



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, January 17, 2023 – 4:00 P.M. - CANCELLED

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

Agenda

The Special Meeting is cancelled.
The Regular Meeting will begin at 4:00 P.M.



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KANSAS CITY KANSAS COMMUNITY COLLEGE
Board of Trustees Meeting
Tuesday, January 17, 2023 – 4:00 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. Board Elections for 2023 Calendar Year:
 - Board Chairperson
 - Board Vice Chairperson
5. Board Assignments for 2023 Calendar Year:

<ul style="list-style-type: none">▪ Board Secretary▪ Board Treasurer▪ Representing Law Firm	<ul style="list-style-type: none">▪ Freedom of Information Officer▪ Official College Newspaper
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(Note: Committee Assignments in February.)
6. Approval of Agenda
7. Audience to Patrons and Petitioners (5-minute limit)
8. Recognitions/Presentations:
 - KCKCC Foundation Update. Presented by Ms. Mary Spangler.
9. Communications – None scheduled.
10. Board Committee Reports

11. **Consent Agenda:**

- (Item A) - Approval of Minutes of the December 13, 2022 Meeting
- (Item A1) - Approval of Minutes of the December 13, 2022 Special Meeting
- (Item B) - Approval of Recommendations for Payment
- (Item C) - Approval of Ratification Items
- (Item D) - Approval of Personnel Items (H.R.)

12. **Student Senate Report** – Mr. Andrew Guevara-Alatorre, Student Senate President

13. **President's Report** – Dr. Greg Mosier

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

15. **Vice President Student Affairs and Enrollment Management Report** – Dr. Chris Meiers

16. **Chief Marketing and Institutional Image Officer Report** – Ms. Kristy Green

17. **Chief Financial Officer Report** – Dr. Shelley Kneuvean

18. **Chief Human Resources Officer Report** – Ms. Christina McGee

19. **Chief Information Officer Report** – Mr. Peter Gabriel

20. **Unfinished Business** – None scheduled.

21. **New Business:**

- January 2023 KCKCC Strategic Plan Biannual Report. Presented by Ms. Kristy Green.
- KCKCC AY 2021 KBOR Performance Report. Presented by Mr. Jerry Pope.
- Proposed KCKCC FY 2023-2024 Annual Budget Calendar. Presented by Dr. Shelley Kneuvean.
- Signature of KCKCC Board of Trustees Ethical Conduct Policy. Presented by Board Chairperson Evelyn Criswell.
- Signature of KCKCC Board of Trustees Confidentiality and Non-Disclosure Obligations of Trustees Policy. Presented by Board Chairperson Evelyn Criswell.

22. **Executive Session:**

- 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.

23. **Adjournment**

**Next Meeting of the Board of Trustees:
Tuesday, February 21, 2023 - 5:00 p.m. – Hybrid Meeting
(KCKCC – Main Campus & Zoom Virtual Meeting Room)**



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KANSAS CITY KANSAS COMMUNITY COLLEGE
Board of Trustees Meeting Minutes
Tuesday, December 13, 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 5:01 p.m. in Upper Jewell Lounge at KCKCC-Main Campus and in the KCKCC Zoom meeting platform on Tuesday, December 13, 2022. The Pledge of Allegiance was led by Trustee Daniels.
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 Hoskins Sutton 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 Ms. Kristy Green, Chief Marketing and Institutional Image Officer to present the KCKCC 2024-2027 Strategic Plan Draft Priorities, Goals and Measures.
 - Ms. Green began with sharing the process of reviewing the 4 areas: Purpose, Values, Goals and Measures. Virtual and in-person feedback sessions were held at each college location to provide opportunities for internal and external communities to share input and direction. A steering committee then processed the feedback of the Purpose and Values and made suggestions to President's

Cabinet. In October, the same format of feedback sessions on Goals and Measures were held so the Initiatives supported the Goals. The steering committee processed the comments into new or edited Goals and Measures. Cabinet reviewed the information to create baseline measurements. The information has been shared with the shared governance groups, the Board and there is an open comment period through January 28, 2023. Also, when the new semester begins the information will be shared with all employees and students to request feedback. Initiatives will then be reviewed.

Ms. Green continued by describing, based on the Strategic Plan update presented in July, the Goals and Measures were reviewed. If most of the initiatives were completed or institutionalized, the Goal and/or Measure was then upgraded to the next level or replaced with a new Goal.

Once the review period is complete, open sessions will be held with a similar review process on January 31st and February 2nd to begin brainstorming Initiatives. The final document will be presented to the Board in May for review for a final vote in June.

Ms. Green asked for questions from the Board.

Chair Criswell commented liking the holistic approach that involves everyone – faculty, staff, Cabinet, the Board and students. It is important when developing a strategic plan. Kudos to Ms. Green for being forward thinking.

Trustee Hoskins Sutton commented on the quality programs and services and implementing a holistic integrated support system for traditionally underserved students. Trustee Hoskins Sutton was hopeful that as the underserved populations are captured the men of color will be reached.

Trustee Hoskins Sutton continued regarding community engagement and the goal for increased interest in college academic programs through branded marketing. Trustee Hoskins Sutton would like, instead of just reviewing if the interest increases, measure the increase in enrollment. Ms. Green replied that those good thoughts will be captured and moved forward in the process.

Trustee Daniels questioned how much the HLC (Higher Learning Commission) conversations had an impact on the strategic planning. Ms. Green answered yes, HLC impacts everything the College does every day and gave examples of the areas. Trustee Daniels congratulated the group as there is a distinct focus in the new Strategic Plan around learning engagement, student-centered instruction, how to help students be successful and to provide a better education for the students. Ms. Green agreed the items were highlighted and elevated as part of the HLC discovery and conversations. Ms. Green thanked the Board.

Hearing no other comments or questions, Chair Criswell thanked Ms. Green for the work and consideration put into the project.

- Chair Criswell invited Mr. Jerry Pope, Vice President of Academic Affairs to present the KCKCC 2021-2022 Annual Assessment Report.
 - Mr. Pope reported the initial report was presented in October, but the document was not quite ready then. Kudos to Dr. Goudeau and staff for helping adjust the document. The final report is in the Board packet. For an indirect assessment, the CCSSE (Community College Survey of Student Engagement) report is used, it is administered in Spring of odd numbered years. Four institutional learning outcomes are tied to eight questions in the CCSSE survey. KCKCC is above medium-sized colleges and national cohorts in those eight questions, except computation and financial literacy. These areas will be reviewed with faculty.

Mr. Pope explained there are four statuses with assessment: complete, complete with recommendations, incomplete and non-submitted. Mr. Pope reported the Academic Dean or supervisor will meet with area coordinators to complete missing portions. As part of due process, there is a progressive discipline policy that is followed and recorded if individuals are not doing the required work.

Trustee Daniels commented this is a good report with good data information, so the non-submitted portions are frustrating. The full Board expects the items to be submitted so it appreciates the administration following up. Mr. Pope explained there was some confusion with academic disciplines as some began for the first time this year.

Trustee Daniels questioned if there are non-submitted consequences with HLC or other entities. Mr. Pope explained the report is internal, will be used for evidence for the next HLC assurance argument and there is not an outside entity reviewing them for probation purposes. HLC is concerned about KCKCC having clear processes.

Trustee Hoskins Sutton commented some programs had a lack of personnel during the majority of the academic year, so they were not eligible to be included in this report – six academic programs, one academic discipline and six co-curricular programs. Trustee Hoskins Sutton questioned how this would affect HLC and if the lack of personnel had been addressed. Mr. Pope answered either a coordinator was not identified in time, or the coordinator had left the College. This is being worked on.

Trustee Daniels commented the search for quality data was an issue for a couple of reports, but it is a focus and seems to be getting much better. There are good movements being made.

Trustee Hoskins Sutton sent thanks to Dr. Goudeau and her staff as the College is now headed in a better place for future HLC visits with this assessment report in place. The report was excellent.

Trustee Daniels asked if there is intention for the Board to receive this report yearly. Mr. Pope answered the assessment report will be presented to the Board each October.

7. **Communications:** Chair Criswell announced there were no Communications scheduled.

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 December 5th, joined by Trustee Ash, Trustee Isnard, Dr. Shelley Kneuvean, Mr. Pope and supporting staff. The numbers were reviewed, they looked good, nothing was challenged. One highlight, the burn rate is below the average that was projected. The BFC received updates on how the investments are being generated, an update on student housing and the downtown location.

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 has some policies that will come forth for Board approval later in the meeting.
- On behalf of the Board Community Engagement Committee (BCEC), Trustee Brown, Chair of the BCEC reported the committee met this morning - Trustee Brown, Trustee Ash, Trustee Brune and Ms. Green. The event fee waiver was reviewed, the changes will be submitted to President's Cabinet to move forward. Trustee Brown shared some community groups have been using the College facilities and there have been no complaints indicating the procedures are working. The BCEC wants to make sure the community is aware KCKCC is building a new facility downtown. The committee is working with neighborhood groups and will use the ward precinct map to decide where those events will happen. In January, information will be shared with the citizens so the BCEC can start hearing interests from the community. The BCEC also received comments from one of the Trustees on some items of concern; the BCEC is working to ensure items are handled and communicated regarding what is happening in the community.

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

- As the Kansas Association of Community College Trustees (KACCT) Delegate, Trustee Ash reported some Trustees attended the quarterly meeting in Coffeyville in early December. Trustees Daniels, Isnard, Brown and Ash attended in person and some Trustees attended online. There were some technical difficulties. KACCT is working on the hybrid meeting format to allow the online attendees to engage. Trustee Ash electronically shared a summary of the KACCT meeting and encouraged all Trustees to review it. Highlights reported were new high school graduation requirements will take effect with this year's eighth grade class, the Kansas independent college report contained good economic outlook information, Lumina data was reviewed related to the fewer number of high school graduates pursuing higher education and how Kansans feel about higher education.

KACCT will host the following events: January 18 Donuts with Legislators at the Capitol, April 17 PTK Awards Recognition Luncheon in Junction City and June 2 & 3 Quarterly Meeting in Dodge City.

Vice Chair Brune reminded Trustee Ash about the KACCT elected officers. Trustee Ash announced his election as the Vice President of KACCT, Arlen Leiker from Colby was elected as the President of KACCT. The Trustees congratulated Trustee Ash.

Trustee Hoskins Sutton asked Trustee Ash to confirm the date of the PTK luncheon in April as it is not normally on a Monday.

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

9. **Consent Agenda:** Chair Criswell called for a motion to approve the Consent Agenda. Trustee Hoskins Sutton questioned the Item B Recommendations for Payment document since there were no recommendations for payment. Vice Chair Brune replied this was discussed in the Board Finance Committee meeting. Dr. Shelley Kneuvean confirmed there were no recommendations for payment this month. The Board commented this is the first time this has occurred. Trustee Ash motioned to approve the Consent Agenda. Trustee Hoskins Sutton seconded the motion. **The Motion Carried.**

10. **Student Senate Report:** Chair Criswell reported there was no Student Senate Report due to winter break.

11. **President's Report** – Chair Criswell called for the President's report. Mr. Jerry Pope, Vice President of Academic Affairs, on behalf of Dr. Greg Mosier, read the President's Reports. Highlights included –

- Dr. Mosier wished everyone a good evening and sent his regrets for not being able to attend this month's Board meeting. While being off campus, Dr. Mosier knows everything has been handled well by the President's Cabinet members and others to wrap up projects for the calendar year 2022.

A tremendous amount of work has been accomplished this year by members of the Blue Devil family throughout the institution, a few examples were tonight's presentations of the first draft of the KCKCC 2024-2027 Strategic Plan and the 2021-2022 Assessment Report. That just scratches the surface of what the College has accomplished this calendar year and he's extremely grateful.

Dr. Mosier's report thanked all the Board members for their dedication and commitment to KCKCC and our students as new ground is being forged and are working to achieve continuous quality improvement. Thanked the Board for that support.

COVID-19: Since the last Board meeting, employees only had four COVID-related incidences, three employees tested COVID-positive and one close contact. For students, there were three COVID-related incidents, with all three being COVID positive. Those numbers continue to trend very low.

The President's report will be very brief so that Cabinet members can report on items in their divisions that encompass all KCKCC areas.

KCKCC was granted \$80,000 from the special KBOR ARPA funds to purchase food and other resources needed by students that will be available in KCKCC's Blue's Kitchen. These funds must be expended by June 15, 2023.

KCKCC continues to excel on a great path forward, continuing to expand programs and services that are offered to the students and community, and really exciting times ahead.

Dr. Mosier personally wished everyone a very Merry Christmas, Happy Hanukkah, Happy Kwanzaa and a joyous holiday season no matter how you celebrate. Please be safe during the holidays so in January everyone can launch into the College's true Centennial year 2023.

Chair Criswell asked for any questions for Mr. Pope. Hearing none, Chair Criswell called for a motion to accept the report. Trustee Hoskins Sutton made the motion. Trustee Brown 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 –

- One high level item is the purchase of a software that allows the College to reach the students for student evaluations of instruction survey. The results will be used as part of the portfolio process for the evaluation of instructors. As of today, there is a 15% response rate, which is much higher than in the past. The robust informational reports will be received by the faculty and the Deans.

The College has an Ad Astra product, which is KCKCC's scheduling software, called Monitor. It is a dashboard that allow a section-by-section comparison of enrollment trends year over year. It will help determine if extra classes need to be added or if classes could be preemptively canceled.

An electronic catalog final meeting is Thursday so the next catalog will be electronic. A lot of time will be saved.

Tableau has been purchased as it was not as expensive as thought and it is a little cheaper than the enterprise version of Power BI. It is the Seminole software for dashboards and the Director of Institutional Effectiveness, Henry Hinkle, and his team have been working to get the data ready for when the software is ready. The College will have true dashboards available very soon.

The Lansing Correction Facility graduation was this past week. There were eight Welding Certificate A graduates and seven GED graduates.

The Nursing Pinning for RN and PN students will be held in the Fieldhouse this Thursday, December 15th at 7:00 PM. The Board was cordially invited to attend.

The Foundation hosted a lunch gathering following the candle lighting service and the scholarship giving as a result was \$1,800 with online donations of \$1,200 and free will basket donations of \$600.

The research symposiums were one of the strategic goals from the last Strategic Plan to highlight and make a more robust experience for undergraduate research for students.

Mr. Pope asked for questions from the Board.

Trustee Daniels commented in the Center for Teaching Excellence the list of opportunities around improving instruction and learning being provided is astounding.

Mr. Pope agreed the Faculty Director, Mr. Tom Grady, is really working on that strategic goal.

This reminded Mr. Pope to give a brief update on the status of faculty negotiations. The negotiations are close to being finished. There are a number of tentative agreements: faculty salaries are in line with the Board-approved budget. Faculty will put forth two options for the faculty to choose. The faculty have requested specific language in the contract around due process. There is one more meeting scheduled on January 23. The Interest-Based Bargaining process has been a learning curve.

Chair Criswell asked for any questions for Mr. Pope. Hearing none, Trustee Daniels motioned to accept the report. Trustee Brown 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 –

- As a follow up to Trustee Isnard's question from the last Board meeting, Amazon has moved away from hosting sections of courses at their site. KCKCC still has a robust program growing. In Fall 2021, there were 16 students and Fall 2022, 54 students. There will be continued focus on engagement activities for that program.

The Spring 2023 enrollment report as of Monday, headcount is down 3.5% from last Spring and credit hours are down 4.7%. Dr. Meiers and Mr. Pope are reviewing the TEC enrollments by program and will be working with the Deans and advisors to determine how the trend will line up for the Spring semester. Interestingly, the high school locations are down, the dual and concurrent enrollment across all locations in the high schools were up 2.5%. There is a big spike, specifically 65% increase from last spring in main campus enrollment for high school students and a 7.8% in TEC students.

The first Strategic Enrollment Management Committee meeting was last week. This is the college wide group that will be preparing the multiyear Strategic Enrollment Management Plan that will be presented to the board in May. Dr. Meiers and Dr. Donna Bohn, Dean of Arts, Communications and Humanities, are co-chairing the committee. The committee intends to be heavy users of Tableau and dashboards to forecast enrollment trends, retention, recruitment, marketing and the student experience, how to target underrepresented students, how to build programs and services. Currently, there is a search for a Title III Grant Director and for Career and Retention Advisors to target underrepresented groups.

A Blue's Kitchen budget is being developed with Dr. Kneuvean for the \$80,000 grant. The pantry will be moved downstairs into a new location. The new Basic Needs Coordinator, Finn Corrigan, is making sure there are programs and services across all KCKCC locations to address food insecurity.

There has been a lot of intentional effort this year to revamp the College employment work study process. There is a tremendous increase in students working on campus. There are 70 students this Fall compared to 44 in previous years. KCKCC continues to help support and grow that process as it is a great learning experience for students but also a sound retention strategy in keeping students progressing toward their degree.

Mr. Wade Abel, Director of the Military and Veterans Center, has been selected as a National Association of Veterans Program Administrators, Board of Directors and Region Six Delegates. Congratulations were extended to Mr. Abel on that recognition.

Sad to report, but happy to report, after 28 years of service, Ms. Mary Dorr, Director of Financial Aid, has announced her retirement will be the 1st of February. Congratulations to Ms. Dorr on a tremendous career serving students in the community. A college wide reception will be held in January.

Dr. Meiers asked for questions from the Board.

Hearing none, Chair Criswell called for a motion to accept the report. Trustee Brown made the motion. Trustee Ash 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. Kristy Green reported the following –

- The marketing team has been focused on Spring enrollment. At I-435 & K-32, a graduate is on a billboard. The new billboard is on a 6-month contract at a competitive rate. The billboard will be changed January 17 once Spring enrollment has ended.
- Radio advertising began in November and will be heard again in January.
- Digital advertising continues with tv, digital, social media, email blasts to targeted audiences. To date, digital advertising has given KCKCC 694 email leads that are shared with admissions and divisions once or twice per month.
- Focus has been on the Strategic Plan, the Strategic Plan update and will soon give a 6-month update on the progress of the current plan that will be finished July 2023.
- Campus Printing and Graphics Design team continue to quickly turnaround projects.
- Social media continues to grow, Instagram followers increased this month.
- The Candle Lighting Ceremony was a successful event. The Instagram reel did well.
- The marketing team is handling a lot of photography, graphic design work, social media posts are being done every day.
- Two new groups have been launched. The Marketing Advisory Council includes groups from all academic and shared governance and staff groups that have a focus on events, promotion or marketing to meet quarterly to learn, collaborate and plan initiatives together. The Centennial Celebration Committee was also launched. Will be

bringing forward a detailed calendar for the Centennial academic year 2023-24, in the process of creating events and finalizing it in February.

Chair Criswell asked for any questions for Ms. Green. Hearing none, Chair Criswell called for a motion to accept the report. Trustee Daniels made the motion. Trustee Hoskins Sutton 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 –

- Dr. Kneuvean gave appreciation to Vice Chair Brune for her reporting of the Board Finance Committee.

Dr. Kneuvean mentioned an initiative directed by Dr. Mosier to improve the College's visibility on receiving bids and getting more participation from vendors and better pricing for the College. A new landing page on the website has been launched - KCKCC.edu Doing Business. Thanks was given to the marketing team for helping. There is a vendor registration to help learn about more businesses, particularly in the local community, that offer services and goods so when there is a bid opportunity, they can be contacted to submit a proposal.

Another landing page is coming soon for the café with the ability to pre-order food and will have the catering menu. The local vendor running the café, Elevate, has had quite a few activities at the end of the calendar year since there have been gatherings for students. Having a local restaurant come in and provide this service so students have access to hot food on campus is wonderful.

The College Police have a lot of interagency communication. All the agencies throughout the community, including the Kansas City, Kansas Police Department, the College Police Department, the Sheriff's Office, and the KBI - meet every other week to do a review, primarily of shootings that have occurred in the community, but all serious crime activity. They share information so everyone is situationally aware. This is a great way to build those relationships.

Dr. Kneuvean thanked the College Police at TEC for helping Harvesters on the third Friday of each month. Harvesters runs a site out of the TEC parking lot and the College Police helps them unload and load, run traffic control and serving hundreds of people, sometimes including KCKCC students and employees. This is a great partnership. Dr. Kneuvean encouraged everyone to visit the next event.

Centennial Hall had a live fire drill. There was smoke, the fire department came on scene and did a full investigation. There were heating elements that had dust and debris on them and as it burned off smoke pushed into the hallways. This gave an opportunity to practice evacuating the building.

The phase one environmental study for the downtown project has been completed and the report received. There will be additional testing of the site to make sure there are no underground tanks. Hazardous materials have been identified and inventoried that need to be removed such as paint, spray cans or barrels of chemicals that are in the buildings.

A request for proposals for architects and engineers for the downtown project has been done. Interviews will be held the first week of January with the three respondents. Once selected and contracted with an architect the actual drawings beyond the concept will begin.

One of the funding sources for the downtown project being reviewed is the new market tax credits. An application for those was submitted to Central Bank. Dr. Kneuvean reported meeting with another group that will potentially help identify other entities that have new market tax credits to award to entities like the College. There is a possibility to generate between \$3 million and \$5 million for the project.

Dr. Kneuvean asked for questions from the Board.

Trustee Brown commented it the information is positive. Hearing no other questions, Trustee Daniels motioned to accept the report. Trustee Hoskins Sutton seconded the motion. **The Motion Carried.**

16. Chief Human Resources Officer Report – Chair Criswell called for the Chief Human Resources Officer report. Ms. Sheila Joseph, Talent Development Manager, on behalf of Ms. Christina McGee reported the following –

- All the employee benefit premiums for the coming year have been entered and will be reflected on the January 15 paycheck for 2023.

The employee engagement High Five program where employees recognize each other for going above and beyond in their positions has received 135 High Fives this year.

In the talent development area, there is a monthly professional development series that has been developed since July. November's topic by Shai Perry, Art Gallery Coordinator, was an interactive art of life presentation that included clay sculpting. The next session is January 25 with Lesley Strohschein, Controller, to discuss the KCKCC college credit card policies and the use of the credit card.

Ms. Joseph asked for questions from the Board indicating Ms. McGee will be joining remotely later in the meeting.

Hearing none, Chair Criswell called for a motion to accept the report. Trustee Brown made the motion. Trustee Ash 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 –

- Thanked Media Services for their hard work setting up and breaking down media equipment for the Board meeting to the Nursing Pinning event on Thursday.

Another application was added to the Single Sign On process.

Information Services has helped Mr. Pope and members of his team with the electronic catalog software and the evaluation software.

Yesterday was the deadline for students to return the 300 checked out laptops. Two-thirds of the laptops have been returned. Information Services is working on the return of the other one-third of the laptops. The laptops will be cleaned, reimaged and refreshed for the next semester of students.

Other projects include Dr. Meiers' area to review the application process. Partnering with the Ellucian to review the process end-to-end to see what is being used, what is not being used and how it could be improved. That project will begin in January.

Mr. Gabriel asked for questions from the Board.

Trustee Brown commented being surprised so many students wanted to use the computers, thought most wanted their own. Mr. Gabriel replied it is a good, helpful service to provide. It is a lot of work for Information Services as it is a quick turnaround of nine business days to turn around the 300 laptops.

Chair Criswell asked for any additional questions for Mr. Gabriel. Hearing none, Chair Criswell called for a motion to accept the report. Trustee Daniels made the motion. Trustee Brown seconded the motion. **The Motion Carried.**

18. **Unfinished Business:** Chair Criswell called for Ms. Christina McGee, Chief Human Resources Officer, to present on the KCKCC Hybrid Work Pilot Program.

- Ms. McGee joined remotely due to attending an Executive Leadership Conference in Arizona. Ms. McGee thanked the Board for reviewing the pilot procedure and asking great probing questions. Ms. McGee asked if there were any additional questions or comments.

Trustee Hoskins Sutton commented the Board mostly agrees it should be a 2-year program. There is a concern for the program to be available to as many employees as possible to not counteract and hurt morale. The more individuals that experience the program will give the most information about whether the program will be successful.

Trustee Isnard thanked Ms. McGee and her team for answering detailed questions about the program to help the Board feel more comfortable with the pilot program.

Trustee Hoskins Sutton added that this is a pilot program, therefore it did not go through the Board Policy Committee. The pilot will be studied for two years then the outcomes will be reviewed before going through a possible policy process.

Ms. McGee has questioned external colleagues about their path for hybrid work. Other colleges are testing the process also. Chair Criswell commented that benchmarking is important, asking peers in your profession is an important part of the process.

Trustee Isnard questioned, of Ms. McGee's external colleagues, if it is more common if they choose lots of staff to have one or two days remote and the rest in person or if there are many who are identifying positions that can be fully remote versus ones that need to be on site. Ms. McGee replied the individuals spoken with are not allowing 100% remote work. The maximum is two days with one college only allowing one day per week. None of the individuals spoken with have fully transitioned to 100% for any position.

Chair Criswell announced no action is to be taken at this time. On behalf of the Board, Chair Criswell thanked Ms. McGee for her great work.

19. New Business:

- Chair Criswell called for Mr. Jerry Pope, Vice President of Academic Affairs, to present on the Approval of a Revised Academic Program: Computer Support Specialist – Certificate Realignment.
 - Mr. Pope reported the program is going through the realignment process at the State level. Advisory Boards and representative faculty are convened from across the State which make recommendations that are then acted upon and approved. This action moves this program certificate to align with the State. The request has gone through the College governance process and there are no concerns about requesting this approval.
 - Trustee Daniels motioned for the approval. Trustee Hoskins Sutton seconded the motion. **The Motion Carried.**
- Chair Criswell called for Trustee Linda Hoskins Sutton to present on the Approval of College Policies.

- o Trustee Hoskins Sutton read the titles of the policies shared in the Board packet - Transfer Standards (Policy: 2.17) and Residence Life Live-In Staff Occupants (Policy 3.09, Procedure: 3.09A). Trustee Hoskins Sutton asked for any comments, thoughts or suggestions about the policies.

Chair Criswell commented about the Live-In Staff Occupants being a great, smart, important policy to have in place in order to provide that extra layer of clarity. Chair Criswell thanked Trustee Hoskins Sutton and the committee for the good work and thoughtfulness on the policy. Trustee Hoskins Sutton gave credit to Dr. Meiers for the foresight and the Dean and coordinators. Centennial Hall needs staff there all the time and if the staff call this their home there needs to be some leniency while still following rules and regulations. Trustee Hoskins Sutton thanked everyone involved.

Trustee Daniels motioned to approve the two policies. Trustee Ash seconded the motion. **The Motion Carried.**

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

The meeting adjourned at 6:20 p.m.

On behalf of the Board, Vice Chair Brune, Trustee Brown and Trustee Hoskins wished Happy Holidays to everyone. Merry Christmas, Happy Holidays, be safe, Happy New Year and we will see you in January.

ATTEST:

Chairperson, Ms. Evelyn Criswell

Mr. Jerry Pope for 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, December 13, 2022 – 4:30 P.M.**

CONSENT AGENDA – Item A1
Meeting Minutes

1. **Call to Order:** Chairwoman Evelyn Criswell called the meeting to order at 4:34 p.m. in Upper Jewell Lounge at KCKCC-Main Campus and in the KCKCC Zoom meeting platform on Tuesday, December 13, 2022.
2. **Roll Call:** Members present were Chairwoman Evelyn Criswell, Vice Chair Pat Brune, Ms. Rosalyn Brown, Dr. Ray Daniels and Mr. Brad Isnard.

Members not present for roll call that joined the meeting after roll call were Mr. Donald Ash and Ms. Linda Hoskins Sutton.

They were joined by Mr. Jerry Pope, Vice President of Academic Affairs, and Mr. Greg Goheen, College Attorney.

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 5-minute duration. Open session will take place in Upper Jewell Lounge and in the virtual meeting room. Trustee Daniels made the motion. Trustee Isnard seconded the motion. **The Motion Carried.**

The Board was allowed time to travel to the special meeting room beginning at 4:35 p.m. The Board entered the first executive session in Room 3397 and in the virtual meeting room at 4:38 p.m. The Board ended the first executive session at 4:43 p.m.

Returning to the open session, Chair Criswell called for a motion to enter a second executive session to discuss personnel matters of nonelected personnel with possible action to follow in open session for a 5-minute duration. All action would take place in

Upper Jewell and in the virtual meeting room. Trustee Isnard made the motion. Trustee Hoskins Sutton seconded the motion. The Motion Carried.

The second executive session began at 4:43 p.m. The Board ended the second executive session at 4:48 p.m.

The Board was allowed time to travel to Upper Jewell Lounge. At 4:51 p.m., Chair Criswell called for a motion to return to open session. Trustee Hoskins Sutton made the motion. Trustee Brown seconded the motion. The Motion Carried.

Chair Criswell called for a motion for the Board to approve the resolution titled “Resolution Regarding Bank and Financial Accounts” to replace Mr. Michael Beach with Dr. Shelley Kneuvean for KCKCC’s property holding entity as discussed in executive session. Trustee Isnard made the motion. Vice Chair Brune seconded the motion. The Motion Carried.

Chair Criswell called for a motion for the Board to approve the resolution titled “Resolution Regarding Power of Attorney” to replace Mr. Michael Beach with Dr. Shelley Kneuvean for KCKCC’s property holding entity as discussed in executive session. Trustee Hoskins Sutton made the motion. Trustee Brown seconded the motion. The Motion Carried.

Chair Criswell called for a motion for the Board to approve the resolution terminating the employment of Mr. Sprick as discussed in executive session. Trustee Hoskins Sutton made the motion. Trustee Daniels seconded the motion. The Motion Carried.

Chair Criswell called for a roll call vote for the motion for the Board to approve the resolution terminating the employment of Mr. Sprick as discussed in executive session. The roll call vote was taken and all members voted aye. The Motion Carried.

Chair Criswell announced the Board will hold here until the 5:00 p.m. meeting begins.

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

The meeting adjourned at 4:54 p.m.

ATTEST:

Chairperson, Ms. Evelyn Criswell

Mr. Jerry Pope for Secretary, Dr. Greg Mosier

Recommendations for Payment

CONSENT AGENDA – Item B

January 17, 2023

- 1) Approval in the amount of \$31,502.00 to **Fix a Field, LLC** for Baseball field turf repair. Requested by Shelley Kneuvean. Funding source – Grounds: Equip Capitalized over \$5,000
- 2) Approval in the amount of \$153,945.00 to **Design Mechanical** for HVAC units for Science Building. Requested by Shelley Kneuvean. Funding source – Learning Spaces: Repair and Remodel

December bills totaling \$2,469,053.99 includes November VISA bills of \$198,285.12.

Items for Ratification

CONSENT AGENDA – Item C

January 17, 2023

- 1) **\$10,048.00** to **Apple, Inc.** for iPad for HVAC Program. Requested by Peter Gabriel.
Funding Source - \$8,784.00 Perkins Grant
\$1,264.00 TEC: Equip Capitalized over \$5,000
- 2) **\$13,615.00** to **Novak Birks PC** for auditing procedures. Requested by Shelley Kneuvean.
Funding Source – Auditing: Contractual Expense
- 3) **\$19,593.22** to **Coleman Equipment, Inc.** for a replacement golf cart for Facility Services. Requested by Shelley Kneuvean. Funding Source – Transportation: Equip Capitalized over \$5,000
- 4) **\$11,114.95** to **BSN Sports** for 2022-2023 season team gear for Women’s Basketball. Requested by Chris Meiers. Funding Source – Women’s Basketball: Supplies and Expense
- 5) **\$10,230.00** to **Hyland, LLC** for the upgrade to Perceptive Content (ImageNow). Requested by Peter Gabriel. Funding Source – Information Services: Software
- 6) **\$11,383.75** to **PGAV Architects** for Downtown Location fundraising support through November 2022. Requested by Shelley Kneuvean. Funding Source – Downtown: Construction
- 7) **\$13,500.00** to **Alertus Technologies, LLC** for the Campus Safety/Security project. Request by Shelley Kneuvean. Funding Source – Campus Police: Safety Expense
- 8) **\$18,890.00** to **Sig Sauer, Inc.,** for the Campus Safety/Security Project. Request by Shelley Kneuvean. Funding Source – Campus Police: Safety Expense
- 9) **\$10,380.00** to **Cengage Learning** for student access codes for Medical Billing and Coding. Requested by Jerry Pope. Funding Source – Education To Go: Supplies and Expense

HUMAN RESOURCES - PERSONNEL ITEMS

CONSENT AGENDA – Item D

January 17, 2023

SEPARATION INFORMATION

ACTION	NAME	JOB TITLE	DEPT	DIVISION	EFF. DATE
Resignation	Brattin, Emily	International Student Services Coordinator II	Admissions	Student Affairs and Enrollment Management	01/12/2023
Resignation	Bushnell, D'Angelo	Police Officer	College Police	Financial and Facility Services	01/18/2023
Resignation	Matos, Janet	Recruiting Coordinator I	Admissions	Student Affairs and Enrollment Management	01/03/2023
Retirement	Chaffin, Delores (Lori)	Administrative Assistant to the Dean	Career and Technical Education	Academic Affairs	03/31/2023
Separation	Choi, Heekyung	Adjunct	Music	Academic Affairs	01/12/2023
Separation	Runnebaum, Cheryl	Dean of Career and Technical Education	Career and Technical Education	Academic Affairs	01/12/2023

STIPENDS

ACTION	NAME	JOB TITLE	DEPT	DIV	DATE	AMOUNT
Additional Duties	Irvin, Ashley	Assistant Dean	Career and Technical Education	Academic Affairs	11/01/2022	\$1,096.64 per month
Additional Duties	Kamler, Jenell	Interim International Student Services Coordinator II	Admissions	Student Affairs and Enrollment Management	01/03/2023	\$600 per month
Additional Duties	Reece, Tamara	Interim Director	Financial Aid	Student Affairs and Enrollment Management	02/01/2023	\$788 per month
Additional Duties	Sullivan, Kyle	Administrative Assistant I	Foundation	President	12/01/2022	\$530 per month

RECOMMENDATIONS / APPROVALS

ACTION	NAME	JOB TITLE	DEPT	DIV	DATE	SALARY
New Hire	Boeger, Kathryn	Student Success Advisor	Student Success	Student Affairs and Enrollment Management	01/04/2023	\$63,689.99 annually
New Hire	Campbell, Cynthia	Adjunct	Health Professions	Academic Affairs	01/09/2023	\$63.44 per student contact hour
New Hire	Curtis, Kelly	Adjunct	Health Professions	Academic Affairs	01/09/2023	\$63.44 per student contact hour
New Hire	Ethridge, William	Athletic Table Assistant	Athletics	Student Affairs and Enrollment Management	01/03/2023	\$21.00 per hour
New Hire	Ferreira, Renate	Adjunct	Digital Design	Academic Affairs	01/09/2023	\$970.32 per credit hour
New Hire	Frasher, Carl	Table Assistant	Athletics	Student Affairs and Enrollment Management	01/03/2023	\$21.00 per hour
New Hire	Frick, Noah	Processing Assistant I	Admissions	Student Affairs and Enrollment Management	12/12/2022	\$36,500 annually
New Hire	Gharib, Hiba	Adjunct	English	Academic Affairs	01/09/2023	\$970.32 per credit hour
New Hire	Hudson, Pavala	Adjunct	Nursing	Academic Affairs	12/12/2022	\$63.44 per student contact hour
New Hire	Kline, Nicholas	Custodian I	Facility Services	Financial & Facility Services	12/12/2022	\$33,280 annually
New Hire	Lackey, Jeffrey	Adjunct	Speech	Academic Affairs	01/09/2023	\$970.32 per credit hour
New Hire	Maus, Lauren	Adjunct	Health Professions	Academic Affairs	01/04/2023	\$63.44 per student contact hour
New Hire	Morales, Alexander	Adjunct	Digital Design	Academic Affairs	01/04/2023	\$970.32 per credit hour
New Hire	Naughton-Henderson, Elizabeth	ESL Instructor	Adult and Continuing Education	Academic Affairs	01/06/2023	\$21.00 per hour
Transfer	Eblen, Kathy	Assistant Professor	Health Professions	Academic Affairs	01/01/2023	\$61,698.75 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 or voluntarily 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.

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Vice President of Academic Affairs

Academic Support and Assessment – Dean Cecelia Brewer

Learning & Library Services: Dr. Amanda Williams, Director

Learning Services is pleased to announce that it has been awarded certification as a Level I certified tutor training program by the internationally recognized College Reading and Learning Association (CRLA).

For more than thirty years CRLA has been a leader in learning assistance, reading, and academic support programs with almost 1,300 members and over 2,000 certified training programs worldwide.

Learning Services has worked hard to develop a tutor training program that meets CRLA's rigorous standards and has successfully completed the International Tutor Training Program Certification (ITTPC) peer review process. Achieving certification means that Learning Services has met CRLA's high standards for tutor selection, training, direct service, and evaluation as an integral part of their overall tutoring program.

Arts, Communication and Humanities – Dean Dr. Donna Bohn

From John Stafford (Vocal Music):

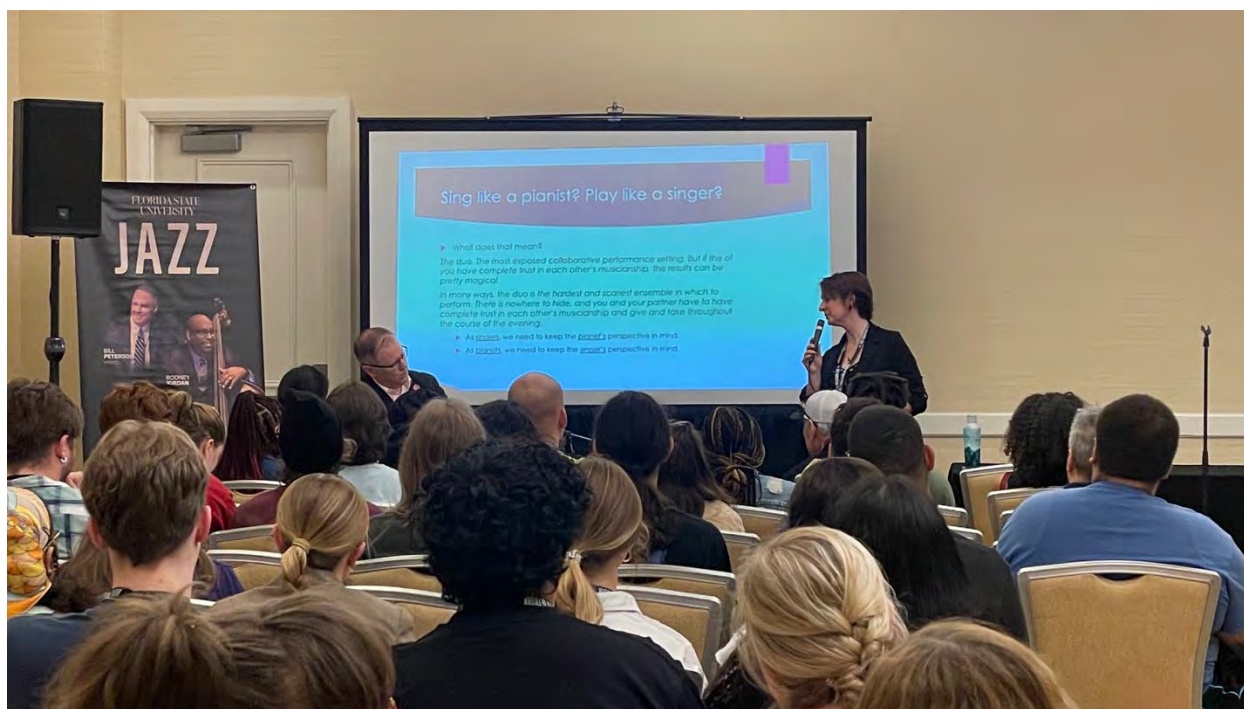


Jazz Educators Network Conference in Orlando, FL, January 4-7, 2023

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Conference Details:

- 5 student ensemble performances and 2 faculty presentations (Binek and Stafford).
- Good attendance at all KCKCC student events.
- KCKCC's student ensembles received clinics by nationally known jazz artists/educators including Scotty Barnhart (Director of the Count Basie Orchestra), Dr. Kate Reid (University of Miami, FL), Rosana Eckert (University of North Texas), Dr. Lenora Hammonds (North Carolina Central University) and Gaw Vang Williams (Sacramento State University).
- The Blue Devil Funk Band main stage performance received a standing ovation.



John Stafford is directing the OKMEA All-State Vocal Jazz Ensemble Jan. 11-14 in Oklahoma City, OK. He is the second KCKCC faculty member to conduct this ensemble (Justin Binek was the guest conductor in January 2020).

From Jim Mair (Instrumental Music):

Several faculty received a 2022 Jam Musician Award from the Kansas City Jazz Ambassadors on December 14, 2022. They include "Our favorite jazz guitarist – Rod Fleeman," "Our favorite bass player – James Albright," and "Our favorite sax player – Jim Mair."

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From Aaron Margolis (on behalf of Humanities):

Humanities Kansas has provided \$3,500 in funding for *KCKCC Humanities Talks*. This project will bring KCKCC Humanities Department faculty to the Wyandotte and Leavenworth community to teach a free “course” on a specialized area of research outside of their normal college curriculum. From talks on speaking well to looking at the history of Jazz, KCKCC faculty will share their knowledge and love and learning with the KCK community. The first event is Professor of English Jim Krajewski leading a two-part class on “Embracing the Horror: Monsters in Media” on January 19 and 26 at the Kansas City Kansas Public Library.

On behalf of Studio Arts:

Art floors are now polished concrete after asbestos tiles were removed. The area is receiving new paint and additional upgrades just in time for the beginning of our Spring 2023 semester!

From Shay Dodson (Digital Imaging Design):

In December, four students completed Internships in Digital Graphics, including 3000 internship hours toward the DOL Graphic Artist Apprenticeship at the U.S. Disciplinary Barracks in Fort Leavenworth, KS, as part of the KCKCC + Military Correctional Complex Graphic Arts Department of Labor program, instituted Fall 2021. Currently, eleven students at the USDB are working toward an Associate in Applied Science degree in Digital Imaging Design.

From Shai Perry

Art Gallery updates:

The Gallery hosted the KC Hispanic Art Collective on Jan. 5 to discuss partnerships for the celebration of Hispanic Heritage month 2023.

DC Comic artist Baldemar Rivas will be our guest speaker on Jan. 27 from 11 am to 12 pm.

The new exhibit “Holler If You See Me: Black Appalachians” will be on display from Jan. 17 to Mar. 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. The KCKCC Student Art Exhibit will be on display from March 20 to May 5.

Ambient Space projects:

Art Committee’s next meeting is on Jan. 27, 2023. Please contact sperry@kckcc.edu for more information.

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Career and Technical Education – Dean Cheryl Runnebaum

The Construction Technology students at the Career and Technical Education Center were busy working on the program house in December. Students finished installing the shingles on the roof, finished the brick work on the exterior of the house, and learned how to hang siding on the gable roof ends.



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Malco Products recognizes outstanding students graduating from career education programs in HVAC, Construction, and Autobody Repair. Devon Bruning, a Construction Technology student at the Pioneer Career Center (PCC), was recognized and awarded with Malco's "Head of the Class" honors. Devon received a Malco tool prize, C-RHEX, catalog, cap, and certificate. Devon is pictured with Construction Technology Instructor Robbie Jenkins.

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Students in the Machine Technology program demonstrated their skills designing various projects in December. One of those projects that was highlighted was a dragon design.



The students in the HVAC Program at PCC helped to build desks for the HVAC classroom in December.

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In November, Roberta Wendt, Adult Education Instructor, and Amy Hansen-Malek, ESL Instructor, took their morning and evening ESL students to the local library. The students were given a tour by librarians, completed an application for a library card, received their first library cards, and learned how to use their cards to check out books and get on computers. The students also learned about events happening at the library for all ages. Twenty-two Level 2 ESL students and 24 Level 3 ESL students participated. For most students, this was their first time receiving a library card.

Postcards were mailed to four recent GED passers in December. One student was from PCC, one from main campus evening and two from main campus morning. Congrats to the students and the amazing instructors to make the magic happen.

One of the college's GED graduates got their second promotion at University of Kansas Health Systems (UKHS).

KCKCC celebrated the milestone of eight Welding Technology graduates from the Summer 2022 cohort at the Lansing Correctional Facility (LCF). The graduation was held on December 8 at LCF where graduation speaker Jermaine Wilson shared his journey from being housed at LCF to becoming the Mayor of Leavenworth. Graduates took the opportunity to chat with guests and enjoyed a light reception following the graduation ceremony. One of the eight graduates was

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released the week after his graduation, and KCKCC staff are working to help him secure basic needs to be successful in his new job.



Jermaine Wilson

Seven GED graduates (four graduating in December) also celebrated their accomplishments with a fried chicken dinner and game night at LCF in December. They were also recognized at the graduation ceremony on December 8. Two of the students are further pursuing their education within the Welding Technology program at LCF.

The Industrial Maintenance Technician (IMT) Program graduation was held on December 13 at the KCKCC Career and Technical Education Center. Five students graduated from sponsoring companies that included Amsted Rail, Central Bag Company, General Motors, and Seats Inc.





Health Professions – Dean Dr. Tiffany Bohm

a. Fire Science

The KCFD (Missouri) has donated 30 well-conditioned MSA SCBA air packs, 35 SCBA masks, and 40 spare high-pressure air bottles. These air packs will replace our current outdated MSA SCBA's.

b. Physical Therapist Assistant

Third semester PTA students started clinicals on Monday, January 4. Spring 2023 graduates will start clinicals on January 23. Fall 2022 graduates took the NPTE Jan. 4 and 5. Results should be received in the next week.

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

The MSBT Division provided holiday gifts to a student and her family from TEC as well as a family from El Centro.

Dr. Kremer attended a meeting with Daniel Folk from BioKansas over the Holiday break. Daniel toured the new labs in preparation for developing a partnership for customized training with industry partners in the bioscience and bio-manufacturing space.

Dr. Kremer met with Mr. Moses Wyatt and Mr. JD Rios the evening of December 21st to discuss a Mayors STEAM day in conjunction with KCKCC and area industry partners in the STEAM space.

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Dr. Ross Stites and Dr. Kremer are meeting with Burns and McDonnell in mid-January to discuss ways they can support STEM at KCKCC.

Social and Behavioral Sciences & Public Services – Dean Cleon Wiggins

1. Psychology professor Victor Ammons is in the final phase of organizing this year's Undergraduate Student Research Symposium in the psychological sciences. The event is scheduled for April 4 from 11:00 until 1:30 at the KCKCC Technical Education Center. Students from local colleges and universities as well as high schools in the KCKCC service area are expected to attend. Dr. Laura King from the University of Missouri and President of the Society for Personality and Social Psychology is the scheduled keynote speaker.
2. Economics professor Dr. Andres Cantillo will attend the American Economic Association's ASSA Annual Conference in New Orleans, Louisiana, from January 6 through January 8.
3. Sociology professor, Dr. Emily Morrow, is taking four students from the KCKCC chapter of the American Association of University Women to the Sociologists for Women in Society conference in New Orleans, Louisiana.
4. Dean Wiggins would like to recognize comments two students made about their professors at the end of the fall 2022 semester. These are unsolicited comments that students shared with their professors about their experiences in their classes.
 - a. The first comments come from Jasmine Dupree. In an email entitled "Appreciation" she writes the following to Education Professor Sandra Vancise:

"Hello Professor VanCise,

As this semester ends, I would like to express gratitude to you and how much your class has helped me. I truly enjoyed the things I learned in your class and look forward to becoming the best teacher I can be. I want to thank you for the amount of grace and patience you have had toward me all semester long, I know I am a very needy and picky student. I am grateful that you and your class were my introduction to teaching as a profession, and I am excited now to continue my career."

- b. The next email comes from Kelly P. Caillier who wrote the following to Dr. Ewa Unoke:

"I wanted to share with you a little something this morning. I will be changing my major to political science and was due to this class and ultimately reading your books. I am an older learner, with an Engineering degree previously, and taking philosophy to improve

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my arguments in meetings. I also own a company and do international business and I can see how political science assists and has already improved my outlook in this area as well. I just wanted to thank you for your courage and for putting out books that resonate! Brilliant.”

January 2023 Student Affairs and Enrollment Management 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

- **Fall 2022 End of Semester Student Selected Metrics**
 - Centennial Hall students had an average cumulative GPA of 2.93, which is higher than the College's average cumulative GPA of 2.70 (excluding dual-enrolled high school students).
 - After the Fall 2022 semester, 382 students were placed into satisfactory academic progress financial aid status (7.9% of the total student population). This is a drop compared to the Fall 2021 semester of 447 students (9.1% of the Fall 2021 total student population).
 - The College continues to see improvement in the reporting of no-show students on final grade rosters. For the fall 2022 semester, 5.1% of the total enrolled credit hours were reported as no-shows, compared to 5.5% in Fall 2021 and 8.2% in Fall 2020.
 - With the approval of the new **Transfer Standards policy**, the College removed 1,387 enrollment holds for transcripts from student records, thus removing a potential barrier to enrollment. Students are now only required to submit transcripts if they intend to transfer the credit or for financial aid purposes.
- Total Spring 2023 enrollment is falling short of Spring 2022 enrollment as of one week before the semester starts. The Main Campus enrollment has seen gains, while other locations are seeing declines in addition to virtual/online locations as enrollment patterns shift. Strategic enrollment management planning and Title III grant activities will significantly emphasize identifying retention strategies to support underrepresented student populations and greater outreach to educational and community partners. Other highlights comparing spring 2023 to spring 2022 enrollments include:
 - 17.0% increase in the Hispanic student population;
 - 44.6% increase in enrollment at the United States Disciplinary Barracks, and
 - 3.1% increase in dual and concurrent high school enrollment represents 32% of the KCKCC student population (2022-2020 dual and concurrent high school students represented 26% of the KCKCC student population).
- The division's major Spring 2023 priority will be filling many vacancies in a competitive hiring market. In addition to the director-level positions listed below, there are 15 vacant full-time vacant positions, ten part-time positions, and five new positions to fill based on the awarding of the Title III grant:
 - Director of Student Success and Retention-4 finalists are expected to conduct on-campus interviews at the end of January.
 - Director of Athletics-first screen of candidates is scheduled after 1/17/23.
 - Director of Financial Aid-first screen of candidates is scheduled for 1/23/23.
 - Director of Student Support for Program Success (Title III Grant)-position is ready to start advertising with anticipated screening first part of February.

- The College-wide Strategic Enrollment Management (SEM) Council had a kick-off meeting in January and will meet monthly. Draft strategies and tactics for the next SEM plan are anticipated to be completed by the end of February for College-wide input before finalization and presentation to the Board of Trustees.
- Chris Meiers has been appointed to a three-year term as the NASPA: Student Affairs Administrators in Higher Education Foundation Board of Trustees. The NASPA Foundation supports student affairs professionals by conferring and financially supporting scholarships, Innovation Grants, research grants, and recognition awards.

Upcoming Activities and Programs

- January 25th, approximately 7:00 PM in the FieldHouse-the KCKCC Athletic Department will recognize 90+ student-athletes for their hard work in the classroom that achieved a 3.0 grade point average for the Fall 2022 semester.
- February 1, 2-4 PM, Upper Jewell, Mary Dorr, Director of Financial Aid, retirement celebration after 28 years of service to KCKCC.

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Spring 2023 Enrollment Report

KCKCC Unduplicated Headcount by Location									
CAMPUS (UNDUP at A Location & DUP Across Locations)	01.13.2020	01.11.2021	01.10.2022	01.09.2023	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	-	131	13	77	77	-	64	492.31%	2.09%
DNTWN	14	-	1	-	-14	-100.00%	-1	-100.00%	0.00%
FRSC	26	20	18	9	-17	-65.38%	-9	-50.00%	0.24%
HS	898	784	810	765	-133	-14.81%	-45	-5.56%	20.75%
LCF	-	-	20	23	23	-	3	15.00%	0.62%
MC	1,992	1,058	1,299	1,409	-583	-29.27%	110	8.47%	38.23%
OC	263	244	252	198	-65	-24.71%	-54	-21.43%	5.37%
OL	1,456	1,656	1,626	1,525	69	4.74%	-101	-6.21%	41.37%
PION	233	175	167	150	-83	-35.62%	-17	-10.18%	4.07%
TEC	648	574	634	548	-100	-15.43%	-86	-13.56%	14.87%
USDB	32	27	56	81	49	153.13%	25	44.64%	2.20%
VIRT	-	618	313	135	135	-	-178	-56.87%	3.66%
Total UNDUP Headcount	4,339	3,709	3,806	3,686	-653	-15.05%	-120	-3.15%	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	577	415	517	497	-80	-13.86%	-20	-3.87%	13.48%
Returning	3,762	3,294	3,289	3,189	-573	-15.23%	-100	-3.04%	86.52%
Gender	Spring 20	Spring 21	Spring 22	Spring 23	20-23 #	20-23 %	22-23 #	22-23 %	Sp 2023 %
Unknown	2	1	9	28	26	1300.00%	19	211.11%	20.74%
Female	2,632	2,351	2,296	2,173	-459	-17.44%	-123	-5.36%	58.95%
Male	1,705	1,357	1,501	1,485	-220	-12.90%	-16	-1.07%	40.29%
Race / Ethnicity	Spring 20	Spring 21	Spring 22	Spring 23	20-23 #	20-23 %	22-23 #	22-23 %	Sp 2023 %
American Alaska Native	27	19	17	19	-8	-29.63%	2	11.76%	0.52%
Asian	216	161	176	145	-71	-32.87%	-31	-17.61%	3.93%
Black or African American	756	642	687	608	-148	-19.58%	-79	-11.50%	16.49%
Hawaiian Pacific Islander	11	9	5	5	-6	-54.55%	-	0.00%	0.14%
Hispanic	947	842	854	999	52	5.49%	145	16.98%	27.10%
Multi-racial	198	220	217	197	-1	-0.51%	-20	-9.22%	5.34%
Unknown	189	179	154	132	-57	-30.16%	-22	-14.29%	3.58%
White	1,805	1,492	1,558	1,527	-278	-15.40%	-31	-1.99%	41.43%
Non Resident	190	145	138	54	-136	-71.58%	-84	-60.87%	1.47%
KCKCC Credit Hours by Location									
CAMPUS	01.13.2020	01.11.2021	01.10.2022	01.09.2023	20-23	20-23	22-23	22-23	Spring 2023
	Spring 2020	Spring 2021	Spring 2022	Spring 2023	Diff - #	Diff - %	Diff - #	Diff - %	%
AMZN	-	-	-	-	-	-	-	-	-
BL	-	900	39	291	291	-	252	646.15%	0.86%
DWNTN	51	-	3	-	-51	-100.00%	-3	-100.00%	0.00%
FRSC	247	187	177	90	-157	-63.56%	-87	-49.15%	0.27%
HS	4,890	4,220	4,417	4,170	-720	-14.72%	-247	-5.59%	12.34%
LCF	-	-	200	220	220	-	20	10.00%	0.65%
MC	15,499	6,636	9,151	10,077	-5,422	-34.98%	926	10.12%	29.82%
OC	943	748	654	529	-414	-43.90%	-125	-19.11%	1.57%
OL	8,855	11,169	10,447	9,875	1,020	11.52%	-572	-5.48%	29.22%
PION	1,903	1,487	1,338	1,204	-699	-36.73%	-134	-10.01%	3.56%
TEC	7,994	6,792	7,797	6,517	-1,477	-18.48%	-1,280	-16.42%	19.28%
USDB	201	153	291	288	87	43.28%	-3	-1.03%	0.85%
VIRT	-	2,153	1,069	534	534	-	-535	-50.05%	1.58%
Total	40,583	34,445	35,583	33,795	-6,788	-16.73%	-1,788	-5.02%	

Dean of Student Services

Submitted by Dr. Shawn Derritt, Dean of Student Services

- As a KCKCC Assessment Academy Team member, the Dean of Student Services assisted in the final drafting of the Colleges' Institutional Learning Outcomes (ILOs).
- The Student Health Center is up for program review. Since temp employees currently staff the center, the Dean of Student Services is leading the department's program review process. The collection of information and documents needed for this process started this month.

Student Accessibility and Support Services

Submitted by Department Faculty

Selected Activities, Programs, and Updates

- SASS participated in the Faculty Listening Session for Information Services. The suggestion was made to develop an accessibility plan for technology for future technology purchases.
- SASS met with Upward Bound to discuss the accessibility of their application form. A suggestion was made to use Microsoft Forms since it provides a clean, usable, and accessible interface for the end user.

Upcoming Activities and Programs

- SASS will present two sessions for Welcome Back Week, Spring 2023.
 - "Students with Disabilities: Scenarios and Discussions" on 1/12 at 10 am and 1 pm.
 - "Expanding Your Comfort Zone: Disability Etiquette and Communication" at 2 pm.
- SASS will present a test-taking presentation to the first-semester LPN students – on January 13, 2023.
- SASS will present a test-taking presentation to EMT students – on January 31, 2023.

Student Health Services

Submitted by Angie Williams RN

Selected Activities, Programs, and Updates

- This month, we have had 12 nurse visits, including blood pressure checks and first aid administration, over-the-counter medication requests, and other miscellaneous issues.
- We have provided 51 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.
- Four students have contacted us with positive COVID test results this month. We had 0 people notify the office with close contact.
- There was a blood drive on Nov. 30th at the tech campus with these results:
 - Goal: was to collect 25 units
 - Registered: 18 donors
 - First-Time Donors: 3
 - Deferrals: 4

- Alyx (double red cells): 1 donor, two units
- **Total Units Collected: 15**

Student Basic Needs

Submitted by Fyn Morigan, Student Basic Needs Coordinator

Selected Activities, Programs, and Updates

- The pantry move was completed, and staff moved into the new space in lower Jewell 2302 on Friday, January 6th.
- Blue's Kitchen Cabinet served 111 students and families in December before participating in the Winter Wonderland event on 12/16/2022. Staff served an additional 65 students for the event, helping to secure food for more than 255 students and their children and families.
- In addition to the Winter Wonderland event, staff assisted an additional 20 families and ten students after the event, bringing the total number of people served for December to 423 students, children, and local community members.

Office of Admissions

Submitted by Teresa Hill, Director of Admissions and Recruitment

Selected Activities, Programs, and Updates

- The Office of Admissions filled the Application Processing assistant position by hiring Mr. Noah Frick, a former KCKCC graduate. Noa
- The office of Admissions and Recruitment is currently receiving employment applications for two Admission Recruiter positions. The department hopes to have both recruiters selected and onboarded at the beginning of February 2023.
- Mrs. Janet Matos, Admissions Recruiter, and Mrs. Emily Brattin, International Coordinator, have resigned from the office of Admissions and Recruitment. We wish them much success in their new endeavors.
- 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.
- Congratulations to the Admissions and Recruitment team for securing first place in the Staff Senate door decorating contest. Indeed a fun and creative team-building experience!



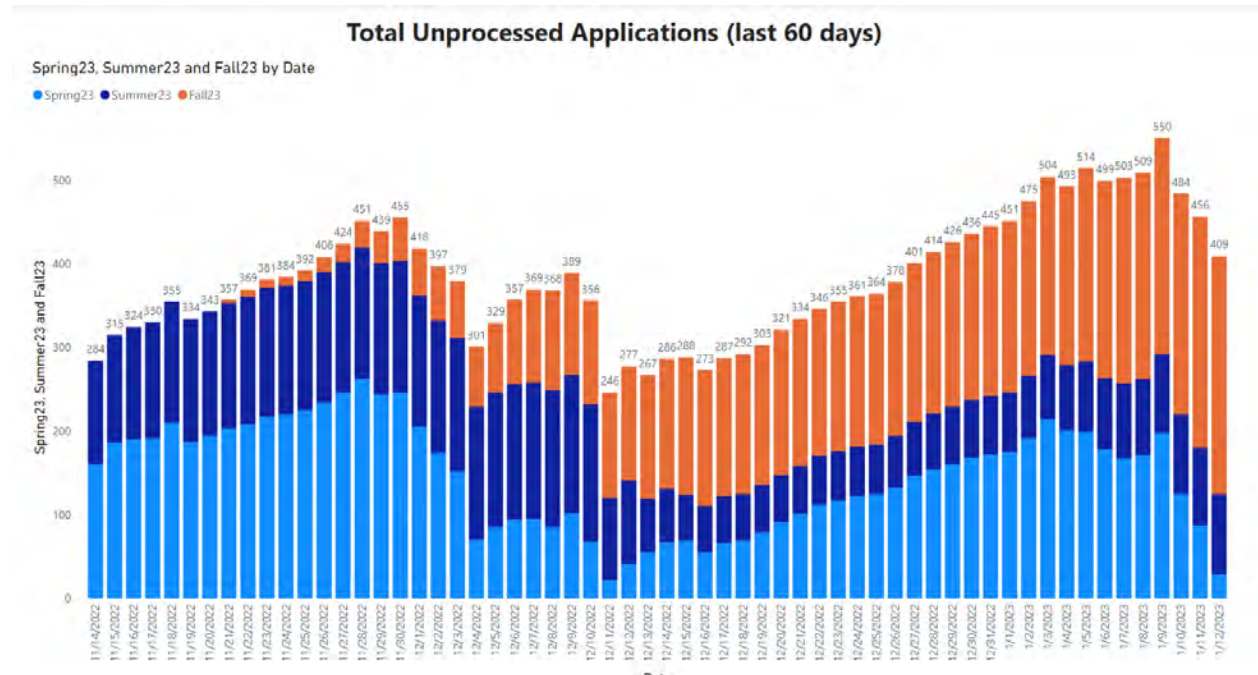
Upcoming Activities and Programs

- During January, Admissions and Recruitment are dedicating time as a team to Recruiter and Colleague software professional development to leverage these critical admissions systems better.
- January 28: Admissions and Recruitment will provide a Main campus tour for Emporia State University's TRIO Upward Bound program.

- January 31: Admissions and Recruitment will provide a Main Campus and TEC tour for Emporia State University's TRIO Talent Search program.

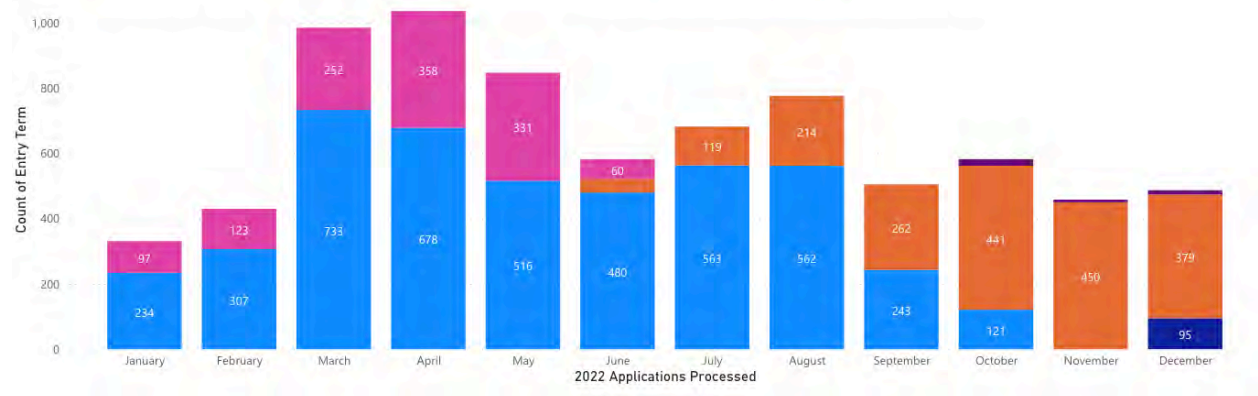
Spring 2023 Application Backlog Update

- Admissions and Recruitment received 159 applications for the Spring 23 academic semester over the winter break. The admissions team is working diligently to process the Spring 23 queue.



Applications Processed Summary

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



Department of Athletics

Submitted by **Mary Bruno-Ballou and Shawn Uhlenhake, interim co-Athletic Directors**

Selected Activities, Programs, and Updates

- The men's basketball team had two players recognized with Player of the Week honors in December:
 - Bradley Lightbourne lead the Blue Devils in scoring in two wins over John Wood CC and Illinois Central CC. After scoring a career-high 29 points against John Wood, Lightbourne nearly put in a triple-double against Illinois Central as he had 24 points, ten rebounds, and eight assists. He averaged 26.5 points per game for the week and 82.3 percent from the free throw line. Lightbourne is averaging 18.8 points per game to lead the squad, which is also third-best in the KJCCC.
 - Jalen Broyles helped the Blue Devils continue their winning streak with a team-high 16 points after shooting 75.0 percent from the field. He also grabbed five rebounds and added one steal on the night over the Iowa Western CC Reivers.

Counseling & Advocacy

Submitted by **Linda Warner, LCPC, Director**

Selected Activities, Programs, and Updates

- **Counseling Services** - A total of 15 students received counseling in the center in December, with Licensed Professional Counselors carrying an average caseload of 7. The total number of direct counseling hours provided to students in November was 20. Additionally, counselors provided consultation services to 26 KCKCC employees and community members.

Military and Veteran Center

Submitted by **Wade Abel, Director**

Selected Activities, Programs, and Updates

- The Military and Veterans Center recently received a \$7,500.00 donation from the Spenser Duncan Make it Count Foundation to assist KCKCC Veteran students in purchasing a tool kit or set of scrubs.





- December 5: The Students Veteran Organization (SVO) and the Veterans Center hosted a Chili lunch for Military Affiliated students.
- December 16: The SVO delivered gift boxes to Veterans at a local Assisted Living Home.
- December 17: The Military and Veteran Center supported Wreaths Across America at the Leavenworth National Cemetery.

Upcoming Activities and Programs:

- January 4th – 7th: The SVO will attend the Student Veterans of America National Convention in Orlando, FL.
- January 17: The Military and Veterans Center will host an Open House.

Pioneer Career Center

Submitted by Marcia Irvine, Director

Selected Activities, Programs, and Updates

- December 5th Finals breakfast with Chris Cakes
- 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 7th Bake Sale for our Culinary Arts students with proceeds going to our Adopted Family.
- Gifts and gift cards were delivered to the Salvation Army center by Kim Taylor and Emilee Litewski our student worker.
- Malco Products recognizes outstanding students graduating from career education programs in HVAC, Construction and Autobody Repair. Devon Bruning, KCKCC PCC Construction student, was recognized and awarded "Head of the Class" honors. Devon received a Malco tool prize, C-RHEX, catalog, cap, and certificate.



Community Involvement

- December 6: Cookies with Santa event for the Community was a huge success with over 170 attendees enjoying decorating cookies, making crafts, visiting Santa, and wrapping a gift to give to someone.

Upcoming Programs and Activities

- Community Blood Drive January 25th, 10 a.m. - 2 p.m.
- Instant Pot /Crock Pot Community Ed Culinary Arts Class January 26, 6-9 p.m.

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 **78** 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 13 schedule adjustments were made in the Registrar's Office with the Dean's approval to operate outside the academic calendar limitations, and we processed 52-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 60 student record changes. We resolved four 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 196 significant 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 79 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 seven student withdrawals and one instructor-initiated withdrawal. Two students were reinstated after administratively withdrawn or marked as never attended. Note: This decrease is due to the minimal activity after the withdrawal deadline.
- **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. Fifty-two students were purged as no-shows from one or more courses this month. Note: these students were submitted

with their final grades, as they never attended the class. No students were reinstated this month.

- **Graduation Processing Activity:** College is important for many reasons, including long-term financial gain, job stability, career satisfaction, and success outside the workplace. With more and more occupations requiring advanced education, a college degree or certificate can be critical to success in today's workforce.
 - Thirty-eight graduation applications for Fall 2022 were processed this month, totaling 285 Fall graduation candidates.
- **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 five years.
 - With the approval of the new transfer standards policy, 1387 college transcript holds were removed from student records. Students may still need to have their transcripts sent for financial aid or other scholarship or funding reasons, but they are no longer an admissions requirement.
 - **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.
 - Seventy-eight were received from Parchment, our transcript service provider; 90 were obtained from the National Student Clearinghouse; and 38 were received via fax, email, mail, or hand-delivered.
 - In December 2021, 235 transcripts were received; in September 2022, 206 transcripts were received and processed this month for a decrease of 12.3%.

College					High School					
New App	Transfer	Non-degree	CTRAN	Orphan	New App	TRAN	CONGR	Orphan	Other	
72	7	30	2	0	41	12	8	4	0	176
40.91%	3.98%	17.05%	1.14%	0.00%	23.30%	6.82%	4.55%	2.27%	0.00%	100.00%

- **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 easily access their transcript on the student portal. Our office still serves those with technological limitations or whose records are on microfilm and are not eligible for electronic processing.
 - Three transcripts were produced in-house: 3 official transcripts using Ellucian records, zero official using the microfilm records on Perceptive Content, and 12 unofficial.
 - 401 total transcripts were sent via Parchment; 463 were electronic through Parchment; 12 were paper through parchment/Ellucian or student copies
 - In September of 2021, 463 transcripts were sent out, with 478 transcripts sent out this month, increasing by 3.2%.

Outbound Official KCKCC Transcripts Sent via Parchment December 2022			
Outbound Transcript Reasons		Top Receivers of KCKCC Transcripts	
College Admissions/Transfer	403	KU/KU Med or Nursing	34
Self	29	JCCC	27
Employment	18	Common Application Services	22
Certification/Licensure	11	(NursingCAS, AMCAS, etc.)	
Other	9	Western Governors University	15
Scholarship	5	MCC-Kansas City	11
		Southern New Hampshire Univ	11
		MCC-Kansas City	9
		Wichita State University	9

Student Activities

Submitted by Andrica Wilcoxon, Director

Selected Activities, Programs, and Updates

- Student Activities partnered with the KCKCC Honors Program and Phi Theta Kappa, Counseling & Advocacy Center, Food Pantry, Gamer Club, and Toys for Tots to host the annual Campus Wonderland on December 16. 62 KCKCC students (50% increase from 2021) with children registered for Campus Wonderland. We provided toys, food, and stocking stuffers for our students. Our KCKCC student volunteers helped the parents “shop” for toys for their children. Gamer Club members, KCKCC faculty, and staff helped by donating toys for the event.



Upcoming Activities and Programs

- January 17-18th Welcome Back/School Supply Giveaway

Student Financial Aid

Submitted by Mary Dorr, Director

Financial Aid Applications Received as of January 6

Academic Year	Total Number of Records	Records Received in December
2022-2023	7550	246
2021-2022	7958	321
2020-2021	8529	319

Financial Aid Disbursed to Student Accounts

	FALL	SPRING	SUMMER	TOTAL
2022-2023	\$4,892,063			\$4,892,063
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	4146	2848
Spring 2023	3531	2041

Fall 2022 Satisfactory Progress Calculated

Academic progress was reviewed for students who received federal financial aid for the Fall 2022 semester resulting in the following:

Semester	Warning - Low GPA or Completion Percentage	Exclusion - Low GPA or Completion Percentage	Over 97 Credit Hours Attempted	NOAID
Fall 2022	242	56	46	38
Fall 2021	287	81	44	35
Fall 2020	233	85	43	27

Student Housing

Submitted by Nicole Wilburn, Director

Selected Activities, Programs, and Updates

- On December 5, the night before finals began, the RAs cooked and served pancakes to over 100 residents. Everyone appreciated the energy boost as they were studying.
- On December 13, Centennial Hall “closed” for Winter Break for students not approved to stay for the break. There were various reasons that students requested to stay, including international students, students participating in athletics, etc. We had approximately 100 students staying at some point between December 13 and January 13, but there were very few here during the days surrounding the actual Christmas and New Year's holidays.
- We had 20 students approved to cancel their housing contract at the end of the Fall semester (graduation, leaving KCKCC, etc.) As of 1.10.23, we have 32 contracts for new students for the Spring semester (248 students total for Spring, 96.1% occupancy). National trends for Student

Housing show that Spring occupancy is typically lower, but this is one trend we are glad we are not following.

- Speaking of national trends, typically, students that live on campus have a higher GPA than those who live off campus. This has proven true for Student Housing residents for the Fall semester. On-campus students had an average cumulative GPA of 2.93, which is higher than the College's average cumulative GPA of 2.70 (excluding dual-enrolled high school students).

Upcoming Activities and Programs

- January 10 – 12 – RA Training and prepping the building for reopening the Spring semester.
- January 13 – Centennial Hall reopens for the Spring semester for new and returning residents.
- Early in the Spring semester, we will be working with Marketing to take photos of our new spaces in Centennial Hall to be used for marketing living on-campus to incoming students.
- We will follow up individually with students living on-campus whose GPA needs improvement. This will include helping them understand the resources available on campus, setting goals for improvement, and talking about behaviors that may have negatively impacted their academic performance in the Fall semester.

Upward Bound

Submitted by Veronica Knight, Director

Selected Activities, Programs, and Updates

- Upward Bound has been focused on further cementing the strategic partnership with the targeted schools, USD 500, and community organizations.
- UBA staff has worked with F. L. Schlagle college prep classes to establish relationships with the prospective program participants and provided instruction around college readiness to more than 50 tenth-grade students.
- Our team has joined the ranks of the KCK College Access Partners, addressing the needs of local high school students in their quest to attend college. Other partners include KC Advising Corps., 2020 Leadership, Diploma+, GEAR UP, Talent Search, and KU TRIO.
- We have established relationships with various departments on campus to further our programmatic objectives and that of the college.
 - The Spanish and Marketing departments have assisted in translating our brochures and applications into Spanish.
 - The Office of Admissions has been instrumental in helping to develop an application process for UBA students that will establish them as KCKCC students.
 - Conversations are underway to create a BLUE course explicitly designed for UBA students to transition into dually enrolled college students.
 - Grants management is working with our program to identify supplemental resources necessary to meet and surpass the goals and objectives outlined in the grant.
- Currently, our efforts are focused on the recruitment of students and the hiring of tutors and instructors. We have established a referral committee and an advisory team consisting of community leaders with their hands on the community's pulse. Working with this group, we have targeted and identified our first inaugural cohort of students to begin this exciting journey.

- The Upward Bound center has been transformed from the Blues Kitchen Cabinet- Food pantry and will be outfitted to establish a conducive working area for our students and staff.

Upcoming Activities and Programs

- To address the needs of our low-income high school students and their families, we have partnered with the KCKCC Basic Needs Services department to sponsor a college fair and program awareness event. This event is scheduled for February 10th and will take place in Upper Jewell, where we will invite students and their families to learn about the opportunities available with Upward Bound, the resources available through our Basic Needs Services department, and various KCKCC departments and divisions; colleges and universities; and a variety of local community resources.



Marketing Division

Kris Green, Chief Marketing & Institutional Image Officer

General Marketing Update

Marketing is currently finishing its Spring Enrollment push with online advertising, email communication, TV advertising and radio advertising. This semester online advertising generate 924 email leads for Admissions and divisions to follow up with. Marketing will determine how many students in this group applied and enrolled once the semester begins.

Centennial celebration planning is currently underway. A committee has begun meeting and will serve as the planning committee for the celebration. A draft plan will be completed by February.

Marketing worked with the President's Cabinet to collect information and develop the January 2023 Strategic Plan Update. There will be one more update in July 2023 as this plan is completed. Kris Green is currently planning the listening sessions for the spring semester in order to complete the 2024-2027 Strategic Plan by June 2023.

Graphic Design

Rollie produced a wide variety of designs and styles for academic divisions, Welcome Week, the 100-year celebration, and the Strategic Plan Initiative.



Theater Department Banner



Department of Theatre

Theatre Technology Gary Mosby 913.288.7305 gmosby@kckcc.edu		Theatre Performance Cinnamon Paulette 913.288.7106 cpaulette@kckcc.edu
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 **Kansas City Kansas
Community College.**

7250 State Avenue, Kansas City, KS 66112 | Financial assistance may be available | www.kckcc.edu

Centennial pennant design



Spring 2023 Welcome Week

**Kansas City Kansas
Community College.**

**SPRING 2023
WELCOME WEEK**

**JANUARY 9-13
2023**

**MONDAY, JANUARY 9, 2023**
MEETINGS

8:00 a.m. - 12:00 p.m.	Department/Division Meetings (Per Direction of Supervisors)
1:00 p.m. - 2:00 p.m.	Faculty Meeting with VPAA In-person at TEC, Room AA101
2:00 p.m. - 3:00 p.m.	KNEA Faculty Meeting In-person at TEC, Room AA101
6:00 p.m. - 7:30 p.m.	Adjunct Professional Development Event - Virtual Meeting Click Here to Join Zoom Meeting

WELCOME WEEK 2023 | 1

Strategic Plan with KPIs



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 maintain a baseline of at least 150%

4 | Increase student engagement and career-connected opportunities

KPIs

Elemental Noel-Levin 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)

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-Levin 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

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 Kansas Training Information Program Report (baseline Academic Year 2023)

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

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

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 inquiries from online advertising and visits to community-facing website pages (baseline Academic Year 2023)

DRAFT

DRAFT

Print Shop

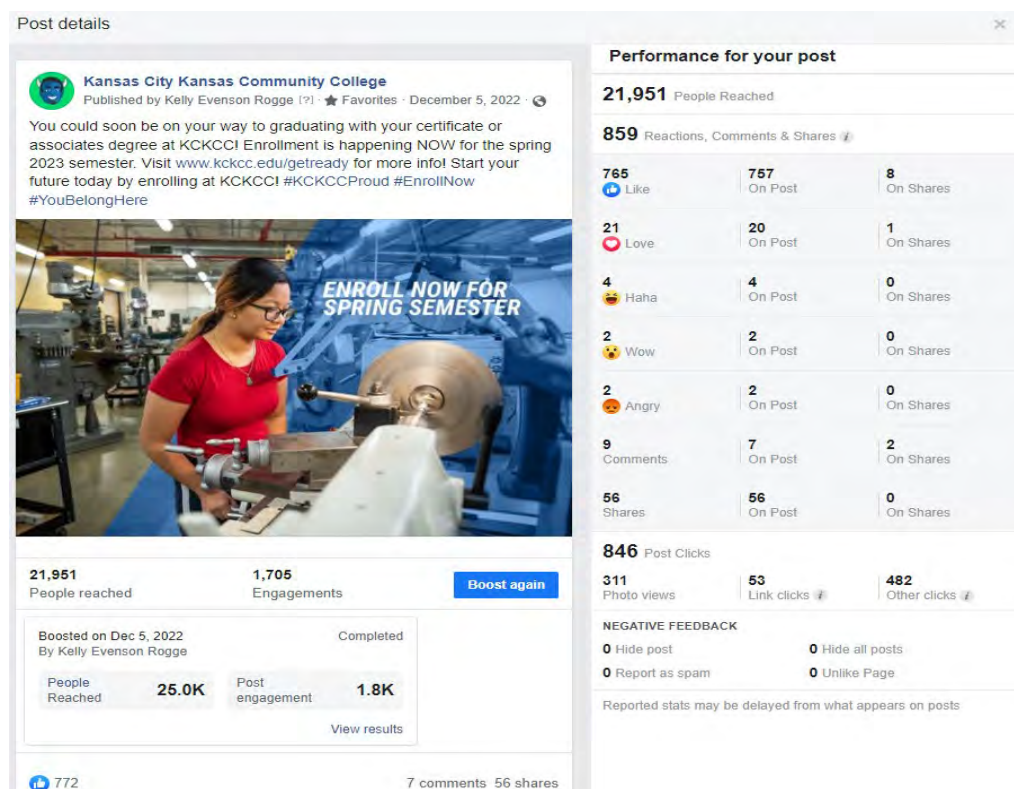
In the Print Shop, December was bustling. The duplicating side helped instructors finish up the semester with their ending handouts, booklets, and finals, while the printing side completed the President's Christmas cards and invitations to his yearly campus wide Christmas Party. They also wrapped up other numerous projects, including the 98th Annual Candle Lighting Ceremony programs and the Nurses' Pinning programs.

Athletics

Tyler continued to assist the Athletic Department by doing statistics at basketball games until Christmas break. He also completed a feature story/video on current KCKCC men's golf athlete, Parker Vancampen.

Social Media

Social Media posts celebrated student successes, community involvement, and Spring Enrollment. Spring Enrollment received great interest.



Post details


Kansas City Kansas Community College
 Published by Kelly Evenson Rogge [?] · ★ Favorites · December 21, 2022 · 🌐

Happy First Day of Winter Blue Devils!
 #KCKCCProud #Winter 🌨️❄️🌨️❄️🌨️❄️




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

1,761
 People reached

203
 Engagements





 36

1 share

Performance for your post

1,761 People Reached

39 Reactions, Comments & Shares ⓘ

31 Like	31 On Post	0 On Shares
5 Love	5 On Post	0 On Shares
2 Comments	0 On Post	2 On Shares
1 Shares	1 On Post	0 On Shares

164 Post Clicks

34 Photo views	0 Link clicks ⓘ	130 Other clicks ⓘ
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NEGATIVE FEEDBACK

0 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 · December 9, 2022 · 🌐

Congratulations Blue Devil! #KCKCCProud






KCKCC Heating & Refrigeration - HVAC / R
 December 8, 2022

The fall semester 2022 evening class wrapped up tonight! We started off with 21 students and finished with 20 and eight of those were honored with achieving pe...
[See more](#)

Performance for your post

1,796 People Reached

22 Reactions, Comments & Shares ⓘ

15 Like	15 On Post	0 On Shares
6 Love	6 On Post	0 On Shares
0 Comments	0 On Post	0 On Shares
1 Shares	1 On Post	0 On Shares

230 Post Clicks


142 Photo views	0 Link clicks ⓘ	88 Other clicks ⓘ
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NEGATIVE FEEDBACK






0 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 · 171 · ★ Favorites · December 9, 2022 ·

KCKCC celebrated the holidays with the community last night with our Cookies with Santa event. Happy Holidays! #KCKCCProud

+35

KCKCC Pioneer Career Center
 December 7, 2022
 KCKCC celebrated the holidays with the community last night with our Cookies with Santa event.
 The Leavenworth community enjoyed writing letters to Santa, sendi...
[See more](#)

1,928
 People reached

304
 Engagements

Boost unavailable

Performance for your post

1,928 People Reached

20 Reactions, Comments & Shares

15 Like	15 On Post	0 On Shares
3 Love	3 On Post	0 On Shares
2 Comments	0 On Post	2 On Shares
0 Shares	0 On Post	0 On Shares

284 Post Clicks

187 Photo views	0 Link clicks	97 Other clicks
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NEGATIVE FEEDBACK

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

Reported stats may be delayed from what appears on posts




kansascityksc


kansascityksc KCKCC celebrated the holiday season Thursday with the annual President's Holiday Party! #KCKCCProud #HappyHolidays #kckcc #bluedevils #happyholidays #holidayseason #holidayparty #fun #luncheon #community #communitycollege
 4w

[View insights](#)





Liked by womensememploymentnetwork and 19 others
 DECEMBER 1, 2022



kansascitykccc

kansascitykccc The KCKCC music groups performed at the Blue Room in Kansas City last night for their final concert of the semester! What a great way to end 2022! #KCKCCProud #kckcc #bluedevis #kckccjazz #blueroom #performance #music #jazzmusic #beautiful #community #choir #chamberchoir #vocaljazz #acapella

3w

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👤 Liked by kckccfoundation and 13 others

DECEMBER 14, 2022



kansascitykccc

kansascitykccc KCKCC ESOL students recently visited the Little Leaders of KCK Childcare Center to read to the children. They not only got to serve their community but also practice their pronunciation. Way to go Blue Devils! #KCKCCProud #kckcc #bluedevis #esol #reading #communitycollege #learning #holidayseason 🎄

1w

angelmarquez816 🙌🏼💛💛💛💛💛💛💛💛💛💛

1w Reply

[View insights](#)

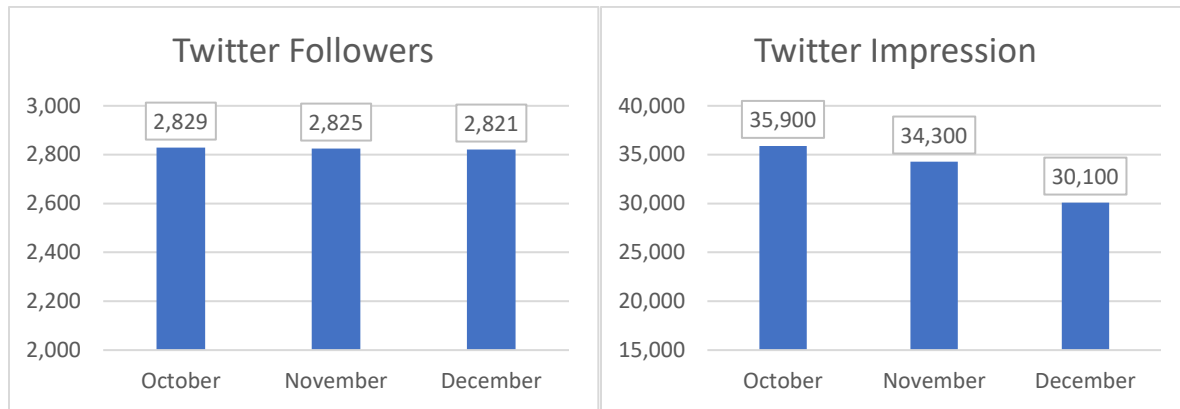
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👤 Liked by kckccchoir and 28 others

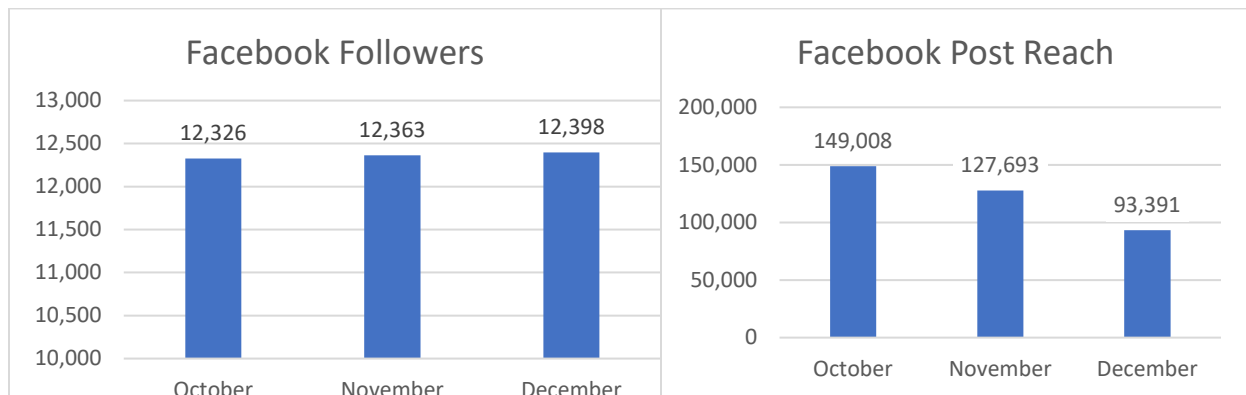
DECEMBER 26, 2022

Social Media Data

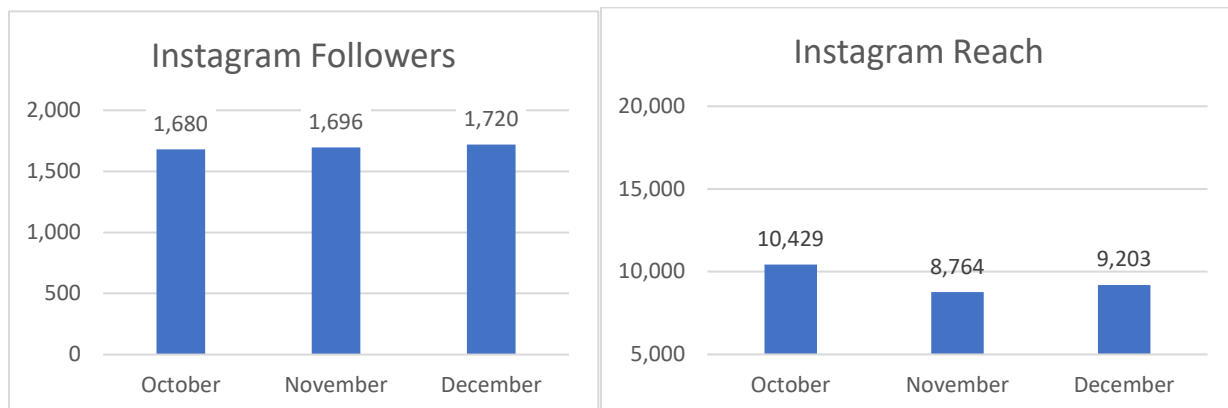
Twitter declined as expected. Twitter engagement generally drops between semesters.



Facebook saw an increase over November. The Facebook reach decreased because fewer posts were boosted.

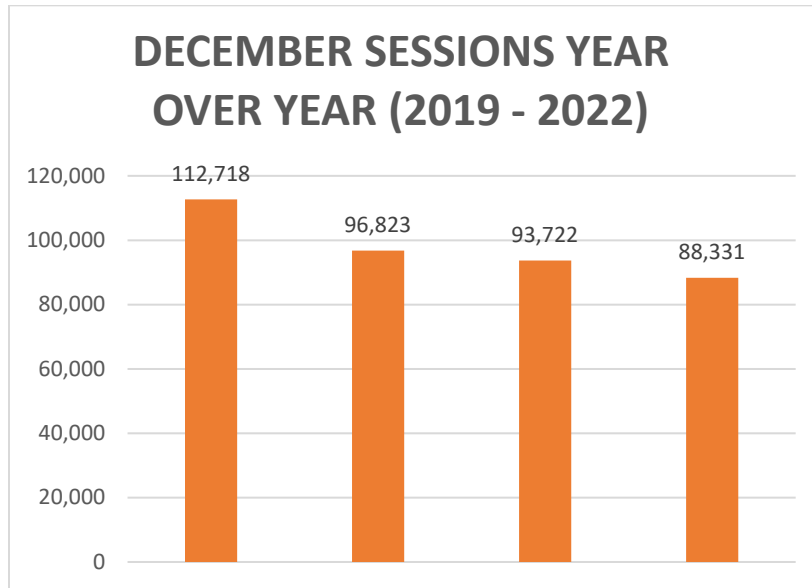


Instagram followers and reach increased also.



General Website Information

Web Services has now trained 78 faculty/staff members on how to use the KCKCC Website Editor. More training sessions will be available as they are needed.



Top Webpages for December 2022

Webpage	Pageviews
Degree / Certificate Webpage	17,653
Technology Page	5,956
Class Schedule	5,090
Transcripts	2,771
Steps to Enrollment	2,763

**BOARD OF TRUSTEES REPORT
FINANCE, FACILITY SERVICES, & POLICE DEPARTMENT
DR. SHELLEY KNEUVEAN, CHIEF FINANCIAL OFFICER
JANUARY 2023 REPORT**

FINANCE - DR. SHELLEY KNEUVEAN, CFO

Budget Process

The annual budgeting process begins this month. The budget calendar was presented to the Finance Committee and is provided to the full Board of Trustees as part of the financial report. The internal process will be undertaken during the next few months. In June, presentations to the Finance Committee and Board of Trustees will begin with final adoption anticipated in August of 2023.

Auxiliary

Bookstore – December 2022 Sales were \$13,277.63. The Bookstore assisted 2,021 customers, which is a substantial increase over last December.



The Bookstore is carrying a new line of supplies that are made from recycled and sustainable materials by Onyx & Green. There are notebooks with paper made from sugar cane or stone.



Blue Devil Café – Operated by Elevate Express – The Blue Devil Café had a total guest count from August through December 2022 of 3,890 and gross sales of \$51,692. The new landing page has gone live and we are thrilled to be rolling out the advance ordering process.

FACILITY SERVICES – CHRIS GARDNER, DIRECTOR

Learning Spaces - Two major Learning Spaces projects were completed in December and early January.

- *Science Classrooms & Lab.* The FY21 project to renovate the Science classrooms was delayed due to supply chain issues, and we are excited to share the project was completed in late December. The improvements provide excellent lab space which will support student learning outcomes.



- *Math Honors Classrooms.* The FY22 project to renovate the Upper Math classrooms was also completed this month which included electrical update, LED's upgrade, ceiling tiles installation, wall and window framing, window shades, new sheetrock installation and repair, glass panes and metal frame installation, new carpet installation, and furniture.



- Technology Improvements - Facilities continues to focus on technology to improve operational efficiency:
 - Continued work for Corrigo roll out which is a new work order / help desk system that will serve all departments and replace an antiquated system currently being used. It is anticipated that this system will go live in the next sixty days.

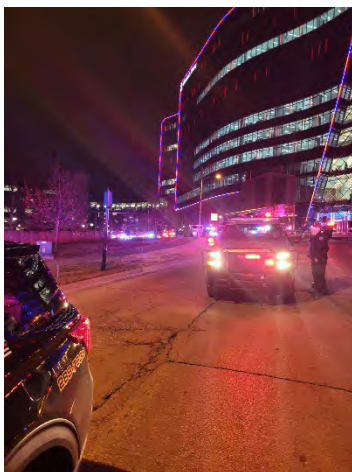
- Asset tagged with bar coding system over 700 HVAC assets which are electronically added to an asset inventory tracking system and all maintenance records will be tied to the specific asset.
- Continued to implement Workfront as the Project Management software for Facility Services.

Other Facility Improvements

- Completed update of ceiling lights to LEDs at Health Professions (Respiratory Suite) and Cosmetology at TEC1.
- Replaced burnt AHU motherboard at the fieldhouse. Installed new manual limit for AHU in Nursing Building. Replaced wall heaters burned control fuses in Health & Wellness.
- Ignition module replaced on RTU#3 at TEC1, Gas valves replaced for RTU#4 due to alarms at TEC1. Compressor replaced for Bookstore at TEC1.
- Completed installation of all Centennial Banners at all campuses.
- Repaired all deficiencies at TEC1 stemming from the KCFD Fire Marshall report.
- Work has begun on the crosswalk relocation project between Centennial Hall and the Humanities entrance including reconstruction of the sidewalk.
- The driveway in front of Centennial Hall was reconstructed due to ponding water as part of the dorm construction project. The close out of the construction process is nearing completion.

COLLEGE POLICE – ROBERT PUTZKE, CHIEF

- KCKCC Police Department hosted the KCK PD Shooting Review December 1. 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 shooting to improve communication and increase odds of solving crimes.
- Expungement fair was held on December 14 and 15 at TEC. One officer stood by during event.



Community Outreach. KCKCC Police Department participated in the first ever Children’s Mercy Hospital “Holiday Night Lights” event. This event was to help brighten the holiday season for everyone at the hospital with a display of emergency vehicles with their lights on from various law enforcement and fire department vehicles throughout the region.

Kansas City Kansas Community College
Monthly Financial Summary

December - YTD FY2023		
	Results	Comments
Total Assets	\$ 125,689,660	Net decrease of \$3.8M for the month; See H1
Total Liabilities	\$ 42,792,929	Net decrease of \$549K for the month
Net Position	\$ 82,896,731	Net decrease of \$3.3M; See H2

Summary: Revenue and Expenses	Results	Comments
Total Revenues	\$ 30,037,286	\$1.9M in revenues for the month; See H3
Operating Expenses	\$ 35,375,194	\$5.2M in expenses for the month; See H4
Increase /(Decrease) in Net Positions	\$ (5,337,908)	\$2.61M decrease in YTD Net Position; See H4 below
Current Month - Burn Rate	\$ 5,210,345	CY Budgeted monthly burn rate =\$6.86M

Highlights / Key Financial Initiatives	
H1	The \$3.8M net decrease in total assets is due to cash received from revenues, less cash used to pay operating expenses and liabilities. This is typical for December.
H2	The College's overall net position during the month decreased \$5.3M due to montly expenses exceeding monthly revenues for the month. As a reminder, a significant amount of the property taxes and federal financial aid for the spring are received in January.
H3	The increase in revenue received during the month of \$1.9M consists of tuition and fees for the spring semester (approximately \$1M) and Auxiliary Revenue (\$718K)
H4	Operating Expenses were \$5.2M, with the primary areas of expense in salaries and benefits for \$3.6M.

Risks / Issues	
R1	<p>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% and the spring term is trending slightly below last fiscal year in credit hours. We will continue to monitor this closely and make adjustments in the February report.</p> <p>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. This is consistent with lower enrollment rates in workforce programs that KCKCC is experiencing.</p>
R2	<p>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.</p>

KANSAS CITY KANSAS COMMUNITY COLLEGE													
STATEMENT OF REVENUES AND EXPENSES													
YTD DECEMBER 2022													

KANSAS CITY KANSAS COMMUNITY COLLEGE
Information Regarding Net Position
YTD DECEMBER 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	\$ 16,729,109	\$ 24,861,785	\$ 19,707,661 ¹	\$ 34,420,330	\$ 17,196,328	\$ 26,816,600	\$ 16,176,342	\$ 27,315,064
Non-Operating Revenues, Net	13,308,177	64,014,032	11,402,724	57,762,262	8,779,886	57,320,243	8,160,225	57,959,925
Total Revenues	30,037,286	88,875,817	31,110,385	92,182,592	25,976,214	84,136,843	24,336,567	85,274,989
Operating Expenses	35,375,194	82,287,164	35,756,718 ²	85,687,565	33,507,616	79,144,659	34,997,575	80,812,679
Increase/(Decrease) in Net Positions	\$ (5,337,908)	\$ 6,588,653	\$ (4,646,333)	\$ 6,495,027	\$ (7,531,402)	\$ 4,992,184	\$ (10,661,008)	\$ 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	\$ 49,192,244	\$ 45,540,421	\$ 70,440,047
Noncurrent Assets	76,497,416	66,520,088	71,934,845
Total Assets	\$ 125,689,660	\$ 112,060,509	\$ 142,374,892
Liabilities			
Current Liabilities	\$ 8,196,449	\$ 8,096,906	\$ 12,702,984
Noncurrent Liabilities	34,596,480	37,633,184	34,596,480
Total Liabilities	42,792,929	45,730,090	47,299,464
Net Position	82,896,731	66,330,419	95,075,428
Total Liabilities and Net Position	\$ 125,689,660	\$ 112,060,509	\$ 142,374,892

KANSAS CITY KANSAS COMMUNITY COLLEGE							
BANK BALANCES PER GENERAL LEDGER							
						YTD	PRIOR YEAR
FINANCIAL INSTITUTION		FUND NO.	FUND	CHECKING	INVESTMENTS	31-Dec-22	31-Dec-21
BROTHERHOOD BANK		25	FEDERAL PROGRAMS	\$ 540,206		\$ 540,206	\$ 507,018
BROTHERHOOD BANK		61	CAPITAL OUTLAY	\$ 1,911,128		\$ 1,911,128	\$ 2,753,623
BROTHERHOOD BANK CD	¹	61	Investment		\$ 3,185,415	\$ 3,185,415	\$ 3,180,637
BROTHERHOOD BANK		74	BOARD SCHOLARSHIP	\$ 364,719		\$ 364,719	\$ 281,035
LIBERTY BANK CD	²	n/a	Investment		\$ 509,976	\$ 509,976	\$ 508,271
COUNTRY CLUB BANK		13/14	ABE-CONT. EDUCATION	\$ 347,974		\$ 347,974	\$ 385,693
COUNTRY CLUB BANK		72	INCIDENTAL (AGENCY)	\$ 894,650		\$ 894,650	\$ 677,901
SECURITY BANK		11	GENERAL FUND	\$ 30,689,673		\$ 30,689,673	\$ 21,592,108
SECURITY BANK		15	TECHNICAL ED FUND	\$ 820,761		\$ 820,761	\$ 820,911
SECURITY BANK		16	STUDENT UNION	\$ 1,364,059		\$ 1,364,059	\$ 1,138,350
			(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				\$ 38,148,444	\$ 7,195,391	\$ 45,343,835	\$ 45,387,208
* Payroll clearing account normally carries a \$-0- balance unless tax payment deadline falls after the close of the current month.							
¹ 12 month CD Maturity Date 12/27/2023 @ 4.65%							
² 24 month CD Maturity Date 3/5/2024 @ .35% IR							
³ 6 month CD Maturity Date 4/19/2023 6 month @ 4.45% IR							

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
	Operational	Operational	Operational	Operational	Net	Net		Transfers	Transfers	Cash
	Cash	Cash	Cash	Cash	Change	Change		In/Out	In/Out	Balance
	Inflow	Inflow	Outflow	Outflow						Balance
June										47,909,838
July	1,804,276	2,723,922	(6,759,717)	(6,357,332)	(4,955,441)	(3,633,410)	(147,514)			42,806,883
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
September	8,880,290	9,451,036	(9,832,678)	(11,990,740)	(952,388)	(2,539,704)		1,580		45,008,601
October	7,164,767	10,893,451	(11,545,519)	(4,301,288)	(4,380,752)	6,592,163				40,627,849
November	3,662,796	2,223,477	(7,679,758)	(8,911,138)	(4,016,962)	(6,687,661)				36,610,887
December	1,618,093	3,934,558	(6,718,546)	(7,770,982)	(5,100,453)	(3,836,424)				31,510,434
January	29,192,526	29,192,526	(7,384,183)	(7,384,183)	21,808,343	21,808,343				53,318,777
February	8,597,739	8,597,739	(9,236,101)	(9,236,101)	(638,362)	(638,362)				52,680,415
March	9,339,673	9,339,673	(11,142,860)	(11,142,860)	(1,803,187)	(1,803,187)				50,877,228
April	7,609,775	7,609,775	(8,742,160)	(8,742,160)	(1,132,385)	(1,132,385)				49,744,843
May	3,258,874	3,258,874	(5,864,005)	(5,864,005)	(2,605,131)	(2,605,131)				47,139,712
June	20,156,581	20,156,581	(10,289,040)	(10,289,040)	9,867,541	9,867,541				57,007,253
Totals	110,375,232	117,467,798	(101,203,961)	(102,947,042)	9,171,271		(73,856)	(132)		
Bold = Actual										
	30,601,971		(41,827,066)							
GL Balance	General Fund	\$ 30,689,673								
	TEC Fund	\$ 820,761								
		\$ 31,510,434								

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			
	Financial Aid Draw	\$ 3,300,000			
October	Tax Distribution	\$ 808,695			COP - Interest on Debt
	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	(\$6,744)	
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
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 December 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	11/29/2022	591,378	\$83,176	14.06
12/31/2021	<u>471,750</u>	<u>\$68,536</u>	14.52	12/29/2022	<u>684,310</u>	<u>\$94,139</u>	13.75
year 2021	6,429,950	\$820,797	12.80	year 2022	6,876,815	\$969,094	14.18

BOARD OF TRUSTEES REPORT

HUMAN RESOURCES

JANUARY 17, 2023

Human Resources Report Summary

- The quarterly supervisor meeting will be held on Thursday, January 26th. In this meeting, supervisors will receive a refresher on the hiring process.
- The Human Resources Department will begin the hiring process to fill the approved Talent Acquisition and Employment Coordinator position. This position will be responsible for managing the full life cycle of an open position to include active recruitment.
- The Center for Equity Inclusion and Multicultural Engagement is partnering with the Counseling and Advocacy Center and the Black History Month Committee to plan activities for Black History and Women's History months.
- Currently, 58 jobs are posted on KCKCC's careers website. The average position has been open 140 days.

4th Quarter Employee Survey Results

Exit Interview Survey

Reasons for leaving your current position	2022 Q1	2022 Q2	2022 Q3	2022 Q4
Amount of Work Required	0	2	0	3
Type of Work Required	0	0	1	2
Compensation	3	6	1	3
Relocating	0	1	1	0
Working Conditions	1	3	1	4

New Employee Follow Up Survey

Item:	2022 Q1	2022 Q2	2022 Q3	2022 Q4
The position description was well defined and representative of the position for which I interviewed.	4.55	4.0	4.86	4.3
I was introduced to team members appropriately.	4.64	4.5	4.83	4.3
I was given a clear understanding of my department's objectives.	4.64	3.6	4.71	4.3
I was given a clear understanding of my personal performance objectives.	4.27	3.2	4.43	4.0
I understand the requirements and expectations of my new position.	4.64	3.6	4.57	4.35
My interactions with my supervisor and coworkers are appropriate.	4.55	4.2	4.86	4.5
Satisfaction with overall communication within KCKCC.	4.18	3.0	4.0	4.15

BOARD OF TRUSTEES REPORT HUMAN RESOURCES JANUARY 17, 2023

Human Resources Full Report

Human Resources Updates

The 4th Quarter HR newsletter was sent to all employees last month (see attached).

Training and Development

Our next **quarterly supervisor meeting** will be held on Thursday, January 26th from 9:00am to 10:30am. The agenda follows:

- President's Remarks
- Cabinet Member Presentations
- Hiring Process Refresher
 - Sean Burkett, Director of Employee Relations
 - Dr. Reem Rasheed, Coordinator, CEIM
- Q&A Session

Our **monthly professional development series** will continue this month on Wednesday, January 25th. Two sessions of "KCKCC Credit Card Usage Policies" will be presented by Lesley Strohschein, Controller.

**PROFESSIONAL DEVELOPMENT EVENT
FOR STAFF AND FACULTY**

KCKCC Credit Card Usage Policies
Presented by Lesley Strohschein, KCKCC Controller

College credit cards provide a convenient and easy way to make payments.

This session will teach and/or refresh you about purchasing policies, guidelines and restrictions for using your KCKCC credit card as payment, and how to collect and provide critical paperwork for statement reconciliation.

Wednesday, January 25th, 2023
10am and 2pm
These sessions will be presented in hybrid format.

Contact sjoseph@kckcc.edu to register for this event.
Please indicate whether you will be attending in the morning or afternoon, in-person or virtually.






We will be offering two training sessions of *Workplace Communication: Giving Constructive Feedback* on January 12th, 2023. Attendance numbers will be reported next month.

Employee Relations

Quarterly Employee Survey Reports

New Employee Follow-Up (October - December)

Item:	2022 Q1	2022 Q2	2022 Q3	2022 Q4
The position description was well defined and representative of the position for which I interviewed.	4.55	4.0	4.86	4.3
I was introduced to team members appropriately.	4.64	4.5	4.83	4.3
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My interactions with my supervisor and coworkers are appropriate.	4.55	4.2	4.86	4.5
Satisfaction with overall communication within KCKCC.	4.18	3.0	4.0	4.15

What has KCKCC done well?

- Everyone has been helpful and pleasant. Personnel have responded promptly to my questions/concerns.
- Being respectful to one another. Creating an enjoyable work experience.
- I was provided with the course overview and given the creative autonomy to deliver instruction to best suit my students.
- Provided a welcoming, encouraging environment where it is encouraged to ask questions and make mistakes, so as to learn and grow in my job position.

What areas can KCKCC improve?

- Organization, consistency, and communication.
- Better explanation of how adjunct faculty are paid.
- It took me a long time to find out who my formal and informal 'point people' were to help me onboard.

Exit Survey (October - December)

Reasons for leaving your current position	2022 Q1	2022 Q2	2022 Q3	2022 Q4
Amount of Work Required	0	2	0	3
Type of Work Required	0	0	1	2

Compensation	3	6	1	3
Relocating	0	1	1	0
Working Conditions	1	3	1	4
Quality of Supervision	2	1	1	1
Career Advancement	4	6	2	3
Personal Reasons	1	2	2	2
Retirement	2	2	0	2

What has KCKCC done well?

- I liked working with the students.
- Being able to be there for student success and supporting the department/students in all areas.
- The relationships I made with people. I have become close with many people throughout the campus and it will be sad to leave them. Some of my best friends are from KCKCC.

What areas can KCKCC improve?

- Management involvement, availability and engagement.
- Allow employees to work remote

Employment

Human Resources is seeking a Talent Acquisition and Employment Coordinator. This individual will collaborate with hiring managers to recruit for our vacant positions. Interviews will be conducted in February with an anticipated start in March.

There are currently 58 jobs posted on KCKCC's careers website. The average position has been open 140 days. The hiring process refresher training and new position will help prioritize filling vacant positions.

Center for Equity, Inclusion and Multicultural Engagement (CEIM)

BHM Committee Meetings: The Black History Month Committee continues to meet weekly to prepare for BHM events in February 2023. Our team has tentatively planned for the following: book discussion, showing a movie, hosting speakers, panel discussion, soul food demo, and Art show.

Women History Month Planning: The DEI Coordinator, Dr. Reem Rasheed, reached out to Jennifer Gieschen in Women and Gender Advocacy to brainstorm and plan for events for Women History Month in March 2023. Planning will start around the beginning of the spring semester.

KC BizFest: Dr. Rasheed continued to attend KC BizFest Planning Committee meetings in December. Committee members wrapped up the application process on 12/04 with 174 applicants. The total number of applicants selected was 159.



Human Resources Newsletter

COVID Leave (Updated HR Rep)

Effective with the new year, Sherita Miller-Williams, Benefits Coordinator, will be responsible for managing COVID quarantines and isolation information in the HR Office. The most up to date COVID information is available on the [KCKCC Website](#).

Address Updates

As we are approaching the end of the year, we would like to remind all employees to make sure that your mailing addresses are up to date in Self-Service to prevent any delays from receiving such items as your W-2 (*unless opted for the electronic option*).

2023 Benefits

As 2022 comes to an end, we hope you had a safe and healthy year! With a new year, comes a start of benefits. For those full-time employees that elected benefits during the open enrollment period, your new premium rates will be reflected on your January 15th paycheck. We encourage you to review your paycheck to ensure that any benefit changes and/or deduction amounts are accurate. The benefit plan year is from January 1, 2023, to December 31, 2023. If you have any questions or concerns regarding the deductions listed on your paycheck, please contact Sherita Miller-Williams.



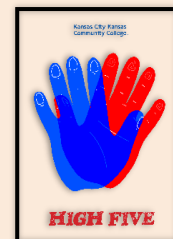
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Useful Links

[Policies/Procedures](#) [Self Service](#)

[Payroll Calendar](#) [HR MyDotte](#)



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

kckcc.edu/highfive



"On my way home last week, I witnessed Linda Jordan helping one of our visually impaired students get across the street to Centennial Hall, student housing. This student was struggling to learn how to cross the street."

"Roger Suggs was a guest speaker for my Intro to Business class. He was amazing! He presented and answered questions about student success. He briefly spoke about how FBOE worked with students on being good people, being a good entrepreneur, and knowing the product or service they are selling.

You have to be confident in yourself. The students enjoyed his presentation and wanted to know how they could get more involved in student activities on campus. Thank you!

"Samantha Landau is always so helpful to me when I'm dealing with something that confounds me with IT. She is a wealth of knowledge and never hesitates to help me with a fix or get me immediately to the person or department that can. I'm so thankful to have had her assistance over the years. THANK YOU!"

Professional Development Announcements

Are you making any New Year's resolutions? Think about participating in some of the professional development activities happening through KCKCC!

Join FredPryor:

All employees at KCKCC can have unlimited access to trainings offered through FredPryor. Trainings include such topics as Microsoft Office, Business Writing, and Project Management. Check out the most recent list of [Fred Pryor professional development offerings](#), and for more information, here's a link to the [Fred Pryor website](#).

If you haven't already spent your professional development funds this year, complete and submit the [Professional Development Funds Reimbursement Request Form](#) (a simple three-question Microsoft Form for FredPryor membership), and HR will cover the costs for your FredPryor membership. Membership is valid for a full 12 months.

Attend a session of our monthly professional development series:

Save these dates! And, look for more information about each session in your e-mail when we get closer to the dates.

Date	Topic	Presenter
January 25 th 10am and 2pm	KCKCC Credit Card Usage Policies	Lesley Strohschein, Controller
March 23 rd 12pm-12:45PM	Consumer Protections/Consumer Rights	Teri Huggins, Associate Professor, MSCT
April 26 th 10am and 2pm	Cultural Intelligence (CQ)	Dr. Reem Rasheed, Coordinator of CEIM

Register for an upcoming KCPDC Class:

- Time Management, January 19th, 1-3PM
- Performance Management, January 24th, 1-3PM
- Active Learning Strategies to Engage Students, January 27th, 12-1pm
- Conflict Resolution, February 7th, 1-3pm
- Advanced Elements of Teaching Excellence, February 18th, 10am-2pm
- Inclusive Leadership, February 23rd, 1-3pm

For more information, check out the [KCPDC website](#).

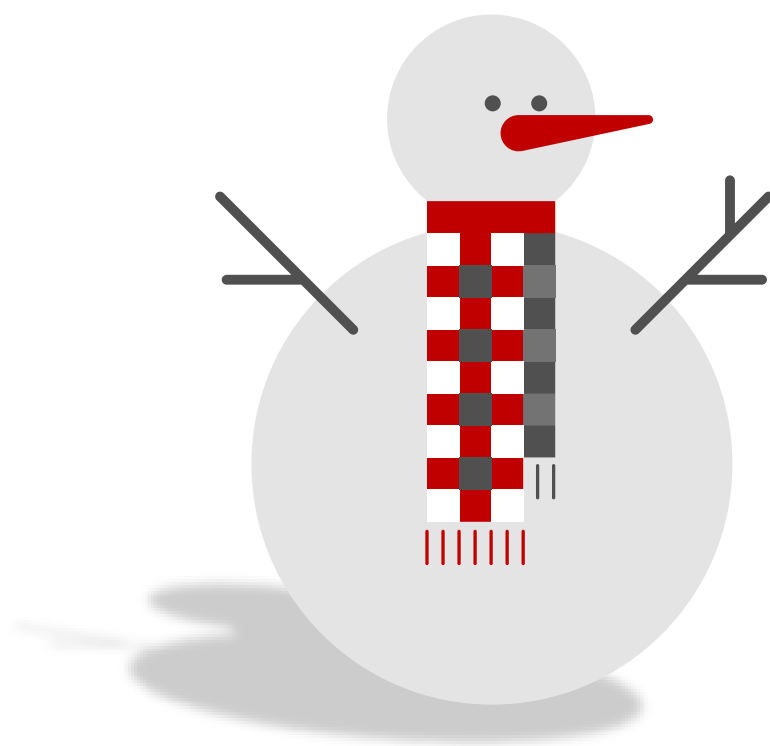
To register for a class, please contact your KCPDC representative:

- Staff - Sheila Joseph, Talent Development Manager, sjoseph@kckcc.edu
- Faculty - Tom Grady, Faculty Director, KCKCC Center for Teaching Excellence, tgrady@kckcc.edu

Use your HR Professional Development Funds:

Professional development funds are available to all employees to attend workshops, seminars, and events related to faculty or staff development. Read the [Request for HR Professional Development Funds Reimbursement Procedure here](#). The applicant's position must be directly related to the event or training for which they are requesting funds.

Happy Holidays!




Promotions within the KCKCC Family

Name	Title	Department
Kylie Lyle	Admissions Specialist I	Admissions
Emanuel Calhoun	Fleet Specialist II	Facility Services
Pedro Torres Leon	Grounds Keeper	Facility Services
Laena Loucks	Veterans Certifying Specialist II	Military and Veterans Center
Samantha Landau	Enrollment Management Information Systems Coordinator II	Student Affairs and Enrollment Management

New Members of the KCKCC Family

Name	Title	Department
Teressa Hill	Director	Admissions
Tijera Safir	Admissions Specialist I	Admissions
Deven Knapp	Art Gallery Collection Specialist	Art Gallery
Kyle Smith	Athletic Events and Information Coordinator	Athletics
Christian Matos	Lab Assistant (Paramedic)	Emergency Medical Education
Zachary Taylor	Lab Assistant (Paramedic)	Emergency Medical Education
Erick Costilla-Salazar	Maintenance Specialist I	Facility Services
Steven Berry	Electrician	Facility Services
Katelyn Kollé	Financial Aid Coordinator I	Financial Aid
Tobi Buchanan	Director	Foundation
Cathy Freeland	Adjunct	French
Kylie Alsman	Lab Assistant	HVAC
Ann Clark	Executive Administrative Assistant	Marketing
Jennifer McNiel	Adjunct	Nursing
Barbara Higgins-Dover	Adjunct	Reading
Margaret Mnayer	Adjunct	Reading
Tammy Kolvek	Adjunct	Reading
Cicely Bledsoe	Upward Bound Project Advisor	Student Services
Fyn Morrigán	Student Basic Needs Coordinator I	Student Services



Center for Equity, Inclusion, and Multicultural Engagement (CEIM) Corner

Thanksgiving Lunch: The CEIM collaborated with International Student Organization, Student Activities, and Phi Theta Kappa on the annual Thanksgiving Lunch for students. It took place on 11/17 - Upper Jewell and around 50 students participated. In addition to the lunch, the students enjoyed the trivia and team games; prizes were presented too!

KC BizFest: KCKCC is hosting KC BizFest in February 2023 in collaboration with the Greater Kansas City Hispanic Collaborative and the Greater Kansas City Kansas Hispanic Chamber of Commerce. The CEIM is serving on the Planning Committee and the Scholarship Committee. The event will be four days long and will take place Feb. 15-18. It offers high school juniors and seniors in the Greater Kansas City Kansas Metropolitan area an opportunity to learn a variety of life skills and business techniques.

Equity and Inclusion Council: The EIC continues to hold its monthly meetings. The meetings for October and November were held on 10/24 and 11/28. EIC members discussed Equity and Inclusion Plan Initiatives for 2022-2023. The discussion covered the four main domains of the initiatives: students, faculty/staff, systems/processes, and community engagement. The members suggested forming 4 sub-committees - one for each initiative. Each sub-committee will address the implementation of the goals and the objectives outlined under each initiative as well as consider the timeline and the resources for the implementation process.

Cultural Intelligence Training: Dr. Reem Rasheed, The DEI Coordinator at the CEIM, will conduct CQ training for KCKCC faculty and staff on 04/26/2023. This training is part of the HR monthly professional development series and will focus on the dimensions of Cultural Intelligence and developing CQ capabilities.

- Inclement Weather/College Closings Reminder -

As we approach the inclement weather, here are a few reminders for the upcoming winter season.

Reminder

Remember to verify that we have your most up-to-date phone number on file to receive closure notifications from Campus Police via the Emergency Notification System.

Reminder #2

Be sure to check the KCKCC homepage, text alerts, and local TV channels for the latest information regarding any college closings.

Reminder #3

In the event of inclement weather, all staff members should contact their respective supervisors if in doubt and if they have received no word relative to a possible college closing.

Reminder #4

KCKCC's main line (913-334-1100) is an additional resource for closing information as well.

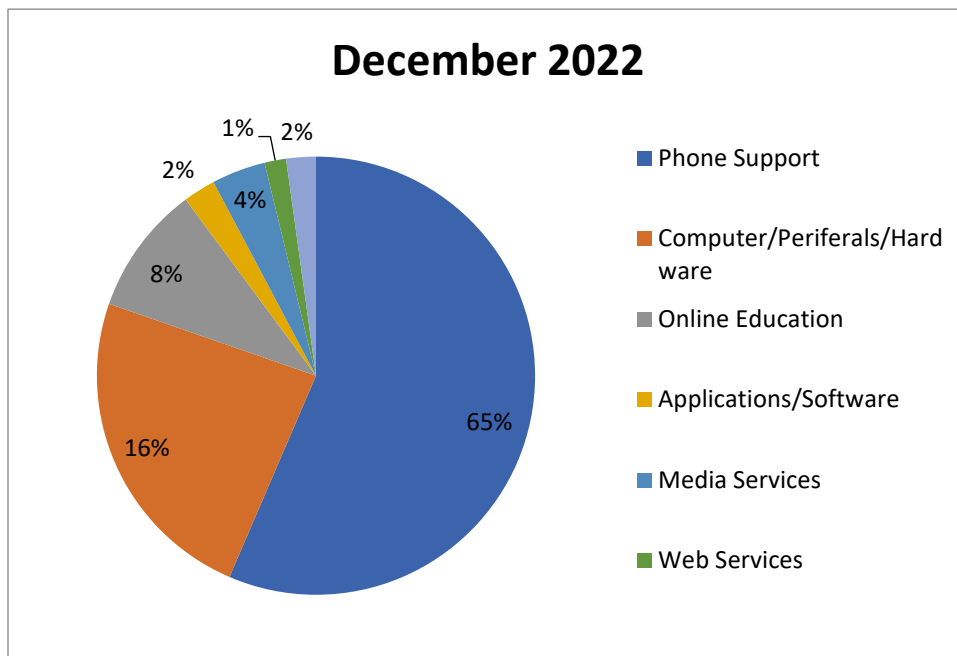
BOARD OF TRUSTEES REPORT
Peter Gabriel, Chief Information Officer

ACADEMIC SUPPORT

- Completed final listening session for Strategic Plan
- Completed multiple help desk tickets
- Worked with Faculty members on creating various forms for data collection
- Worked with Faculty and Staff members on creating and deploying Bookings calendars
- Attended and supported various online meetings, including Board of Trustees, Finance Committee, Staff Senate, and others

COMPUTING SERVICES

- 156 TICKETS WERE ISSUED DURING THE MONTH OF DECEMBER -190 TICKETS WERE RESOLVED.
- THE AVERAGE TIME SPENT ON EACH TICKET WAS 3.27 DAYS.
- 328 HELPDESK CALLS WERE TAKEN IN DECEMBER - AVERAGE TIME PER CALL WAS 3.26 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.
- December, 2022 Board of Trustees Meeting.
 - Vimeo analytics: <https://vimeo.com/manage/videos/779617409/analytics>
 - YouTube Analytics: <https://studio.youtube.com/video/dZoGwSVCuuc/livestreaming>
- Setup, recorded, and live streamed Monthly 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 Lansing Prison Graduation.
- Live streamed Athletics Events.
- Setup and live streamed Nursing Pinning.

NETWORK SERVICES

- Self-Service Web App Availability - 99%
- Student Recruiter Web App Availability - 99%
- MyDotte Web App Availability - 99%
- Email Availability for employees and students - 99%
- Network Switch and Phone and Availability - 98%
- Microsoft updates and security patches applied on 167 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 updating to version 109.0.5414.75, Firefox to version 108.0.2.0, and Edge to version 108.0.1462.76.



Kansas City Kansas
Community College

STRATEGIC PLAN *2020-2023*

BI-ANNUAL REPORT

January 2023



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STUDENT SUCCESS

Provide services and resources that empower students to attain their goals

GOAL 1

Enhance student centered services and processes

INITIATIVES

I1 | Create and implement a college-wide process for strategically scheduling classes to meet student needs

I2 | Develop and implement a plan to engage more students in service-learning, undergraduate research, apprenticeship and similar opportunities

I3 | Increase educational opportunities and services to historically underrepresented populations in the Greater KC region

I4 | Examine and determine added value of implementing national student success initiatives such as Complete College America and Achieving the Dream

JANUARY 2023 STATUS UPDATES

S1 | In progress. In December, the college purchased a product from Ad Astra, the scheduling software, to analyze course offering schedules for efficiency. | The Division of Math, Science and Business Technology (MSBT) is increasing weekend class offerings and courses taught in a sistered format (online and on campus). | The Division of Social and Behavioral Science and Public Services (SBSPS) created a faculty taskforce to study strategic scheduling.

S2 | In progress. More than 160 students participated in undergraduate research projects, and the second Interdisciplinary Undergraduate Research Symposium took place in the fall semester. | The physical therapy assistant program and KU Med physical therapy program are developing opportunities for collaborative research. | MSBT Science faculty incorporated undergraduate research systematically into their curriculum. | The Honors Psychology class held a poster presentation in December, which provided students with an opportunity to talk about their research and respond to questions from attendees. | KCKCC Career Services has formally joined the Kansas Board of Regents and Parker Dewey's microinternship program. The student employment/work study process was updated to facilitate greater student participation in on-campus employment.

S3 | Ongoing. KCKCC launched the Upward Bound program, which serves F.L. Schlage and Washington high schools. This program is part of a \$1.5 million TRIO grant to KCKCC. | Adult and Continuing Education (ACE) partners with three businesses to provide Business ESL at their physical locations.

S4 | In progress. KCKCC was awarded the \$1.762 million Strengthening Educational Programs Title III grant to facilitate a guided pathways advising framework and to strengthen developmental educational. This is a national student success initiative.

GOAL 2

The college will 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 maintain a baseline of at least 58%

INITIATIVES

I1 | Enhance academic advising and wrap-around student support services

I2 | Design and implement an individual student success plan that assists students in identifying and obtaining their educational pathway

I3 | Coordinate intentional outreach and interventions for students based on known risk categories and/or students experiencing academic challenges

I4 | Enhance the developmental education process to expedite students entrance to college-level work

JANUARY 2023 STATUS UPDATES

S1 | In progress. The Student Success Center launched group advising sessions to meet student needs. | KCKCC hired a Basic Needs Coordinator to address students' food, housing, financial and other insecurity needs.

S2 | In progress. Creating a guided pathways advising framework will be implemented as part of the Strengthening Educations Program Title III grant. | ACE met with their GED and ESL programs as part of their enrollment process. They meet with each student during post testing to follow up on their goals.

S3 | In progress. Library and learning services workshops held during the fall 2022 semester included - Student Veterans: How to Succeed in College, Success Strategies for First-Generation Students, Success Strategies for Probation Students, The Difference Between High School and College and Leading as a Student Athlete In and Out of the Classroom. | MSBT division faculty began a campaign in fall 2022 to encourage students to enroll early. Students who enrolled early were entered into a drawing and given an "I enrolled" sticker. | Student Activities hosted multiple activities on the First 12 Days at KCKCC: School Supply giveaway, grocery bingo and Welcome Back Bash events with club, campus and community resource tables were hosted at all locations. Student Organization of Latinx hosted a Hispanic Fund Scholarship fundraiser for hispanic students at KCKCC. A total of \$1,500 was raised.

S4 | Ongoing. The math department reduced the placement score needed for students to enroll in College Algebra with Review (MATH-0105). This has been shared with area high schools that offer MATH-0105 as their version of college algebra. The department has created a one-credit hour course to be offered as an alternative to Elementary Algebra (MATH-0099), allowing students to enroll in the corequisite and Intermediate Algebra (MATH-0104) at the same time. The course is going through the approval process in spring 2023.

First 12 Days of KCKCC



GOAL 3

The college will maintain a 150% of normal time completion 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 maintain a baseline of at least 28%

INITIATIVES

I1 | Implement a year-long schedule to assist student planning of classes needed for graduation

I2 | Increase accessibility of student support services to meet the needs of all students

I3 | Create targeted initiatives that assist second year students to achieve degree and certificate completion

I4 | Increase use of different instructional modalities to enhance student choice for degree completion

JANUARY 2023 STATUS UPDATES

S1 | In progress. The Division of Career and Technical Education (CTE) has required program coordinators to create a degree plan for students to identify which courses will be required each semester.

S2 | Ongoing. KCKCC hired a Basic Needs Coordinator to address students' food, housing, financial and other insecurity needs and to further partner with local agencies.

S3 | Ongoing. The Strengthening Educational Programs Title III grant includes expanded advising roles, increased supports for at-risk students and a guided pathways advising framework that will help students persist and complete a degree. KCKCC is currently hiring the director for this grant.

S4 | Ongoing. The Center for Teaching Excellence developed a targeted track of professional development sessions offered throughout the 2022-2023 academic year to train faculty on how to develop and teach hyflex/hybrid courses effectively. | The mortuary science program has increased the number of online courses available for spring 2023 and are continuing to determine opportunities to provide a mostly distance education program. | The biology department began offering BIOL-0284 in an on-campus format in response to student concerns about the online only course. | MSBT is increasing courses taught in a sistered format (online and on campus).



KCKCC provides a wide variety of technical education certificates and degrees

GOAL 4

Increase student engagement and satisfaction

INITIATIVES

I1 | Expand activities that recognize students for academic or other accomplishments

I2 | Add extra and co-curricular activities and services that target historically underserved student populations

I3 | Evaluate opportunities to expand supplemental instruction and/or mentoring to enhance active and collaborative learning

I4 | Expand services and opportunities to provide career readiness and employment placement services

JANUARY 2023 STATUS UPDATES

S1 | Ongoing. HVAC, culinary arts and electrical technology offer monthly and semester awards for students. | Three accounting students were selected to attend the Center for Accounting Diversity Two-Year Bridge Symposium in Chicago. | The SBSPPS division now has a television monitor in the SBSPPS hallway where information is displayed in order to promote student success. | Student Activities partnered with KU TRIO to host First Gen Day at all locations.

S2 | Ongoing. Fall 2022 has seen a return of in-person classes for the Saturday Academy on campus. The program modules have been expanded to offer more math and engineering content as part of an NSF EPSCOR grant with the University of Kansas. | The Real Men of Color mentoring program was relaunched after a hiatus during the pandemic.

S3 | In progress. The biology department received an NSF S-STEM grant for \$775,000 to recruit and retain biology students. | The CTE division is providing a Math for Welders program at Lansing Correctional Facility. The division is redesigning soft skills training to better meet the changing requirements of the industries it serves. | The Center for Teaching Excellence continues to offer sessions to support active and collaborative learning. | The ADN program has received funding from the Nursing Initiative Grant to implement Success Sessions with students in all semesters. | Fringe Benefits of Education meets weekly with students to provide mentoring and tutoring sessions.

S4 | In progress. Career Services joined the Kansas Board of Regents and Parker Dewey's microinternship program. The student employment/work study process was updated to facilitate greater student participation in on-campus employment. Career Services partnered with residence life, student senate and transfer advisors to provide career development workshops. | The automation engineering technology program launched the FAME program with a cohort of seven students. | The HVAC evening program had 11 of 12 students complete the program internship.

Automated engineering technician program lab



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

Align program and course offerings with business, workforce and four-year educational needs

INITIATIVES

I1 | Create a comprehensive Academic Master Plan to help guide the future direction of KCKCC offerings

I2 | Develop robust and engaged advisory committees for all programs and disciplines

I3 | Demonstrate the use of external occupational data in all program plans and review cycles

I4 | Expand workforce and customized training offerings to meet the needs of regional businesses and industries

JANUARY 2023 STATUS UPDATES

S1 | Completed September 2021. Presented to the Board of Trustees in September 2021.

S2 | Ongoing. The psychology department established an advisory board and held its first meeting. Other programs such as sociology, economics, pre-social work and political science are working toward establishing advisory boards.

S3 | In progress. The CTE division is utilizing occupational data throughout the program review process and as a division. Modifications are currently occurring to the electrical technology program and machine technology based on the data and feedback from the advisory committees.

S4 | In progress. Since July, the CTE division has added 10 new companies desiring to partner for customized training: Orange EV, Seats Inc., Heartland Coca-Cola, Owens Corning, Stryten, Sun Opta, Central Bag Company, American Dish, Weber, Axiom Properties, GM, BPU Lineman Apprenticeship and Hill's Pet Nutrition. | The college is part of the Panasonic Energy North America Consortium, a group of education institutions meeting weekly to address the opening of the Panasonic Plant. | A business department faculty member provided three hours of customized training for Axiom Property Management. | The MSBT dean and a faculty member are meeting with Iron Mountain representatives to develop an apprenticeship model for Iron Mountain IT Technicians, beginning in spring 2023.

GOAL 2

Create learner-centered environments

INITIATIVES

I1 | Establish benchmarks to create high-quality, learner-centered physical spaces

I2 | Create and implement a multi-year plan to bring student learning spaces up to established benchmarks

I3 | Enhance KCKCC's digital learning environments to implement best practices for student learning

I4 | Expand external partnerships to provide additional experiential learning opportunities

JANUARY 2023 STATUS UPDATES

S1 | Completed in Fall 2019. Learning spaces benchmarks were created in fall 2019.

S2 | In progress. The Learning Spaces Taskforce has identified projects for phase 5, and work is nearing completion. Improvements were made to health professions, art, music and Flint building classrooms. The Performing Arts Center lobby and theater, Humanities listening lab and PCC common area also received updates. Final improvements are scheduled in early January with the classrooms being used in the spring 2023 term. Once completed, these rooms will serve more than 900 students annually. | KCKCC completed its centennial mural on the outside wall of the Humanities building.

S3 | In progress. Numerous CTE programs are purchasing Chromebooks and laptops for student use to implement blended learning and online curriculum support activities. | Implemented Lightboard for recording and sharing content for asynchronous classes. Implemented Xerte Online Toolkits to allow faculty to create engaging and interactive content. Training and support is ongoing. | The library is beginning to migrate to EBSCO FOLIO catalog software. As part of the MOBIUS consortium, this migration will be completed spring 2024. | ADN and PN programs are purchasing digital resources to increase student preparation for the NCLEX-Next Gen. | The MSBT science departments have updated equipment for better interface with IT components, especially in the bio-manufacturing and electronics engineering technology programs.

S4 | In progress. The formal faculty professional development program developed by the Center for Teaching Excellence continues to grow. | Nursing, physical therapy assistant, mortuary science, medical assistant and respiratory care programs have increased external partnerships for new and expanded clinical internship opportunities. | The accounting and bio-manufacturing programs added members to their advisory boards and are working to provide more experiential learning for students. | The early childhood education and addiction counseling programs have secured new, additional external partners.

Centennial mural was completed at the beginning of the fall semester



GOAL 3

Foster learner-centered instruction

INITIATIVES

I1 | Develop and implement a formal faculty professional development program focused on learner-centered instruction

I2 | Support learner-centered instruction in lifelong learning and adult education classes

I3 | Develop and implement a formal faculty mentoring program focused on learner-centered instruction

I4 | Support learner-centered instruction priorities with institutional resources

JANUARY 2023 STATUS UPDATES

S1 | Completed August 2019. The Center for Teaching Excellence developed and implemented a formal faculty professional development program beginning in the 2019-2020 academic year. This program has a clear vision and set of goals that supported and aligned with the strategic plan.

S2 | In progress. ACE continued to offer GED courses in Spanish and various continuing education courses year-round. The department partners with three businesses to provide Business ESL at the physical locations.

S3 | Completed August 2021. The Blue Devil Faculty Academy was created to serve as a formal faculty mentoring program focusing on learner-centered teaching. Previously the program was optional. However, as a result of the last round of faculty negotiations, this program is required for all new full-time faculty.

S4 | Ongoing. Beginning with the FY2022 Faculty Master Contract, all teaching faculty are required to participate in the Blue Devil Faculty Academy during their first year of employment. Faculty receive three credit hours of release time for participation, and topics covered include modules on learner-centered instruction.



Learner-centered instruction continues to be a priority for faculty and staff

GOAL 4

Evaluate and implement processes aligned to national best practices

INITIATIVES

I1 | Develop and implement a comprehensive program review process

I2 | Identify and implement best practices for curriculum development and revision processes

I3 | Create and implement an Institutional Assessment Plan

I4 | Align division budgets with program review

JANUARY 2023 STATUS UPDATES

S1 | Completed August 2019. AY 21-22 concluded a full cycle for Cohort 1. All programs are now actively involved in the assigned cohort cycle and completion of all activities per the established calendar. An annual survey is distributed for feedback regarding program review process.

S2 | Ongoing. Programs continue to listen to advisory boards for curriculum changes as well as participate in state alignment where appropriate. For example, modifications are underway in the electrical and machine technology programs based on feedback from the advisory committees.

S3 | Completed in 2022. The General Education Committee has completed a full cycle of assessment of all general education learning outcomes (GELO). The committee is working to evaluate the process of GELO assessment and will be holding listening sessions in spring 2023 to review and update the KCKCC GELO.

S4 | Ongoing. The financial analysis of the program review self-study has been modified for better analysis and understanding by program personnel. During the self-study process, programs work with leadership on needs and modifications to budgets.

Machine technology is implementing changes to curriculum based on advisory board feedback



EMPLOYEE ENGAGEMENT

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

GOAL 1

Improve employee equity to create a one team culture

INITIATIVES

I1 | Identify and update college-wide policies, procedures and processes to be consistent across all employee groups

I2 | Develop and implement a comprehensive college-wide compensation plan

I3 | Initiate a college-wide employee recognition program

I4 | Develop additional team-building activities during “all-college” events

JANUARY 2023 STATUS UPDATES

S1 | Ongoing. Seven new or updated policies were approved by the Board of Trustees.

S2 | In progress. The draft compensation plan continues to be developed. Further review from cabinet and implementation will occur in the following months.

S3 | Completed in 2022. Human Resources determined the process for yearly staff and faculty awards given at the employee recognition ceremony will remain the same. | The college-wide High Five program continues. | The President’s Office implemented the You Rock employee recognition initiative.

S4 | Ongoing. The 2022 Fall Convocation included an all employee activity that focused on providing input in the 2024-2027 Strategic Plan. | The President’s Office hosted the annual holiday luncheon. The monthly Chat with the Prez and Cabinet continues. | Staff Senate continued to provide opportunities for employees to strengthen relationships through social events, such as Take a Break.



Staff and faculty enjoyed barbecue at the annual holiday luncheon

GOAL 2

Improve college-wide communication

INITIATIVES

I1 | Assess current internal communication opportunities and develop a comprehensive internal communication strategy

I2 | Continue open forums to obtain employee feedback and respond to employee questions

I3 | Continue to enhance the employee suggestion and idea program

I4 | Establish purpose/function/charters for all committees/groups

JANUARY 2023 STATUS UPDATES

S1 | In progress. Staff reviewed feedback from listening sessions to assist with formulating a specific focus for the comprehensive internal communication strategy.

S2 | Ongoing. Chat with the Prez and President's Cabinet virtual open forums were held on August 8, October 10 and November 17. The Human Resources Department facilitated listening sessions to obtain feedback from new employees and supervisors on October 14, 21 and 28.

S3 | Ongoing. President's Extended Cabinet continues to review suggestion box recommendations. Recommendations were reviewed on September 13, October 11, November 8 and December 13. | The MSBT division implemented a sub-committee program within the division to allow programs to work on ideas/initiatives within the division that may apply to the broader college community. The sub-committees include: safety, scholarship, data, marketing, scheduling, professional development, gardening and campus visits.

S4 | Ongoing. The Human Resources department continues to work with committees that have not updated their charters.

Chat with the Prez and Cabinet
continues this semester



GOAL 3

Attract and retain a high-performing diverse workforce that reflects the internal and external communities we serve

INITIATIVES

I1 | Re-shape and optimize the recruitment and selection process to attract diverse highly-qualified talent

I2 | Develop a new faculty and staff performance appraisal process that appropriately assesses performance and rewards employees for achievements towards excellence

I3 | Create and implement professional development programs and opportunities to support employee excellence

I4 | Develop a succession planning process to include identifying critical positions, training and career development opportunities

JANUARY 2023 STATUS UPDATES

S1 | Ongoing. The Human Resources department facilitated listening sessions regarding the hiring process with a focus on new employees and supervisors on October 14, 21 and 28. The sessions resulted in updating the offer letter to provide additional information to applicants about pay and benefits, adding additional information to the first-year onboarding packet and discussions for future innovation in the onboarding process.

S2 | Completed February 2022. Faculty and staff performance appraisal documents and processes have been revamped.

S3 | Completed February 2022. Established the Professional Development Committee in February 2022. The committee implemented monthly professional development sessions led by KCKCC employees. Topics are selected based on feedback obtained from stakeholder meetings and the Professional Development Committee.

S4 | In progress. The initial succession plan document was drafted for review by the Chief Human Resources Officer. Further development of the plan document will proceed in the following months.



Professional development workshop hosted by Human Resources

GOAL 4

Evaluate and implement processes aligned to national best practices

INITIATIVES

I1 | Create an employee engagement taskforce that focuses on specific employee engagement strategies and outcomes

I2 | Develop and implement assessment tools to measure employee engagement and satisfaction outcomes

I3 | Implement focus group sessions to further assess and measure survey outcomes

I4 | Implement a supervisor training program that focuses on developing supervisors in their efforts to enhance the employee experience

JANUARY 2023 STATUS UPDATES

S1 | Completed August 2019. The Employee Engagement Taskforce will continue to identify and implement initiatives that will align with the college's employee engagement strategic priority.

S2 | Completed April 2021. The college will continue to disseminate biennial Ruffalo Noel Levitz Employee Satisfaction Surveys. The next employee satisfaction survey will launch in spring 2023. Human Resources continues to assess new employee surveys and exit interview data. Quarterly assessment reports were submitted to the Board of Trustees.

S3 | Completed April 2022. Facilitated focus groups/listening sessions will continue as a follow up to each biennial Ruffalo Noel Levitz Employee Satisfaction Survey.

S4 | Completed February 2019. Efforts continue with the evaluation of the training to ensure sessions remain relevant and up-to-date.

New employee orientation session



COMMUNITY ENGAGEMENT

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

GOAL 1

Develop a broad network of engaged alumni

INITIATIVES

I1 | Build, implement and maintain a robust alumni database

I2 | Create and host regularly scheduled alumni events

I3 | Create and implement a comprehensive alumni communication plan

I4 | Create and implement plan to target alumni to join KCKCC committee and advisory boards

JANUARY 2023 STATUS UPDATES

S1 | Ongoing. Data migration into the Blackbaud system was completed in August 2019, and regular maintenance is ongoing. Data enrichment is run on an annual basis to find updated email, addresses and phone numbers. Currently 73,811 alumni are in the new system. | Blues Benefits, a web-based application offering discounts and services from various businesses for alumni, students and employees, is in the planning stages with an anticipated launch in early 2023.

S2 | Ongoing. The alumni association hosted an alumni tailgate social at the Kansas City Current professional women's soccer game in August 2022 with more than 50 alumni and families in attendance. | Alumni Night at the Wyandotte County Fair in summer 2022 attracted several alumni and families with free admission, carnival games and swag to more than 50 alumni | To date, 23 alumni have registered for an Alumni Learning Consortium webinar, totaling 87 different registrations. | Thirty-three alumni registered, contributed and/or participated in the annual Blue Devil Scramble golf tournament that raised more than \$18,000. | The alumni association collaborated with student activities to host an educational panel with two Kansas Supreme Court justices. More than 60 alumni and students attended. | Alumni who are major donors attended the President's Leadership Circle Breakfast in November 2022.

S3 | Completed in 2022. A comprehensive alumni communications plan commenced July 2020 with the new Blue Devil Revel. The Blue Devil Revel is distributed with average audience of 38,000, and the average open rate is 10%. | Monthly birthday email messages continue. | Alumni were also included in targeted communications, such as the fall appeal campaign and several events.

S4 | Ongoing. Based on the plan developed, alumni and community volunteer recruitment occurred in 2019 and continues as needs arise. As a result of the plan, alumni serve on the Centennial Path steering committee, Downtown Advisory Board, Foundation Board and Business Development Board. In addition, seven alumni serve on advisory boards in workforce programs. | Alumni will be invited to the next board recruitment event scheduled in early 2023. | Paramedic, medical assistant, mortuary science, PTA, respiratory care and nursing advisory boards all have representation that includes KCKCC alumni.

GOAL 2

Cultivate and strengthen mutually beneficial partnerships with business and industry and community stakeholders to enhance KCKCC's ability to serve stakeholders

INITIATIVES

I1 | Create and show evidence of an active KCKCC Advisory Council

I2 | Establish a physical presence in downtown KCK with holistic services for KCKCC students and community

I3 | Partner with local businesses, schools, government entities and social-based organizations to increase educational access and opportunities in our community

I4 | Develop and implement a process to listen carefully and respond to community needs, concerns and suggestions

JANUARY 2023 STATUS UPDATES

S1 | Ongoing. All CTE programs have advisory boards with community industry experts that meet on a regular basis. | The psychology department established an advisory board and held its first meeting. Other programs such as sociology, economics, pre-social work and political science are working toward establishing advisory boards. | At the President's Leadership Circle, community leaders provided feedback to the president about the college and growth opportunities for KCKCC. | Seven alumni serve on the Centennial Path steering committee.

S2 | In progress. As of December, the project has raised \$45,700,00, or 74%, of the total fundraising goal. KCKCC and its partners can begin work on site since the project surpassed the 70% project costs goal. All certificates of appropriateness have been approved by the Unified Government's Landmarks Commission and full commission. Swope Health and Community America Credit Union continue to partner with KCKCC on the center.

S3 | Ongoing. KCKCC is a member of the PENA Consortium and is preparing to provide training opportunities to the 4,000 employees to be hired by Panasonic. Other members of the consortium include: JCCC, the Dwayne Peaslee Technical Training Center and DeSoto School District. The consortium meets weekly. | The Lansing City Council approved the purchase of 12-acres of land that KCKCC will use to develop a new site for Leavenworth County. | KCKCC worked closely with Swope Health, KCK Public Schools and CommunityAmerica Credit Union in developing the plans and funding for the Kansas City Kansas Community Education, Health and Wellness Center (KCKCEHWC).

S4 | Ongoing. Based on industry feedback, the college is creating an MOU with the Kansas Society for Land Surveyors (KSLS) to hire a full-time program coordinator. KSLS will support the personnel monetary contributions each year over five years.

Kansas City Kansas Community, Education,
Health and Wellness Center



GOAL 3

Launch Centennial Capital Campaign to expand offerings and opportunities for KCKCC students and community

INITIATIVES

I1 | Identify key college and community needs to be included in the creation of KCKCC's Centennial Capital Campaign

I2 | Develop multi-level, multi-phase plan, with targeted objectives aligned to KCKCC's Centennial Celebration

I3 | Create a comprehensive and staged Master Facilities Plan

I4 | Establish a mechanism for program-specific funding sources for scholarships, equipment, etc.

JANUARY 2023 STATUS UPDATES

S1 | Ongoing. Sixteen major leadership gift solicitations were completed bringing the campaign to \$45,700,00, or 74%, toward \$62 million goal. An additional 12 solicitations are pending and/or planned for next 90 days. KCKCC and its partners continue to meet monthly to develop strategies for joint requests to public and private sources. Each partner continues to work on their respective capital campaign goals.

S2 | In progress. A planning team was created to plan events for the Centennial Celebration. Centennial light pole banners were placed over winter break. The website to celebrate the centennial is available to the community.

S3 | In progress. TreanorHL has completed focus groups, studies and other reports as part of the process to create the master facilities plan. The master facilities plan is in process and should be completed in 2023.

S4 | Ongoing. This year seven new scholarships have been added, totaling \$107,000. Those scholarships target diverse groups, including preferences for serving marginalized and diverse student populations, such as LGBTQ, nursing, student veterans, culinary arts, STEM degrees/certificates, Upward Bound Education Opportunity Center participants, student athletes, F.L. Schlagle High School graduates, education, computer technology and construction technology. | Designated giving options continue to be offered through the internal employee giving program. Participants can either give to the Family Fund Scholarship, Centennial Path Campaign, specific departmental scholarships or equipment. | A new giving opportunity mechanism called the Student Relief Fund has been established in collaboration with Students Services and Financial and Facility Services division of the college. | Staff updated the online giving form to simplify and clarify giving options for donors.



KCKCC celebrates its Centennial in 2023

GOAL 4

Build community awareness and participation through branded marketing efforts

INITIATIVES

I1 | Improve the outward facing website functions to allow community members ease of locating information

I2 | Partner with local organizations to provide KCKCC support of local community events

I3 | Engage with community stakeholders in specific marketing campaigns to share the impact of KCKCC

I4 | Provide information to the community in multiple ways to break through communication challenges

JANUARY 2023 STATUS UPDATES

S1 | Ongoing. The marketing department continues to provide employee training to be able to update content on the website. KCKCC added the apply button to the top of the home page of the website. The marketing department also updated the KCKCC Foundation, Centennial Celebration and Centennial Capital Campaign websites.

S2 | Ongoing. The college was recognized by the KCK Chamber of Commerce as recipient of the 2022 Stronger Together award for the downtown KCKCEHWC project. | KCKCC co-hosted the m-PACT music festival in November. KCKCC continues to provide space for community events and celebrations. | The college and foundation had visible presence and sponsorship of the 100th Anniversary of the Fairfax Industrial Association in October 2022. | The college was represented at the annual Guadalupe Center Blanca y Negro Gala in October 2022. | The foundation presented to the Wyandotte County Lions Club and Shepherd's Center of Wyandotte County to build awareness and financial support for the student scholarship fund with new, first-time donors supporting as a result. | The foundation represented at the monthly New Employee Orientation sessions. | The foundation presented a scholarship program overview to 25 KCKPS juniors and seniors from seasonal and migratory agriculture backgrounds in collaboration with the KCKCC Admissions office and the Heartland College Assistance Migrant Program in November 2022.

S3 | Ongoing. KCKCC partnered with Telemundo to sponsor the Navidando holiday giveaway to five families in-need. KCKCC has also partnered with the Mix 93.3 morning show to promote KCKCC. The show's host attended KCKCC.

S4 | Ongoing. KCKCC advertised in the community through television, website and radio, specifically targeting the Hispanic community. Through the digital advertising campaign, Marketing staff distributed more than 600 prospective student email leads to admissions and academic departments for follow up. KCKCC purchased time on a new digital billboard at I-435 and 32 Highway in Kansas, just north of the Johnson County line.

m-PACT music festival



MAIN CAMPUS

7250 State Avenue
Kansas City, KS 66112
913.334.1100

**DR. THOMAS R. BURKE
TECHNICAL EDUCATION
CENTER**

6565 State Avenue
Kansas City, KS 66102
913.288.7800

PIONEER CAREER CENTER

1901 Spruce Street
Leavenworth, KS 66048
913.288.7750

WWW.KCKCC.EDU

Mission

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

Vision

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

Kansas City Kansas Community College Performance Report AY 2021							AY 2021 FTE: 3,002 Date: 4/4/2022	
Contact Person: Jerry Pope	Foresight Goal	3 yr. History	Reporting AY 2020 (SU19, FA19, SP20)		Reporting AY 2021 (SU20, FA20, SP21)		Reporting AY 2022 (SU21, FA21, SP22)	
Phone: 913-288-7100 email: jpope@kckcc.edu			Institution Result	Baseline Comparison	Institution Result	Baseline Comparison	Institution Result	Baseline Comparison
1 Increase the First to Second Year Retention Rate of First-time Full-time College Ready students	1 <i>KBOR data</i>	Fall 2012 Cohort: 154/327 = 47.1% Fall 2013 Cohort: 167/302 = 55.3% Fall 2014 Cohort: 161/307 = 52.4% Baseline: 482/936 = 51.5%	246/407 = 60.4%	↑	227/343 = 66.2%	↑		
2 Increase the Number of Certificates and Degrees Awarded	1 <i>KBOR data</i>	AY 2013: 1,270 AY 2014: 1,217 AY 2015: 1,324 Baseline: 1,270	1,135	↓	1,081	↓		
3 Increase the Percent of Students Employed or Transferred	2 <i>KBOR data</i>	AY 2012: 725/1,365 = 53.1% AY 2013: 694/1,257 = 55.2% AY 2014: 677/1,201 = 56.4% Baseline: 2,096/3,823 = 54.8%	764/1,272 = 60.1%	↑	644/1,122 = 57.4%	↑		
4 Increase the success rate in non-dev courses enrolled by students who were successful in dev courses	1	AY 2013: 1,534/2,337 = 65.6% AY 2014: 1,544/2,314 = 66.7% AY 2015: 1,301/1,888 = 68.9% Baseline: 4,379/6,539 = 67.0%	896/1,370 = 65.4%	↓	660/974 = 67.8%	↑		
5 Increase the Number of Hispanic Students Enrolled at KCKCC	1	AY 2013: 1,295 AY 2014: 1,310 AY 2015: 1,440 Baseline: 1,348	2,095	↑	1,690	↑		
6 Increase Fall to Spring Retention of Non-College Ready Students	1	AY 2013: 833/1,223 = 68.1% AY 2014: 717/1,052 = 68.2% AY 2015: 666/960 = 69.4% Baseline: 2,216/3,235 = 68.5%	(191/291) = 65.6%	↓	(37/60) = 61.7%	↓		

Kansas City Kansas Community College Performance Report AY 2021

Indicator 1: Increase First to Second Year Retention of First-time, Full-time College Ready Students

Description: The First to Second Year Retention Rate measures the percentage of the college-ready cohort as reported by KHEDS, and is defined as the first-time, full-time, degree-seeking students who enrolled at KCKCC for two consecutive fall terms and tested into credit-bearing classes during the initial term of enrollment.

Result: This is an increase of almost 15% over the baseline (51.5% to 66.2%) and almost 6% from AY 2020 (60.4%). The increase in retention rate suggests that strategies which were implemented in previous years prepared KCKCC to support student degree progression during the impacts of COVID-19. Additional strategies that have been implemented this year include expanding the food pantry, hiring an additional mental health counselor, adopting a student planner to help students plan future semester courses, and offering remote/virtual advising sessions to provide more access to students. Additionally, in 2021-2022 the Student Success Team implemented targeted retention communication campaigns with students, including early intervention messaging and resource connection for students underperforming in courses, regular communication and connection with students on academic probation, and informing all students regarding important steps for success in finishing each term strong and preparing for enrollment into subsequent terms.

Indicator 2: Increase the Number of Certificates and Degrees Awarded

Description: The total number of certificates and degrees awarded is a three-year count of awards as reported by KHEDS; the baseline represents an average of these. The number of awards does not include programs with fewer than sixteen credit hours.

Result: This is a decline from the baseline of 1,270 to 1,081. As reported last year, while the absolute number of certificates and degrees awarded has declined, the number of degrees awarded compared to FTE enrollment as a ratio has continued to increase. For example, the average number of credentials for the baseline years was 1,270 and divided by the average FTE for those same years, 4,350, you get 29.2. The current year is 1,081 credentials for 3,002 FTEs, or 36.0, which is a substantial increase from AY 2020's ratio of 31.6. The college believes it is doing better in getting students to degree/certificate completion but that this is masked by the continued downward trend in enrollment, most recently related to COVID-19, and is consistent with trends across higher education.

Indicator 3: Increase the Percentage of Students Employed or Transferred

Description: The percent of students employed or transferred in Kansas is defined as the percentage of students who are employed or transferred within a year of graduation from KCKCC.

Result: The reported 57.4% is an increase from the baseline 54.8%. The college believes this increase is the result of various strategies, including the intentional creation of internship/employment opportunities, more targeted career fairs, student transfer clubs, college transfer fairs, etc. Recently, the college implemented a career services portal to promote career-connected learning and post-graduation employment. Unfortunately, in AY 2021 the college was unable to offer these events in large face-to-face formats due to the pandemic. As the pandemic has waned, we are once again offering these outreach opportunities face-to-face and are hopeful the trend will continue to be positive in future years.

Indicator 4: Increase the success rate in non-developmental courses enrolled by the students who successfully complete the developmental courses

Description: The denominator is the total number of class enrollments or number of grades in the non-developmental classes by the students who successfully

completed in MATH0099, READ0092, and ENGL0099 with a grade of C or better. The numerator is the number of grades that are C or better in the non-developmental courses enrolled by the students who completed developmental courses successfully. The non-developmental courses are MATH-0104, ENGL-0101, ENGL-0102, PSYC-0101, SPCH-0151, MATH-0105, SOSC-0107, BIOL-0141, PHIL-0206. These are the top nine most frequently taken courses by the students after completing developmental courses.

Result: This is a slight increase over the baseline years from 67.0% to 67.8%. We have implemented several strategies in an effort to increase the student success rate. For example, the Student Success Team meets with all students who have earned less than 12 credits at KCKCC before self-enrollment is permitted. Advisors work diligently counseling students on academic planning, including course load and employment load comparisons, to ensure students are enrolling in the appropriate amount of credit hours for academic mastery and success. The academic divisions have also implemented pilot co-requisite developmental education models to better prepare students for college level courses after completion of developmental education. The Student Success Team works closely with coordinators of these pilot programs to advise and enroll students into appropriate developmental education coursework based on students' abilities, interests, and goals. Instructors of these programs also work closely with the Student Success Team to ensure advising can appropriately intervene with resources and support for students participating in the pilot programs.

Indicator 5: Increase the Number of Hispanic Students Enrolled at KCKCC

Description: This indicator represents the total number of unduplicated Hispanic students enrolled in an academic year, including both first-time and returning students. It is related to the strategic goal in KBOR's Foresight 20/20, "Increasing Higher Education Attainment Among Kansans."

Result: The reported 1,690 Hispanic students is an increase over the baseline 1,348. The college is very proud that the percentage of Hispanic students enrolled has increased from 10.4% in AY 2013 to 21.7% in AY 2021, and we expect the upward trend to continue in subsequent years. Intentional acts the college has taken to increase this number include the following; (1) a Spanish-Speaking college operator for all general questions via phone and chat; (2) each department in Enrollment Management has at least one fluent Spanish-speaking employee; (3) all recruiting and financial aid materials converted to Spanish; (4) partnering with the Hispanic Development Fund to host an advising and registration day for Bishop Ward High School, which has a high enrollment of Hispanic students; (5) bilingual staff in the Financial Aid Office assisting Spanish-speaking students and parents; and (6) the Registrar's office assisting Hispanic students in completing HB 2145 forms to ensure they are receiving Kansas in-state tuition if qualified, and assisting students with obtaining their SSN or TIN number in the system for 1098T forms.

Indicator 6: Increase Fall to Spring Retention of Non-College Ready Students

Description: Non-college ready students are defined as those testing into one or more developmental classes, regardless of enrollment in said classes; retention is the re-enrollment of students from fall to the consecutive spring semester.

Result: The reported 61.7% is below the baseline 68.5%. The college continues to take active steps to increase the Fall to Spring retention rate of non-college ready students. Examples of intentional actions to address this indicator include adding a TRIO FAFSA counselor to assist students with completing their FAFSA in one-on-one work sessions to ensure students do not have an additional barrier to success. As mentioned in the discussion of Indicator 4 above, the academic divisions have also implemented pilot co-requisite developmental education models to better prepare students for college level courses after completion of developmental education. The Student Success Team works closely with coordinators of these pilot programs to advise and enroll students into appropriate developmental education coursework based on students' abilities, interests, and goals. Instructors of these programs also collaborate with the team to ensure advising can appropriately intervene with resources and support for students participating in the pilot programs.

KCKCC

FY 2023-24 Annual Budget Calendar

Due Date	Task/Process Description
1/13/2023	Detailed GL Budget Comparison Reports sent to each Department Disburse Budget worksheet template and Instructions
2/13/2023	DUE: Requested Budget, New Asks, Strategic Opportunities
2/13/2023	<u>Board of Trustees Finance Committee</u> Discuss Tuition & Fees
2/21/2023	<u>Board of Trustees</u> Approve Tuition & Fees for FY23-24
3/7/2023 Tentative	Presidents Extended Cabinet Discussion: Revenue Projections & Budget Hearings
4/11/2023	Presidents Extended Cabinet: Prioritization of "Strategic Opportunities"
5/9/2023	Presidents Extended Cabinet: Presentation of Draft Budget
6/12/2023	<u>Board of Trustees Finance Committee</u> Discuss the Intent to Exceed Revenue Neutral Rate and Mill Levy to County Presentation of Draft Budget including Capital Projects FY 2024
6/15/2023	KCKCC Receives Valuations from Unified Government (Estimated Date)
6/20/2023	<u>Board of Trustees Meeting</u> Discuss the Intent to Exceed Revenue Neutral Rate and Mill Levy to County Presentation of Draft Budget including Capital Projects FY 2024
7/18/2023	<u>Board of Trustees Meeting</u> Approval of "Notice of Public Hearings" on (1) Revenue Neutral Rate / Mill Levy Rate Hearing and (2) Budget Hearing
7/19/2023	Finance Submits the Intent to Exceed Revenue Neutral Rate and Mill Levy to Unified Government (no later than 7/20/23)
7/20/2023	Unified Government Mails Notice to Taxpayers
8/4/2023	Finance submits Notice of Public Hearings to the Newspaper (must be published by 8/11/23)
8/22/2023 *	<u>Board of Trustees Meeting</u> BOT holds Two Public Hearings - (1) Revenue Neutral Rate / Mill Levy Rate Hearing & (2) Budget Hearing Approval of a Resolution to Exceed Revenue Neutral Rate Approval of the FY 2024 Budget
8/30/2023	Finance submits Certification of Budget to County Clerk



Kansas City Kansas Community College Board of Trustees

Ethical Conduct Policy

General Statement of Trustee Duties:

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

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

Authority of Individual Trustees:

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

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

I. Duty of Loyalty/Conflicts of Interest

Trustees owe a duty of undivided and unqualified loyalty to the College. Trustees must act in good faith with the best interest of the institution in mind. The conduct of a trustee must, at all times, further the institution's goals and not the member's personal or business interests. Accordingly, Trustees should not have any personal or business interest that may conflict with their responsibilities to the institution. A Trustee should avoid even the appearance of

impropriety when conducting the institution's business. Acts of self-dealing constitute a breach of fiduciary responsibility that could result in personal liability and removal from the board.¹

The purpose of the policy set out below is to provide principled boundaries and guidance for the effective, fair, legal and reasonable participation of the Kansas City Kansas Community College Board of Trustees in circumstances where real or perceived conflict of interest may exist.

Definition and Criteria:

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

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

8. Sell, solicit, or offer for sale, to the Board or to any official or employee of the College, directly or indirectly, real estate, textbooks, or like materials and supplies, nor receive any salary, bonus, or commission on any such sales.

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

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

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

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

d) Disclosure Requirements:

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

² K.S.A. 75-4304 provides:

(a) No local governmental officer or employee shall, in the capacity of such an officer or employee, make or participate in the making of a contract with any person or business by which the officer or employee is employed or in whose business the officer or employee has substantial interest.

(b) No person or business shall enter into any contract where any local governmental officer or employee, acting in that capacity, is a signatory to or a participant in the making of the contract and is employed by or has a substantial interest in the person or business.

(c) A local governmental officer or employee does not make or participate in the making of a contract if the officer or employee abstains from any action in regard to the contract.

(d) This section shall not apply to the following:

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

(e) Any local governmental officer or employee who is convicted of violating this section shall forfeit the officer or employment.

The disclosure of any salary received by a Trustee or his/her relative from KCKCC or any entity doing business with KCKCC may be accomplished by naming the entity and position held by the Trustee with such entity.

4. Trustees shall provide full documentation in the form of receipts (or other evidence of payment in accordance with accepted accounting practices) or a daily mileage log for any expenses for which reimbursement is requested from KCKCC.

e) A violation of this Conflict of Interest and Disclosure Requirements policy may constitute misfeasance, malfeasance, or nonfeasance in office and may subject the Trustee to suspension or removal from office in accordance with Kansas law and other legal provisions

f) As used in this policy, the word “relative” shall mean an individual who is related to the Trustee, appointed officer, or employee as father, mother, son, daughter, brother, sister, husband, wife, grandfather, grandmother, grandchild, mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, any other relative living in the household of the Trustee, appointed officer, or employee, a person who is engaged to be married to the Trustee, appointed officer, or employee or who otherwise holds himself/herself out as, or is generally known as, the person whom the Trustee, appointed officer, or employee intends to marry or with whom the Trustee, appointed officer, or employee intends to form a household, or any other natural person having the same legal residence as the Trustee appointed officer, or employee.

g) A Trustee shall not have any direct pecuniary interest in a contact with the College, nor shall a Trustee furnish any labor, equipment, or supplies to the College directly

h) In the event a Trustee is employed by a corporation, business, or has a secondary interest in a corporation or business which furnished goods or services to the College, the Trustee shall declare Trustee’s interest and refrain from debating or voting upon the question of contracting with the company.

i) It is not the intent of this policy to prevent the College district from contracting with corporations, or businesses because a Trustee is an employee of the firm. The policy is designed to prevent placing a Trustee in a position where his or her interest in the College in interest in the Trustee’s place of employment (or other indirect interest) might conflict and to avoid appearances of conflict of interest even though such conflict may not exist.

j) Secondary interest shall be defined as 10 percent or more ownership, stock, etc., and/or constructive control through family or kinship ties.

Process:

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

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

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

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

II. Duty of Care

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

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

III. Certification:

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

Name

Signature

January 17, 2023

Date



Kansas City Kansas Community College Board of Trustees
Confidentiality and Non-Disclosure Obligations
of Trustees

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

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

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

- **Duty of Care:** Trustees have a legal duty to act in good faith, as a prudent person would act under similar circumstances, and always in the best interests of the College. Trustees shall be reasonably informed about the College’s activities, participate in deliberations and decisions, and act in good faith with due diligence and with the reasonable belief that decisions made are in the best interests of the College.
- **Duty of Loyalty:** Trustees have a legal duty to avoid conflicts of interest. Trustees have a legal obligation to put the interests of the College ahead of their own personal interests and the interests of their family members, businesses, and other persons and entities. If there is a conflict between the interests of the College and these other interests, the Trustee has an obligation to disclose such conflict to the President of the College or the Chairperson for the Kansas City Kansas Community College Board of Trustees. Trustees’ duties with respect to conflicts of interest and disclosure to the College are more fully set forth in the College’s Conflict of Interest Policy.

- Corporate Opportunity Doctrine: Trustees have a legal obligation to refrain, both on their personal behalf and on behalf of any other person or organization, from taking advantage of the College's business opportunities that are presented to them or discovered by them as a result of their position with the College. Such business opportunities constitute confidential information of the College. Trustees are prohibited from: (1) taking or capitalizing on, for themselves or for others, business opportunities that relate to the College's business without first offering such business opportunities to the College; (2) using college property, confidential information, or their position as a trustee, to benefit the trustee or any other person or entity; and (3) competing with the College for business opportunities unless the Board's independent trustees first determine not to pursue an opportunity that relates to the College's business.

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

Definitions:

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

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

“Confidential business information and trade secrets” means any and all verbal and written information about the College which is not generally available to the public, including, without limitation: computer programs, processes, codes, software, passwords, data, and related documentation; technological data and prototypes; physician recruitment needs and plans; employee lists and employee compensation; labor relation negotiations and strategies; charges and fees; payor data and managed care contracts; marketing strategies, data plans including, without limitation, planned or proposed advertising scripts and plans for print, radio, television and other advertising media and outlets; business and development plans, projections and strategies; management techniques; legal disputes, legal strategies and legal advice; trade secrets;

operation records and financial information including, without limitation, capital and operating budgets and financial statements; contractual agreements, and any and all other information or data relating to the College's officers, suppliers, operations, policies, procedures, techniques, accounts and personnel.

Certification:

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

Name

Signature

January 17, 2023
Date

Revised January 30, 2020