next 3-year plan. Dr. Mosier will serve as Board Chair next year.
- Meet monthly with Mayor Garner’s Wyandotte Educational Coalition.
- November 10 – attended the High Aspirations Mentors Challenge annual event.
- Stay tuned for another special announcement on Friday from Marketing.
- November 18 will be a big event at the KCK Chamber of Commerce Stronger Together event. KCKCC will be recognized as the recipient of that award.
- The Candle Lighting Ceremony and President’s Holiday Luncheon are coming up.

Chair Criswell gave appreciation for all of Dr. Mosier’s efforts. Trustee Ash motioned for acceptance of the report. Chair Criswell seconded the motion. **The Motion Carried.**

12. Vice President Academic Affairs Report – Chair Criswell called for the Vice President of Academic Affairs report. Mr. Jerry Pope reported the following –

- Phi Theta Kappa hosted Pink Ribbon Day on October 19th. They collected donations for a local cancer organization. They have been doing this since Fall 2011.
- The Division of Academic Support and Assessment, as part of the “We Care” initiative, reached out to presidential scholars students to pick up a stay strong and finish strong packet and within a couple of days all of those packets were picked up.
- Arts, Communications and Humanities has a Students of LatinX Club, which is mostly our students in the ESOL program (English Speakers of Other Languages). They put together some fundraisers and raised \$3,400 for the Hispanic Development Fund. Trustee Hoskins Sutton shared kudos to them.
- The College hosted a couple hundred students during the high school debate tournament. Thank you to Dr. Derritt and our new Assistant Debate Coach, Christopher Cox.
- Studio Arts and Digital Imaging Design hosted a high school visit and portfolio review on November 4th for about 100 students. Kudos to them.
- The Electronic Technology Program was providing CPR and first aid training to students. This is a cross-collaboration of departments. Kudos to the departments.
- The Multimedia/Video Production students has been working with Captain Osvaldo Navarro from the Kansas City Kansas Police Department Community Liaison Office to produce a series of promotional videos.
- KCKCC represented women in STEM at the STEMMy Award Luncheon in October.

- Students in the HVAC program gave back to the community. Students helped tune up furnaces and replaced furnace filters at a church. The filters were provided by the churches and the students donated the labor.
- In Health Professions, the RN and RT students participated in an interdisciplinary simulation.
- CNA students had a visit from an Assistant Executive from The Piper Assisted Living to discuss that program.
- The Respiratory Care Program submitted their yearly accreditation document.
- Some accounting students went to Chicago to attend a symposium to expose racially and ethnically diverse accounting students from 2-year colleges to opportunities in the accounting profession. Trustee Hoskins Sutton shared kudos to them.
- Professor Allen Lenoir hosted the Vice President from the Bank of Labor to discuss the responsible use of credit.
- Mr. Pope provided opening remarks at the Psychology Club department meeting. It was hosted by Mr. Victor Ammons, Professor of Psychology, and Ms. Andrica Wilcoxon, Director of Student Activities, and was attended by about 70 individuals from multiple colleges.

Mr. Pope asked for questions from the Board. Trustee Hoskins Sutton acknowledged Dr. Kremer for his participation in community engagement in serving on the El Centro Board and the Catholic Charities Board. Kudos to Dr. Kremer for his community engagement involvement.

Trustee Hoskins Sutton asked Ms. Susan Stuart, Director of Online Education, about the chart reflecting usage by department which shows Business and Continuing Education has 215 usage. Ms. Stuart answered those are the amounts of used hours and Continuing Education includes the GED courses and it is used heavily. Trustee Hoskins Sutton gave appreciation for the 508 compliant goal update of 2% each year and for meeting the goal already this year.

Trustee Ash agreed with Trustee Hoskins Sutton's recognition of Dr. Kremer being involved in community engagement. The BCEC would like to know who is engaged in the community, with which organizations and which segments of the community. The BCEC will track this to develop a strategic plan.

Dr. Mosier shared President's Cabinet has been discussing this topic. At the beginning of the year, this information will be requested by division quarterly or semi-annually.

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

13. Vice President Student Affairs and Enrollment Management Report – Chair Criswell called for the Vice President of Student Affairs and Enrollment Management report. Dr. Chris Meiers reported the following –

- Dr. Meiers acknowledged Linda Warner, Director of Counseling and Advocacy, and Fyn Morrigan, Basic Needs Coordinator, of their work of establishing the Blue's Kitchen Food Pantry.
- The Safety Walk will be rescheduled. This collaboration was scheduled as a result of discussions at the Board/Student Senate Breakfast.
- Enrollment is still up 275 credit hours compared to last year.
- Launching a Strategic Enrollment Management Council. This will be a college-wide effort. Dean Bohn will co-chair the committee with Dr. Meiers. There will be a heavy focus on outreach, retention and how to support at-risk individuals.
- The Title III grant is being put into action. The first position being advertised is for the remodification of the advising positions called Student Retention and Career Coach.
- The Student Affairs Division had their leadership team meeting at the Pioneer Career Center last month. Being very deliberate about being present at each campus.
- Financial Aid is contacting students in loan default about the Fresh Start program.
- Career Services Coordinator, Danielle Frideres, expanding Handshake (the student employment system) and micro internships through a partnership funded by the Kansas Board of Regents.

Dr. Meiers asked for questions from the Board.

Chair Criswell gave kudos for the Blue's Kitchen Cabinet work being done as, in addition to adults being served, children and senior citizens are served.

Chair Criswell questioned if the Amazon partnership has been discontinued. Dr. Meiers responded the program has not been discontinued and Mr. Pope has been working on this to determine which type of course offerings would be beneficial. Dr. Mosier reported that is a site report which means classes taught at Amazon. Mr. Pope shared the College was not allowed into the facility due to COVID. Amazon changed their benefits package for students. The College has Amazon students that attend KCKCC classes. Dr. Mosier shared Amazon has changed their instructional model and are using educators of choice. Their students can take KCKCC programs and Amazon will pay. Next month Dr. Meiers will report the enrollment numbers.

Trustee Ash mentioned a supply chain management degree that may be beneficial to Amazon, Urban Outfitters or other nearby distribution facilities. Dr. Mosier has conversations regarding those areas, yet there have not been requests. This is primarily a 4-year degree and have been researching if there is an opportunity at the 2-year level as an entry into that area.

Trustee Hoskins Sutton questioned the term under Office of Admissions "Fall 2023 Portal for Domestic Admissions" will open on November 18th. Dr. Meiers answered the term means non-international; it is the general application for admission for the entire college.

Trustee Ash motioned to accept the report. Trustee Hoskins Sutton seconded the motion.

The Motion Carried.

14. **Chief Marketing and Institutional Image Officer Report** – Chair Criswell called for the Chief Marketing and Institutional Image Officer report. Ms. Kelly Rogge, Public Information Manager, on behalf of Ms. Kristy Green reported the following –
- Spring semester marketing has started, and a new commercial was shared.
 - New radio ads are playing and were shared.
 - Kelly reported that Ms. Green provided a comprehensive Spring enrollment marketing plan.
 - KCKCC will be the presenting sponsor of Navidondo in December. This is an event that supports 5 families in need in the local Hispanic community. Sponsorship includes 80 enrollment-focused ads, social media posts and shared media around the event.
 - Mr. Rollie Skinner, Graphic Designer, created branding for the Candle Lighting Ceremony.
 - Photography that Matthew Fowler has taken is included in the packet.
 - Tyler Scott, Athletics and Activities Media Specialist, has been taking great photos at the athletic events.

Dr. Mosier mentioned marketing is doing really great work. Great job to the whole team.

Trustee Isnard motioned to accept the report. Trustee Ash seconded the motion. **The Motion Carried.**

15. **Chief Financial Officer Report** – Chair Criswell called for the Chief Financial Officer report. Dr. Shelley Kneuvean reported the following –
- The culture at the College is very welcoming.
 - The Bookstore has new “shop local” merchandise.
 - Continuing to work with the new café provider which is a local business. The team has rolled out their catering services. They are ramping up and providing excellent service. Can pre-order online with QR code.
 - Some trees at Centennial Hall will be rearranged to avoid blocking security cameras.
 - The ADA accessible crosswalk across College Parkway will be relocated closer to Centennial Hall.
 - College Boulevard was repaved.
 - Continuing work on the Math & Honors hallway, reducing 6 classrooms to 4 bigger classrooms. 900 students will benefit from this upgrade.
 - Received the expected state funding for Excel and Career Education.

Dr. Kneuvean asked for questions from the Board.

Trustee Hoskins Sutton motioned to accept the report. Trustee Isnard seconded the motion. **The Motion Carried.**

16. **Chief Human Resources Officer Report** – Chair Criswell called for the Chief Human Resources Officer report. Ms. Christina McGee reported the following –

- Ms. McGee began her report by answering Trustee Isnard's question from the last meeting regarding how many employees have changed to a dependent tier plan. In 2022, a total of 47 employees were on a dependent plan. For 2023, 64 employees will be on a dependent tier plan, so 17 additional employees.
- HR has completed the keying of the part-time staff and adjunct bonuses. Employees will receive their bonuses on December 15th.
- HR facilitated the quarterly supervisor meeting discussing branding guidelines, credit card usage policy and outstanding customer service.
- HR hosted listening sessions regarding the onboarding process.
- HR had 16 individuals participate in biometrics screenings and 18 flu shots completed.
- Dr. Rasheed, Center for Equity, Inclusion and Multicultural Engagement Coordinator, is working on cultural intelligence training for an upcoming professional development series next semester.

Ms. McGee asked for questions from the Board. Hearing none, Trustee Brown motioned to accept the report. Trustee Isnard seconded the motion. **The Motion Carried.**

17. Chief Information Officer Report – Chair Criswell called for the Chief Information Officer Report. Mr. Peter Gabriel reported the following –

- Mr. Gabriel thanked Media Services for creating the timelapse video of Centennial Hall.
- Information Services is working on an Information Technology Master Plan. The first student listening session was yesterday with 5 students and received valuable feedback. Additional sessions are upcoming and will be repeated after Thanksgiving.
- The following projects have been completed: Perceptive Content, Single Sign-On and Business Objects. Mr. Gabriel thanked Database Administrators Shure Herr and Shazia Siddiqua for their work completing those projects.
- Single Sign-On was turned on for Ad Astra, the central scheduling program.
- Single Sign-On will be issued for Board Effect and will be communicated to the users.

Chair Criswell asked when single sign-on for the Board would be implemented. Mr. Gabriel mentioned before the next Board meeting.

Chair Criswell called for a motion to accept the report. Trustee Brown made the motion. Trustee Ash seconded the motion. **The Motion Carried.**

18. Unfinished Business – There was no Unfinished Business scheduled.

19. New Business:

- Chair Criswell called for Ms. Christina McGee to present on the Hybrid Work Pilot Program. Chair Criswell announced the program will be reviewed and action will be taken at a later date.
 - Ms. McGee expressed excitement for the Hybrid Work Pilot Program as the College has been listening to current employees, new hires and former

employees and considering survey data for individuals in the workforce, what applicants are looking for and what organizations are doing to attract and retain talent but also be competitive. The College has worked with employee stakeholders to develop this pilot program for hybrid work. The program acknowledges the workforce demands are changing and employees are seeking flexibility in their work. This is an opportunity for the College to meet its mission and to ensure an environment where employees have improved job satisfaction.

Ms. McGee requested the Board to review the program for possible action to be taken at the next Board meeting. With regards to approval, the program would start implementation, if approved, in January of 2023.

Ms. McGee asked for questions from the Board.

Trustee Ash commented the program is very comprehensive, a lot of work went into the thorough program. Trustee Hoskins Sutton questioned how a 2-year pilot period was decided. Ms. McGee answered 2 years will provide a good length of time to study and develop how well the program will work for the institution. Trustee Hoskins Sutton likes that the program is 2 days per week. Trustee Brown appreciated the statement that the program must work for employees and the institution. Trustee Ash likes the 2-year timeframe. Trustee Daniels questioned if there was discussion with faculty members that are not eligible. Ms. McGee answered there has not been discussion with faculty members, they are not eligible. Faculty members are on the President's Chat meetings so there is awareness of the program but it is unknown if they are aware instructional faculty members will not be eligible. Trustee Daniels questioned if that may be discuss in negotiations. Ms. McGee reported that faculty members have a different work schedule than staff members, so they have some flexibility. The impact is unknown. Trustee Hoskins Sutton shared a keynote speaker at ACCT discussed the changes in higher education and the competition that will affect decreasing enrollment. Trustee Isnard commented that the remote work moving parts there are a lot of items to consider such as employment law and taxes. Trustee Isnard will send questions to Dr. Mosier. The 2-year timeframe may allow for employees to make permanent changes such as childcare arrangements.

Dr. Mosier acknowledged the good points and the good work by Ms. McGee and the committee. Dr. Mosier answered 2-years was chosen to give the program a good opportunity to succeed or not succeed. There must be a return on investment for the institution; that could be monetarily, employee satisfaction, less turnover or attracting higher quality candidates. The 2-days recommendation speaks to a loss of connection between employees with colleagues and employees with supervisors, and employees working remotely feel less opportunity for promotions.

Dr. Mosier requested that questions be emailed to him and Ms. Sheryl Brownell, Executive Administrative Partner to the President and Board of Trustees. The questions will be communicated to Ms. McGee.

Vice Chair Brune testified that remote work does work well, and production increased. The College program is very robust.

Ms. McGee added she and Dr. Kneuvean met with tax professionals regarding the tax implications and to maintain compliance.

Trustee Daniels questioned if supervisor development will begin as their role is major in understanding how the program works. Ms. McGee answered supervisors and eligible employees will be required to attend training.

Chair Criswell asked for additional questions or comments. Hearing none, Chair Criswell thanked Ms. McGee for the excellent presentation.

- Chair Criswell called for Dr. Mosier to present the 2022 Annual Board of Trustees Food Drive.
 - Dr. Mosier thanked the Board for all their efforts in creating a successful food drive. Dr. Mosier gave additional thanks to MVP Law and thanked the multiple cash donations from PGAV (\$500), Summit Care (\$250), Trustees brought food and money, several employees contributed for a total of \$1,200 to buy fresh food.
 - To top it off, the Kansas Board of Regents announced they had unspent in the ARPA funds and will reimburse institutions up to \$100,000 for food pantries. Dr. Kneuvean and Dr. Meiers are working on the specifics.

20. **Adjournment:** Chair Criswell called for a motion to adjourn the meeting. Trustee Brown made the motion. Trustee Isnard seconded the motion. **The Motion Carried.**

The meeting adjourned at 7:29 p.m.

ATTEST:

Chairperson, Ms. Evelyn Criswell

Secretary, Dr. Greg Mosier



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



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

**KANSAS CITY KANSAS COMMUNITY COLLEGE
Board of Trustees Special Meeting Minutes
Tuesday, November 15, 2022 – 4:30 P.M.**

CONSENT AGENDA – Item A1
Meeting Minutes

The Board of Trustees held a hybrid meeting hosted both in the Upper Jewell Lounge at KCKCC-Main Campus and in the KCKCC Zoom meeting platform on Tuesday, November 15, 2022.

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

They were joined by Dr. Greg Mosier, President, and Mr. Greg Goheen, College Attorney.

1. **Call to Order:** The meeting was called to order at 4:31 p.m. by Board Chair, Ms. Evelyn Criswell.
2. **New Business:** Chair Criswell invited Ms. Rosalyn Brown, Chair of the Board Community Engagement Committee (BCEC), to begin the BCEC discussion.

Trustee Brown announced excitement of the BCEC and requested suggestions or concerns from the other Board members be sent to Trustee Brown. The next BCEC meeting is in December. The BCEC has met with the District 500 and know the direction the BCEC would like to go.

Chair Criswell asked for questions from the Board.

3. **Executive Session(s):** Chair Criswell announced there will be 2 executive sessions and called for a motion to enter the first executive session to discuss personnel matters of nonelected personnel with possible action to follow in open session for a 4-minute duration. The open session will take place in Upper Jewell and in the virtual meeting

room. Trustee Isnard made the motion. Trustee Brown seconded the motion. **The Motion Carried.**

The Board was allowed time to travel to the special meeting room beginning at 4:34 p.m. The Board entered the first executive session in Room 3397 and in the virtual meeting room at 4:37 p.m. The Board ended the first executive session at 4:41 p.m.

Returning to the open session, Chair Criswell called for a motion to enter a second executive session to discuss data relating to financial affairs or trade secrets of corporations, partnerships, trusts, and individual proprietorships with possible action to follow in open session for a 7-minute duration. All action would take place in Upper Jewell and in the virtual meeting room. Trustee Ash made the motion. Trustee Brown seconded the motion. **The Motion Carried.**

The second executive session began at 4:42 p.m. The Board returned to open session at 4:49 p.m. Chair Criswell called for a motion to extend the second executive session for a 10-minute duration. Trustee Ash made the motion. Vice Chair Brune seconded the motion.

The Motion Carried.

At 4:49 p.m., the Board returned to the executive session. The executive session ended at 4:59 p.m.

The Board was allowed time to travel to Upper Jewell Lounge. At 5:05 p.m., the Board returned to the open session. Dr. Mosier announced from the executive sessions there were 2 actions to take.

Dr. Mosier reported from the first executive session there were 2 individuals requesting to be released from their contract mid-year.

Dr. Mosier requested a motion to release faculty member Douglas Trowbridge from his contract effective February 15, 2023. Trustee Brown made the motion. Trustee Isnard seconded the motion. **The Motion Carried.**

Dr. Mosier reported the second individual was a long-time faculty member and employee currently working in the Student Success Center. Melissa Davis, started in 1988 as an adjunct instructor, worked at the College since that time and would like to retire. Dr. Mosier requested a motion to release her from her contract and from the \$1,500.00 fee for retiring in the middle of the year. Trustee Daniels made the motion. Trustee Hoskins Sutton seconded the motion. **The Motion Carried.**

From the second executive session, Dr. Mosier requested a motion to continue and make a commitment to move forward with the downtown Kansas City Kansas Community Education, Health and Wellness Center. Our fundraising is doing very well. The KCKCC

portion is over \$35 million raised to date, the current goal is \$48 million, there is a top end of \$50 million. There is also a Congressional Discretionary Spending Request in the works for another \$2 million which puts the College closer to the goal. Dr. Mosier requested a motion from the Board to enter an agreement with the other two partners, CommunityAmerica Credit Union and Swope Health, with a Unit Owner's Agreement to move forward with the project with a maximum total dollar amount for KCKCC at \$50 million. Chair Criswell made the motion. Trustee Isnard seconded the motion. **The Motion Carried.**

4. **Adjournment:** Chair Criswell called for a motion to adjourn the meeting. Trustee Hoskins Sutton made the motion. Trustee Ash seconded the motion. **The Motion Carried.**

The meeting adjourned at 5:08 p.m.

ATTEST:

Chairperson, Ms. Evelyn Criswell

Secretary, Dr. Greg Mosier

Recommendations for Payment

CONSENT AGENDA – Item B
December 13, 2022

There are no Recommendations for Payment.

November bills totaling \$2,190,204.82 includes October VISA bills of \$227,030.10.

Items for Ratification

CONSENT AGENDA – Item C

December 13, 2022

- 1) **\$152,00.00** to **Santa Fe Glass** for the Campus Safety/Security project. Requested by Shelley Kneuvean.
- 2) **\$43,233.68** to **Blackbaud** for the annual renewal of the Blackbaud subscription for Foundation. Requested by Peter Gabriel. Information Software: Software Expense
- 3) **\$15,700.00** to **Apple, Inc.** for 25 iPads for the HVAC program at TEC. Requested by Jerry Pope.
- 4) **\$14,040.00** to **Heartland Seating Inc.** for 3-year preventive maintenance on Fieldhouse bleachers. Requested by Shelley Kneuvean.
- 5) **\$12,455.00** to **C & C Group** for Centennial Hall Stairwell Split System. Requested by Shelley Kneuvean.
- 6) **\$17,393.24** to **Seiferts Flooring Inc.** for carpet in Health Professions suite. Requested by Shelley Kneuvean.
- 7) **\$20,868.00** to **Novak Birks PC** for audit procedures for general audit and Uniform Guidance for fiscal year 2022. Requested by Shelley Kneuvean.
- 8) **\$11,007.00** to **Global Industrial** for 200 shower curtains for student housing. Requested by Shelley Kneuvean.
- 9) **\$21,076.40** to **John Stafford** for a reimbursement to John Stafford for student/faculty flight payment to Orlando, FL. Requested by Jerry Pope.
- 10) **\$23,833.31** to **BSN Sports** for the following athletic apparel: Requested by Chris Meiers.
- 11) **\$11,000.00** to **M-pact Music Productions, LLC** for the final payment for our Vocal Festival held in the Performing Arts Center on 11/16 and 11/17. Requested by Jerry Pope.
- 12) **\$20,000.00** to **Civic Council of Greater Kansas City** for 2023 Civic Council membership dues. Requested by Greg Mosier.
- 13) **13,822.59** to **Floor Machine Service Center, LLC** for floor care equipment for student housing. Request by Shelley Kneuvean.

Updated 11/30/2022

HUMAN RESOURCES - PERSONNEL ITEMS

CONSENT AGENDA – Item D

December 13, 2022

SEPARATION INFORMATION

ACTION	NAME	JOB TITLE	DEPT	DIVISION	EFF. DATE
Resignation	Alexander, Audrey	Scholarship Coordinator II	Foundation	President	12/09/2022
Resignation	Raglin, Monika	Part-Time Adult Education Instructor	Adult and Continuing Education	Academic Affairs	11/23/2022
Retirement	Dorr, Mary	Director	Financial Aid	Student Affairs and Enrollment Management	01/31/2023
Retirement	Humphery-Few, Marcelyn	Administrative Assistant I	Career and Technical Education	Academic Affairs	12/31/2022
Separation	Hunter, Evan	Police Officer	College Police	Financial and Facility Services	12/06/2022

STIPEND

ACTION	NAME	JOB TITLE	DEPT	DIVISION	DATE	AMOUNT
Additional Duties	Roberson, Robert	Interim Director of Student Success and Retention	Student Success Center	Student Affairs and Enrollment Management	11/01/2022	\$789 monthly

RECOMMENDATIONS / APPROVALS

ACTION	NAME	JOB TITLE	DEPT	DIVISION	DATE	SALARY
New Hire	Kolle, Katelyn	Financial Aid Coordinator I	Financial Aid	Student Affairs and Enrollment Management	12/01/2022	\$50,000 annually
Promotion	Loucks, Laena	Veterans Certifying Specialist II	Military and Veterans Center	Student Affairs and Enrollment Management	12/08/2022	\$50,000 annually
Promotion	Lyle, Kylie	Admissions Specialist I	Admissions	Student Affairs and Enrollment Management	12/08/2022	\$42,000 annually

Action Definitions

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

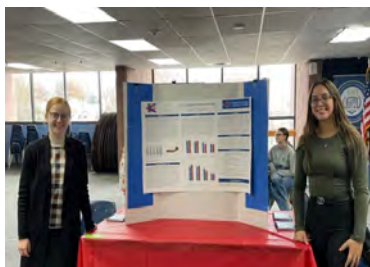
- **Reassignment-** a change to an employee's current position. It may result in movement within the same organizational unit or another unit, a change in duties, work location, days of work, salary, or hours of work.
- **Resignation-** a formal way an employee is voluntarily ending their employment.
- **Separation-** a formal way an employee is involuntarily ending their employment.
- **Interim** - An employee filling a vacant position on a temporary basis until a competitive search process is completed.
- **Additional Position** – an additional position that is given to someone that is actively employed at the college.
- **Non-Renew** – a Professional Employee's contract will not be renewed at the end of their term.
- **Master Contract** - Completion of degree changing the faculty member's class on the contract.
- **Back Pay** – the difference between what the College paid an employee and the actual amount owed to the employee.

Academic Support and Assessment – Dean Cecelia Brewer

Honors/PTK/Undergraduate Research: Dr. Stacy Tucker, Director

Undergraduate Research

On November 15, 2022, the Interdisciplinary Undergraduate Research Symposium took place in the Upper Jewell Center. Students from KCKCC shared the research projects they completed this year. This event was an open session; no formal presentations took place. Faculty, staff, and students had the chance to visit with each student to hear about their research. The on-ground students presented posters while the online student used a flyer as a visual aid to describe research topics. This event included the following topics: Ricketts, Music of the Middle Ages/Renaissance, Music of the Baroque Era, Music of the Classical Era, Music of the Romantic Era, Concussions, Anxiety, Effects of Dietary Glucose on the Larval Growth of Bombyx Mori, Effects of Caffeine on the Appetite of Bombyx Mori, A Hyperglycemic Invertebrate Model: Analyzing Hemolymph Sugar Levels, Insomnia and Hemorrhagic Stroke. The Undergraduate Research Program will be hosting Interdisciplinary Undergraduate Research Symposiums each semester. With the help of faculty, these symposiums will continue to encourage both on-ground and online students to participate in the future.



The fall 2022 semester wrapped up with an Undergraduate Research Poster Presentation that featured students work in the Honors Psychology class. Under the instruction of Dr. Jelena Ozegovic, the students presented on topics including: Medication versus Psychotherapy for the treatment of ADHD, Should People with Schizophrenia be Incarcerated, The Use of Psychedelic Drugs for the Treatment of PTSD versus Cognitive Behavioral Therapy Interventions, Dissociative Identity Disorder in Insanity Pleas, Comparison of Psychotherapy vs. Medication for the Treatment of Alzheimer's Disease, Dialectical Behavior Therapy versus Cognitive Behavioral Therapy for the Treatment of Eating Disorders, and Psychotherapy and Self-Help Groups versus Biomedical Therapies for the Treatment of Alcohol Use Disorder.

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Vice President of Academic Affairs



Center for Teaching Excellence: Tom Grady, Director

The Center for Teaching Excellence continues to provide professional development opportunities to support faculty and campus initiatives to offer classes in various course and instructional modalities including blended, hybrid, and hyflex. Below is a list of sessions offered during the Fall 2022 semester. Every session is offered via Zoom, recorded, and uploaded into Panopto and Blackboard for anyone to view at their convenience.

9/2/22: Teaching in a Hyflex/Hybrid Classroom: What is it? How Do I Get Started?

Description: In this session, information provided that describes hyflex/hybrid teaching and how faculty can begin if they are interested in this modality.

9/13/22

What Are Best Practices for Hyflex Course Design and Delivery?

Description: For faculty not understanding or overwhelmed with hyflex instruction, this 20-Minute Mentor provides clarity on steps to take in both planning and instructing a hyflex course as well as successful tips for engaging students in hyflex learning.

What Are the Benefits—and Challenges—of Hyflex Instruction?

Description: For faculty who feel overwhelmed with hyflex instruction, this 20-Minute Mentor shows how the benefits of hyflex teaching outweigh the challenges for both teachers and students alike while delivering time saving successful strategies to employ.

9/20/22

How Can I Gauge Online Learning Through Engaging Activities and Assignments?

Description: For remote and online teachers who want to assess learning to keep students on track "How Can I Gauge Online Learning Through Engaging Activities and Assignments?" is a Magna 20-Minute Mentor that provides ideas specific to online and remote teaching for activities, assignments, and assessments that gauge learning.

What Are Three Proven Ways to Manage My Online Discussion Board and Actively Engage Students?

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Description: For faculty working online who have not considered using the discussion board beyond its basic function and are trying to avoid lifeless discussion boards that fail to engage students, this 20-Minute Mentor provides three areas for faculty to improve: engagement, community, and expertise, and specific strategies for doing so.

10/7/22: Teaching in a Hyflex/Hybrid Classroom: Getting Started with Technology

Description: The second session of the teaching in a hyflex/hybrid classroom series will focus on providing instructions for faculty on how to start with the technology.

10/11/22

What Are Best Practices for Online Pedagogy?

Description: For faculty who are looking to improve or are just not conversant with online teaching, this 20-Minute Mentor establishes the overall goal of virtual instruction while providing clear, practical, and proven online learning best practices.

What Are 5 Easy-to-use Technologies That Have a Big Impact on Learning in the Online Classroom?

Description: For faculty teaching online courses who are interested in incorporating easy-to-use technology to enhance student learning, "What Are 5 Easy-To-Use Technologies That Have a Big Impact on Learning in the Online Classroom?" is a Magna 20-Minute Mentor that describes five technologies and includes the appropriate application and benefits of each.

11/4/22: Teaching in a Hyflex/Hybrid Classroom: Course Design

Description: Teaching a hyflex/hybrid course requires strong, intentional course design strategies. The third session in this series will provide information regarding effective course design.

11/29/22

Best Choose the Format for My Online Class?

Description: For faculty teaching online who want to better understand online modalities and what will be most effective for their courses, this 20-Minute Mentor offers verified strategies and expert advice on how to determine the best instructional format.

What Are Active Strategies for Structuring a Synchronous Class?

Description: For faculty teaching online in need of ideas to design and pace an asynchronous class, this 20-Minute Mentor provides proven tips and strategies that address course design, instructional methods, and student engagement.

12/2/22: Teaching in a Hyflex/Hybrid Classroom: Teaching and Learning Strategies

Description: The last session of this series will provide information about effective teaching and learning strategies faculty can implement in a hyflex/hybrid class.

Arts, Communication and Humanities – Dr. Donna Bohn



From Dan Fitzgerald (ESOL):

Michelle Overholt's ESOL Level 3 Listening and Speaking class did a pronunciation project with KCKCC Little Leaders daycare. Students chose a children's book and practiced pronunciation of words and sentences in their individual books. Then they visited the daycare classrooms with their books and read to the kids.

We had a great Tamalada! The Student Organization of Latinx handed out 8 distinct kinds of tamales, with over 300 tamales overall. The tamales from El Salvador were voted best. This was a first-time event that was entirely student run and required a lot of coordination to get all the people and tamales in the right place at the right time. The club is already making plans for next year's Tamalada. The College Foundation was especially pleased with the Tamalada because some of their guests for the Candle Lighting Ceremony also got to experience the great environment of the tamalada event.

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From Darren Elliott (Speech):

This past weekend we competed in the Fall Finale Tournament hosted online by the University of Nebraska-Lincoln. Seventeen Colleges and Universities representing 13 states and 53 competitors competed at the tournament. Chris Lapee compiled a 4-2 record in Preliminary Rounds with wins over Sacramento State (2), Texas State, and Washburn University. This placed Chris into elimination rounds where he lost in the first elimination round on a close 2-1 decision to the University of Nebraska-Lincoln losing the 2 judges from Washburn while picking up the judge from Texas State. When speaker awards were announced, Chris was named 9th best speaker overall.

From Clint Ricketts (Studio Arts):



Digital Design student Justice Burris is almost complete with his mural in the Studio Art Department.

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On November 30 and December 1, the Art Club held a holiday fundraiser to raise money for our upcoming trip to Chicago next semester. Students sold their art and handmade crafts, raising nearly \$400.

From John Stafford (Vocal Music):

- 4 KCKCC Jazz Ensembles are performing at the National Conference of the Jazz Education Network in Orlando, FL, January 4-7, 2023.
- KCKCC Chamber Choir performed to a standing ovation at their Winter Choral Concert at Community Christian Church in Kansas City, MO, on Sunday, December 4.
- KCKCC Jazz Ensembles performed at their Winter Jazz Concert in PAC on Thursday, December 1.
- The KCKCC Jazz Ensembles will perform at The Blue Room Jazz Club in the 18th and Vine Jazz District in KCMO on Tuesday, December 13, from 6:30 pm to 10 pm.
- John Stafford was guest conductor for the New York State Schools of Music Association (NYSSMA) All-State Vocal Jazz Ensemble, December 1-3, in Rochester, NY. The group received a standing ovation at their concert.

From Ian Corbett (Audio Engineering)

The Audio Engineering program participated in a career fair at Valley View High School in Lee's Summit on November 16. The program hosted a career exploration morning for Rosedale Middle School on November 14.

From Shai Perry

Art Gallery Updates:

The exhibition "Adapted/Adopted: Journey of Asianx Women Artists," has had a successful turnout and will close on December 9. The gallery will prepare to open the new exhibit "Holler If You See Me: Black Appalachians" which will be on display from January 17 to March 3. The show will be in conjunction with celebrations on Black History which will include guest speakers from the Quindaro Ruins Museum, Gordon Parks Museum, and Brown Vs Board of Education Museum. This will be followed by a KCKCC Student Art Exhibit on display from March 20 to May 5.

Guest artist Victor Antillanca, a Colombian filmmaker, met with Art Appreciation and Sculpture students on November 18. The students had the opportunity to view his new PBS film "We Are Latino."

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The Art Gallery is honored to be a leader in art advocacy for the community. The team hosted the UG Local Arts Governance committee on November 14 and assisted with the ArtsKC KS Legislation Arts Gathering on November 29. The team is also collaborating with ArtsKS to complete the Art & Economic Prosperity 6 evaluation for Americans for the Arts. Ms. Perry is the Wyandotte County Captain for this effort to bring more art opportunities to our county.

Ambient Space projects:

The Art Committee is reviewing design ideas for a mural wall in the Flint building and at the CTE campus for 2023. Next meeting is December 9 in the Art Gallery. Please contact sperry@kckcc.edu for more information.

Career and Technical Education – Dean Cheryl Runnebaum

The Electrical Program at the Pioneer Career Center (PCC) received a donation of a full fire alarm system from Kennyco Industries Company. The donation will help students understand the alarm system and train them to properly wire it according to code.



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High school students from local schools continued their manufacturing tours in November. The students toured different manufacturing companies before stopping at KCKCC-TEC for lunch and to tour the Automation Engineer Technology and Machine Technology Programs. High schools participating included: Bishop Ward, Bonner Springs, Piper, Schlagle, and Turner. The bus tour was being hosted by KMS and WYEDC.



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Building Engineering and Maintenance Technology (BEMT) students Giovanni Htwa ground guided another student forward while operating an equipment handle. Students used the powered auger to quickly dig multiple fence posts so that wood and metal posts could be installed.



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BEMT students also installed a fire rated door and sheathing between the garage and the living space in the program's Land Bank house. Students learned the importance of installation with "approved" rated doors that seal to prevent CO₂ and the spread of fire into the livable spaces.



The Culinary Arts Program at the Thomas R. Burke Technical Education Center is adding more SkillsUSA flags to its new flag display. The newest flag is a SkillsUSA national champion flag that was earned this summer by postsecondary Culinary Arts student Colton Coy for his silver medal win in Commercial Baking at the National Leadership & Skills Conference in Atlanta in June. The silver banner is the first national champion for the Culinary Arts Program. The flag display was made by the Construction Technology Program.



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Culinary Capstone cafés started in November at the Thomas R. Burke Technical Education Center and Pioneer Career Center. This is the final practical where students design a whole business plan that includes marketing, finances, ingredient costs, and food and then execute. Some of the student Capstone café businesses in November included An Excellent Bake Shop, The Rabbit Hole, Peppers & Thyme, and Serenity.

Construction Technology students at the Pioneer Career Center were visited by the owner of Woodstock Shop (Sam Maxwell) in November who talked to students about custom cabinetry. Students were learning about cabinet making and different joint techniques.

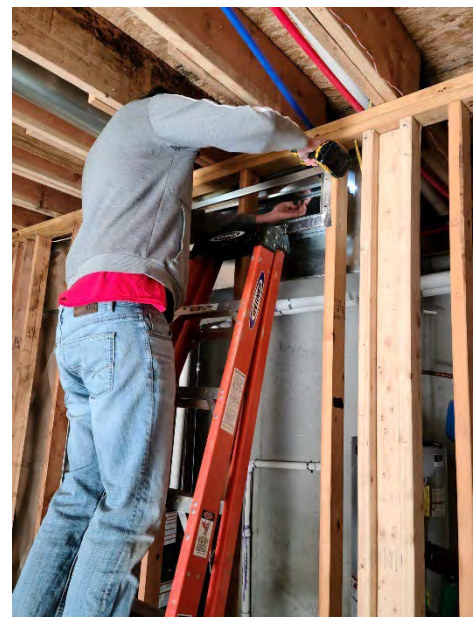


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The evening HVAC class at the Career and Technical Education Center learned how to check natural gas pressures with manometers coming and leaving the gas valve.



The afternoon HVAC class learned how to hang return air trunklines, supply air trunklines and hookup supplies to those trunklines.



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Health Professions – Dean Dr. Tiffany Bohm

- a. Nursing
 - i. Enrollment in nursing programs is down nationwide. This is an alarming trend given the nursing shortage. We will be examining methods for increasing recruitment efforts. KCKCC admissions for January:
 - 1. RN: 35 Generic and 15 Articulation (Capacity – 36 generic and 12-18 articulation per semester)
 - 2. PN: 24 students (Capacity – 40 per semester)
 - ii. Review of first semester PN student applications for the Clegg Scholarship will be conducted next week. The scholarship awards \$2,500 towards to cost of the final semester of the program. Mr. and Mrs. Clegg have been extremely generous with the number of PN students they have assisted with this scholarship, sometimes awarding 2-3 students per semester. They do this in appreciation of the excellent care Mr. Clegg's mother received from a KCKCC LPN. We are extremely appreciative of all the generous donors who recognize and provide support for our nursing students.
 - iii. There are 39 RN students and 16 PN students who will graduate next week.
- b. Physical Therapist Assistant
 - i. Dr. Deanne Yates co-hosted a webinar provided to the PTA educators Special Interest Group of the APTA. The topic of the webinar was “Strategies to Improve NPTE Pass Rates.” Over 80 PTA educators across the country attended.
 - ii. The program has 13 students graduating this semester
- c. Respiratory Care
 - i. Graduating students will present their capstone case studies on Friday, December 9 in a hybrid format. Continuing Respiratory Care Education credit is being provided to Registered Respiratory Therapists who attend. The program is expecting more than 60 Respiratory Therapists from multiple area medical centers and hospitals to attend.
 - ii. Therapy Club – RT students and faculty volunteered at the college Breakfast with Santa, Saturday, December 3. They helped at a craft station.
 - iii. The program has 7 AAS candidates for graduation this semester.
 - iv. The program has accepted 13 students to the incoming class spring semester 2023.
- d. Dr. Tiffany Bohm has joined representatives from Prime – St. John Hospital, University of Saint Mary, and the Leavenworth school district to develop a Workforce Development Pipeline for nursing professions. The group recently

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submitted an HRSA Rural Health Network Development grant with a request for \$300,000 in funding.

2. Events

- a. PTA Pinning – Wednesday, December 14, at 6pm at the CTE.
- b. RN Pinning – Thursday, December 15, at 7pm at the Field House.

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

Three of our Accounting students attended the Diversity in Accounting Symposium held on November 4, 2022, in Chicago, IL. This event is sponsored by the Deloitte Foundation (Lead Sponsor) and the Center for Audit Quality (Supporting Sponsor), with the support of the Teachers of Accounting at Two Year Colleges. The goal of the symposium is to expose racially and ethnically diverse accounting students from two-year colleges to opportunities in the accounting profession.



Dr. Ross Stites has been promoting the new Electronics and Pre-Engineering programs at both Schlagle and Harmon High Schools in KCKPS. He has also been to Weber to talk about training opportunities at KCKCC for their employees. Great work building these programs, Dr. Stites!

The Accreditation Council for Business Schools and Programs (ACBSP) Region 5 held its conference from November 2 – 5 in Springfield, Missouri. The conference theme was “Celebrating Collaborative Alliances: Stronger Together.” ACBSP is an international accreditation body for business schools and programs. It is divided into 11 regions, each region holding an annual conference that brings together business faculty and administrators from 2-year and 4-year colleges and universities in the region to improve educational offerings by collaborating with business and industry to better prepare the workforce. The 2023 ACBSP Annual Conference theme focused on strategic collaborations, both in the business sector and in the higher-ed industry, where such alliances have proven to be valuable. The Conference

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explored where more collaborations are needed as well as best practices of mutually beneficial alliances.



Tyrun Flaherty, Instructor of Biology, had three groups of General Biology (Honors) students present at the Undergraduate Research Symposium on November 15. The topics and group members were as follows: **The Effects of Dietary Glucose on the Larval Growth of Silkworms, *Bombyx mori***: presenters were Justin Jolly, Isabella Oropeza, and Ashton Stevenson. **The Effects of Caffeine on the Appetite of Silkworms, *Bombyx mori***: presenters were Eva Collene and Ian Tomasic. **A Hyperglycemic Invertebrate Model: Analyzing Hemolymph Sugar Levels**: presenters were Bailey Ko and Gabbriella Watkins. The students worked hard on their projects and should be commended!



Figure 1. Mulberry food mixture.



Figure 2. Silkworm at 4th instar.

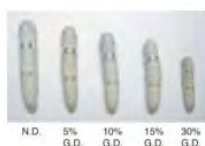


Figure 3. A representation of the differences in growth according to the glucose diets (G.D.).



Figure 2. *Bombyx mori* (silkworm)

Faculty have been holding virtual study hall hours to be more available to students, especially virtual and online students who are not able to attend campus. Students often do not make the effort to contact their instructor with a question but will ask the question when their instructor is readily available beside them virtually. The virtual study hall hours have achieved the following:

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1. Provides students with a structured study space to study while not leaving their house as many have little children that need supervision. Students have commented that they find it easier to concentrate when they are in the virtual study hall.
2. Provides students with a platform to work and network with their classmates and other students enrolled in the course to create a support group. Most students that attend have exchanged phone numbers and have a group chat going and will text each other with questions and provide support and encouragement.
3. Provides students a comfortable space to ask the instructor for help on the material and obtain immediate feedback. They feel more comfortable asking questions being there together versus walking into an office to ask a question. If it is a question, they know but are not sure off, they will never send me an email on it, but in study hall, because of the accessibility, they will usually clarify their doubts on the material.
4. Provides students a space to connect with the instructor on an informal basis making them feel comfortable to open and seek guidance and share their struggles with their studies and personal situations. Students have been connected to our counselling services based on the insight obtained from some of these conversations.

Rob Crane was present at the First-Generation Celebration event that was held at Dr. Thomas R. Burke Technical Education Center on Monday, November 7, presenting information about the Wellness & Fitness Center. Mr. Crane also presented this information at the Main Campus First Generation Celebration, held November 9. The display was used at the Mini Health Fair on November 2 as well.



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Based on students' presentations, Dr. Ishfaq Ahmed prepared and submitted an abstract to the KC One Health World conference. Dr. Ahmed and a biomanufacturing student, Shayne McRae, attended KC One Health World conference held at KU Edwards on November 1, 2022, and presented the poster entitled, "Literature review of Coronavirus Disease 19 (COVID-19) and its causative agent Severe Acute Respiratory Syndrome-2 (SARS-CoV-2)".



Allen Lenoir, Enactus sponsor, along with one of the Enactus students, volunteered at Micha Ministries feeding the homeless during their dinner meal service. What an excellent way to give back to our community. Well done Professor!

Dr. Ishfaq Ahmed's Biomanufacturing students gave journal club presentations on various biotechnology related topics. Some students presented posters and write ups. Please find photos below of a couple of the group presentations.

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Vice President of Academic Affairs



KCKCC was awarded a grant in the amount of \$745,635 by the National Science Foundation. This grant will be used for scholarships for students majoring in Biology. Building Biologists Using Assets for Scholar Success is the name of the project, DUE: 2221298. Great job grant writers!

Representing El Centro, Dr. Kremer attended the KCK Chamber's 2022 Annual Awards Celebration "Stronger Together." Congratulations again to Dr. Mosier and KCKCC for the award received at the event.

Social and Behavioral Sciences & Public Services – Dean Cleon Wiggins

Associate Professor of Sociology Dr. Emily Morrow's paper entitled "How Gender Inequality in Academic Medicine Is Reproduced: A Comparative Study of Senior Physicians" has been accepted as a Distributed paper to the Research Committees session on Inequality in Health Care – Empirical Studies about Health Care Professions at the XX ISA World Congress of Sociology, June 25 – July 1, 2023, in Melbourne, Australia.

On November 16, Dr. Andres Cantillo, Associate Professor of Economics, was invited by the National University in Bogota, Colombia, to lecture on economics and production. The presentation concentrated on explaining how production commitments are related to the financial and productive sides of the economy.

Dr. Jelena Ozegovic's Honors Psychology class poster presentation took place on December 1 in room 2325. The presentation replicated the experience of a poster presentation at a conference where individuals walked around and listened to Honors students present their research projects. The posters and the research build upon a mental illness research paper the students previously wrote and submitted to Dr. Ozegovic.

**December 2022 Student Affairs Board of Trustees Report
Submitted by Chris Meiers, Ph.D.
Vice President for Student Affairs and Enrollment Management**

Division-Wide Selected Activities, Programs, and Updates

- As a follow-up to KCKCC's Amazon Partnership Program, Amazon has moved away from offering specific programs and courses at their locations while still providing direct tuition reimbursement for Amazon employees to take courses at KCKCC. Between the Spring 2021 and 2022 semesters, the program grew from 8 to 31 students, and between the Fall 2022 and 2021 semesters, the program grew from 16 to 54 students. The program will continue to be strategized as part of KCKCC's overall strategic enrollment management planning processes.
- **Personnel Activities**
 - The national search for the Director of Student Success and Retention was launched, which leads the academic advising, career services, placement testing, and retention programs and services. KCKCC received a tremendous response with 29 applicants that the search committee will review in December for anticipated interviews and selection in January.
 - The Director of Athletics search committee convened to prepare for the national search for KCKCC's next athletic director in December, with an anticipated first screening for mid-January.
 - The division is pleased to announce that Ms. Samantha Landau has accepted the new Enrollment Management Information Systems Coordinator position. Ms. Landau is a KCKCC graduate, former student ambassador, and most recently worked in Information Services. This position will be a pivotal resource to facilitate improving and expanding the use of technology systems to improve divisional operations, student services, and data collection for the entire College.
- During the fall 2022 semester, 70 students have been placed in positions on campus as part of the Federal Work-Study and College Employment programs. This number is up from last year when 44 students placed during the 2021-2022 academic year.
- The Dean of Students Services office received notification that Mr. Wade Abel, Director of the Military and Veterans Center, has been elected to the National Association of Veterans Program Administrators (NAVPA) Board of directors and Region VI Delegate.
- Dr. Meiers presented the session 'Ask a Statistician a Question that you are Afraid to Ask at Your Campus' at the NASPA: Student Affairs Professionals in Higher Education's Joint Regional IV-East and IV-West Conference in Chicago, IL.
- Mary Dorr, Director of Financial Aid, has announced her retirement effective February 1 after 28 years of service to KCKCC and the community. A College-wide reception will be planned for January in her honor to show our appreciation and congratulations on a tremendous career.

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Spring 2023 Enrollment Report

KCKCC Unduplicated Headcount by Location									
CAMPUS (UNDUP at A Location & DUP Across Locations)	12.09.2019	12.07.2020	12.06.2021	12.05.2022	20-23	20-23	22-23	22-23	Spring 2023
	Spring 2020	Spring 2021	Spring 2022	Spring 2023	Diff - #	Diff - %	Diff - #	Diff - %	%
AMZN	-	-	-	-	-	-	0	-	-
BL	-	96	8	46	46	-	38	475.00%	2.03%
DNTWN	7	1	-	-	-7	-100.00%	0	-	0.00%
FRSC	19	14	9	7	-12	-63.16%	-2	-22.22%	0.31%
HS	787	483	663	385	-402	-51.08%	-278	-41.93%	16.99%
LCF	-	-	10	-	-	-	-10	-100.00%	0.00%
MC	1,208	650	880	939	-269	-22.27%	59	6.70%	41.44%
OC	199	134	79	184	-15	-7.54%	105	132.91%	8.12%
OL	887	977	935	885	-2	-0.23%	-50	-5.35%	39.06%
PION	110	132	132	132	22	20.00%	0	0.00%	5.83%
TEC	544	416	471	432	-112	-20.59%	-39	-8.28%	19.06%
USDB	2	-	-	1	-1	-	1	-	0.04%
VIRT	-	361	178	94	94	-	-84	-47.19%	4.15%
Total UNDUP Headcount	2,962	2,298	2,556	2,266	-696	-23.50%	-290	-11.35%	100.00%
Note: Enrollment at each location is unduplicated. However, enrollment across locations (A student can be counted in two locations) is duplicated. The Total however, is unduplicated (unique counts) headcount.									
Status	Spring 20	Spring 21	Spring 22	Spring 23	20-23 #	20-23 %	22-23 #	22-23 %	Sp 2023 %
First-time	367	239	295	231	-136	-37.06%	-64	-21.69%	10.19%
Returning	2,595	2,059	2,261	2,035	-560	-21.58%	-226	-10.00%	89.81%
Gender	Spring 20	Spring 21	Spring 22	Spring 23	20-23 #	20-23 %	22-23 #	22-23 %	Sp 2023 %
Unknown	1	-	3	15	14	1400.00%	12	400.00%	15.96%
Female	1,805	1,450	1,572	1,363	-442	-24.49%	-209	-13.30%	60.15%
Male	1,156	848	981	888	-268	-23.18%	-93	-9.48%	39.19%
Race / Ethnicity	Spring 20	Spring 21	Spring 22	Spring 23	20-23 #	20-23 %	22-23 #	22-23 %	Sp 2023 %
American Alaska Native	16	13	11	12	-4	-25.00%	1	9.09%	0.53%
Asian	168	112	116	115	-53	-31.55%	-1	-0.86%	5.08%
Black or African American	463	381	425	376	-87	-18.79%	-49	-11.53%	16.59%
Hawaiian Pacific Islander	5	6	3	2	-3	-60.00%	-1	-33.33%	0.09%
Hispanic	792	562	578	635	-157	-19.82%	57	9.86%	28.02%
Multi-racial	134	140	142	133	-1	-0.75%	-9	-6.34%	5.87%
Unknown	131	103	110	86	-45	-34.35%	-24	-21.82%	3.80%
White	1,253	896	1,082	867	-386	-30.81%	-215	-19.87%	38.26%
Non Resident	NA	85	89	40	-	-	-49	-55.06%	1.77%
KCKCC Credit Hours by Location									
CAMPUS	12.09.2019	12.07.2020	12.06.2021	12.05.2022	20-23	20-23	22-23	22-23	Spring 2023
	Spring 2020	Spring 2021	Spring 2022	Spring 2023	Diff - #	Diff - %	Diff - #	Diff - %	%
AMZN	-	-	-	-	-	-	-	-	-
BL	-	675	24	180	180	-	156	650.00%	0.81%
DWNTN	22	3	-	-	-22	-100.00%	-	-	0.00%
FRSC	178	137	90	70	-108	-60.67%	-20	-22.22%	0.31%
HS	4,242	2,666	3,598	2,042	-2,200	-51.86%	-1,556	-43.25%	9.13%
LCF	-	-	100	-	-	-	-100	-100.00%	0.00%
MC	10,091	4,101	6,599	7,272	-2,819	-27.94%	673	10.20%	32.53%
OC	609	411	378	385	-224	-36.78%	7	1.85%	1.72%
OL	5,365	6,779	5,698	5,685	320	5.96%	-13	-0.23%	25.43%
PION	810	1,167	1,142	1,116	306	37.78%	-26	-2.28%	4.99%
TEC	6,570	4,990	5,901	5,236	-1,334	-20.30%	-665	-11.27%	23.42%
USDB	12	-	-	3	-9	-	3	-	0.01%
VIRT	-	1,358	691	365	365	-	-326	-47.18%	1.63%
Total	27,899	22,287	24,221	22,354	-5,545	-19.88%	-1,867	-7.71%	

Dean of Student Services

Submitted by Dr. Shawn Derriott, Dean of Students

Selected Activities, Programs, and Updates

- Real Talk Hosted a session at Centennial Hall titled "Training & Conditioning Your Mind: Mental Health for Men."
 - November 10, 5-6:30 pm, Michael Roberson, Licensed Professional Counselor, presented a session tailored for men addressing how men deal with mental health and the importance of seeking help when needed. Eight students attended the session.

Student Accessibility and Support Services

Submitted by Department Faculty

Selected Activities, Programs, and Updates

- SASS faculty attended the Leavenworth High School Transition Fair on November 1. The faculty met with students, parents, and other agency representatives to discuss programs and services available at KCKCC. Approximately twelve students came by the table.
- SASS staff and faculty participated in the First-Generation Celebration Day at KCKCC. Department personnel shared information about the learning support and disability services available through SASS.
- SASS faculty worked with the Human Resources Office to review the accessibility of the new employment process and documents being developed by Human Resources. SASS was able to provide feedback and information for further development.
- Basehor-Linwood High School Special Education brought 12 students with documented disabilities interested in attending career and technical education programs next year. They toured the facility and attended a question-and-answer session about disability services offered for career and technical education programs.
- On November 17, 2022, SASS Faculty attended an online workshop, "Defining Dysgraphia: Creating Understanding and Support," sponsored by the Association on Higher Education and Disability.

Upcoming Activities and Programs

- SASS faculty have submitted a session proposal for the Spring 2023 Welcome Back Week Professional Development Day. The Discussions" and "Expanding Your Comfort Zone: Disability Etiquette and Communication."

Student Health Services

Submitted by Angie Williams RN

Selected Activities, Programs, and Updates

- This month, we have had 28 nurse visits, including blood pressure checks and first aid administration, over-the-counter medication requests, and other miscellaneous issues.

- We have provided 106 TB screening services, including administering injections, reading results, and obtaining TB questionnaires.
- HIV testing has been moved downstairs in Lower Jewell to attract more students.
- Five students have contacted us with positive COVID test results this month. We had 0 people notify the office with close contact.
- Student Health with Activities held a Mini Health Fair on November 2, where several different health programs, such as LPNs, RN's RT, PTA, and services such as Counseling and Advocacy and the Wellness Center gathered in Upper Jewel. We had 50-60 students in attendance.
- Student Health provided TB testing for new LPNs and RN during their new student orientation meetings.

Student Basic Needs

Submitted by Fyn Morigan, Student Basic Needs Coordinator

Selected Activities, Programs, and Updates

- The construction work required to move the Blue Devil Kitchen Cabinet food pantry from upper Jewell to the new location in lower Jewell is underway. Facilities and Information Services worked together to minimize disruption for the students during construction.
- On November 2, staff attended the Amazon Web Services (AWS) Managed Services and Carahsoft Concern Center Training Webinar. Carahsoft is the largest government partner, distributor, and Master Government Aggregator™ for the industry's leading software manufacturers, and staff is working to build the partnership as it would streamline processes and generate real-time data that can be used to identify trends and patterns.
- On November 3, staff attended the Harvester's Annual Partnership Conference and networked with local, regional, and national essential needs community partner agencies across the country. The Conference was well attended, and agency partners are working on strengthening and building existing partnerships while also creating new connections by working to dissolve existing barriers collaboratively.

Upcoming Activities and Programs

- December 16th The pantry will be participating in the annual Winter Wonderland event and providing the selected families with groceries and unique holiday bags for the event.

Office of Admissions

Submitted by Teresa Hill, Director of Admissions and Recruitment

Selected Activities, Programs, and Updates

- The Office of Admissions filled the second Admissions Specialist I position. Ms. Kylie Lyle has been a vested part-time employee of the KCKCC community with a rich history of customer service experience and brings a great deal of KCKCC dedication and pride. We are fortunate to have her.

- The Office of Admissions and Recruitment is now dedicating Wednesday and Friday of each week to individual tours where the program of study will group prospective students and families. Tour times are 9 am, 1 pm, and 3 pm.
- The Director of Admissions and Recruitment attended multiple Academic Division meetings. The office of Admissions and Recruitment is excited about the collaborative momentum being gained on campus. The major takeaway from the division meetings; KCKCC is saturated with a tremendous presence of faculty advocates.
- On November 30 Teressa Hill and Tess Roam attended the Chandler Turner Scholarship Seminar at the TEC location. The Chandler/Turner scholarships are for post-secondary matriculation that targets African American High School graduates of the greater Kansas City area.



Upcoming Activities and Programs

- December 5: Bishop Ward Senior Seminar Recruiting Event
- December 6: Turner High School TEC Tour
- December 7: A unique collaboration between Admissions and Kansas City Kansas Public Schools Career & Technical Education department will happen. The teachers use monthly professional development meetings to increase their knowledge of KCKCC Career and Technical Education programs. Through this collaborative tour and presentation, the teachers hope to better serve as classroom ambassadors and advocates of KCKCC programs, dual/concurrent education, and post-secondary enrollment opportunities at KCKCC.

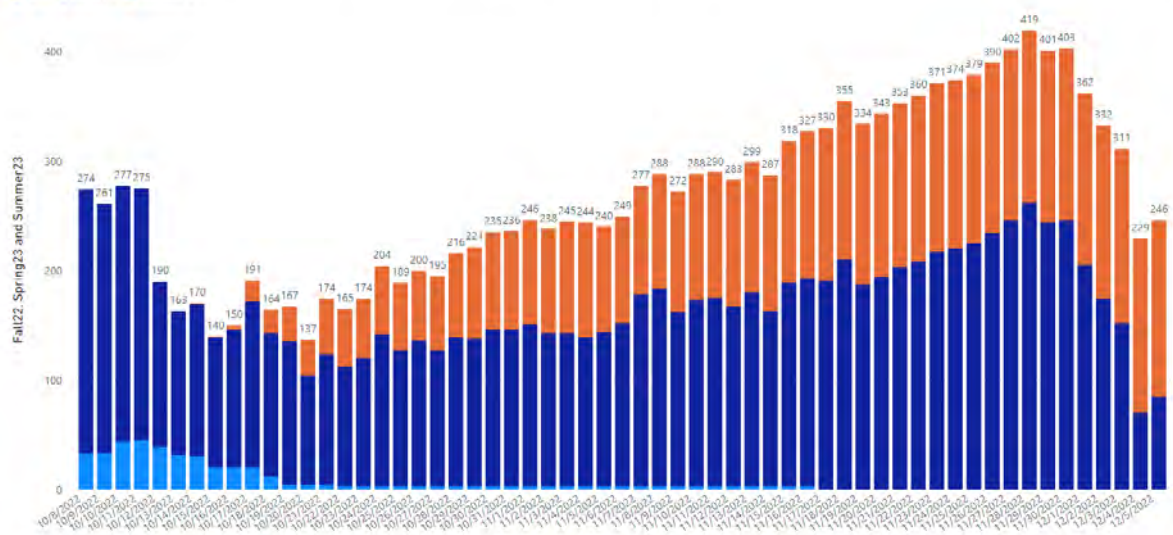
Spring 23 Application Backlog Update

- Currently, there are 85 Spring 23 applications in backlog. Admissions and Recruitment staff has an “Admit-In”; the staff is to report to campus on Saturday, December 10, 2022, to process all outstanding Spring 23 applications.

Total Unprocessed Applications (last 60 days)

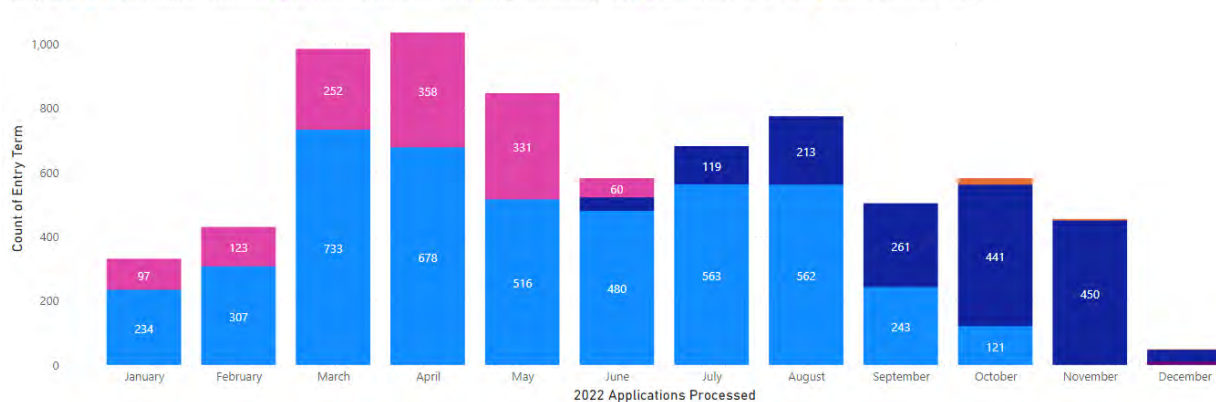
Fall22, Spring23 and Summer23 by Date

● Fall22 ● Spring23 ● Summer23



Count of Entry Term by 2022 Applications Processed and Entry Term

Entry Term ● Fall 2022 (August - December) ● Fall 2023 (August-December) ● Spring 2023 (January - May) ● Summer 2022 (June - July) ● Summer 2023 (June - July)



Average Number of Business Days to Process

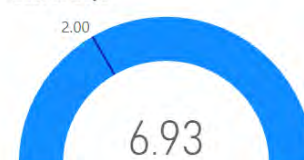
Last 7 Days



Last 30 Days



Last 60 Days



Department of Athletics

Selected Activities, Programs, and Updates

- The volleyball squad opened postseason play at home as they swept Northeastern Oklahoma A&M College 3-0 – advancing to the District Plains B Championship against Cowley CC. The Blue Devils could not come away with the victory as they fell 3-0 in Wichita, Kan. ending their season at 24-10. Nicole Hughes was named a First Team All-Conference and First Team All-Region

selection. Nicole was also named Volleyball Magazine All-American for the NJCAA Division II level. Gracey Lovgren and Taryn Dial earned Second Team All-Conference honors, with Lovgren earning Second Team All-Region, and Dial being named an Honorable Mention All-Region. Carlee Lill and Naomi Jemison garnered Honorable Mention All-Conference to round out the awards. Nicole Hughes also finished second in program history with 264 total blocks, and Emma Ayers posted the single-season total of 73 service aces, including a program record 11 service aces on October 21.

- The women's basketball team began their season on November 1 with a 99-35 win over Graceland University Junior Varsity. They are currently ranked No. 16 in the Division II Women's Basketball Top 20 Poll, with an 8-2 record. The Blue Devils rattled off seven straight wins before slipping to No. 3 ranked CCBC-Essex and North Central Missouri. Jada Johnson has highlighted the squad as she was named KJCCC DII Women's Basketball Co-Player of the Week on November 16. She currently leads the team with 14.1 points per game, while T'Yonne Duncan has 12.8.
- The men's basketball team began the year at 5-5 but has pulled out three straight wins – two straight coming against Top 10 opponents. The Blue Devils knocked off No. 6 ranked DMACC 79-74 on November 22 before holding off No. 3 Ellsworth CC 93-88 on November 29, giving the opposition their first-season loss. Bradley Lightbourne currently leads the team with 17.7 points per game, and Joshua Dames has 14.9. The men's basketball team is back on the court this Saturday night in Sedalia, Mo., as they take on State Fair CC at 7 pm.

Community Outreach and Engagement

- The men's basketball program spends time engaging with students at Turner and Wyandotte elementary schools every other Friday. They speak, read, and interact with students in our community.
- The women's basketball team has worked with Thrive Vision to fill the shoe boxes with Christmas gifts for girls living in the home at Thrive Vision. Thrive Vision helps young girls rescued from sex and organ trafficking situations. Women's Basketball had ten shoe boxes filled with toys, school supplies, and clothes.



Upcoming Programs and Activities

- December 13, Men's Basketball, 7:00 pm, Iowa Western Community College

Counseling & Advocacy

Submitted by Linda Warner, LCPC, Director

Selected Activities, Programs, and Updates

- **November is Transgender Awareness month.** It is a time to honor and advocate for the transgender and gender-diverse community. Transgender students have many obstacles in their path to completing their education. They often face stigma, abandonment by family and friends, lack of legal protection, poverty, harassment and discrimination, inadequate healthcare, and threats of violence. Our guest, Crisosto Apache, presented a program titled "Embracing Two-Spirit Traditions. Crisosto provided information about Native American traditions of embracing gender diversity and affirming persons in the LGBTQ community. This event was co-hosted by the OQS Diversity Club and was offered on Zoom.



Blue's Kitchen Cabinet (BKC) - Utilization of the student food pantry remains high. In November, there were 167 visits to BKC, serving 508 adults, 77 children, and eight seniors. There were 25 first-time visitors to the pantry in November, and we served 10 families with five or more members.

- **Counselor Caseloads** - A total of 32 students received counseling in the center in November, with Licensed Professional Counselors carrying an average caseload of 15. The total number of direct counseling hours provided to students in November was 39. Additionally, counselors provided consultation services to 35 KCKCC employees and community members.

Military and Veteran Center

Submitted by Wade Abel, Director Military and Veteran Student Services

Selected Activities, Programs, and Updates

- The Center recently hired a new Veterans Certifying Specialist. Laena Loucks. She started with KCKCC in January 2022 as the Administrative Assistant for the center. Laena received her Master's in Social Welfare from the University of Kansas. Before her position here at KCKCC, she worked in education as a School Worker and as a trainer and consultant with schools on working with children who have experienced trauma.
- November 1: The Military and Veteran Center staffed a table at the Fort Leavenworth Career and Education Fair.
- November 4 – November 11: Military and Veteran Center virtual 5K. Over 25 students/faculty/staff participated.



- November 7 – November 11: The Military and Veteran Center sponsored several events during Veterans Week to recognize and support KCKCC Veteran students/faculty/staff.
- November 7: Lunch for Veteran Students.
- November 8: Lunch for Veteran Faculty and Staff.
- November 9: Breakfast snacks for KCKCC Veterans in the Veterans Center.
- November 10: Veterans Center Open House
- November 11: Remember Everyone Deployed (RED) day by wearing red.
- November 11: Honor Tree. Students, faculty, and staff were invited to place a star with a Veterans name on it to honor their service.
- The Battle of the Branches Food Drive ended on November 11. The Army brought in the most donations, followed closely by the Navy. The food pantries at the PCC, TEC, and Main Campus were the overall winners. Over 300 items were collected.
- November 18: The Student Veterans Organization (SVO) hosted a bowling night for Military Affiliated students and their dependents



Upcoming Activities and Programs:

- December 5: The Students Veteran Organization and the Veterans Center will host a Chili lunch for Military Affiliated students from 11 am – 1 pm in the Militar and Veteran Center.
- December 16: The “SVO” will be delivering gift boxes to Veterans at a local Assisted Living Home.
- December 17: The Veteran Center is supporting a volunteer event with Wreaths Across America at the Leavenworth National Cemetery.

Pioneer Career Center

Submitted by Marcia Irvine, Director

Selected Activities, Programs, and Updates

- November 1: PCC had a "Thankful Pumpkin" for students, staff, and faculty to stop by and write what they were thankful for. A drawing was held at the end of the month to determine who would take it home.
- November 8: The Electrical Technology program received a donation from Ken Richardson, owner of Kennyco Industries Company. Ken donated a complete Fire Alarm System. This system will allow our students to understand the system's operations and wire it correctly and according to code.
- November 8: First Generation Event was held at PCC with the local TRIO office.
- November 10: Emalee Litewski, KCKCC PCC Student Worker, and Cameron Rice, KCKCC PCC Student, attended the President's Breakfast at Main Campus.
- November 10: Marcia Irvine took Dr. Donna Bohn and Shay Dodson on a tour of the Digital graphics program at the United States Disciplinary Barracks (USDB). They met and talked with students who are in their last semester and will be graduating this fall as the first graduates of the USDB Graphics program.
- November 11: Students, staff, and faculty walked in the Leavenworth Veterans Day Parade
- Our two culinary students in their Capstone semester had their Café sales this month.
- December 1, 25 Freshman and Sophomore students from Leavenworth High School toured with their teacher to see what programs and courses PCC offers. They could see hands-on activities in the Early Childhood, Construction, Culinary, Electrical, and HVAC programs. Students also received information on the Criminal Justice and CNA/CMA programs.



Community Involvement

- November 5: Marcia Irvine, KCKCC PCC Director; Melissa Davis, Student Success Advisor; Shelly Thompson, Administrative Assistant and Daniel Jacobs, Campus Security Guard, attended the Lansing Educational Foundation (LEF) at the Riverfront Community Center. KCKCC donated to LEF, which is dedicated to supporting public education to provide opportunities for all students

to develop the attributes needed to be critical, creative thinkers, life-long learners, and responsible citizens in a global community.

- November 7: KCKCC Pioneer Career Center Director Marcia Irvine, and Site Coordinator Kim Taylor, participated in judging the Distributive Education Clubs of America (DECA) competition this week. DECA prepares emerging leaders and entrepreneurs to be college and career ready. The career clusters that students compete in are marketing, business management and administration, finance and hospitality, and tourism.
- November 8: Marcia Irvine participated in Pre-Release interviews for inmates at the United States Disciplinary Barracks.
- November 11: Marcia Irvine volunteered at the Annual Rotary Veterans Day breakfast, which is held before the parade.
- November 12: Marcia Irvine participated in the Leavenworth Rotary Day of Service, where we cleaned up yards for some elderly in the community.
- November 15: PCC held its Walking Taco event, a fundraising event for the Leavenworth United Way
- November 30: KCKCC PCC had a fantastic turnout for the Charcuterie class. Everyone who participated received an LV-KCKCC Culinary cutting board made by the Construction program on their CNC machine. Chef Marilee taught everyone how to make a decorative meat and cheese tray along with meat roses and fruit dipped in chocolate.
- December 1: Marcia Irvine rang bells for the Salvation Army, representing Leavenworth Rotary.

Upcoming Programs and Activities

- December 6: Retirement luncheon for Melissa Davis, who has been with KCKCC for over 25 years in many roles, including Composition and Literature Instructor and Academic Advisor.
- December 6: Cookies with Santa event for the Community
- December 7th Bake Sale for our Culinary Arts students with proceeds going to our Adopted Family.

Registration and Records

Submitted by Theresa Holliday, Registrar

Selected Activities, Programs, and Updates

- **Enrollment and Graduation Verification:** Verification of student enrollment status may be necessary for students to provide proof of education for credit card companies, degree status, employment, insurance companies, loan deferment, student housing, or other purposes. This month the Registrar's Office performed 80 enrollment or graduation verifications.
- **Enrollment and schedule adjustment activity:** The right course selection can help students fit in their interests and learn more about a field they're genuinely interested in studying. In addition, the courses they choose can affect whether they finish your program within their intended timeframe. This month 16 schedule adjustments were made in the Registrar's Office with the Dean's approval to operate outside the academic calendar limitations, and we processed 56-grade changes.

- **Student Contact Information Updates:** When colleges cannot reach a student due to an input error or because their information has changed, they will miss out on essential details. Depending on the message or activity, it could have catastrophic consequences. This month the Registrar's Office processed 50 student record changes. We resolved 25 student record edit requests from Institutional Effectiveness and seven student records in conjunction with the Business Office to provide missing Social Security Numbers for 1098T processing.
- **Major changes/catalog updates:** To receive federal financial aid, grants, and scholarships, students must be pursuing a degree or certificate in a major that is aid eligible. They must also take courses required for their program of study based on their Student Plan. This month the Registrar's Office processed 124 major student changes and catalog updates.
- **Transfer Credit Evaluation:** Transfer credit evaluation allows previous college credit to be evaluated for college transcripts, standardized examination scores, or career experience. Due to the importance of enrollment and the beginning of the semester, the Registrar's Office evaluated 48 student records for degree audit exceptions, deviations, waivers, or for posting transfer credit equivalencies.
- **Withdrawal Activity:** KCKCC is committed to helping students achieve their academic goals; however, circumstances may prevent them from completing their coursework as planned. Before withdrawing, students are encouraged to talk with their instructor about their progress in the course based on the grading criteria stated in the syllabus, participation, and grades earned to date. This month the Registrar's Office processed 205 student withdrawals and 166 instructor-initiated withdrawals. Five students were reinstated after administratively withdrawn or marked as never attended.
- **No Show/Never Attended Activity:** Per federal regulations, Institutional Effectiveness finalizes and certifies course enrollments to the State of Kansas for funding and other reporting issues. Instructors are responsible for reporting students who have never attended a face-to-face class or who never submitted a required assignment in an online course. 20 students were purged as no-shows from one or more courses this month, with two students reinstated after they were deleted as no-shows.
- **Graduation Processing Activity:** College is important for many reasons, including long-term financial gain, job stability, career satisfaction, and success outside of the workplace. With more and more occupations requiring advanced education, a college degree or certificate can be critical to success in today's workforce.
 - 82 graduation applications for Fall 2022 were processed this month.
 - Three students were retroactively graduated this month.
 - 6 certificates and 5 diplomas were ordered through Jostens.
- **Transcript Activity:** Incoming transcripts: Part of the KCKCC Admissions process is to submit all transcripts to KCKCC. High School transcripts are required for students who have graduated within the past 5 years. College transcripts are required for students who have transfer credits and are seeking to complete a degree or certificate at KCKCC.
 - **Incoming transcripts** are processed manually to determine if the person has applied to the College if they are a current student submitting transcripts to remove a hold or to have their transfer credits added to their KCKCC record.

- 53 were received from Parchment, our transcript service provider; 81 were obtained from the National Student Clearinghouse; and 98 were received via fax, email, mail, or hand-delivered.
- In November 2021, 265 transcripts were received; in September of 2022, 232 transcripts were received and processed this month for a decrease of 12.5%.

College					High School					
New App	Transfer*	Non-degree	CTRAN	Orphan	New App	TRAN	CONGR	Orphan	Other	
80	9	17	11	3	27	27	9	1	6	190
42.11%	4.74%	8.95%	5.79%	1.58%	14.21%	14.21%	4.74%	0.53%	3.16%	100.00%
* Includes 1 reverse transfer										

- **Outgoing transcripts:** Our partnership with Parchment continues to ease the burden of manually processing student transcript requests considerably. Student Self-Service also allows students to access their transcript on the student portal easily. Our office still serves those with technological limitations or whose records are on microfilm and are not eligible for electronic processing.
 - 10 transcripts were produced in-house: 8 official transcripts using Ellucian records, one official using the microfilm records on Perceptive Content, and 12 unofficial.
 - 401 total transcripts were sent via Parchment; 392 were electronic through Parchment; 9 were paper through parchment/Ellucian or student copies
 - In September of 2021, 422 transcripts were sent out, with 411 transcripts sent out this month, resulting in a decrease of 7%.

Outbound Transcript Reasons		Top Receivers of our Transcripts	
College Admissions/Transfer	333	KU/KU Med or Nursing	35
Employment	36	K-State	19
Self	17	JCCC	17
Other	6	Common Application Services (NursingCAS, AMCAS, etc	14
Certification/Licensure	6	UMKC	11
Scholarship	3	Washburn	9
		MCC – Kansas City	8

Student Activities

Submitted by Andrica Wilcoxon, Director

Selected Activities, Programs, and Updates

- Student Activities co-hosted the 98th Annual Candle Lighting Ceremony on November 30. 185 students, staff, faculty, and community members attended the ceremony. Mr. Joe Straws, KCKCC Alumnus was the keynote speaker. The KCKCC Art and Theatre departments, Jazz and Funk Band, and The Standard performed. The KCKCC Student Senate continued the tradition "from the students to the students" by giving a \$500 check to the KCKCC Foundation. Mr. Straws announced that he would match the amount and presented a check for \$500 to the KCKCC Foundation. \$1,800 was given (online gifts/checks @ \$1,200 and free will basket donations @ \$600). The event was live-streamed via the KCKCC Facebook and Vimeo pages.
- Student Activities hosted the annual Breakfast with Santa on Saturday, December 3. The activities included crafts, cookie decorating, children picking out gifts for their parents, picture with Santa, letters to soldiers, and letters to Santa. Gamer Club, Student of Organization Latinx (SOL), Therapy Club, American Association of University Women (AAUW), and Student Senate volunteered for the event. We had 27 students, 14 employees, and 24 community members bring their families. We had a total of 211 adults and children attend the event.
- Fringe Benefits of Education hosted the annual Winter Ball on Thursday, December 1, in the Lower Jewell Student Center. Approximately 60 students and staff dressed in their 1990 attire and danced to rock, pop, and hip-hop from the '90s.



Upcoming Activities and Programs

- December 5 – PCC Cookies with Santa
- December 7 – TEC Finals Breakfast
- December 16th – Campus Wonderland

Student Financial Aid

Submitted by Mary Dorr, Director

Selected Activities, Programs, and Updates

- Welcome to new Coordinator of Scholarships and Student Employment – Katelyn Kolle who comes to KCKCC from Rockhurst University with experience in Admissions and the Registrar's Office.
- On December 1, the Supreme Court announced that they would review the legality of the Biden-Harris Student Loan Debt Relief Plan. They will fast-track this issue with oral arguments being made in February. Based on this timeline, we would expect a final decision in March/April and student loan repayment beginning 60 days later.
- Student Financial Aid identified 94 defaulted students who have sent the FAFSA to KCKCC and are eligible for the Fresh Start Program. Twenty-six of these students are currently enrolled. Communication about this program has been sent to all students requiring that they meet with our loan coordinator for information on program eligibility.
- Working on the set-up of the 2023-24 Ellucian Colleague financial aid module

Financial Aid Applications Received as of December 2

Academic Year	Total Number of Records	Records Received in November
2022-2023	7304	250
2021-2022	7637	261
2020-2021	8210	218

Financial Aid Disbursed to Student Accounts

	FALL	SPRING	SUMMER	TOTAL
2022-2023	\$4,860,117			\$4,860,117
2021-2022	\$4,969,637	\$4,363,823	\$707,396	\$10,040,856
2020-2021	\$4,873,099	\$4,387,783	\$673,535	\$9,934,417

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

Award Activity for 2022-2023

Semester	Number of Awards to Students	Unduplicated Number of Students Enrolled and Awarded Financial Aid
Fall 2022	4123	2902
Fall 2021	3411	2439

Student Housing

Submitted by Nicole Wilburn, Director

Selected Activities, Programs, and Updates

- The RAs partnered with the Wellness Center and Student Success Center to host educational events for the residents of Centennial Hall
- We hosted a building-wide patio gathering (which had to be moved indoors due to weather), including ping-pong and cornhole tournament and had about 40 students participate
- Just over 100 students remain in Centennial Hall during the Thanksgiving Break – in-season student-athletes, international students, and other students with unique family situations.
- The applications for new residents of Centennial Hall for Spring 2023 opened on November 1. We currently have 14 new students signed up and expect more applications before we open in January.

Upcoming Activities and Programs

- December 5 – Flapjacks for Finals – The RAs will cook and serve pancakes for the residents of Centennial Hall the night before Finals begin
- December 13 @ 10 am – Centennial Hall "closes" for any students not staying for Winter Break. Health and Safety Room checks will happen.
- January 13 – Centennial Hall reopens for Spring semester – new residents and returning residents

Upward Bound

Submitted by Veronica Knight, Director

Selected Activities, Programs, and Updates

- Collaborative meetings have taken place with community partners such as – Leadership 20/20, DiplomA+, AVID teachers, Wichita State University Upward Bound Math Science, and the KC Advising Corps.
- Recruitment efforts are in place to recruit tutors and Saturday instructors.



Marketing Division

Kris Green, Chief Marketing & Institutional Image Officer

General Marketing Update

Kris has worked on several branding initiatives this month, including purchasing a new billboard, an endorsement radio contract with Mix 93.3. Their morning host, Tara, attended KCKCC and will endorse the college as part of the advertising campaign.



Kris serves as chair for the Marketing Advisory Committee and the Centennial Committee. Both groups met for the first time in December.

Kris and DeAnne Yates chaired the Strategic Plan Steering Committee. The purpose, values, goals and measures have been drafted and are being presented to the board for review at the December meeting. The draft has also been shared with Dean's Council, Faculty Senate, Staff Senate and College Senate for feedback. After the review period ends on January 30, open sessions will be held in February to discuss initiatives for the plan.

Print Shop

The Print Shop performed many duties related to the design and duplication of high-quality marketing materials and daily faculty needs throughout the month, while keeping up with meeting schedules, other department priorities and timelines.

Graphic Design

Rollie designed a new banner for the college. He also completed design projects for many different areas of the college, including Admissions, Athletics, and the Centennial Path

- Admissions Fair Search Piece

EXPECT NEW EXPERIENCES
 Expect more at KCKCC.
 Live, learn and play in Centennial Hall – state-of-the-art student experience that opened in fall 2022.
 Study in the renovated, learning Commons and redesigned classrooms. KCKCC continues to renovate spaces each year.

APPLY NOW
 KCKCC offers two online applications. Apply now online to get your application submitted.
kcc.edu/apply

SCHEDULE A VISIT
 Visit any of our 3 locations or schedule a group tour. We'll customize the visit to your interests.
kcc.edu/visit

SUBMIT YOUR FAFSA
 75% of students use federal financial aid, scholarships and other financial aid to cover expenses for college. Complete the Free Application for Federal Student Aid (FAFSA) online at studentaid.gov or go to KCKCC, using our school code: 007922. kcc.edu/aid

BY THE NUMBERS
 18 Degrees
 12:1 Student/Faculty Ratio
 7,600+ Students

WHERE YOU BELONG

You Belong
 Earn a trade. Earn a certificate. Earn an associates degree. Get a head start on your bachelor's degree. Get a head start on life. You belong here.
 "I didn't choose this college. I feel like I chose me because every time that I came into this campus, it always welcomed me. It was a great opportunity. It just felt like I belonged."
 Loretta Thomas, Student Council

3:4 Student/Faculty Ratio
60+ Degrees Offered

Kansas City Kansas Community College

Stand Out
 Get more out of your KCKCC experience!
 Live in the residence hall, take a course in music, theater, and dance, and participate in many other activities. We'll help you find your path.

45+ Student Organizations
 100+ Student Activities
 100+ Student Organizations

Get a Little More
 Whether you wish to earn a certificate, an associates degree or transfer on to get a bachelor's degree, KCKCC can get you started on the right path to more.

Program	Tuition & Fees (per year)
Kansas City Kansas Community College	\$3,780 (KCKCC students), \$3,990 (to KS residents)
University of Missouri-Kansas City	\$12,796 (KCKCC students), \$12,796 (to KS residents)
Park University	\$12,650 (KCKCC students), \$12,650 (to KS residents)
KU	\$18,690 (KCKCC students), \$18,690 (to KS residents)
K-State	\$21,743 (KCKCC students), \$21,743 (to KS residents)

Hands-On
 From cosmetology to culinary to electrical technology, KCKCC offers hands-on, vocational programs to let you begin earning a competitive wage in as little as a year.
 KCKCC offers an emergency medical services, police science, fire science and other programs that prepare you to serve and protect your community.
 Or you can choose from health sciences professions such as nursing, respiratory care, physical therapy and medical assistant programs. With these careers you can earn competitive salaries in high-demand professions that help others.

Earn Your Degree
 Your classes. Your way.
 At KCKCC, you have the option to take a 15-credit or 30-credit course of classes. You'll earn a degree, or even a master's degree, at your own pace.

90+ Top Employers
 • Retail Management
 • Business Administration
 • Nursing
 • Police Science
 • Business

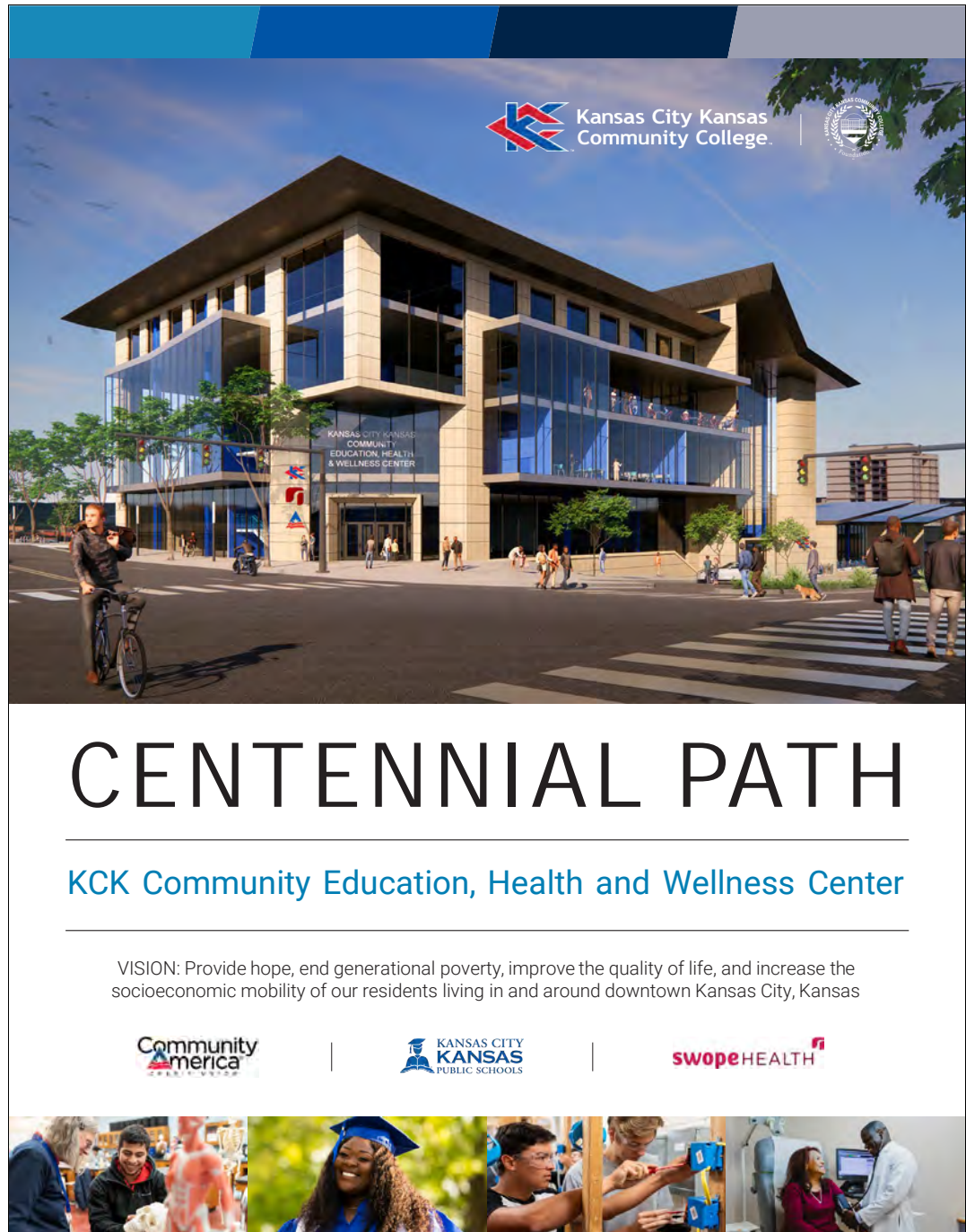
Steps to a Successful Transfer
 \$10,378*
 *Student was awarded a scholarship to attend KCKCC and transfer to a four-year university. The scholarship was awarded to a student who was a high-achieving student at KCKCC and transferred to a four-year university.

2024-25 Transfer Fee: \$10,378
 *Student was awarded a scholarship to attend KCKCC and transfer to a four-year university. The scholarship was awarded to a student who was a high-achieving student at KCKCC and transferred to a four-year university.

- Banner Design



- Centennial Path Brochure



- Admissions Viewbook



- Volleyball Hall of Fame

HALL OF FAME 2022


2012 WOMEN'S VOLLEYBALL TEAM

No.	NAME	Ht.	Yr.	Pos.	Hometown (High School/Previous)
1	Chelsea Sheldon-Medina	6'3"	So.	RS	Waukesha, WI
2	Rachel Replogle	5'6"	Fr.	DS	Omaha, NE
4	Courtney Gunnels	5'9"	So.	OH	Kansas City, KS
5	Kristin Patton	5'9"	Fr.	S	Wellsville, KS
6	Lisa Angello	5'10"	So.	OH	Lansing, KS
7	Sarah Mertens	5'10"	So.	OH	Lincoln, NE
8	Jennie Kinsella	5'7"	So.	S	Kansas City, MO
9	Kenya Alexander	6'4"	Fr.	MH	Kansas City, KS
14	Leah Oehm	5'6"	So.	DS	Marysville, KS
16	Jessica Thompson	6'3"	So.	OH/RS	South Jordan, UT
15	Tara Van Beek	6'1"	So.	MH	Paw Paw, IL
17	Amber Fraser	6'0"	So.	MH	Des Moines, IA

Social Media


Social Media posts promoted campus updates, and KCKCC's engagement with the students, community, and business leaders.

Post details



Kansas City Kansas Community College
Published by Kelly Evenson Rogge · Favorites · 5d ·


Have you seen KCKCC's latest mural?! The mural can be seen on the south side of the Humanities Building on the KCKCC Main Campus. Be sure to stop by and see it next time you are at KCKCC! #KCKCCProud



Get more likes, comments and shares
When you boost this post, you'll show it to more people.

1,225 People reached **28** Engagements [Boost post](#)

11 1 Share

Like Comment Share 

Performance for your post

1,225 People Reached

13 Likes, Comments & Shares

12 Likes	11 On Post	1 On Shares
0 Comments	0 On Post	0 On Shares
1 Shares	1 On Post	0 On Shares

15 Post Clicks

11 Photo views	0 Link clicks	4 Other clicks
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NEGATIVE FEEDBACK

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

Reported stats may be delayed from what appears on posts

Post details

Kansas City Kansas Community College

Published by Kelly Evenson Rogge · Favorites · November 2 ·

KCKCC's Centennial Hall has rooms available for the Spring 2023 semester! Visit www.kckcc.edu/housing for more information. Live steps away from your classes and on-campus activities in KCKCC's new residence hall!! #KCKCCProud #CentennialHall

Spring 2023 Student Housing Application Now Open!
kckcc.edu/housing

Performance for your post

1,610 People Reached

18 Reactions, Comments & Shares

13 Like	10 On Post	3 On Shares
1 Love	1 On Post	0 On Shares
1 Comments	0 On Post	1 On Shares
3 Shares	3 On Post	0 On Shares

53 Post Clicks

5 Photo views	26 Link clicks	22 Other clicks
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NEGATIVE FEEDBACK

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

Reported stats may be delayed from what appears on posts

Get more likes, comments and shares

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

1,610
People reached

71
Engagements

Boost post

Performance for your post

1,610

People Reached

18

Reactions, Comments and Shares

<div>13</div> <div>Like</div>	<div>10</div> <div>On Post</div>	<div>3</div> <div>On Shares</div>
<div>1</div> <div>Love</div>	<div>1</div> <div>On Post</div>	<div>0</div> <div>On Shares</div>
<div>1</div> <div>Comments</div>	<div>0</div> <div>On Post</div>	<div>1</div> <div>On Shares</div>
<div>3</div> <div>Shares</div>	<div>3</div> <div>On Post</div>	<div>0</div> <div>On Shares</div>

53

Post Clicks

5

Photo views

26

Link clicks

22

Other clicks

NEGATIVE FEEDBACK

3

Hide post

0

Hide all posts


0

Report as spam

0

Unlike Page



Reported stats may be delayed from what appears on posts



Kansas City Kansas Community College

Published by Kelly Evenson Rogge · 19 · ★ Favorites · 2d · 🌐

KCKCC held its annual Finals Breakfast on the main campus Monday morning! We wish all of our students luck as they finish the semester and begin their finals. #KCKCCProud #GoodLuck

1,723

People reached

211

Engagements

Boost post

👍

Get more likes, comments and shares

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

Performance for your post

1,723

People Reached

36

Reactions, Comments & Shares

<div>27</div> <div>👍 Like</div>	<div>27</div> <div>On Post</div>	<div>0</div> <div>On Shares</div>
<div>6</div> <div>❤️ Love</div>	<div>6</div> <div>On Post</div>	<div>0</div> <div>On Shares</div>
<div>1</div> <div>😞 Sad</div>	<div>1</div> <div>On Post</div>	<div>0</div> <div>On Shares</div>
<div>0</div> <div>Comments</div>	<div>0</div> <div>On Post</div>	<div>0</div> <div>On Shares</div>
<div>2</div> <div>Shares</div>	<div>2</div> <div>On Post</div>	<div>0</div> <div>On Shares</div>

175

Post Clicks

<div>107</div> <div>Photo views</div>	<div>0</div> <div>Link clicks</div>	<div>68</div> <div>Other clicks</div>
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NEGATIVE FEEDBACK

1

Hide post




0

Report as spam

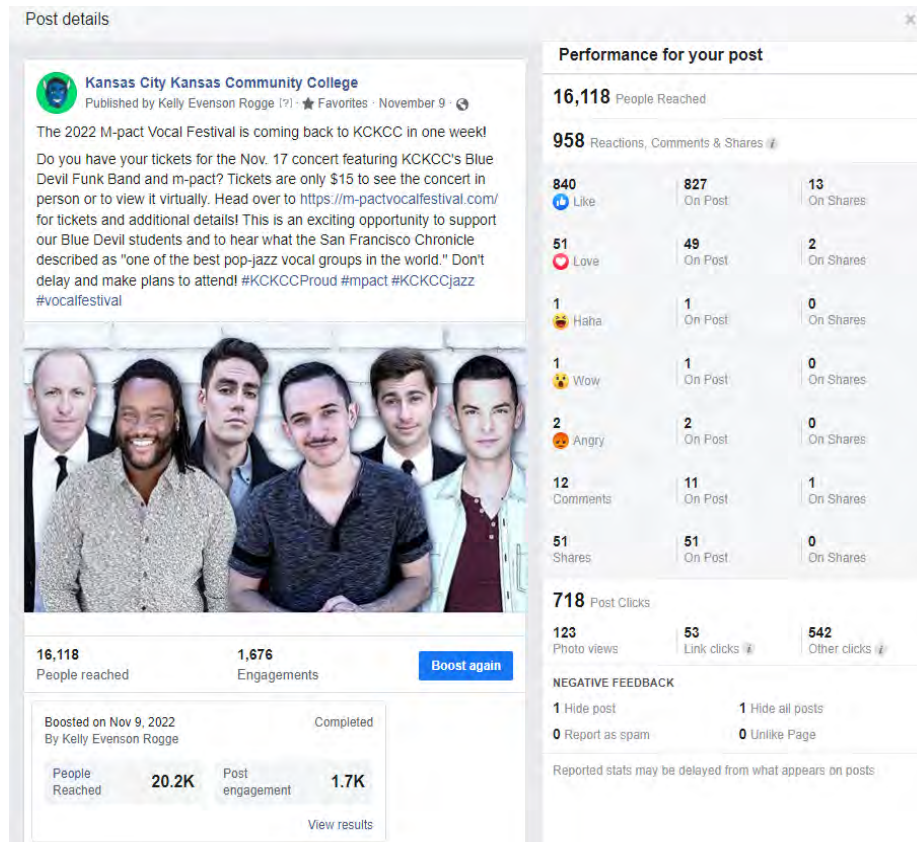
0

Unlike Page

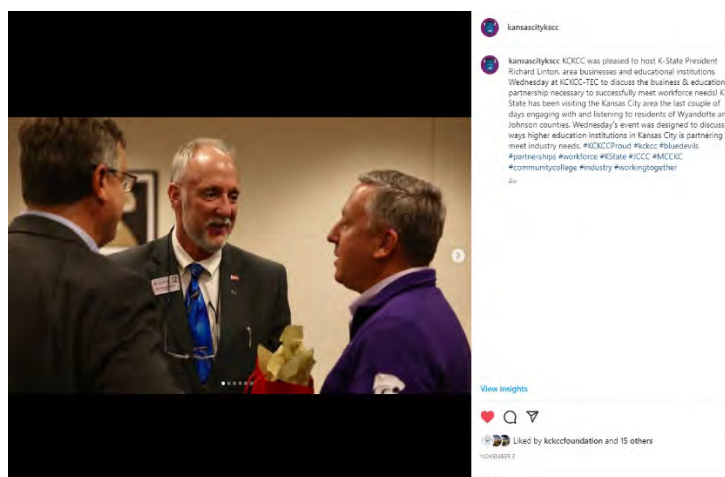
Reported stats may be delayed from what appears on posts

Performance for your post			
1,723 People Reached			
36 Reactions, Comments & Shares			
27	27	0	
 Like	On Post	On Shares	
6	6	0	
 Love	On Post	On Shares	
1	1	0	
 Sad	On Post	On Shares	
0	0	0	
Comments	On Post	On Shares	
2	2	0	
Shares	On Post	On Shares	
175 Post Clicks			
107	0	68	
Photo views	Link clicks	Unlike Page	
NEGATIVE FEEDBACK			
1	1		
Hide post	Hide all posts		
0	0		
Report as spam	Unlike Page		
Reported stats may be delayed from what appears on posts			

The m-Pact post received a very strong reception.

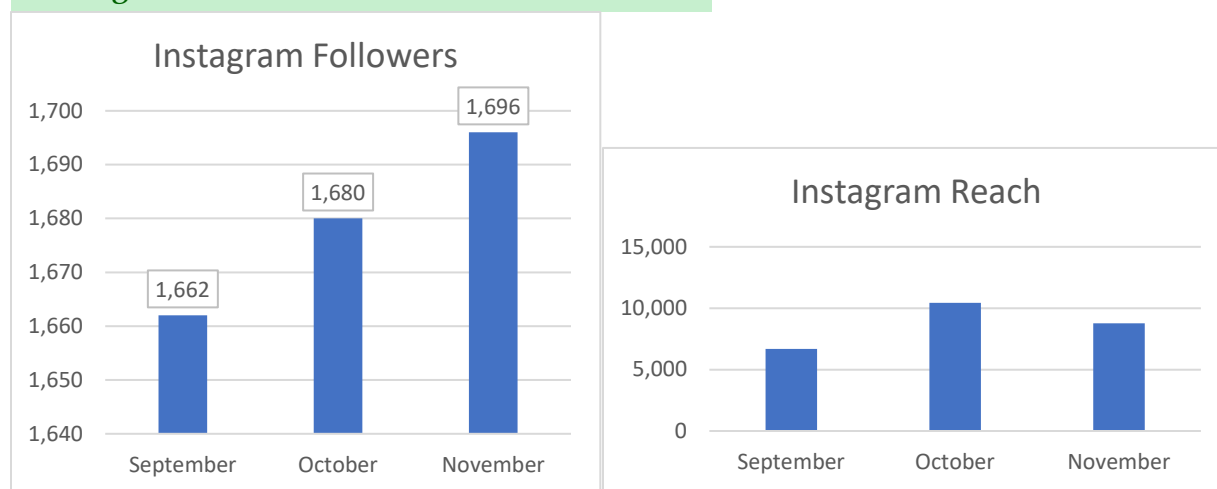


- K-State Listening Session



Social Media numbers fluctuated with the holiday but remained stable.

Instagram



Website Administration

Website Events

The Events section of the website received some minor updates in November. This included adding more categories including theatre, music and lectures.

Matt also added more capabilities for the events widgets for college website. This includes displaying the location of the event. Two webpages that have those updated widgets are:

- The Board of Trustees webpage
 - <https://www.kckcc.edu/about/leadership/board-of-trustees/index.html>
- The Arts, Communications and Humanities Division webpage
 - <https://www.kckcc.edu/academics/divisions/arts-communications-humanities/index.html>

Matt worked with Financial Services to launch the 'Doing Business with KCKCC' webpage, <https://www.kckcc.edu/about/organization/financial-services/doing-business/index.html>. This webpage provides information on how business can work with KCKCC, links to the necessary documents, and a list of current RFP/RFQs.

Matt updated The Centennial Path Campaign website with new imagery and information along with some minor design updates.

<https://www.kckcc.edu/foundation/campaign/>

Digital Graphics

Some notable graphics Matt created this month include:

- Enroll Now for Spring 2023



- Candle Lighting (digital version)



Photography

November was a photography heavy month, with several events and promo photo shoots.

- Candle Lighting



- m-pact Vocal Festival



- Music Department Group Photos
 - Blue Devil Funk Band
 - The Standard
 - Jazz Combo

- Fusion



- President's Leadership Circle Breakfast



- K-State Listening Session



Video

The '100 Stories: William 'Bill' Johnson' video released this month.



Athletics

On top of his usual duties, including photos at the Athletic Hall of Fame Ceremony and the softball ring ceremony, Tyler has stepped in to assist the Athletics Department during their transition by taking stats at select basketball games.

- Athletic Hall of Fame



- Softball Ring Ceremony





BOARD OF TRUSTEES REPORT

FINANCE, FACILITY SERVICES, & POLICE DEPARTMENT

DR. SHELLEY KNEUVEAN, CHIEF FINANCIAL OFFICER

DECEMBER 2022 REPORT

FINANCE - DR. SHELLEY KNEUVEAN, CFO

Doing Business with KCKCC

Kansas City Kansas Community College (KCKCC) purchasing policy provides the general operating procedures for the procurement of goods and services to ensure the highest quality products and services at the best cost.

The purchasing procedure (under construction) provides information for KCKCC employees and third parties about the procurement process and opportunities to do business with KCKCC!

Current Bids / Requests for Proposals / Requests for Qualifications

Number	Description
RFQ 2022-01	Request for Qualification for Architectural and Engineering Services on behalf of the Kansas City Kansas Education, Health, and Wellness Center Association Addendum
RFQ 2022-02	Request for Qualifications for Architectural and Engineering On Call Services
RFQ 2022-03	NMTC Consulting Services - KCKCEHWC Association

Information for Vendors

All vendors interested in doing business with the college must complete a registration form and a W9 form. A link to the vendor registration form and W9 is below, with helpful downloadable documents.

[Vendor Registration \(Coming Soon\)](#)
[W9 Form](#)
[Tax Exemption Letter \(Kansas\)](#)

Contact

Linda Burgess, Purchasing Specialist II
913-288-7450
lburgess@kckcc.edu

RFP Submittal Forms to RFP/RFQ Submittal Forms

- Exhibit A-D
- Professional Qualifications
- Examples of Work Exhibit F
- Examples of Work by Team Member Exhibit G
- List of Contractors & Subs
- Lobbying Certificate

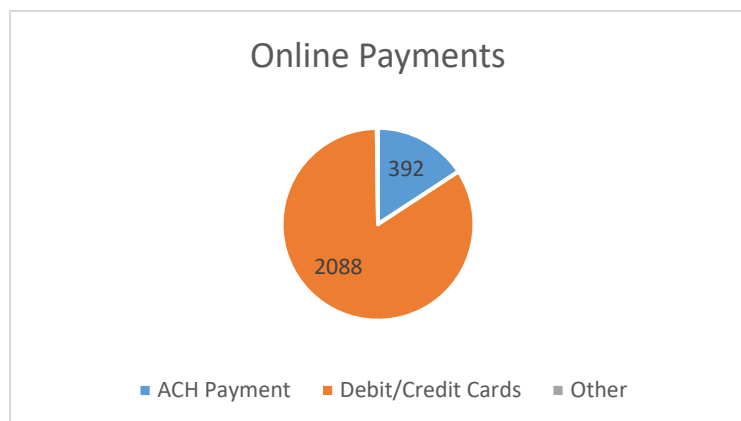
Purchase Order Terms and Conditions

- Purchase Order Terms and Conditions
- DA146a

- A new **DOING BUSINESS WITH KCKCC** purchasing site has been established at <https://www.kckcc.edu/doingbusiness>. We are working to build a vendor registration with the goal of building relationships with local businesses and notify them when we are issuing bids for work for the college.

- Online Payments are becoming a more common method of payment. For the fall term, the Business Office managed a total of 3,352 online payments on student accounts.

This does not include financial aid or individual checks or cash paid to the college.



The Business Office is actively working with students which have overdue balances to clear their account and allow them to enroll for the spring term.

- Payroll Office has started researching and setting up the process to provide proper taxation to employees working remotely in tandem with the proposed remote work policy.

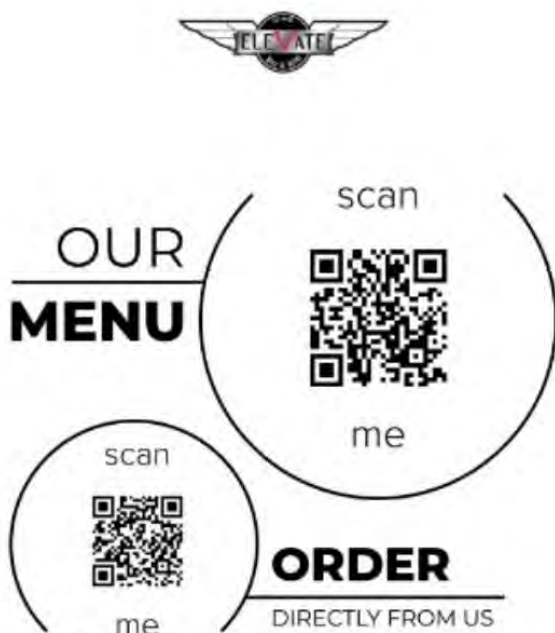
Auxiliary



Bookstore - The bookstore assisted 5,249 customers in the Bookstore in November, which is an increase of 179%.



Additionally, the Bookstore is having a 20% off all apparel sale until the end of the semester – KCKCC Christmas sweaters and great gifts are available!



Blue Devils Café - The Blue Devil's Café operated by Elevate, a local business, continues to be successful. A new landing page on the college's website is under development to highlight dining services on the main campus. The Café has seen an increase in both in person orders serving students, staff, and faculty as well as catering various college events over the past month.

PREORDER, PAY, AND PICKUP OPTION

The Blue Devil's Café operated by Elevate now has online ordering so you do not have to wait in line to get a great breakfast or lunch!

FACILITY SERVICES - CHRIS GARDNER, DIRECTOR

- Facility Services has launched a new asset management program which includes tagging all assets. To date over 1,000 items have been cataloged with the goal of tagging 10,000 by the end of this fiscal year. This will allow the department to track maintenance schedules and other information about assets such as HVAC units and related components, vehicles, maintenance equipment, etc.

- Based on noticeable wall cracking, an outside assessment by a structural engineer was completed for Humanities building. The team is evaluating the work to be done to stabilize the site and prevention methods as well.
- The main and backup compressors at TEC1 were repaired and are back to normal operation. Main compressor at TEC3 was repaired and new exhaust installed. Ingersoll Rand performed preventative maintenance on all compressors for KCKCC.
- Chiller Loop repair between CEB and Printshop was completed and evaluated for leaks.
- Ongoing weekly meetings are being held with the owner's representative, Christie Development, and the contractor, Conco. These meetings are to address progress on outstanding punch list items and warranty issues.

CAMPUS POLICE - ROBERT PUTZKE, CHIEF

- A fire drill was conducted at Centennial Hall November 1. It is important that this is an ongoing effort to ensure student residents have a clear understanding of the evacuation process.
- KCKCC Police Department hosted the Kansas City, Kansas Police Department Shooting Review November 3 and 17. This is a bi-weekly meeting held at the Thomas R. Burke Technical Education Center. The meeting is attended by local and federal Law Enforcement Agencies to review all shootings that have happened in KCK in the prior two weeks. This meeting is designed to share intel about the shootings to improve communication and increase odds of solving crimes.
- Fire alarm at Centennial Hall November 17. Significant amount of smoke on third floor. Cause of smoke not determined. Building evacuated, re-entry allowed after twenty minutes.
- Campus police continues to assist with the monthly public food distribution site at the Technical Education Center in support of Harvester's.

Kansas City Kansas Community College
Monthly Financial Summary

November - YTD FY2023		
	Results	Comments
Total Assets	\$ 129,499,884	Net decrease of \$3.51M for the month; See H1 below
Total Liabilities	\$ 43,341,879	Net decrease of \$854K for the month; See H1 below
Net Position	\$ 86,158,005	Net decrease of \$2.66M; See H4 below

Summary: Revenue and Expenses	Results	Comments
Total Revenues	\$ 28,104,029	\$5.74M in revenues for the month; See H2
Operating Expenses	\$ 30,164,849	\$8.35M in expenses for the month; See H3
Increase /(Decrease) in Net Positions	\$ (2,060,820)	\$2.61M decrease in YTD Net Position; See H4 below
Current Month - Burn Rate	\$ 5,457,568	CY Budgeted monthly burn rate =\$6.86M

Highlights / Key Financial Initiatives	
H1	The \$2.06M net decrease in total assets is due to cash received from revenues, less cash used to pay operating expenses and liabilities.
H2	The increase in revenue received during the month of \$4.29M consists of tuition and fees for the spring semester and the receipt of the federal earmark for the AET program of \$1.85M
H3	Operating Expenses during November were \$5.457M, with the primary areas of expense in salaries and benefits for \$4.47M.
H4	The College's overall net position during the month decreased \$2.06M during November due to montly expenses exceeding monthly revenues for the month.

Risks / Issues	
R1	The college's enrollment continues to be a risk factor. The FY23 budget anticipated a 5% growth in enrollment. The fall semester ended with an increase in credit hours over the prior year of .7%. Early indicators for the spring semester are that credit hours are down by 1.7% compared to this time last year. We will continue to monitor this closely. While the residual affect of Covid-19 continues to impact enrollment, it is now also being affected by employment rates. Full employment is defined as a 3.6% unemployment rate. As of September, Wyandotte County's unemployment rate was 3.8% and the KC metro was at 2.6%. Historically, these low unemployment rates tend to indicate that many students will be employed in the workforce, rather than enrolling in college.
R2	The increased number of retirements, resignations, and employment shuffling currently happening across the country will affect KCKCC as well. Wyandotte County has the 2nd highest weekly wage in the state of Kansas, behind Leavenworth County which is also our service area, and neighboring Johnson County has the 3rd highest weekly wage. The metro offers many opportunities for employment at competitive wages, making it difficult to obtain quality candidates for current college openings.

**KANSAS CITY KANSAS COMMUNITY COLLEGE
STATEMENT OF REVENUES AND EXPENSES
YTD NOVEMBER 2022**

	BUDGET FISCAL YEAR FY 2023	YTD ACTUAL 11/30/2022	FORECAST FISCAL YEAR 2023	YTD ACTUAL 11/30/2021	COVID RELATED GRANTS ANNUAL COST	VARIANCE ACTUAL TO BUDGET	PERCENT USED ACTUAL TO BUDGET
Operating Revenues:							
Student Tuition and Fees	\$ 10,726,626	\$ 6,773,835	\$ 10,726,626	\$ 6,951,742	16,718,304	\$ (3,952,791)	63.15%
Federal Grants and Contracts	9,501,288	5,281,065	¹ 9,501,288	9,540,045		(4,220,223)	55.58%
State Contracts	968,731	775,753	968,731	576,576		(192,978)	80.08%
Private Gifts, Grants & Contracts	283,100	132,262	283,100	148,100		(150,838)	46.72%
Auxiliary Enterprise Revenue	3,106,440	1,603,125	3,106,440	1,085,211		(1,503,315)	51.61%
Other Operating Revenue	275,600	293,376	275,600	188,303		17,776	106.45%
Total Operating Revenues	24,861,785	14,859,416	24,861,785	18,489,977		(10,002,369)	59.77%
Nonoperating Revenues (Expenses)							
County Property Taxes	51,930,018	4,960,813	51,930,018	3,536,831		(46,969,205)	9.55%
State Aid	10,009,582	5,179,792	10,009,582	5,179,792		(4,829,790)	51.75%
SB155 AID	3,125,367	3,153,507	3,125,367	2,976,540		28,140	100.90%
Investment Income	75,000	202,001	75,000	10,298		127,001	269.33%
Interest Expense on Capital Asset Debt	(1,125,935)	(251,500)	(1,125,935)	(301,155)		874,435	22.34%
Transfer from Capital Reserves	-	-	-	-		-	0.00%
Total Nonoperating Revenues	64,014,032	13,244,613	64,014,032	11,402,306		(50,769,419)	20.69%
Total Revenues	88,875,817	28,104,029	88,875,817	29,892,283		(60,771,788)	31.62%
Operating Expenses:							
Salaries & Benefits	45,375,750	18,158,591	45,375,750	16,818,842	9,828,512	(27,217,159)	40.02%
Contractual Services	1,749,427	854,296	1,749,427	677,592		(895,131)	48.83%
Supplies & Other Operating Expenses	14,643,001	6,083,960	14,643,001	5,336,841		(8,559,041)	41.55%
Utilities	1,997,500	893,224	1,997,500	696,349	6,439,252	(1,104,276)	44.72%
Repairs & Maintenance to Plant	5,282,534	315,771	5,282,534	705,043		(4,966,763)	5.98%
Scholarships & Financial Aid	8,062,952	3,843,257	¹ 8,062,952	6,899,185		(4,219,695)	47.67%
Strategic Opportunities	1,250,000	-	² 1,250,000	-		(1,250,000)	0.00%
Contingency	250,000	15,750	250,000	3,750		(234,250)	6.30%
Debt Service	3,676,000	-	3,676,000	-		(3,676,000)	0.00%
Total Operating Expenses	82,287,164	30,164,849	82,287,164	31,137,602		(52,122,315)	36.66%
Increase in Net Position	\$ 6,588,653	\$ (2,060,820)	\$ 6,588,653	\$ (1,245,319)		\$ (8,649,473)	
* We have utilized \$403,156 of the strategic initiative funding to date.							
^ In FY22 Federal Grants and Contracts Revenue included COVID funds drawn for student relief and institutional costs							
In FY22 Scholarships & Financial Aid Expenses included COVID relief payments to students							

KANSAS CITY KANSAS COMMUNITY COLLEGE
Information Regarding Net Position
YTD NOVEMBER 2022

Summary Statement of Revenue Expenses and Changes in Net Position

	FY2023 Actual	Annual Budget	FY2022 Actual	Annual Budget	FY2021 Actual	Annual Budget	FY2020 Actual	Annual Budget
Operating Revenues	\$ 14,859,416	\$ 24,861,785	\$ 18,489,977 ¹	\$ 34,420,330	\$ 15,702,585	\$ 26,816,600	\$ 14,231,453	\$ 27,315,064
Non-Operating Revenues, Net	13,244,613	64,014,032	11,402,306	57,762,262	8,774,373	57,320,243	8,129,384	57,959,925
Total Revenues	28,104,029	88,875,817	29,892,283	92,182,592	24,476,958	84,136,843	22,360,837	85,274,989
Operating Expenses	30,164,849	82,287,164	31,137,602 ²	85,687,565	28,319,573	79,144,659	29,534,132	80,812,679
Increase/(Decrease) in Net Positions	\$ (2,060,820)	\$ 6,588,653	\$ (1,245,319)	\$ 6,495,027	\$ (3,842,615)	\$ 4,992,184	\$ (7,173,295)	\$ 4,462,310

¹ Covid revenues of \$16,718,304 received in FY2022

² Covid relief of \$6,439,252 paid to students in FY 22; \$9,828,412 Covid Institutional funds spent in FY22

Summary Statement of Net Position

	YTD FY2023	YTD FY2022	Unaudited Year-End FY2022
Assets			
Current Assets	\$ 53,032,975	\$ 51,739,203	\$ 70,440,047
Noncurrent Assets	76,466,909	64,322,044	71,934,845
Total Assets	\$ 129,499,884	\$ 116,061,247	\$ 142,374,892
Liabilities			
Current Liabilities	\$ 8,745,399	\$ 8,574,015	\$ 12,702,984
Noncurrent Liabilities	34,596,480	37,633,184	34,596,480
Total Liabilities	43,341,879	46,207,199	47,299,464
Net Position	86,158,005	69,854,048	95,075,428
Total Liabilities and Net Position	\$ 129,499,884	\$ 116,061,247	\$ 142,374,892

KANSAS CITY KANSAS COMMUNITY COLLEGE							
BANK BALANCES PER GENERAL LEDGER							
						YTD	PRIOR YEAR
FINANCIAL INSTITUTION		FUND NO.	FUND	CHECKING	INVESTMENTS	30-Nov-22	30-Nov-21
BROTHERHOOD BANK		25	FEDERAL PROGRAMS	\$ 540,131		\$ 540,131	\$ 507,018
BROTHERHOOD BANK		61	CAPITAL OUTLAY	\$ 2,353,602		\$ 2,353,602	\$ 2,753,623
BROTHERHOOD BANK CD	¹	61	Investment		\$ 3,185,415	\$ 3,185,415	\$ 3,180,637
BROTHERHOOD BANK		74	BOARD SCHOLARSHIP	\$ 36,468		\$ 36,468	\$ 281,035
LIBERTY BANK CD	²	n/a	Investment		\$ 509,531	\$ 509,531	\$ 507,853
COUNTRY CLUB BANK		13/14	ABE-CONT. EDUCATION	\$ 427,337		\$ 427,337	\$ 385,349
COUNTRY CLUB BANK		72	INCIDENTAL (AGENCY)	\$ 897,580		\$ 897,580	\$ 593,949
SECURITY BANK		11	GENERAL FUND	\$ 35,790,126		\$ 35,790,126	\$ 25,428,502
SECURITY BANK		15	TECHNICAL ED FUND	\$ 820,761		\$ 820,761	\$ 820,941
SECURITY BANK		16	STUDENT UNION	\$ 806,200		\$ 806,200	\$ 1,352,694
			(AUXILIARY SERVICES)				
SECURITY BANK		63	STUDENT HOUSING	\$ 1,215,274		\$ 1,215,274	\$ 13,541,661
			(CONSTRUCTION FUND)				
SECURITY BANK CD	³	n/a	Investment		\$ 3,500,000	\$ 3,500,000	\$ -
UMB BANK *		17	PAYROLL	\$ -		\$ -	\$ -
TOTAL				\$ 42,887,479	\$ 7,194,946	\$ 50,082,425	\$ 49,353,262
* Payroll clearing account normally carries a \$-0- balance unless tax payment deadline falls after the close of the current month.							
¹ CD Maturity Date 12/26/2022							
² CD Maturity Date 3/5/2024							
³ CD Maturity Date 4/19/2023							

Kansas City Kansas Community College										
Cashflow Analysis (General & TEC Funds)										
July 1, 2022 to June 30, 2023										
July 1, 2021 to June 30, 2022										
Month	FY2023	FY2022	FY2023	FY2022	FY2023	FY 2022	FY2023	FY2022	FY2023	FY2022
	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									47,909,838	33,389,214
July	1,804,276	2,723,922	(6,759,717)	(6,357,332)	(4,955,441)	(3,633,410)	(147,514)		42,806,883	29,755,804
August	9,089,842	10,086,186	(6,009,394)	(10,957,213)	3,080,448	(871,027)	73,658	(1,712)	45,960,989	28,883,065
September	8,880,290	9,451,036	(9,832,678)	(11,990,740)	(952,388)	(2,539,704)		1,580	45,008,601	26,344,941
October	7,164,767	10,893,451	(11,545,519)	(4,301,288)	(4,380,752)	6,592,163			40,627,849	32,937,104
November	3,662,796	2,223,477	(7,679,758)	(8,911,138)	(4,016,962)	(6,687,661)			36,610,887	26,249,443
December	3,934,558	3,934,558	(7,770,982)	(7,770,982)	(3,836,424)	(3,836,424)			32,774,463	22,413,019
January	29,192,526	29,192,526	(7,384,183)	(7,384,183)	21,808,343	21,808,343			54,582,806	44,221,362
February	8,597,739	8,597,739	(9,236,101)	(9,236,101)	(638,362)	(638,362)			53,944,444	43,583,000
March	9,339,673	9,339,673	(11,142,860)	(11,142,860)	(1,803,187)	(1,803,187)			52,141,257	41,779,813
April	7,609,775	7,609,775	(8,742,160)	(8,742,160)	(1,132,385)	(1,132,385)			51,008,872	40,647,428
May	3,258,874	3,258,874	(5,864,005)	(5,864,005)	(2,605,131)	(2,605,131)			48,403,741	38,042,297
June	20,156,581	20,156,581	(10,289,040)	(10,289,040)	9,867,541	9,867,541			58,271,282	47,909,838
Totals	112,691,697	117,467,798	(102,256,397)	(102,947,042)	10,435,300		(73,856)	(132)		
Bold = Actual										
	30,601,971		(41,827,066)							
GL Balance	General Fund	\$ 35,790,126								
	TEC Fund	\$ 820,761								
		\$ 36,610,887								

Predictive Model of Significant Annual Cash Flows - FY2023

Inflows		Outflows		
	Description	Amount	Description	Amount
July				
August	State Aid - Disbursement 1	\$ 5,004,791	Insurance (Annual Premium)	(\$628,370)
September	Tax Distribution	\$ 2,845,034	Financial Aid Refunds	(\$3,150,000)
	Current Tax	\$ 982,000	COP - Interest on Debt (Certificates of Participation)	(\$206,288)
	Heavy Truck	\$ 992		
	Motor Vehicle	\$ 1,550,000		
	Commercial Motor Vehicle	\$ 11,500		
	Motor Vehicle Excise	\$ 10,792		
	RV	\$ 7,000		
	Delinquent	\$ 282,750		
October	Financial Aid Draw	\$ 3,300,000		
	Tax Distribution	\$ 808,695	COP - Interest on Debt	(\$38,470)
	Current Tax	\$ 2,750		
	Motor Vehicle	\$ 582,600		
	Commercial Motor Vehicle	\$ 2,500		
	RV	\$ 1,489		
	Delinquent	\$ 219,356		
	SB 155 Funding - Disb	\$ 3,125,367		
	November			COP - Interest on Debt
December				
January	Tax Distribution	\$ 25,465,982		
	Current Tax	\$ 23,530,870		
	Heavy Truck	\$ 7,571		
	Motor Vehicle	\$ 937,900		
	Commercial Motor Vehicle	\$ 20,513		
	Motor Vehicle Excise	\$ 12,805		
	RV	\$ 3,975		
	Industrial Revenue Bonds	\$ 539,898		
	Delinquent	\$ 412,450		
	State Aid - Disbursement 2			
February	Financial Aid Draw	\$ 3,075,000	Financial Aid Refunds	(\$2,650,000)
March	Tax Distribution	\$ 1,871,905	COP - P & I (Principal and Interest)	(\$2,056,288)
	Current Tax	\$ 1,114,519		
	Heavy Truck	\$ 3,684		
	Motor Vehicle	\$ 422,055		
	Commercial Motor Vehicle	\$ 135,148		
	RV	\$ 1,199		
	Delinquent	\$ 195,300		
April			COP - P & I	(\$608,470)
May			COP - P & I	(\$421,744)
June	Tax Distribution	\$ 19,245,292		
	Current Tax	\$ 17,628,000		
	Heavy Truck	\$ 2,520		
	Motor Vehicle	\$ 1,107,400		
	Commercial Motor Vehicle	\$ 31,075		
	RV	\$ 7,006		
	Industrial Revenue Bonds	\$ 217,301		
	Delinquent	\$ 251,990		

KANSAS CITY KANSAS COMMUNITY COLLEGE
Debt Position
YTD November 2022

Debt Issuance	Original Issue Date	Original Maturity Date	Original Principal Issued	Refinance Principal Issued	New Maturity Date	Balance 6/30/2022	Payments FY23 Due Date	Amount	Less Interest	Balance 6/30/2023
COP-Capital Lease Oblig	7/1/2013	6/1/2027	\$5,750,401	\$1,585,000	4/1/2023	\$415,000	6/1/2023	\$428,488	\$13,488	\$0
	3/1/2014	5/1/2029	\$8,045,000	\$4,025,000	4/1/2026	\$2,500,000	5/1/2023	\$646,940	\$76,940	\$1,930,000
	3/1/2020			\$11,095,000	4/1/2029	\$7,730,000	4/1/2023	\$2,129,200	\$309,200	\$5,910,000
	3/1/2020			\$4,270,000	4/1/2029	\$4,230,000	4/1/2023	\$133,376	\$103,376	\$4,200,000
Revenue Bond Oblig	1/27/2021	1/31/2053	\$19,840,000	NA	NA	\$19,840,000	9/1/2022	\$697,931	\$697,931	\$19,840,000
			<u>\$33,635,401</u>	<u>\$20,975,000</u>		<u>\$34,715,000</u>		<u>\$4,035,935</u>	<u>\$1,200,935</u>	<u>\$31,880,000</u>

ELECTRICAL USAGE

DATE	KWH	DOLLARS	CENTS	DATE	KWH	DOLLARS	CENTS
			PER KWH				PER KWH
1/30/2017	669,778	\$67,660	10.10	1/30/2018	693,552	\$89,219	12.86
2/27/2017	520,873	\$59,658	11.45	2/28/2018	607,766	\$81,656	13.43
3/30/2017	571,377	\$66,275	11.59	3/28/2018	523,914	\$76,238	14.55
4/27/2017	488,937	\$62,282	12.73	4/27/2018	543,350	\$80,058	14.73
5/30/2017	519,433	\$63,673	12.25	5/30/2018	489,912	\$69,589	14.20
6/29/2017	493,221	\$63,308	12.83	6/28/2018	465,616	\$66,247	14.22
7/28/2017	517,966	\$69,963	13.50	7/30/2018	508,674	\$65,879	12.95
8/30/2017	509,347	\$65,091	12.77	8/30/2018	519,245	\$66,724	12.85
9/28/2017	471,352	\$68,199	14.45	9/28/2018	441,010	\$67,393	15.28
10/30/2017	510,088	\$66,797	13.09	10/30/2018	523,678	\$74,199	14.16
11/29/2017	440,328	\$72,722	16.51	11/29/2018	553,893	\$79,005	14.26
12/28/2017	<u>543,884</u>	<u>\$75,020</u>	13.79	12/28/2018	<u>566,892</u>	<u>\$80,894</u>	14.27
year 2017	6,256,584	\$800,648	12.79	year 2018	6,437,502	\$897,101	13.98
1/30/2019	609,645	\$83,726	13.73	1/30/2020	501,163	\$72,729	14.51
2/27/2019	625,832	\$80,202	12.81	2/28/2020	507,458	\$71,243	14.03
3/28/2019	554,141	\$78,123	14.09	3/30/2020	488,515	\$73,813	15.10
4/29/2019	510,325	\$73,381	14.37	4/30/2020	279,539	\$47,494	16.90
5/30/2019	441,276	\$66,651	15.10	5/28/2020	296,200	\$53,723	18.13
6/27/2019	436,477	\$63,796	14.61	6/30/2020	412,142	\$61,005	14.80
7/31/2019	537,680	\$64,553	12.00	7/30/2020	456,500	\$64,387	14.10
8/29/2019	494,320	\$67,133	13.58	8/28/2020	417,396	\$58,039	13.90
9/27/2019	485,749	\$63,507	13.07	9/29/2020	478,281	\$67,910	14.10
10/30/2019	528,274	\$73,213	13.85	10/29/2020	479,090	\$75,859	15.80
11/26/2019	440,981	\$65,663	14.89	11/25/2020	443,240	\$65,829	14.85
12/30/2019	<u>524,192</u>	<u>\$72,943</u>	13.91	12/30/2020	<u>595,900</u>	<u>\$77,901</u>	13.07
year 2019	6,188,892	\$852,891	13.83	year 2020	5,355,424	\$789,932	14.94
1/28/2021	581,940	\$75,663	13.00	1/31/2022	678,586	\$89,277	13.15
2/25/2021	664,720	\$76,586	11.52	2/25/2022	585,600	\$81,504	13.91
3/30/2021	568,580	\$73,401	12.90	3/30/2022	624,643	\$80,879	12.94
4/29/2021	516,220	\$64,693	12.53	4/28/2022	521,442	\$76,167	14.60
5/27/2021	446,300	\$57,583	12.90	5/31/2022	527,597	\$74,075	14.04
6/29/2021	529,020	\$58,806	11.11	6/29/2022	571,473	\$75,749	13.25
7/29/2021	484,980	\$61,788	12.73	7/28/2022	453,355	\$70,775	15.61
8/31/2021	551,720	\$70,049	12.69	8/30/2022	619,347	\$83,785	13.52
9/29/2021	521,420	\$68,641	13.16	9/29/2022	511,384	\$83,310	16.29
10/31/2021	522,405	\$70,567	13.50	10/28/2022	507,700	\$76,258	15.02
11/29/2021	570,895	\$74,484	13.04	11/29/2002	591,378	\$83,176	14.06
12/31/2021	<u>471,750</u>	<u>\$68,536</u>	14.52				
year 2021	6,429,950	\$820,797	12.80				

BOARD OF TRUSTEES REPORT HUMAN RESOURCES DECEMBER 2022

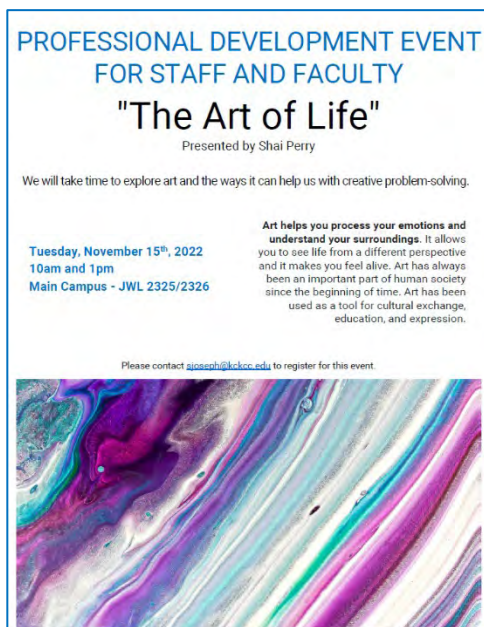
Human Resources Full Report

Human Resources

Christina McGee, CHRO, was selected to participate in League's Executive Leadership Institute program beginning in December.

Training and Development

Our **monthly professional development series** continued this month with November's session, "The Art of Life," presented by Shai Perry, Art Gallery Coordinator. A total of six participants attended the session.



Shai setting up for "The Art of Life"

Our next session will be held on Wednesday, January 25th, 2023, about *KCKCC Credit Card Usage Policies* presented by Lesley Strohchein, Controller.

Two training sessions of *Workplace Communication: Giving Constructive Feedback* will be offered on January 12th, 2023.

We are planning for our next quarterly supervisor meeting to be held on Thursday, January 26th, 2023 from 9:00 to 10:30am.

Employee Relations



We received 135 high fives for the calendar year from employees to acknowledge other employees going above and beyond to assist at KCKCC. Employees can submit an electronic high five at kckcc.edu/highfive.

Employment

We currently have 54 open positions at the college. Additional training and discussion on the hiring process will be provided at the next quarterly supervisor meeting to help address any challenges to fill our vacancies.

Center for Equity, Inclusion and Multicultural Engagement (CEIM)

BHM Committee Meetings: Our CEIM team is collaborating with several stakeholders at KCKCC on a plan for Black History Month programming in February 2023. The team is participating in the BHM Committee meetings which kicked off early November and will continue to meet leading up to the events.

Embracing Two-Spirit Traditions: The DEI Coordinator, Dr. Reem Rasheed, attended a one-hour presentation on Embracing Two-Spirit Traditions on 11/5. It was organized by Women and Gender Advocacy at KCKCC and was facilitated by Crisosto Apache, an author and professor.

Thanksgiving Lunch: The CEIM collaborated with the Honors Program, the ESOL, and the Students' Activities on the Thanksgiving Lunch for international students. It took place on 11/ 17 – Upper Jewell and around 50 students participated.

Benefits

All the employee benefit premiums have been entered and will be reflected on the January 15th, paycheck for 2023.

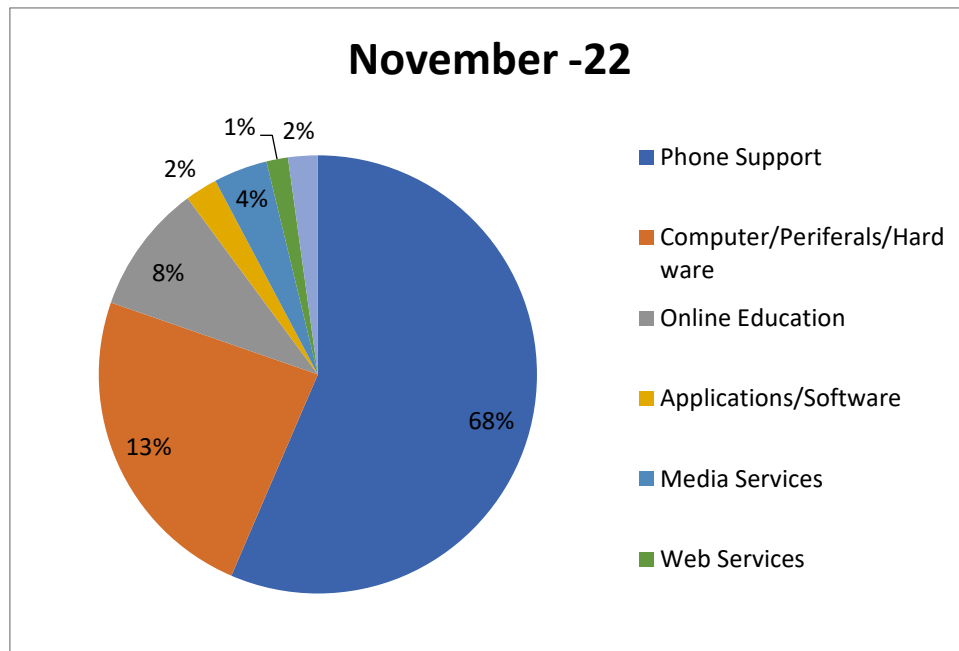
BOARD OF TRUSTEES REPORT
Peter Gabriel, Chief Information Officer

ACADEMIC SUPPORT

- Completed multiple help desk tickets
- Organized and led six listening sessions regarding the Information Services Strategic Plan
- Worked with Faculty members on creating various forms for data collection
- Worked with Faculty and Staff members on creating and deploying Bookings calendars
- Assisted with bringing in guest speaker via TEAMS for Social and Behavioral Sciences & Public Services divisional meeting
- Attended and supported various online meetings, including Board of Trustees, Board Finance Committee, Staff Senate and others

COMPUTING SERVICES

- 251 TICKETS WERE ISSUED DURING THE MONTH OF NOVEMBER -309 TICKETS WERE RESOLVED
- THE AVERAGE TIME SPENT ON EACH TICKET WAS 2.72 DAYS
- 387 HELPDESK CALLS WERE TAKEN IN NOVEMBER - AVERAGE TIME PER CALL WAS 2.35 MINUTES



MEDIA SERVICES

- Setup, and recorded the monthly Board of Trustees Meeting. Made a broadcast copy for the College's cable channel, and a video archival of the Board of Trustees Meeting.
- Setup via zoom a virtual/hybrid Board of Trustees Meeting.
- November 2022 Board of Trustees Meeting.
 - Vimeo analytics: <https://vimeo.com/manage/videos/763988134/analytics>
- Setup, recorded, and live streamed Monthly Board Finance Committee Meeting.
- Set and recorded Board Community Engagement Meeting.

- Setup, recorded and live streamed 2022 Master Contract Negotiations.
- Setup recorded and live streamed the monthly Jazz concert in the band room.
- Live streamed Athletics events.
- Setup and live streamed 2 days of the M-PACT vocal festival.
- Setup and live streamed KCKCC Psi Beta - Psychology Club Fall Luncheon 11/03/2022.
- Setup and live streamed the 98th Candle Lighting Ceremony.
- Setup demonstration in Room 3201 for Pam Louis.

NETWORK SERVICES

- Self-Service Web App Availability - 97%
- Student Recruiter Web App Availability - 98%
- MyDotte Web App Availability - 98%
- Email Availability for employees and students - 99%
- Network Switch and Phone and Availability - 96%
- Microsoft updates and security patches were installed on 165 servers.
- Upgrade of all computers to Windows 10 Version 22H2, project in progress.
- Monthly (or as needed) computer software updates in progress: Chrome, FireFox, Edge, Adobe Acrobat Reader DC, this is only a small list that comes from our Microsoft Defender Vulnerability list. The Google Chrome browser is currently being updated to version 108.0.5359.95, Firefox to version 107.0.1.0, and Edge to version 108.0.1462.42.
- Single Sign On has been enabled for our Articulate.
- The new virtual server environment from Cisco has been installed and configured. All virtual servers have been migrated over to the new environment and the old environment has been shut down.
- We will begin to refresh the laptops that have been checked out to students when they have returned them by December 12th to get them ready for Spring semester checkout.

**December 2022 Board Report
KCKCC Academic Affairs
Revised Program Submissions**

Career and Technical Education – Dean Cheryl Runnebaum

Computer Support Specialist– Certificate Realignment

Certificate A – 18 Credit Hours

Certificate B – 42 Credit Hours

Rationale for Program Revision

Revisions to this program are being made to stay in compliance with the Kansas Board of Regents program re-alignment to take affect Fall of 2023.

Curriculum

The changes to the revised program that differ from the current program are listed below.

The total number of credit hours for the certificate A level will change due to the elimination of a course. It was determined by the program faculty and program advisory committee that there is a course currently offered in the program that is not necessary for the student to be successful and employable. The certificate will change from a 21-credit certificate to an 18-credit certificate.

The total number of credit hours for certificate B level will change due to the decrease in the certificate A level. There is a need to increase the credit hours for the Networking I course. It was determined by the program faculty and program advisory committee that more time needed to be allotted for this course to allow for in-depth instruction to ensure student success in this course and program.

The program learning outcomes have been revised to align with the curriculum changes.

Program Learning Outcomes:

1. Students will be able to identify different types of PC hardware and peripherals.
2. Students will be able to evaluate operating systems, application programs, and hardware.
3. Students will be able to demonstrate troubleshooting and repair personal computers.
4. Students will be able to demonstrate appropriate customer skills when interacting with customers.
5. Students will be able to configure a router and a switch for basic functionality.
6. Students will be able to configure, monitor, and troubleshoot ACLs for IPv4 and Ipv6.
7. Students will be able to build, maintain, and troubleshoot server hardware and software technologies.
8. Students will be able to explain and enforce basic concepts of computer and network security.

**December 2022 Board Report
KCKCC Academic Affairs
Revised Program Submissions
Computer Support Specialist**

Certificate A

CIST	0101	Computer Concepts and Applications	3
CRTE	0100	CompTIA A+ Core 1 *	3
CRTE	0101	CompTIA A+ Core 2 *	3
CRTE	0106	Advanced Operating Systems	3
CRTE	0108	Laptops and Mobile Devices	3
CRTE	0110	Printers Scanners and Peripherals	3
Total Credits for Certificate A			18

Certificate B

<i>Must complete Certificate A plus the follow 26 credits</i>			18
CRTE	0115	Applied Networking 1	2
CRTE	0117	Networking 1 *	4
CRTE	0156	Applied Networking 2 *	2
CRTE	0158	Networking 2 *	4
CRTE	0200	Server Operating Systems and Virtualization	3
CRTE	0201	Server Administration	3
CRTE	0202	Linux and Windows Practical Server	3
CRTE	0203	Computer Network Security	3
Total Credits for Certificate B			42

Policy: 2.17

Transfer Standards

Purpose

Kansas City Kansas Community College (KCKCC) will evaluate college transcripts provided by incoming transfer students and post transfer credit to the student's KCKCC transcript according to this policy.

Policy Statement

Students wanting to transfer credit to KCKCC are responsible for contacting the institutions they have attended and requesting that their official transcript be sent directly to KCKCC's Registrar's Office. Once the student completes a semester and a transcript is received, the Registrar's office will review all general education and declared degree-program applicable credits for degree- or certificate-seeking students for post applicable credits to the KCKCC transcript.

KCKCC accepts transfer credits from institutions regionally accredited by the Higher Learning Commission or regional accreditations accepted by the U.S. Department of Education, or other institutions as specifically approved by the President or President's designee.

Certain students (selective admission applicants, VA education benefit recipients, athletes, international students, select financial aid recipients, etc.) may be required to provide all official transcripts for review.

Transfer credits for any course will be granted for grades of a "D," or better. Some programs or courses may require a higher grade than a "D" to meet degree or prerequisite requirements. Transfer courses with + or - (for example, C-) will be transferred as a full letter grade without the + or - scale.

KCKCC will grant credit for equivalent courses. Courses with no equivalency at KCKCC, but are determined to be an acceptable transfer credit, will be designated with the most appropriate department codes, and listed as an elective.

KCKCC does not perform international transfer credit evaluations. Students who wish to receive transfer credit for international college or university coursework must have an official course-by-course credential evaluation submitted to KCKCC directly from an international credential evaluation agency member of NACES (National Association of Credential Evaluation Services). The official course-by-course credential evaluation will determine the number of credit hours and the specific classes that may be transferable to KCKCC.

Transfer credit is not official until evaluated and posted to the KCKCC transcript. Students may appeal transfer decisions to the Registrar's office. Decisions are made in consultation with the appropriate Academic Dean or designee.

Board Approved: XX/XX/XXXX

Policy 3.09

Residence Life Live-In Staff Occupants

Purpose

Kansas City Kansas Community College (KCKCC) is committed to providing a benefit to attract and retain high-quality residence life staff to enhance the residential experience.

Policy Statement

Full-time residence life live-in staff may have a spouse or domestic partner (as defined by applicable laws) over the age of 18 as an approved additional occupant residing in their approved apartment. Exceptions to the above may be approved on a case-by-case basis by the Vice President of Student Affairs and Enrollment Management (VPSAEM) and KCKCC President.

Full-time residence life live-in staff and occupants must adhere to all KCKCC policies and procedures, applicable laws, and other requirements as outlined in the residence life staff occupant expectations agreement. Failure to follow the expectations outlined may result in discontinuation for the approved additional occupant to reside in the on-campus housing and disciplinary action of full-time residence life live-in staff.

Before an additional occupant resides in an on-campus apartment, the employee and occupant must sign the live-in occupant expectations agreement. The Dean of Student Services is responsible for ensuring that the occupants are abiding by the tenets of the agreement, which is regularly reviewed and approved by the VPSAEM.

Board Approved: XX/XX/XXXX

Procedure: 3.09A

Residence Life Live-In Staff Occupants

Occupants of Residence Life live-in staff must agree to adhere to the following requirements prior to residing in college-provided housing. The Dean of Student Services is the responsible party for documentation and compliance:

- Complete a KCKCC approved criminal background check. Individuals who do not pass an annual background check may be denied occupancy in a college-owned apartment.
- Comply with all KCKCC policies and procedures, local, state, and federal laws.
- May conduct personal business activities limited to independent work within the apartment.
 - However, must refrain from solicitation to all residential students for personal or public gain (i.e., advertising for personal business venture or non-profit organization, utilizing provided apartment as a “storefront”).
 - Operating businesses must be preapproved. Businesses that necessitate customers coming to Centennial Hall are not approved.
- Maintain access cards and keys in a responsible fashion. Abuse of access will result in the loss of privileges.
- Failure to follow the Occupant Expectations Agreement will result in consequences from KCKCC and/or Student Housing
- Subletting the apartment is not permitted.
- Short-term overnight stays by friends, family or guest must be pre-approved. Any overnight stays more than three days will require a background check of the Staff Occupant’s friend, family, or guest.

BD23 Holdings, Inc.

RESOLUTION REGARDING BANK AND FINANCIAL ACCOUNTS

Abiding by BD23 Holdings Inc. Bylaws, Section 4., a meeting of the Member for the BD23 Board of Directors was held on December 13, 2022, to refill the vacant position(s) on the Board with the resignation of Mr. Michael Beach.

Resolved that:

The Member of the Board of Directors revokes the signing and authority to open and maintain bank and financial accounts previously granted to Mr. Michael Beach.

Be it further Resolved that:

The Member of the Board of Directors authorizes the refilling of position(s) held by Mr. Beach with Dr. Shelley Kneuvean. Dr. Kneuvean will hold the signing and authority granted by the position(s) held previously by Mr. Beach, described in Article IV of the Corporation Bylaws. These authorizations include, but are not limited to, opening and maintaining bank and financial accounts, and signing authority of other financial accounts and documents entered into by this Corporation.

CERTIFICATE

The undersigned certifies that he/she is the properly elected and qualified Secretary of the books, records and seal of BD23 Holdings, Inc., a corporation duly conformed pursuant to the laws of the State of Kansas, and that said meeting was held in accordance with state law and the Bylaws of BD23 Holdings, Inc.

This resolution has been approved by the Member of the Board of Directors of BD23 Holdings, Inc. on December 13, 2022.

I, as authorized by BD23 Holdings, Inc., hereby certify and attest that all the information above is true and correct.

Dr. Ray Daniels, Secretary

BD23 Holdings, Inc.

RESOLUTION REGARDING POWER OF ATTORNEY

Abiding by BD23 Holdings Inc. Bylaws, Section 4., a meeting of the Member for the BD23 Board of Directors was held on December 13, 2022, to refill the vacant position(s) on the Board with the resignation of Mr. Michael Beach.

Resolved that:

The Member of the Board of Directors revokes the power of attorney for signing and authority conduct business previously granted to Mr. Michael Beach.

Be it further Resolved that:

The Member of the Board of Directors authorizes the refilling of position(s) held by Mr. Beach with Dr. Shelley Kneuvean. Dr. Kneuvean will hold the signing and authority granted by the position(s) held previously by Mr. Beach, described in Article IV of the Corporation Bylaws. These authorizations include, but are not limited to, the execution of Deeds, powers of attorney, transfer, assignments, contracts, agreements, obligations, certificates, and other instruments of whatever nature entered into by this Corporation.

CERTIFICATE

The undersigned certifies that he/she is the properly elected and qualified Secretary of the books, records and seal of BD23 Holdings, Inc., a corporation duly conformed pursuant to the laws of the State of Kansas, and that said meeting was held in accordance with state law and the Bylaws of BD23 Holdings, Inc.

This resolution has been approved by the Member of the Board of Directors of BD23 Holdings, Inc. on December 13, 2022.

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Dr. Ray Daniels, Secretary