



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, September 20, 2022 – 8:00 A.M.

Hybrid Meeting: KCKCC-Main Campus Upper Jewell Lounge and Virtual via Zoom

Agenda

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



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KANSAS CITY KANSAS COMMUNITY COLLEGE
Board of Trustees Meeting
Tuesday, September 20, 2022 – 9:00 A.M.

Hybrid Meeting: KCKCC-Main Campus Upper Jewell Lounge and Virtual via Zoom

Agenda

1. Call to Order & Pledge of Allegiance
2. KCKCC Mission Statement
3. Roll Call
4. Approval of Agenda
5. Audience to Patrons and Petitioners (5-minute limit)
6. **Recognitions/Presentations:**
 - Annual Academic Program Review Report. Presented by Mr. Jerry Pope, Vice President of Academic Affairs.
 - Annual Office of Institutional Effectiveness Update. Presented by Mr. Henry Hinkle, Director of Institutional Effectiveness.
 - Recognition of College Police Officer, Yasmienne Nichols. Presented by Mr. Robert Putzke, Chief of College Police.
7. **Communications** – None scheduled.
8. **Board Committee Reports**
9. **Consent Agenda:**
 - (Item A) - Approval of Minutes of the August 23, 2022 General Meeting
 - (Item A1) - Approval of Minutes of the August 23, 2022 Special Meeting
 - (Item A2) - Approval of Minutes of the August 18, 2022 Special Meeting

- (Item A3) - Approval of Minutes of the August 30, 2022 Special Meeting
- (Item B) - Approval of Recommendations for Payment
- (Item C) - Approval of Ratification Items
- (Item D) - Approval of Personnel Items (H.R.)

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

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

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

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

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

15. **Chief Financial Officer Report** – Dr. Shelley Kneuvean, Chief Financial Officer

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

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

18. **Unfinished Business** – None scheduled.

19. **New Business:**

- Approval of Board of Trustees Handbook FY 2023. Presented by Chair Evelyn Criswell.
- Approval of Board of Trustees Goals for FY 2023. Presented by Chair Evelyn Criswell.
- Approval of Medical and Dental Insurance Renewal. Presented by Ms. Christina McGee.
- Approval of Alcohol Resolution for Purses with a Purpose. Presented by Dr. Greg Mosier.

20. **Adjournment**

Next Meeting of the Board of Trustees:

Tuesday, October 18, 2022 - 9:00 a.m.

Hybrid: Pioneer Career Center and Virtual Meeting via Zoom

Institutional Effectiveness at KCKCC

Who is Institutional Effectiveness?

Henry Hinkle: Director

Chris Day: Research and Data Analyst

Hector Facio: Research and Data Analyst

Housed in Academic Affairs under Jerry Pope, VPAA

Institutional Effectiveness: Areas of Emphasis

State, Federal, and External Reporting

Internal Reporting

Ad Hoc Requests and Project Support

Data Governance



Current State

External Reporting

- Completed on time as part of routine function

Internal Reporting

- Limited, focused on specific operational needs

Ad Hoc/Projects

- Primary means of interaction with the office

Data Governance

- Currently emphasizes data cleaning

Priority Goals for the Future of IE at KCKCC

More emphasis on Internal Reporting

- College-wide dashboards to support decisionmakers
- Operational reports to support day-to-day function

Bolster Data Governance

- Streamline data cleaning processes
- Establish common definitions and documentation for any External or Internal Reporting



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KANSAS CITY KANSAS COMMUNITY COLLEGE
Board of Trustees Meeting Minutes
Tuesday, August 23, 2022 – 5:00 P.M.

CONSENT AGENDA – Item A
Meeting Minutes

Revenue Neutral Rate Hearing

1. **Call to Order:** Chairwoman Evelyn Criswell called the meeting to order at 5:05 p.m. in the Upper Jewell Lounge at KCKCC – Main Campus and in the KCKCC Zoom meeting platform on Tuesday, August 23, 2022.
2. **Roll Call:** Trustees present were Chairwoman Evelyn Criswell, Vice Chair Pat Brune, Mr. Donald Ash, Ms. Rosalyn Brown, Ms. Linda Hoskins Sutton and Mr. Brad Isnard. Mr. Ray Daniels was not present.
3. **Audience to Patrons and Petitioners:** Chair Criswell opened the floor for any patrons or petitioners to address the Board. There were no patrons or petitioners to address the Board.
4. **Hearing to Exceed the Revenue Neutral Rate:** Chair Criswell invited Dr. Mosier and Ms. Lesley Strohschein, Controller, Interim Chief Financial Officer to present the Hearing to Exceed the Revenue Neutral Rate.
 - Dr. Mosier began by sharing some presentation slides about the FY 2023 Mill Levy Rate Hearing. Highlights included the new student housing facility, launching a new era for KCKCC, adding new programs, teaching facilities and additional buildings where individuals need us the most. Wyandotte County has the second highest weekly wage in the State. Leading revenue generators are advanced manufacturing and construction – two of the programs we want to launch downtown. In addition to the already unfilled jobs, Wyandotte County has upcoming economic opportunities. Less than one-third of all 70,477 workers in Wyandotte County live in Wyandotte County. There is a need to invest in the community. Education is an economic development tool. Dr. Mosier shared success stories of KCKCC graduates. Dr. Mosier shared a 2019 economic impact analysis resulting in \$182.3 million total impact provided to the County. Another slide was shared containing mill levy comparisons of

tax revenue lost by the College versus savings to residents. KCKCC maintains the lowest mill levy of all entities in the County.

- Dr. Mosier opened the floor for Board discussion. Dr. Mosier recommended to the Board that the mill levy remain flat.
- Dr. Mosier turned the floor to Ms. Strohschein to discuss exceeding the revenue neutral rate. Ms. Strohschein pointed the Board to the information in the Board packet. There were no questions. Dr. Mosier read the resolution.

Roll call vote to exceed the revenue neutral rate. All present Board members voted yes. Trustee Daniels was not present. Chair Criswell stated **The Motion Carried.**

5. **Adjournment:** Chair Criswell called for a motion to adjourn the Revenue Neutral Rate Hearing. Vice Chair Brune made the motion. Trustee Hoskins Sutton seconded the motion. **The Motion Carried.**

The Revenue Neutral Rate Hearing adjourned at 5:25 p.m.

Budget Hearing

1. **Call to Order:** Chairwoman Evelyn Criswell called the meeting to order at 5:25 p.m. in the Upper Jewell Lounge at KCKCC – Main Campus and in the KCKCC Zoom meeting platform on Tuesday, August 23, 2022.
2. **Roll Call:** Trustees present were Chairwoman Evelyn Criswell, Vice Chair Pat Brune, Mr. Donald Ash, Ms. Rosalyn Brown, Ms. Linda Hoskins Sutton and Mr. Brad Isnard. Mr. Ray Daniels was not present.
3. **Audience to Patrons and Petitioners:** Chair Criswell opened the floor for any patrons or petitioners to address the Board.
 - Ms. Beverly Watkins, 59th Street, Kansas City, Kansas addressed the Board regarding concerns of the Board of Trustees not meeting with the commissioners to discuss the taxes, that the school gets paid more money than the County and Kansas City, Kansas. Dr. Mosier explained that the Unified Government receives \$0.46 per dollar and KCKCC receives \$0.16 per dollar.
 - Mr. Andre Watkins, 2500 North 59th Street, Kansas City, Kansas addressed the Board regarding concerns of individuals receiving an education and moving out of Wyandotte County due to other circumstances. Spending money on education will not prevent individuals from moving out. Now is not the time to charge taxpayers more money to fund education. Dr. Mosier responded 60% of community college graduates stay in the local community. Trustee Hoskins Sutton pointed out that the property values went up, we are keeping the rate flat.

- Carl Schottler, owner of Paramount Landscape in Kansas City, Kansas addressed the Board and gave a recommendation for the presentation to be shared first then ask for audience to patrons and petitioners. There are concerns that the assessed value of properties has doubled and by not decreasing the mill levy the taxes are being increased.

Vice Chair Brune thanked the individuals that attended the meeting and addressed to the Board.

4. **Approval of the 2022-2023 Budget:** Dr. Mosier invited Ms. Lesley Strohschein, Controller, Interim Chief Financial Officer to present the 2022-2023 Budget.
 - Ms. Strohschein directed the Board to the budget as presented in the Board packet with an estimated tax rate of 27.382 mills, keeping the request flat for the sixth year in a row. Ms. Strohschein asked for any questions.
 - Trustee Ash pointed out in those six years the College's revenue has gone up and down accordingly. Dr. Mosier mentioned there are additional expenses for the College to operate indicating the College is experiencing the same as the residents.
 - Dr. Mosier requested a motion on the floor. Trustee Isnard motioned to approve the budget as presented. Chair Criswell seconded the motion. **The Motion Carried.**
- Final Proposed Budget FY2023. Presented by Ms. Lesley Strohschein, Controller, Interim Chief Financial Officer.
 - Ms. Strohschein directed the Board to the Board packet and the College internal operations budget proposed for this fiscal year reflecting the anticipated tax revenue based on the mill that was just approved. Ms. Strohschein asked for any questions or discussions regarding the proposed budget. Hearing none, Ms. Strohschein asked the Board to approve the budget. Trustee Brown made the motion. Vice Chair Brune seconded the motion. **The Motion Carried.**
5. **Adjournment:** Chair Criswell called for a motion to adjourn the budget hearing. Trustee Hoskins Sutton made the motion. Trustee Isnard seconded the motion. **The Motion Carried.**

The budget hearing adjourned at 5:41 p.m.

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

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Board of Trustees Meeting

1. **Call to Order & Pledge of Allegiance:** Chairwoman Evelyn Criswell called the meeting to order at 5:52 p.m. in the Upper Jewell Lounge at KCKCC – Main Campus and in the KCKCC Zoom meeting platform on Tuesday, August 23, 2022. The Pledge of Allegiance was led by Trustee Ash.
2. **KCKCC Mission Statement:** Chair Criswell read the College mission statement.
3. **Roll Call:** Trustees present were Chairwoman Evelyn Criswell, Vice Chair Pat Brune, Mr. Donald Ash, Ms. Rosalyn Brown, Ms. Linda Hoskins Sutton and Mr. Brad Isnard. Mr. Ray Daniels was not present.
4. **Approval of Agenda:** Dr. Mosier requested to add the fourth executive session from the Special Meeting to the end of tonight’s agenda after New Business. Chair Criswell called for a motion to approve the agenda as amended. Trustee Ash made the motion. Vice Chair Brune seconded the motion. **The Motion Carried.**
5. **Audience to Patrons and Petitioners:** Chair Criswell opened the floor for any patrons or petitioners to address the Board. There were no patrons or petitioners to address the Board.
6. **Recognitions/Presentations:** Chair Criswell invited Ms. Kristy Green, Chief Marketing and Institutional Image Officer to present the KCKCC Annual Report.
 - Ms. Green directed the Board to their copy of the annual report either at the table or online in the Board packet. Ms. Green shared highlights of the 2021-2022 Annual Report. The report contains three main areas: Student Success, Community Engagement and College Success to showcase how wonderful KCKCC was this year. Ms. Green highlighted several achievements from each category. The publication is available to share with the community and beyond.

Chair Criswell thanked Ms. Green for the annual report as it is a great communication tool. Dr. Mosier thanked Ms. Green and her team for the beautiful report.
7. **Communications:** Chair Criswell called for Dr. Mosier to read the resolution for Catholic Students of Kansas City Kansas Community College “Celebration of Mass” Monthly Meeting for FY2023 (multiple dates). Dr. Mosier read the resolution.
8. **Board Committee Reports:** Chair Criswell invited the Board Committees to report.
 - On behalf of the Board Community Engagement Committee (BCEC), Trustee Brown reported the committee has been moving forward. There was a tutoring session meeting today with Information Services to ensure the committee is reachable by the community. Plans also include a meeting with Livable Neighborhoods this week to

share information with them. Additional plans are to encourage community members to share with the Board items the community feel are important.

- On behalf of the Board Finance Committee (BFC), Vice Chair Brune reported the BFC met on August 8th. Per standard practice, July disbursements exceed the revenue as year-long service contracts begin being paid. Of the income, over \$700,000 was room and board payments arriving from Centennial Hall. Due to the low unemployment rate in Wyandotte County, individuals are working versus going to school. Enrollment is not quite back to pre-COVID, working on it. The BFC continued to push on the mill levy rate discussion to make good decisions for the community, all are invited to join online to watch the BFC work.
- As KACCT Delegate, Trustee Ash reported the Quarterly KACCT meeting is this Friday and Saturday in Fort Scott, some Trustees will be in attendance. The national ACCT meeting is in October in New York City, a few Trustees are scheduled to attend.

Before moving forward to the Consent Agenda, Dr. Mosier requested a vote to approve the resolution for the Catholic Students of Kansas City Kansas Community College “Celebration of Mass” Monthly Meeting for FY2023 (multiple dates). Chair Criswell called for a motion. Trustee Hoskins Sutton made the motion. Trustee Brown seconded the motion. **The Motion Carried.**

9. **Consent Agenda:** Chair Criswell called for a motion to approve the Consent Agenda and asked for any questions or concerns regarding the Consent Agenda. Dr. Mosier requested an amendment to Item B, number 3, the top number should be \$278,016.00 to Design Mechanical as the balance of those numbers and number 4 the total should be \$53,400.00. Trustee Isnard made the motion to approve the Consent Agenda as amended. Vice Chair Brune seconded the motion. **The Motion Carried.**
10. **Student Senate Report:** No report due to summer break.
11. **President’s Report:** Chair Criswell called for the President’s report. Dr. Greg Mosier reported the following –
 - Welcome to the fall 2022 semester and the beginning of the new academic year. This is always an exciting time of year when the full student body and faculty are back on campus. This year is even more exciting as we have added our very own student housing with 252 beds available to students and having 100 additional students living on campus than ever before. You can feel the difference in the atmosphere on the main campus.
 - Dr. Mosier shared a photograph image he titled “the President’s favorite view” – a full parking lot, people driving to find open spots or make their way to the overflow parking lots, the beautiful student housing building and an area where the student housing parking lot will be. That lot will be completed in the next few weeks to help with some of the congestion.

- We also started the new academic year with one of the best Convocations in a long time, or ever. We were fortunate to have a nationally recognized speaker, Michael Veltri, provide the keynote and he also held a special session for KCKCC supervisors with tips how they can become better supervisors and create a quality work-life balance.
- During the convocation morning session, we also began setting the schedule and gathering input from the College community for KCKCC's new strategic plan that is led by Kris Green, the College's new Chief Marketing Officer. Multiple listening sessions, working sessions, community input and open forums will be available to identify items to include in the 2024 - 2027 Strategic Plan.
- We have continued to track COVID-related events during the summer and our numbers have continued to remain relatively low. Since August 23rd, students reported four incidents, 2 COVID-positive and 2 close contacts; again, related to students participating in clinical. Employees reported 17 incidents, 17 COVID-positive, 0 close contacts.
- We will have a GED Commencement Ceremony at the University of Kansas Health System on Tuesday, August 30th at 3:00 p.m.
- Downtown Project Update: We received the requirements and tracking for spending the \$12M State Appropriations for the downtown project. This will be reviewed with the Business office, our new Grants Coordinator, and others to accomplish this task.
- In continuing with information regarding the downtown project, there will be Environmental Protection Agency (EPA) studies. We have a Request For Proposals (RFP) with the new requirements to be submitted. There are two phases of the environmental study. We will pay for Phase 1; it will take about 3 months, there are 7 lots to be studied and the cost is about \$2,500 per lot. Phase 2 is a more in depth study. The EPA will pay for that study. The Phase 2 results will include parameters of a range of costs to remediate any environmental issues. We are in a holding pattern with the downtown project.
- In speaking with the downtown project partners, Wyandot Behavioral Health Network will not be in the project. We are updating commitment agreements with the other partners.
- As part of the downtown project, a solution needs to be created to relocate and enhance the services offered at the Willa Gill Center. Dr. Mosier met today, with Mayor Garner and his staff, three County Commissioners, City Planning, Wyandot Behavioral Health Network, Hillcrest Transitional Housing, Mount Carmel Redevelopment Group and Avenue for Life to discuss and begin outlining short-term and long-term solutions for Wyandotte County's unhoused and those in need of other social services. Many great ideas were discussed, this will be a long-term effort.
- Dr. Mosier concluded his report with some great news. The College received a \$400,000 commitment for the downtown project from Security Bank of Kansas City and the Morgan Family Foundation, \$200,000 from each organization.

Chair Criswell asked for any questions for Dr. Mosier. Trustee Hoskins Sutton mentioned she could feel the difference on campus, the chatter of the students and the cars in the parking lot. There is a whole different feel to the campus.

Trustee Ash made a motion to accept the President's Report. Vice Chair Brune 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 highlighted the following items from the report -
- The Library and Learning Services put together welcome packets for students. More students are expected to be around due to the student housing.
 - The Learning Commons also held a faculty and staff open house to share the services that are available to the students.
 - Tom Grady, Faculty Director for Center for Teaching Excellence, gave a few presentations on teaching.
 - The Theatre Department collaborated this summer with the Coterie Theatre.
 - Dr. Corbett was giving presentations in Germany this summer.
 - The ESOL Department (English Speakers of Other Languages) is piloting a corequisite course with Speech 151 (Public Speaking). When students are enrolled in ESOL courses, they can take public speaking at the same time to begin their academic work early.
 - Kids on Campus was held July 11 through July 25. There were about 125 community students on campus for about three weeks.
 - The Adult Education held a graduation on June 21, 2022.
 - The Nursing Department received a \$48,000 Nurse Initiative Grant to help purchase items.
 - The Physical Therapist Assistant program, in Spring 2022, the graduates had a 100% first-time graduation rate.
 - Fire Science is running both a day and night cohort for the fire academy with 30 total students. We are working with the department to revamp their curriculum to reduce the number of hours required for students to graduate from that program.
 - The K-Step Up Road Show was hosted on campus. Mr. Pope gave a welcome for this event that gives the K-State College of Education an opportunity to bring their campus experience to KCKCC to share with students going into K-12 teaching.

Mr. Pope asked for questions. Vice Chair Brune questioned if some students would be singing with Michael Buble. Mr. Pope confirmed John Stafford is putting together a group as backup singers and he will have the details next month.

Trustee Hoskins Sutton gave kudos to Dr. Tiffany Bohm and the Health Professions as during COVID clinical sites were difficult and they have since increased their partnerships.

Trustee Hoskins Sutton pointed out Dr. Ian Corbett, Audio Engineering Professor, acknowledging his behind-the-scenes efforts and what he does to make the music

programs a success with audio engineering. Many of his students are receiving great opportunities due to him taking students to conferences out beyond Wyandotte County and sharing those audio engineering opportunities. Mr. Pope thanked Trustee Hoskins Sutton and he will share the comments with Dr. Corbett.

Chair Criswell asked for additional questions or comments for Mr. Pope. Hearing none, Chair Criswell called for a motion to accept the report. Trustee Hoskins Sutton made the motion. Trustee Isnard 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 & Enrollment Management report. Dr. Chris Meiers highlighted the following items from the report –

- Enrollment – Credit hours compared to this time last year, we are down 1.65%. We are continuing to watch the numbers and watching the third to fourth week drop periods. Student success was the number one priority we have this year.
- We Want You Back Program – We reengaged with former students to reenroll. We marketed to 8,000 students; 70 students reenrolled. This accounted for an additional 972 credit hours and accounted for 14% of the full-time enrollment. We will track students through the cycle to determine if they complete a degree.
- Centennial Hall – Students started moving in on August 1st. Some student athletes had to stay at a hotel at first and they handled it well. Have received good feedback from students and families regarding the quality of the residence all. We are seeing the impact of student housing by the large crowd of residents at the soccer match recently.
- Trustee Daniels mentioned Advising at the last meeting. The Advising Office has been using Microsoft Bookings software for several months to schedule appointments with advisors. They will begin much more retention programming this Fall. For example, there will be new sessions with students related to group advising, how to use our self-service system, sessions on online readiness, sessions on transfer and transitioning to the next level, whether it be a 4-year school or employment.
- College Assistance Migrant Program Partnership (CAMP) – We were approached by the University of Kansas to partner with the Heartland CAMP grant at KU. The program assists students with a migrant background. We will partner through KU.
- We signed an articulation agreement through Bellevue University in Nebraska. They predominantly do online programs. We will be scheduling a visit with them soon to showcase the campuses. They offer a \$90 per credit hour discount to students that transfer from Kansas community colleges.
- Director of Athletics – We are beginning the Director of Athletics search. Dr. Meiers thanked Tony Tompkins for his service. Kinsey Huwaldt is serving as Interim Athletics Director. The search committee is co-chaired by Coach Matt Goldbeck of the baseball team and Ms. Nicole Wilburn, Student Resident Life Director. The position has been advertised in the NCAA job marketplace.



Chair Criswell asked for questions or comments for Dr. Meiers.

Trustee Hoskins Sutton mentioned that Dr. Shawn Derritt bringing back the Real Talk for College Men of Color workshops caught her attention. As Trustee Ash mentioned, the ACCT Conference in October, they have recently added a symposium “Improving the Educational Outcome for Men of Color.” Trustee Hoskins Sutton changed her schedule to attend this symposium to gather good information to bring back. For ACCT to add this session means this is an important group that is being neglected and we need to bring them in.

Dr. Meiers thanked Trustee Hoskins Sutton for mentioning this and kudos to Dr. Derritt for having the foresight to relaunch this program. According to recent new stories, about one million men of color have left education.

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

14. **Vice President Strategic Initiatives & Outreach Report:** Chair Criswell called for the Vice President of Strategic Initiatives & Outreach report. Ms. Kristy Green, Chief Marketing and Institutional Image Officer, highlighted the following items from the report –
- Centennial Hall ribbon-cutting event – Ms. Green shared a recap video of the event that captured the excitement of that day.
 - Online advertising – We do extensive online advertising at KCKCC through Google display and Google networks. With changes we made in March 2022, for the Fall semester we had 697 specific leads with email address that can be forwarded to Admissions and Academic divisions. These leads will be researched after the 20th day to determine how many applied, enrolled and matriculated.
 - TikTok star – Ms. Green encouraged the Board to visit our Facebook page to watch a TikTok made by volleyball student, Jayda Watson. Ms. Green could not share the video during the meeting due to copyrighted music. As of today, Ms. Watson’s TikTok has 40,800 views of her in her residence hall room discussing her brand-new apartment at Centennial Hall. Kudos to Ms. Watson for sharing her positivity about KCKCC.

Ms. Green asked for questions from the Board.

Trustee Brown has seen several ads on television for KCKCC and was surprised and proud to see the ads. Ms. Green thanked Trustee Brown and responded the ads are on around the news hour, around athletic events and on Station KCMI because it has a high Wyandotte County following.

Chair Criswell asked for additional questions or comments for Ms. Green. Hearing none, Trustee Ash made a motion to accept the report. Trustee Hoskins Sutton seconded the motion. **The Motion Carried.**

15. **Chief Financial Officer Report:** Chair Criswell called for the Chief Financial Officer report. Ms. Lesley Strohschein, Controller, Interim Chief Financial Officer, highlighted the following items from the Board report –

- Ms. Strohschein began by thanking the Division for, during the busy summer, getting ready for our students.
- The Business Office was busy taking payments and setting up payment plans for students. The Controller's Office is processing year-end entries and accruals for the audit.
- Lesley Strohschein, Controller, and Linda Burgess, Purchasing Coordinator, completed and graduated from the three-year College Business Management Institute at the University of Kentucky. The Assistant Controller and Bookstore Director completed their first year.
- Bookstore - Books for fall semester arrived and students have been buying their materials.
- Deli - Elevate Express opened on August 15th.
- Facility Services – They achieved temporary certificate of occupancy for Centennial Hall and completed owner training on the building systems so that our maintenance and custodial crews can continue to care for the building. They completed the BPU (Board of Public Utilities) switch gear replacement project. They completed the schedule for the project management software roll out that will help manage the large projects on campus.
- Campus Police – provided traffic control for several events on campus, the fishing derby and the ribbon cutting ceremony. They conducted ALERRT (Advanced Law Enforcement Rapid Response Training) at each of the 3 campuses to a total of 35 employees. There will be several other trainings offered to refresh all employees.
- The Finance report was reviewed as shared.

Ms. Strohschein asked for questions from the Board.

Trustee Hoskins Sutton commented to please share with Mr. Chris Gardner that she has noticed the change in the new crosswalks as they are wider and ADA compliant; they are a nice improvement.

Chair Criswell asked for additional questions or comments for Ms. Strohschein. Hearing none, Trustee Ash made a motion to accept the report. Trustee Hoskins Sutton seconded the motion. **The Motion Carried.**

16. **Chief Human Resources Officer Report:** Chair Criswell called for the Chief Human Resources Officer report. Ms. Christina McGee highlighted the following items from the Board report –

- Ms. McGee reported on a question posed by Trustee Daniels in the last meeting regarding our open positions. Upon review of our applicant tracking system, for calendar year 2022, January through July, we have had 86 total openings. In comparison to a full calendar year of 2021, we had a total of 106 openings. Ms. McGee expects to likely exceed the 106 openings from last year.
- In reviewing January through June, in 2022 there were 83 openings, in 2021 there were a total of 29 openings. That difference of 54 openings is likely due to “the great reshuffle of the workforce or the great resignation.”
- Previously, we reported we had 66 open positions, now we have 37 open positions. That work is attributed to the HR team and the hiring managers. Ms. McGee thanked those teams for getting that work done.
- HR has been focusing on processing annual increases and bonuses.
- HR launched the annual required training for employees which is due the end of October. Active Shooter training has been added for a total of five compliance trainings for employees.
- We are working with Bukaty on flu shot and vaccination clinics, and possibly a benefits fair.
- The Art Gallery is having a Wind Down event. This is an opportunity for community members and college community to learn techniques to destress and meditation. The next event will be September 14th. Ms. McGee extended the invitation to the Board to join the event.

Ms. McGee asked for questions from the Board.

Trustee Ash thanked Ms. McGee for the update on the job opening data.

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

17. **Chief Information Officer Report:** Chair Criswell called for the Chief Information Officer report. Mr. Peter Gabriel highlighted the following items from the Board report –

- Mr. Gabriel announced that in the delivered report the KRS Business Objects project did not have an Estimated Time of Arrival; that has changed. The kickoff meeting was last Thursday, that project is underway.
- Two items not in the report:
 - i. We received the network switches for Centennial hall last Thursday. By the end of the week, we should have all the network switching installed in the building. With all the switching in, all the network ports in the rooms will be available for students to use.

- ii. We have checked out 239 laptops to students. Mr. Gabriel thanked the computing services staff for refreshing the laptops and preparing them for students.
- Mr. Gabriel reported several other projects are underway.
- Mr. Gabriel reported there was a reduction in some of the uptimes due to the power switching. That should be resolved by the next Board meeting.

Mr. Gabriel asked for questions from the Board.

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

18. Unfinished Business: There was no Unfinished Business.

19. New Business:

- Chair Criswell invited Ms. Kristy Green, Chief Marketing and Institutional Image Officer to present the Draft 2024-2027 Strategic Plan Creation Calendar. Ms. Green shared the following –
 - Ms. Green pointed the Board to view the draft strategic plan development timeline in the Board packet.
 - Ms. Green reported that we started this off at convocation with brain storming breakout sessions on areas that we felt we had completed and what we might put in those places instead.
 - We will have a series of public forums to get community, alumni, faculty, staff and student feedback.
 - We will do value development as we feel mission and vision need more than three years to really resonate and develop.
 - We will look at goals and measures that might need to be changed.
 - In December the Board will receive a mid-year update with values, goals and measures.
 - We will have two public forums on initiatives at all three campuses. There will be a committee process on initiatives, develop a full draft, allow an opportunity for those same audiences to give feedback on the overall plan.
 - The draft plan will be presented to the Board at the May 16th meeting giving the Board a month to comment. We will seek approval from the Board at the June 20th meeting. The plan will then be implemented in July.

Ms. Green asked for questions from the Board.

Trustee Hoskins Sutton thanked Ms. Green for the excellent timeline and the information on what to expect.



Chair Criswell seconded Trustee Hoskins Sutton's comments and shared with Ms. Green that the Board appreciated all her efforts. Chair Criswell asked Ms. Green to extend kudos to her staff also regarding the marketing piece, the strategic plan and all the initiatives.

20. **Executive Session:** Chair Criswell called for a motion to return to executive session for 5-minutes 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. Open session will take place in Upper Jewell and in the virtual meeting room. Trustee Hoskins Sutton made the motion. Trustee Brown seconded the motion. **The Motion Carried.**

Chair Criswell announced that the members in the meeting room will be allowed travel time to the executive session room.

The fourth executive session began at 6:49 p.m. The fourth executive session ended at 6:54 p.m. and the Board members traveled back to the open session.

At 6:57 p.m., the Board returned to the open session with no action to follow.

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

The meeting adjourned at 6:57 p.m.

ATTEST: _____

Chairperson, Ms. Evelyn Criswell

Secretary, Dr. Greg Mosier



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



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

**KANSAS CITY KANSAS COMMUNITY COLLEGE
Board of Trustees Special Meeting Minutes
Tuesday, August 23, 2022 – 4:00 P.M.**

CONSENT AGENDA – Item A1
Meeting Minutes

The Board of Trustees held a hybrid meeting hosted both in the Upper Jewell Lounge at KCKCC-Main Campus and in the KCKCC Zoom meeting platform on Tuesday, August 23, 2022.

Trustees present were Chairwoman Evelyn Criswell, Vice Chair Pat Brune, Mr. Donald Ash, Ms. Rosalyn Brown, Ms. Linda Hoskins Sutton and Mr. Brad Isnard. Mr. Ray Daniels was not present.

1. **Call to Order:** The meeting was called to order at 4:02 p.m. by Board Chair, Ms. Evelyn Criswell.
2. **Executive Session(s):** Chair Criswell called for a motion to enter an executive session for 3-minutes to discuss personnel matters of nonelected personnel with possible action to follow in open session. All action would take place during the open session in the Upper Jewell Lounge and in the virtual meeting room. Trustee Isnard made the motion. Trustee Brown seconded the motion. **The Motion Carried.**

The Board entered the first executive session in Room 3397 at 4:06 p.m. The Board ended the first executive session at 4:09 p.m.

Returning to the open session at 4:09 p.m., Chair Criswell called for a motion to enter a second executive session for 20-minutes to discuss personnel matters of nonelected personnel with possible action to follow in open session. All action would take place during the open session in the Upper Jewell Lounge and in the virtual meeting room. Trustee Ash made the motion. Vice Chair Brune seconded the motion. **The Motion Carried.**

The second executive session began at 4:10 p.m. The Board returned to open session at 4:30 p.m. Chair Criswell called for a motion to extend the executive session for 5-minutes. Trustee Hoskins Sutton made the motion. Trustee Isnard seconded the motion. **The Motion Carried.**

At 4:31 p.m., the Board returned to the second executive session. The Board returned to open session at 4:36 p.m. Chair Criswell called for a motion to extend the second executive session for an additional 13-minutes. Vice Chair Brune made the motion. Trustee Isnard seconded the motion. **The Motion Carried.**

The second extension of the second executive session began at 4:38 p.m. The second executive session ended at 4:51 p.m. and the Board returned to open session.

Chair Criswell called for a motion to enter a third executive session for 5-minutes for the preliminary discussion of the acquisition of real property with possible action to follow in open session. All action would take place during the open session in the Upper Jewell Lounge and in the virtual meeting room. Trustee Ash made the motion. Trustee Brown seconded the motion. **The Motion Carried.**

The third executive session began at 4:53 p.m. The third executive session ended at 4:58 p.m. and the Board returned to open session.

At 5:03 p.m., in open session Chair Criswell called for a motion to take action on the first executive session and the second executive session.

Trustee Ash made the motion to accept the retirement of Marshall Jackson and the resignation of Dr. Ladrian Brown. Trustee Isnard seconded the motion. **The Motion Carried.**

Trustee Ash made the motion for the Board to continue deliberation of the TEC faculty grievance and get back to them within the 10-day period provided in the contract. Trustee Brown seconded the motion. **The Motion Carried.**

Dr. Mosier requested to move the fourth executive session to the end of the 5:00 p.m. Board of Trustees Meeting. The fourth executive session would be for 5-minutes 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. All action would take place during the open session in the Upper Jewell Lounge and in the virtual meeting room. Chair Criswell agreed.

3. **Update(s):** No updates.
4. **Adjournment:** Chair Criswell called for a motion to adjourn the meeting. Trustee Brown made the motion. Vice Chair Brune seconded the motion. **The Motion Carried.**



The meeting adjourned at 5:05 p.m.

ATTEST:

Chairperson, Ms. Evelyn Criswell

Secretary, Dr. Greg Mosier



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**KANSAS CITY KANSAS COMMUNITY COLLEGE
Board of Trustees Special Meeting Minutes
Thursday, August 18, 2022 – 5:30 P.M.**

CONSENT AGENDA – Item A2
Meeting Minutes

The Board of Trustees held a virtual meeting hosted on the KCKCC Zoom meeting platform on Thursday, August 18, 2022.

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

They were joined by Dr. Greg Mosier, President, and Ms. Lesley Strohschein, Controller, Interim Chief Financial Officer.

1. **Call to Order:** The meeting was called to order at 5:31 p.m. by Board Chair, Ms. Evelyn Criswell.
2. **Action Item:** Chair Criswell invited Dr. Greg Mosier and Ms. Lesley Strohschein to begin the County Mill Levy Rate conversation.

Dr. Greg Mosier shared background slides explaining the development in Wyandotte County and employment by industry is continuing to grow yet there are still 6,500 unfilled jobs in the County. Respectively, Manufacturing and Construction employment opportunities are the second and fifth highest paid industries in the County. These are the types of industries the College is focused on and focusing on for the downtown area. There is a tremendous amount of job opportunities but Wyandotte County does not have the workforce to fill the jobs. Vice Chair Brune indicated that she shared this data with some individuals in the community.

Dr. Mosier continued with the Wyandotte County Economic Opportunities, pointing out that the County has the second highest weekly wage of all counties in Kansas, but only one-third of the jobs in Wyandotte County are held by county residents due to a lack of skillsets. A skilled workforce is needed.

Dr. Mosier continued with sharing a breakdown example of the property tax allocation for a USD 500 resident, showing that KCKCC is the lowest taxing entity at \$0.16 per dollar of taxes paid.

Dr. Mosier shared a final slide indicating the cost to the College by reducing a half mill and a full mill. Taxpayers are seeing an increase due to their property value and tax rate increasing. If the College reduced the mill rate a half mill, this would save the average resident \$14.14 per year; if reduced one mill rate, this would save the average resident \$28.29 per year.

Vice Chair Brune commented that residents do not feel richer due to property values increasing. Trustee Brune shared awareness of the perception of the mill levy rate. The College needs to answer questions with more than numbers.

Chair Criswell shared it will be more encumbered on the Board to provide clarification to the community with ongoing communication.

Dr. Mosier answered the College is investing in the community, lives can be changed in a short amount of time with the programs and services provided by KCKCC.

Vice Chair Brune agreed the numbers are correct. The robust image of the College needs to be shared with the community. Chair Criswell agreed that the informational stories need to be shared.

Trustee Isnard commented that due to inflation and costs the College needs to invest in the community and make connections with the community. Making educational investments now will enable mill rates to be lowered later.

Trustee Daniels agreed it is not the right year to lower the mill levy as there are many items to be fulfilled with facilities, curriculums and program work.

Trustee Ash agreed with the discussions. Trustee Ash asked Dr. Mosier for a study previously shared in the past indicating for every dollar invested in a community college translated to a certain amount of dollars for the community.

Dr. Mosier answered the data referenced by Trustee Ash was an economic impact study he contracted that reflected one out of every 50 jobs in KCKCC's service region has been positively impacted by KCKCC.

Vice Chair Brune mentioned life-changing stories need to be shared with the community.

Trustee Isnard and Trustee Ash pointed out there is a cost for not taking action.

Trustee Brown stressed that it is encumbered on the Board to ensure the community is informed that the investment is for the betterment of the entire community.

Dr. Mosier mentioned the importance of sharing information of what is trying to be accomplished at the downtown site including the academic programs that offer the highest paying wages in the County and State - the programs that can benefit the community the greatest.

Chair Criswell asked if there were any additional comments. Chair Criswell indicated that the comments are all very well received as the Board was elected to be aware and informed and to make a decision on the community's behalf.

Trustee Hoskins Sutton indicated that the mill levy rate should be left where it is and to communicate with the community regarding the betterment of the College.

There was no action to be taken as a result of the meeting.

Vice Chair Brune mentioned it will be important to announce the Board is 100% in agreement with the mill levy decision and thanked the Board and all for the reception of the discussion.

Trustee Ash shared a phone call was received from former Athletic Director Tony Tompkins for the support he was given during his employment with the College.

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

The meeting adjourned at 6:13 p.m.

ATTEST:

Chairperson, Ms. Evelyn Criswell

Secretary, Dr. Greg Mosier



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**KANSAS CITY KANSAS COMMUNITY COLLEGE
Board of Trustees Special Meeting Minutes
Tuesday, August 30, 2022 – 5:00 P.M.**

CONSENT AGENDA – Item A3
Meeting Minutes

The Board of Trustees held a virtual meeting hosted in the KCKCC Zoom meeting platform on Tuesday, August 30, 2022.

Trustees present were Chairwoman Evelyn Criswell, Vice Chair Pat Brune, Mr. Donald Ash, Ms. Rosalyn Brown, Ms. Linda Hoskins Sutton and Mr. Brad Isnard. Mr. Ray Daniels was not present.

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

1. **Call to Order:** The meeting was called to order at 5:01 p.m. by Board Chair, Ms. Evelyn Criswell. Chair Criswell announced there will be three executive sessions.
2. **Executive Session(s):** Chair Criswell called for a motion to enter an executive session for 10-minutes to discuss personnel matters of nonelected personnel with possible action to follow in open session. The open session will take place online in the virtual meeting room. Trustee Isnard made the motion. Trustee Brune seconded the motion. **The Motion Carried.**

The Board entered the first executive session in the virtual meeting room at 5:03 p.m. The Board ended the first executive session at 5:13 p.m. and returned to open session. Chair Criswell called for a motion to adopt the KCKCC plan for overload pay as described. Trustee Ash made the motion to adopt the proposal as discussed in the executive session for resolving the TEC faculty grievance. Trustee Isnard seconded the motion. **The Motion Carried.**

Chair Criswell called for a motion to enter a second executive session for 10-minutes 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. The open session will take place online in the virtual meeting room. Trustee Brown made the motion. Trustee Brune seconded the motion. **The Motion Carried.**

The Board entered the second executive session in the virtual meeting room at 5:16 p.m. At 5:26 p.m., the Board returned to open session with no action to follow.

Chair Criswell called for a motion to enter a third executive session for 10-minutes 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. The open session will take place online in the virtual meeting room. Trustee Ash made the motion. Trustee Brune seconded the motion. **The Motion Carried.**

The Board entered the third executive session in the virtual meeting room at 5:27 p.m. The Board returned to open session at 5:37 p.m. Chair Criswell called for a motion to extend the third executive session for 10-minutes. Trustee Brune made the motion. Trustee Isnard seconded the motion. **The Motion Carried.**

At 5:39 p.m., the Board returned to the executive session. The executive session ended at 5:49 p.m. and the Board returned to open session. Chair Criswell called for a motion to support the items discussed in executive session. Trustee Brune made the motion. Trustee Brown seconded the motion. **The Motion Carried.**

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

The meeting adjourned at 5:52 p.m.

ATTEST:

Chairperson, Ms. Evelyn Criswell

Secretary, Dr. Greg Mosier

Recommendations for Payment

CONSENT AGENDA – Item B (Amended)

September 20, 2022

- 1) Approval in the amount of \$46,000.00 to **P1 Group** for Campus Security/Safety. Requested by Lesley Strohschein.
- 2) Approval in the amount of \$32,511.16 to **Midtown Signs, LLC** for Pole Sign Banners at all locations. Requested by Lesley Strohschein.
- 3) Approval in the amount of \$92,964.69 to **FARO Technologies, Inc.** for software and hardware to scan all buildings to get accurate CAD drawings. Requested by Lesley Strohschein.
- 4) Approval in the amount of \$64,000.00 to **McConnell Machinery Co., Inc.** to purchase a Kubota Track Loader for Facility Services. Requested by Lesley Strohschein.
- 5) Approval in the amount of \$26,526.00 to **Design Mechanical** for cottonwood screens to be installed for HVAC. Requested by Lesley Strohschein.
- 6) Approval in the amount of \$71,792.00 to **Echo Healthcare** for the following. Requested by Jerry Pope:
 - R0002772 in the amount of \$27,242.00 for patient masks for simulators in Nursing (Perkins Grant funded).
 - R0002774 in the amount of \$44,550.00 for manikins for the EMT Program (Perkins Grant funded).
- 7) Approval in the amount of \$51,762.00 to **Draeger Medical** for a vehicle prop for the Fire Science Program. Requested by Jerry Pope. (Perkins Grant funded)
- 8) Approval in the amount of \$12,668.95 to **BSN** for team athletic gear for Women's Basketball. Requested by Chris Meiers.
- 9) Approval in the amount of \$32,490.00 to **Explorance** for annual subscription for student course surveys. Request by Peter Gabriel.
- 10) Approval in the amount of \$135,508.89 to **John A Marshall Company** for furniture for Ambient Spaces and Learning Spaces. Requested by Lesley Strohschein.
- 11) Approval in the amount of \$68,810.00 to **Kansas Department of Education** for the return of funds from the KCKCC K-12 Initiative Stem and Health Programs Grant. Requested by Lesley Strohschein.

- 12) Approval in the amount of \$34,900.00 to **Digital Architecture LLC** for a digital building tool for the Academic Catalog. Requested by Peter Gabriel.
- 13) Approval in the amount of \$716,719.10 to **Christie Development Associates, LLC** construction payment for new student housing (Draw #22-Sept 2022). Requested by Lesley Strohschein.
Pre-approved by the BOT; July 2021.

August bills totaling \$3,195,742.98 includes July VISA bills of \$233,557.05.

Items for Ratification

CONSENT AGENDA – Item C

September 20, 2022

1. **\$35,647.32** to **Young Sign Company** for building signage upgrade for Main Campus. Requested by Lesley Strohschein. *Pre-approved by the BOT; November 2021.*
2. **\$69,793.00** to **Commercial Installation & Construction** for shades for student housing rooms. Requested by Lesley Strohschein.
3. **\$101,263.66** to **Diamond Computers** for fiber and network testing for new student housing. Requested by Lesley Strohschein:
 - V0289829 in the amount of \$42,065.38 for testing network.
 - V0289831 in the amount of \$27,629.55 for installation of fiber.
 - V0290183 in the amount of \$31,568.73 for cable trays and accessories.
4. **\$26,901.00** to **SHI International Corp** for the annual license for Adobe Suite for entire campus. Requested by Peter Gabriel.
5. **\$298,685.74** to **ConvergeOne** for New Student Housing WiFi System. Requested by Peter Gabriel:
 - V0290270 in the amount of \$98,249.98 for network and hardware.
 - V290663 in the amount of \$200,435.76 for WiFi network hardware.
6. **\$24,398.00** to **Design Mechanical** for HVAC work at the Pioneer Career Center. Requested by Lesley Strohschein.
7. **\$10,192.00** to **KJCCC** for Conference dues. Requested by Chris Meiers.
8. **\$14,475.25** to **Augusoft, Inc** for a yearly subscription for Adult Ed and CEB enrollment systems. Requested by Jerry Pope.
9. **\$23,102.00** to **Danny Zeck Ford** for 2020 Chevrolet Colorado work Truck. Requested by Lesley Strohschein.
10. **\$11,974.03** to **Pocket Nurse** for Alaris Pumps for the Nursing Program. Requested by Jerry Pope.
11. **\$15,348.95** to **BSN Sports** for pitching machine for athletics. Requested by Chris Meiers.

12. \$19,101.32 to **Ad Astra Information Systems, LLC** for annual scheduling system for Central Scheduling. Requested by Lesley Strohschein.
13. \$10,139.85 to **Accessible Information Management** for annual subscription for Accessible Information Management renewal. Requested by Lesley Strohschein.
14. \$10,500.00 to **Oak Hall Cap & Gown** for caps and gowns ordered for the Bookstore for May 2022 graduation. Requested by Chris Meiers.
15. \$10,441.53 to **KC Scholars, Inc.** for the refund of unexpended scholarship funds for the Summer 2022 term. Requested by Lesley Strohschein.
16. \$12,599.00 to **Rapsodo, Inc.** for equipment for the college's Athletic Program. Requested by Chris Meiers.
17. \$10,348.00 to **Interplay Learning, Inc.** for software licenses for HVAC and BEMT programs. Requested by Jerry Pope.
18. \$21,358.00 to **Ace Electrical Contractors** for replacing light fixtures campus wide. Requested by Lesley Strohschein.
19. \$15,000.00 to **Signal Vine, Inc** for the annual subscription for Text Messaging platform. Requested by Peter Gabriel.
20. \$16,352.02 to **Diamond Computers LLC** for the installation of fiber loop from Student Housing to Nursing building. Requested by Peter Gabriel.
21. \$23,840.00 to **DHE Computer Systems Inc.** to replace old HP laptops. Requested by Peter Gabriel.
22. \$11,323.00 to **First Dakota Indemnity Company** for the annual worker's compensation policy (installment #3). Requested by Lesley Strohschein.
23. \$17,010.00 to **Sig Sauer, Inc.** for College safety equipment and service. Requested by Lesley Strohschein. *Pre-approved by the BOT; June 2022.*



HUMAN RESOURCES - PERSONNEL ITEMS

CONSENT AGENDA – Item D

September 20, 2022

SEPARATION INFORMATION

ACTION	NAME	JOB TITLE	DEPT	DIVISION	EFF. DATE
Resignation	Comer, Sara	Veterans Certifying Specialist II	Military and Veteran's Office	Student Affairs and Enrollment Management	9/21/2022
Resignation	Smith, Michael	Fleet Specialist II	Facility Services	Financial & Facility Services	9/23/2022
Retirement	Bledsoe, Kerry	Assistant Professor	Nursing	Academic Affairs	1/1/2023**

RECOMMENDATIONS / APPROVALS

ACTION	NAME	JOB TITLE	DEPT	DIV	DATE	SALARY
Lateral Move	Dodson, Shay	Instructor	Digital Design	Academic Affairs	8/15/2022	\$71,854.54 annually
New Hire	Buchanan, Tobi	Director	Foundation	President	9/26/2022	\$73,000 annually
New Hire	Carney, Patricia	Adjunct	Reading	Academic Affairs	8/15/2022	\$970.32 per credit hour
New Hire	Clark, Ann	Executive Administrative Assistant	Marketing	Strategic Initiatives & Outreach	10/1/2022	\$42,000 annually
New Hire	Eden, Daniel	Lab Specialist II	Welding Technology	Academic Affairs	8/18/2022	\$45,000 annually
New Hire	Goebel, Megan	Adjunct	English	Academic Affairs	8/22/2022	\$970.32 per credit hour
New Hire	Hatcher, Suzanne	PT Staff Accompanist	Music	Academic Affairs	8/29/2022	\$31.52 per hour
New Hire	Hill, Teressa	Director	Admissions	Student Affairs and Enrollment Management	9/26/2022	\$76,000 annually
New Hire	Knapp, Deven	Art Gallery Collections Specialist	Art Gallery	Human Resources	9/26/2022	\$15.00 per hour
New Hire	Kneuvean, Shelley	Chief Financial Officer	Financial Services	Financial & Facility Services	9/13/2022	\$153,000 annually
New Hire	McNiell, Jennifer	Adjunct	Clinical Nursing	Academic Affairs	9/26/2022	\$61/ student scheduled hour*
New Hire	Robinson, Julie	Adjunct	English	Academic Affairs	8/15/2022	\$970.32 per credit hour
New Hire	Robinson, Nancy	Adjunct	Costume Design	Academic Affairs	8/15/2022	\$970.32 per credit hour

New Hire	Simmons, Michael	PT Administrative Assistant	Human Resources	Human Resources	8/29/2022	\$15.00 per hour
Promotion	Green, Kristy	Chief Marketing and Institutional Image Officer	Marketing	Strategic Initiatives & Outreach	8/1/2022	\$123,623 annually
Promotion	Kennedy, Daniel	Lab Coordinator I	Biology	Academic Affairs	9/8/2022	\$46,362 annually
Promotion	Roth, David	Lab Specialist II	Construction Technology	Academic Affairs	8/8/2022	\$50,151 annually
Rehire	Lightbourn, TeAsia	Officer	College Police	Financial & Facility Services	9/6/2022	\$46,139 annually
Rehire	Pierce, Glen	Shipping & Receiving Clerk	Facility Services	Financial & Facility Services	8/24/2022	\$35,663 annually

* These employees are currently paid at a rate of \$61.00 per scheduled student contact hour. These employees may be assigned to a simulation or check off. This pay rate will be \$46.73 per scheduled student contact hour.

** 182 Faculty member

Action Definitions

- **New Hire**- an individual who enters their first employment relationship with the College.
- **Rehire** – an individual that reenters into an employment relationship with the College.
- **Transfer** - a staff transfer to another position that does not result in an increase to a higher job grade. A faculty transfer is from the 182 to 212 designation and vice versa.
- **Promotion**- is the advancement of a staff's grade or increase to their salary.
- **Retirement**- a formal way an employee is voluntarily ending their employment.as indicated on their separation notice.
- **Reassignment**- a change to an employee's current position. It may result in movement within the same organizational unit or another unit, a change in duties, work location, days of work, salary, or hours of work.
- **Resignation**- a formal way an employee is voluntarily ending their employment.
- **Separation**- a formal way an employee is involuntarily ending their employment.
- **Interim** - An employee filling a vacant position on a temporary basis until a competitive search process is completed.
- **Additional Position** – an additional position that is given to someone that is actively employed at the college.
- **Non-Renew** – a Professional Employee's contract will not be renewed at the end of their term.
- **Master Contract** - Completion of degree changing the faculty member's class on the contract.
- **Back Pay** – the difference between what the College paid an employee and the actual amount owed to the employee.

September 2022 Board of Trustees Report
Vice President of Academic Affairs

Academic Support and Assessment – Dean Cecelia Brewer

The Division of Academic Support and Assessment welcomed the Events and Scheduling Department to our team on August 24, 2022.

During the first division meeting of the year, four goals were established for the year. We are currently establishing how these goals will be measured to show success.

1. Focus on the employee (Theme: Wellness – Priority 3)
2. Focus on marketing (events and information for appropriate audiences)
3. Focus on increasing the use of technology (students, faculty/staff, and the community)
4. Focus on division data – how information is used and shared

The KCKCC HLC Assessment Academy Team will hold listening sessions this term to update the Institutional Learning Outcomes (ILOs). Sessions are scheduled for: September 8, October 4, November 2, and December 5. We have also scheduled a meeting with Student Senate, so that we make sure they are informed and engaged in the process.

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

Kennisha Byfield, a KCKCC Phi Theta Kappa member, has been selected to receive the StudyBuddy TEAS & HESI Prep award, a \$300.00 value. The Phi Theta Kappa International Office has partnered with StudyBuddy to provide members with access to [StudyBuddy.live](https://www.studybuddy.live), an eLearning platform that provides completely asynchronous online courses that focus on conceptual understanding of the material to help students achieve higher scores on exams. We are KCKCC proud of Kennisha for taking advantage of this opportunity!

Welcome Bash

Phi Theta Kappa (PTK) members had an exciting time at the Welcome Bash this year. We had over sixty people visit the PTK table and over ten PTK members work the table. Students can join Phi Theta Kappa after they complete twelve credit hours and have earned a 3.5 GPA or higher.



September 2022 Board of Trustees Report
Vice President of Academic Affairs

Learning & Library Services: Dr. Amanda Williams, Director

Priority 1: Student Success

- Library & Learning Services participated in Student Activities' "First 12 Days" at KCKCC by providing guided and self-guided tours of the Learning Commons. Our team also visited with the Blue Devil student athletes and provided a welcome gift for our new residents in Centennial Hall.
- Our team distributed 160 packages of cookies with information about our program to evening students during the Evening Student Reception.
- We had the opportunity to talk with over 200 students, staff, and faculty during the Back to School Bash where we "Rolled out the Red Carpet" to introduce our new outdoor learning spaces.





**Kansas City Kansas
Community College**

Virtual Study Groups

Learning Services now has
Study Groups for
Psychology & Sociology

What is a Virtual Study Group?

A Virtual Study Group is similar to an in-person study group. You can expect that we would discuss lecture notes, assignments, homework, and exam and quiz reviews. Plus, it can be an exciting opportunity to meet some of your classmates from the comfort of your own home!

For More Information:

(913) 288-7218
Email tutoring@kckcc.edu

Where will the group meet?

- Study sessions will be held virtually on Microsoft Teams. Each team will contain helpful resources as well as a place to post questions.

How often will study sessions occur?

- Study sessions will be held weekly for 60-90 minutes. Sessions will be recorded for later viewing.

Priority 3: Employee Engagement

- Library & Learning Services hosted a Faculty & Staff Open House on Thursday, August 11, to provide one stop prep for fall. Participants were encouraged to take a tour, place course materials on reserve, and visit with tutoring coordinators & librarians.

September 2022 Board of Trustees Report
Vice President of Academic Affairs



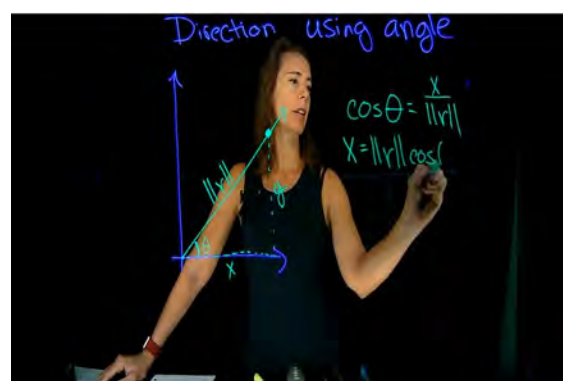
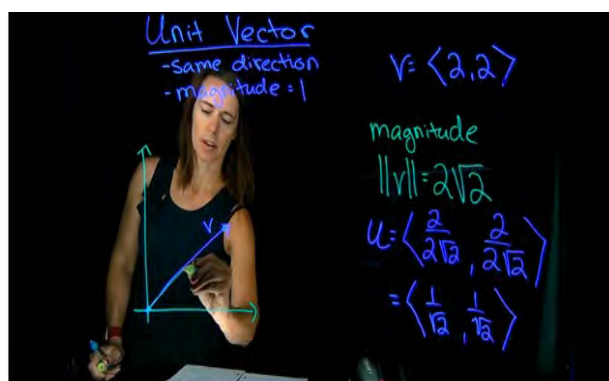
Office of Assessment: Dr. Cynthia Goudeau, Director

The KCKCC Assessment Team hosted the Fall 2022 Assessment Day on Tuesday, August 9, 2022. Approximately 170 faculty, staff, and administrators attended this event. Several faculty and staff members led sessions on many topics, including “Managing the Frustration and Confusion of Assessment” and “How to connect Outcomes: From ILO’s Down to the Day’s Lesson and Back Again.” Updates were shared by the Program Review Committee, General Education Committee, and the Co-Curricular Assessment Committee. Participants received information that will help them with rubrics and surveys, assessment organization, and team planning. In addition, the Course-Level Assessment plan was introduced, and ten classes were identified to participate in the pilot program.

Online Education Services: Susan Stuart, Director

Online Education Services purchased and has begun training faculty on using the eGlass lightboard. eGlass is an illuminated glass board with an integrated camera that captures the instructor’s face and writing in the same window, dramatically increasing student engagement online. Instructors can create video assignments and place them within their online course shell in Blackboard for students to view and review later.

September 2022 Board of Trustees Report
Vice President of Academic Affairs



Online Education Services has implemented and is currently providing training for faculty to create accessible, interactive, and engaging content using a freeware software called Xerte Online Toolkits. Xerte is an award-winning suite of browser-based tools that allow instructors to create interactive learning materials quickly and easily. Content can be delivered to all devices including both small screens and large desktop computers. Xerte provides a suite of tools for creating rich, accessible interactive content. Xerte provides simple online tools that anyone can use to create effective interactive materials easily. Xerte is free and open-source software developed by a wonderful education-based community. Below are graphics of several types of interfaces and activities available with using Xerte.



September 2022 Board of Trustees Report Vice President of Academic Affairs



OES has 70 faculty training events scheduled through the fall 2022 term. These sessions include the Lightboard, Xerte, Panopto, Zoom, Accessibility and Blackboard.

Noah Sturdevant, Training and Instructional Technology Coordinator II, was named as the Municipal Liaison for the Kansas- Elsewhere region of NaNoWriMo program (which includes Kansas City, KS and other regions not already covered by a liaison). NaNoWriMo (National Novel Writing Month) is a 501(c)(3) nonprofit that supports the transformational power of creativity and provides the structure, community, and encouragement to help people use their voices, achieve creative goals, and build new worlds—on and off the page.

Center for Teaching Excellence: Tom Grady, Director

The Center for Teaching Excellence (CTE) continues to support the development and promotion of new different teaching modalities such as hybrid and hyflex courses. Recently, the CTE created and administered the Hyflex and Hybrid Course Design Survey to all full-time and adjunct faculty. The purpose of this survey is to measure faculty interest in teaching hyflex or hybrid courses and determine what support structures faculty feel they need to teach in these formats. The results of the survey will be shared next month. Listed below are the professional development sessions offered through the Center for Teaching Excellence to support hyflex/hybrid teaching:

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

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9/13/22: *What Are Best Practices for Hyflex Course Design and Delivery? or What Are the Benefits—and Challenges—of Hyflex Instruction?*

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

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

11/29/22: *What are the Differences Between Synchronous and Asynchronous Teaching, and How Do I Best Choose the Format for My Online Class? or What Are Active Strategies for Structuring a Synchronous Class?*

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

2/3/23: *Teaching in a Hyflex/Hybrid Classroom: What is it? How Do I Get Started?*

3/3/23: *Teaching in a Hyflex/Hybrid Classroom: Getting Started with Technology*

4/7/23: *Teaching in a Hyflex/Hybrid Classroom: Course Design*

5/5/23: *Teaching in a Hyflex/Hybrid Classroom: Teaching and Learning Strategies*

Arts, Communication and Humanities – Dr. Donna Bohn

From John Stafford:

1. Matt Falker – Jazz Residency at KCKCC (will clinic jazz combos, funk band, vocal jazz ensembles, and give a solo masterclass throughout the two days) Thursday and Friday, September 8 and 9.

WEBSITE: <https://anchormusic.com/artists/matt-falker/>

Matt Falker is a jazz and gospel pianist, vocalist, arranger, and clinician. As a full-time professor at MiraCosta College, Matt directs the Downbeat award-winning *Frequency* vocal jazz program, teaches theory and piano classes, and is founder and director of the Oceanside Jazz Festival, a non-competitive vocal jazz festival hosted at MiraCosta. Matt was also one of a select group of teachers chosen as a quarterfinalist for the GRAMMY's Music Educator Award.

2. Michael Bublé's "Higher" Tour – Choir Performance:

8pm at T-Mobile Center on Saturday, September 10th in Kansas City, MO

Suzanne Hatcher (KCKCC Staff Accompanist)

Andrea Watts (KCKCC Alum)

Claire Binek (Wife of Full-time Faculty member, Justin, Binek)

Lauren Auge (KCKCC Adjunct Voice Faculty)

Noah Haskin (KCKCC Alum)

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Justin Binek (KCKCC Full-time Faculty)
John Stafford (KCKCC Full-time Faculty)

3. Thursday, September 29th:

Fall Library Jazz Concert; West Wyandotte Library (1737 N 82 St, Kansas City, KS 66112) from 6pm to 8:30pm. Featuring all KCKCC jazz ensembles

4. Millikin University Vocal Festival (Illinois)

John Stafford II, guest conductor
Sunday and Monday, September 24 and 25

From Jim Mair:

In September Jim has been invited to co-host an hour-long workshop via zoom for Jazz at Lincoln Center on the historical significance of Kansas City Jazz as it relates to the development the music.

In October Jim will be presenting a workshop for Canadian Band Directors on incorporating ear training and improvisation in the classroom. The workshop is entitled, "Teaching improvisation using the tools you already have in your toolbox!"

Jim has been invited to serve as a performer and adjudicator this winter at the 50th anniversary of the University of Mary Jazz Festival in Bismarck, ND and this spring at the Bellevue, Washington Jazz Festival.

From Dan FitzGerald
ESOL total enrollments are up.....a little bit.

From a low of 170 in 2021FA to 189 in 2022FA

2018FA	111	368	1085
2019SP	93	308	910
2019FA	104	354	1048
2020SP	91	310	915
2020FA	79	270	801
2021SP	54	204	595
2021FA	60	170	518
2022SP	64	179	523

2022FA

62

189

576

Not quite to pre-pandemic numbers, but we are getting there

Career and Technical Education – Dean Cheryl Runnebaum

1. The KCKCC-TEC Heating and Refrigeration (HVAC) students Osman Cardenas and Julian Pacheco helped fabricate a sheet metal return box stand for a furnace to sit on. Students visited the Construction Technology Program's project house to get the furnace and evaporator set in place, along with the plenum that was made this summer that will sit on top of the furnace. Students are currently building the return air duct to install at the Construction house.



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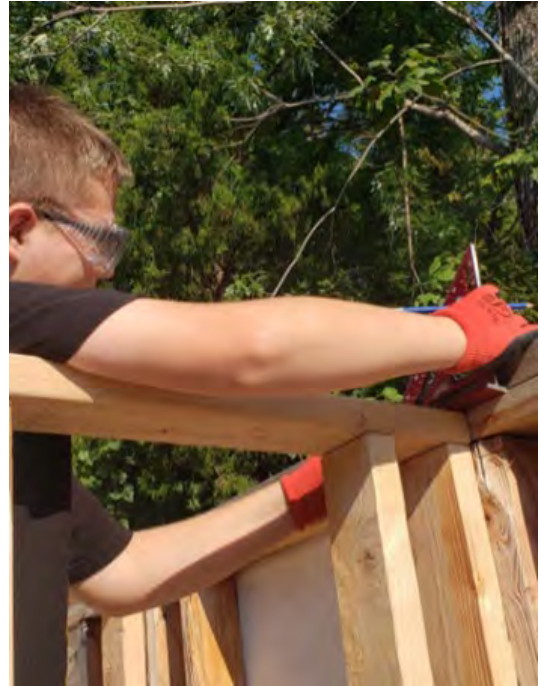


Two evening HVAC students are already on the job while continuing their studies. Caden Ramos (left) and Justin Hall (right) both work for KB Complete, Inc., during the day and attend evening HVAC classes. This is one advantage for those taking evening classes that they can still work during the day and earn a living.

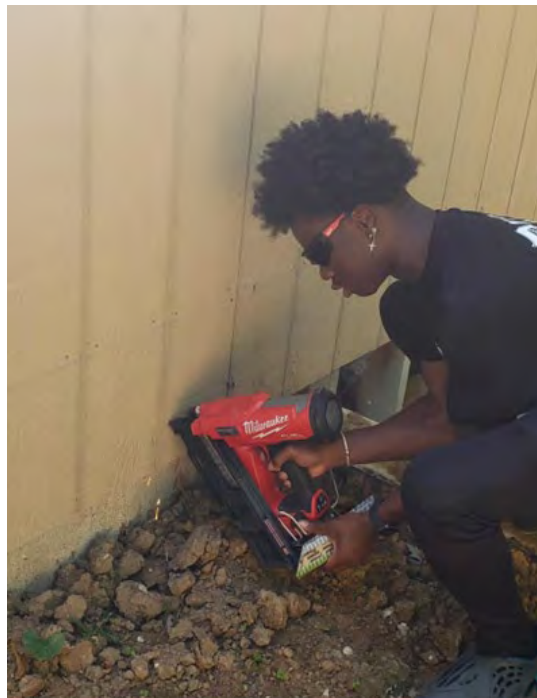


2. The KCKCC-TEC Construction Technology Adjunct Instructor Richard Brennaman discusses the sequence of operation and troubleshooting defective dish washer components with Building Engineering and Maintenance Technology (BEMT) students. BEMT high school student Wyatt Newman uses a speed square to measure the distance for installation of the double top plate that secures the abutting interior wall to the exterior wall.

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BEMT high school student Courtney Anderson installs framing nails to secure the exterior wall sheathing to the rim joist increasing the strength and rigidity of the structural members. Students have framed and stood all the exterior walls and interior walls at the BEMT Program's Land Bank House. BEMT students will begin to frame the ceiling and roof as part of their carpentry class.



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3. The first cohort of FAME Automation Engineer Technology (AET) students started the fall semester of 2022. Most of the students attend classes on Mondays and Tuesdays. On the other three days, the AET students are working for their employers who are sponsoring them in the program.
4. KCKCC is utilizing the Department of Commerce Workforce Aid grant for a sixth cohort of Industrial Maintenance Technicians (IMTs) for the fall of 2022. Companies participating in the IMT training are: General Motors, Amsted Rail, Central Bag Company, and Seats Inc.
5. Three Tool and Dye apprentices started their training in the Machine Technology Program. KCKCC President Dr. Greg Mosier has asked all divisions to be agile to meet the needs of the community. The three apprentices are attending class on Mondays and Wednesdays.
6. There are 16 students in the morning session and 8 in the afternoon session in the Welding Technology Program at the Lansing Correctional Facility (LCF). Welding Technology Instructor Chris Nicoll has been doing an incredible job with the students at LCF.
7. One LCF Welding Technology student who was scheduled for release on August 18, needed to complete all four of his GED assessments before release. He has been extremely negative about his ability to complete on the outside because of access to instruction and outside distractions. In August, the student completed all four assessments, with the most stressful assessment, math, being successfully completed two days before his release. He was proud to say that when he applied for a job, he could now say he had his GED.

Health Professions – Dean Dr. Tiffany Bohm

a. Emergency Medical Education:

- i. Paramedic cohort of May 2022 has a 100% pass rate on their certification exam, making it 4 of the last 5 graduating cohorts to achieve this threshold!
- ii. The Paramedic program is preparing for the CoAEMSP accreditation site visit to be held virtually on October 3-4, 2022.

b. Nursing:

- i. Received four new smart pumps with extra channels through the Nurse Initiative Grant that will provide students the opportunity to manage complex IV medication infusions. The current pumps will be shifted to our skills lab which allows greater opportunities for the PN students to practice their IV skills.
- ii. Simulation manikins are age 3 so this summer we brought in a technician for repairs and inspections. We also updated all recording equipment in simulation control room.

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- iii. Fundamental RN and PN students are using the new WOWs (work on wheels) to simulate medication administration prior to going to clinical. This helps them become familiar with the technology and practice the same safety steps they will use in the clinicals, such as bar code scanning and patient identification confirmation.
- iv. Phi Theta Kappa and StudyBuddy awarded \$300 to a prospective nursing student, Kennisha Byfield. This will allow the student to utilize the eLearning platform to enhance understanding of concepts covered on the TEAS admission assessment.
- v. New clinical sites
 - 1. PN students are at a hospital setting for the first time (Advent)
 - 2. RN students have new OB clinical sites at Truman and KU
- c. **Physical Therapist Assistant:**
 - i. Previously reported that the spring 2022 graduates had a 100% first-time board pass rate. It was recently learned that they averaged a score of 700 which is one of the highest the program has had! For reference, a score of 600 is passing and 800 is perfect. Great job, graduates!
 - ii. Dr. Deanne Yates participated in Urban Institute's work process for the registered apprentice occupations and standards center (AOSC) of excellence for physical therapist assistants. The project was implemented with federal funds from the Department of Labor, Employment and Training Administration under a cooperative grant.

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

The Science Club is up and running for 2022-23 and welcomes all students with an interest in science to participate. Some scheduled activities for the fall include election of new officers, Science Cafe, gardening, a chemistry showcase, potential field trips to the KU Natural History Museum and a medical laboratory, and monthly meetings.

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Dr. Ross Stites has been out to Hillard Technical Center in St. Jo last week. He will be at Piper High School this week to visit with students. Dr. Stites has made contacts within the Biomedical Maintenance Technicians and is working on a partnership that would allow students to complete a biomedical maintenance certification in their final year in the Electronics/Engineering program which is scheduled to kick off this coming spring. Dr. Stites has also contacted and had discussions with the program at JCCC on some partnering opportunities. And continues to have conversations with my industry partners.

Dr. Mary Patterson, Ms. Jessica Rodas (Saturday Academy Director), and Dr. Kremer attended a two-day strategic planning session for a Statewide NSF grant, **Adaptive and Resilient Infrastructures Driven by Social Equity**, NSF EPSCoR RII Track-1 #2148878. KCKCC is a sub award on the grant, with funds supporting addition of data science curriculum to our Saturday Academy programming.

The Exercise Science Department and Wellness Division kicked off the start of the KCKCC Fall 2022 semester with lots of students putting their health & wellness at the forefront and getting paperwork and orientations completed to workout at the Wellness & Fitness Center

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Ron Wollenhaupt attended a number of conferences to keep up to date on his credentials...National Strength & Conditioning Association Annual Conference, National Athletic Trainers Association Annual Conference, Children's Mercy Annual Young Athletes Conference

Julia Bichelmeyer updated the information with NSCA to continue to keep the EXSC credentials.

Deb Likins attended the NSCA conference in New Orleans July 2022.

The Walk Across Kansas will happen again starting Monday, September 26, and goes until November 20. All interested can email Pam Hall to get you set up.

Social and Behavioral Sciences & Public Services – Dean Cleon Wiggins

Four faculty members of the Social and Behavioral Sciences division are enrolled in the Paul Eckman Micro Expression and Subtle Expression training. A description of the training suggests the training is appropriate for people wishing to build on their frontal-view micro expression knowledge and is appropriate for people who work in groups” Professor Heidi English has used knowledge gained from this knowledge in previous semester. The four professors will provide a report to the Division as well as information on how they plan to incorporate what they learn into their classes.

The Psychology Club will be going to Lawrence to attend this year’s PERK (Psychology and Education Research in Kansas) Conference on Saturday, November 5.

American Sign Language professor Dr. Ron Malcolm’s latest publication is entitled “My Child with Special Needs Believes Their Teacher Doesn’t Like Them”

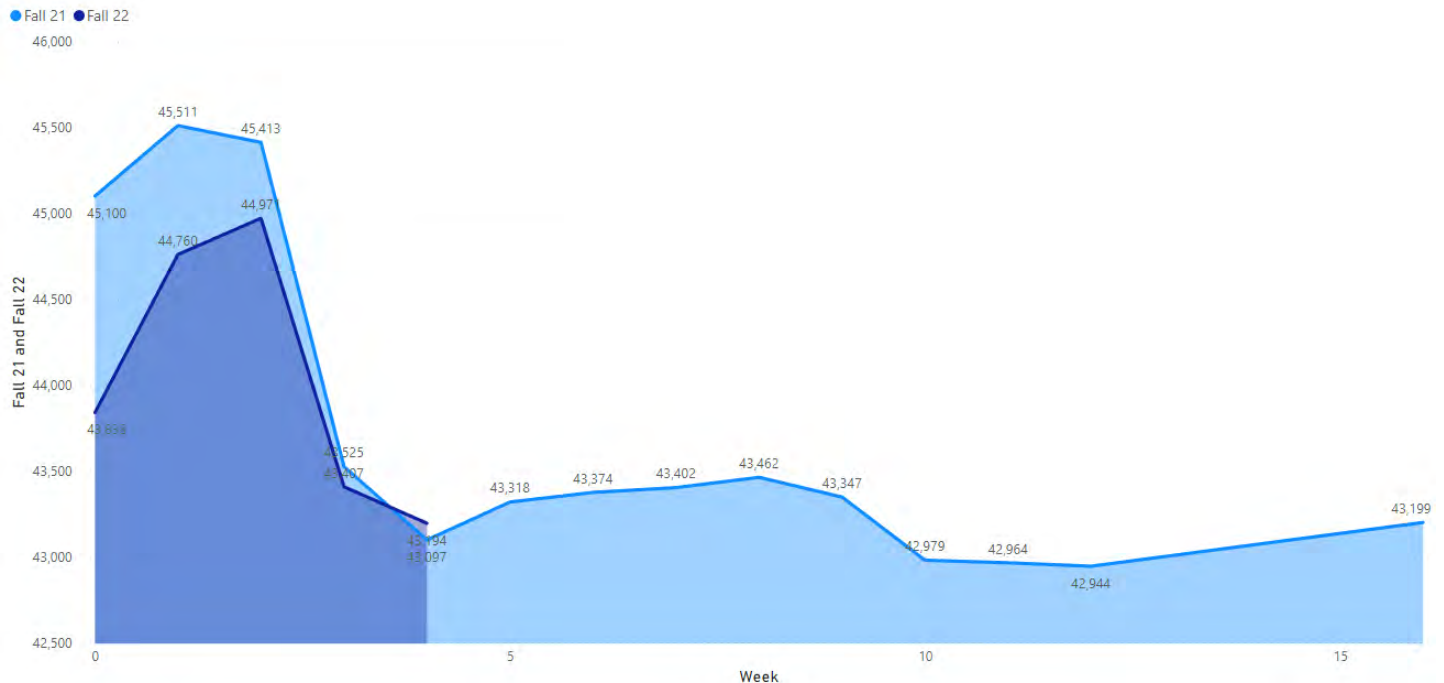
The SBSPS division is beginning to work with the local ASPCA chapter for the second annual SBSPS/KCKCC pet food drive. The plan is for the drive to begin next month (October). More information will be forwarded later.

Dr. Ewa Unoke is once again heading-up the Constitution Day Committee. Among the scheduled events is a panel discussion on politics scheduled for Monday, September 19 from 11:00 until 12:00 in Lower Jewell.

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

Division-Wide Selected Activities, Programs, and Updates

- **Fall 2022 Enrollment**-After the 4th week of class, the Fall 2022 semester has 97 (0.23%) more student credit hours than the Fall 2021 semester after being down 2.80% on the first day of school due to more full-time enrollment, and fewer dropped courses through the course drop period.



- **2nd 8-Week Course Offerings**-Through collaboration with Academic Affairs leadership, divisional staff have been working to identify possible adjustments to the 2nd 8-week course offerings to support more enrollment growth and student progression for individuals who could benefit from picking up extra classes before the semester is over. Institutional Marketing and Imaging are also preparing a marketing campaign to boost awareness that there is still time to enroll for the Fall 2022 semester.
- **Student Health Services**-Drs. Meiers and Derritt recently visited Butler Community College to review their Student Health Services and are preparing recommendations for an administrative structure to address current and emerging student needs for wellness services as part of the residential transition of the College. Currently, KCKCC uses a costly model of temporary staffing for health services.
- The division is currently advertising for an **Enrollment Management Information Systems Coordinator** position. As part of the overall enrollment management strategy and restructuring away from the Dean of Enrollment Management model, this position will be critical for

functional support and enhancements of administrative technology systems, work on data integrations and analysis to support data-driven decision-making related to enrollment growth, student success and interventions in collaboration with academic affairs, institutional effectiveness, information services, and other College partners.

- After a national search, **Ms. Teressa Hill will start as the Director of Admissions and Recruitment** on September 26, 2022. Ms. Hill comes to KCKCC with an extensive background that includes admissions, Upward Bound Math and Science TRIO, new student orientation, student leadership development, and curriculum development at Metropolitan Community College (Omaha, NE), Murray State University, and Donnelly College. She holds an MBA from Emporia State University and a BS from Mid-Continent University (Mayfield, KY).
- The national search for the **Director of Athletics** is well underway. Co-Chaired by Ms. Nicole Wilburn, Director of Student Residence Life, and Matt Goldbeck, Head Baseball Coach, the search committee has interviewed 9 semi-finalists. On-campus interviews for finalists are expected to start in the first part of October.
- Dr. Chris Meiers has been selected to be part of the **Wyandotte County Leadership 2000 Class** for the 2022-23 year.

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Fall 2022 Enrollment Report

KCKCC Unduplicated Headcount by Location													
CAMPUS (UNDUP at A Location & DUP Across Locations)	09.16.2019	09.14.2020	09.13.2021	09.12.2022	20-21	20-21	21-22	21-22	Fall 2022	20-22	20-22	19-22	19-22
	Fall 2019	Fall 2020	Fall 2021	Fall 2022	Diff - #	Diff - %	Diff - #	Diff - %	%	Diff - #	Diff - %	Diff - #	Diff - %
AMZN	11	-	-	-	-	-	0	-	-	-	-	-11	-
BL	-	241	12	-	-229	-95.02%	-12	-100.00%	-	-241	-100.00%	-	-
DNTWN	9	-	1	-	1	-	-1	-	-	-	-	-9	-
FRSC	40	47	31	36	-16	-34.04%	5	16.13%	0.77%	-11	-23.40%	-4	-10.00%
HS	1,297	1,031	830	814	-201	-19.50%	-16	-1.93%	17.42%	-217	-21.05%	-483	-37.24%
LCF	-	-	23	22	23	-	-1	-4.35%	0.47%	22	-	22	-
MC	2,784	1,353	1,717	1,851	364	26.90%	134	7.80%	39.60%	498	36.81%	-933	-33.51%
OC	289	234	398	256	164	70.09%	-142	-35.68%	5.48%	22	9.40%	-33	-11.42%
OL	1,818	2,233	2,086	1,985	-147	-6.58%	-101	-4.84%	42.47%	-248	-11.11%	167	9.19%
PION	323	212	228	225	16	7.55%	-3	-1.32%	4.81%	13	6.13%	-98	-30.34%
TEC	898	713	757	761	44	6.17%	4	0.53%	16.28%	48	6.73%	-137	-15.26%
USDB	51	39	46	78	7	17.95%	32	69.57%	1.67%	39	100.00%	27	52.94%
VIRT	-	1,030	518	228	-512	-49.71%	-290	-55.98%	4.88%	-802	-77.86%	228	-
Total UNDUP Headcount	6,045	4,912	4,857	4,674	-55	-1.12%	-183	-3.77%		-238	-4.85%	-1,371	-22.68%
Note: Enrollment at each location is unduplicated. However, enrollment across locations (A student can be counted in two locations) is duplicated. The Total however, is unduplicated (unique counts) headcount.													
Status	Fall 19	Fall 20	Fall 21	Fall 22	20-21 #	20-21 %	21-22 #	21-22 %	Fa 2022 %	20-22 #	20-22 %	19-22 #	19-22 %
First-time	2,300	1,523	1,519	1,616	-4	-0.26%	97	6.39%	34.57%	93	6.11%	-684	-29.74%
Returning	3,745	3,389	3,338	3,058	-51	-1.50%	-280	-8.39%	65.43%	-331	-9.77%	-687	-18.34%
Gender	Fall 19	Fall 20	Fall 21	Fall 22	20-21 #	20-21 %	21-22 #	21-22 %	Fa 2022 %	20-22 #	20-22 %	19-22 #	19-22 %
Unknown	-	2	7	37	5	250.00%	30	428.57%	0.79%	35	1750.00%	37	-
Female	3,588	2,976	2,825	2,711	-151	-5.07%	-114	-4.04%	58.00%	-265	-8.90%	-877	-24.44%
Male	2,457	1,934	2,025	1,926	91	4.71%	-99	-4.89%	41.21%	-8	-0.41%	-531	-21.61%
Race / Ethnicity	Fall 19	Fall 20	Fall 21	Fall 22	20-21 #	20-21 %	21-22 #	21-22 %	Fa 2022 %	20-22 #	20-22 %	19-22 #	19-22 %
American Alaska Native	35	26	27	19	1	3.85%	-8	-29.63%	0.41%	-7	-26.92%	-16	-45.71%
Asian	300	217	209	189	-8	-3.69%	-20	-9.57%	4.04%	-28	-12.90%	-111	-37.00%
Black or African American	1,139	919	870	88	-49	-5.33%	-782	-89.89%	1.88%	-831	-90.42%	-1,051	-92.27%
Hawaiian Pacific Islander	11	14	5	7	-9	-64.29%	2	40.00%	0.15%	-7	-50.00%	-4	-36.36%
Hispanic	1,614	1,126	1,073	1,147	-53	-4.71%	74	6.90%	24.54%	21	1.87%	-467	-28.93%
Multi-racial	295	281	270	263	-11	-3.91%	-7	-2.59%	5.63%	-18	-6.41%	-32	-10.85%
Unknown	282	220	189	157	-31	-14.09%	-32	-16.93%	3.36%	-63	-28.64%	-125	-44.33%
White	2,369	1,917	2,046	1,873	129	6.73%	-173	-8.46%	40.07%	-44	-2.30%	-496	-20.94%
Non Resident	NA	192	168	161	-24	-12.50%	-7	-4.17%	3.44%	-31	-16.15%	-	-
KCKCC Credit Hours by Location													
CAMPUS	09.16.2019	09.14.2020	09.13.2021	09.12.2022	20-21	20-21	21-22	21-22	Fall 2022	20-22	20-22	19-22	19-22
	Fall 2019	Fall 2020	Fall 2021	Fall 2022	Diff - #	Diff - %	Diff - #	Diff - %	%	Diff - #	Diff - %	Diff - #	Diff - %
AMZN	60	-	-	-	-	-	-	-	-	-	-	-60	-
BL	-	1,486	39	-	-1,447	-97.38%	-39	-100.00%	-	-1,486	-100.00%	-	-
DWNTN	50	-	1	-	1	-	-1	-	-	-	-	-50	-
FRSC	323	461	293	336	-168	-36.44%	43	14.68%	0.78%	-125	-27.11%	13	4.02%
HS	7,171	5,881	4,431	4,631	-1,450	-24.66%	200	4.51%	10.72%	-1,250	-21.25%	-2,540	-35.42%
LCF	-	-	230	242	230	-	12	5.22%	0.56%	242	-	242	-
MC	21,849	7,170	11,521	13,479	4,351	60.68%	1,958	17.00%	31.21%	6,309	87.99%	-8,370	-38.31%
OC	893	729	956	599	227	31.14%	-357	-37.34%	1.39%	-130	-17.83%	-294	-32.92%
OL	9,823	13,986	12,567	11,980	-1,419	-10.15%	-587	-4.67%	27.74%	-2,006	-14.34%	2,157	21.96%
PION	2,628	1,847	1,935	1,784	88	4.76%	-151	-7.80%	4.13%	-63	-3.41%	-844	-32.12%
TEC	10,666	8,113	8,883	8,958	770	9.49%	75	0.84%	20.74%	845	10.42%	-1,708	-16.01%
USDB	285	210	311	372	101	48.10%	61	19.61%	0.86%	162	77.14%	87	30.53%
VIRT	-	4,781	1,930	813	-2,851	-59.63%	-1,117	-57.88%	1.88%	-3,968	-83.00%	813	-
Total	53,748	44,664	43,097	43,194	-1,567	-3.51%	97	0.23%		-1,470	-3.29%	-10,554	-19.64%

Dean of Student Services

Submitted by Dr. Shawn Derritt, Dean of Students

Selected Activities, Programs, and Updates

- Veronica Knight, Director of Upward Bound started on August 29, 2022. Throughout her career she has created programs and maintained judicious oversight for numerous federal, state, and local grant initiatives such as the CNS AmeriCorps/LS America grant(s) and the DOE -Title III strengthening institutions grant, HHS -OHS Grant and KDHE, having responsibility for receipt and distribution of millions of dollars. Ms. Knight holds an undergraduate degree from Wichita State University and an Executive Master's Degree from Benedictine College, where she majored in Business Administration.
- Upward Bound Advisor position is posted, applicants will be reviewed in September
- Candidates for the Basic Needs Coordinator position have been selected, interviews will be scheduled for the first of September.

Student Accessibility and Support Services

Submitted by Department Faculty

Selected Activities, Programs, and Updates

- **Learning Support Services**-The department faculty members presented the following presentations:
 - Test-taking skills for a Licensed Practical Nursing class
 - Services offered in SASS to various athletic teams
 - Informational presentation regarding services provided by SASS to Student Housing RAs
 - Several New Student Orientation sessions were conducted by the faculty of the department for TEC students
 - 151 Post-secondary students attended
 - 346 High School students

Upcoming Activities and Programs

- Department faculty will present a test-taking presentation to the EMT classes on September 13, 2022 and September 22nd, 2022.

Student Health Services

Submitted by Angie Williams RN

Selected Activities, Programs, and Updates

- Provided 5 covid tests for housing or athletic students to move in or start practice and insurance was billed.
- We had 30 nurse visits this month that included blood pressure checks and first aid administration, over-the-counter medication requests and other miscellaneous issues. This also includes 2 emergency visits that we had.

- We provided 175 services for TB screening that include administering injections, reading results, and obtaining TB questionnaires.
- HIV testing resumed on 8/24 but have had no visits yet.
- We had 15 students contact us with positive test results during the month of August. 15 people notify the office with close contact. Several of these students were from the tech center or in the nursing program. This number is up from last month when we had 3 cases.
- This office helped housing by receiving vaccine records and making sure the new housing students had the proper vaccine requirements met.
- We had a nutrition day on August 18 and saw approximately 60 students visit our table.

Counseling & Advocacy

Submitted by Linda Warner, LCPC, Director



Women's Equality Day 2022- In honor of Women's Equality Day, KCKCC welcomed Dr. Mariah Chrans on Aug. 25. She presented "Helping Communities Thrive: Bodily Autonomy and Women's Agency." Dr. Chrans is the Program Director of Maternal Child Health and Community Health Initiatives at the Community Health Council of Wyandotte County and Cradle KC. The event was co-hosted by KCKCC Counseling and Advocacy, Women's Studies, Women and Gender Advocacy, Student Activities,

CEIM, and KCKCC's AAUW chapter.

- **Meeting our Student-Athletes-**KCKCC Counselors presented information regarding services offered through the Counseling and Advocacy Center during August. Counselors met with over 150 student-athletes from the Men and Women's Soccer teams, Men and Women's Basketball teams, Softball, Baseball, and Golf teams.

Mobile Food Pantry at Centennial Hall-On August 11, a mobile food pantry distributed food to students moving into Centennial Hall. The “Food Mobile” is a ministry of the Church of the Resurrection (COR). COR has been a community partner with KCKCC for over a year, providing monthly food distributions to the public. With their specially equipped bus, they can distribute refrigerator items like milk, butter, and eggs. Their work helps reduce food insecurity of KCKCC students and our community.



Upcoming Activities and Programs

- **Together We can End Sexual Violence** - As part of KCKCC’s commitment to a culture of respect and campus safety, Jeff Bucholtz, Director of We End Violence, will meet with students to examine attitudes and behaviors that enable sexual violence. These events will be on Tuesday, September 20, 11 am to noon, in Lower Jewell, Room 2325, and from 6:15-7:15 pm at Centennial Hall Amphitheater. Food will be served at the evening meeting courtesy of Student Activities.
- **Resiliency Workshop Series** – These workshops will allow students to develop skills that will assist them in persistence, self-esteem, and personal success. They are designed to improve student performance and retention. The five-week series will be held on Thursdays, starting September 22nd, and will meet from 12-1 pm in the Learning Commons Active Learning Classroom.

Office of Admissions

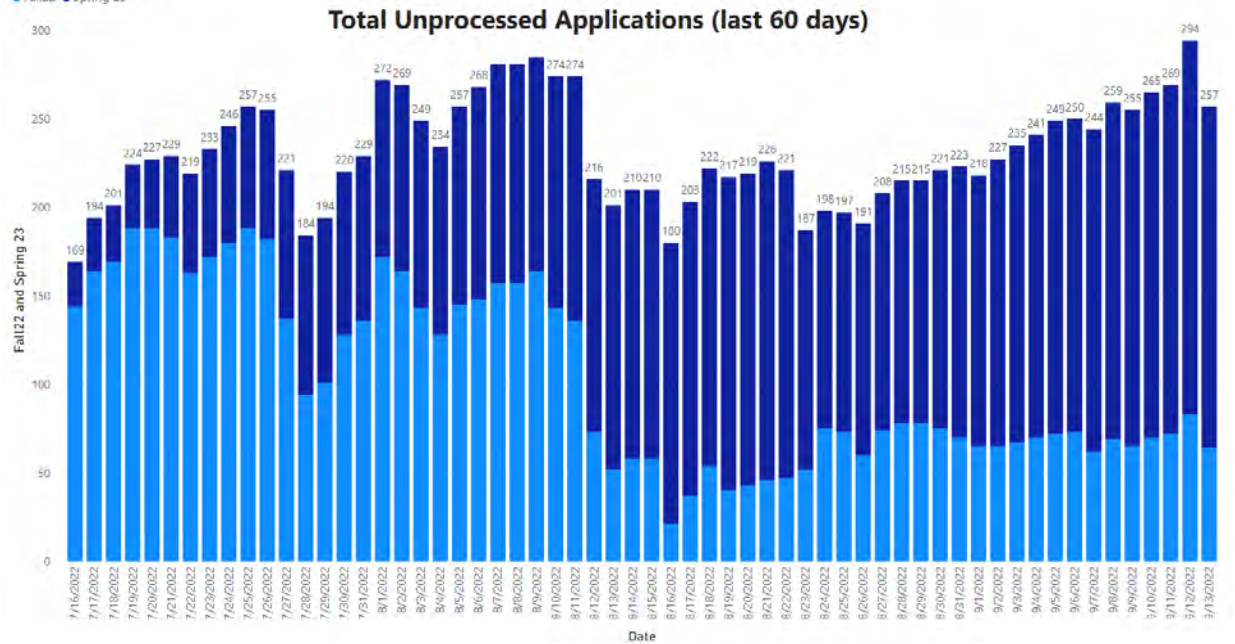
Submitted by Emily Brattin, Interim Director of Admissions

Selected Activities, Programs, and Updates

- **2023-2024 Recruitment Cycle** materials have been finalized. Significant changes to these materials are based on recruitment market/marketing best practices to focus on affordability and career-connected learning and to highlight the growing and dynamic nature of the service area and the Kansas City, Kansas community.
- **Application for Admission Processing**-Due to staffing vacancies, the application backlog continues to fluctuate between approximately 200-250 unprocessed applications per day.
- **Application for Admissions Processing Backlog (July 16, 2022 – September 13, 2022)**

Fall22 and Spring 23 by Date

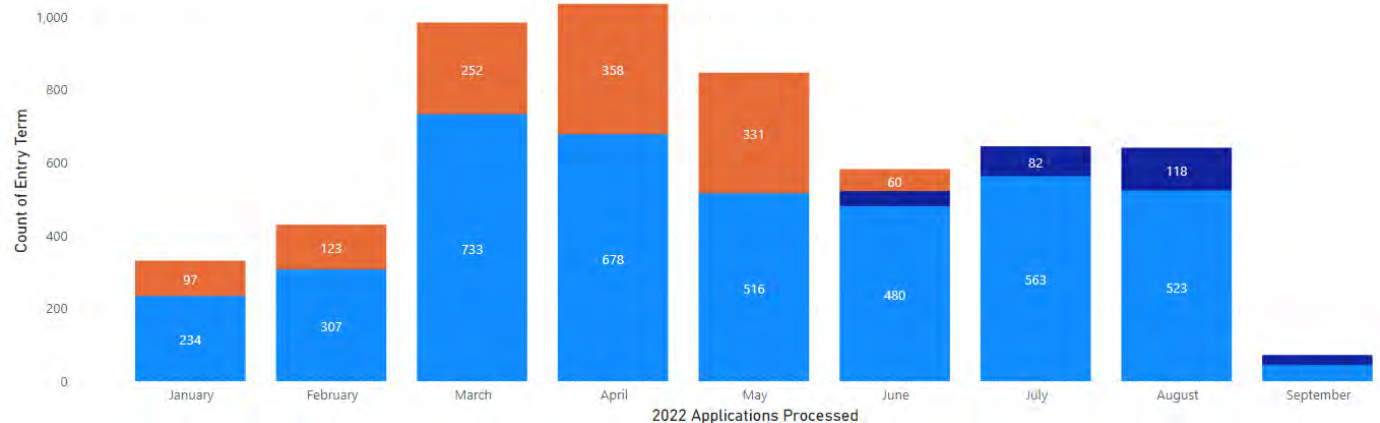
Fall22 Spring 23



2022 Application for Admission Processing Summary (as of September 13, 2022)

Count of Entry Term by 2022 Applications Processed and Entry Term

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



Average Number of Business Days to Process

Last 7 Days

2.00

2.12

Last 30 Days

2.00

2.52

Last 60 Days

2.00

4.93

Department of Athletics

Submitted by Kinsey Huwaldt, Interim Director of Athletics

Selected Activities, Programs, and Updates

- Aug 12: Women's Basketball volunteered at Alpha Montessori School by helping get the school ready for students to attend. They worked on projects such as yard work, playground clean up, building cleaning, and painting.
- Aug 23: In the same week Women's Soccer student-athlete Jana Richter was voted KJCCC Women's Soccer player of the week, and Volleyball student-athlete Nicole Hughes was voted KJCCC Volleyball Defensive Player of the Week.



- Aug 28: Women's Soccer was recognized at KC Current's *Inspiring Women Night*. The team got the KCKCC tailgate started and then enjoyed the game along with some KCKCC alumni, faculty and staff that were in attendance.
- Sept 7: The Volleyball Team hosted their first official conference home match vs Coffeyville CC. This match was also a Fan Appreciation game that recognized fans in attendance that were KCKCC Students, Faculty and Staff. Washington High School Volleyball was in attendance cheering on the Blue Devils and KCKCC Volleyball returned the favor and cheered them on at one of their games.
- Sept 12: Women's Volleyball ranked #20 in the NJCAA DII Volleyball Rankings.



Upcoming Programs and Activities

Sept 24: Women's & Men's Soccer vs Dodge City CC 12:00pm & 2:00pm

Sept 26: Men's Golf NJCAA Preview Tournament

Sept 28: Women's Volleyball Tri-Match vs Park JV & Ottawa JV 4:00pm & 8:00pm

October: Men's Basketball begins their local community service Read & Recess

Oct 5: Women's Soccer vs Butler CC 6:00pm

Oct 8: Women's & Men's Soccer vs Neosho CC 5:00pm & 7:30pm

Oct 12: Women's Volleyball vs Neosho CC 6:30pm

Military and Veteran Student Services

Submitted by Wade Abel, Director

Selected Activities, Programs, and Updates

- 6 Aug: The Veterans Center along with the KCKCC Foundation supported the "Spencer Duncan Make it Count" Foundation 5K. The Foundation donated \$10,000 to KCKCC last year to provide scholarships for Veteran students attending KCKCC.
- 11 Aug: Veterans Center lead a Convocation Breakout Session where we discussed KCKCC's Military Affiliated Student population and what they bring to KCKCC as well as the challenges they sometimes face during their transition into the college setting.
- 15 Aug: Veteran Center hosted an Open House for all students, Faculty, and staff.
- 23-24 Aug: The Veterans Center hosted free lunches for our Military Affiliated students on Main Campus, TEC, and the PCC.



- 26 Aug: The SVO hosted a bowling night for Military Affiliated students at KC Bowl.
- 26 Aug: The Veterans Center in conjunction with the Veterans Center at UMKC gave away tickets to a Royals baseball game. Four KCKCC Veteran students along with a family member were able to attend the game.
- 31 Aug: The Veterans Center and SVO supported the Welcome Back Bash on Main Campus. There were a number of Military Recruiter at the event that were able to talk to students about how joining the Kansas Army/Air Force National Guard or Reserves can help pay for Tuition while serving their country.



Upcoming Activities and Programs:

- 9-12 Sept: Veterans Center will host our annual 9/11 Challenge. Participants can run/walk/wheelchair/or climb stair to remember the first responders we lost on 9/11/2001. Those that sign up and complete the challenge will receive a t-shirt. We currently have 36 students/faculty/and staff that have signed up.
- 19-23 Sept: The Veteran Center will host a 22 A Day Push up challenge to honor and remember our Military Service Members that have died by suicide. Each day at 11:30 those that wish to join us will meet in Lower Jewell to do 22 pushups which represents how many Military Service Members we lose daily to suicide.
- 20-21 Sept: The Veterans Center will host a free lunch for our Military Affiliated students on Main Campus, TEC and PCC.

Pioneer Career Center

Submitted by Marcia Irvine, Director

Selected Activities, Programs, and Updates

- August 15th Students enjoyed receiving the school supplies to start the semester off.
- August 19th All students enjoyed ice cream as one of the First 12 days of school events
- August 19th Construction Instructor Robert Jenkins had students prepping the sidewalk and curb for concrete. Students leveled rock, placed rebar, and measured and cut forms to get ready for concrete.
- August 22nd Evening, students enjoyed dinner before their classes.
- August 23rd Dr. Sue Courtney, former KCKCC Dean of Business and Continuing Education, visited the HVAC class to teach the students how to build a resume. Dr. Courtney also gave the students information and tips on job placement.



- August 23rd Morning and Afternoon, students played some games of BINGO and took home many food prizes.
- August 26th, the PCC First semester Culinary students took a trip to the Shatto farm. The students learned how milk gets from farm to table, toured the processing plant, saw the bottling process, milked a cow, and sampled milk and ice cream.
- August 30th Back to school Bash was a huge success.
- September 2nd Bottorff Construction was on-site at KCKCC PCC to help Construction students pour concrete. Deke, Jerry, and Aaron from Bottorff, helped the students use shovels, rakes and "come alongs" to move the concrete, used a wood board to screed the top of the concrete (screeding helps compact and consolidate the concrete) and used a steel trowel to create a smooth, hard and uniform finish.



Community Involvement

- August 20th Shelly Thompson, Administrative Assistant, attended Post Activities Information Registration (PAIR) Day on Fort Leavenworth. She passed out KCKCC items and promoted our programs, classes, and evening Continuing Education classes.
- August 12th Marcia Irvine represented KCKCC at the United States Army Combined Arms Center -Training Assumption of Responsibility Ceremony for Colonel Scott C Woodward
- August 23rd Marcia Irvine attended the Community Advisory Board Meeting & Lunch with St John's Hospital.
- August 24th – Marcia Irvine attended the Swope Health Leavenworth Stakeholders Luncheon – Hosted by Kansas State Senator Jeff Pittman

Upcoming Programs and Activities

- The spouses of the International Officers attending the Command and General Staff College (CGSC) will be starting their classes in our PCC building every Tuesday and Thursday. They will be learning the English language and will have classes that combine hands-on activities with textbooks using vocabulary words, illustrations, and cultural learning.
- September 19th 3:00 p.m. College/Public Forums-Value Development
- September 20th Suicide Awareness Push up Challenge at PCC

- September 21 – Community Blood Drive with Community Blood Center

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 **77 enrollment or graduation verifications**.
- **Enrollment and schedule adjustment activity:** The right course selection can help students fit in their interests and learn more about a field they're genuinely interested in studying. In addition, the courses they choose can affect whether they finish your program within their intended timeframe. This month **212 schedule adjustments** were made in the Registrar's Office with Dean approval to operate outside the academic calendar limitations.
- **Student Contact Information Updates:** When colleges cannot reach a student due to an input error or because their information has changed, the student will miss out on essential details. Depending on the message or activity, it could have catastrophic consequences. This month the Registrar's Office processed **187 student record** changes.
- **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 be taking courses required for their program of study based on their Student Plan. This month the Registrar's Office processed **276 student major changes and/or catalog updates**.
- **Transcript Activity:** Incoming transcripts: Part of the KCKCC Admissions process is to submit all transcripts to KCKCC. High School transcripts are required for students who have graduated within the past 5 years. College transcripts are required for students who have transfer credits, and who are seeking to complete a degree or certificate at KCKCC.
- **Incoming transcripts** are processed manually to determine if the person has applied to the College, if they are a current student submitting transcripts to remove a hold or to have their transfer credits added to their KCKCC record.
- **83** were received from Parchment our own transcript service provider; **116** were obtained from the National Student Clearinghouse; **275** were received via fax, email, mail or hand-delivered.
- **Transfer Credit Evaluation:** Transfer credit evaluation allows for 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 5 student records for degree audit exceptions, deviations, waivers, or for posting transfer credit equivalencies.
- **Withdrawal Activity:** KCKCC is committed to helping students achieve their academic goals; however, circumstances may arise that prevent students from completing their coursework as planned. Prior to withdrawing, students are encouraged to talk with their instructor about their progress in the course based on the grading criteria stated in the syllabus, participation, and grades earned to date. This month the Registrar's Office processed 14 student withdrawals, 1 instructor-initiated withdrawals.

- **No Show/Never Attended Activity:** In accordance with federal regulations, Institutional Effectiveness finalizes and certifies course enrollments to the State of Kansas for funding and other reporting issues. Instructors are responsible for reporting students who have never attended a face-to-face class or who never submitted a required assignment in an online course. 535 students were purged as no-shows from mid-term courses this month, with no students reinstated after they were deleted as no-shows.
- **Graduation Processing Activity:** College is important for many reasons, including long-term financial gain, job stability, career satisfaction and success outside of the workplace. With more and more occupations requiring advanced education, a college degree or certificate can be critical to success in today's workforce.
- **104** students were graduated this month: **Summer 2022** – 93 graduates; **May 2022** – 6 graduates; **December 2021** – 1 graduate; **December 2020** – 1 graduate; **May 2016** – 1 graduate; **May 2014** – 1 graduate; **December 2011** – 1 graduate
- **79** diplomas were ordered for Summer graduates; **14** owed a balance and could not have their order placed. **59** summer graduate applications were not eligible to be graduated due to not completing the requirements.
- In August of 2021, 159 transcripts were received; in August of 2022, 474 transcripts were received and processed this month for an increase of 198%. (COVID impact)

College					High School					
New App	Xfer Cr	ND	CTAN	Orphan	New App	TRAN	CONGR	Orphan	Other	
124	48	28	8	10	89	6	55	3	5	376
32.98%	12.77%	7.45%	2.13%	2.66%	23.67%	1.60%	14.63%	0.80%	1.33%	100.00%

- **Outgoing transcripts:** Our partnership with Parchment continues to ease the burden of manually processing student transcript requests greatly. Student Self Service also allows students to access their transcript on the student portal easily. Our office still serves those with technological limitations or whose records are on microfilm and are not eligible for electronic processing.
- **28** transcripts were produced in house; **18** official transcripts using Ellucian records, **6** official using the microfilm and **4** unofficial.
- **777** total transcripts were sent via Parchment; **757** were electronic through parchment; **20** were paper through parchment/Ellucian or student copies
- In June of 2021, 428 transcripts were sent out with 777 transcripts sent out this month; resulting in an increase of 81.5 % (COVID impact)

Outbound Transcript Reasons		Top Receivers of our Transcripts	
College Admissions/Transfer	623	KU/KU Med or Nursing	41
Employment	58	JCCC	33
Self	50	UMKC	32
Certification/Licensure	16	Univ of St. Mary	28
Other	8	K-State	26
Scholarship	2	MCCCKC	18
		Park University	15

Student Activities

Submitted by Andrica Wilcoxon, Director

Selected Activities, Programs, and Updates

- First 12 Days @ KCKCC-Student Activities hosted the annual *First 12 Days @ KCKCC* from August 15th-31st at the PCC, TEC, and Main Campus. Each day students enjoyed fun activities to help them meet new friends and get connected to the different resources at KCKCC transfer college partners, local employers, and community organizations. Students received school supplies and evening meals and attended events like Nutrition Day, Ice Cream Social, Game Day, Grocery Bingo, and more.
- Student Activities hosted the annual TEC, PCC, and Main Campus Welcome Back Bash. Approximately 1250 students attended the different bashes. Students enjoyed barbacoa tacos, Phillies, BBQ, funnel cake, kettle corn, cotton candy, ice cream and cake, a live DJ, 360 Camera booth, caricature, tattoo, and face painting artists. The Main Campus had 23 clubs, 6 community organizations, 13 transfer colleges, and four of our KCKCC departments that provided resources and information to help our students have a successful academic year.
- 2022 – 2023 Student Senate
 - Andrew Guevara-Alatorre, President
 - Paige Daly, Vice President
 - Eden Barnes, Secretary
 - Estella Sena Alves, Treasurer
 - Rich Yamamoto, Parliamentarian
 - Joseph Sanchez, Tournament Coordinator
 - Jayden Clark & Evan Welton, Campus Activities Coordinators
 - Henrique Zachello, Elizabeth Daniels, Jibri Coppage, Mateus Ribeiro, Senators
- **FBOE**-Congratulations to Roger Suggs for receiving the 2022 Mental Real-of-State Community Award on August 20th. The award was presented at the 2nd annual one-day conference on August 20th at the Hilton Kansas City Airport. The conference seeks to add value and understanding to the lives of others around the world, thereby creating better communities, families and individuals, designing and helping participants understand different aspects of their mindset, from relationships to finances to business. It also provided powerful and time-tested strategies for helping participants grow and overcome challenges in these areas.



Upcoming Activities and Programs

- September 13th – Student Activities is partnering with the Community Blood Center to host a Blood Drive on Main Campus.

- September 14th – Student Activities is partnering with Athletics and the Men’s Soccer Team to host Piper High School Night. Student Activities is hosting the concessions, and giveaways will be provided to attendees.
- September 14th - Student Activities is partnering with Athletics and the Women’s Volleyball Team to host the First Responders Appreciation Night. Student Activities is hosting a giveaway table during the games.
- September 19th – Board of Trustees, President's Cabinet & Student Senate Meet & Greet Breakfast (Hybrid Meeting)
- September 19th – The Constitution Day Committee will host a Constitution Day Panel Discussion with Dagny Velazquez and the KCKCC Debate Team.
- September 20th – Student Activities and Campus Health will partner with Mid-American Immunization Coalition, Nurture KC and Walgreens to host a free Flu & COVID-19 Vaccine Clinic in the Lower Jewell.
- September 30th – Student Activities is hosting the TEC Grocery Bingo in the Deli area.

Student Financial Aid

Submitted by Mary Dorr, Director

Financial Aid Applications Received as of September 14

Academic Year	Total Number of Records	Records Received in August
2022-2023	6654	981
2021-2022	6928	829
2020-2021	7480	1086

Financial Aid Disbursed to Student Accounts

	FALL	SPRING	SUMMER	TOTAL
2022-2023	\$3,661,438			\$3,661,438
2021-2022	\$7,586,875	\$7,794,658	\$697,323	\$16,078,856
2020-2021	\$5,850,442	\$5,150,304	\$1,358,445	\$12,359,191

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

Award Activity

Number of Students Awarded Financial Aid	Awarded Students Enrolled for Fall 2022
3946	2989

Selected Activities, Programs, and Updates

- Financial Aid Exclusion Appeals Processed for Fall-The Student Financial Aid Office processed **66 appeals for students who were placed on “Financial Aid Exclusion” who requested financial aid for Fall 2022.** Students were required to explain their situation, meet with an academic advisor, and submit an academic plan. A committee made up of faculty and staff reviewed the

appeals and approved 65 students to return for the fall with limitations regarding credit load and student borrowing. One student was denied.

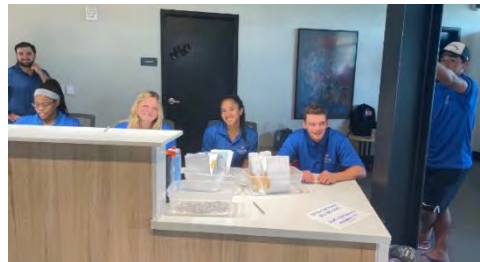
- Work Study Program Activity-Work Study positions from 37 campus departments were posted for student review. The Student Financial Aid Office referred students to positions and assisted with the completion of hiring paperwork needed by the Human Resources Department. 64 students have been hired, which includes 31 students funded by college funds and 33 students funded by federal funding.
- Kansas Promise Scholarship-68 students applied for the Kansas Promise Scholarship for the 2022-203 academic year. 27 of these students have been awarded and 41 were not eligible based on the criteria. The application from the Kansas Board of Regents is still open for students to apply.
- Student Loan Activity-The Student Financial Aid Office is keeping up to date with student loan news regarding repayment after the COVID break and loan forgiveness. As information is released from the Department of Education the news has been relayed to students who have questions. A web page with the information is being developed. Student loan exit information was sent out to 233 students who received loans at KCKCC and are no longer enrolled as a half-time student for the Fall 2022 semester.

Student Housing

Submitted by Nicole Wilburn, Director

Selected Activities, Programs, and Updates

- There are 236 beds filled (91.5%) in Centennial Hall. We expect to have more residents move-in when Fall 2 session begins in mid-October.
- Centennial Hall officially opened for 2022-2023 residents on Friday, August 12 and we welcomed students and their families all weekend long. We hosted activities throughout the weekend to welcome students and encourage engagement in the community:
 - Friday evening – Outdoor Movie at the Amphitheater
 - Saturday afternoon – Root beer Float Social
 - Saturday evening – Game night including patio games, board games, and the large table games in the game room (ping pong, foosball, and air hockey)
 - Sunday afternoon – Campus Scout – the RAs helped the resident “scout”



out where their classes would be held the next day to help ease first day of college jitters

- Sunday evening – Floor meetings – each RA met with their floor to discuss community living expectations
- On Thursday, August 25, Dr. Mosier, VPAA Pope, Dr. Meiers, Dr. Derritt and several members of the Dean’s Council came by Centennial Hall in the evening to pay a “house call” to students. Much like a medical doctor used to visit students in their home to diagnose any issues, Dr. Mosier and the Dean’s Council visited students in their room to welcome them to KCKCC and answer any questions they may have. The students really enjoyed the interaction with administrators!

Upcoming Activities and Programs

- Every month, the RAs plan several events for residents of Centennial Hall. This includes 2 educational events, 1 large building-wide social event, lots of smaller social events for the individual floor communities, bulletin boards on every floor, and support other events happening on-campus by taking students to them.
- Tuesday, September 13 – Centennial Hall Karaoke

Student Success Center

Allison Burton, Director of Student Success and Retention

Selected Activities, Programs, and Updates

- Advising served 1,114 students in the month of August for enrollment services.
 - 918 walk-in appointments
 - 196 scheduled appointments
- Placement Testing served 421 students in the month of August. This is an 11% increase from August 2021 and a 46% increase from August 2020.
 - 71% of testers in August who completed reading placement tested into developmental reading coursework.
 - 77% of testers in August who completed composition placement tested into developmental writing coursework.
 - 64% of testers in August who completed math placement tested into developmental math coursework.
- Identified 16 students eligible for Heartland CAMP scholarship program. Currently assisting Heartland CAMP in connecting with eligible KCKCC students. Program provides individual wrap around services for students in the program every Thursday in the Student Success Center.
- Danielle Frideres started in the Student Success Center as our Career Services Coordinator II. Danielle is currently managing the Handshake student employment

platform, connecting with employers, and meeting with students regarding career exploration, resume and cover letter writing, interview practice, etc.

- Marshall Jackson retired from his advising faculty position on 7/31/2022 after 15 years of service to KCKCC.

Upcoming Programs and Activities

- The Transfer and Graduation Fair is planned for October 12th from 10:00am – 1:00pm in Upper Jewell. Anticipate hosting over 60 colleges, universities, and business vendors for our fall fair.
- SSC to offer Student Planning and Group Advising workshops to assist students learning how to utilize their student portal for course planning, degree progression, and academic advising as well as support students in self-enrollment through Self Service during the group advising portion of the workshops.
 - Scheduled Student Planning & Advising Workshop 11/1/22 9:00AM - 11:00AM
NUR 2701
 - Scheduled Student Planning & Advising Workshop 11/2/22 4:00PM - 6:00PM
NUR 2701
 - Scheduled Student Planning & Advising Workshop 12/1/22 2:00PM - 4:00PM
NUR 2701
- SSC to offer Transfer and Transition workshops to assist students in planning for a transfer to a four-year college or university and/or how to transition from being a student at KCKCC into the workforce. This series is a collaboration between Advising and Career Services.
 - Scheduled Transfer & Transition Workshop 10/10/22 12:20-1:30PM Lower Jewell
2325/2326
 - Scheduled Transfer & Transition Workshop 11/08/22 12:20-1:30PM Lower Jewell
2325/2326
- Transfer Club will host three campus visits for Fall 2022:
 - UMKC Sept 21
 - Park University Oct 4
 - Emporia State University Oct 13



Marketing Division

Kris Green, Chief Marketing & Institutional Image Officer

General Marketing Update

Kris met with the Community Engagement Committee on September 13. Kris also met the Strategic Plan Steering Committee and facilitated sessions for the Purpose and Values Development forums. Faculty, staff, students, alumni and community members were invited.

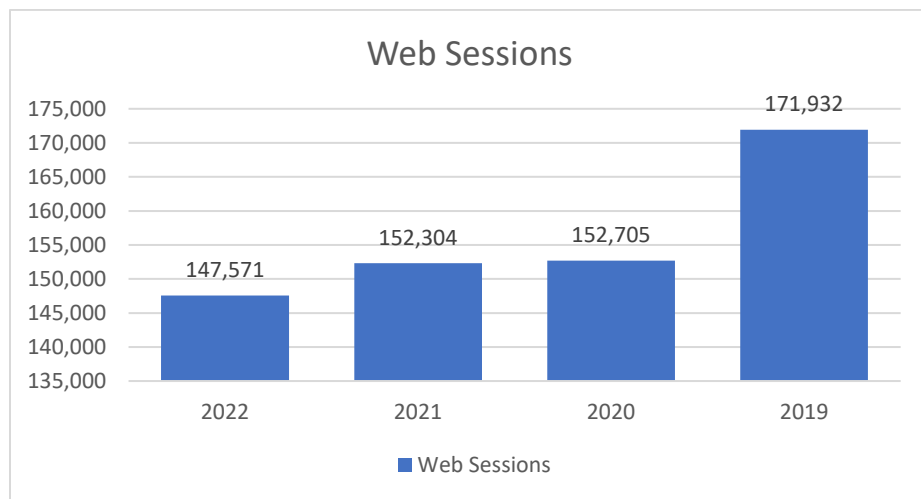
KCKCC Night at the Current game was a great success. Faculty, students and alumni had a great time at the tailgate and game



Website Update

Web services staff continue to host monthly training sessions for faculty and staff who wish to update their department content.

For August 2022, KCKCC had 147, 571 sessions which is down from the previous year.

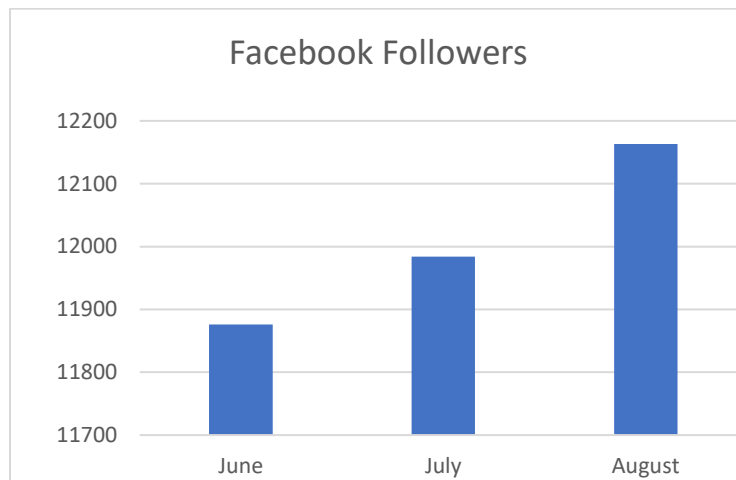


This month the top web pages were:

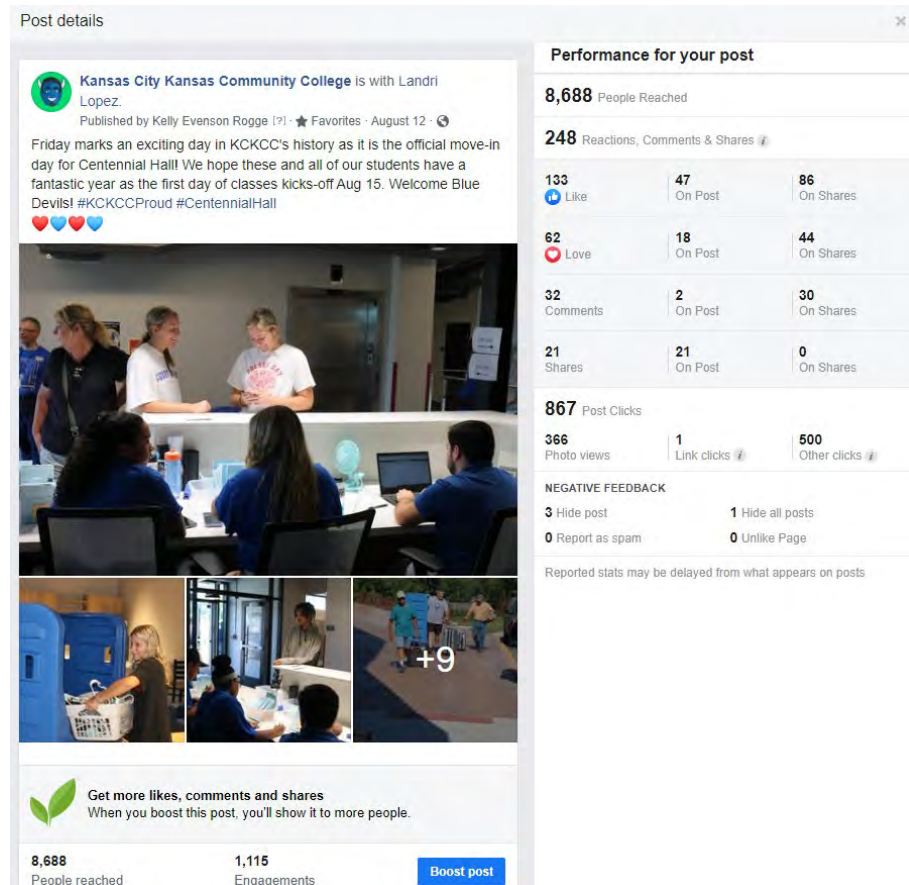
Webpage	Pageviews
Degree / Certificate Webpage	12,381
Class Schedule	7,678
Steps to Enrollment	4,151
Current Students	3,607
Academic Calendar	3,144

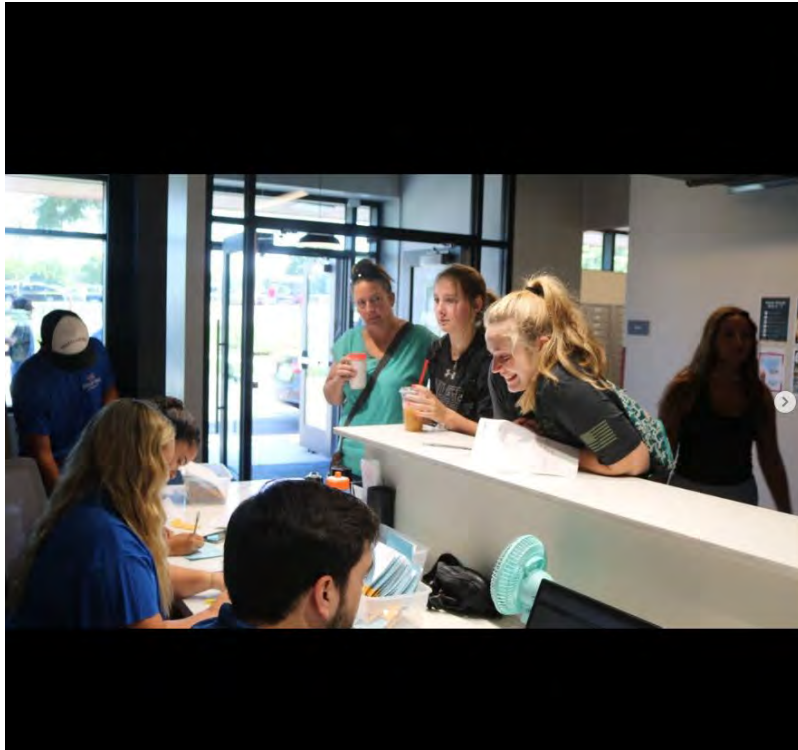
Social Media Update

This past month saw increased activity and an uptick in Facebook followers



Several social media posts had high levels on engagement this month.



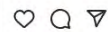


kansascitykccc

kansascitykccc Friday marks an exciting day in KCKCC's history as it is the official move-in day for Centennial Hall! We hope these and all of our students have a fantastic year as the first day of classes kicks-off Aug 15. Welcome Blue Devils! #KCKCCProud #CentennialHall #kckcc #bluedevis #studentlife #residencehall #exciting #firstday #welcomeback #amazing #moveinday #communitycollege

3w

[View insights](#)



Liked by [kckccfoundation](#) and 49 others

AUGUST 12

Post details



Kansas City Kansas Community College

Published by Kelly Evenson Rogge · 6d ·

Congratulations to the students who earned their GED through KCKCC's and the University of Kansas Health System's Because We Care GED Program. The program helps UKHS employees earn their GED while they are working. We are so proud of their accomplishments and cannot wait to see what they do in the future!

#KCKCCProud



Get more likes, comments and shares

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

3,873
People reached

272
Engagements

[Boost post](#)

Performance for your post

3,873 People Reached

118 Reactions, Comments & Shares

76 Like	48 On Post	28 On Shares
25 Love	20 On Post	5 On Shares
12 Comments	8 On Post	4 On Shares
5 Shares	5 On Post	0 On Shares

154 Post Clicks


65 Photo views	0 Link clicks	89 Other clicks
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NEGATIVE FEEDBACK

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





Reported stats may be delayed from what appears on posts


Post details





Kansas City Kansas Community College
Published by Kelly Evenson Rogge · ★ Favorites · August 15 · 🌐

Welcome Back Blue Devils! Hope you have a terrific semester!
#KCKCCProud

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

3,572 People reached **599** Engagements [Boost post](#)

  MarthaforKansas and 87 others 6 Comments · 5 Shares

Performance for your post

3,572 People Reached

130 Reactions, Comments & Shares <#>

88 Like	72 On Post	16 On Shares
20 Love	17 On Post	3 On Shares
17 Comments	6 On Post	11 On Shares
5 Shares	5 On Post	0 On Shares

469 Post Clicks


235 Photo views	0 Link clicks #	234 Other clicks #
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NEGATIVE FEEDBACK

2 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 · ★ Favorites · 6d · 🌐

KCKCC held its annual Welcome Back Bash/Club Rush Wednesday, inviting students, faculty and staff to enjoy music, activities, food trucks and a live DJ. Thank you to everyone who made this event a success, and we hope everyone at KCKCC has a great semester! #KCKCCProud #WelcomeBack

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

3,975 People reached **579** Engagements [Boost post](#)

Performance for your post

3,975 People Reached

112 Reactions, Comments & Shares <#>

68 Like	51 On Post	17 On Shares
24 Love	21 On Post	3 On Shares
14 Comments	7 On Post	7 On Shares
6 Shares	6 On Post	0 On Shares

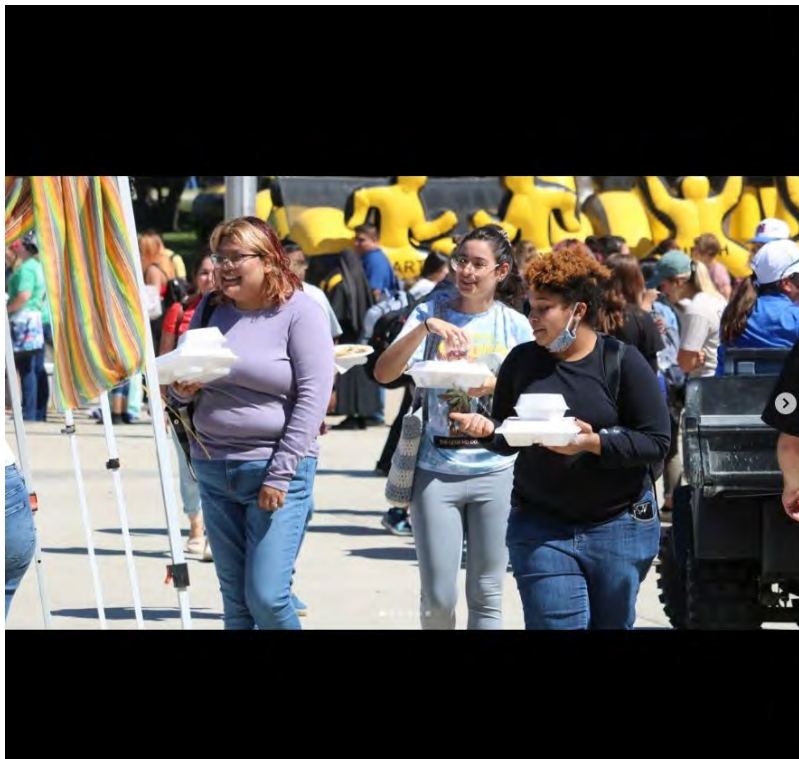
467 Post Clicks

191 Photo views	0 Link clicks #	276 Other clicks #
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NEGATIVE FEEDBACK

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

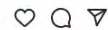
Reported stats may be delayed from what appears on posts



kansascitykccc

kansascitykccc KCKCC held its annual Welcome Back Bash/Club Rush Wednesday, inviting students, faculty and staff to enjoy music, activities, food trucks and a live DJ. Thank you to everyone who made this event a success, and we hope everyone at KCKCC has a great semester! #KCKCCProud #WelcomeBack #kckccc #bluedevis #studentlife #fun #fallsemester #community #clubs #getinvovled
6d

[View insights](#)



Liked by [kckccfoundation](#) and 39 others
6 DAYS AGO



BOARD OF TRUSTEES REPORT
FINANCE, FACILITY SERVICES, & POLICE DEPARTMENT
DR. SHELLEY KNEUVEAN, CHIEF FINANCIAL OFFICER
SEPTEMBER 2022 REPORT

FINANCE - DR. SHELLEY KNEUVEAN, CFO

- The Business Office received the first round of funds from student payment plans and is preparing for financial aid refunds and third-party payments processed at the end of the month.
- The budget process was completed by Finance and uploaded to the financial system.
- **Completed the Worker's Compensation** Audit with no issues.
- The Book Store served 23% more transactions (9,698) this month than last August.
- There is now KCKCC Centennial merchandise available for purchase in the Book Store.

FACILITY SERVICES - CHRIS GARDNER, DIRECTOR

- Completed fence installation around Royal Ridge.
- Completed remodel of storage shed for janitorial supplies.
- Removed multiple dead trees across campus.
- Resolved all electrical code violations required by the Fire Marshall at Pioneer Career Center.
- Completed cotton seed filters installation at all locations.
- Completed installation of Centennial Hall motorized shades. Completed punch list of common areas at Centennial Hall.
- Executed the contract and issued the purchase order for Corrigo, the system replacing the current facilities help desk system.
- Started roll out and administrative training for the new project management software, Workfront.

CAMPUS POLICE - ROBERT PUTZKE, CHIEF

- Provided an informational table and assistance with National Night Out Against Violence at TEC on August 2.
- KCKCC Police Department is now hosting the KCK PD Shooting Review. This is a bi-weekly meeting held at the Thomas R. Burke Technical Education Center. The meeting is attended by local and federal Law Enforcement Agencies to review all shootings that have happened in KCK in the prior two weeks. This meeting is designed to share intel about the shooting to improve communications and increase odds of solving crimes.
- Conducted ALERRT (Advanced Law Enforcement Rapid Response Training) on August 9 (TEC), August 11 (Main Campus), August 12 (PCC), and August 16 (Pioneer) - total attendance for these trainings 194.

- **Officers Rudy Thompson and D'Angelo Bushnell attended TASER Instructor Certification training on August 18.**
- On August 29, while on patrol of off campus TEC house, Officer Yasmienne Nichols heard gunfire and responded to adjacent convenience store where she applied tourniquet to victim's leg. KCKCC Police is working with local law enforcement who is leading the incident investigation.

Kansas City Kansas Community College
Monthly Financial Summary

August - YTD FY2023		
	Results	Comments
Total Assets	\$ 135,836,696	Net increase of \$932K for the month; See H1 below
Total Liabilities	\$ 43,710,970	Net increase of \$298K for the month; See H1 below
Net Position	\$ 92,125,726	Net increase of \$634K; See H4 below

Summary: Revenue and Expenses	Results	Comments
Total Revenues	\$ 13,322,731	\$8.53M in revenues for the month; See H2
Operating Expenses	\$ 10,385,390	\$4.81M in expenses for the month; See H3
Increase /(Decrease) in Net Positions	\$ 2,937,341	\$3.72M increase in YTD Net Position; See H4 below
Current Month - Burn Rate	\$ 4,812,588	CY Budgeted monthly burn rate =\$6.86M
PRIOR YEAR MONTH - Burn Rate	\$ 4,132,399	

Highlights / Key Financial Initiatives	
H1	The \$932K net increase in total assets is due to cash received from revenues, less cash used to pay operating expenses and liabilities. A tax distribution of \$1.47M was received due to a recording error by the county on the January distribution. Fixed assets and accumulated depreciation were reported in preparation for the audit. Total liabilities increased \$298K due to timing in accounts payable and audit entries related to accrued compensated absences, early retirement, etc.
H2	Revenue received during the month of \$8.53M consists largely of fall tuition of \$724K, state grants of \$618K, auxiliary revenues of \$412K, tax revenue of \$1.47M and state aid of \$5.18M. The decrease in federal grant revenue compared to FY22 is reflective of Covid funds received that year.
H3	Operating Expenses during August were \$4.81M. Expenses mainly consist of \$1.49M in Supplies & Expenses and \$2.87M in salaries & benefits. Financial Aid expenses are considerably lower than FY22, because there were no Covid relief payments to students in FY23. Monthly expenses are 5.85% of the budgeted actual expenditures, below the expected burn rate of 8.33%.
H4	The College's overall net position during the month increased \$634K during August. This increase is the net result of increases to cash less expenses and liabilities paid. The \$3.72M increase in YTD changes in Net Position is the result of revenues exceeding expense for the month.

Risks / Issues	
R1	The college's enrollment continues to be a risk factor. While the residual affect of Covid-19 continues to impact enrollment, it is now also being affected by employment rates. Full employment is defined as a 3.6% unemployment rate. As of May, Wyandotte County's unemployment rate was 3.2% and the KC metro was at 2.7%. Historically, these low unemployment rates tend to indicate that many students will be employed in the workforce, rather than enrolling in college.
R2	The increased number of retirements, resignations, and employment shuffling currently happening across the country will affect KCKCC as well. Wyandotte County has the 2nd highest weekly wage in the state of Kansas, behind Leavenworth County which is also our service area, and neighboring Johnson County has the 3rd highest weekly wage. The metro offers many opportunities for employment at competitive wages, making it difficult to obtain quality candidates for current college openings.

KANSAS CITY KANSAS COMMUNITY COLLEGE
Interim Summary Financial Statements - August 2022
Year to Date Fiscal Year 2023, with comparison to Fiscal Year Ended June 30, 2022

Summary Statement of Net Position

	YTD FY2023	YTD FY2022	Unaudited Year-End FY2022
Assets			
Current Assets	\$ 62,241,280	\$ 62,926,055	\$ 70,440,047
Noncurrent Assets	73,595,416	59,830,279	71,982,053
Total Assets	<u>\$ 135,836,696</u>	<u>\$ 122,756,334</u>	<u>\$ 142,422,100</u>
Liabilities			
Current Liabilities	\$ 9,114,490	\$ 9,993,865	\$ 12,695,996
Noncurrent Liabilities	34,596,480	37,633,184	34,596,480
Total Liabilities	43,710,970	47,627,049	47,292,476
Net Position	<u>92,125,726</u>	<u>75,129,285</u>	<u>95,129,624</u>
Total Liabilities and Net Position	<u>\$ 135,836,696</u>	<u>\$ 122,756,334</u>	<u>\$ 142,422,100</u>

Summary Statement of Revenue Expenses and Changes in Net Position

	YTD FY2023 Actual	Annual Budget	Annual Variance	YTD FY2022 Actual	Percent Used Actual to Budget
Operating Revenues	\$ 6,639,642	\$ 24,861,785	\$ (18,222,143)	\$ 9,397,110	26.71%
Non-Operating Revenues, Net	6,683,089	64,014,032	(57,330,943)	5,185,362	10.44%
Total Revenues	13,322,731	88,875,817	(75,553,086)	14,582,472	14.99%
Operating Expenses	10,385,390	82,287,164	71,901,774	9,758,824	12.62%
Increase/(Decrease) in Net Positions	<u>\$ 2,937,341</u>	<u>\$ 6,588,653</u>	<u>\$ (3,651,312)</u>	<u>\$ 4,823,648</u>	

KANSAS CITY KANSAS COMMUNITY COLLEGE							
STATEMENT OF REVENUES AND EXPENSES							
YTD AUGUST 2022							
		BUDGET	YTD	FORECAST	YTD	VARIANCE	PERCENT
		FISCAL YEAR	ACTUAL	FISCAL YEAR	ACTUAL	ACTUAL	USED ACTUAL
		FY 2023	8/31/2022	2023	8/31/2021	TO BUDGET	TO BUDGET
Operating Revenues:							
	Student Tuition and Fees	\$ 10,726,626	\$ 4,620,652	\$ 10,726,626	\$ 4,960,710	\$ (6,105,974)	43.08%
	Federal Grants and Contracts	9,501,288	63,079	9,501,288	3,018,783	(9,438,209)	0.66%
	State Contracts	968,731	651,606	968,731	516,372	(317,125)	67.26%
	Private Gifts, Grants & Contracts	283,100	-	283,100	47,000	(283,100)	0.00%
	Auxiliary Enterprise Revenue	3,106,440	1,106,534	3,106,440	783,876	(1,999,906)	35.62%
	Other Operating Revenue	275,600	197,771	275,600	70,369	(77,829)	71.76%
	Total Operating Revenues	24,861,785	6,639,642	24,861,785	9,397,110	(18,222,143)	26.71%
Nonoperating Revenues (Expenses)							
	County Property Taxes	51,930,018	1,466,583	51,930,018	-	(50,463,435)	2.82%
	State Aid	10,009,582	5,179,792	10,009,582	5,179,792	(4,829,790)	51.75%
	SB155 AID	3,125,367	-	3,125,367	-	(3,125,367)	0.00%
	Investment Income	75,000	36,714	75,000	5,570	(38,286)	48.95%
	Interest Expense on Capital Asset Debt	(1,125,935)	-	(1,125,935)	-	1,125,935	0.00%
	Transfer from Capital Reserves	-	-	-	-	-	0.00%
	Total Nonoperating Revenues	64,014,032	6,683,089	64,014,032	5,185,362	(57,330,943)	10.44%
Total Revenues		88,875,817	13,322,731	88,875,817	14,582,472	(75,553,086)	14.99%
Operating Expenses:							
	Salaries & Benefits	45,375,750	6,217,033	45,375,750	5,830,837	(39,158,717)	13.70%
	Contractual Services	1,749,427	439,739	1,749,427	256,487	(1,309,688)	25.14%
	Supplies & Other Operating Expenses	14,643,001	3,238,198	14,643,001	2,479,200	(11,404,803)	22.11%
	Utilities	1,997,500	356,035	1,997,500	266,470	(1,641,465)	17.82%
	Repairs & Maintenance to Plant	5,282,534	66,618	5,282,534	475,884	(5,215,916)	1.26%
	Scholarships & Financial Aid	8,062,952	67,767	8,062,952	449,946	(7,995,185)	0.84%
	Strategic Opportunities	1,250,000	-	* 1,250,000	-	(1,250,000)	0.00%
	Contingency	250,000	-	250,000	-	(250,000)	0.00%
	Debt Service	3,676,000	-	3,676,000	-	(3,676,000)	0.00%
Total Operating Expenses		82,287,164	10,385,390	82,287,164	9,758,824	(71,901,774)	12.62%
Increase in Net Position		\$ 6,588,653	\$ 2,937,341	\$ 6,588,653	\$ 4,823,648	\$ (3,651,312)	
* We have utilized \$0 of the strategic initiative funding to date.							

KANSAS CITY KANSAS COMMUNITY COLLEGE
Summary Statement of Revenue Expenses and Changes in Net Position
YTD AUGUST 2022

	FY2023 Actual	Annual Budget	FY2022 Actual	Annual Budget	FY2021 Actual	Annual Budget	FY2020 Actual	Annual Budget
Operating Revenues	\$ 6,639,642	\$ 24,861,785	\$ 9,397,110	\$ 34,420,330	\$ 7,703,636	\$ 26,816,600	\$ 7,636,724	\$ 27,315,064
Non-Operating Revenues, Net	6,683,089	64,014,032	5,185,362	57,762,262	5,194,682	57,320,243	5,244,603	57,959,925
Total Revenues	13,322,731	88,875,817	14,582,472	92,182,592	12,898,318	84,136,843	12,881,327	85,274,989
Operating Expenses	10,385,390	82,287,164	9,758,824	85,687,565	9,883,157	79,144,659	9,004,972	80,812,679
Increase/(Decrease) in Net Positions	\$ 2,937,341	\$ 6,588,653	\$ 4,823,648	\$ 6,495,027	\$ 3,015,161	\$ 4,992,184	\$ 3,876,355	\$ 4,462,310

KANSAS CITY KANSAS COMMUNITY COLLEGE						
BANK BALANCES PER GENERAL LEDGER						
					YTD	PRIOR YEAR
FINANCIAL INSTITUTION	FUND NO.	FUND	CHECKING	INVESTMENTS	31-Aug-22	31-Aug-21
BROTHERHOOD BANK	25	FEDERAL PROGRAMS	\$ 540,030		\$ 540,030	\$ 520,116
BROTHERHOOD BANK	61	CAPITAL OUTLAY	\$ 3,340,571		\$ 3,340,571	\$ 2,611,392
BROTHERHOOD BANK	61	CAPITAL OUTLAY		\$ 3,185,415	\$ 3,185,415	\$ 3,180,637
BROTHERHOOD BANK	74	BOARD SCHOLARSHIP	\$ 364,607		\$ 364,607	\$ 281,022
LIBERTY BANK			\$ 509,108		\$ 509,108	\$ 507,431
COUNTRY CLUB BANK**	13/14	ABE-CONT. EDUCATION	\$ 423,413		\$ 423,413	\$ 334,420
COUNTRY CLUB BANK**	72	INCIDENTAL (AGENCY)	\$ 62,868		\$ 62,868	\$ 1,372,490
SECURITY BANK***	11	GENERAL FUND	\$ 45,140,228		\$ 45,140,228	\$ 28,062,034
SECURITY BANK	15	TECHNICAL ED FUND	\$ 820,761		\$ 820,761	\$ 821,031
SECURITY BANK	16	STUDENT UNION	\$ 570,359		\$ 570,359	\$ 1,465,994
		(AUXILIARY SERVICES)				
SECURITY BANK	63	STUDENT HOUSING	\$ 2,800,875		\$ 2,800,875	\$ 17,332,162
		(CONSTRUCTION FUND)				
UMB BANK *	17	PAYROLL	\$ -		\$ -	\$ -
TOTAL			\$ 54,572,820	\$ 3,185,415	\$ 57,758,235	\$ 56,488,729
	Current	Previous Month	Previous Year			
91-day Treasury Rate	2.880	2.580	0.050			
* Payroll clearing account normally carries a \$-0- balance unless tax payment deadline falls after the close of the current month.						
** No interest paid, no fees charged.						
***No Fees assessed by Security Bank and Brotherhood Bank.						

Kansas City Kansas Community College										
Cashflow Analysis (General & TEC Funds)										
July 1, 2022 to June 30, 2023										
July 1, 2021 to June 30, 2022										
Month	FY2023	FY2022	FY2023	FY2022	FY2023	FY 2022	FY2023	FY2022	FY2023	FY2022
	Operational	Operational	Operational	Operational	Net	Net	Transfers	Transfers	Cash	Cash
	Cash	Cash	Cash	Cash	Change	Change	In/Out	In/Out	Balance	Balance
	Inflow	Inflow	Outflow	Outflow						
June									47,909,838	33,389,214
July	1,804,276	2,723,922	(6,759,717)	(6,357,332)	(4,955,441)	(3,633,410)	(147,514)		42,806,883	29,755,804
August	9,089,842	10,086,186	(6,009,394)	(10,957,213)	3,080,448	(871,027)	73,658	(1,712)	45,960,989	28,883,065
September	9,451,036	9,451,036	(11,990,740)	(11,990,740)	(2,539,704)	(2,539,704)		1,580	43,421,285	26,344,941
October	10,893,451	10,893,451	(4,301,288)	(4,301,288)	6,592,163	6,592,163			50,013,448	32,937,104
November	2,223,477	2,223,477	(8,911,138)	(8,911,138)	(6,687,661)	(6,687,661)			43,325,787	26,249,443
December	3,934,558	3,934,558	(7,770,982)	(7,770,982)	(3,836,424)	(3,836,424)			39,489,363	22,413,019
January	29,192,526	29,192,526	(7,384,183)	(7,384,183)	21,808,343	21,808,343			61,297,706	44,221,362
February	8,597,739	8,597,739	(9,236,101)	(9,236,101)	(638,362)	(638,362)			60,659,344	43,583,000
March	9,339,673	9,339,673	(11,142,860)	(11,142,860)	(1,803,187)	(1,803,187)			58,856,157	41,779,813
April	7,609,775	7,609,775	(8,742,160)	(8,742,160)	(1,132,385)	(1,132,385)			57,723,772	40,647,428
May	3,258,874	3,258,874	(5,864,005)	(5,864,005)	(2,605,131)	(2,605,131)			55,118,641	38,042,297
June	20,156,581	20,156,581	(10,289,040)	(10,289,040)	9,867,541	9,867,541			64,986,182	47,909,838
Totals	115,551,808	117,467,798	(98,401,608)	(102,947,042)	17,150,200		(73,856)	(132)		
Bold = Actual										
	1,804,276		(6,759,717)							
GL Balance	General Fund	\$ 45,140,228								
	TEC Fund	\$ 820,761								
		\$ 45,960,989								

KANSAS CITY KANSAS COMMUNITY COLLEGE
Debt Position
YTD August 2022

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

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	\$ 5,004,791		
	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			
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		

ELECTRICAL USAGE

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

BOARD OF TRUSTEES REPORT
HUMAN RESOURCES
SEPTEMBER 2022

Human Resources Summary

- The Human Resources Department is preparing for benefit open enrollment for eligible KCKCC employees. Open enrollment will take place in October.
- The biometric screening and flu shot clinic has been confirmed for October 13, 2022. Communication to employees about the event will occur this month.
- New supervisors training will be conducted this month on September 28th, 29th, and 30th
- The new heart sculpture titled, We Are Better Together, by artist Dennis Stanton was installed this month on the south lawn of the Humanities building. The Centennial Mural on the outside wall will be constructed over the next month by artists Isaac Tapia and Ricco Alvarez.
- KCKCC will host the KC BizFest in February 2023. Team members from the Center for Equity, Inclusion and Multicultural Engagement began actively serving on the planning committee this month.

BOARD OF TRUSTEES REPORT

HUMAN RESOURCES

SEPTEMBER 2022

Human Resources Full Report

Training and Development

New Supervisor Training is scheduled for the mornings of September 28th, 29th, and 30th. All supervisors hired since our last New Supervisor Training in June are required to attend. All current supervisors have been invited to sign up for refresher training. Topics include:

Wednesday, September 28, 2022 – 8:30am - 12:00pm	
8:30am	Welcome and Introductions <i>Christina McGee, Chief Human Resources Officer</i>
8:45am	Diversity <i>Dr. Reem Rasheed, Coordinator, Center for Equity and Inclusion</i>
9:50am	Understanding and Managing Time and Leave <i>Yoel Tekle, Human Resource Specialist</i> <i>Angie Masloski, Payroll Coordinator</i>
11:00am	Workplace Communication: Giving Constructive Feedback <i>Sheila Joseph, Talent Development Manager</i>
Thursday, September 29, 2022 – 8:30am - 12:00pm	
8:30am	The Hiring Process <i>Victoria Anderson, Employment Coordinator</i>
10:30am	FMLA, ADA, and Worker's Compensation <i>Sherita Miller-Williams, Benefits Coordinator</i>
Friday, September 30, 2022 – 8:30am - 12:00pm	
8:30am	Performance Evaluations <i>Sean Burkett, Director, Employee Relations</i>
10:30am	The Disciplinary Process <i>Sean Burkett, Director, Employee Relations</i>

Employee Relations

We are developing a pulse survey for Fall 2022 to assist in analyzing our employee recruitment, retention, and turnover. All KCKCC employees will be invited to participate. Information that is submitted as part of the survey will be shared with the cabinet member over the division to enhance quality of services. Individual responses will not be shared or become part of your personnel file. A high-level overview will be presented to the Board of Trustees.

We are reviewing the possibility of inviting new employees hired over the past year to share their experiences with the onboarding process at KCKCC. This listening session would be open for

various departments on campus to attend that are involved in the onboarding process to gather feedback on strengths and areas of opportunities.

Employment

The employment coordinator is attending multiple, “Ask me anything with ApplicantStack” webinars in September to learn additional features and enhancements that can streamline the hiring and onboarding process.

Benefits

The benefits coordinator is coordinating for benefit open enrollment in October. Biometric screenings and the flu shot clinic have been confirmed for October 13, 2022.

Center for Equity, Inclusion and Multicultural Engagement (CEIM)

Equity and Inclusion Council: The Equity and Inclusion Council (EIC) held a very productive meeting on August 29. The EIC members discussed voting to fill the last vacancies and the Co-chair position. They also discussed whether to reduce the number of Council members or to keep the current number of 20 members. Dr. Derritt shared the 3-year action plan with the Council members for review and feedback.

New Employee Training: Dr. Rasheed introduced and delivered the new version of DEI training during the August session after updating, revising, and modifying the DEI module in terms of form, content, and duration. The new version is one-hour long instead of 30 minutes. It also involves more interactive activities, videos, and case scenarios for discussion.

KC BizFest: KCKCC is hosting KC BizFest in February 2023. Dr. Rasheed was invited by Janel Sanders, Community Education Coordinator, to be part of the planning Committee. The Committee will begin planning meetings in the beginning of September. Having the CEIM as part of the committee supports the vision to serve students of Latin immigrant families.

Redlining History Event Planning: Dr. Rasheed attended a 30-minute meeting on August 23 with Shai Perry, Dr. Carol Pitchlyn, and Dr. Aaron Margolis to discuss KCKCC partnership with Wyandotte County Museum about planning an event to celebrate the History of Redlining. The participants discussed inviting Adrion Roberson to talk about the History of Redlining. Mr. Roberson is Program Chair for Your Leadership Edge and part of the teaching team of the Kansas Leadership Center. The event will be hosted by Arts, Communications, and Humanities.

Art Gallery

Ambient Space projects are in full swing. A new sculpture was installed on the south lawn of the Humanities building. The work is from the KC Parade of Heart project. The Heart is titled, We Are Better Together, by artist Dennis Stanton. The Centennial Mural on the outside wall will be constructed over the next month by artists Isaac Tapia and Ricco Alvarez. Both will be celebrated with the artist at this year’s Art Gallery Paint Throwdown on October 3 at 11 am.

The exhibition, “The Art of Gaming” closing reception will be held on September 23 from 4 pm to 7 pm. The Art Gallery was featured in the Wyandotte Daily on Sep. 7, 2022.

The Art Gallery Coordinator, Shai Perry, and the Art Department co-hosted a gallery space at the “3rd Friday Art Walk” in downtown KCK. For the September 16 event Wine Colors will be joining us. Satellite Gallery is located at Local Agent, 510 N 6th, KCK.

BOARD OF TRUSTEES REPORT

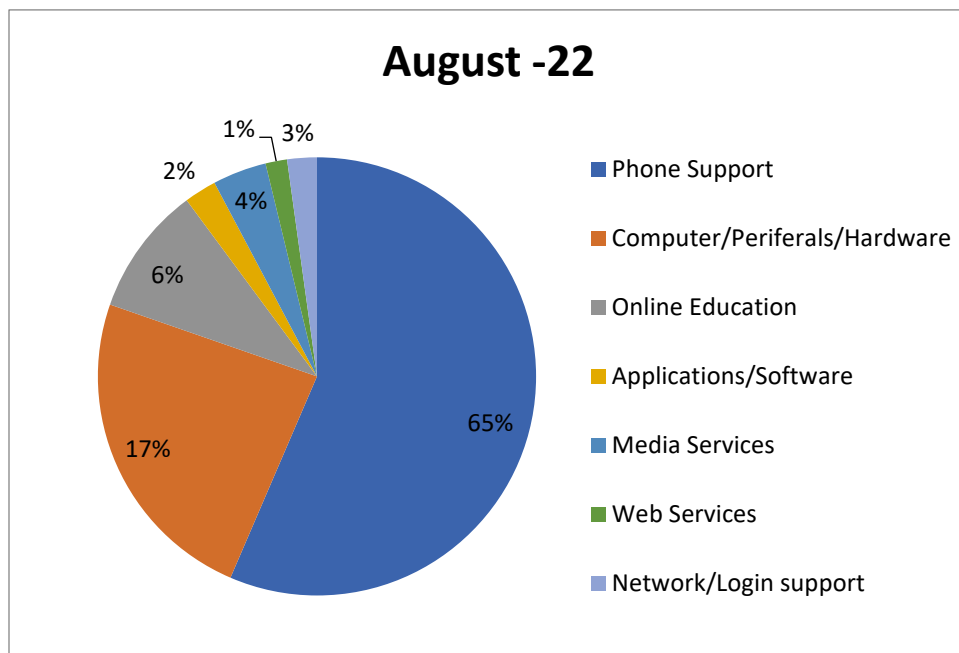
Peter Gabriel, Chief Information Officer

ACADEMIC SUPPORT

- Attended and supported multiple Board of Trustees meetings online.
- Delivered six training sessions on Office 365.
- Worked with faculty on scheduling issues using Bookings and Outlook.
- Provided on the ground support for Divisional and Departmental meetings.
- Assisted with One Card ID software upgrades.
- Played in the Blue Devil Scramble.

COMPUTING SERVICES

- 431 tickets were issued during the month of August-523 tickets were resolved.
- The average time spent on each ticket was 1.76 days.
- 532 helpdesk calls were taken in August - average time per call was 3.15 minutes.



MEDIA SERVICES

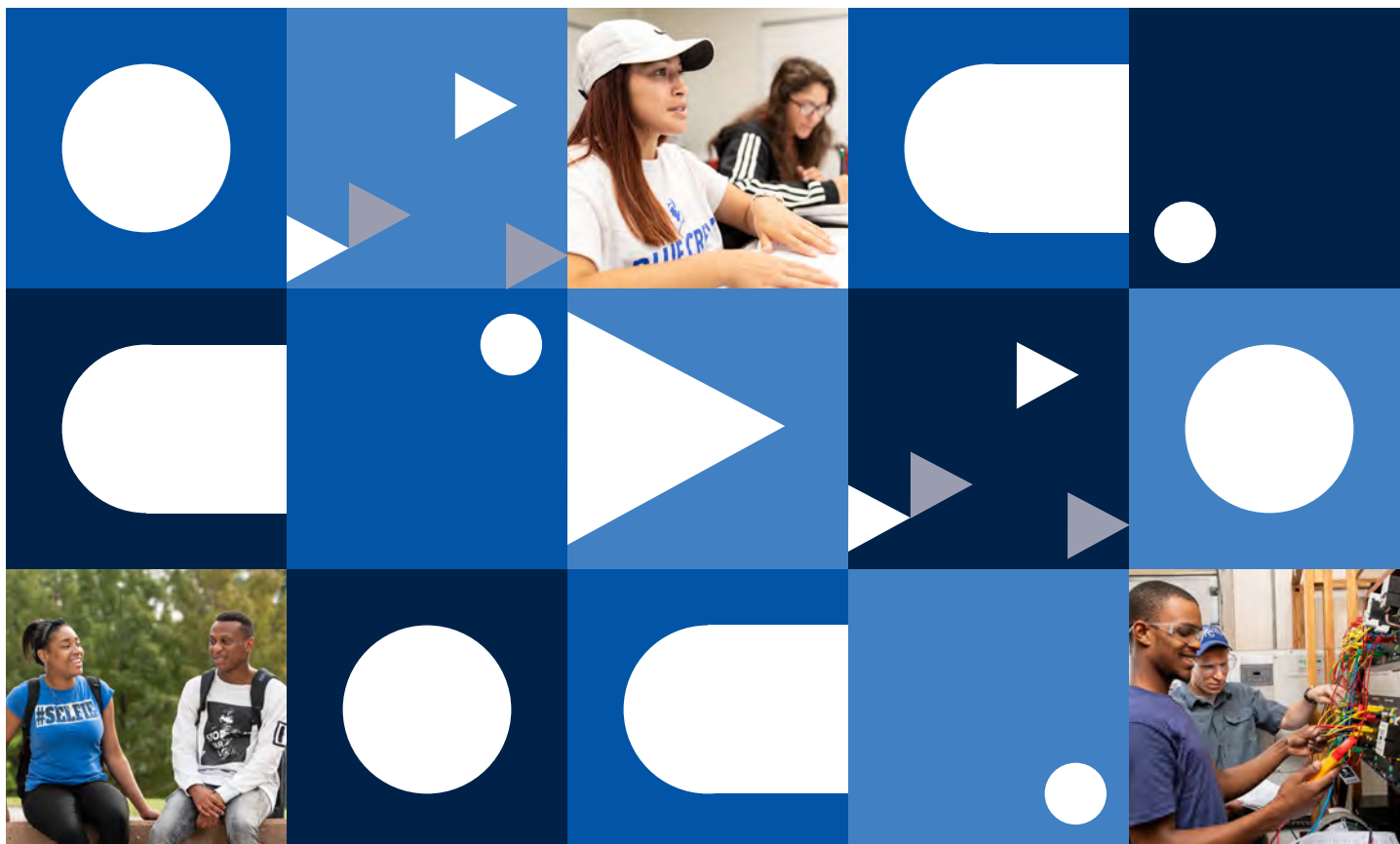
- Setup, and recorded the monthly Board of Trustees Meeting. Made a broadcast copy for the college's cable channel, and a video archival of the Board of Trustees Meeting.
- Setup via Zoom a virtual/hybrid Board of Trustees Meeting.
 - August 2022 Board of Trustees Meeting
 - Vimeo analytics: <https://vimeo.com/manage/videos/731014899/analytics>
 - YouTube analytics: <https://studio.youtube.com/video/T9sukaJd8N8/livestreaming>



- Facebook analytics:
<https://www.facebook.com/KansasCityKansasCommunityCollege/videos/366236162378835>
- Setup, recorded, and livestreamed Monthly Finance Committee Meeting.
- Set and recorded Board Community Engagement Meeting.
- Setup, recorded and live streamed 2022 Master Contract Negotiations.
- Setup, recorded and Live streamed Women's Equality Day.
- Live Streamed Athletics Events.

NETWORK SERVICES

- Self-Service Web App Availability - 98%
- Student Recruiter Web App Availability - 99%
- MyDotte Web App Availability - 98%
- Email Availability for employees and students - 99%
- Network Switch and Phone and Availability - 98%
- Microsoft updates and security patches were installed on 162 servers.
- Upgrade of all computers to Windows 10 Version 21H2, project still in progress.
- Monthly (or as needed) computer software updates in progress: Chrome, FireFox, Java, Adobe Acrobat Reader DC, this is only a small list that comes from our Microsoft Defender Vulnerability list. The Google Chrome browser is currently being updated to version 104.0.5195.102 and Firefox to version 104.0.2.0
- Preceptive Content server upgrade project, still in the testing phase of the new environment. Once testing has been completed, we will work on developing documentation and training videos (if needed) and clone the production environment into a new test environment.
- KRS Business Objects project server migration has completed, currently in the testing phase.



KANSAS CITY KANSAS COMMUNITY COLLEGE

Board of Trustees Handbook

September 20, 2022

KCKCC MISSION

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

KCKCC VISION

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

TRUSTEESHIP AT A GLANCE

A GUIDE TO SUCCESS

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

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

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INTRODUCTION

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

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

History

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

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

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

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

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

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

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

Kansas Association of Community College Trustees (KACCT)

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

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

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

The Kansas Higher Education Coordination Act – 1999

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

Culture of Collegiality – College Senate

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

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

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

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

Statement of KCKCC Trustee Mission and Commitment

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

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

KCKCC Mission

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

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

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

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

KCKCC Vision

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

KCKCC Values

Kansas City Kansas Community College commits itself to:

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

ARTICLE I – ORGANIZATION OF THE COLLEGE

Section I – Organization

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

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

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

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

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

Section II – Legal Designation

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

Section III – Election

The Board of Trustees shall consist of seven members to be nominated and elected in conformity with existing state laws and regulations which are applicable. Usually this will be accomplished by the qualified voters of the district at the Wyandotte County general election in November on each odd numbered year. Terms of office shall begin on the second Monday of January following the election.

Section IV – Officers

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

Section V – Board Functions

Set Policy

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

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

Employ the Chief Executive Officer – President

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

The Board:

- Selects and retains a President who is the best fit for the needs of the College and with whom there is mutual trust with the Board.
- Establishes appropriate lines of authority and delegation.
- Defines clear parameters and expectations for performance.
- Provides a mutually beneficial contract.
- Maintains open communication.
- Conducts regular evaluations.
- Supports the President.

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

ARTICLE II – MEETINGS OF THE BOARD OF TRUSTEES

Section I – Meetings

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

Section II – Quorum

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

Section III – Order of Business

At all regular and adjourned meetings, the following orders shall be observed in disposing of business before the Board of Trustees: (1) Call to order and Pledge of Allegiance; (2) KCKCC Mission statement; (3) Roll call; (4) Approval or amendment of the meeting agenda; (5) Audience to patrons and petitioners; (6) Recognitions and presentations; (7) Reading of communications; (8) Report of Board Committees; (9) Approval of consent agenda, which shall include the approval of the minutes, approval of recommendations from the Chief Operations/Financial Officer, and approval of Human Resources actions; (10) Report of Student Senate; (11) Report of the President; (12) Report of Vice President of Academic Affairs; (13) Report of Vice President of Student Affairs and Enrollment

Management; (14) Report of Chief Marketing & Institutional Image Officer; (15) Report of Chief Financial Officer; (16) Report of Chief Human Resources Officer; (17) Report of Chief Information Officer; (18) Unfinished Business; (19) New Business; (20) Adjournment.

Section IV – Call to Order

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

Section V – Budget

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

Section VI – Adoption, Suspension or Amendment of Policies

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

Section VII – Rules of Order

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

ARTICLE III – DUTIES OF TRUSTEES/ADMINISTRATION

Duties and Responsibilities of the Board of Trustees

Responsibilities

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

General responsibilities include:

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

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

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

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

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

Legal Responsibilities (Refer to Appendix C)

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

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

July:	Review Draft Board Handbook Designation of Official Depositories Approve Proposed Budget for Publishing Receive Strategic Plan Report (biannually) Plan Biannual Board Retreat
August:	Board Summer Retreat Hold Public Budget Hearing Formal Approval of Budget Publish Approved Budget
September:	Approve Board Handbook Administration Reports on the Opening of the New College Term
October:	Review of Insurance Policies
November:	Preliminary Audit Report
December:	Approve Audit Report Student Recognition for Certificate/Degree Completion Chair Begins Evaluation Process for President Approval of Academic Calendar
January:	KBOR Performance Matrix Receive Strategic Plan Report (biannually) Reorganization of the Board of Trustees Annual Appointment of Secretary and Treasurer Employment of College Attorney Designation of Official College Newspaper Designation of Freedom of Information Officer Plan Biannual Board Retreat College-proposed Budget Development Calendar Annual Signature of Code of Ethics Annual Signature of Confidentiality Agreement Approval of Annual Compliance Report
February:	Board Evaluates President Determine Renewal/Rollover of President's Contract

	Determine Status of College Calendar
	Approve Special Course Fees
	Approve Next Year's Tuition and Fees
	Board Winter Retreat – Review Annual Board Progress on Goals and Data Reports
March:	No Events
April:	Employment Status of Instructional and Instructional-related Personnel
May:	Employment Status of All Staff Personnel
	Employment of Auditor to Audit All Accounts
	Review Drafted Schedule of Board Meeting Dates
June:	Board of Trustee Budget Workshop (held as June Board Finance Committee Meeting)
	Finalize President's Contract
	Review Board Handbook for Updates
	Board Meeting Dates Finalized
	Board Committees Meeting Schedule Established
	Board Chair Begins Board Self-evaluation Process

The Role of the Trustee

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

- The Board will review and approve the strategic plan, including excellence in student achievement supported by financing, facilities, and human resources.

Further responsibilities include:

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

Statutory Authority and Responsibility

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

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

Establish Policy

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

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

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

Defining Policy

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

Policies and Other Documents

KCKCC policies can be found at: www.kckcc.edu/about/policies-procedures

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

Faculty Negotiated Agreement in MyDotte at: my.kckcc.edu/faculty/Documents/Important%20Documents/KCKCC%20Master%20Contract%20FY-FY2021.pdf

The Use of Policy

When the Board is faced with issues and decisions, one of the first questions should be, “Do we have a policy that addresses this?” If the answer is, “yes,” then the policy guides the Board’s decision. If the answer to the above question is, “no,” then the Board and staff can review the policy implications of the issue or decision, ask for further information and analysis, if necessary, and determine whether or not new policy should be made, and act accordingly.

Board Organization and Practices

Committees – Standing and Ad-hoc

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

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

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

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

Filling Vacancies

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

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

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

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

The Board Chair

Selection

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

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

Role of the Board Chair

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

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

The Chair shall:

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

Specific areas of responsibility include:

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

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

Community Relations

Community Linkage Strategies

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

Public Relations

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

Advocacy

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

Ethics and Laws

Special interests

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

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

Trustee Conduct

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

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

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

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

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

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

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

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

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

Dilemmas and Unethical Conduct

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

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

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

Legal Advice

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

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

Executive Sessions

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

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

Board/President Relationship

Developing Shared Purpose

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

Mutual Respect and Support

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

Ongoing and Open Communication

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

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

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

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

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

President Evaluation

Purposes and Outcomes

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

The President evaluation process should be designed to:

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

The outcomes of an assessment should be:

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

Evaluation Sessions

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

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

Addressing Problems

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

Relationship to Contracts and Compensation

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

Board Effectiveness and Evaluation

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

Common Pitfalls

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

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

Human Resources

Board Policies and Practices

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

Board/Employee Relationships

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

Creating a Positive Environment

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

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

The Fiscal Environment

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

Budgets and Budgeting

Purposes and Nature of Budgets

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

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

Budget Development Process

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

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

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

Board Review and Approval

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

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

Long-Range Projections

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

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

Fiscal Management Policies and Accountability

Fiscal and Cash Flow Management

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

Compensation and Employee Agreements

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

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

Monitoring Fiscal Status

Financial Statements

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

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

The External Audit

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

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

Hiring an Auditor

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

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

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

Post Service and Expectations

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

APPENDIX A

Confidentiality and Non-Disclosure Obligations of Trustees

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

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

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

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

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

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

Definitions:

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

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

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

APPENDIX A

Confidentiality and Non-Disclosure Obligations of Trustees

Certification:

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

Name

Signature

Date

APPENDIX B

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(17) To authorize by resolution the establishment of a petty cash fund in an amount not to exceed \$1,000, and to designate in such resolution an employee to maintain such petty cash fund. The employee designated in any resolution provided for in this subsection receiving such funds shall keep a record of all receipts and expenditures from the fund, and shall from time to time, and at the end of the fiscal year, prepare a statement for the board showing all receipts, expenditures, and the balance in the petty cash fund. The board of trustees may authorize the employee designated to maintain any petty cash fund to make a claim for replenishment of the fund to its original amount in advance of approval by the board of trustees if, at any time during the period between regular monthly meetings of the board of trustees, the balance remaining in the fund is insufficient to make needed expenditures for any purpose for which the petty cash fund is maintained. No petty cash fund may be replenished more than one time during each period between regular monthly meetings of the board of trustees. If a petty cash fund is replenished prior to the end of the fiscal year in accordance with the foregoing authorization, the employee authorized to maintain the petty cash fund shall keep an accurate record of all expenditures made therefrom, and the purpose therefor, and shall submit the record to the board of trustees at the next regular monthly meeting thereof.

The petty cash fund shall be replenished by payment from the appropriate funds of the community college to the petty cash fund upon proper claim. The fund shall be kept separate from all other funds and shall be used only for authorized expenditures and itemized receipts shall be taken for each expenditure. No part of such fund may be loaned or advanced against the salary of an employee. All employees entrusted with such funds under this subsection shall be bonded by the community college district.

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

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

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

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

APPENDIX C

Kansas City Kansas Community College Board of Trustees Ethical Conduct Policy

General Statement of Trustee Duties:

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

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

Authority of Individual Trustees:

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

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

Date

Duty of Loyalty/Conflicts of Interest

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

Definition and Criteria:

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

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

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

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

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

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

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

d) Disclosure Requirements

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

² K.S.A. 75-4304 provides:

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

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

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

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

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

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

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

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

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

Process:

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

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

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

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

Duty of Care

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

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

APPENDIX C

Kansas City Kansas Community College Board of Trustees Ethical Conduct Policy

Certification:

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

Name

Signature

Date

Revised July 31, 2019

APPENDIX D

Procedure for Reviewing Applications and the Appointment for Midterm Vacancy

Timeline:

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

Procedure:

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

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

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

Ballot Examples:

Kansas City Kansas Community College BOARD OF TRUSTEES VACANCY

First Nominating Ballot

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

Candidate Name 1

Candidate Name 4

Candidate Name 2

Candidate Name 5

Candidate Name 3

Candidate Name 6

Kansas City Kansas Community College BOARD OF TRUSTEES VACANCY

Final (as indicated in section 2) Nominating Ballot

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

Candidate Name 1

Candidate Name 4

Candidate Name 2

Candidate Name 5

Candidate Name 3

Candidate Name 6

APPENDIX E

Presidential Evaluation Timeline and Performance Appraisal Instrument

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

Kansas City Kansas Community College Board of Trustees

Presidential Performance Appraisal

For: President's Name Year

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

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

Please provide comments as you desire in the comments section.

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

Total _____

COMMENTS:

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

Total _____**COMMENTS:**

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

Total _____

COMMENTS:

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

Total _____

COMMENTS:

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

Total _____

COMMENTS:

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

9. Provides effective support

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Total _____
Grand Total _____

COMMENTS:

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

APPENDIX F

Resolution 2015

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

Recitals

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

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

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

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

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

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

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

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

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

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

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

THE BOARD OF TRUSTEES OF THE
KANSAS CITY KANSAS COMMUNITY COLLEGE

Chairperson, Board of Trustees

ATTEST:

By:_____

Trustee Signatures

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

GLOSSARY OF TERMS

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

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

President: Chief Executive Officer

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

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

NACUBO: National Association of College and University Business Officers

REFERENCES

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

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

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

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

Trustee Resources and Suggested References:

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

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

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

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

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

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

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

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

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

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

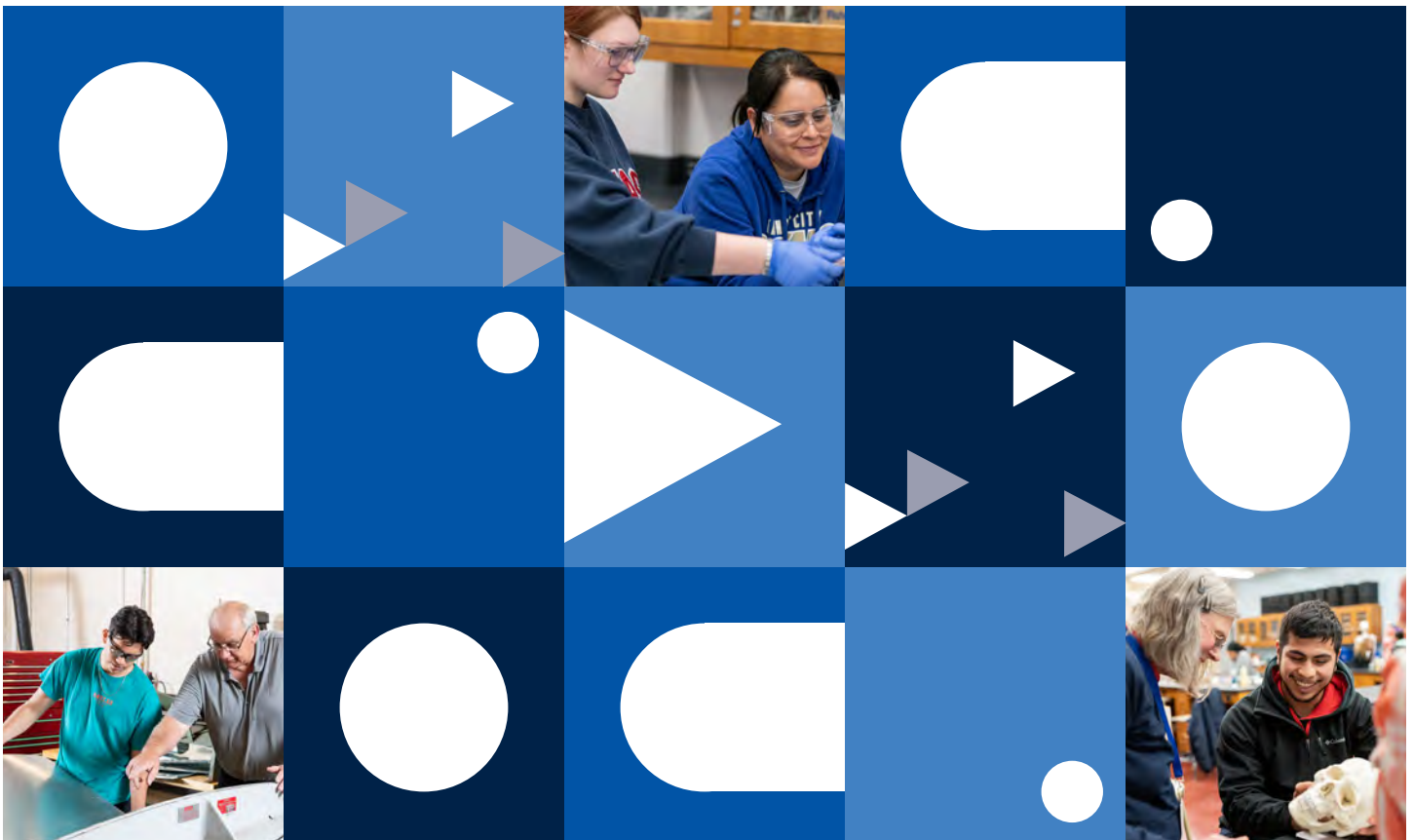
Carver, J., & Carver, M. (2009) *The Carver Policy Governance Guide Series.* Jossey-Bass.

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

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

Kansas City Kansas Community College Board of Trustees - August 6, 2022

KCKCC is an Equal Opportunity and Affirmative Action Educational Institution.



Kansas City Kansas Community College - FY 2022 - 2023 Board Goals

Board Goals	Board Tasks/Actions to which policy recommendations should be made as needed
1. Support KCKCC Strategic Plan Priorities, Goals and Initiatives.	<p>1.1 Monitor strategic plan progress and meeting of Key Performance Indicators (KPIs).</p> <p>1.2 Monitor progress on HLC related activities that lead the College to eliminate any accreditation deficiencies.</p>
2. Monitor student progress and satisfaction.	<p>2.1 Review Kansas Board of Regents Performance Report for KCKCC institutional performance for Increases in the following: (See Annual Report –KBOR)</p> <ul style="list-style-type: none"> • first to second year retention rate of first-time fulltime college ready students; • number of certificates and degrees awarded; • percent of students employed or transferred; • success rate in non-developmental courses enrolled by students who were successful in developmental courses; • number/percentage of Hispanic students enrolled at KCKCC; and • fall to spring retention of non-college ready students. <p>2.2 Review results of student satisfaction surveys as they are conducted. - See report – Dr. Meiers – KCKCC.edu / Institutional Effectiveness.</p> <p>2.3 Receive reports on programs that historically serve underrepresented students.</p>
3. Monitor employee, student, and community data.	<p>3.1 Review data to determine the degree to which employee, student and community diversity compare.</p> <p>3.2 Receive hiring data on ethnic, gender, and age diversity of applicant pools and final hires in management, faculty, and staff positions.</p> <p>3.3 Actively monitor and support College efforts to further diversity and inclusion initiatives that create an environment that reflects our community.</p> <p>3.4 Stay informed of the number of students and employees impacted by current public health related trends of concerns.</p> <p>3.5 Monitor student enrollment trends and related fiscal impacts on the College and support necessary adjustments to the College's Academic Catalog.</p> <p>3.6 Review results of Employee Surveys.</p>

Kansas City Kansas Community College - FY 2022 - 2023 Board Goals

(Continued)

<p>4. Further develop positive relationship with president to ensure success for the Board, the president, and the college.</p>	<p>4.1 Continue to provide assistance in connecting the president with the community in Wyandotte and Leavenworth Counties.</p> <p>4.2 Provide clear direction to the president as a unit not as individuals.</p> <p>5.3 Assist president to ensure he is enabled to dedicate sufficient time to accomplish key strategic priorities.</p>
<p>5. Support strategies that ensure the long-term fiscal health, safety, and physical maintenance of the college.</p>	<p>5.1 Ensure that allocation of financial and human resources best serves students.</p> <p>5.2 Ensure a sustainable economic future for the college through policy adoption and monitoring, ongoing review of short and long-range budgets and expenditures, and supporting necessary adjustments to college class portfolio.</p> <p>5.3 Review capital outlay projects and expenditures and the deferred maintenance plan.</p> <p>5.4 Monitor and provide input to the president on faculty negotiations.</p> <p>5.5 Advocate on behalf of the College to maintain appropriate state and federal funding, grow philanthropic resources, provide high quality education and support services to the community while maintaining affordable student tuition.</p> <p>5.6 Support and monitor planned college expansion initiatives.</p> <p>5.7 Monitor / track advancement / completion of new college safety plan.</p>
<p>6. Create and maintain a high-functioning Board unit by adhering to principles of effective Boardship.</p>	<p>6.1 Conduct Board self-evaluation.</p> <p>6.2 Annually, familiarize, update and review Trustee Handbook to include ethics and conflicts of interest.</p> <p>6.3 Initiate and commit to continued Trustee professional development with expansion of budget and finance training.</p> <p>6.4 Create and provide a uniform Trustee Candidate new Trustee orientation and mentorship process.</p> <p>6.5 Adhere to Trustee Conduct provision in the Trustee Handbook.</p>

Kansas City Kansas Community College - FY 2022 - 2023 Board Goals

(Continued)

<p>7. Enhance image of the college in the community.</p>	<p>7.1 Enhance the College Mission and Vision through strategic advocacy with:</p> <ul style="list-style-type: none">• local, state and federal government entities;• individual community members and community/civic organizations; and• philanthropic entities. <p>7.2 Ensure development and distribution of annual report from the Board to the community.</p> <p>7.3 Engage and support the work of the KCKCC Foundation.</p> <p>7.4 Maintain a Community Engagement Plan.</p>
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Kansas City Kansas Community College
2023 Medical Plan Renewal
For Presentation to the Board of Trustees on September 20, 2022

Plan Year	Employee	Employer	Total	<u>Employee</u>	<u>Employer</u>
				Percent of Projected Annual Premium	Percent of Projected Annual Premium
Current Plan Year 2022	\$516,312.61	\$4,479,858.83	\$4,996,171.44	10.33%	89.67%
2023 Plan Year 8.29 percent increase over plan year 2022	\$367,911.51	\$4,887,600.09	\$5,255,511.60	7.00%	93.00%

Note: These figures represent the 50% reductions made to employee monthly premiums for employees on plans with the various dependents. For employees enrolled in the high deductible plan, KCKCC contributes an additional \$81,000 annually to the employees Health Savings Account.

Kansas City Kansas Community College
2023 Dental Plan Renewal
For Presentation to the Board of Trustees on September 20, 2022

Plan Year	Employee	Employer	Total	<u>Employee</u>	<u>Employer</u>
				Percent of Projected Annual Premium	Percent of Projected Annual Premium
Current Plan Year 2022	\$113,988.00	\$ 181,484.04	\$ 295,472.04	38.58%	61.42%
2023 Plan Year 0.71 percent increase over plan year 2022	\$71,239.80	\$ 200,276.04	\$271,515.84	26.24%	73.76%

Note: These figures represent the 50% reductions made to employee monthly premiums for employees on plans with the various dependents.

Kansas City Kansas Community College
2023 Basic Life/AD9/16/2022 Insurance Plan Renewal
For Presentation to the Board of Trustees on September 20, 2022

Plan Year	Employee	Employer	Total	<u>Employee</u>	<u>Employer</u>
				Percent of Projected Annual Premium	Percent of Projected Annual Premium
Current Plan Year 2022	\$0.00	\$27,805.47	\$27,805.47	0.00%	100.00%
2023 Plan Year	\$0.00	\$27,805.47	\$27,805.47	0.00%	100.00%
No increase over plan year 2022					

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

WHEREAS, Kansas Statute 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 Thursday, October 6, 2022, from 5:30 p.m. to 8:00 p.m., the Multi-Purpose Room at the Dr. Thomas R. Burke Technical Education Center (TEC), from the requirement of K. S. A. 41-719 (d).

Section 2: This exemption is granted in connection with the holding of the KCK Women's Chamber Foundation of Kansas City, KS scholarship fundraiser, "Purses with a Purpose."

PASSED AND APPROVED by the Board of Trustees of KCKCC in a meeting held on September 20, 2022.

BOARD OF TRUSTEES
KANSAS CITY KANSAS COMMUNITY COLLEGE

Signature_____

Board Chairperson
Print Name: Evelyn Criswell

Attest_____

Secretary
Print Name: Dr. Greg Mosier