



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, June 20, 2023 – 4:00 P.M.**

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

Agenda

1. Call to Order
2. Roll Call
3. **New Business:**
 - Plans for the “Wash Barn” at Technical Education Center. Presented by Dr. Greg Mosier.
4. **Executive Session(s):**
 - 1) Executive session for consultation with an attorney for the public body or agency which would be deemed privileged in the attorney-client relationship with possible action to follow in open session (10-minute duration). Open session will take place in Upper Jewell Lounge and in the virtual meeting room.
 - 2) Executive session for the preliminary discussion of the acquisition of real property with possible action to follow in open session (15-minute duration). Open session will take place in Upper Jewell Lounge and in the virtual meeting room.
5. **Adjournment**



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KANSAS CITY KANSAS COMMUNITY COLLEGE

Board of Trustees Meeting

Tuesday, June 20, 2023 – 5:00 P.M.

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

Agenda

1. Call to Order & Pledge of Allegiance
2. KCKCC Mission Statement
3. Roll Call
4. Approval of Agenda
5. Audience to Patrons and Petitioners (5-minute limit)
6. **Recognitions/Presentations:**
 - KCKCC Foundation Biannual Update. Presented by Ms. Mary Spangler, Executive Director of the KCKCC Foundation and Ms. Mary Ricketts, KCKCC Foundation Chairperson.
7. **Communications:**
 - Introduction of Dr. Fabiola Riobe, Vice President of Educational Innovation and Global Programming. Presented by Dr. Greg Mosier.
8. **Board Committee Reports**
9. **Consent Agenda:**
 - (Item A) - Approval of Minutes of the May 16, 2023 Meeting
 - (Item A1) - Approval of Minutes of the May 16, 2023 Special Meeting
 - (Item B) - Approval of Recommendations for Payment
 - (Item C) - Approval of Ratification Items
 - (Item D) - Approval of Personnel Items (H.R.)
10. **Student Senate Report** – Not scheduled due to summer break.

11. **President's Report** – Dr. Greg Mosier
12. **Executive Vice President Report** – Dr. Scott Balog
13. **Vice President Academic Affairs Report** – Dr. Tiffany Bohm, Dean of Health Professions, on behalf of Mr. Jerry Pope, Vice President of Academic Affairs
14. **Vice President Student Affairs and Enrollment Management Report** – Dr. Chris Meiers
15. **Vice President Educational Innovation and Global Programming Report** – Dr. Fabiola Riobe
16. **Chief Marketing and Institutional Image Officer Report** – Ms. Kris 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:**
 - Approval of the Strategic Plan 2024-2027. Presented by Ms. Kris Green, Chief Marketing and Institutional Image Officer.
 - Approval of the Board of Trustees Meeting Schedule for FY2024. Presented by Dr. Greg Mosier.
21. **New Business:**
 - Approval of Preapproved Contracts List FY2024. Presented by Dr. Shelley Kneuvean.
 - Approval of Alcohol Resolution for the Celebration of Mass for the Catholic Students of Kansas City Kansas Community College for FY2024 (multiple dates). Presented by Dr. Greg Mosier.
22. **Adjournment**

Next Meeting of the Board of Trustees:
Tuesday, July 18, 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
Tuesday, May 16, 2023 – 5:00 P.M.**

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

CONSENT AGENDA – Item A
Meeting Minutes

1. **Call to Order & Pledge of Allegiance:** Chairwoman Evelyn Criswell called the meeting to order at 5:10 p.m. in Upper Jewell Lounge at KCKCC-Main Campus and in the KCKCC Zoom meeting platform on Tuesday, May 16, 2023. The Pledge of Allegiance was led by Trustee Brune.
2. **KCKCC Mission Statement:** Chair Criswell read the College mission statement.
3. **Roll Call:** Trustees present were Chairwoman Evelyn Criswell, Vice Chair Brad Isnard, Mr. Donald Ash, Ms. Rosalyn Brown, Ms. Pat Brune, Dr. Ray Daniels and Ms. Linda Hoskins Sutton.
4. **Approval of Agenda:** Chair Criswell called for a motion to approve the agenda. Trustee Daniels 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 in the meeting room.
6. **Recognitions/Presentations:**
 - Chair Criswell invited Ms. Kris Green, Chief Marketing and Institutional Image Officer, to present the Strategic Plan 2024-2027 Final Draft.
 - Ms. Green explained the developmental process of the Strategic Plan. There were 16 listening sessions online and at each KCKCC location, the steering committee reviewed and prioritized the suggestions from those listening sessions and then President's Cabinet reviewed and fine-tuned the plan. The shared governance process was followed and the plan was sent to faculty, staff, College Senate, Student Senate and was opened to comments with a form asking for feedback.

Ms. Green continued with the Strategic Plan priorities which remained constant from the current Strategic Plan: Student Success, Quality Programs & Services, Employee

Engagement and Community Engagement. The existing goals and initiatives were reviewed and updated if needed. The KPI's were rewritten to be stronger, easier to measure and baselines were included for easier understanding of where the College started and where the College is going by 2027. Ms. Green reviewed the plan structure and shared the plan will be reported on every six months.

Ms. Green mentioned action on the plan will be taken next month and asked for questions from the Board about the plan or the process.

Trustee Daniels questioned the priorities this time as compared to the last plan. Ms. Green answered they are the same. Trustee Daniels requested if there were particular items that needed to be focused on. Ms. Green explained there were a few items. One was Title III grant-related items for disadvantaged populations, improving retention and completion, persistence rates and graduation rates. Another item was the desire for more community engagement. Under employee engagement, there was a desire to move it to the next level and find ways to create employee engagement opportunities, to actively engage with employees and create dialogue. There was also a strong voice that this is a multicultural county and community of students and the College needed to continue to encourage that employees, engagement, and information all reflect the fact that KCKCC is an inclusive community and an inclusive campus.

Trustee Ash questioned how many of the four goals under the four priorities were revised. Ms. Green answered about 50% of the goals changed or evolved. Trustee Ash questioned how many of the initiatives changed. Ms. Green answered closer to 60% of the initiatives.

Trustee Brune mentioned the baseline comments will be very helpful to measure the progress as the starting line.

Dr. Mosier congratulated Ms. Green and the entire team giving appreciation to Ms. Green for a wonderful job leading this endeavor. Dr. Mosier commented the strategic plan the last three years was really good, but this one is stronger as the College learned what went well, what didn't go as well as was wanted and where things needed to tighten up. The Board has the month to provide feedback. Please email thoughts or suggestions to Sheryl to share with Ms. Green.

Ms. Green shared the strategic plan will transition to Dr. Balog who has been working through this final stage with Ms. Green for a smooth handoff.

Trustee Daniels requested specific next steps at the June meeting when the board approves the plan. Ms. Green answered the plan will be shared with the campus via e-mail when the semester begins and will be a focus of fall convocation. The plan will continue the twice a year reporting, which is one of the ways that increases accountability and makes it a living document to provide updates.

Chair Criswell thanked Ms. Green for the presentation.

- Chair Criswell invited Dr. Chris Meiers, Vice President of Student Affairs and Enrollment Management, to present the Strategic Enrollment Management Plan 2023-2028 Annual Update.
 - Dr. Meiers explained considerable effort has been spent revising a new 5-year Strategic Enrollment Management (SEM) plan that is aligned with the College's Strategic Plan and can maximize opportunity. To recap the process, a SEM council was created and Dr. Donna Bohm, Dean of Arts, Communications and Humanities was co-chair. Representation was important to the council which included every division, department and students that broke out into multiple committees that collaboratively worked towards specific role management initiatives with feedback opportunities.

One important factor of strategic enrollment management across the College is being in alignment with the fulfillment of KCKCC's mission. Student success and engagement are paramount, equity is everyone's work, SEM is part science and part art, being strategic requires making tough decisions and the SEM plan is never done.

This SEM plan, created for the Board's review and consideration, gives the College the flexibility to have key performance metrics but also be able to adapt and flex towards economic trends and enrollment trends and to be proactive, not reactive. The enrollment plan interacts with all of the different planning initiatives at the College with the mission at the center and working in tandem. This SEM plan allowed the College to focus specifically on enrollment, persistence and attracting new students.

Overall, it's a 5-year goal to achieve the high full-time student equivalency of 3,530 by fall 2028. That is approximately a 3.5% increase each year of a 15% growth, knowing there will be some recalibration with new campuses and other opportunities.

Dr. Meiers continued with examples of the KCKCC SEM Calls to Action, key performance indicators aligned with the KCKCC Strategic Plan with Goal 1: Student-Centered Processes, Goal 2: Retention and Persistence and Goal 3: 150% Completion Time and SEM Plan Strategies and Tactics and making SEM everyone's business.

Dr. Meiers reported the SEM council's work is not done but will transition to an implementation team to start working through these strategies. Dr. Meiers asked for questions from the Board.

Chair Criswell commented that she really likes this plan and is particularly moved by the use of data and technology which is one of the highest priority items when it comes to moving an organization forward and modernizing. It is nice to see evidence that the College is going in the right direction. Chair Criswell thanked Dr. Meiers for being mindful of closing equity gaps as that is always something that should be strived for. Dr. Meiers thanked Chair Criswell and shared the plan was a team effort.

Trustee Daniels noted how often advising was mentioned in the plan and was curious what that will look like on campus - if every active member becomes an advisor or if that is left to the professional advisors. Trustee Daniels' second point was the use of the word trauma in the plan. In Wyandotte County, trauma is one of the most critical health issues being faced. Trustee Daniels was struck that the group has recognized that and realized that affects students on this campus. Dr. Meiers thanked Dr. Daniels and reported the plan is about the continuum of care. Advising will be all hands on deck as a guided pathways approach is embraced where a student's major and career inspiration are the focus. The intent is to make sure that every employee is capable of helping support the students.

Dr. Mosier gave kudos to Dr. Meiers' team and added the College has become an institution that does activities based on implemented plans and strategies. The College has become more data informed and utilizes the available data. KCKCC has become an institution that is focused on developing and implementing strong plans to stay on track over the course of multiple years.

- Chair Criswell invited Mr. Andrew Guevara-Alatorre, Student Senate President, to present the Proposed New KCKCC Alma Mater.
 - Mr. Guevara-Alatorre played a recording of the new proposed KCKCC alma mater. Mr. Guevara-Alatorre also proposed the title of (All) with Pride as everyone should be proud to be part of KCKCC. Mr. Guevara-Alatorre discussed the timeline of the song and title going to the senates and to the Board to provide feedback and next steps of Board approval, official recordings and sharing it with the campus. Mr. Guevara-Alatorre gave thanks to the group that helped with the idea and the process.

Mr. Guevara-Alatorre asked for questions from the Board. The Board and Dr. Mosier all gave kudos to Mr. Guevara-Alatorre and all involved.

- Chair Criswell invited Mr. Jerry Pope, Vice President of Academic Affairs, to present the *DownBeat* Magazine's 2023 Student Music Awards.
 - Mr. Pope was joined by music professors Mr. John Stafford and Dr. Justin Binek and pointed out the banner behind the podium listing the awards won.

Mr. Stafford presented the 2022-23 music and audio engineering highlights.

Dr. Binek presented the 2023 *DownBeat* Magazine student music awards pointing out this is legitimate recognition from the highest circulation jazz magazine.

The Board and Dr. Mosier all gave kudos and appreciation to Mr. Stafford and Dr. Binek for their commitment and the music department's commitment to the students. Dr. Mosier reported he shared this information with a writer at the American Association of Community Colleges (AACC) so it will be published in the AACC journal soon. Dr. Mosier then presented a commemorative plaque to Mr. Pope, Mr. Stafford and Dr. Binek for the awards won and the hard work of the faculty and students.

7. **Communications:** Chair Criswell invited Dr. Greg Mosier to communicate the Rita Blitt Sculptures Unveiling event. Dr. Mosier shared there is a special event next Thursday, May 25th at noon for Rita Blitt, the world-renowned artist, who has donated a lot of the drawings and paintings on campus, as well as the design work of one of her drawings into the sculpture “Ascension” which is in front of Centennial Hall. She has turned two others of her drawings into sculptures that will be installed next week and will be unveiled on the 25th, weather permitting. Rita recently visited the campus with a biographer that is writing her life story. The event will be live streamed. The sculptures will be outside the Learning Commons and between the Jewell building and the pond.
8. **Board Committee Reports:** Chair Criswell invited the Board Committees to report.
- On behalf of the Board Finance Committee (BFC), Vice Chair Isnard, Chair of the BFC, reported at this month’s meeting he was joined by Trustees Ash and Brune. The financial statement reports show a decrease in the net position in April by about \$4.8 million. This was not a reflection on any of the great work done by the Board or the administration in managing those resources, it is the ups and downs throughout the year of revenues that happen in generally small windows, it was expected.

The College was able to make another investment during April in the form of a \$3.5 million CD with Security Bank. There is also another investment that is in process of \$3 million with Commerce Bank with the rate at over 5% compared to the rate this time last year being only .5%.

The BFC passed a few items for approval on the recommendations for payment - agreements and payments being finalized for Copaken Brooks and PGAV to the owners Rep and for architectural services for the downtown campus project.

Lastly, Dr. Kneuvean will be presenting an approval for Novak Birks to continue as the College’s and the Foundation’s financial auditor.

Hearing no questions, Chair Criswell called for a motion to accept the report. Trustee Brune made the motion. Trustee Ash seconded the motion. **The Motion Carried.**

- On behalf of the Board Policy Committee (BPC), Trustee Hoskins Sutton, Chair of the BPC, announced the committee will report later in the meeting.
- On behalf of the Board Community Engagement Committee (BCEC), Trustee Brown, Chair of the BCEC, reported the BCEC has been working diligently to make sure the community knows what Kansas City Kansas Community College is doing. The BCEC has had a meeting with Livable Neighborhoods and Leadership 2000, with two other meetings scheduled with neighborhood groups. The intent is to make the rounds in the community to inform them the College is building downtown. Trustee Brune reported the BCEC has met with a little over 100 people in the last three weeks.

Chair Criswell asked if the presentation has been shared with the folks met with. Trustee

Brune answered yes and the BCEC also shares the one-page flyer with the community, which thanks to Ms. Green and staff the flyer is now available in Spanish.

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

- As the Association of Community College Trustees (ACCT) Delegate and as the Kansas Association of Community College Trustees (KACCT) Delegate, Trustee Ash reported the Kansas legislature had an interesting session. It is good news for the community colleges and some dollars the College will get. Heather Morgan, KACCT Executive Director, sent a final report about that, Trustee Ash will forward it to the Board. The next KACCT meeting is in June in Dodge City, Kansas. Sheryl has been sharing information about the ACCT meeting later in the year. Board members that are considering that notify her to take advantage of early registrations.

Trustee Hoskins Sutton reported the ACCT Diversity, Equity and Inclusion committee is ready to have the meeting on October 7, 2023, so she is already registered for the conference.

Trustee Ash collaborated with Dr. Mosier regarding Heather Morgan's evaluation. Mr. Arlen Leiker has sent the combined final evaluation that went to Heather. She does an incredible job with a great ready-response team with the community college presidents and financial officers. Heather could use better IT support, a better website and social media presence. Dr. Mosier agreed she does an incredible job and she could use some additional support. If a financial support request came through for her support, Dr. Mosier would be in favor of that.

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

9. **Consent Agenda:** Chair Criswell called for a motion to approve the Consent Agenda. Trustee Brune made the motion. Trustee Ash seconded the motion. **The Motion Carried.**

10. **Student Senate Report:** Chair Criswell called for the Student Senate report. Mr. Andrew Guevara-Alatorre, Student Senate President, reported the following –

- Introductions of the Student Senate representatives for next year. Ms. Elizabeth Daniels, President, Ms. Eden Barnes, Vice President, Mr. Tyler Luken, Secretary, and Mr. Z. Coffie, Treasurer. Online elections were May 1 – 5 and they went well with about 30 votes.

Ms. Elizabeth Daniels introduced herself as the future Student Senate President for next year and expressed excitement to work with everyone and keep the Board updated on everything with Student Senate next year. Ms. Daniels is a chapter officer of Phi Theta Kappa, the Honor Society on campus; a member of Fringe Benefits of Education, an organization on campus; and a resident assistant at the dorms.

Ms. Eden Barnes introduced herself as the future Vice President of Student Senate for next year and expressed excitement to meet the Board again and to work more closely with the Board and with Ms. Daniels.

Mr. Guevara-Alatorre reported the Easter event was on Friday, April 7th from 5:30 to 7:30 at the TEC center with 141 attendees, 75 children and 66 adults. Food was served and the community had fun.

The Student Senate/President's Cabinet Shadow day was fun. There was a lunch, a tour of the future downtown campus with a visit inside the church including explanations of what will be repurposed and a policy review meeting with Ms. Christina McGee.

Budgets for the clubs were distributed for the upcoming school year.

Mr. Guevara-Alatorre shared a nice photo Student Senate and expressed sadness that it is his last year. Every member is amazing and Mr. Guevara-Alatorre is happy for the next year's Student Senate.

Mr. Guevara-Alatorre asked for questions from the Board.

Chair Criswell thanked Mr. Guevara-Alatorre for the excellent report and congratulated the newly elected officers. Vice Chair Isnard gave congratulations to the new incoming leadership and thanked Mr. Guevara-Alatorre for everything he did for the Student Senate, his time and service. Trustee Ash expressed Mr. Guevara-Alatorre did an amazing job this school year.

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

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

- It is Commencement week - one of the most exciting weeks of the of the year. The College has a lot of events going on to celebrate student success. The two ceremonies are very full and will be held in the field house. The 2:00 p.m. ceremony is the Associate of Applied Science degrees and technical certificates. This ceremony is at max capacity. The 7:00 p.m. ceremony is the Associate of Arts, Associate of Science, Associate of General Studies, etc. There are a lot of students graduating this year.

The physical therapy assistant program started their pinning ceremony at the Technical Education Center a few minutes ago. Well wishes have been sent to them.

Tomorrow night is the 7th cohort for the Industrial Maintenance Technology short-term certificate that is offered as a customized training. Students also get college

credit for it, so they can continue beyond the certificate and get a longer certificate or go right into the automation engineering technology program. At the Leavenworth County Development Council Board meeting the end of last week it was mentioned Leavenworth County has a great need for mechanical technicians. They know about this program. The program is also 50% funded by Workforce AID through the Department of Commerce so it is a great opportunity for businesses.

The Nursing Pinning Ceremony is tomorrow at 7:00 p.m. in the field house.

The GED celebration will take place at 7:00 p.m. on Tuesday, May 23 in the Performing Arts Center.

Two weeks ago, the annual Employee Recognition Ceremony was held. It was a nice event, thanked all who put that together. One hundred eighteen faculty and staff members from the Blue Devil family were celebrated, totaling 2,510 years of service. Seven individuals retired.

Thursday is the Rita Blitt event.

Last week, the Economic Development and Finance (EDF) subcommittee of the Unified Government passed the proposal for the Unified Government to sell the parcels of land to KCKCC that are needed for the downtown project. That request will go to the full Commission on the May 25. The Home Field project presentation was given that night to the EDF. It is over a \$900 million project in an entertainment district, including a Margaritaville restaurant and hotel, Big Shot, which is similar to a Top Golf center that will have 60 bays - the largest in the Midwest. There will be an indoor amphitheater with 55,000 square feet, an outdoor amphitheater, all sorts of indoor and outdoor swimming activities, and eight baseball fields where recruiters can watch high schoolers. This is terrific new for Wyandotte County for another billion-dollar project in the next five years. It is located near the old Schlitterbahn water park and Camping World and builds far north towards the soccer practice fields.

This morning, Dr. Balog and I had the opportunity to join the Unified Government Vision Summit for Plan KC, which is a strategic planning venture by the Unified Government (UG) and brought in community members from across the County. The UG has good ideas in motion and the College will continue to work with that group.

The Federal Economic Development Administration released a notice of funding opportunity for the regional technology and innovation hubs. This is being worked on with the Kansas Department of Commerce for \$150 million grant application to have a hub in Kansas. The location is unknown but is being determined. That deadline is August 15th.

There are a lot of really wonderful things happening in KCKCC and around the College. Dr. Mosier gave thanks to everyone for the hard work this academic year stating it has

been a great success and shared he cannot express his gratitude enough to all the faculty, staff and to the Board for all the work and support that is given to the College all the time.

Trustee Daniels motioned to accept the report. Trustee Ash 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 –

- The Writing Center celebrated National Poetry Month with a poetry contest, a poetry reading and a poem in your pocket celebration around the campfire area in the Learning Commons.

The Center for Teaching Excellence and Tom Grady, Director, hosted events for faculty. There were academic symposiums, the TEACH Award recipients were recognized (Todd Gordon, Biology, and Kristofer Paul-White, Health Professions), sessions approaching universal design for learning to support students with assignments, “First Fridays” were professional development sessions focused on hybrid and HyFlex teaching and the pedagogy “The Blue Devil Faculty Academy” which is a year-long academy orientation program for new full-time faculty. This academy was the result of negotiations two years ago that gives release time for faculty to attend the academy their first year. The College is working to support the faculty at all stages of their development and all stages of their tenure.

There were 73 ensembles participating in the Jazz Summit that was held over four days with high school and middle school groups from Seattle to Saint Louis to Tulsa. There were approximately 1,500 musical students from high schools on campus during those days. On April 25, Grammy-nominated guest artist, sāje gave a wonderful performance. A visiting performer, songwriter and arranger lead the students in the concert with singing her songs, her music or her arrangements. There were about 125 students on the stage.

The Adjunct Appreciation Expo was an exciting event. KCKCC is working on getting the adjunct instructors as engaged as possible in events at the College.

A dramatic mural by art student Justice Burris was completed in the art studio.

Students that won SkillsUSA state-level gold medals are going to Atlanta in June to participate.

The nursing department is doing some new things to recognize students and there were over 60 nominations for the “Nursing Superstar” award. Awards for an RN student, a PN student, an RN faculty and a PN faculty will be announced tomorrow at the nurse pinning.

Mr. Pope participated in meetings with the Commission on Accreditation for Respiratory Care. The program should be reaccredited fully for the next 10 years. Mr. Pope gave kudos to the faculty, students and the leadership in that area. Mr. Pope

gave congratulations to Tammie Jones, Respiratory Therapy faculty, on her upcoming retirement.

A biotechnology student and dual high school enrollee, Shayne McRae, was awarded a \$10,000 scholarship: the KC Royals Charities Scholarship, that was presented to only five students.

Mr. Pope gave congratulation on the upcoming retirements of early childhood professor Kathi McGowan and psychology professor Dr. Antonio Cutolo-Ring. They are retiring after 20 and 30 years of service respectively.

Mr. Pope asked for questions from the Board.

Trustee Hoskins Sutton gave congratulations to PTK on their awards, thanks to Online Education for the addition of the newsletter that gave faculty information about the online class and kudos to Professor Tom Grady for all he does.

Trustee Hoskins Sutton questioned the term HyFlex. Mr. Pope gave an example of HyFlex being when the faculty member is in the classroom with students, there are other students at the Pioneer Career Center taking that same class (that allows the College to offer low enrollment classes at Pioneer Career Center) and students can opt to attend the class from work. The instructor uses interactive technology, thanks to Dr. Jelena Ozegovic. KCKCC is identifying champions to help other faculty members get engaged in using HyFlex. Tom Grady is invested in offering the training and best practices so that faculty can utilize this pedagogy in their classrooms.

Trustee Hoskins Sutton also commented the number of Skills USA medals received by the students was impressive.

Chair Criswell called for a motion to accept the report. Trustee Daniels made the motion. 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 –

- There are 511 students walking commencement at both ceremonies. Preparations for commencement have been a focus this month. Upper Jewell Lounge will be an overflow live viewing location, lunch will be downstairs in Lower Jewell.

Introduced new athletic director, Mr. Greg McVey, who started last week. Mr. McVey expressed gratefulness to be back in the state of Kansas and the opportunity to continue the positive things being done at KCKCC. Mr. McVey commented athletics is an extension of the learning process as students learn through participation in sport and a focus of developing the student physically, academically and socially. Mr. McVey expressed appreciation for being part of KCKCC and the Board welcomed him.

Summer enrollment is up 2.12% in headcount, credit hours are down 1.04%. It is anticipated with the semester winding down there will be some slides. There are timing lags in the fall enrollment, specifically last year there was a tremendous amount of work for high school enrollments for the Technical Education Center (TEC) locations in April which created a swing in the report; this report is on par with the previous years. With the SEM plan, a group of key stakeholders meets every Monday to review the reports. There has been progress for the fall enrollment and how a more proactive student enrollment management practice has been created.

Grade reporting instructions have been improved and a daily report is distributed to the deans showing specifically which grades are submitted and not submitted. Today is the grading deadline. This allows a baseline to be created to determine where to start making specific improvements related to missing grades and no-show grades. This has been favorably received by the deans.

Dr. Meiers mentioned there are many activities listed in the report and asked for questions from the Board.

Trustee Hoskins Sutton thanked Dr. Meiers and team for the improvements on the final grade submission - seeing that progress is being made.

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

14. Chief Marketing and Institutional Image Officer Report: Chair Criswell called for the Chief Marketing and Institutional Image Office report. Ms. Kris Green reported the following –

- This has been a busy and celebratory month for the marketing team.

Marketing spent several hours creating 1-minute videos for fire science, cosmetology, nail technician, computer support, cybersecurity and electrical technology to be used on social media and on the website. A video will be shared next month.

Marketing supported Perkins marketing funding with pull up banners for each of the programs.

There are two supply trailers that both Pioneer Career Center and Technical Education Center use for different onsite work. Those trailers are being vinyl wrapped so they are an advertisement wherever they go.

For the enrollment marketing plan, \$141,700 was invested in enrollment marketing for the summer and fall enrollment which is about 20% more than was invested last year. KCKCC is making the shift from brand advertising to a more enrollment-focused advertising to support the strategic enrollment plan.

The College is a sponsor of Rock the Dotte. One strategy for the Centennial

celebration is to own Wyandotte County celebrations. Rock the Dotte is a 3-part concert series at Azura Amphitheater. KCKCC was at the first concert and handed out over 1,000 handheld fans - it was a sea of red that said Horns Up. KCKCC will attend the Leavenworth and Wyandotte County Fairs this summer.

Ms. Green has worked with several steering committees to organize plans for the Centennial celebration year. The plan will be launched at Convocation. There will be an internal birthday celebration at all three sites around the date of September 10th, which is the official day classes started in 1923. There will be birthday cake and the opportunity to collect items for a time capsule. In April there will be an event on campus to showcase the different departments and ways that KCKCC is engaged with the Wyandotte County community. The College will be hosting events throughout the year to bring alumni, students and community members together as part of that Centennial celebration. There will also be a Centennial magazine.

Ms. Green gave kudos and thanks to the marketing team for the quality photography and videography for commencement, in publications and the board room photo wall.

Ms. Green asked for questions from the Board.

The Board thanked Ms. Green for the great job on marketing. Chair Criswell shared her impression and gave thanks for the concerted effort to move from a brand-focused advertising to enrollment-focused as a modern approach to the way potential students receive and respond to advertising.

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

The Motion Carried.

15. **Chief Financial Officer Report:** Chair Criswell called for the Chief Financial Officer report. Dr. Shelley Kneuvean reported the following –

- The highlights for the monthly financials are that things are on track as expected. There was an increase in revenues of about \$1.2 million due to tuition and fees for summer and fall enrollment and financial aid that was processed for Pell funds, work study funds and grant funds. Expenditures are on track with regard to the monthly burn. Next month there will be a slight uptick in personnel cost related to the retro pay for the faculty now that the contract is done. The retro pay will go back to July 1st. That was budgeted and is within the budget.

There has been progress on the Certificate of Deposits (CDs), the College closed on the Commerce Bank CD. Dr. Mosier and Dr. Kneuvean are determining if the College can make more investments that will allow KCKCC to have enough liquidity but also allow the institution to take advantage of this unusual market. Those recommendations would be presented to the Board Finance Committee and the full Board for direction.

The division is working hard putting together the budget. There is preliminary information on state aid which, for the tiered and non-tiered, decreases but KCKCC will get additional

one-time money assuming all things get approved. The funds will be \$250,000 for cybersecurity, a \$919,000 grant for apprenticeships and additional money towards capital improvements from the state based on a new formula they did. The property tax valuations will be in mid-June. On the expense side of the budget, trends are being reviewed and it is being determined where the College needs to spend money that aligns with the strategic plan and the strategic enrollment plan.

KCKCC invests in its employees and four employees participated in the Kansas Community Colleges Leadership Institute (KCCLI). Lesley Strohschein, Controller, was one participant. It is a remarkable program where participants learn a lot, learn leadership skills and visit all the community colleges throughout Kansas building networks of colleagues to work with, to get information from and to share information. Dr. Kneuvean expressed a sincere appreciation for the investment the College made in those employees.

The executive board room remodel was completed with a few small things to still fix. The room is more functional with the technology that was implemented.

Facility Services collaborated with Information Services to add several Wi-Fi drops at the field house before the graduation ceremonies.

The College Police staffing been successful in the last two months and is now down to two vacancies. The final process includes background checks, candidates that have post certification with an expedited process and three individuals that are at the police academy. Dr. Kneuvean gave appreciation for the work of Human Resources and the help of Marketing for creating a brochure about this career choice. The process has also been a success due to the leadership Chief Putzke.

Dr. Kneuvean asked for questions from the Board.

Hearing none, Chair Criswell called for a motion to accept the report. Vice Chair Isnard made the motion. Trustee Brune seconded the motion. **The Motion Carried.**

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

- May is an exciting time for the Human Resources (HR) office. HR planned the Employee Recognition Ceremony to celebrate and acknowledge individuals' years of service milestones, retirements, Employee of the Year award and the Henry Louis teaching award. Several individuals were recognized during the ceremony. Ms. McGee recognized and thanked the HR team for the amount of effort that went into the event. Ms. McGee also thanked Media Services, Marketing and Facility Services for the work done for the event.

Ms. McGee announced the hiring of Michael Torres as the Director of Diversity, Equity and Inclusion. He started yesterday and is getting acclimated to the College, the culture and meeting individuals - and he volunteered to help with graduation.

In late April, a survey was sent to employees to gather data on types of professional development and days that work best for a professional development event HR is developing. Anyone can attend but the focus is on staff employees that do not have an opportunity during convocation week to participate in professional development. This will be a half- or full-day in the summer.

HR is updating the landing page for career services to be more inviting, streamlining the information and overall making it look more appealing. HR will work with the marketing team to enhance the look of the HR content provided.

Ms. McGee asked for questions from the Board.

Trustee Hoskins Sutton commented the benefits coordinator's scripts to answer benefits questions is a good idea. Ms. McGee commented that idea was based on feedback received from new employees. Depending upon when an employee starts, there may be a lag when that information is given in the monthly new hire orientation. Individuals can always contact the benefits coordinator anytime with questions, but these videos will provide on-demand information. The scripts are developed and the videos need to be shot.

Trustee Hoskins Sutton motioned to accept the report. 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 –

- Mr. Gabriel thanked Media Services for their work for this meeting and all the work they will do over the next couple of days for the commencement ceremonies.

Mr. Gabriel thanked Facility Services for all the work they did helping to get the Wi-Fi upgraded in the field house. The access points increased from seven to 19 based on the number of people that can be held in the field house. This project was pushed to be ready for the KCKCC commencement ceremonies and for the Kansas City, KS public schools' ceremonies on Friday and Sunday in the field house.

Microsoft licensing was acquired. It is a service that was announced over a year ago for enterprise. The licensing takes the burden off the Information Services staff about the patches, security updates and feature updates to all KCKCC devices. The burden is on Microsoft in the cloud, similar to a device that is not on a company network and receives the regular Windows updates. This will help the College update devices and help manage the devices when the devices leave the network. The service was turned on yesterday after classes ended.

Laptop checkouts were due back yesterday. Mr. Gabriel thanked the computer services staff for all the work they are doing, checking those laptops back in and all the work they will do over the next two weeks to turn those laptops around, refresh them, update them and get them ready for the laptop checkouts that will start on

May 30th for the summer semester.

Mr. Gabriel asked for questions from the Board.

Trustee Ash questioned how to watch graduation online. Mr. Gabriel answered there will be a link on the home page of the KCKCC website.

Trustee Hoskins Sutton mentioned during COVID there were a large number of computer checkouts and questioned if the number was still large. Mr. Gabriel answered in the fall and in the spring the average is about 250 to 300 computer checkouts. The summer is a much smaller number. Dr. Mosier mentioned it speaks to the needs of the students as they really do not have a high-quality computer or any computer at home. This gives them more opportunity. It is a lot of work on Information Services with the cleanup, turn around, check-in and check-out but it is very much needed by the students.

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

18. **Unfinished Business:** Chair Criswell invited Dr. Greg Mosier to present the Downtown Project Biannual Update. Dr. Mosier reported the following –

- Both environmental studies have been completed. The environmental Phase Two study shows there is no additional soil contamination that needs to be cleaned up. Currently, the surveying of the entire block to the opposite side of the street is being done by BHC Engineering, a local company. Hopefully, by fall 2025 this beautiful building or something like it will be downtown.

To help share why this project is being built downtown, Dr. Mosier shared information about Poverty by Census Tract explaining the poverty level of Wyandotte County. In the east/northeast side, approximately 50% of the adults living in that part of the county live in poverty and a zip code should not determine one's level of success in life. Other socioeconomic indicators, repeat this exact same pattern. In the County, there are 10 zip codes, four on the west and six on the east. People who can speak English well enough to obtain and maintain a job, there are about 2,500 that do not speak English on the western side of the county but about 20,000 that do not speak English on the eastern side of the county indicating a huge ESL (English as a Second Language) need. There are about 4,000 age 25 plus people on the western side that work full-time and live in poverty and on the eastern side there are about 18,000 that work two or three part-time jobs making minimum wage and still cannot get out of poverty. That affects the children and the future of the County. Almost 250% to 300% more children live in poverty on the eastern side of the county than the western side. That is alarming. Regarding post-secondary education attainment, only about 9% to 10% of the people living in the eastern side of the County have a two-year degree or above. Education is one of the greatest economic indicators for success. On the eastern side, household median income is about 40% or half of what it is on the western side. Boosting college degrees decreases inequality and it lowers poverty but

it also increases health. Employers are still struggling to find skilled workers. Serving as the chair of the board for Wyandotte Economic Development Council, Dr. Mosier has knowledge of about 7,500 jobs per day, with an average salary of about \$44,000, are unfilled in Wyandotte County. There are a lot of high demand jobs in the area. There is a global talent shortage, 77% of companies have a skills gap meaning they cannot find skilled workers for the jobs. Fifty percent to 60% of jobs across Kansas require more than a high school education but less than a four-year degree – that is the community college's mission. In 2030, the talent shortage will cost the United States \$8.5 billion annually.

Dr. Mosier shared a photo of the current lot of the downtown site stating the buildings have been abandoned for about 20 to 30 years so there is a lot of work to be done and it is getting started. Dr. Mosier shared another photo of the breakdown of the different lots of the bottom half of the block and explained the status of each lot. The top right hand corner which is the dirt parking lot area and the bottom right hand corner which is also a dirt area is owned by the Unified Government (UG), it is not land bank. This is the land requested by Dr. Mosier last week at the Economic Development and Finance subcommittee of the Unified Government and will be taken to the full commission on May 25th. At the top, currently that northern half from the alley that travels east and west is all one lot. That section is being asked to be broken in half and the College would own the right side and will be requested first right of refusal from the Willa Gill Center to the left. The church and the old Firestone burnt out building is owned by the land bank. The UG owned land is in progress and hopefully that will be transferred to the College after May 25th. The College also has options in for the transition of the land bank property to KCKCC so then the College will own all of that bottom southern half of the block. Then with the parking lot on the top right, that will get all put into one lot so that the project can be built on it and get rid of all the easements in between.

After about six months into the project, it was learned the 7th Street Church was a local historical landmark. A lot of work was done with the Landmarks Commission and approval received November 2021 to pull down the church carefully, save the historical elements and put them back in the new building. This was at the point in time when a building permit was required to deconstruct the church. There will not be a building permit issued for about nine months, meaning the College would not open by August 2025, the project would be set back an entire year. A couple weeks before the UG meeting, Dr. Mosier presented to the Landmark Commission with a proposed new construction timeline so that the historical elements can be taken out, restored, readied and measured to be put into the new facility. Dr. Mosier shared renderings showing uses of the stained glass, the red brick that is salvageable, the foundation stones, possibly the wooden floor, the stanchions and the trusses from the sanctuary area.

Dr. Mosier continued with rendering photos explaining there will be a history wall based off the historical wall at the main campus of the College. Other salvageable

items will be an 18-inch inset doorway from the basement of the church, a cabinet for storage and utilization and key stained glass windows that will be backlit in the conference room. 3D scanning will begin in about a month. In August or September, the church will slowly be taken down.

Dr. Mosier showed Rita Blitt's "Destiny" sculpture that will be at the downtown site. This is an 8-foot tall, 6-foot wide, 14 inches deep sculpture with three discrete elements coming together as one. The project has ended up with three discrete partners coming together as one to serve the community. It is very symbolic as it is the destiny of the church and this location to serve the community for the next 100 years.

The project reached the fundraising milestone to move the project forward. Dr. Mosier shared the anticipated project timeline and outlined writing the Request For Proposal, doing the paperwork, the selective demolition, the full demolition of the property and the construction with substantial completion by mid-June 2025. Dr. Mosier shared financial information showing KCKCC's total funding goal of \$48 million, the College invested \$13 million, \$26.1 million has been raised with the capital campaign with a balance remaining of \$9 million. There is new \$3 million earmark requested with Dr. Mosier having a few \$1 million meetings coming up. Like the beautiful Centennial Hall that gives students pride and a living environment the students deserve, this project is an investment in downtown. From a taxpayer's perspective, at the current rate, the College is only paying \$0.33 on the dollar to build the new facility. For the mill levy and Wyandotte County, which is about 52% to 53% of the College's revenue, taxpayers are only paying about \$0.18 on the dollar to have this building and the services that will be provided in the heart of downtown where people need it the most.

The College's economic impact study showed for every dollar invested in KCKCC, the return per year was \$1.30, that is a 30% return. The stock market average return is 10% per year. Broken down by how much of the College's dollars are being invested at \$0.33, equals a 200% Return On Investment (ROI) and at the County taxpayers' level it is an immediate 300% return on investment for the community.

This project was a vision that is becoming a reality. Dr. Mosier thanked the staff and the people brought on to the project. There will be action taking place early fall and there will be a groundbreaking ceremony around the time KCKCC turns 100 years old. The groundbreaking date is September 8th at 2:00 p.m.

Dr. Mosier asked for questions from the Board.

Chair Criswell expressed these are exciting times. Hearing no questions, Chair Criswell called for a motion to accept the report. Trustee Ash made the motion. Trustee Brown seconded the motion. **The Motion Carried.**

19. New Business:

- Chair Criswell called for the presentation of KCKCC Policies. Trustee Linda Hoskins Sutton, Chair of the Board Policy Committee, presented the following –
 - The policies were provided in the Board packet. The Smoke and Tobacco-Free College (Policy: 1.11) is an update to the policy that was first approved in August of 2015 since so much has changed with the different versions of what is considered smoking and in conjunction with the Clean Air Act. The Consensual Relationships (Policy: 5.10) is a completely new policy.

Trustee Hoskins Sutton asked for questions or comments from the Board. Hearing none, Trustee Hoskins Sutton gave a reminder that the Board Policy Committee does not meet in the summer because the senates do not meet and the senates are a critical part of policy approval. The next Board Policy Committee meeting will be in September. Trustee Hoskins Sutton gave thanks to everyone on the committee for all of the work done to make sure there are policies to guide the College.

Chair Criswell expressed this was excellent work and expressed appreciation for Trustee Hoskins Sutton and the committee. Chair Criswell called for a motion to approve the KCKCC policies of Smoke and Tobacco-Free College (Policy: 1.11) and Consensual Relationships (Policy: 5.10). Trustee Daniels made the motion. Trustee Brune seconded the motion. **The Motion Carried.**

- Chair Criswell called for the presentation of the Approval of Employment of Auditor to Audit All Accounts. Dr. Shelley Kneuvean presented the following –
 - This is a recommendation to engage the services of Novak Birks who has been KCKCC's long-term auditor. Novak Birks has proposed a total cost of \$48,995, about 2.5% or \$1,195 more than last year. Given inflation, this is the normal cost of doing business increase. The same scope of services typically done will be done. The College was satisfied with the work done in the past and recommend that the College retain Novak Birks for this next year. This would be for the College and the Foundation. The Foundation Board has already accepted appointing Novak Birks.

Chair Criswell called for a motion to approve the employment of the auditor, Novak Birks. Trustee Ash made the motion. Hoskins Sutton seconded the motion. **The Motion Carried.**

- Chair Criswell called for the presentation of the Approval of Resolution(s) of Notice of Intent to Nonrenew Contract of Employment. Dr. Greg Mosier presented the following –
 - As a college offering classes to the community, the administration makes sure the classes and staffing meets the needs and the enrollment demands of the community. This is one of the more difficult times of the year for all but as there has been enrollment declines adjustments need to be made to match that and be able to also be good fiscal agents of the community. The College has positions that are recommended for an Intent to Nonrenew Contracts. This has nothing to do with

performance or any type of activity, it is purely based on declining enrollment of the College in specific areas.

Dr. Mosier continued, as a follow up from the executive sessions he called for a recommendation to nonrenew the contract of employment for faculty member Dr. Tamela Ice. Vice Chair Isnard made the motion. Trustee Daniels seconded the motion. Chair Criswell called for a roll call vote. All members voted yes. **The Motion Carried.**

Dr. Mosier continued, the second action, based purely on enrollment, and called for a recommendation to nonrenew the contract of employment for the faculty position and faculty member Dr. Teri Huggins. Trustee Ash made the motion. Trustee Brune seconded the motion. Chair Criswell called for a roll call vote. All members voted yes. **The Motion Carried.**

Dr. Mosier continued, the third item, again based on enrollment, and called for a recommendation to nonrenew the contract of employment for faculty member Dr. Gena Ross. Trustee Daniels made the motion. Trustee Brune seconded the motion. Chair Criswell called for a roll call vote. All members voted yes. **The Motion Carried.**

Dr. Mosier gave appreciation for the service these faculty members have given the College and mentioned the faculty members do have an opportunity to claim classes as classes become available. The College looks forward to every opportunity to try and make that happen for the faculty members.

- Chair Criswell called for the presentation of the Proposed Board of Trustees Meeting Schedule for FY2024. Dr. Greg Mosier presented the following –
 - In the Board packet, is the meeting schedule for fiscal year 2024. It follows the same pattern as this year. It is shared at this meeting to allow time for review. Please email Sheryl for corrections or questions. There are nine regular evening meetings and three morning meetings with those that have an asterisk being an exception to the third Tuesday of the month for various reasons. The Board will take action on this schedule at the next Board meeting.

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

The meeting adjourned at 7:30 p.m.

ATTEST:

Chairperson, Ms. Evelyn Criswell

Secretary, Dr. Greg Mosier



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



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

**KANSAS CITY KANSAS COMMUNITY COLLEGE
Board of Trustees Special Meeting
Tuesday, May 16, 2023 – 4:30 P.M.**

CONSENT AGENDA – Item A1

Meeting Minutes

1. **Call to Order:** Chairwoman Evelyn Criswell called the meeting to order at 4:30 p.m. in Upper Jewell Lounge at KCKCC-Main Campus and in the KCKCC Zoom meeting platform on Tuesday, May 16, 2023.
2. **Roll Call:** Trustees present were Chairwoman Evelyn Criswell, Vice Chair Brad Isnard, Mr. Don Ash, Ms. Rosalyn Brown, Ms. Pat Brune, Dr. Ray Daniels and Ms. Linda Hoskins Sutton.

They were joined by Dr. Greg Mosier, President, Mr. Greg Goheen, College Attorney, Mr. Jerry Pope, Vice President of Academic Affairs and Dr. Scott Balog, Executive Vice President.
3. **Informational:** Chair Criswell invited Mr. Greg Goheen, College Attorney, to present a General Overview of the Nonrenewal Process. Mr. Goheen shared a brief overview of the nonrenewal process for faculty at the College. If an individual is going to be nonrenewed for employment, a notice of intent to nonrenew must be received by the faculty member by the third Friday in May. The faculty member then has a time period under the contract and state law to request a hearing. If a hearing is not requested, final action to nonrenew the contract of employment is taken at the following Board meeting. If the faculty member elects to effectuate and follow that hearing process, the hearing would need to be concluded before the Board would take final action. Depending upon the faculty member's tenure with the college, there are different rights in terms of what that notice process is. Mr. Goheen asked for questions from the Board. Hearing none, Chair Criswell thanked Mr. Goheen.
4. **Executive Session(s):** Chair Criswell announced there are four (4) executive sessions. Chair Criswell 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 at the 5:00 p.m.

meeting for a 5-minute duration. All action would take place in Upper Jewell Lounge and in the virtual meeting room. Vice Chair Isnard made the motion. Trustee Brown seconded the motion. **The Motion Carried.**

The Board was allowed time to travel to the executive session meeting room at 4:33 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 at the 5:00 p.m. meeting for a 10-minute duration. All action would take place in Upper Jewell Lounge and in the virtual meeting room. Trustee Ash made the motion. Trustee Daniels seconded the motion. **The Motion Carried.**

The second executive session began at 4:45 p.m. The Board ended the second executive session at 4:55 p.m.

Returning to the open session, Chair Criswell called for a motion to enter a third executive session to discuss personnel matters of nonelected personnel with possible action to follow in open session at the 5:00 p.m. meeting for a 5-minute duration. All action would take place in Upper Jewell Lounge and in the virtual meeting room. Trustee Brown made the motion. Trustee Brune seconded the motion. **The Motion Carried.**

The third executive session began at 4:56 p.m. The Board ended the third executive session at 5:01 p.m.

Returning to the open session, Chair Criswell called for a motion to enter a fourth executive session to discuss personnel matters of nonelected personnel with possible action to follow in open session for a 3-minute duration. All action would take place in Upper Jewell Lounge and in the virtual meeting room. Trustee Ash made the motion. Trustee Brown seconded the motion. **The Motion Carried.**

The fourth executive session began at 5:01 p.m. The Board ended the fourth executive session at 5:04 p.m.

The Board was allowed time to travel to Upper Jewell Lounge.

At 5:10 p.m., Chair Criswell returned the meeting to open session. Dr. Mosier announced the return from the special meeting and executive sessions and asked for a motion to accept the mid-year resignation of Ms. Amber Crum, to release her from her contract and to waive any mid-year financial penalty for ending her contract prior to the end date with her 212 appointment. Vice Chair Isnard made the motion. Trustee Brune seconded the motion. **The Motion Carried.**

Chair Criswell noted that action for executive sessions 1, 2 and 3 will take place in the new business section of the regular meeting.

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

The meeting adjourned at 5:10 p.m.

ATTEST:

Chairperson, Ms. Evelyn Criswell

Secretary, Dr. Greg Mosier

Recommendations for Payment

CONSENT AGENDA – Item B

June 20, 2023

- 1) **\$76,270.00** to **Design Mechanical** for Learning Commons, Flint Bldg., and Math Air Dampers. Requested by Shelley Kneuvean – Funding Source – Capital Outlay: HVAC.
- 2) **\$45,481.27** to **American Digital Security LLC** for fieldhouse access card installation. Requested by Shelley Kneuvean. Funding Source – Campus Police: Card Access
- 3) **\$38,109.69** to **Electronics Supply Co., Inc.** for replacement switches for aging equipment in network closets. Requested by Peter Gabriel. Funding Source – Information Services: Computer Equipment
- 4) **\$131,271.70** to **Lenovo Inc.** for replacement computers. Requested by Peter Gabriel. Funding Source – Information Services: Computer Equipment.
- 5) **\$1,400.00** to **Treanor Architects** for Facilities Master Plan, Professional Services April 2023. Requested by Shelley Kneuvean. Funding Source – Finance & Administration: Facilities.
- 6) **\$35,940.00** to **Environmental Works Inc.** for phase II, GPR Survey and drilling for Downtown location. \$6,855 will be reimbursed by Swope Health and CommunityAmerica Credit Union as our partners sharing in the cost. Requested by Shelley Kneuvean. Funding Source – Downtown Location: Construction in Progress.
- 7) **\$44,505.00** to **Cox Air Systems Inc.** for delivery and fabrication for the sculpture Perseverance. Requested by Shelley Kneuvean. Funding Source – Capital Outlay: Ambient Learning Spaces.
- 8) **\$220,000** to **Clarus** for the digital advertising strategy working with the Marketing Department for FY23. Work and billing will not start until July 1. Funding Source – Marketing: Contractual Services.
- 9) **\$285,687.72** to **Citywide Facility Solutions** for custodial services at the Technical Education Center 1, 2, 3, and Fire Science.
- 10) **\$93,000** to **RE Leasing** for bus lease. Requested by Shelley Kneuvean. Funding Source – Finance Operating Account Bus Lease.

May bills totaling **\$1,967,112.78** includes April VISA bills of **\$266,148.04**.

Items for Ratification

CONSENT AGENDA – Item C

June 20, 2023

1. **\$11,361.50** to **KJCCC** for umpires for Spring 2023 season. Requested by Chris Meiers. Funding Source – Baseball: Home Game Expense.
2. **\$15,000.00** to **Unified School District 500** for Sack lunches for KOC. Requested Jerry Pope. Funding Source – Kids on Campus: Food Expense.
3. **\$22,440.00** to **American Digital Security LLC** for iClass ID cards. Requested by Shelley Kneuvean. Funding Source – Campus Police: Safety Expense.
4. **\$22,000.00** to **Loan Science Sc LLC** for Borrowers Connect Comprehensive Service for Financial Aid. Requested by Chris Meiers. Funding Source – Financial Aid: Contractual Expense
5. **\$16,000.00** to **Em’s Spotlight** for dance instructions for Kids on Campus. Request by Jerry pope. Funding Source – Kids on Campus: Contractual Expense
6. **\$20,895.00** to **Digital Architecture LLC** for the annual renewal of Acalog subscription. Requested by Peter Gabriel. Funding Source – Information Services: Software Expense.
7. **\$22,732.60** to **P1 Service LLC** for asset tagging for Facility Services in the month of April. Requested by Shelley Kneuvean. Funding source – Maintenance: Supplies and Expense.
8. **\$14,037.22** to **P1 Service LLC** for electrical work in the Board room remodeling project in the month of May. Requested by Shelley Kneuvean. Funding Source – Executive Board Room Remodel/Strategic Initiatives.
9. **\$18,850.00** to **Porter Backstop** to replace basketball goal and backstop. Requested by Shelley Kneuvean. Funding Source – Strategic Initiatives.

HUMAN RESOURCES - PERSONNEL ITEMS

CONSENT AGENDA – Item D

June 20, 2023

SEPARATION INFORMATION

ACTION	NAME	JOB TITLE	DEPT	DIVISION	EFF. DATE
Resignation	Berry, Scott	Maintenance Specialist I	Facility Services	Financial & Facility Services	06/23/2023
Resignation	Campbell, Katelyn	Adjunct	Spanish	Academic Affairs	06/30/2023
Resignation	Gossett, Brandon	Assistant Coach	Athletics	Student Affairs and Enrollment Management	06/18/2023
Resignation	Wishall, Mary	Adjunct	Health Professions	Academic Affairs	05/19/2023
Resignation	Zerr, Thomas	Instructor	Adult and Continuing Education	Academic Affairs	05/23/2023
Retirement	Ice, Tamela	Professor	Philosophy	Academic Affairs	05/31/2023

RECOMMENDATIONS / APPROVALS

ACTION	NAME	JOB TITLE	DEPT	DIV	DATE	SALARY
Master Contract	Ball, Kristen	Associate Professor	Accounting	Academic Affairs	06/01/2023	\$79,217.59
Master Contract	Miles, Todd	Assistant Professor	Fire Science	Academic Affairs	05/01/2023	\$83,429.87
New Hire	Addison, Tiffany	Part-Time Program Assistant	Upward Bound Academy	Student Affairs and Enrollment Management	06/09/2023	\$15.00 per hour
New Hire	Claybaugh, Jodi	Part-Time Lab Assistant	Emergency Medical Education	Academic Affairs	06/06/2023	\$19.45 per hour
New Hire	Crockett, Jazmine	Part-Time Program Assistant	Upward Bound Academy	Student Affairs and Enrollment Management	06/07/2023	\$15.00 per hour
New Hire	Davenport, Valentina	Police Officer	College Police	Financial & Facility Services	06/08/2023	\$51,907 annually
New Hire	Franklin, Steven	Retention and Career Coach	Student Success Center	Student Affairs and Enrollment Management	05/22/2023	\$61,884.59 annually

New Hire	Green, Madison	Student Success Advisor	Student Success Center	Student Affairs and Enrollment Management	06/01/2023	\$61,884.59 annually
New Hire	Harrell, Faith	Instructor	Reading	Academic Affairs	08/07/2023	\$64,986.88 annually
New Hire	Hossain, Sehtab	Adjunct	Electrical Technology	Academic Affairs	07/10/2023	\$970.32 per credit hour
New Hire	Klise, Kimberly	Administrative Assistant to the Dean	Arts, Communications & Humanities	Academic Affairs	06/08/2023	\$48,000 annually
New Hire	Lamb, Tyler	Administrative Assistant to the Dean	Health Professions	Academic Affairs	05/24/2023	\$45,470 annually
New Hire	Mendoza, Valerie	Retention and Career Coach	Student Success Center	Student Affairs and Enrollment Management	06/01/2023	\$75,697.86 annually
New Hire	Miller, Teyana	Part-Time Summer Instructor	Upward Bound Academy	Student Affairs and Enrollment Management	06/07/2023	\$20.00 per hour
New Hire	Nordengren, Carolyn	Adjunct	Arts, Communications & Humanities	Academic Affairs	08/07/2023	\$970.32 per credit hour
New Hire	Roepke, Faith	Administrative Assistant	Registrar's Office	Student Affairs and Enrollment Management	06/08/2023	\$38,000 annually
New Hire	Rollins, Kimberly	Part-Time Program Assistant	Upward Bound Academy	Student Affairs and Enrollment Management	06/09/2023	\$20.00 per hour
Promotion	Belt, Tina	Instructor	Mortuary Science	Academic Affairs	08/01/2023	\$61,666.38 annually*
Promotion	Fordlee, Brian	Administrative Assistant	Learning & Library Services	Academic Affairs	06/05/2023	\$39,000 annually
Promotion	Johnson, Felicia	Assistant Director	Student Financial Aid	Student Affairs and Enrollment Management	05/16/2023	\$69,321 annually
Rehire	Bradley-Lopez, Gary	Part-Time Instructor	Upward Bound Academy	Student Affairs and Enrollment Management	05/24/2023	\$20.00 per hour
Rehire	Trowbridge, Douglas	Part-Time Lab Assistant	Emergency Medical Education	Academic Affairs	06/08/2023	\$25.21 per hour
Transfer	Kamler, Jenell	Part-Time Temporary Specialist II	International Student Services	Student Affairs and Enrollment Management	05/22/2023	\$24.11 per hour

* The salary is Class 6, Step 6.

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 voluntarily ends 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 voluntarily ends their employment.
- **Separation**- a formal way an employee is involuntarily ending their employment.
- **Interim** - An employee filling a vacant position on a temporary basis until a competitive search process is completed.
- **Additional Position** – an additional position that is given to someone that is actively employed at the college.
- **Non-Renew** – a Professional Employee's contract will not be renewed at the end of their term.
- **Master Contract** - Completion of a degree resulting in a change to 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.

June 2023 Board of Trustees Report
Vice President of Academic Affairs

June 2023 Academic Affairs Summary

- In late April and early May, the Office of Assessment conducted six drop-in sessions for coordinators and faculty leads at the Technical Education Center and on Main Campus. Nineteen coordinators/leads took advantage of these services.
- The Kansas City Kansas Community College Art Gallery's newest exhibition is "This Skin I'm In," a collection of images and narratives by artists in and engaged with the LGBTQIA+ community.
- Art Coordinator Shai Perry and Art Instructor Cindy Leung had the honor of installing the traveling exhibition "Holler If You See Me: Black Appalachia" in Wichita, KS. The exhibit is on display now through September 30th.
- A KCKCC mural was a stop on a special tour guided by Terry Woodbury for his guest from Denver, CO, on May 13th. Also present for the special tour were Mural collaborators Chester Owens, Kirsten Zane, and Holly Zane.
- Double sculpture unveiling of newest Rita Blitt Sculptures on May 25. The first sculpture is "Resilience." Standing 14 feet tall, the sculpture is burnt orange and was installed outside the Learning Commons. The second sculpture is "Perseverance." Also 14 feet, the sculpture features the college's trademark blue and is located by the pond outside the Jewell Building. Both sculptures were designed from Blitt's original drawings created in 1993 and are organic shapes that peer toward the sky.
- KCKCC celebrated the graduation of 21 Welding Technology graduates at the Lansing Correctional Facility (LCF) on May 25.
- KCKCC celebrated its seventh Industrial Maintenance Technician (IMT) graduation on May 17. Nine students graduated from the IMT training program. The Kansas Department of Commerce and manufacturing companies sponsor this training.
- KCKCC Community Education's Driver's Education Program partnered with Kansas City Kansas Public Schools to offer Driver's Education at Washington High School as a summer school class from June 5 through June 28 for 20 students.
- The local nonprofit, The Learning Club, is sponsoring 113 children to attend Kids on Campus this summer for all five weeks of programming.
- Kids on Campus is now a Qualified Education Service Provider with the Kansas Education Enrichment Program (KEEP). KEEP Kansas will award \$1000 to qualifying family members to pay for the Kids on Campus summer enrollment fees.
- In May, both nursing programs were recognized for Excellence in Nursing Education for achieving NCLEX scores that were above the national average (RN 82.86%, Nation 79.9%; PN 93.55%, Nation 79.9%).
- Dr. Tiffany Bohm, Dean of Health Professions, completed her Doctor of Education in Leadership degree with an emphasis in Innovative Leadership in Higher Education from the University of Saint Mary. Her dissertation, *Prepared for success? Perceptions of Vice Presidents of Academic Affairs regarding development of academic deans in a community college*, examined current practices and opportunities for improvement related to preparing aspiring and in-tenure academic deans for success in their role.

Academic Support and Assessment – Dean Cecelia Brewer

Office of Assessment: Dr. Cynthia Goudeau, Director

In late April and early May, the Office of Assessment conducted six drop-in sessions for coordinators and faculty leads at the Technical Education Center and on Main Campus. These sessions focused on the documentation in Taskstream that is submitted at the end of each year and provided a dedicated space for work on the assessment findings and status reports of the assessment cycle. Faculty and staff had the opportunity to have the Assessment Team review their submissions, ask questions, and get one on one attention for their programs. Nineteen coordinators/leads took advantage of these services. The Office of Assessment hopes that spaces like these will increase the success of program-level outcomes.

Center of Teaching Excellence: Tom Grady, Director

The Center for Teaching Excellence collaborated with Media Services and Strategic Initiatives and Outreach to record interviews of the Fall 2023 TEACH Award Recipients. The recorded interviews can be found on the Center for Teaching Excellence webpage. The goal is to highlight examples of instructional excellence and further recognize the TEACH Award recipients. Plans include adding the names of previous recipients of the Henry Louis and TEACH Awards to the webpage and adding the recorded interviews. Thank you, Matthew Fowler, Web Administrator, and Randy Royer, Media Services Director, for helping with this project.

Arts, Communication and Humanities – Dean Dr. Donna Bohn

Music:

Dr. Justin Binek, Associate Professor of Music, and Dr. Jeremy Fox (Southwestern Community College, Creston IA) announced this year's dates for their annual Jazz Harmony Retreat. The Jazz Harmony Retreat provides intensive instruction in jazz piano and jazz arranging, as well as professional development/continuing education credit, for choral educators who did not receive that training in their music education studies. This year's retreat will encompass 45 hours of online instruction taking place July 2-9. Dr. Binek and Dr. Fox shifted the retreat online during the pandemic and have kept it online since as it allows more educators to take part.

Professor John Stafford will be attending the Kansas Choral Directors Association Summer Conference in Topeka, KS, July 11-15.

Professor John Stafford will be the guest conductor of the Missouri All-State Vocal Jazz Ensemble at the Missouri Choral Directors Association Summer Conference in Springfield, MO, July 17-22. The ensemble will premiere Dr. Justin Binek's (Associate Professor of Music) arrangement of *Capillary*, written for this event.

June 2023 Board of Trustees Report
Vice President of Academic Affairs

Humanities:

Professor of Media, Bryan Whitehead, presented *Goats, Miracles Cures, and Mass Media: The John R. Brinkley Story* at Wyandotte County Library on May 18 as part of the KCKCC Humanities Talk series funded by a Humanities Kansas grant. Professor Whitehead explored how this unique history intersects with the development of mass media and the lessons it offers for today.

English Professors Tasha Haas and Gregg Ventello were readers as part of the Riverfront Reading Series on Friday, May 12, at The Writers Place in KCMO.

From Shai Perry (Art Gallery)

Exhibit Updates:

- **New Exhibit Opening Reception June 6**
from 4:30 to 7:00 pm. We will also be hosting our partner group PRISM: A Women & Non-binary Arts Community for their June social. As a celebration of Pride Month, the Kansas City Kansas Community College Art Gallery's newest exhibition is "This Skin I'm In," a collection of images and narratives by artists in and engaged with the LGBTQIA+ community. With this series of visual autobiographies, photographers were invited to submit work that expressed their own personal experiences of queerness using photography and narrative as a vehicle for self-expression.



- **Third Friday Art Walk**
See the KCKCC Art Department at our new Art Walk location. The project is called "**The Satellite Gallery**" and is located at **707 N 6th St KCK**. The Student Art Club will be selling works to fundraise for scholarships and conferences. Please come out and support us.

June 2023 Board of Trustees Report
Vice President of Academic Affairs

- Exhibition Installation at **The Kansas African American Museum**

Art Coordinator Shai Perry and Art Instructor Cindy Leung had the honor of installing the traveling exhibition “Holler If You See Me: Black Appalachia” in Wichita, KS. The exhibit is on display now through September 30th. Ms. Perry was the guest speaker for the TKAAM Lunch and Learn on June 7.



Highlights:

- Art Gallery Coordinator joined the Art Club on the Chicago trip.



- Newman Family special tour

The Art Gallery welcomed the family of artist John Newman on May 27. Newman has been in the KCKCC Art Collection since 2009. The Art Committee commissioned him to construct a mural entitled “Underground Railroad.” The mural depicts the journey for freedom across the Missouri River to Kaw Point and the town of Quindaro. Mr. Newman passed away in March 2022. His last exhibition was held at KCKCC Art Gallery “From Tanner to Knight: An African American Art Expose.” His daughter Jamila Newman strives to keep his memory alive by supporting the Art Gallery.



- Historical Mural Tour

Our mural was a stop on a special tour guided by Terry Woodbury for his guest from Denver, CO, on May 13th. Also present for the special tour were Mural collaborators Chester Owens, Kirsten Zane, and Holly Zane.



June 2023 Board of Trustees Report
Vice President of Academic Affairs

- Elementary Students enjoying the Student Honor Show



Ambient Space:

- Double sculpture unveiling of newest Rita Blitt Sculptures on May 25
The first sculpture is “Resilience.” Standing 14 feet tall, the sculpture is burnt orange and was installed outside the Learning Commons. The second sculpture is “Perseverance.” Also 14 feet, the sculpture features the college’s trademark blue and is located by the pond outside the Jewell Building. Both sculptures were designed from Blitt’s original drawings created in 1993 and are organic shapes that peer toward the sky.



Career and Technical Education – Interim Dean- Ashley Irvin

The KCKCC Electrical Technology instructors from the Technical Education Center (TEC) and Pioneer Career Center (PCC) attended the Arc Flash Electrical Safety NFPA 70E® course in Chicago May 15-16 that was held by TPC Training. The course is structured to help fulfill requirements according to the NFPA 70E® “Standard for Electrical Safety in the Workplace,” in which instructors became certified in Arc Flash, a critical electrical safety issue. The instructors will be qualified to provide this type of safety training to their students.

June 2023 Board of Trustees Report
Vice President of Academic Affairs



Electrical Technology Instructors L-R: Omar Aldelemi (PCC), James Carmack (TEC), TPC Representative, and Ammar Ali (TEC)

KCKCC celebrated the graduation of 21 Welding Technology graduates at the Lansing Correctional Facility (LCF). The graduation was held on May 25 at LCF and graduation speaker Na'im Al-Amin, Founder of SWAGG, shared his journey from being housed at LCF to creating his nonprofit that provides resources and support services to inmates once released. Graduates took the opportunity to chat with guests and enjoyed a light reception following the graduation ceremony.



June 2023 Board of Trustees Report
Vice President of Academic Affairs



KCKCC celebrated its seventh Industrial Maintenance Technician (IMT) graduation on May 17. Nine students graduated from the IMT training program. The Kansas Department of Commerce and the college's manufacturing sponsors sponsor this training. Wyandotte Economic Development Council and Kansas Manufacturing Solutions were vital in marketing the seventh IMT cohort. The graduates, family, friends, and immediate supervisors celebrated this remarkable achievement. The IMT program creates an internal talent pipeline for employers. Companies that sponsored a trainee for the seventh cohort included the following:

Amsted Rail
MacWater Technologies
Plastikon Healthcare (Lawrence, KS)
Premium Custom Foods
Rehrig Pacific Company
Stryten Energy

Attending the graduation were Dr. Greg Mosier, KCKCC President; Dr. Scott Balog, Executive Vice President; Jerry Pope, Vice President of Academic Affairs; Ashley Irvin, Interim Dean of Career and Technical Education; Tyson Winningham, Kansas Department of Commerce Workforce Aid Director; and Monica Brede, Wyandotte Economic Development Council Senior Director of Business Retention and Workforce Solutions. Dr. Mosier, Dr. Balog, and Mr. Pope spoke words of encouragement on how essential the training is for the students, companies, and community success in competing globally. KCKCC will be offering its eighth IMT cohort in the fall.

June 2023 Board of Trustees Report
Vice President of Academic Affairs



June 2023 Board of Trustees Report
Vice President of Academic Affairs



Students at the PCC were busy with different projects in May. Construction Technology students spent part of May learning how to build staircases.



HVAC students learned how to thoroughly clean AC condenser coils. This helps the unit run more efficiently.

June 2023 Board of Trustees Report
Vice President of Academic Affairs



Culinary Arts students prepared hamburgers creating their own seasonings, sauces, buns, and French fries.



June 2023 Board of Trustees Report
Vice President of Academic Affairs



High school students in the morning HVAC class at TEC worked on their sheet metal projects in May. Students learned how to draw, layout, and fabricate sheet metal as part of their HVAC coursework.



KCKCC Community Education's Driver's Education Program partnered with Kansas City Kansas Public Schools to offer Driver's Education at Washington High School as a summer school class from June 5 through June 28 for 20 students.

The local nonprofit, The Learning Club, is sponsoring 113 children to attend Kids on Campus this summer for all five weeks of programming. The Learning Club's High School Internship Program is also providing a paid summer internship program for seven future educators to participate in Kids on Campus as helpers for the younger camp groups to gain work experience and support the KOC Counselors.

June 2023 Board of Trustees Report
Vice President of Academic Affairs

Kids on Campus is now a Qualified Education Service Provider with the Kansas Education Enrichment Program (KEEP). KEEP Kansas will award \$1000 to qualifying family members to pay for the Kids on Campus summer enrollment fees.

Catholic Charities is sponsoring 29 refugee children to participate in Kids on Campus this summer.

Health Professions – Dean Dr. Tiffany Bohm

PTA

Two PTA students travelled to Wichita to volunteer at the State Special Olympics FUNFitness event. The 13 volunteers screened 89 athletes while promoting the importance of physical therapy. The inaugural “Healthy Athlete” event was run by two KCKCC PTA graduates, Dr. Brandy Palacios and Lornal Jarret.



Brandy, Paul, Alan, and Lorna



KCKCC PTA students Paul Lyman and Alan Perez

June 2023 Board of Trustees Report
Vice President of Academic Affairs

Nursing

In May, both programs were recognized for Excellence in Nursing Education for achieving NCLEX scores that were above the national average (RN 82.86%, Nation 79.9%; PN 93.55%, Nation 79.9%).

The programs pinned 21 PN graduates and 40 RN graduates on May 17. We also recognized our first program Superstars. Nominations were collected all semester from faculty, staff, and students. Superstars selected by the committee were:

RN Student: Geoffrey Nyairo

PN Student: Celia Burnett

RN Faculty: Hallie Stephen-Castro

PN Faculty: Dr. Matthias Ngewa

In addition to hosting an annual open house, HP advisor Carrie Boorem, is developing informational sessions to offer twice per year to assist potential students. For fall 2023 there are 20 PN, 35 RN generic, and 11 RN articulation new students.

General

Dr. Tiffany Bohm, Dean of Health Professions, completed her Doctor of Education in Leadership degree with an emphasis in Innovative Leadership in Higher Education from the University of Saint Mary. Her dissertation, *Prepared for success? Perceptions of Vice Presidents of Academic Affairs regarding development of academic deans in a community college*, examined current practices and opportunities for improvement related to preparing aspiring and in-tenure academic deans for success in their role.

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

Dr. Ross Stites met with advisory board members for the Electronics Engineering Technology at the HTMA (Healthcare Technology Management Association) local meeting. They discussed partnering for electronic medical equipment repair.

Dr. Stites, Dr. Stacy Tucker, Mr. Tom Grady, and Dr. Kremer are meeting with Merchant McIntyre on submission of an NSF IUSE grant for STEM Undergraduate Research.

Dr. Ishfaq Ahmed is following up with the Bio-manufacturing advisory board to create a Certificate B and an articulation guide for students going through BMFR Cert A to the AS in Biology and finishing at KUE with a BAS in Biotechnology.

Dr. Mosier, Dr. Balog, and Dr. Kremer toured Custom Truck in Kansas City, MO, with Teddy Dixon their Director of Training and Development. A second meeting is being set for Teddy to tour the KCKCC campus and see how we might partner for graduates from several technical programs at the college.

June 2023 Board of Trustees Report
Vice President of Academic Affairs

The K-12 Initiative (Saturday Academy) is planning for the summer program to be held daily at KUMC and on Fridays at KCKCC. The program is open to 9-12 graders from KCKPS. Applications closed June 1st and students are being notified of their selection now.

Social and Behavioral Sciences & Public Services – Dean Cleon Wiggins

On May 23, Dean Wiggins met with representatives from the University of Kansas Education program for a preliminary discussion about the possibility of a partnership between the KCKCC education program and the K.U. education program, working together on a Teacher Education Competitive Grant Program. The goal of the grant (and the program) is to recruit, educate and train more teachers for Kansas. More information will follow as future meetings take place.

Professor Michael James, coordinator of the addiction counseling program, has been reappointed by the chair of the Kansas Behavioral Sciences Regulatory Board to serve another two-year term on the Addiction Counseling Advisory Committee.

The Early Childhood Education and Development program was recognized by the recent (May 2023) KBOR visit as a program that stood out due to its “. . . specific descriptions of supports for students in special populations.”



June 2023 Student Affairs and Enrollment Management (SAEM) 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

- **Strategic Enrollment Management Plan Updates**
 - Summer 2023 enrollment is **up 4.38% in headcount and 3.59% in student credit hours** after the first week of class compared to Summer 2022.
 - The Fall 2023 enrollment is continuing to **improve with only twenty-six fewer students enrolled** now compared to Fall 2022. SAEM is working with Academic Affairs to focus efforts on continuing student enrolment at TEC specifically related to financial counseling and aid options.
 - The Office of Admissions has processed **6.2% more applications for the Summer 2023 semester** compared to Summer 2022. For Fall 2022, **498 more applications (21.0% increase)** have been processed in 2023 compared to the same time in 2022.
 - The satisfactory academic aid process has been completed for the spring 2023 semester. **KCKCC had twenty-nine fewer students** than spring 2022 be placed on a financial aid warning status or no longer be eligible for federal financial aid. Overall, 75.0% of all KCKCC students achieved satisfactory academic progress (74.7% in Spring 2022).
 - Through collaboration with the academic deans and Institutional Effectiveness, **96.5% (386 missing grades out of 10,961) of all non-high school located grades were submitted by faculty before the deadline.**
- **Division-Wide Strategic Plan Updates**
 - The solicitation process for a **campus engagement platform** vendor has started. A platform will provide a centralized place for students to learn how to get involved in co-curricular activities and resources for student clubs and departments across the College to facilitate more out of the classroom activities.
 - In collaboration with Campus Facilities, projects to **improve athletics facilities** are underway with the design phase of the expanded athletics training facility. The expanded training facility will free up space in the basement of the fieldhouse so that the volleyball and women's soccer teams will no longer have to share a locker room once completed.
- **Commencement 2023 Ceremonies**-a total of 341 students and ninety-seven faculty participated in the 2:00 PM ceremony and 140 students and sixty-five faculty members participated in the 7:00 PM ceremony. The Commencement Committee will be reviewing options for the 2024 ceremony over the summer for consideration to meet the growing number of graduates and their guests wanting to participate in the ceremonies.

Table of Contents

Summer 2023 Enrollment Report.....	3
Fall 2023 Enrollment Report	4
Dean of Student Services.....	5
Admissions and Recruitment	7
Athletics	8
Counseling & Advocacy.....	10
Military and Veteran Center	10
Registration and Records	11
Student Activities.....	13
Student Financial Aid	13
Student Housing	15
Student Success and Retention	15
Upward Bound Academy	16

Summer 2023 Enrollment Report

KCKCC Unduplicated Headcount by Location									
CAMPUS at A Location & DUP Across Locations)	(UNDUP Summer 2020	06.14.2021 Summer 2021	06.13.2022 Summer 2022	06.12.2023 Summer 2023	20-23 Diff - #	20-23 Diff - %	22-23 Diff - #	22-23 Diff - %	Summer 2023 %
AMZN	-	-	-	-	-	-	-	-	0.00%
BL	-	-	-	-	-	-	-	-	0.00%
DNTWN	-	-	-	-	-	-	-	-	0.00%
FRSC	-	-	-	-	-	-	-	-	0.00%
HS	-	-	-	-	-	-	-	-	0.00%
LCF	-	-	12	12	12	-	-	0.00%	0.73%
MC	153	240	297	304	151	98.69%	7	2.36%	18.49%
OC	-	1	9	18	18	-	9	100.00%	1.09%
OL	1,362	1,147	1,085	1,093	-269	-19.75%	8	0.74%	66.48%
PION	19	32	11	46	27	142.11%	-35	318.18%	2.90%
TEC	176	171	197	196	20	11.36%	-1	-0.51%	11.92%
USDB	-	22	46	71	71	-	25	54.35%	4.32%
VIRT	-	50	12	13	13	-	1	8.33%	0.79%
Total UNDUP Headcount	1,628	1,572	1,575	1,644	16	0.98%	69	4.38%	
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	Summer 20	Summer 21	Summer 22	Summer 23	20-23 #	20-23 %	22-23 #	22-23 %	Su 2023 %
First-time	281	233	298	298	17	6.05%	-	0.00%	18.13%
Returning	1,347	1,339	1,277	1,346	-1	-0.07%	69	5.40%	81.87%
Gender	Summer 20	Summer 21	Summer 22	Summer 23	20-23 #	20-23 %	22-23 #	22-23 %	Su 2023 %
Unknown	-	-	7	13	13	-	6	85.71%	0.79%
Female	1,072	1,041	973	980	-92	-8.58%	7	0.72%	59.61%
Male	556	531	595	651	95	17.09%	56	9.41%	39.60%
Race / Ethnicity	Summer 20	Summer 21	Summer 22	Summer 23	20-23 #	20-23 %	22-23 #	22-23 %	Su 2023 %
American Alaska Native	9	12	7	8	-1	-11.11%	1	14.29%	0.49%
Asian	73	56	68	63	-10	-13.70%	-5	-7.35%	3.83%
Black or African American	338	362	307	324	-14	-4.14%	17	5.54%	19.71%
Hawaiian Pacific Islander	5	1	1	2	-3	-60.00%	1	100.00%	0.12%
Hispanic	305	308	339	405	100	32.79%	66	19.47%	24.64%
Multi-racial	94	91	81	96	2	2.13%	15	18.52%	5.84%
Unknown	58	34	37	52	-5	-10.34%	15	40.54%	3.16%
White	697	660	693	671	-26	-3.73%	-22	-3.17%	40.82%
Non Resident	49	48	42	23	-26	-53.06%	-19	-45.24%	1.40%
KCKCC Credit Hours by Location									
CAMPUS	06.15.2020 Summer 2020	06.14.2021 Summer 2021	06.13.2022 Summer 2022	06.12.2023 Summer 2023	20-23 Diff - #	20-23 Diff - %	22-23 Diff - #	22-23 Diff - %	Summer 2023 %
AMZN	-	-	-	-	-	-	-	-	0.00%
BL	-	-	-	-	-	-	-	-	0.00%
DWNTN	-	-	-	-	-	-	-	-	0.00%
FRSC	-	-	-	-	-	-	-	-	0.00%
HS	-	-	-	-	-	-	-	-	0.00%
LCF	-	-	108	108	108	-	-	0.00%	1.33%
MC	506	729	952	894	388	76.68%	-58	-6.09%	11.03%
OC	-	2	9	18	18	-	9	100.00%	0.22%
OL	6,666	5,027	4,952	5,026	-1,640	-24.60%	74	1.49%	62.00%
PION	143	132	33	221	78	54.55%	188	569.70%	2.73%
TEC	1,362	1,366	1,577	1,586	224	16.45%	9	0.57%	19.56%
USDB	-	66	159	228	228	-	69	43.40%	2.81%
VIRT	-	185	36	26	26	-	-10	-27.78%	0.32%
Total	8,677	7,507	7,826	8,107	-570	-6.57%	281	3.59%	

Fall 2023 Enrollment Report

KCKCC Unduplicated Headcount by Location									
CAMPUS at A Location & DUP Across Locations)	06.15.2020	06.14.2021	06.13.2022	06.12.2023	20-23	20-23	22-23	22-23	Fall 2023
	Fall 2020	Fall 2021	Fall 2022	Fall 2023	Diff - #	Diff - %	Diff - #	Diff - %	%
AMZN	-	-	-	-	-	-	-	-	0.00%
BL	-	46	9	5	5	-	-4	-44.44%	0.18%
DNTWN	-	-	-	-	-	-	-	-	0.00%
FRSC	17	14	12	13	-4	-23.53%	1	8.33%	0.47%
HS	589	739	737	803	214	36.33%	66	8.96%	28.85%
LCF	-	-	-	-	-	-	-	-	0.00%
MC	896	865	940	986	90	10.04%	46	4.89%	35.43%
OC	160	79	251	194	34	21.25%	-57	-22.71%	6.97%
OL	728	949	872	798	70	9.62%	-74	-8.49%	28.67%
PION	127	163	154	175	48	37.80%	21	13.64%	6.29%
TEC	220	644	678	600	380	172.73%	-78	-11.50%	21.56%
USDB	-	-	-	-	-	-	-	-	0.00%
VIRT	-	219	127	66	66	-	-61	-48.03%	2.37%
Total UNDUP Headcount	2,050	2,813	2,809	2,783	733	35.76%	-29	-0.83%	
Note: Enrollment at each location is unduplicated. However, enrollment across locations (A student can be counted in two locations) is duplicated. The Total however, is unduplicated (unique counts) headcount.									
Status	Fall 20	Fall 21	Fall 22	Fall 23	20-23 #	20-23 %	22-23 #	22-23 %	Fa 2023 %
First-time	579	897	964	1,085	506	87.39%	121	12.55%	38.98%
Returning	1,471	1,916	1,845	1,698	227	15.43%	-147	-7.97%	61.01%
Gender	Fall 20	Fall 21	Fall 22	Fall 23	20-23 #	20-23 %	22-23 #	22-23 %	Fa 2023 %
Unknown	1	4	25	27	26	2600.00%	2	8.00%	0.97%
Female	1,381	1,732	1,706	1,611	230	16.65%	-95	-5.57%	57.89%
Male	668	1,077	1,078	1,145	477	71.41%	67	6.22%	41.14%
Race / Ethnicity	Fall 20	Fall 21	Fall 22	Fall 23	20-23 #	20-23 %	22-23 #	22-23 %	Fa 2023 %
American Alaska Native	12	12	11	6	-6	-50.00%	-5	-45.45%	0.22%
Asian	95	113	111	115	20	21.05%	4	3.60%	4.13%
Black or African American	367	467	456	437	70	19.07%	-19	-4.17%	15.70%
Hawaiian Pacific Islander	10	3	4	2	-8	-80.00%	-2	-50.00%	0.07%
Hispanic	435	660	772	815	380	87.36%	43	5.57%	29.28%
Multi-racial	113	161	139	152	39	34.51%	13	9.35%	5.46%
Unknown	98	154	135	185	87	88.78%	50	37.04%	6.65%
White	842	1,162	1,111	1,037	195	23.16%	-74	-8.66%	37.26%
Non Resident	78	81	70	34	-44	-56.41%	-36	-51.43%	1.22%
KCKCC Credit Hours by Location									
CAMPUS	06.15.2020	06.14.2021	06.13.2022	06.12.2023	20-23	20-23	22-23	22-23	Fall 2023
	Fall 2020	Fall 2021	Fall 2022	Fall 2023	Diff - #	Diff - %	Diff - #	Diff - %	%
AMZN	-	-	-	-	-	-	-	-	0.00%
BL	-	289	39	15	15	-	-24	-81.54%	0.06%
DWNTN	-	-	-	-	-	-	-	-	0.00%
FRSC	170	133	114	126	-44	-25.88%	12	10.53%	0.48%
HS	3,126	4,182	4,477	4,889	1,763	56.40%	412	8.20%	18.45%
LCF	-	-	-	-	-	-	-	-	0.00%
MC	7,257	5,874	7,134	7,785	528	7.28%	651	8.13%	29.38%
OC	416	464	566	388	-28	-6.73%	-176	-31.45%	1.46%
OL	3,929	5,752	5,165	4,697	768	19.55%	-469	-9.06%	17.72%
PION	1,164	1,514	1,378	1,425	261	22.42%	47	3.41%	5.38%
TEC	2,838	7,422	8,245	6,929	4,091	144.15%	-1,316	-15.96%	26.15%
USDB	-	-	-	-	-	-	-	-	0.00%
VIRT	-	869	486	247	247	-	-239	-19.16%	0.93%
Total	18,900	26,499	27,604	26,501	7,601	40.22%	-1,103	-4.00%	

Dean of Student Services

Submitted by Dr. Shawn Derritt, Dean of Student Services

Selected Activities, Programs, and Updates

- Met with a student and his family at Chelsea Elementary for a mentoring session.
- Assisted Upward Bound staff with recruitment at target schools, Schlagle High School.
- Assisted with Graduation ticket distribution.

Upcoming Activities and Programs

- Dr. Derritt will attend the HLC Assessment Academy Team Results Forum in Chicago June 13 – 15 as a member of the KCKCC Academy Team. The team consists of Cecelia Brewer, Cynthia Goudeau, Todd Miles, and Stacy Tucker. The purpose of the conference is to share strategies and lessons learned with Academy teams in the earliest stages of developing their projects.

Student Accessibility and Support Services

Submitted by Department Faculty

Selected Activities, Programs, and Updates

- SASS faculty visited Wyandotte High School and met with twenty students with disabilities that applied to attend TEC in Fall 2023. The presentation focused on what accommodations and disability services look like at the college level.
- SASS faculty presented to the Admissions Office about the department, services available, disability etiquette, and what SASS needs to know from Admissions.
- On May 3, SASS faculty met with a representative from James Emmett and Company to discuss an outreach to our students regarding employment opportunities. JEC hopes to reach students with disabilities, veterans, and alumni to help them gain employment. The representative also reached out to the Career Center.

Upcoming Activities and Programs

- Accessibility Summer Camp, June 2. SASS faculty will be presenting on disability etiquette and facilitating a student panel during the conference.
- KSSB Visit, June 8. SASS faculty will meet with students from the Kansas State School for the Blind's Summer Program. They will receive general information about students with disabilities in higher education, specifics about becoming a student at KCKCC, and a tour of main campus. They hope to also schedule a tour of TEC the following week.
- SASS faculty will give a presentation to Upward Bound Students on Test taking and test anxiety on June 16, 2023.
- July 18. The Pre-employment Program Director from Vocational Rehabilitation Services plans to bring a group of clients to visit KCKCC. The focus of the meeting is to inform the clients of the possibility of attending college or TEC to improve their employment possibilities.

Student Health Services

Submitted by Angie Williams, RN

Selected Activities, Programs, and Updates

- The Student Health Center had seven office visits in May. The visits included blood pressure checks, first aid administration, over-the-counter medication requests, and one emergency visit.
- The Student Health Center provided 166 tuberculin (TB) screening services, including administering injections, reading results, and obtaining TB questionnaires.
- The Student Health Center received one report of a positive COVID-19 test result from a student in May.
- The Student Health Center participated in the summer semester new nursing student orientation and administered nine TB tests.
- The Student Health Center provided first aid stations at graduation and treated three minor issues.

Upcoming Activities and Programs

- Kids On Campus (KOC) starts on June 19 and the Student Health Center will provide first aid services and TB screenings for new staff.

Student Basic Needs Center

Submitted by Fyn Morrigan, Student Basic Needs Coordinator

Selected Activities, Programs, and Updates

- The Basic Needs Center met with staff at the Wyandotte County Extension Kansas State University Office to learn about services and programs, and to explore a potential partnership to bring a Kitchen Re-Store service to the College. More information about the Re-Store project located in Mission, KS can be found at <https://www.johnson.k-state.edu/health-food-safety/kitchen-restore-project.html>.
- Staff attended a community partner webinar: Food + Workforce Development: Creating Pathways Out of Food Insecurity. This webinar focused on addressing food insecurity and the linkage between food and financial insecurity. Presenters included: KC Scholars/Great Jobs KC, Literacy KC, and Pawsperity (formerly called The Grooming Project).
- The Basic Needs Center is working in partnership with KC Healthy kids to bring herbs and produce to Blues Kitchen Cupboard.
- Blues Kitchen Cupboard served fifty households in May, providing food and personal hygiene items to 106 adults, seventeen children and five persons that were sixty-five or older.

Upcoming Activities and Programs

- In July, staff and leadership will be hosting a follow up meeting and tour of our Basic Needs Center on our main campus with Wyandotte County Extension Kansas State University. Staff

and will also be attending a tour of the Johnson County Kitchen Re-store in Mission, KS at the end of July.

Admissions and Recruitment

Submitted by Teresa Hill, Director of Admissions and Recruitment

Selected Activities, Programs, and Updates

- On Thursday May 18th the Office of Admissions and Recruitment supported the institution and scholars during graduation.
- On Thursday May 25th the Office of Admissions and Recruitment attended the Hispanic Development Fund scholar celebration at the University of Missouri-Kansas City.

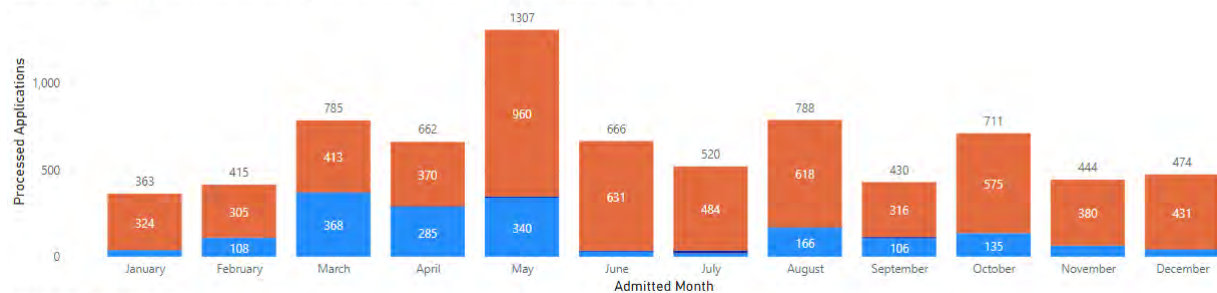


Upcoming Activities and Programs

- June 07: Hosting Topeka High School for an admissions presentation and campus tour.
- June 14: Participating in the Nebraska Furniture Mart LGBTQIA+ Community Event.
- June 14: Hosting the Boys and Girls club on-campus for an admissions and campus tour.
- June 25: The Office of Admissions and Recruitment will be participating in the Organization for Communication Preservation Group summer enrichment camp by providing college preparatory and admissions presentations.

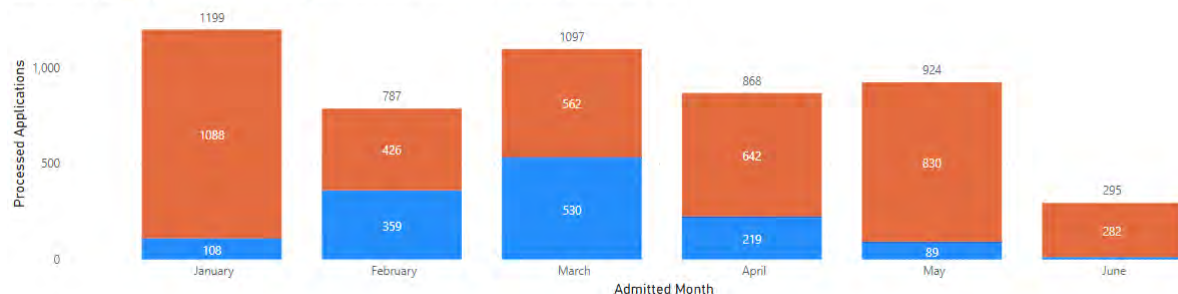
2022 Total Applications

Application Type ● High School Dual/Concurrent ● International Application ● KCKCC Undergraduate Application

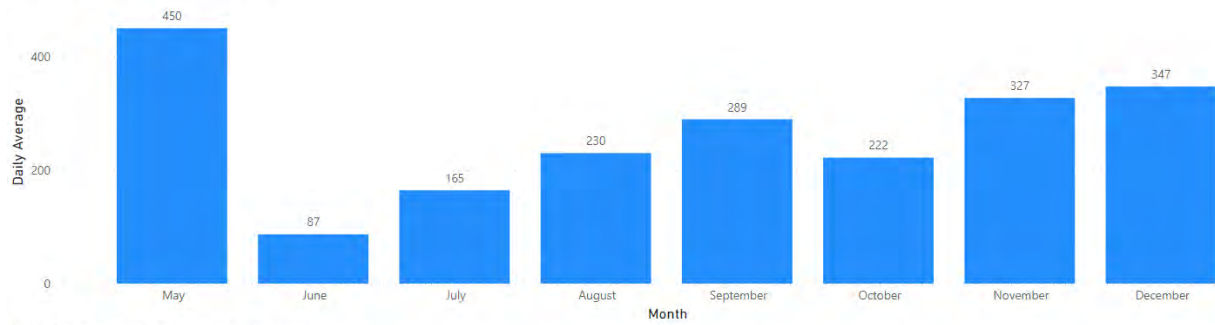


2023 Total Applications

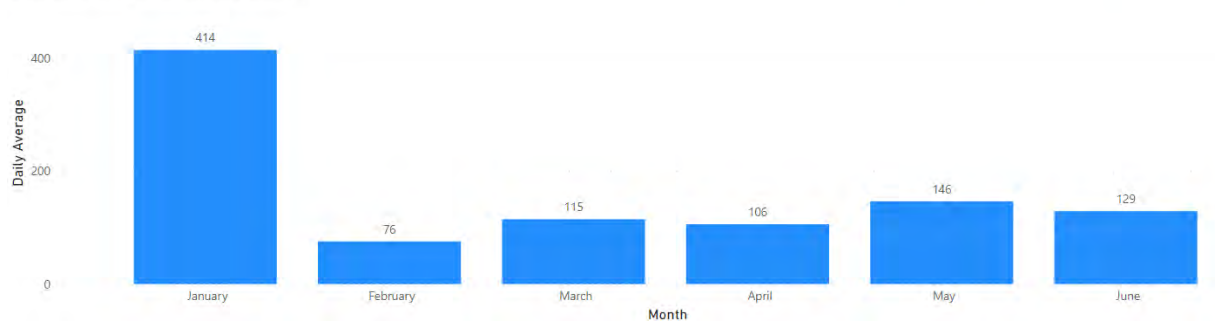
Application Type ● High School Dual/Concurrent ● International Application ● KCKCC Undergraduate Application



2022 Daily Average Admissions Backlog



2023 Daily Average Admissions Backlog



Athletics

Submitted by Greg McVey, Director of Athletics

Selected Activities, Programs, and Updates

- The KCKCC Athletic Department announced the academic success of the eight athletic teams. Overall, the eight squads earned a 3.11 GPA for the 2022-23 academic year. Four of the athletic teams reached a 3.0 mark overall, led by softball (3.72), volleyball (3.41), baseball (3.21) and men's soccer (3.15). Additionally, 102 Blue Devil Student-Athletes achieved a 3.0-grade point average or better during the 2022-2023 Academic Year, out of 156 total student-athletes. And 10 Blue Devil Student-Athletes achieved a perfect 4.0 GPA during the year. In the fall semester, a total of 105 student-athletes were named to the Dean's List. Of those 105, 27 made the President's honor roll (4.0 GPA or higher), forty were named to the VP honor roll (3.50-3.99 GPA) and thirty-eight others made the honor roll (3.0-3.49 GPA).



- KCKCC softball player [Ruby Nola](#) was named a recipient of a NJCAA DII Gold Glove by the National Fastpitch Coaches Association, (NFCA). Besides sporting a .482 batting average at the plate, Nola was outstanding in left field for the Blue Devils. She recorded a .953 fielding percentage with fifty-nine putouts and two assists in forty games for the squad. Recipients of the Rawlings Gold Glove



Award, presented by the NFCA, were selected by the NFCA's NJCAA Division I and II All-America Committees, following regional voting to identify the finalists at each position.

- KCKCC baseball player Hector Candelas and KCKCC volleyball player Jo-Annie Perez have been named College Sports Communicators Academic All-District At-Large winners. Candelas earned a 3.8 GPA and led the Blue Devils baseball team with a .429 batting average and sixty-seven runs scored. He also recorded nine home runs, five triples, twenty doubles and 70 RBI. Perez earned a 3.91 GPA, while recording 224 digs and thirty-three kills on the volleyball court. She also finished third on the team with thirty-eight service aces.



- The eighth-seeded KCKCC baseball team nearly advanced back into the Region VI Super Regional Tournament championship game. After defeating No. 3 seed Butler 8-0 and No. 1 seed Barton 8-2, the Blue Devils faced No. 4 seed Cowley in an elimination game where the Tigers prevailed 4-1. The Blue Devils finished the season with a 40-23 overall record.



- The KJCCC announced the Division II softball award winners. Blue Devils softball players [Ruby Nola](#) and [Trinity Tauer](#) made the list as Nola earned First Team honors and Tauer was named an Honorable Mention. Nola led the team with a .482 batting average with fifty-four hits. She also scored thirty-three runs, added ten doubles, two triples, three home runs and 33 RBI in forty games. Tauer batted .387 on the season with forty-three hits, while adding 10 RBI and a team leading nineteen stolen bases in thirty-nine games.



- The KJCCC announced the Baseball East Division All-Conference selections. Overall, there were eight players who earned recognition. [Hector Candelas](#) led the Blue Devils earning First Team honors, while [Matthew Buffington](#) and [Alan Mercado](#) earned Second Team. [Jase Woita](#), [Lee Allen Jr.](#), [Jackson Mervosh](#), [Gehrig Goldbeck](#) and [Jett Buck](#) were all named an honorable mention.
 - Candelas led the team this season with a .429 batting average and 70 RBI. He also tied with Woita for the team lead of twenty doubles.
 - Buffington was a mainstay behind the plate earning 362 putouts and thirty-one assists in fifty-five games. He also batted .280 at the plate, hit seven home runs knocked in 53 RBI.
 - Mercado was one of the team's top relief pitchers, earning a 4-1 record and three saves on the mound. He also struck out forty-seven batters and recorded an 8.40 K/9 ratio.
 - Woita batted .411 on the season and was second on the team with twelve home runs. He also scored fifty-nine runs and had a team-high 73 RBI.
 - Allen scored forty-two runs and knocked in 20 RBI on the season, while batting .308.

- Mervosh, Goldbeck and Buck all batted over .300, while producing for the Blue Devil offense. Buck led the three with 51 RBI, while Goldbeck scored sixty-four runs. Mervosh scored forty-seven runs and knocked in 32 RBI on the season.
- The KCKCC golf team posted a sixth-place finish at the District Tournament at Crestview Country Club. The Blue Devils scored a total of 925 in their final tournament of the season. [Josh Killingsworth](#) and [Josiah Morris](#) led the way as Killingsworth scored a 10-over-par 226 to place 17th and Morris added a 11-over-par 227 placing 21st. [Jack Stuckey](#) scored a 19-over-par to take 36th and [Nate Saporito](#) placed 42nd scoring a 24-over-par. [Turner Depperschmidt](#) (46th), [Parker Vancampen](#) (47th) and [Maddox Hight](#) (51st) rounded out the team on the links.



Counseling & Advocacy

Submitted by Linda Warner, LCPC, Director

Selected Activities, Programs, and Updates



- OQS Diversity Club celebrated **Lavender Graduation**. The club presented two graduating transgender students with their rainbow cords. Both students graduated summa cum laude with perfect 4.0 GPAs!
- **Counselor Caseloads** – As of 5-31-23, 122 students were provided 520 counseling sessions over the 2022-23 academic year. This is 21% increase in the number of students seeking counseling and a 17% increase in the total number of sessions provided to students from the 2021-22 academic year. After adjusting for dually enrolled students, counselors provided counseling sessions to 4% of adult students enrolled at KCKCC in 2022-23.

Military and Veteran Center

Submitted by Wade Abel, Director

Selected Activities, Programs, and Updates



- The Veterans Center hosted an end of year picnic at Wyandotte Lake for our Military Affiliated students and their families.
- The Student Veterans Organization (SV0) supported the Wellness Center 5K. The executive board all participated as well as family members and the staff of the Veterans Center.
- We had 31 Military Affiliated students participate in the graduation ceremony. We will soon have dog tags made for them and add them to our Operation Graduation, Mission Complete display.

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 **sixty-eight** 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 are genuinely interested in studying. In addition, the courses they choose can affect whether they finish your program within their intended timeframe. This month we processed **eighty-seven** grade changes.
- **Student Contact Information Updates:** When colleges cannot reach students due to an input error or because their information has changed, they will miss essential details. Depending on the message or activity, it could have catastrophic consequences. This month the Registrar's Office processed **126** student record changes. We resolved **three** 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 **144** 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 **ninety-nine** student records for degree audit exceptions, deviations, waivers, or for posting transfer credit equivalencies.
- **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 occupations requiring advanced education, a college degree or certificate can be critical to success in today's workforce.
 - 627 May 2023 graduation applications were reviewed for credentialing.
 - 578 were awarded degrees or certificates.
 - Forty-nine were deemed ineligible due to incomplete grades, missing paperwork, grades, and GPA difficulties.
 - Other than May 2023 - Graduation statements applied to Student Records
 - December 2022 – 7
 - July 2022 – 1
 - May 2022 – 1
 - December 2021 – 1
 - May 2021 - 1
 - Other than May 2023 – Graduation applications processed.
 - July 2022 - 2

- December 2021 - 1
- December 2022 – 3
- May 2008 – 1

*Fifty-one additional July 2023 graduation applications were processed for a total of 144

- **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.
 - Outgoing Transcripts processed: **756**
 - Produced In-House: eighteen
 - Official from Ellucian: nine
 - Official from Perceptive Content: three
 - Unofficial (fax, email, etc.): six

Produced via Parchment: **738** (763 in 2022; 738 is **3.3% decrease from May 2022.**)

- eTranscript: 710
- Paper Transcript: twenty-eight

Outbound Official KCKCC Transcripts Sent via Parchment May 2023			
Outbound Transcript Reasons		Top Receivers of KCKCC Transcripts	
College Admissions/Transfer	628	KU/KU Med or Nursing	46
Employment	44	KS Bd of Nursing/MO Bd of Nursing	38
Certification/Licensure	38	Common Application Services (NursingCAS, AMCAS, etc.)	36
Self	19	JCCC	35
Other	6	Western Governors University	30
Scholarship	3	Kansas State University	23
		University of Missouri - KC	23

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.

Incoming Transcripts processed: **429** (441 in 2022; 429 is **2.7% decrease from May 2022**)

- Received via Parchment: seventy-eight
- Received via Clearinghouse: 122
- Received via mail, fax, e-mail, and in-person: 229.

College					High School					
New App	Transfer	Non-degree	Orphan	Other	New App	TRAN	CONGR	Orphan	Other	
100	9	63	7	13	125	40	63	3	10	433
23.09%	2.08%	14.55%	1.62%	3.00%	28.87%	9.24%	14.55%	0.69%	2.31%	100.00%

Student Activities

Submitted by Andrica Wilcoxon, Director

Selected Activities, Programs, and Updates

- The National Society of Leadership Success (NSLS) hosted the 2023 Spring Induction on May 12. The NSLS is an organization that provides a life-changing leadership program that helps students achieve personal growth, career success, and empowers them to have a positive impact in their communities. Thirty KCKCC students were inducted into NSLS. For the students to be inducted, they each had to complete levels of the NSLS Leadership Training Program. These levels include: a one-hour orientation, completion of the DISC assessment, submit a Leadership packet about their goals and action plan, participate in three Speaker Broadcasts, and submit three reflection summaries. The speakers for the induction were Ms. Destiny Vaughan, NSLS Student President, Ms. Anita Soto-Jimenez, KCKCC student and Veteran, Mr. Andrew Guevara-Alatorre, KCKCC Student Senate President, and Ms. Holly Edmonds, KCKCC Nursing Faculty.



Student Financial Aid

Submitted by Tammy Reece, Director

Selected Activities, Programs, and Updates

- Felicia Johnson was recently promoted to serve as the Assistant Director of Financial Aid at KCKCC. She previously served KCKCC as the Verification Coordinator. A search is currently underway to fill the now vacant Verification Coordinator position.
- Sean Neyland, Financial Aid Coordinator, recently passed the NASFAA Credential Exam for Consumer Information. This was a comprehensive exam used to demonstrate knowledge of what federal regulation requires for our campus to comply.
- Karla Hipolito, Financial Aid Coordinator, will be attending the intermediate track for the Summer Institute sponsored by the Rocky Mountain Association of Financial Aid Administrators. She will study for a week learning all aspects of financial aid from financial aid leaders across the country.
- Tammy Reece served as a National Association task force member for the Resumption of Loan Repayment. The report was recently published and distributed to institutions across the country. This information was also presented to the House Education and Labor Committee the week of May 9, 2023.

Financial Aid Applications Received as of June 1, 2023

Academic Year	Total Number of Records	Records Received in May
2022-2023	8,349	123
2021-2022	9,174	407
2020-2021	9,855	443

Financial Aid Disbursed to Student Accounts as of June 1, 2023

Academic Year	FALL	SPRING	SUMMER	TOTAL
2022-2023	\$4,969,879	\$4,268,362	\$175	\$9,238,416
2021-2022	\$7,589,033	\$7,808,377	\$718,144	\$16,115,554
2020-2021	\$5,850,551	\$5,152,575	\$1,360,845	\$12,363,971

2022 Spring Satisfactory Progress Calculated

Satisfactory academic progress (SAP) was reviewed for students who received federal financial aid for the Spring 2023. A three-year comparison is documented below.

SAP Status	Spring 2021	Spring 2022	Spring 2023
"Warning" - completion rate below 66% and /or GPA below 2.0	137	172	158
"Exclusion" - completion rate below 66% and/or GPA below 2.0 after a warning status	70	102	99
"Exclusion" - attempted over ninety-seven credit hours.	63	66	57
No More Aid" - students have appealed and did not complete approved appeal conditions.	26	22	19
Satisfactory	1460	1067	1001

** Students were notified through their student e-mail and given the information on how to appeal. **

Student Housing

Submitted by Nicole Wilburn, Director

Selected Activities, Programs, and Updates

- Following the Spring semester, students who did not sign a summer contract checked out of Centennial Hall by May 16 (or May 19 if graduating).
- We have approximately thirty students living in Centennial Hall for the Summer semester with less than 5 “new” students moving in on June 2 for the Summer semester.
- Facilities staff is working to repair rooms after the first Academic Year of occupancy. Rooms were in decent shape overall with mostly minor repairs needed. Facilities staff outsourced the cleaning of the building and is collaborating with an outside contractor to manage cleaning the apartments.
- We currently have thirteen students on the waitlist for the 2023-2024 Academic Year. June 15 is the deadline for student-athletes to sign their contracts and pay their application fee/deposit. Any remaining beds not filled by student-athletes will be released to non-student-athletes on the waitlist.

Upcoming Activities and Programs

- The Summer is a busy time in Student Housing as we make plans for Fall Resident Assistant training which begins at the end of July. We are also planning for Fall move-in and Welcome Weekend. We are partnering with Marketing to create materials for new residents to communicate about move-in and Welcome Weekend.

Student Success and Retention

Submitted by Brady Beckman, Director of Student Success and Retention

Selected Activities, Programs, and Updates

- The Student Success Center welcomed three new Student Success Advisors:
 - Steven Franklin- Pioneer Career Center Advisor
 - Valerie Mendoza- Retention and Career Coach
 - Madison Green- Student Success Advisor
- Jeremiah McCluney, Student Success Advisor, successfully completed the Kansas Community Colleges Leadership Institute (KCCLI).
- On May 25th, Brady Beckman represented the Student Success Center at the University of Missouri-Kansas City for the Hispanic Development Fund’s Scholar Celebration.
- The Student Success team implemented a “We Want You Back” campaign to encourage fall enrollment and completion for students who have recently “stopped out” at KCKCC.
 - Student Success Advisors contacted fifty students who have recently stopped out, offering individualized success and completion plans based on their previous history.
- The Student Success Center had 588 unique, in-person, student sign-ins during May. By comparison, during May 2022, the SSC had 398 unique student sign-ins.
- Student Success Advisors completed 240 virtual enrollment and advising appointments.

Placement Testing Center Semester and Monthly Metrics

Student Affairs and Enrollment Management Board of Trustees June 2023 Report

Total Placement Tests This Semester

Spring 2023	Spring 2022	Spring 2021
1738	1701	1846

May Placement Test sessions

Year	Main Campus	PCC	TEC	High Schools	Distance Education	Total
May 2023	164	24	4	114	0	306
May 2022	126	14	8	270	0	418
May 2021	122	21	11	273	0	427

Upcoming Activities and Programs

- The Student Success Center is actively developing new student orientation strategies to be implemented this summer, including:
 - Updated orientation materials, tutorials, and videos available on the KCKCC webpage.
 - Weekly, virtual, live pre-enrollment assistance sessions to be available for new students to begin in late June. The program will be called “Activate KCKCC,” and will be facilitated by our Student Success Advisors.
 - On-campus orientation sessions will begin in early July. Tentatively, these will be offered weekly through the start of the semester.
- Fall Enrollment is NOW OPEN. Advisors are working diligently to meet students' enrollment needs. Students may schedule appointments with advisors or stop in for walk-in advising that we offer every day from 8 am-6 pm.
- With the addition of our new Retention and Career Coach, Valerie Mendoza, we can more intentionally and proactively serve our sensitive student populations, including KC Scholars, and students who are on academic probation or dismissal.
 - We also intend to create increased programming on campus to serve our First-Generation students. We are in the planning stages of creating a First-Generation Student Advisory Council.

Upward Bound Academy

Submitted by **Veronica Knight, Director**

Selected Activities, Programs, and Updates

- Upward Bound Academy launched its inaugural summer program on June 5. Students will be engaged with college preparatory courses, college tours, and cultural exploration during the next 5 weeks ending in a week-long reward trip to Orlando Florida where students will visit various colleges, cultural events, and Universal Studios.
- Upward Bound Academy recruited forty-seven students who face significant economic and social barriers to academic success.
- On May 23, the memorandum of agreement for the Upward Bound Academy was signed by USD 500 to formalize the partnership with the Upward Bound Academy staff and Washington and F.L. Schlagle High Schools.



Student Affairs and Enrollment Management Board of Trustees June 2023 Report

Marketing Division

Kris Green, Chief Marketing & Institutional Image Officer

Report Summary

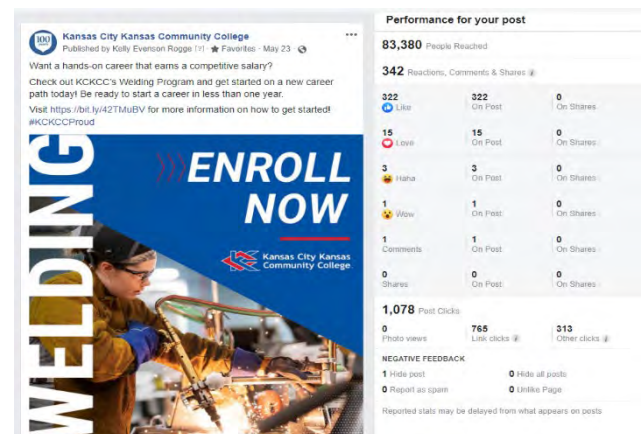
Community engagement survey results have been tabulated. Based on the employees who responded to the survey, they contribute 1,380 hours of community service, which translates to 16,560 hours of service each year. According to the Points of Light Foundation, \$31.80 is the value of each hour of service. KCKCC employees have invested more than \$526,608 through service to area communities. The numbers shared in the report are self-reported, and not all employees responded to the survey.

Kris worked with the Centennial Celebration Committees to finalize important dates for the year-long celebration. KCKCC will kick-off Centennial activities at Convocation on August 7. In September, the college will celebrate with a Birthday Bash for employees and students at Main Campus on September 13, TEC on September 7 and PCC on September 19. On April 13, KCKCC will host a Centennial Showcase to invite community members, alumni and others to the Main Campus to celebrate KCKCC's 100th Anniversary.

KCKCC's Instagram reach has grown 500% this year. Last year Instagram reached 11,730 people, and this year Instagram reached 81,559. Facebook reach increased by 35%. Last year Facebook reached 553,319 individuals, and this year the reach was 785,964.

Rollie Skinner, graphic designer, continued assisting on the Perkins grant by designing Health Professions banners. Other highlights for the month include social media retractable banners for events, an advertisement for the KC Globe, and stickers for the upcoming Wyandotte County fair.

Matt Fowler, Kelly Rogge, Tyler Scott, and Rollie Skinner all photographed the KCKCC commencement ceremonies, with Tyler capturing interviews and short videos. Kelly Rogge photographed the Nursing pinning and the LCF Graduation. Matthew Fowler photographed the unveiling ceremony of the Rita Blitt sculptures.



General Marketing

Community Engagement Survey Results

Based on the employees who responded to the survey, they contribute 1,380 hours of community service, which translates to 16,560 hours of service each year. According to the Points of Light Foundation, \$31.80 is the value of each hour of service. KCKCC employees have invested more than \$526,608 through service to area communities.

KCKCC employees have a long-standing habit of community engagement. Employees who responded volunteer an average of 18 hours each month and have a 17-year track-record of continuous community service.

In the past year, 43% of employee community service occurred in Wyandotte and Leavenworth counties, which equates to an \$226,441 investment through service. Community-based, faith-based, educational, academic or industry, and pet services were the top five types of service provided by employees.

The numbers shared in this report are self-reported, and not all employees responded to the survey. The results listed in this report serve as a representation of the extent KCKCC employees are engaged in the community. The President's Office in conjunction with Marketing conducted the baseline survey during the spring semester of 2023 and will continue to annually distribute a similar survey during the spring semester.

Centennial Celebration

Kris worked with the Centennial Celebration Committees to finalize important dates for the year-long celebration. KCKCC will kick-off Centennial activities at Convocation on August 7. In September, the college will celebrate with a Birthday Bash for employees and students at Main Campus on September 13, TEC on September 7 and PCC on September 19. On April 13, KCKCC will host a Centennial Showcase to invite community members, alumni and others to the Main Campus to celebrate KCKCC's 100th Anniversary.

Video Production

Kris worked with college divisions to complete a video series. Videos were completed for the following programs: Fire Science, Computer Technology, Cybersecurity, Cosmetology, Nail Technician and Electrical Technology.

Meetings and Training

Kris continues to work on the Marketing Plan with the Marketing Advisory Committee and President's Cabinet. She also met with the KCKCC Foundation to discuss Centennial Celebration plans.

Kris also served on the Board Marketing Sub-Committee for Community Housing of Wyandotte County this month

From June 1-3, Kris attended the AACC Future Leader's Institute in Washington, D.C. This was a impactful conference that focused on learning about college administration and leadership models in higher education.

Graphic Design

Rollie Skinner, graphic designer, continued assisting on the Perkins grant by designing Health Professions banners. Other highlights for the month include social media retractable banners for events, an advertisement for the KC Globe, and stickers for the upcoming Wyandotte County fair.



- Social media event banner



- Health Professions banner



- KC Globe advertisement



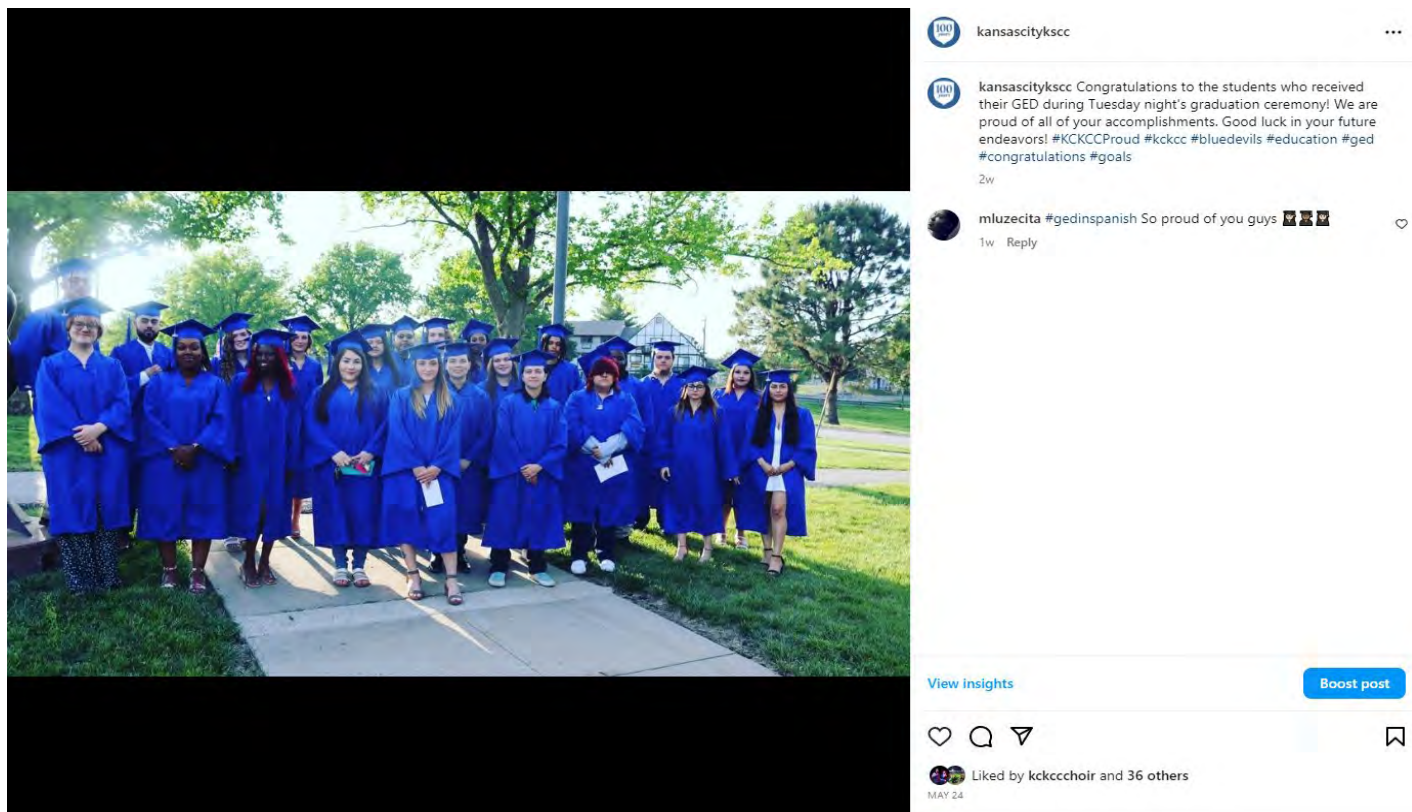
Athletics

Tyler Scott, Athletics and Activities Media Specialist, assisted with graduation photography and other photography requests. Tyler worked on Centennial story assignments, including a feature on the 2016 Women's basketball national championship team. He completed the Athletics wrap-up and began work on the Wellness Center wrap-up.

Social Media

Kelly Rogge, Public Information Manager, focused heavily on celebrating graduation, GED graduation and our TEC Perkins grant programs. The Nursing Pinning ceremony, the Rita Blitt double unveiling ceremony, commencement and the Cinco de Mayo Garnacha festival were all popular posts. Facebook and Instagram reach were highly elevated due to boosting several posts for the TEC Perkins grant.

KCKCC's Instagram reach has grown 500% this year. Last year Instagram reach was 11,730 people, and this year Instagram reach was 81,559. Facebook increased by 35%. Last year Facebook reached 553,319 individuals, and this year the reach was 785,964.





kansascityksc

100%

kansascityksc KCKCC celebrated its 2023 graduates with two commencement ceremonies Thursday! Congratulations to all of our graduates for everything you have accomplished. We are so proud of you and cannot wait to see what you accomplish in the future! Be share to share your graduation photos by using #KCKCCGrad! #KCKCCProud #KCKCC #bluedevis #graduation #proud #congrats #goals #grad #KCKCCAlum #alumni #hardworkpaysoffs

2w

View hidden comments

These comments were hidden because they may be misleading, offensive or spam. People can still tap to view them.

View insights

Boost post

♥

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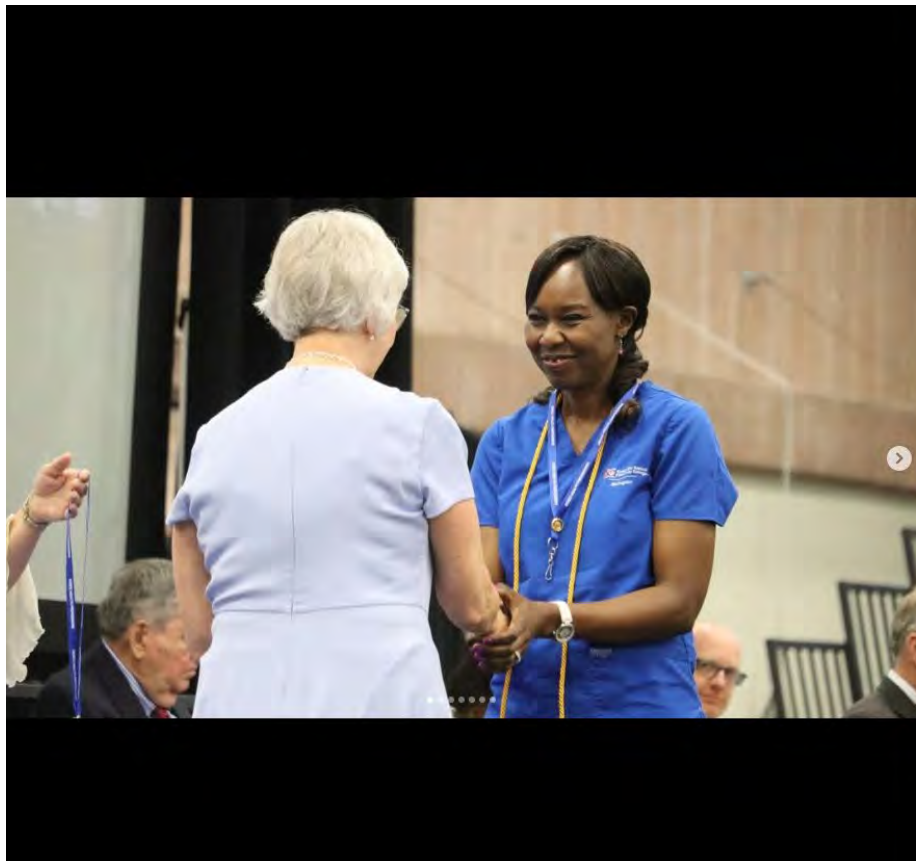
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🇺🇸🇧🇪🇵🇪

Liked by kckccadmissions and 69 others

MAY 19



kansascityksc

100%

kansascityksc Congratulations to students in KCKCC's Practical Nursing and Associate Degree Nursing programs who celebrated their achievements during Wednesday's Pinning Ceremony!! We are so proud of everything you have accomplished during your time at KCKCC. Good luck in all your future endeavors!! #KCKCCProud #KCKCCGrad #kckcc #BlueDevis #graduation #nursing #congrats #goals #proud #goodluck #nursingstudent #hardworkpaysoffs

2w

View insights

Boost post

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Liked by kckccfoundation and 41 others

MAY 18

Post details



Kansas City Kansas Community College

Published by Kelly Evenson Rogge [?] · ★ Favorites · May 23 · 🌐

Want a hands-on career that earns a competitive salary?

Check out KCKCC's Welding Program and get started on a new career path today! Be ready to start a career in less than one year.

Visit <https://bit.ly/42TMuBV> for more information on how to get started! #KCKCCProud



Kansas City Kansas Community College

Kansas City Kansas Community College focuses on inspiring individual...

83,380

People reached

1,420

Engagements

Boost again

Performance for your post

83,380 People Reached

342 Reactions, Comments & Shares

322	322	0
Like	On Post	On Shares
15	15	0
Love	On Post	On Shares
3	3	0
Haha	On Post	On Shares
1	1	0
Wow	On Post	On Shares
1	1	0
Comments	On Post	On Shares
0	0	0
Shares	On Post	On Shares

1,078 Post Clicks

0	765	313
Photo views	Link clicks	Other clicks

NEGATIVE FEEDBACK

1	0
Hide post	Hide all posts
0	0
Report as spam	Unlike Page

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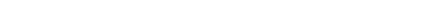
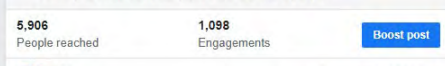
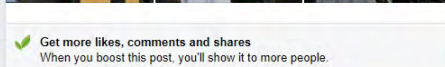
Post details



Kansas City Kansas Community College is with Stavia Lanae

Published by Kelly Evenson Rogge [?] · ★ Favorites · May 18 · 🌐

Congratulations to students in KCKCC's Practical Nursing and Associate Degree Nursing programs who celebrated their achievements during Wednesday's Pinning Ceremony!! We are so proud of everything you have accomplished during your time at KCKCC. Good luck in all your future endeavors!! #KCKCCProud #KCKCCGrad



Performance for your post

5,906 People Reached

180 Reactions, Comments & Shares

115	70	45
Like	On Post	On Shares
44	34	10
Love	On Post	On Shares
1	1	0
Wow	On Post	On Shares
10	9	1
Comments	On Post	On Shares
11	11	0
Shares	On Post	On Shares

918 Post Clicks

666	0	252
Photo views	Link clicks	Other clicks

NEGATIVE FEEDBACK

0	1
Hide post	Hide all posts
0	0
Report as spam	Unlike Page

Reported stats may be delayed from what appears on posts

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

5,906
People reached

1,098
Engagements

Boost post

103

9 comments 11 shares

Post details

100 years

Kansas City Kansas Community College

Published by Kelly Evenson Rogge · 171 · ★ Favorites · May 23 ·

Want a hands-on career that earns a competitive salary?

Check out KCKCC's HVAC program and get started on a new career path today! Be ready to start a career in less than one year.

Visit <https://bit.ly/42TMuBV> for more information on how to get started! #KCKCCProud

Kansas City Kansas Community College

Kansas City Kansas Community College focuses on inspiring individual...

89,121

1,375

Boost again

89,121

People reached

Engagements

Performance for your post

89,121 People Reached

244 Reactions, Comments & Shares

221 Like	221 On Post	0 On Shares
18 Love	18 On Post	0 On Shares
5 Haha	5 On Post	0 On Shares
0 Comments	0 On Post	0 On Shares
0 Shares	0 On Post	0 On Shares

1,131 Post Clicks

0 Photo views	861 Link clicks	270 Other clicks
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NEGATIVE FEEDBACK

0 Hide post	0 Hide all posts
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Reported stats may be delayed from what appears on posts

Post details

100 years

Kansas City Kansas Community College

Published by Kelly Evenson Rogge · 171 · ★ Favorites · May 26 ·

KCKCC unveiled two new sculptures Thursday, designed by artist Rita Blitt. "Resilience" and "Perseverance" are located between the Jewell Student Center and the Learning Commons on the KCKCC Main Campus. Both sculptures were designed from Blitt's original drawings created in 1993 and are organic shapes that peer toward the sky. #KCKCCProud

Kansas City Kansas Community College

Kansas City Kansas Community College focuses on inspiring individual...

3,045

393

Boost post

3,045

People reached

Engagements

Get more likes, comments and shares

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

2 comments 4 shares

Performance for your post

3,045 People Reached

70 Reactions, Comments & Shares

56 Like	42 On Post	14 On Shares
7 Love	5 On Post	2 On Shares
3 Comments	2 On Post	1 On Shares
4 Shares	4 On Post	0 On Shares

323 Post Clicks


240 Photo views	0 Link clicks	83 Other clicks
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NEGATIVE FEEDBACK

1 Hide post	1 Hide all posts
0 Report as spam	0 Unlike Page




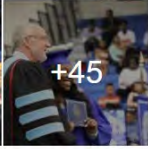
Reported stats may be delayed from what appears on posts

Post details


Kansas City Kansas Community College
Published by Kelly Evenson Rogge · May 19 ·

Enjoy some more photos from KCKCC's 2023 Commencement ceremonies. Be share to share your graduation photos by using #KCKCCGrad!

#KCKCCProud

3,672 People reached

956 Engagements

[Boost post](#)

6 comments 7 shares

Performance for your post

3,672 People Reached

100 Reactions, Comments & Shares

63 Like	52 On Post	11 On Shares
20 Love	19 On Post	1 On Shares
2 Wow	2 On Post	0 On Shares
2 Sad	0 On Post	2 On Shares
6 Comments	6 On Post	0 On Shares
7 Shares	7 On Post	0 On Shares

856 Post Clicks


590 Photo views	0 Link clicks	266 Other clicks
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NEGATIVE FEEDBACK

0 Hide post	1 Hide all posts
0 Report as spam	0 Unlike Page

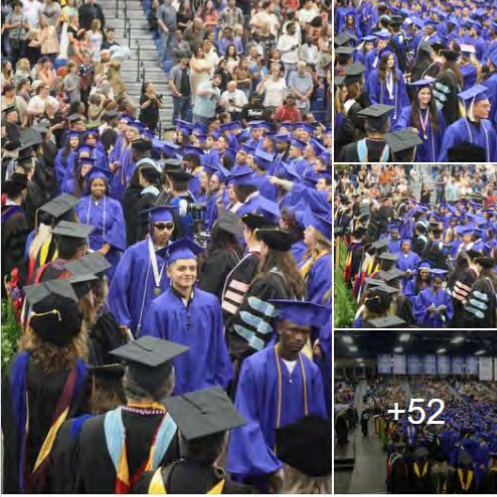



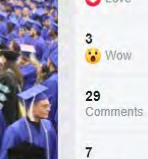
Reported stats may be delayed from what appears on posts

Post details


Kansas City Kansas Community College
Published by Kelly Evenson Rogge · May 19 ·

KCKCC celebrated its 2023 graduates with two commencement ceremonies Thursday! Congratulations to all of our graduates for everything you have accomplished. We are so proud of you and cannot wait to see what you accomplish in the future! Be share to share your graduation photos by using #KCKCCGrad!

#KCKCCProud

3,660 People reached

1,126 Engagements

[Boost post](#)

Performance for your post

3,660 People Reached

250 Reactions, Comments & Shares

136 Like	40 On Post	96 On Shares
75 Love	15 On Post	60 On Shares
3 Wow	1 On Post	2 On Shares
29 Comments	0 On Post	29 On Shares
7 Shares	7 On Post	0 On Shares

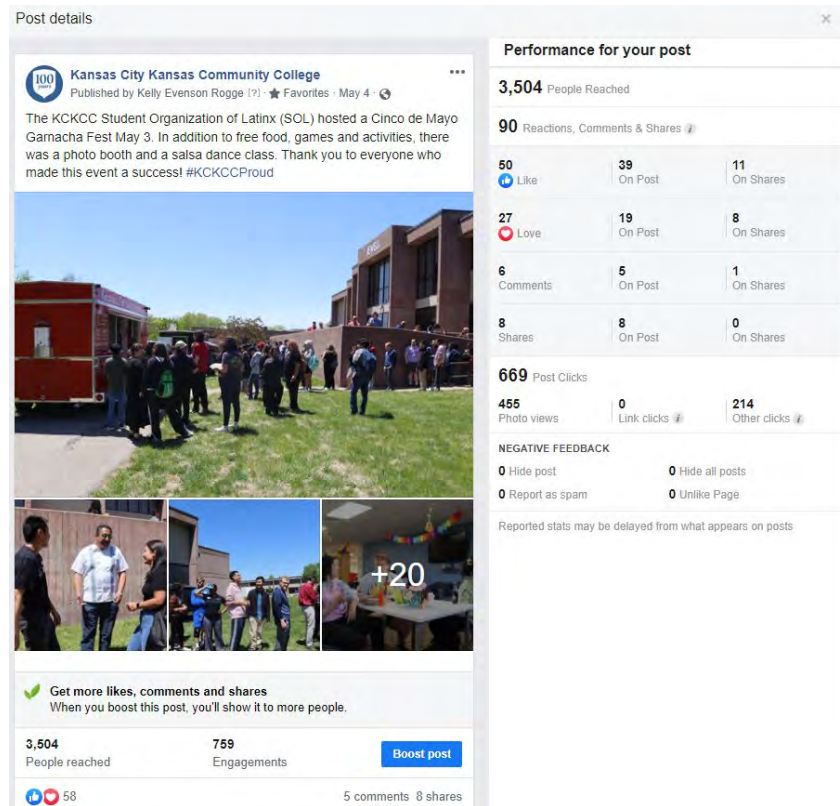
876 Post Clicks

574 Photo views	0 Link clicks	302 Other clicks
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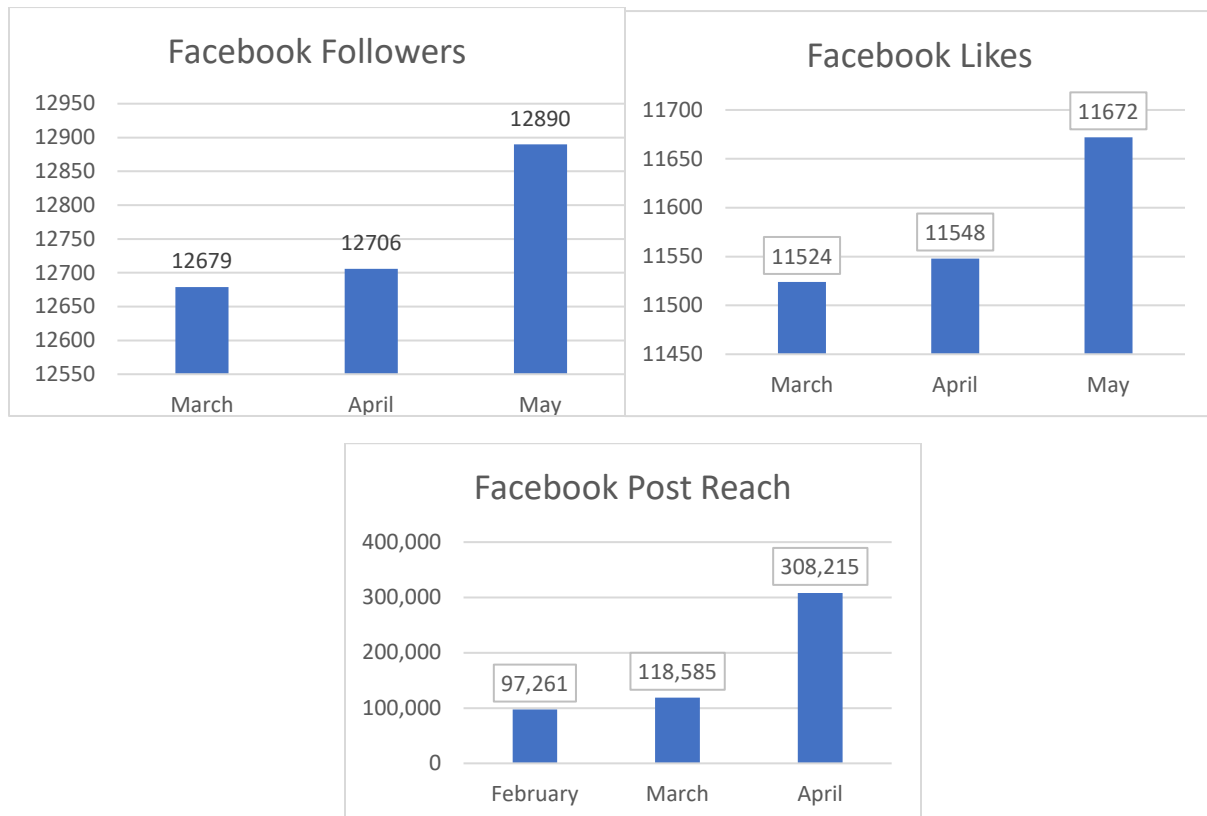
NEGATIVE FEEDBACK

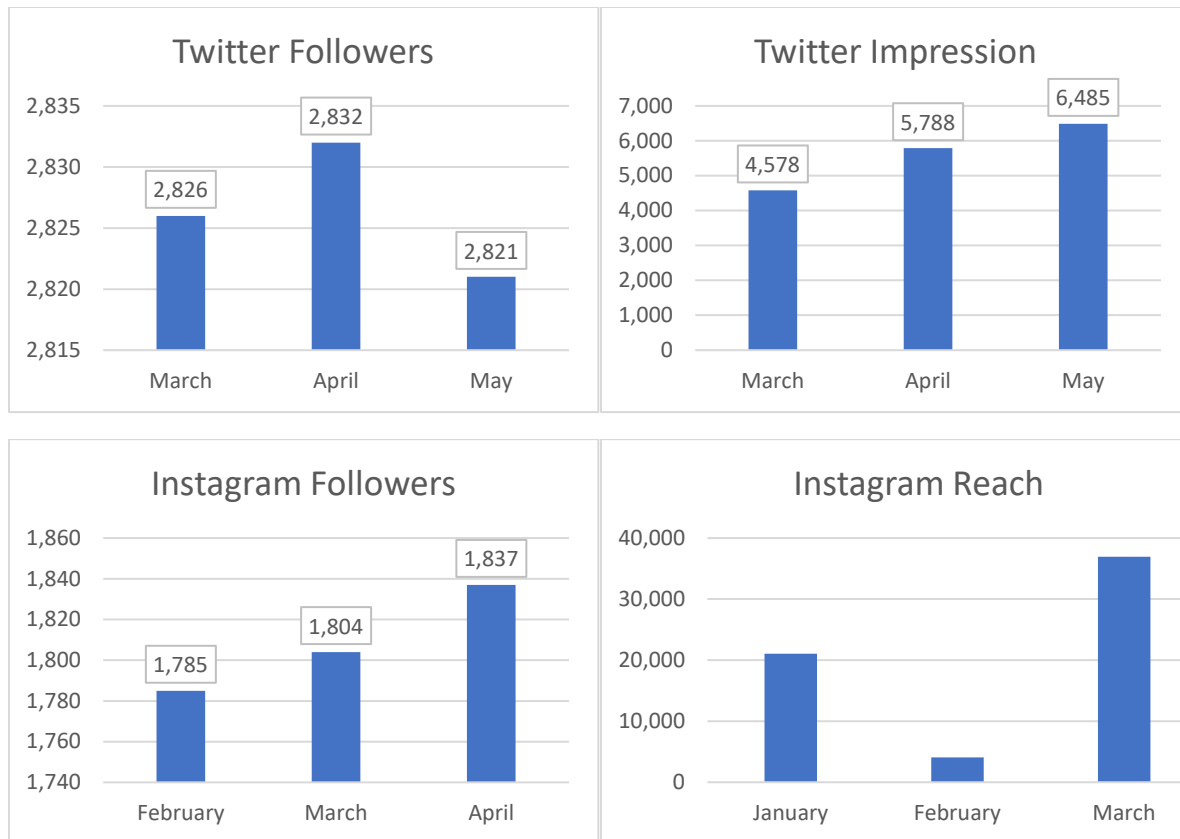
1 Hide post	1 Hide all posts
0 Report as spam	0 Unlike Page

Reported stats may be delayed from what appears on posts



- Social Media Data





Web Administration

Matthew Fowler, Web Administrator, created a special section of the homepage for the 2023 Commencement Ceremony. Matt also designed the Employee Recognition and Retirement Ceremony PowerPoint slide presentation and volunteered at the KCKCC promotional booth at the Rock the Dotte concert on May 10.



- Rock the Dotte



Photography

Matt Fowler, Kelly Rogge, Tyler Scott, and Rollie Skinner all photographed the KCKCC commencement ceremonies, with Tyler capturing interviews and short videos. Kelly Rogge photographed the Nursing pinning and the LCF Graduation. Matthew Fowler photographed the unveiling ceremony of the Rita Blitt sculptures.

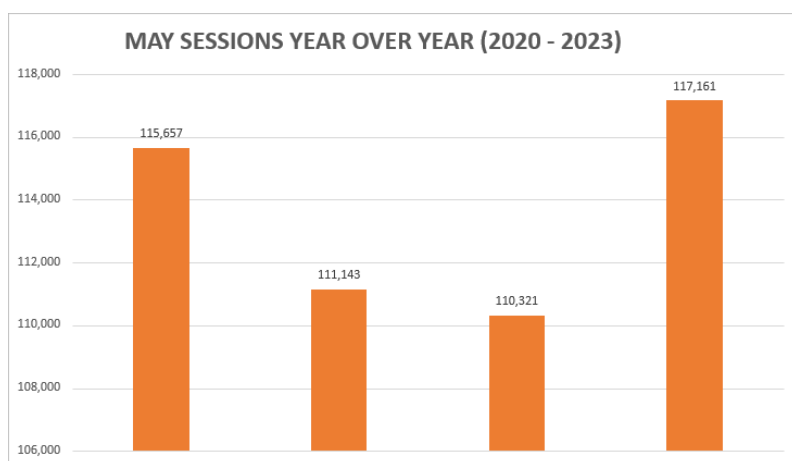


Print Shop

In the Print Shop, the month of May was entirely dedicated on completing Graduation projects, while also prioritizing the timely handling of end-of-semester projects for faculty and staff.

General Website Information

Marketing has begun the process of redesigning the KCKCC website. The first steps have been taken in the form of various focus groups in which marketing has asked students for their opinions on the usability of our current website. This is just the first step in a lengthy process. More information will be made available as the project progresses.



Top Webpages for May 2023

Webpage	Pageviews
Degrees and Certificates	10,561
Class Schedule	4,194
Steps to Enrollment	3,633
Academic Calendar	2,306
Get Ready	2,300



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

HIGHLIGHTS

- Work continues to prepare the FY24 proposed budget for consideration by the Board of Trustees.
- The bookstore is collaborating with several instructors to move from physical books to Inclusive Access digital materials. This will significantly lower the costs that students pay for course materials this coming fall.
- Facility Services completed install of Phase 5 Learning Spaces furniture, supported eight (8) graduation ceremonies, and sealed and striped the TEC parking lot.
- Police continues to fill positions with new officers, with only two open sworn positions currently.



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

FINANCE – DR. SHELLEY KNEUVEAN, CFO

- Work continues to prepare the FY24 proposed budget for consideration by the Board of Trustees.
- The team is beginning the process of preparing for the annual financial audit of the college finance, single audit (federal grants), and financial aid audit. Novak Birks LLC has been contracted to perform the College's annual comprehensive and financial aid audit, single audit of federal grants, financial audit of the Foundation, and preparation of the 990.

Auxiliary

- May Sales are \$28,100.40, up 94% over last year. The Bookstore assisted 3,672 customers, up 17% over last year. The Bookstore provided all our graduating students with regalia.
- The bookstore is collaborating with several instructors to move from physical books to Inclusive Access digital materials. This will significantly lower the costs that students pay for course materials this coming fall.
- The Bookstore and Student Services came together in Spring of 2023 to provide students with financial literacy, resume and interviewing techniques. Three sessions were hosted, open to all students, regarding credit score, financial literacy, and career planning.

FACILITY SERVICES – CHRIS GARDNER, DIRECTOR

- Facility Services set up eight on campus graduations – Nurses Pinning, two KCKCC graduations and five USD 500 graduations.
- Deep cleaning and refresh of all Centennial Hall rooms and common areas. Hammock stands built and Hammocks installed at Centennial Hall.
- Completed install of Phase 5 Learning Spaces furniture.
- Completed RTU install for Kansas Bureau of Investigations located at KCKCC.



TEC 1 parking lot sealcoat and striping.
(**Before** and **After** pictures)



Set up and teardown of Rita Blitt art unveiling ceremony including refreshing pond area. The waterfall on the north end is now operation.

COLLEGE POLICE – ROBERT PUTZKE, CHIEF

- New officer Josh Reynolds will graduate from the Kansas Law Enforcement Training Center on June 30 and new officer Val Davenport started with the department June 8.
- Chief Robert Putzke and Deputy Chief Jason Sievers will attend the IACLEA (International Association of Campus Law Enforcement Administrators) national conference June 26-30.
- All officers will finish their state mandated training for the year by June 30.

Kansas City Kansas Community College
Monthly Financial Summary

May - YTD FY2023				
Summary: Net Position	Apr-23	May-23	Monthly Change	Comments
Total Assets	\$ 144,679,345	\$ 144,371,375	\$ (307,970)	
Total Liabilities	\$ 41,193,115	\$ 42,173,853	\$ 980,738	
Increase /(Decrease) in Net Position	\$ 103,486,230	\$ 102,197,522	\$ (1,288,708)	H1

Summary: Revenue and Expenses	Apr-23	May-23	Monthly Change	Comments
YTD Total Revenues	\$ 74,860,199	\$ 75,783,682	\$ 923,483	H2
YTD Operating Expenses	\$ 61,741,522	\$ 68,102,946	\$ 6,361,424	H3
Increase/(Decrease) in Net Revenue	\$ 13,118,677	\$ 7,680,736	\$ (5,437,941)	H4
Current Month - Burn Rate				Average monthly burn rate =\$6.86M

Highlights / Key Financial Initiatives	
H1	Net position decreased by \$1.3 million month to month comparison. Net position is the difference between assets (current and noncurrent assets) and liabilities (current and noncurrent liabilities). As planned, the net position went down due to operating expenses exceeding additional revenue for the monthly. A positive net position demonstrates financial stability of an institution and KCKCC financial position is healthy.
H2	Additional net revenue was \$923,483, comprised of \$350,000 in tuition and fees, approximately \$200,000 in federal financial aid, approximately \$110,000 in auxiliary revenue, and \$225,000 in investment income.
H3	Expenses for the monthl were slightly lower than average. The largest expense category is salaries and benefits and supplies & other operating expenses. As a note, this month includes the retroactive pay for faculty was posted this month for July 1 - mid May. These funds were budgeted but were not paid until the faculty contract was approved by the Board, President, and ratified by the faculty.
H4	Net revenue decreased by \$5.4 million this month. Next month a substantial property tax distribution will be made. Additionally, final projections of annual net revenue is being prepared and will be available in July.
	One investment was made during the month of April, a \$3.5 million 12 month CD was made with Security Bank for 4.75% IR. In early May, a \$3 million 6 month CD with Commerce Bank with a 5.05% IR.

Risks / Issues	
R1	The unemployment rate for the State of Kansas is currently 2.9% (March 2023). Wyandotte County's unemployment rate has steadily increased over the past several months and is now at 4% (March 2023). Historically, low unemployment rates trend with low enrollment rates as potential students are employed in the workforce, rather than enrolling in college. As this unemployment rate increases while new job opportunities are also increasing, KCKCC is in the unique position to provide job related training to train workers to fill new jobs and positively impact the unemployment rate.
R2	The increased number of retirements, resignations, and difficulty in hiring is a challenge facing the country as well as the metro area. Leavenworth County has the highest weekly wage earnings followed by Wyandotte County in the state of Kansas, 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 college position openings. This is affecting the police department, student affairs, and facilities in particular.

KANSAS CITY KANSAS COMMUNITY COLLEGE							
STATEMENT OF REVENUES AND EXPENSES							
YTD MAY 2023							
	BUDGET FISCAL YEAR FY 2023	YTD ACTUAL 5/31/2023	ADJUSTED FORECAST FISCAL YEAR 2023	YTD ACTUAL 5/31/2022	COVID RELATED GRANTS	VARIANCE ACTUAL TO BUDGET	PERCENT USED ACTUAL TO BUDGET
Operating Revenues:							
Student Tuition and Fees	\$ 10,726,626	\$ 9,502,610	\$ 10,117,755	\$ 9,683,638	16,718,304	\$ (1,224,016)	88.59%
Federal Grants and Contracts	9,501,288	8,738,603 ¹	11,353,152	24,255,476		(762,685)	91.97%
State Contracts	968,731	6,841,609	1,048,731	646,838		5,872,878	706.24%
Private Gifts, Grants & Contracts	283,100	164,262	283,100	262,100		(118,838)	58.02%
Auxiliary Enterprise Revenue	3,106,440	3,117,930	3,106,440	1,943,925		11,490	100.37%
Other Operating Revenue	275,600	710,620	275,600	337,535		435,020	257.84%
Total Operating Revenues	24,861,785	29,075,634	26,184,778	37,129,512		4,213,849	116.95%
Nonoperating Revenues (Expenses)							
County Property Taxes	51,930,018	32,703,475	51,930,018	27,243,392		(19,226,543)	62.98%
State Aid	10,009,582	10,359,582	10,359,582	10,359,582		350,000	103.50%
SB155 AID	3,125,367	3,153,507	3,153,507	2,976,540		28,140	100.90%
Investment Income	75,000	994,397	233,200	86,741		919,397	1325.86%
Interest Expense on Capital Asset Debt	(1,125,935)	(502,913)	(1,125,935)	(602,284)		623,022	44.67%
Transfer from Capital Reserves	-	-	3,534,274			-	0.00%
Total Nonoperating Revenues	64,014,032	46,708,048	68,084,646	40,063,971		(17,305,984)	72.97%
Total Revenues	88,875,817	75,783,682	94,269,424	77,193,483	(13,092,135)	85.27%	
Operating Expenses:							
Salaries & Benefits	45,375,750	40,767,605	46,341,750	37,560,063	9,828,512	(4,608,145)	89.84%
Contractual Services	1,749,427	1,816,667	2,070,427	1,574,593		67,240	103.84%
Supplies & Other Operating Expenses	14,643,001	11,800,780	14,723,001	11,055,229		(2,842,221)	80.59%
Utilities	1,997,500	1,933,460	1,997,500	1,617,816		(64,040)	96.79%
Repairs & Maintenance to Plant	5,282,534	1,611,842	10,347,672	1,567,299	6,439,252	(3,670,692)	30.51%
Scholarships & Financial Aid	8,062,952	7,186,806 ¹	8,062,952	13,782,351		(876,146)	89.13%
Strategic Opportunities	1,250,000	- ²	1,250,000	-		(1,250,000)	0.00%
Contingency	250,000	150,786	200,000	46,659		(99,214)	60.31%
Debt Service	3,676,000	2,835,000	3,676,000	2,720,000		(841,000)	77.12%
Total Operating Expenses	82,287,164	68,102,946	88,669,302	69,924,010		(14,184,218)	82.76%
Increase/(Decrease) in Net Revenue	\$ 6,588,653	\$ 7,680,736	\$ 5,600,122	\$ 7,269,473	\$ 1,092,083		
¹ In FY22 Federal Grants and Contracts Revenue included COVID funds drawn for student relief and institutional costs							
² We have utilized \$562,556 of the strategic initiative funding to date.							

KANSAS CITY KANSAS COMMUNITY COLLEGE
Information Regarding Net Position
YTD MAY 2023

Summary Statement of Revenue & Expenses

	FY2023 Actual	Annual Budget	FY2022 Actual	Annual Budget	FY2021 Actual	Annual Budget	FY2020 Actual	Annual Budget
Operating Revenues	\$ 29,075,634	\$ 24,861,785	\$ 37,129,512	¹ \$ 34,420,330	\$ 25,887,023	\$ 26,816,600	\$ 23,153,375	\$ 27,315,064
Non-Operating Revenues, Net	46,708,048	64,014,032	40,063,971	57,762,262	38,729,846	57,320,243	37,520,116	57,959,925
Total Revenues	75,783,682	88,875,817	77,193,483	92,182,592	64,616,869	84,136,843	60,673,491	85,274,989
Operating Expenses	68,102,946	82,287,164	69,924,010	² 85,687,565	65,093,599	79,144,659	65,510,808	80,812,679
Increase/(Decrease) in Net Revenue	\$ 7,680,736	\$ 6,588,653	\$ 7,269,473	\$ 6,495,027	\$ (476,730)	\$ 4,992,184	\$ (4,837,317)	\$ 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	\$ 66,788,614	\$ 55,043,929	\$ 70,440,047
Noncurrent Assets	77,582,761	73,344,932	71,934,845
Total Assets	\$ 144,371,375	\$ 128,388,861	\$ 142,374,892
Liabilities			
Current Liabilities	\$ 7,577,373	\$ 9,347,125	\$ 12,702,984
Noncurrent Liabilities	34,596,480	37,633,184	34,596,480
Total Liabilities	42,173,853	46,980,309	47,299,464
Net Position	102,197,522	81,408,552	95,075,428
Total Liabilities and Net Position	\$ 144,371,375	\$ 128,388,861	\$ 142,374,892

KANSAS CITY KANSAS COMMUNITY COLLEGE							
BANK BALANCES PER GENERAL LEDGER							
						YTD	PRIOR YEAR
FINANCIAL INSTITUTION		FUND NO.	FUND	CHECKING	INVESTMENTS	31-May-23	31-May-22
BROTHERHOOD BANK		25	FEDERAL PROGRAMS	\$ 552,083		\$ 552,083	\$ 526,825
BROTHERHOOD BANK		61	CAPITAL OUTLAY	\$ 3,178,461		\$ 3,178,461	\$ 3,065,719
BROTHERHOOD BANK CD	¹	61	Investment		\$ 3,187,012	\$ 3,187,012	\$ 3,183,827
BROTHERHOOD BANK		74	BOARD SCHOLARSHIP	\$ 502,329		\$ 502,329	\$ 333,049
LIBERTY BANK CD	²	n/a	Investment		\$ 509,976	\$ 509,976	\$ 508,684
COUNTRY CLUB BANK		13/14	ABE-CONT. EDUCATION	\$ 233,597		\$ 233,597	\$ 314,956
COUNTRY CLUB BANK		72	INCIDENTAL (AGENCY)	\$ 217,334		\$ 217,334	\$ 262,434
SECURITY BANK		11	GENERAL FUND	\$ 46,725,325		\$ 46,725,325	\$ 37,221,476
SECURITY BANK		15	TECHNICAL ED FUND	\$ 765,591		\$ 765,591	\$ 820,821
SECURITY BANK		16	STUDENT UNION	\$ 1,451,944		\$ 1,451,944	\$ 1,151,977
			(AUXILIARY SERVICES)				
SECURITY BANK		63	STUDENT HOUSING	\$ -		\$ -	\$ 4,690,485
			(CONSTRUCTION FUND)				
SECURITY BANK CD	³	n/a	Investment		\$ 3,500,000	\$ 3,500,000	\$ -
COMMERCE BANK CD	⁴	n/a	Investment		\$ 3,000,000	\$ 3,000,000	\$ -
UMB BANK *		17	PAYROLL	\$ -		\$ -	\$ -
TOTAL				\$ 53,626,664	\$ 10,196,988	\$ 63,823,652	\$ 52,080,253
* Payroll clearing account normally carries a \$-0- balance unless tax payment deadline falls after the close of the current month.							
¹ CD Maturity Date 12/27/2023 @ 4.65%							
² CD Maturity Date 3/5/2024 @ .33%							
³ CD Maturity Date 4/27/2024 @ 4.75%							
⁴ CD Maturity Date 11/13/2023 @ 5.05%							

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	33,295,279	29,192,526	(7,725,449)	(7,384,183)	25,569,830	21,808,343				57,080,264
February	4,999,056	8,597,739	(7,393,650)	(9,236,101)	(2,394,594)	(638,362)				54,685,670
March	11,645,157	9,339,673	(8,968,330)	(11,142,860)	2,676,827	(1,803,187)				57,362,497
April	6,482,046	7,609,775	(11,842,653)	(8,742,160)	(5,360,607)	(1,132,385)				52,001,890
May	3,599,831	3,258,874	(8,110,805)	(5,864,005)	(4,510,974)	(2,605,131)				47,490,916
June	20,156,581	20,156,581	(10,289,040)	(10,289,040)	9,867,541	9,867,541				57,358,457
Totals	112,398,014	117,467,798	(102,875,539)	(102,947,042)	9,522,475			(73,856)	(132)	
Bold = Actual										
	92,241,433		(92,586,499)							
GL Balance	General Fund	\$ 46,725,325								
	TEC Fund	\$ 765,591								
		\$ 47,490,916								

KANSAS CITY KANSAS COMMUNITY COLLEGE
Debt Summary
YTD May 2023

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

¹ Technical Education Center

² Energy Efficiency Renovations

³ Refinance of future payments of 2010 (Jewell Center Renovations), 2013 (Technical Education Center), and 2014 (Energy Efficiency Renovations) Series

⁴ Refinance of future payments of 2010 (Jewell Center Renovations), 2013 (Technical Education Center), and 2014 (Energy Efficiency Renovations) Series

⁵ Student Housing

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		
	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		
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		

[illegible]

BOARD OF TRUSTEES REPORT
HUMAN RESOURCES
JUNE 2023

Human Resources Summary

- The Human Resources Department began collaborating with the Marketing & Institutional Image Department to develop a strategy and proposal for promoting available positions at KCKCC through multiple advertising channels.
- New Supervisor Training took place June 5-7. Ten to sixteen supervisors attended each session.
- The monthly professional development series continued this month with a session offered by Traci Dillavou entitled *Constructive Communication in the Workplace: How to Support Colleagues Using Confirming Communication Strategies*. Eight participants attended.
- CEIM is partnering with Community Education and the Art Gallery for planning and volunteering during a week of events with students, faculty, staff, and community members for Kids on Campus. Events will include:
 - Monday, June 19th – Juneteenth Festival
 - Tuesday, June 20th – Asian Culture Event
 - Wednesday, June 21st – Latin Culture Event
- The benefits coordinator has started recording brief videos regarding the health benefits offered at KCKCC. These videos will serve as a resource for new hires.

BOARD OF TRUSTEES REPORT HUMAN RESOURCES JUNE 2023

Human Resources Full Report

Human Resources

The Human Resources Department is working together with the Marketing & Institutional Image Department to create a strategy and proposal for advertising open KCKCC positions. This proposal will center around the expenses related to social media, radio, and print advertising campaigns.

Training and Development



Our **monthly professional development series** continued this month with a session offered by Traci Dillavou, 2023 Henry Louis Excellence in Teaching Award Winner and KCKCC Associate Professor, on Tuesday, May 23, 2023, from noon-1:00pm entitled *Constructive Communication in the Workplace: How to Support Colleagues Using Confirming Communication Strategies*. Eight participants attended.

New professional development sessions are in development and will be rolled out to all employees in the next few months. *Time Management* is being offered in June.



New Supervisor Training took place June 5-7. Ten to sixteen supervisors attended each session. Evaluations were overwhelmingly positive.

KCPDC held its annual **Professional Development Conference** on May 24th. Twelve employees from KCKCC attended. Sheila Joseph, Talent Development Manager, co-presented a breakout session titled, *Inspiring a Creative Approach to Build a Motivational Mindset*, with Baker University's HR Director. This session will be adapted, modified, and offered to KCKCC supervisors in fall 2023. In addition, Sheila will be co-Chair of the board of KCPDC for 2023-2024.

A short survey was sent to all employees at the end of April to assess interest in an all-employee professional development event to be held in July 2023. Possible presenters have been identified and contacted, and plans are currently in development.

Employment

KCKCC currently has 54 positions open and posted.

- 7 full-time faculty
- 17 full-time staff
- 14 part-time staff
- 16 adjunct faculty

Benefits

The benefits coordinator started recording brief videos regarding the health benefits offered by KCKCC. As previously mentioned, these videos will serve as a resource for new hires to access information about the college's benefits at their convenience.

Center for Equity, Inclusion and Multicultural Engagement (CEIM)

CEIM Operations

Mike Torres joined KCKCC on 5/15 and has begun connecting with community partners in addition to inviting directors to connect so CEIM can begin regular engagement with campus and community. Mike has started planning for the Equity and Inclusion Council; budget; strategic plan; marketing; culture and inclusivity assessment; basic needs for students, faculty, and staff; student organizations; employee resource groups; hiring; training; and more.

CEIM has participated in professional development opportunities including:

- Supervisory Leadership Training | University of Kansas | Virtual | Mike
- Workplace DE&I: What is Currently Happening and How to Navigate | Husch Blackwell | Virtual.
- National Conference on Race and Ethnicity | The University of Oklahoma | New Orleans | Mike
- Trauma & Resilience Professional Certification | Florida State University | Virtual | Mike

Community Engagement Initiatives

Kids on Campus: CEIM is partnering with Community Education and the Art Gallery for planning and volunteering during a week of events with students, faculty, staff, and community members. Events will include:

- Monday, June 19th – Juneteenth Festival
- Tuesday, June 20th – Asian Culture Event
- Wednesday, June 21st – Latin Culture Event

BOARD OF TRUSTEES REPORT, JUNE 2023

INFORMATION SERVICES DIVISION

Peter Gabriel, Chief Information Officer

HIGHLIGHTS

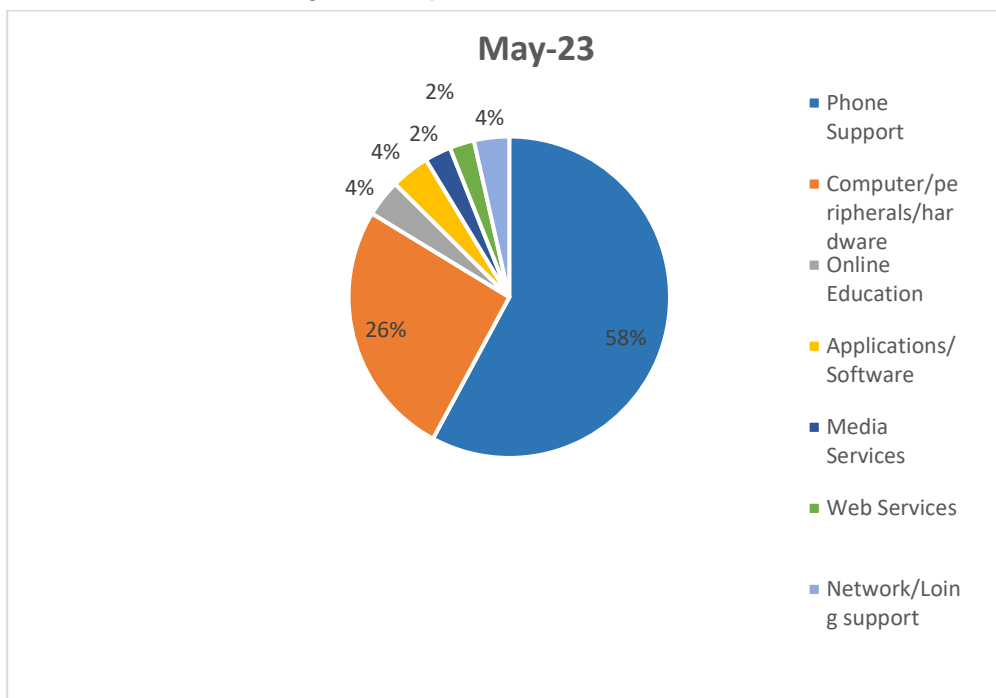
- Wireless infrastructure upgrade project has been completed.
- Authentication to Tableau update from local authentication to the application to Security Assertion Markup Language (SAML) to provide Single Sign-On (SSO) and Multi-Factor capabilities.
- Windows Auto-patch manages all Windows features, quality, and security updates for all KCKCC-owned computers.
- Analytics links in the main report for several recorded or live streamed events.

ACADEMIC SUPPORT

- Continued development of the Information Services Master Plan.
- Worked with Student Success Center on Bookings issues.
- Supported graduation coordinating overflow access.
- Planned and implemented Staff Senate picnic.
- Began updating directory files and photos.
- Worked on ID card implementation and developed new IDs for Police, Upward Bound, and student workers and updated instructions on the use.
- Participated in New Employee Orientation with HR Department.
- Functioned as the announcer for the Kansas City Kansas Community College baseball team during the first round of playoffs.
- Attended various meetings of college governance groups, including the President's Extended Cabinet, Staff Senate, Board of Trustees, and the Board Finance Committee.

COMPUTING SERVICES

- Two hundred and eleven tickets were issued during May 2023.
 - Two hundred tickets were resolved.
- The average time spent on each ticket was 3.65 days.
- Three hundred and seventy-six Helpdesk calls were taken in May 2023.
 - The average time per call was 3.475 minutes.



MEDIA SERVICES

- Set up and recorded the monthly Board of Trustees Meeting. I made a broadcast copy for the college's cable channel and a video archival of the Board of Trustees Meeting.
- Set up Zoom and a virtual/hybrid Board of Trustees Meeting.
- May 2023 Board of Trustees Meeting:
 - Vimeo analytics:
<https://vimeo.com/manage/videos/827429008/analytics>
 - YouTube Analytics:
<https://studio.youtube.com/video/nu1iphSuBjc/analytics/tab-overview/period-default>
 - Facebook Analytics:
<https://www.facebook.com/KansasCityKansasCommunityCollege/videos/197721389803095>
- Setup, recorded, and live streamed Monthly Board Finance Committee Meetings.
- Set and recorded Board Community Engagement Meeting.
- Nursing Pinning Ceremony 2023 setup and live stream:
 - Vimeo analytics:
<https://vimeo.com/manage/videos/825562221/analytics>
 - YouTube Analytics:
https://studio.youtube.com/video/c6uspb_cDr4/analytics/tab-overview/period-default.
 - Facebook Analytics:
<https://www.facebook.com/KansasCityKansasCommunityCollege/videos/759601028993699>.
- Commencement Ceremony May 18, 2023, 2:00 PM setup and live stream:
 - Vimeo analytics:
<https://vimeo.com/manage/videos/815434930/analytics>.
 - YouTube Analytics:
<https://studio.youtube.com/video/Egkn4kwBmP0/analytics/tab-overview/period-default>.
 - Facebook Analytics:
<https://www.facebook.com/KansasCityKansasCommunityCollege/videos/643038177157712>.

- Commencement Ceremony May 18, 2023, 7:00 PM setup and live stream:
 - Vimeo analytics: <https://vimeo.com/manage/videos/815668200/analytics>.
 - YouTube Analytics: https://studio.youtube.com/video/4UL89W_HfOc/analytics/tab-overview/period-default.
 - Facebook Analytics: <https://www.facebook.com/KansasCityKansasCommunityCollege/videos/1373105779926597>.
- Leavenworth Correctional Facility Graduation May 25, 2023 setup live stream:
 - Vimeo analytics: <https://vimeo.com/manage/videos/822759198/analytics>.
- “Perseverance” & “Resilience” Sculptures Unveiling May 25, 2023 setup and live stream:
 - Vimeo analytics: <https://vimeo.com/manage/videos/826905629/analytics>.
 - YouTube Analytics: <https://studio.youtube.com/video/R5SGy-E4eOI/analytics/tab-overview/period-default>.
 - Facebook Analytics: <https://www.facebook.com/KansasCityKansasCommunityCollege/videos/122422310854885>.
- Recorded The Center for Teaching of Excellence award recipients for the TEACH webpage.
- Recorded and set up the Annual Board of Trustees Meeting for the Kansas City Kansas Community College College Senate.
- Recorded and set up the Master Facilities Plan Workshop for the Board of Trustees, Faculty, and Staff.

NETWORK SERVICES

- Self-Service web application availability - 99%.
- Student Recruiter web app availability - 99%.
- MyDotte web app availability - 98%.
- Email availability for employees and students - 99%.
- Network switch and phone availability - 98%.
- Microsoft updates and security patches applied on one hundred and fifty servers.
- Upgrade of all computers to Windows 10 Version 22H2, currently at 76.8% completion.

- Monthly (or as needed) computer software updates in progress: Chrome, Firefox, Edge, Adobe Acrobat Reader DC; this is only a small list from our Microsoft Defender Vulnerability list. The Google Chrome browser is updating to version 114.0.5735.134, Firefox to version 114.0.1, and Edge to version 114.0.1823.43.
- All outdoor wireless access points have been replaced, completing our wireless infrastructure upgrade project.
- Microsoft Endpoint Manager now manages Windows features, quality, and security updates. The feature is called Windows Autopatch and oversees the updates for all KCKCC-owned computers, whether on our local network or outside our network.
- Authentication to Tableau has been updated from local authentication in the Tableau environment to Security Assertion Markup Language (SAML) to provide Single Sign-On (SSO) and Multi-Factor capabilities. We are also adopting the same authentication process for the Foundation.

DRAFT



Kansas City Kansas
Community College™

STRATEGIC PLAN

2024-2027

04

**Student
Success**



06

**Quality
Programs &
Services**



08

Employee Engagement



10

Community Engagement



Student Success

Provide services and resources that empower students to attain their goals.

GOAL 1 Enhance student-centered services and processes.

KPI Biennial Noel Levitz Student Satisfaction Inventory survey score for student-centered services (Baseline 2022).

Initiatives:

- 1 | Enhance admission and orientation processes to create a more seamless and responsive experience for prospective students.
- 2 | Identify and remove barriers to successful student enrollment, persistence to enroll in the next semester, and degree and certificate completion.
- 3 | Enhance and expand classroom delivery options, including online, weekend, intercession, hybrid and hyflex classes.
- 4 | Increase student participation in service learning, undergraduate research, apprenticeships, internships and similar opportunities.

GOAL 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, maintaining a minimum baseline of 58%.

KPI Year-over-year actual retention rate.

Initiatives:

- 1 | Enhance capabilities and increase college-wide use of an early intervention system for at-risk students.
- 2 | Create and implement an academic and career advising framework focused on guided pathways to increase student persistence to the next semester.
- 3 | Expand and promote integrated student support services to further enhance holistic student wellness.
- 4 | Expand dual and concurrent enrollment opportunities with area high schools to continue student enrollment after high school at KCKCC.

GOAL 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, maintaining a minimum baseline of at least 28%.

KPI Year-over-year completion rate.

Initiatives:

- 1 | Create and implement targeted initiatives that assist associate degree-seeking students to graduate in no more than three years.
- 2 | Develop and implement completion strategies under a guided pathways framework to empower students to complete certificate and degree programs within a 150% timeframe.
- 3 | Adopt a method to collect and measure student intent upon initial enrollment to better serve individual student needs and goals.
- 4 | Develop a college-wide process to strategically schedule classes and implement a year-long schedule that allows students to see, plan and enroll in classes earlier in future semesters.

GOAL 4 Increase student engagement and career-connected opportunities.

KPI Outcomes indicated in the First Destination Survey (Baseline Fall 2023).

Initiatives:

- 1 | Expand career readiness and employment placement services to help students successfully transition to the workforce.
- 2 | Increase opportunities for academic programs and industry partners to educate students about career possibilities.
- 3 | Expand supplemental instruction to enhance active and collaborative learning.
- 4 | Implement a student engagement platform to enhance the student's experience.

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.

KPI Maintain or increase the percentage of students who transfer (Baseline AY 2021).

Initiatives:

- 1 | Enhance articulation agreements with four-year colleges where KCKCC students most often transfer.
- 2 | Expand relationships and dual admission programs with four-year colleges and universities to improve the matriculation process for students.
- 3 | Identify transfer-seeking students early in their educational career to enhance support services for them.
- 4 | Enhance strategies supporting transfer-seeking students to complete transfer-level math.

GOAL 2 Align program and course offerings to meet workforce educational needs.

KPI Maintain and increase the percentage of in-field placement rates in technical education programs (Baseline AY 2023).

Initiatives:

- 1 | Expand credit and noncredit workforce and customized training offerings to meet the needs of regional businesses and industries.
- 2 | Utilizing program review, develop and implement a process for creating new programs and sunseting existing programs.
- 3 | Enhance the College's capabilities to offer KCKCC courses at business and industry locations.
- 4 | Increase the use of external occupational data in all program planning and review processes.

GOAL 3 Enhance student-focused learning environments and foster learner-centered instruction.

KPI Increase the number of courses that are offered in hybrid and hyflex formats. Report annual investment and count of updated student-focused environments (Baseline AY 2023).

Initiatives:

- 1 |** Continue the multi-year plan to bring the physical environment of student learning spaces in alignment with industry and/or educational best practices.
- 2 |** Engage external partners to provide additional resources to enhance the student learning environment.
- 3 |** Develop common methodologies to measure and enhance the impact of learner-centered instruction for students.
- 4 |** Increase learner-centered opportunities in lifelong learning and adult education classes.

GOAL 4 Implement a holistic, integrated support system for traditionally underserved students.

KPI Increase fall to spring persistence rates for traditionally underserved students (Baseline AY 2022).

Initiatives:

- 1 |** Utilize Upward Bound and other similar programs to better prepare students in traditionally underserved high schools to be successful in higher education.
- 2 |** Create and implement a plan to increase engagement of traditionally underserved adult learners at KCKCC.
- 3 |** Increase utilization of targeted case management and mentoring programs to improve success for traditionally underserved students.
- 4 |** Examine current methods for placement of traditionally underserved students in academic courses and continue to utilize and increase the use of multiple-measure assessment practices.

Employee Engagement

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

GOAL 1 Enhance employee satisfaction.

KPI Increased employee “Overall Satisfaction” score indicated by the biennial Noel Levitz College Employee Satisfaction Survey (Baseline 2021).

Initiatives:

- 1 | Develop and implement a comprehensive, college-wide compensation plan that includes considerations for high-demand, high-wage positions in the current employment market.
- 2 | Create a succession planning process that includes the identification of critical positions, training and career development opportunities for existing employees.
- 3 | Expand professional development and mentorship programs for new and existing employees.
- 4 | Develop a process to ensure the application of College policies and procedures are consistently applied across the institution.

GOAL 2 Increase employee engagement across the College.

KPI Number of employees engaged in communication activities (Baseline AY 2023).

Initiatives:

- 1 | Develop a user-friendly employee content management system to serve as a KCKCC knowledge repository.
- 2 | Create and implement a comprehensive mixed-modal internal communication plan to improve communication across the College.
- 3 | Strengthen community and collegiality through social events offsite and at KCKCC locations.
- 4 | Enhance collaboration across the College through cross-training and multi-disciplinary teams to work on various College initiatives.

GOAL 3 Attract and retain a high-performing workforce.

KPI Maintain a turnover rate for full-time employees that is equal to or less than national data benchmarks.

Initiatives:

- 1** | Enhance the employee recruiting strategy to help with attracting and hiring qualified candidates.
- 2** | Develop user-friendly employment recruitment materials that highlight KCKCC's culture and successes.
- 3** | Enhance and streamline the onboarding processes.
- 4** | Assess the College benefits package in comparison to local and peer institution benchmarks to position KCKCC as a competitive employer for top candidates.

GOAL 4 Foster an environment that embraces inclusion and reflects the community the College serves.

KPI Establish a baseline and seek to continuously enhance employee perception from an employee culture and inclusivity assessment (Baseline Fall 2023).

Initiatives:

- 1** | Establish a process to measure employee perception of culture and inclusivity at the College.
- 2** | Create and implement an action plan that provides the College with a guide to build an inclusive work culture.
- 3** | Enhance employee understanding of best practices in inclusivity and working in a multi-cultural environment through activities and training.
- 4** | Enhance and further develop cross-cultural competencies among employees to foster an inclusive environment.

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 of employees and students through service in the community.

KPI The number of events and activities where KCKCC engages the community with service and outreach projects (Baseline AY 2023).

Initiatives:

- 1 | Create an institutional culture that promotes and celebrates employee and student involvement in the community.
- 2 | Promote employee and student achievements in the College service area.
- 3 | Assess and enhance reputation of KCKCC in the College service area.
- 4 | Develop a communication plan to promote community involvement opportunities for employees and students.

GOAL 2 Cultivate and strengthen mutually beneficial partnerships with business, industry and community stakeholders.

KPI External funding provided through financial and in-kind contributions (Baseline FY 2024).

Initiatives:

- 1 | Establish a physical presence in downtown Kansas City, Kansas, with holistic services for students and the community.
- 2 | Expand and enhance partnerships with businesses and civic organizations to better serve the region.
- 3 | Increase partnerships and public support to expand KCKCC programs and services in Leavenworth County.
- 4 | Celebrate KCKCC's centennial anniversary and the College's recent achievements through outreach and community engagement.

GOAL 3 Increase the number of gifts and total financial contributions to the KCKCC Foundation each year.

KPI The number of gifts and amount raised each year (Baseline FY 2023).

Initiatives:

- 1 | Further develop and initiate strategies to increase KCKCC Foundation endowed and non-endowed giving.
- 2 | Continue to increase the number of employees who give to the KCKCC Family Fund campaign.
- 3 | Engage College alumni in tangible ways that foster giving to the KCKCC Foundation.
- 4 | Expand the use of KCKCC's Foundation database to grow mutually beneficial and financially rewarding relationships in business and industry.

GOAL 4 Increase the number of students interested in College academic programs through branded marketing efforts.

KPI The number of inquiries from online advertising and visits to community-facing website pages (Baseline AY 2023).

Initiatives:

- 1 | Enhance the website to focus on student recruitment and retention efforts.
- 2 | Develop efficient processes to create increased quality recruitment leads through targeted marketing efforts.
- 3 | Host more events in the community and at KCKCC locations to promote the College with key audiences.
- 4 | Develop and implement strategies to work with business and industry partners to promote College academic programs and workforce training opportunities.

Mission

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

Purpose

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

Vision

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

Values

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

Board of Trustees



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Brad Isnard
Vice Chair



Don Ash



Rosalyn Brown



Pat Brune



Dr. Ray Daniels



Linda Hoskins Sutton

President's Cabinet



Dr. Greg Mosier
President



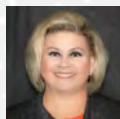
Dr. Scott Balog
Executive Vice President



Jerry Pope
Vice President of Academic Affairs



Dr. Chris Meiers
Vice President of Student Affairs and Enrollment Management



Dr. Shelley Kneuvean
Chief Financial Officer



Kristy Green
Chief Marketing and Institutional Image Officer



Peter Gabriel
Chief Information Officer



Christina McGee
Chief Human Resources Officer

DRAFT



Board of Trustees Meeting Schedule FY2024

Meetings are at 5:00 p.m. on the 3rd Tuesday of each month.

Meetings are Hybrid at KCKCC-Main Campus Upper Jewell Lounge and Zoom Meeting.

*Marks the exceptions.

MEETINGS
Tuesday, July 18, 2023
*Tuesday, August 22, 2023
*Tuesday, September 19, 2023 (9:00 a.m. at Main Campus)
*Tuesday, October 17, 2023 (9:00 a.m. at Pioneer Career Center)
*Tuesday, November 14, 2023
* Tuesday, December 12, 2023
Tuesday, January 16, 2024
Tuesday, February 20, 2024
Tuesday, March 19, 2024
*Tuesday, April 16, 2024 (9:00 a.m. at Technical Education Center)
Tuesday, May 21, 2024
Tuesday, June 18, 2024



DATE: June 9, 2023
TO: Members of the Finance Committee
FROM: Dr. Shelley Kneuvean, Chief Financial Officer
SUBJECT: Preapproved Contracts FY24

Attached is the list of recommended FY24 contracts for preapproval by the Finance Committee and Board of Trustees.

These contracts include textbooks that are purchased and resold through the KCKCC bookstore, insurance providers, utility providers, and software vendors. There are also several ongoing agreements with consultants such as legal services and federal grant assistance.

There is a list of IT and facility services providers. These were competitive bid, are in a multi-year agreement, are a sole source provider for proprietary work (software providers) or are contracted under a national cooperative purchasing agreement. These purchases comply with the College's purchasing policy.

The dollar value in most cases is an actual cost although in some cases it is an estimate and actual amounts will be based on use and invoicing. Actual payments would be shown on the monthly payment list as invoices are paid.

The staff recommends the Finance Committee recommend approval to the Board of Trustees to use these contracts in FY24.

PREAPPROVED CONTRACTS LIST
FY23-24

Department		Expense Description	Amount	Notes
Bookstore	Various vendors	Textbooks and Supplies	\$ 1,750,000.00	
Finance	CBIZ	Insurance	\$ 866,250.00	Estimated amounts; Athletic, Liability, Property, Auto, O&M, Worker's Comp, etc.
		Utilities	\$ 2,105,152.00	Based on actuals plus 3%
		Security Bank -Debt Pymts	\$ 3,110,000.00	
Information Services	Various vendors	Software	\$1,035,213.16	Estimated amounts, actuals based on renewals
		<i>Blackboard</i>	\$141,000.00	
		<i>Ellucian</i>	\$479,000.00	
		<i>Blackbaud</i>	\$44,000.00	
		<i>Cisco (De Lage Landen)</i>	\$100,000.00	
		<i>Panopto</i>	\$41,000.00	
		<i>Hyland, Inc. - Image Now</i>	\$35,000.00	
		<i>Converge One (Microsoft)</i>	\$112,000.00	
		<i>Corrigo</i>	\$24,750.00	
		<i>EquiplD/UtilizeCORE</i>	\$12,000.00	
		<i>Workfront (Facilities Project Management)</i>	\$22,463.16	
		<i>Spireon Fleet</i>	\$24,000.00	
	Lenovo	Standard Laptop Brand	\$150,000.00	
Academics	Various High Schools	Instructor Fees, SB155 aid	\$ 292,459.25	Concurrent credit instructors, dual credit additional time, SB155 revenue share
Finance/Grants	Merchant MacIntyre	Federal Grant Consulting	\$ 78,000.00	
BOT/Administration	MVP Law	College legal services	\$ 110,000.00	Plus project specific expenses per hourly rates
Marketing	Various Vendors	Billboards	\$ -	Total marketing advertising budget is \$483,000
		Ads (Social Media, Radio, TV)	\$ -	Social Media, Radio, TV (NMCI, KSHB, Steele City, KMCI)
Police	American Digital Security	Access Controls & Video Surveillance	\$ 150,000.00	estimated
Facilities	Design Mechanical	Main Campus HVAC PM's	\$ 15,732.00	
	Design Mechanical	TEC HVAC PM's	\$ 14,692.00	
	Design Mechanical	PCC HVAC PM's	\$ 12,980.00	
	C&C Group	Building Controls Software Main Campus	\$ 30,735.00	
	C&C Group	Building Controls Software TEC	\$ 17,915.00	
	C&C Group	Building Controls Software Hours for Controls	\$ 20,555.00	
	Water Improvement Services	Cooling Tower Treatments Main Campus	\$ 10,740.00	
	Water Improvement Services	Cooling Tower Treatments TEC 1	\$ 5,400.00	
	Overhead Door	Automatic Door PM Agreement Main Campus	\$ 11,670.00	
	Overhead Door	Overhead Door PM Agreement Main Campus	\$ 11,670.00	
	Overhead Door	Automatic Door PM Agreement TEC	\$ 2,850.00	
	Overhead Door	Overhead Door PM Agreement TEC	\$ 2,850.00	
	Reddi	Grease Disposal for Main Campus	\$ 16,000.00	
	Reddi	Grease Disposal for TEC	\$ 21,600.00	
	Reddi	Grease Disposal for PCC	\$ 8,000.00	
	TK Elevator	Elevator PM & Testing for Main Campus	\$ 17,375.40	

PREAPPROVED CONTRACTS LIST
FY23-24

Kansas City Air Filter	HVAC Filter Changing Service for all Locations	\$ 20,000.00
Shred-It	Shredding Service for Main Campus	\$ 56,000.00
Shred-It	Shredding Service for TEC	\$ 20,000.00
Shred-It	Shredding Service for PCC	\$ 15,000.00
Cintas	First Aid Station Inspections on Main Campus	\$ 30,000.00
Cintas	First Aid Station Inspections at TEC	\$ 40,000.00
Cintas	First Aid Station Inspections at PCC	\$ 20,298.00
Cintas	Facility Services Uniforms	\$ 26,000.00
	Emergency Lights and Exit Sign Testing on Main	
Cintas	Campus	\$ 55,000.00
Cintas	Emergency Light and Exit Sign Testing at TEC	\$ 38,884.00
Cintas	Emergency Light and Exit Sign for PCC	\$ 4,858.00
Cintas	Fire Extinguisher Inspections on Main Campus	\$ 25,000.00
Cintas	Fire Extinguisher Testing at TEC	\$ 12,000.00
Cintas	Fire Extinguisher Testing Agreement for PCC	\$ 620.00
Cintas	Fire Suppression PM for PCC	\$ 1,334.00
Unifirst	Floor Mats for TEC	\$ 32,000.00
Unifirst	Floor Mats for PCC	\$ 3,000.00
	Hazardous Waste Disposal for TEC (Liquids such as	
Crystal Kleen	engine oil)	\$ 33,576.00
Waste Management	Trash Disposal for Main Campus	\$ 36,000.00
Waste Management	Trash Disposal for PCC	\$ 25,000.00
Waste Management	Trash Disposal for TEC	\$ 25,000.00
Pete's Pest Control	All locations	\$ 10,000.00

Note:

The above items are annual contracts that are either proprietary, competitively bid in a multi-year contract, or purchased through a cooperative purchasing contract. The list includes those items that exceed a cumulative estimated value of \$10,000. The dollar figures are estimates in some cases as the services are provided as needed.

RESOLUTION**A RESOLUTION REGARDING THE CONSUMPTION OF ALCOHOLIC LIQUOR IN
ACCORDANCE WITH K. S. A. 41-719 (i)**

WHEREAS, Kansas Statutes Annotated 41-719 (d) prohibits the consumption of alcoholic liquor on public property except where expressly permitted by law; and

WHEREAS, The Kansas City Kansas Community College (KCKCC) is authorized under Kansas law to exempt from the provisions of K. S. A. 41-719 (d) specified property which is under the control of the KCKCC Board of Trustees and which is not used for classroom instruction.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF KCKCC:

Section 1: KCKCC hereby exempts for the following dates in fall 2023 and spring 2024 from 12:00 p.m. to 1:00 p.m.

- Tuesday, August 29th
- Thursday, September 14th
- Wednesday, October 18th
- Wednesday, November 1st
- Thursday, November 30th
- Thursday, January 25th
- Wednesday, February 14th
- Thursday, March 7th
- Monday, April 8th
- Wednesday, May 1st

Upper Level Jewell Lounge from the requirement of K. S. A. 41-719 (d).

Section 2: This exemption is granted in connection with the holding of the Celebration of Mass, for the Catholic Students of Kansas City Kansas Community College.

PASSED AND APPROVED by the Board of KCKCC in a meeting held on June 20, 2023.

BOARD OF TRUSTEES
KANSAS CITY KANSAS COMMUNITY COLLEGE

Signature_____

Board Chairperson
Print Name: Evelyn Criswell

Attest_____

Secretary
Print Name: Dr. Greg Mosier