



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



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

**KANSAS CITY KANSAS COMMUNITY COLLEGE
Board of Trustees Special Meeting
Tuesday, December 12, 2023 – 4:00 P.M. - CANCELLED**

Agenda

No agenda items.
The Special Meeting is cancelled.



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KANSAS CITY KANSAS COMMUNITY COLLEGE

Board of Trustees Meeting

Tuesday, December 12, 2023 – 5:00 P.M.

Meeting Location: Virtual Zoom Meeting

Agenda

1. Call to Order & Pledge of Allegiance
2. KCKCC Mission Statement
3. Roll Call
4. Approval of Agenda
5. Audience to Patrons and Petitioners (5-minute limit)
6. Recognitions/Presentations:
 - Oath of Office Presentation for Newly Elected KCKCC Trustees, Mr. Mark Gilstrap and Dr. Mary Ann Mosley, and Re-elected KCKCC Trustee, Mr. Donald Ash. Presented by Dr. Greg Mosier, President.
 - Trustee-elect Dr. Brenda Scruggs Andrieu took the Oath of Office on December 8, 2023.
 - Ruffalo Noel Levitz Community College Survey of Student Engagement (CCSSE) and Community College Faculty Survey of Student Engagement (CCFSSE) Presentation. Presented by Dr. Chris Meiers, Vice President of Student Affairs and Enrollment Management.
 - Higher Learning Commission (HLC) Annual Update. Presented by Mr. Jerry Pope, Vice President of Academic Affairs.
7. Communications – None scheduled.
8. Board Committee Reports

9. Consent Agenda:

- (Item A) - Approval of Minutes of the November 14, 2023 Meeting
- (Item B) - Approval of Recommendations for Payment
- (Item C) - Approval of Ratification Items
- (Item D) - Approval of Personnel Items (H.R.)

10. Student Senate Report – Ms. Elizabeth Daniels, Student Senate President, and Ms. Eden Barnes, Student Senate Vice President

11. President's Report – Dr. Greg Mosier

12. Executive Vice President's Report – Dr. Scott Balog

13. Vice President Academic Affairs Report – Mr. Jerry Pope

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

15. Vice President Educational Innovation and Global Programming Report – Dr. Fabiola Riobé

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

17. Chief Financial Officer Report – Dr. Shelley Kneuvean

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

19. Chief Information Officer Report – Mr. Peter Gabriel

20. Unfinished Business:

- Approval of 2023 Annual Audit and Financial Compliance Reports. Presented by Dr. Shelley Kneuvean, Chief Financial Officer.

21. New Business:

- Approval of FY2024 Master Contract Between The Board of Trustees Kansas City Kansas Community College and the Faculty Association of KNEA Kansas City Kansas Community College. Presented by Mr. Jerry Pope, Vice President of Academic Affairs.
- Approval of New and Revised Academic Programs. Presented by Mr. Jerry Pope, Vice President of Academic Affairs.
 - Nursing/Registered Nurse AAS – Program Modifications
 - Nursing/LPN-Paramedic-RRT to RN Articulation AAS – Program Modifications
 - Respiratory Care Therapy/Therapist AAS – Program Modification
 - Heating, Ventilation and Air Conditioning/Refrigeration
 - New Certificate A
 - Modification of Certificate B

22. Adjournment

Next Meeting of the Board of Trustees:
Tuesday, January 16, 2024 - 5:00 p.m.
Hybrid Meeting (KCKCC–Main Campus Upper Jewell Lounge
& Zoom Virtual Meeting Room)



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KANSAS CITY KANSAS COMMUNITY COLLEGE
Board of Trustees Meeting
Tuesday, November 14, 2023 – 5:00 P.M.

CONSENT AGENDA – Item A
Meeting Minutes

1. **Call to Order & Pledge of Allegiance:** Chairwoman Evelyn Criswell called the meeting to order at 5:05 p.m. at KCKCC-Main Campus Upper Jewell Lounge and in the KCKCC Zoom meeting platform on Tuesday, November 14, 2023. The Pledge of Allegiance was led by Trustee Rosalyn Brown.
2. **KCKCC Mission Statement:** Chair Criswell read the College mission statement.
3. **Roll Call:** Trustees present were Chairwoman Evelyn Criswell, Vice Chair Brad Isnard, Mr. Donald Ash, Ms. Rosalyn Brown, Ms. Pat Brune, Dr. Ray Daniels and Ms. Linda Hoskins Sutton.
4. **Approval of Agenda:** Chair Criswell announced two amendments to the agenda. The first amendment was to add a presentation of Resolutions of Commendation for Trustee Daniels, Trustee Brown and Trustee Brune at the end of the Recognitions and Presentations presented by Mr. Darren Elliott, College Senate President. The second amendment was to add one Executive Session to the end of the meeting for consultation with an attorney for the public body or agency which would be deemed privileged in the attorney-client relationship for a 7-minute duration. Open Session would take place in Upper Jewell Lounge and in the virtual meeting room. Vice Chair Isnard motioned to approve the agenda as amended. Trustee Hoskins Sutton seconded the motion. **The Motion Carried.**
5. **Audience to Patrons and Petitioners:** Chair Criswell invited patrons or petitioners to address the Board. There were no patrons or petitioners online or in the meeting room.
6. **Recognitions/Presentations:**
 - Chair Criswell invited Mr. Chuck Saunders, Automation Engineer Technology - FAME Program Coordinator and Instructor, to present the Academic Affairs Biannual Program

Highlight - Automation Engineer Technology (AET).

- o Mr. Jerry Pope, Vice President of Academic Affairs, mentioned AET will be one of KCKCC's flagship programs at the downtown center. Mr. Saunders presented the following –

The AET program helps students gain access to a brighter future in a career that can change their lives and their family trees. Students currently in class are making higher salaries than \$70,000 per year. The program provides hands-on experience with 60% of time in the lab. AET and Federation for Advanced Manufacturing Education (FAME) are intermingled but they are separate. AET teaches the hard skills, the technical skills and how to be a good maintenance technician while FAME teaches the soft skills, the managerial skills and how to be a good maintenance manager 10 years from now.

Post-pandemic this country could not get needed materials and needed to start building materials. The industry now needs people trained. The country is doubling the amount of money spent on new construction projects and doubling the number of new jobs available nationwide. The AET curriculum focuses on providing the advanced skill set of fixing machines versus operating machines. KCKCC teaches students to work on the assembly line to fix the machinery that makes the items. This program delivers 20 plus years of on-the-job training of being in the industry compressed into five semesters. Through the FAME program, students get experience in the classroom two days a week and work with the equipment in a sponsoring facility three days a week. KCKCC's goal is to build a robust pipeline of local talent for employers.

Chair Criswell thanked Mr. Saunders for the excellent presentation and for having the wisdom to include the soft skills aspect within the program.

Trustee Ash asked for clarification of this new model of KCKCC working with the companies that hire individuals and send them to the College to be trained. Mr. Saunders explained there are two pathways - students come to KCKCC as traditional students and enter the AET program or they interview with the local FAME chapter and the employers pick students to be sponsored into the program. Those students go to work three days a week and go to class two days a week. The employers know the curriculum schedule.

Dr. Greg Mosier, President, explained part of the contract the College has with FAME and that FAME has with the students is that FAME-sponsoring companies are required to pay the students a minimum salary at a minimum of 28 hours a week with most of the companies choosing to pay 40 hours a week so a company can secure that student at the beginning of the program. The students are getting paid to come to school and the company is picking up their expenses. It is truly a learn and earn. At least one student is on schedule to make \$100,000 while getting this incredible degree before he graduates.

Dr. Mosier continued, with the rapid growth in manufacturing in the United States, Wyandotte County and Metro KC, the College is building our capacity by adding equipment

and will double the lab size with downtown. KCKCC is lucky to have Mr. Saunders.

Trustee Hoskins asked if students go the traditional route through the program if they could still get involved with FAME and get a job or if they have to go through FAME on the front end and how do students or potential students find out about FAME. Mr. Saunders answered if students start the program as non-FAME, he does not know that there is an avenue for transitioning into FAME - that could potentially be worked out. FAME has soft skill information that the student would miss if they missed a semester. FAME has been around since 2013. Dr. Mosier added Panasonic will need 150 Industrial Maintenance Technicians and 450 AETs when Panasonic is fully operational.

Mr. Saunders continued potential students find out about the program through KCKCC attending career fairs, three to five tours a week of high school students visit the College, KCKCC attends robotics competitions and word of mouth with the first cohort being set to graduate in May.

- Chair Criswell invited Mr. Bill Miller and Mr. Rick Swearengen of Novak Birks, P.C. to present the Preliminary 2023 Annual Audit and Financial Compliance Reports. Mr. Swearengen presented the following –
 - The audit findings have been presented to the Finance Committee. Mr. Swearengen gave thanks to Dr. Shelley Kneuvean, Chief Financial Officer, Ms. Lesley Strohschein, Controller, and the finance department for their work. This was a challenging year because there were two new accounting standards regarding leases and Information Technology (IT) contracts. The audit report reflects an unmodified opinion, meaning the auditors do not modify it for any exceptions found which is the highest level of opinion that can be expressed.

Mr. Swearengen noted the financial statements included the financial position and results of the College and report the financial position and assets of the Foundation as the Foundation is a component unit of the College.

For the year ended June 30th, 2023, the College had over \$162 million in total assets that saw growth of over \$20 million. Total operating revenues were \$30 million. There was good control of costs wherein the College had about \$76 million in operating expenses and came in just over \$75 million. The College had total non-operating revenues of \$65 million which saw a growth of \$7 million. The College ended the year with a net position of over \$116 million. The Foundation also saw growth. Their total equity or net assets grew about \$1.8 million for the year.

The other audit is the Federal Funding Compliance Report, referred to as the single audit. Anytime over \$750,000 in federal funding is received, this special audit is required. The auditors reflected an unmodified opinion on the single audit, no exceptions were found.

There were no questions. Dr. Mosier and the Board thanked the auditors and the staff.

- Chair Criswell invited Dr. Chris Meiers, Vice President of Student Affairs and Enrollment Management, to present the Athletic Teams Annual Update. Ms. Jordon O'Brien, Assistant Director of Athletics, presented the following –
 - This Equity and Athletics Disclosure Act (EADA) presentation is for fiscal year 2022-2023. The EADA report is part of the Title IX legislation and is designed to make prospective student students aware of the College's commitment to providing equitable athletic opportunities for its men and women students and to reflect how KCKCC spends funds on the men and women's athletic teams.

KCKCC has eight athletic programs. There are four male programs comprised of 82 athletes - golf, soccer, basketball and baseball and four female programs with 75 athletes - volleyball, soccer, basketball and softball.

The coaching staffs are pretty equitable with five male head coaches, three female head coaches, four male assistant coaches and three female assistant coaches.

Scholarships awarded were slightly higher on the women's side with 50.4% and 49.5% for the men's side. Operating costs are costs that are required to make a competition successful on game day. These costs were spent slightly more on the women's side with 50.9% and 49% on the men's side. Total expenses, including student aid (scholarships), contract guarantees, equipment, operating expenses, recruiting expenses, salaries, travel and supplies, were spent slightly higher on the women's side at 50.2% and 49.7% on the men's side.

Ms. O'Brien shared two Blue Devils facts. Forty-three KCKCC student athletes earned the NJCAA All-Academic Honors which requires a 3.6 GPA or higher. KCKCC had two Golden Glove recipients which is a very high honor - Garrett Goldbeck and Ruby Nola.

Trustee Ash thanked Ms. O'Brien for the comprehensive report, indicated KCKCC has achieved equity and commented it is great that almost 50% of the athletes are Academic All Americans.

- Chair Criswell invited Dr. Greg Mosier, President, to present the Downtown Project Biannual Update. Dr. Mosier presented the following –
 - A *Kansas City Business Journal* article was published on Friday that Dr. Mosier was not expecting. The dawn of a new day and a new era for downtown KCK shows what KCKCC is trying to do. Since the groundbreaking ceremony, there has been tremendous interest in this project with several articles and news stories. This brings attention as KCKCC does not want to be the hidden jewel of Wyandotte County anymore. The groundbreaking ceremony provided great coverage.

Dr. Mosier shared an illustration of the building indicating CommunityAmerica Credit Union will be in the bottom left corner of the first floor and Swope Health will be on the entire 4th floor. The design is still being worked with the architects to really accentuate that the building will be asymmetrical instead of trying to

make it look symmetrical. KCKCC is being approached by other entities about the design because they want to build also. KCKCC is already influencing the architecture and the development of downtown.

Dr. Mosier shared an illustration of the technical education building, explaining they are not final images, half of this building will be automation engineering technology and the other half will be commercial construction technology. Currently, the College has residential construction and the second year will be the technical aspects of that industry.

KCKCC is doing well on fundraising. The only money not received is with Representative LaTurner. It passed the House Appropriation Committee and this portion of the budget is anticipated to be passed by Congress in January. The College has about \$11 million in current requests. The new market tax credits for a \$30 million project should equal about \$6 million in pocket.

Dr. Mosier emphasized how much fundraising the College is doing. KCKCC is building a \$70 million building downtown but is fundraising for about 70% of the project. This is a great investment for Wyandotte County. Since the College is fundraising so much, it is paying about \$0.33 on the dollar. The downtown center is costing the Wyandotte County taxpayer about \$0.18 on the dollar if the College continues on this fundraising path. That is seven times greater than the stock market.

Dr. Kneuvean is working on the demolition crew and they have begun digging a hole to cut and cap the sewer line at State Avenue. The project is underway!

Dr. Mosier shared an illustration of the entire block layout and identified the partner building, tech labs, the Willa Gill Center, an enclosed dirt yard for the commercial construction program, space for a future build site, the Kraken building, the drive through ATM for CommunityAmerica Credit Union, parking, handicap parking, short-term parking and high school bus drop off.

The topography of this lot is very challenging. The top left elevation is 868 feet and the top right is 820 feet - 46-foot difference in that one block. The bottom left is 866 feet and the bottom right is 835 feet which means the 6th Street and State Avenue intersection is 15-feet above the 6th Street and Nebraska intersection. Grading will go into play to get the walkways up to the Americans with Disabilities Act's (ADA) minimum ascension. The lot has unique building aspects.

Dr. Mosier shared illustrations of the interior of the building pointing out automation engineer technology, commercial construction technology and a 28-foot-wide concrete yard for those programs. The first floor included the entryway from 7th Street, the art gallery, shared space, a shared classroom, CommunityAmerica Credit Union, the 7th Street church dedication conference room, the one stop shop for students, offices for counselors and advisors and receiving from the dock. The second floor is all KCKCC with a variety of classrooms,

offices, a break room, biomanufacturing, a two-story overlook over the atrium into the art gallery below. The third floor is a variety of different sized classrooms, the art studio with a kiln, collaboration space that is shared space for our partners or community to use. Dr. Mosier mentioned this is not the latest design as that space would interrupt the flow of classes. The entire south side will be community open space and the classes will move into the center. The fourth floor is Swope Health which may be modifying their scope of work and focusing on Women's Health and Children's Health.

Dr. Mosier presented the timing of the project including the water and sewer disconnects, the full demolition permit, architectural salvage of the church and the fencing plan. Demolition may extend past the end of December since items are taking longer than anticipated.

Dr. Mosier shared pictures of the stained-glass windows that have been removed. They are broken but the College will save every piece because someone may want to use it - KCKCC probably will not use it, but it is historic. There are opportunities for glass color matches, to repair some of the windows and maybe for the art department to make some stained-glass windows. The pews will become banquettes.

Dr. Mosier presented the high-level pre-construction and construction timing including the Unified Government's (UG) approval of the Preliminary Development Plan (PDP) and the Final Development Plan (FDP), the design development, construction documents at 50% and 100% and Phase 1 and Phase 2 of construction activity. As much as possible will be fast tracked with overlapping permit requests with the UG so there is no idle time in the construction process. That results in substantial completion by mid-October 2025. KCKCC would request the ability to start installing all heavy equipment, regular equipment and furniture, fixtures and equipment (FF&E) prior to substantial completion and get occupancy by the end of October. A soft launch could be done in spring 2026 instead of fall 2025. The full Technical Education Center (TEC) programs will be using all the equipment in spring 2026 where they currently are - move that equipment downtown after that spring semester and start those programs that fall.

This is not the date the College wanted, but for the long-term results of what KCKCC is doing it is an important project for downtown and it is the dawn of a new day. KCKCC continues to push forward with a great team of college staff, PGAV Architects, Copaken Brooks, McCownGordon Construction, subcontractors and civil engineering.

Trustee Daniels asked about the impact on the current facilities once this building is open. Dr. Mosier answered the College is not going to duplicate programs at the facilities. This will give room to add new programs. KCKCC will launch the high voltage program in the middle of the TEC building and the outdoor pole yard will be on the southeast grassy corner of TEC. When AET and construction moves, high voltage will be able to move closer to that area. Then there will be space to launch new programs. The end result will be

additional programs and additional students due to non-duplication.

- Chair Criswell invited Dr. Greg Mosier, President, to present the 2023 Annual Board of Trustees Food Drive. Dr. Mosier presented the following –
 - Every year KCKCC has hosted this food drive since Dr. Mosier came to the College. Donations of items and money have come in from the Trustees, Merchant McIntyre, Bukaty Companies, Copaken Brooks, Marites Altuna, MVP Law and many KCKCC employees. Dr. Mosier invited Dr. Tiffany Bohm, Dean of Health Professions, to present. Dr. Bohm is the staff liaison to the newly formed Student Athlete Advisory Council (SAAC) and introduced the SAAC president and student athlete, Jace Woita.

Mr. Woita explained he, along with seven colleagues, is working toward improving the experience of KCKCC athletes and their relationship with the community. The group ran a food drive and raised 500 items to give in addition to the Board's drive. Mr. Woita continued the volleyball team is working at Little Leaders and reading to the kids once a week. The baseball team will be working at Harvesters at the end of the month. Another event planned for the athletes is speaker Mark Potter, who will discuss managing a full class workload, a practice workload and personal lives and the mental health struggles that go along with that. SAAC also plans on having an open campus for the Centennial celebration this spring.

Mr. Woita thanked Athletic Director, Greg McVey, and Assistant Athletic Director, Jordan O'Brien, for giving him the opportunity to work to improve the experience of the College's student athletes and the relationship with the community.

Trustee Ash thanked Mr. Woita for taking the leadership role. Trustee Daniels questioned if each of the eight teams has a representative. Mr. Woita answered the eight athletic programs are represented with one member that was nominated by each coach. Trustee Hoskins Sutton wondered if the SAAC could be involved in the FIFA World Cup in 2026 in some way since they want to be in Kansas City, Kansas (KCK) because of the soccer fields and Sporting KC. That would be an excellent way to get involved and get this college on the map even more. Mr. Woita answered yes, his goal as the first president is to make SAAC lasting to better improve and better recognize the people at the school who do so much for the athletes and the community. The Board thanked Mr. Woita for his leadership.

- Chair Criswell invited Mr. Darren Elliott, College Senate President, to present the Resolutions of Commendation. Mr. Elliott, presented the following –
 - Mr. Elliott expressed pleasure as Chair of the College Senate to bestow the resolutions to the three Trustees who are outgoing from the Board. Mr. Elliott gave congratulations to Trustee Ash for his reelection. On behalf of the College community, Mr. Elliott expressed the work the three Trustees have put in has been tremendous and appreciated and the Trustees have the utmost respect of the faculty, staff and students.

Mr. Elliott read the resolution as follows. On behalf of the College Senate resolution

commending the service of members of the Kansas City Kansas Community College Board of Trustees. Whereas your lifelong commitment to education has been unwavering and whereas your dedication to the students of KCKCC has been outstanding. And whereas you've served the citizens of Kansas City, Kansas and Wyandotte County remarkably. And whereas you have shown a strong commitment to working alongside the students, faculty, staff and administration of Kansas City Kansas Community College. And whereas as members of the Board of Trustees of KCKCC, you have overseen extraordinary improvements at the College. And whereas you have delivered a solid assurance to current and future generations of students that they will receive the highest quality education possible. And whereas the members of the community of Kansas City Kansas Community College owe you a debt of gratitude. Therefore, be it RESOLVED by the College Senate of Kansas City Kansas Community College that you, Rosalyn Brown, Pat Brune, and Dr. Ray Daniels be commended as members of the Kansas City Kansas Community College Board of Trustees for your years of service. And furthermore, be resolved by the College Senate of Kansas City Kansas Community College that on this day Tuesday, November 14, 2023, we sincerely thank you and wish you the best in all of your future endeavors.

Mr. Elliott presented a copy of the resolution to each of the Trustees.

7. Communications:

- Chair Criswell invited Dr. Greg Mosier, President, to communicate the KCKCC Annual Candle Lighting Ceremony information. Dr. Mosier announced the following –
 - The College is proud to continue the heritage of the annual Candle Lighting Ceremony. It is the oldest ongoing event in Wyandotte County. On Wednesday, November 29th at 11:00 a.m., KCKCC will have the ceremony in the Performing Arts Center. There is a flyer in the packet and it has been distributed to the College. Dr. Riobé and Dr. Mosier will be in Peru during this event. Dr. Scott Balog will lead the event.
- Chair Criswell invited Dr. Greg Mosier, President, to communicate the President's Annual Holiday Party information. Dr. Mosier announced the following –
 - On Thursday, December 7th at 11:00 a.m., KCKCC will continue the tradition of the annual holiday party with the tradition of Slap's BBQ being the meal. Dr. Riobé and Dr. Mosier's return flight from Peru is on December 6th so they will be able to attend this great event. There has been good response from employees and hopefully the Trustees can attend.

8. Board Committee Reports: Chair Criswell invited the Board Committees to report.

- On behalf of the Board Finance Committee (BFC), Vice Chair Isnard, Chair of the BFC, reported the Finance Committee met on Monday, November 6th. Vice Chair Isnard was joined by Trustees Ash and Brune, staff and administration. The financial reports were covered in detail. For the month of October, financials look strong. Expenses were about \$1.5 million higher than revenues for the month which was expected with the normal ebb and flow of revenues throughout the year. Expenses were lower than the average monthly burn rate by about \$850,000, so the College is keeping under budget.

The committee reviewed consent agenda items B & C which were short lists and routine items. There were no concerns or questions.

The bulk of work for this month's meeting was an in-depth presentation on the audit. That audit will come before the Board in December for the formal approval.

The committee received the usual update on the student housing and the downtown project. For student housing, the BFC continues to get updates regularly about work being done about the water drainage issue around the foundation of that building. That is being closely watched and the College is being proactive and studying the rest of the building, not just where issues have been seen.

Vice Chair Isnard thanked and congratulated the staff on the great audit that was received. To get results like that year after year, it takes a lot of dedication to compliance, ensuring transparency and keeping good internal controls. This speaks highly of the staff.

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

- On behalf of the Board Policy Committee (BPC), Trustee Hoskins Sutton, Chair of the BPC, confirmed there will be four policies that will be discussed under New Business. Trustee Hoskins Sutton gave thanks to Trustee Daniels and Trustee Brown for all their help on this committee. The Board Policy Committee consists of many gray areas when policies are being made regarding how policies are going to affect the students and employees. Committee members have to be strategic and these Trustees were strategic members. Trustee Hoskins Sutton wanted everyone to know that Trustees Daniels and Brown were always all hands-on deck on the committee and she appreciated their service on the Board Policy Committee.

Trustee Daniels and Trustee Brown thanked Trustee Hoskins Sutton for her leadership, it was a good committee to work on.

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

- On behalf of the Board Community Engagement Committee (BCEC), Trustee Brown, Chair of the BCEC, reported the Board Community Engagement Committee met today. The BCEC discussed the Ethnic Festival who has met with the president about issues and the BCEC discussed those same issues today. The BCEC asked if the Board would allow two former committee members to continue to be part of the Board Community Engagement Committee because they are dedicated to making sure the community stays involved with the College as they have seen how important it is. The BCEC created procedures and goals that will help in continuing that engagement. The BCEC will present those items to the Board at the next meeting.

Trustee Daniels thanked Trustees Brown and Brune for continuing. Dr. Mosier gave appreciation for having community members on the community engagement committee.

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

- As the Association of Community College Trustees (ACCT) Delegate, Trustee Ash reported A few Trustees are going to the ACCT National Legislative Summit in Washington, D.C. in February. Trustee Ash gave appreciation for the Board's support in him seeking a committee assignment for the ACCT Board. Those decisions will be made the first of December.
- As the Kansas Association of Community Colleges (KACC) Delegate, Trustee Ash reported he is preparing for the December meeting at Seward County Community College in Liberal, Kansas. In response to the great audit KCKCC had and all the great work of the employees, not all of our sister institutions have had the level of success of KCKCC. The College has great employees working on that and has a great audit firm who has been with us for a while and really knows us that would catch any missteps. Having the opportunity to serve on the Board Finance Committee for a while and those who served on it before, Trustee Ash reported the committee does a great job in oversight and questioning for clarification. That is how institutions receive unmodified opinions like KCKCC had the privilege to do. That is a reflection on a lot of people. Trustee Ash gave kudos to all involved.

Dr. Mosier added that Sheryl is reaching out to our federal legislators to schedule meetings during the national conference in February and is inviting the new Trustees to attend because there is a new Trustee orientation. This will be a helpful way for them to start their service as a KCKCC Trustee. Trustee Ash mentioned at the KACC executive committee meeting one of the topics was to be sure Trustees from around the country are receiving training. Heather Morgan, KACC Executive Director, wants to put an emphasis on training and encouraging our sister institutions to send new Trustees to ACCT's training. It is incumbent on Trustees to stay relevant, professionally trained, growing and developing as a Board member.

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

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

Chair Criswell called for a 10-minute intermission. After 10 minutes, Chair Criswell called to resume the meeting and thanked all for the brief intermission.

10. **Student Senate Report:** Chair Criswell called for the Student Senate report. Ms. Elizabeth Daniels, Student Senate President, and Ms. Eden Barnes, Student Senate Vice President, reported the following –

- In October, Student Senate hosted the Halloween Bash on October 21st at TEC from 6:00 p.m. to 8:00 p.m. Children came in their costumes. It was a trunk or treat so all the clubs set up trunks and passed out candy. Mortuary Science brought a coffin. About 200 community members attended. Student Senate was grateful for everyone that attended.

Student Senate has a Breakfast with Santa on December 9th at main campus in Lower Jewell Lounge from 10:00 a.m. to 12:00 p.m. There will be activities for children and community members to engage in, Santa Claus will attend and food will be served by Elevate Express. All are invited.

Campus Wonderland will be on Thursday, December 14th at main campus from 10:00 a.m. to 1:00 p.m. which includes a toy drive. Student Senate is asking the clubs and organizations at KCKCC to donate either money or toys and volunteer time.

On November 30th, Fringe Benefits of Education (FBOE) is hosting their annual ball. It is a time machine ball of the 1920s through the 1990s. Student Senate is helping with decorating. All are invited.

Vice Chair Isnard thanked Ms. Daniels and Ms. Barnes for the report and expressed hope that Ms. Daniels will be able to attend the National Legislative Summit in Washington, D.C. with the Trustees.

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

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

- Expressed thanks to Trustee Daniels, Trustee Brune and Trustee Brown for everything they have done for the College and for him. It has been wonderful and these Trustees were appreciated very much.

Ms. Marcia Irvine, Director of the Pioneer Career Center, received a wonderful award in Leavenworth County at the Athena luncheon which is for supporting, developing and honoring women leaders, inspiring women to achieve their full potential and creating balance in leadership worldwide. Dr. Balog and others were able to attend.

Foundation did a great job hosting the annual President's Leadership Circle breakfast. It was a very good turnout. There was wonderful music from the student music program. The incredible student speakers share stories of some of their struggles and accomplishments at KCKCC.

KCKCC received an award from the Kansas Museum Association for the Historic Mural and Digital Project Preservation Project for the historical mural in the administration hallway. Shai Perry, Art Gallery Coordinator, was pleased to receive this award. She works a lot with the museum association, art associations and the community.

KCKCC put together the magazine *Making It in the Dotte* in partnership with the Wyandotte Economic Development Council (EDC). The magazine mentions the AET lab, household incomes and the new wages that are available in Wyandotte County and has a wonderful picture of KCKCC's new downtown location. At a recent EDC meeting, it was reported 9,000 to 9,500 jobs are going unfilled every day in Wyandotte County and the average wage is \$60,000 a year for those open positions. When thinking about the average household income of Wyandotte County residents and the job opportunities available in Wyandotte County, those need to be connected and KCKCC's programs will do that. The downtown location will help bring that to the forefront of the communities that have lower household incomes because the College will be visible. The magazine also has a two-page spread about the FAME program. The magazine will go to community members and businesses that KCKCC is looking to attract to the area. The College was proud to partner with the EDC on this production.

There were several events last month including the Purses with a Purpose event. That was a great turnout with wonderful food provided by our culinary program, which is always great to showcase.

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

12. Executive Vice President's Report: Chair Criswell called for the Executive Vice President's report. Dr. Scott Balog reported the following –

- The College continues to push in advancing our strategy, partnerships and operations at KCKCC. The bar is being raised, the perceptions and the narrative is changing about the College and we are garnering more momentum.

KCKCC has begun a comprehensive review of the College's shared governance structure. Through this review we will look at all committees, councils and work groups across the College, their composition, purpose and productivity to ensure the

groups are representative of our stakeholders across the institution, they are helping to drive projects, boost performance and promote greater efficiency and effectiveness in operations.

KCKCC kicked off a college-wide data governance initiative. This is a first step in growing the data capacity across the College. Thanks to Information Services and the Office of Institutional Effectiveness for their support in helping lead this initiative which includes exploring data warehousing and analytics tools. Our goal with this work is chiefly to democratize the use of data across KCKCC, giving users increased agency in leveraging data to inform decision making and services to students.

Along with colleagues on the Cabinet, Dr. Balog is hearing more in conversations across the metro, collective enthusiasm about the progress as an institution in recent years and a real interest in exploring collaboration opportunities. It is seen in an industry where companies like Panasonic and Walmart, are approaching KCKCC, interested in partnering with the College to support their workforce needs. There are 15 companies aligned with FAME and more coming on, including Coca-Cola, Garmin, Amstead Rail, Huhtamaki - large employers that KCKCC is collaborating with and supporting them with their workforce needs.

The College is in conversation with Microsoft and their tech spark initiative focused on cybersecurity interest across the I-70 corridor. Archer Education is interested in working with KCKCC as an ideal partner to demonstrate the effectiveness of their software and automating prospective student engagement in community colleges. KCKCC is being invited into metro and statewide initiatives like the region's recompute and tech hubs proposals with the U.S. Economic Development Administration and Enterprise KC's statewide cybersecurity network.

Dr. Balog thanked Trustees Daniels, Ash and Hoskins Sutton for their attendance at the Athletics Hall of Fame event. One inductee traveled eight hours from Nashville with her family. The College is working to enlist her support in guiding KCKCC to stand up a transportation, supply chain and logistics program. Dr. Balog congratulated the inductees who were recognized.

Dr. Balog acknowledged Ms. Marcia Irvine, Director of Pioneer Career Center, as she was deserving of the Athena recognition award.

Dr. Balog thanked Trustees Brune, Brown and Daniels for their warm welcome to Kansas City Kansas Community College and expressed enjoyment for the opportunity to work with each of them as Trustees. Dr. Balog looks forward to collaborating with them and the community as they transition off of the Board. Dr. Balog expressed appreciation for their leadership, contributions, and commitment to KCKCC.

Dr. Balog gave encouragement for those to attend the ACCT National Legislative Summit. Part of training and raising the level of engagement of Trustees across the country is leading by example. Dr. Balog expressed appreciation of the Board's

advocacy and representing the College. In addition to the conference and the meetings on the Hill, he will try to schedule meetings with federal agencies working with Merchant McIntyre. This will demonstrate institutional commitment and support by having the President, Executive Vice President and Trustees at the top-level meet with those agencies. The agencies will know the institution is committing to working with them and aligning with them.

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

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

- The College finished the contract negotiation session today. The group decided at the beginning of negotiations to finish by this time in order to get ratification set then get started again early next year. Faculty and administration are working to be more timely and have a joint agreement to exchange letters no later than January 31st and to start our first negotiation sessions in February. It is nice work by everyone involved.

It is a privilege to report all the things the faculty are doing with their students and doing for their students. After a three-year hiatus due to COVID, students were able to return to the Kauffman Performing Center. The College had a Banned Books event, an open mic session, a TEACH Award recipient and a Henry Louis Award recipient.

The Freedom Frontier Heritage Foundation awarded a \$3,000 grant to a project called “The Birth of Sumner High School” for joint work with Dr. Aaron Margolis, History Professor, and Shai Perry, Art Gallery Coordinator. They will be working with Sumner High School students during the summer to work on that historical project.

KCKCC hosted over 100 students at the debate tournament for students from all over the country. The Audio Engineering program utilized some of their Perkins funds to have a professional visit campus and work with the students. The welding society hosted a guest.

Congratulations to Dr. Todd Miles as he delivered and graduated from Baylor University. Dr. Tiffany Bohm serves on the Diverse Health Sciences Workforce Landscape Assessment Community Advisory Board initiated by the Health Forward Foundation. Dr. Kremer and Cyber Security Program Coordinator Kelly Olinde are working on a joint grant called Intelligence Community Center for Academic Excellence, which is joint work with KU Edwards, KU Lawrence, Garden City Community College, Dodge City Community College and Seward Community College.

For KCKCC’s part of the Title III program, the College hosted the grant consultant, Dr. Al Solano, to discuss the developmental education portion for that Title III grant, and to help us through the Guided Pathways part of that Title III grant.

There is an Always and Furever Midwest Animal Sanctuary drive that is being hosted

and led by Professor Suzie Tousey, Coordinator of the Criminal Justice program.

Trustee Hoskins Sutton mentioned the memory celebration that Library & Learning Services hosted for recent retiree Clara Bolton who worked for the College 25 years, retired earlier this year then passed away in September. Trustee Hoskins Sutton commend the department for remembering her and extended sympathy on behalf of the Board.

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

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

- The first Spring 2024 enrollment report is looking positive in part due to the modernization and processes that have been done. The Strategic Enrollment Management (SEM) Plan Implementation Committee involves Deans, Coordinators and staff from Student Affairs.

Within the Student Success Center, the staff has created course maps for all 70 degrees and certificate programs for initial advising of students and to provide milestones such as making appointments for career services, visiting the learning commons. These are the foundation of success plans during initial advising to help keep students on track consistent with the Guided Pathways Advising implementation. Regarding the Title III grant and working with the developmental education, the team is working on developing, planning and processes to use Guided Pathways Advising Career Readiness in the College's practices.

Student Affairs is planning the inaugural Student Success Workshop, during the welcome week of spring. This will bring faculty together to discuss and launch the Title III grant activities and how they can further support that initiative.

The College is close to releasing the new streamlined online application for admission which included a deep view from multiple people on campus and Information Services. This will improve much of the manual processing aspects allowing faster application decisions in an automated fashion. This will include enhanced communication emails with graphics and designs to students as applications are submitted.

One major initiative in improving the student experience, is adopting a campus engagement platform where students and the community can see activities that are going on. Students will be able to track their extra- and co-curricular activities to showcase that work in an online fashion and the platform will provide real-time outlooks. Presence by Modern Campus, was the company selected, which is a very widely adopted system. An implementation team will begin tomorrow led by Dr. Shawn Derriitt, Dean of Student Services. The platform will be online in the spring semester.

Dr. Meiers gave thanks to those that attended the Athletics Hall of Fame, it was a

wonderful event. The basketball teams are playing in the HyVee Arena. The exploration work into the issues with the floor have started. Installation of the new infield turf at the baseball field has started and will be completed in the next couple of weeks.

Trustee Hoskins Sutton liked that student housing held a Halloween in the Halls event for the Little Leaders daycare. That was always one of the big treats for the kids to trick-or-treat on campus. Dr. Meiers mentioned the children received double treats because they visited the campus too.

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

15. **Vice President Educational Innovation and Global Programming Report:** Chair Criswell called for the Vice President Educational Innovation and Global Programming report. Dr. Fabiola Riobé reported the following –

- Gave congratulations to the Trustees who are moving on to new things because this is a celebration time.

The new Director of Adult and Continuing Education is Dr. Richard Wallace. The team is excited with the momentum, vision and energy he is going to add to the group.

Educational Innovation and Global Programming's "heart" work is demonstrated in the relationship rebuilding that our High School Partnership team has committed to, consistently meeting with high school teams, spending time at the different institutions to learn about their strategic direction and how to align with the College's strategic direction to meet the students where they are and give them the pathway to success. The HSP team discussed with students what early access to college meant and how it could be beneficial to them.

Dr. Mosier and Dr. Riobé are finalizing the work to embark on a 10-day exploration tour in Peru. Discussions will include how they maximize the opportunities in working with American-based community colleges and how they respond to their local workforce needs.

It is International Education Week and Kindness Day. Each Trustee was given a passport cover and luggage tag as the College celebrates the step into being a globally competent institution, making sure that KCKCC's environment is inclusive for all. Hanging in Upper Jewell Lounge now are 33 country flags of students who have come to KCKCC over a 5-year period.

Online Education Services continuously impresses with their utilization statistics. Over 5,000 participants have been supported with virtual meetings and Panopto usage. The team works hard to have maximum utilization for academic integration of technology. Content accessibility is up 6% from the previous term. There is a new help desk feature for academic technology that allows students and faculty to directly contact someone for an instant response. This chat box system is on a rotating

schedule with the online education service team.

Students know about great opportunities such as the FAME program because workforce innovation goes to the students such as career fairs or their institutions and explaining to them to earn as they learn.

It is National Apprenticeship Week and the team is highlighting the fact that education is not a one-way transaction. Education is also linked to economic transformation and KCKCC is making sure there are strong returns. KCKCC gives students a pathway to success.

Trustee Hoskins Sutton was glad the team is delving in deep with the high schools because that partnership is a lifeline and glad that Dr. Riobé is at KCKCC and focusing on that as one many focusing items.

Trustee Daniels commented yesterday was a good kickoff for the new initiative.

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

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

- Marketing has been working on videos and announced that every Board meeting a video will be shared. Ms. Green queued the video on Registered Nursing. Marketing now has about 11 videos and are trying to create two chunks a semester which is about six videos at a time.

Mr. Charlie Martin has joined the marketing team as Athletics and Student Activities Media Specialist. He works with Sports Information and Student Activities. It is exciting for our team to have the group fully staffed.

Ms. Green will be part of a national panel for National Council for Marketing and Public Relations (NCMPR). This is for two-year universities to discuss Artificial Intelligence (AI). Ms. Green will do this with two of her colleagues on Thursday and a free webinar for all of the national members.

KCKCC is focusing on ways to better communicate through diversity like translating documents, creating special sites for Spanish-speaking families so parents can feel included in the college journey and looking at ways to advertise and show diversity in all the ways we are communicating. Those are all important initiatives as we look at Wyandotte County's diversity, as we look at our college's diversity and we look at how students are choosing colleges and the reliance they have on their family groups to help them make those decisions.

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

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

- KCKCC had a good month as expected. The net position goes down this time of year with the revenue cycles and expenditures were lower this month than typically.

The Jewell elevator reconstruction is completed and have requested the final inspection from the Fire Marshall. Potentially looking at a chairlift on the wide stairs so if there are elevator issues in the future.

The department is pleased the audit came out with no management comments and no findings and there are strong financials.

KCKCC closed on the Industrial Revenue Bonds for Centennial Hall. Those items were approved last month and the Unified Government approved the documents. All was executed and closed on the bond issue. It cost the College about \$130,000 but saved the College \$1,000,000 in sales tax.

For the Facilities Master Plan, the department is working with marketing on a landing page on KCKCC's website to share that information more broadly. The final report will be produced and added there.

The new signage at Little Leaders was installed as a nice recognition for the faculty member that had a lot to do with bringing the daycare to the campus. The old signage shadow is being addressed.

The field house gymnasium floor is settling but based on the ground penetrating radar has no identifiable voids. The department is working with engineers on a solution to level the floor.

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

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

- Human Resources (HR), at the direction of Dr. Mosier, has for the fourth year reviewed compensation for staff employees to ensure KCKCC has fair and equitable compensation. The College also cares about faculty, but they have a different process than staff. For our staff employees, HR embarked on several months of reviewing staff compensation, experience and total years of experience in comparison to where their salary falls on the salary schedule. It was a thorough and fair process. The HR team worked with President's Cabinet to identify a process and identified 76 eligible employees that received salary adjustments. It is reflected in the personnel report. The HR team worked this month to notify employees. Ms. McGee expressed to the Board and employees, this is important to the College in making sure compensation for staff and faculty is equitable and Ms. McGee was proud that Dr. Mosier continued

to push HR on this effort to ensure KCKCC is fairly compensating employees and staying competitive.

This is the month for benefits and HR has been busy with open enrollment meetings, preparing individuals for the open enrollment period and sharing information about benefits.

HR has continued our professional development series with CPR and fire extinguisher training. Those life skill sessions are our most popular. HR will continue our professional development series each month.

Trustee Hoskins Sutton questioned if employees used the fire extinguishers around the campus for the training. Ms. McGee answered the Fire Science Department hosted the training and she believed employees used the fire extinguishers in the department. Trustee Hoskins Sutton asked if within each area if there is a fire extinguisher. Dr. Mosier replied there is a good distribution of extinguishers in all buildings, all locations. Trustee Hoskins Sutton mentioned community members may be interested in taking this as a non-credit training.

As a big proponent of Diversity, Equity and Inclusion (DEI), Trustee Hoskins Sutton was glad to see a session on inclusive leadership in the supervisor training. Ms. McGee responded that has been on the supervisor training since HR started required training.

Trustee Brune asked if the change in benefits has been well received. Ms. McGee has not heard any complaints regarding going from Aetna to Blue Cross Blue Shield and from her experience working with a past company, they provided great service to employees. Dr. Mosier added, in the President and Cabinet's Chat, people were happy with Blue Cross Blue Shield with the only question being about the coverage in Leavenworth County. HR shared a link to answer the question. Ms. McGee knew that was going to be a question so that is the first item on the agenda for the Blue Cross Blue Shield representatives to respond to in the open enrollment meetings.

Vice Chair Isnard was glad Ms. McGee explained the salary adjustments to the Board since there were so many at once and questioned if HR knew the total budget impact for that increase. Ms. McGee responded the College budgeted a total of \$300,000 for that increase and worked closely within that number. Dr. Mosier replied the College's goal was \$250,000 and that was exceeded a little. Ms. McGee and her team put together a great structure for this, looking at years of service outside of KCKCC and other elements. The College budgeted \$300,000 with a target of \$250,000 and ended around \$265,000 so there are funds to take care of any situations if they arise this spring. Vice Chair Isnard was happy to hear the College is getting folks equalized and taking care of our people.

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

19. Chief Information Officer Report: Chair Criswell called for the Chief Information Officer

report. Mr. Peter Gabriel reported the following –

- Thanked the Information Services team and Cabinet team members for mentioning Information Services for helping with projects in their areas as there is a lot of work being done in the background.

Gave appreciation to Trustee Brown, Trustee Daniels and Trustee Brune and her sense of humor.

Information Services is working on an automation project to improve the web directory. It is about 90% complete. The College moved from one automation system to a newer version that is easier to understand and for the department to maintain.

Cameras were installed downtown at the corner of 7th Street and State Avenue and also just down the street from there. As that project progresses and is completed, the College will have a nice timelapse video of that project.

Vice Chair Isnard thanked Mr. Gabriel for the work that was done with the cameras downtown. The Finance Committee meeting, got to see some of the shots and it will be a cool video when the project is done.

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

20. **Unfinished Business:** Chair Criswell announced there was no Unfinished Business.

21. **New Business:**

- Chair Criswell invited Trustee Linda Hoskins Sutton to present the College Policies. Trustee Hoskins Sutton presented the following –
 - There are four policies in the Board packet - Student Communication (Policy: 3.12), Student Employment Hiring (Policy: 3.13), Payroll Information (Policy: 5.16) and Volunteering at the College (Policy: 5.19).

Regarding the Student Communication policy, the College's main way to communicate with the students and the definition is in the policy. There was a question about traveling with students and communicating with them through text. The Board Policy Committee agreed that if faculty or staff are traveling with students, yes, create a group text to communicate to ensure immediate accessibility. If the topic has to do with the school closing or students emailing about their classes, the policy indicates the need to use the College e-mail.

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

The Board thanked the Board Policy Committee and Ms. McGee's staff for all the work.

- Chair Criswell invited Mr. Jerry Pope, Vice President of Academic Affairs, to present the Revision to Electrical Technical Certificate B. Mr. Pope presented the following –
 - The College periodically reviews programs. This revision request comes from the Advisory Board. The changes are regarding a redundant class, reactivating a class to meet the outcomes better, and an edited class for focus. The Kansas Board of Regents (KBOR) form reflects the changes being made. The College must get Board approval for these revisions then it goes to KBOR for their process. Members of the advisory Boards are employers in the area. Internally, the request is vetted through a number of processes that goes to the division then to the Academic Affairs Committee and then to the Board of Trustees.

Mr. Pope asked for a vote of approval.

Trustee Daniels made the motion to approve the Revision to Electrical Technical Certificate B. Trustee Hoskins Sutton seconded the motion. **The Motion Carried.**

Trustee Daniels commented this is a good example of the value of committees. Mr. Pope agreed and mentioned that is one goal in the strategic plan to ensure the Advisory Boards become more robust. There is a lot of work that is being done and continues to be done.

- Chair Criswell invited Mr. Jerry Pope, Vice President of Academic Affairs, to present the New Program – High Voltage Pre-Apprenticeship Certificate A. Mr. Pope presented the following –
 - This is a new program and some funds have been identified for building the program. Dr. Mosier has worked closely with Mr. Pope, with the former Dean and the new Dean on this. The program comes from several Advisory Board meetings. The steps are creating the Advisory Board, the Advisory Board deciding what skills are necessary for the degree, building the curriculum then the program goes through the College's internal process. After it is approved by the Board of Trustees, it goes to the Kansas Board of Regents and through their process. This program is to meet a need Dr. Mosier identified through conversations in the community.

Trustee Hoskins Sutton questioned when this will go to KBOR, what their turnaround is and if there is a target date for this program to start in fall 2024. Mr. Pope answered, yes, fall 2024. It will go to KBOR after it is approved and their cycle is a couple of months so it should be approved by the end of spring. Dr. Mosier added the College is collecting other letters of support this week.

Vice Chair Isnard motioned to approve the New Program of High Voltage Pre-Apprenticeship Certificate A. Trustee Brune seconded the motion. **The Motion Carried.**

- Chair Criswell invited Dr. Greg Mosier, President, to present the Alcohol Resolution for Friends of Yates – Annual Gala. Dr. Mosier presented the following –
 - This resolution is for the Friends of Yates for their annual gala. The event time on a corrected resolution will be from 3:00 p.m. to 6:00 p.m. Dr. Mosier read the resolution as posted in the Board packet with the corrected event time.

Chair Criswell called for a motion to approve the alcohol resolution for the Friends of Yates – Annual Gala. Trustee Brune made the motion. Vice Chair Isnard seconded the motion.

The Motion Carried.

22. **Executive Session:** Chair Criswell called for a motion to enter the executive session for consultation with an attorney for the public body or agency which would be deemed privileged in the attorney-client relationship for a 7-minute duration with possible action to follow in open session. All action would take place in Upper Jewel Lounge and in the virtual meeting room. Vice Chair Isnard made the motion. Trustee Brune seconded the motion.

The Motion Carried.

The Board was allowed time to travel to the executive session meeting room at 7:38 p.m. They were joined by Dr. Greg Mosier, Mr. Chase Pumford, College Attorney, Dr. Scott Balog, Executive Vice President, and Dr. Shelley Kneuvean, Chief Financial Officer.

The Board entered the executive session in Room 3397 and in the virtual meeting room at 7:40 p.m. The Board ended the executive session at 7:47 p.m. The Board was allowed time to travel to Upper Jewell Lounge.

At 7:49 p.m., Chair Criswell returned the meeting to open session and called for a motion to approve the resolution stating Dr. Mosier's authority to sign real estate documents in relation to the property for sale as discussed in executive session. Vice Chair Isnard made the motion. Trustee Brune seconded the motion. **The Motion Carried.**

On behalf of the Board, Chair Criswell thanked Trustee Daniels, Trustee Brown and Trustee Brune for their service and everything they have done for the Board and helping this to be the best Board ever.

Dr. Mosier commented the December Board Meeting will be virtual.

Trustee Hoskins Sutton commented on behalf of the Board to the students, faculty and staff administration. The Board appreciates all you do, enjoy the week off next week and be safe.

23. **Adjournment:** Trustee Daniels motioned to adjourn the meeting. Chair Criswell seconded the motion. **The Motion Carried.**

The meeting adjourned at 7:51 p.m.

ATTEST:

Chairperson, Ms. Evelyn Criswell

Secretary, Dr. Greg Mosier

Recommendations for Payment

These items are over \$25,000 and require preapproval by the Board of Trustees.

CONSENT AGENDA – Item B

December 12, 2023

1. Approval in the amount of **\$567,930.00** to **Sands Construction** for Weight Room Addition at the Fieldhouse. Requested by Shelley Kneuvean. Funding Source – Capital Outlay: Construction.
2. Approval in the amount of **\$37,000.00** to **Yoodle, LLC** for website redesign. Requested by Kris Green. Funding Source – Marketing: Advertising.
3. Approval in the amount **\$35,234.72** to **Rigdon Floor Coverings** for carpet for Lower Jewell hallway. Requested by Shelley Kneuvean. Funding Source – Capital Outlay: Flooring. Funding made available through Strategic Initiative program.
4. Approval in the amount of **\$121,900.00** to **Digital Scoreboards, LLC** for new scoreboards for the Fieldhouse. Requested by Shelley Kneuvean. Funding Source – Athletics: Capitalized Equipment. Funding made available through Strategic Initiative program.
5. Approval in the amount of **\$28,197.98** to **P1 Service, LLC** for repair of water main break. Requested by Shelley Kneuvean. Funding Source – Capital Outlay: Plumbing Expense.

November bills totaling **\$2,813,781.40** includes October Visa bills totaling **\$201,733.77**.



Items for Ratification

These items are over \$10,000 but less than \$25,000.

CONSENT AGENDA – Item C

December 12, 2023

1. **\$12,500.00** to **MGS Engineering Solutions** for traffic study for Downtown Center. Requested by Shelley Kneuvean. Funding Source – KCK Community Education, Health and Wellness Center Construction Account.
2. **\$20,000.00** to **Archer Education** for enrollment and consulting services. Requested by Scott Balog. Funding Source – President’s Office Consulting Services.
3. **\$11,314.16** to **Kansas Lawn & Garden** for Main Campus monthly lawn care. Requested by Shelley Kneuvean. Funding Source – Grounds: Contractual Expense.
4. **\$18,665.00** to **Novak Birks PC** for audit procedures and single audit for Financial Aid. Requested by Shelley Kneuvean. Funding Source – Auditing: Contractual Expense.
5. **\$21,610.00** to **Kaplan Higher Education Corporation** for NCLEX test preparation Requested by Jerry Pope. Funding Source – Nursing: Course Related Expenses.
6. **\$10,000.00** to **Hannon Hill Corporation** for website event calendar module. Requested by Peter Gabriel/Kris Green. Funding Source – Information Services: Software Expense.
7. **\$17,854.00** to **American Digital Security, LLC** for campus security equipment. Requested by Shelley Kneuvean. Funding Source – Campus Police: Card Access.
8. **\$14,696.54** to **John A Marshall Company** for furniture for learning spaces. Requested by Shelley Kneuvean. Funding Source – Learning Spaces: Furnishings & Equipment.
9. **\$14,898.17** to **Midwest Alarm Services, Inc** for moving fire panel to dispatch area. Requested by Shelley Kneuvean. Funding Source – Campus Police: Card Access-Video-Fire.
10. **\$21,531.16** to **Hospitality Kansas City, LLC** for rental for Children’s Mercy Park for graduation. Requested by Chris Meiers. Funding Source – Graduation Fees: College Agency.
11. **\$10,358.40** to **American Prison Data Systems** for online GED curriculum. Requested by Fabiola Riobe. Funding Source – KDOC GED Program: Supplies & Expenses.
12. **\$18,687.00** to **Blacktop Paving Maintenance, Inc** for work in Humanities patio/parking area. Requested by Shelley Kneuvean. Funding Source – Capital Outlay: Parking Lots/Street Repair.
13. **\$15,054.26** to **Augusoft, Inc** for renewal for annual subscription for Lumens software for Continuing Education. Requested by Peter Gabriel. Funding Source – Information Services: Course Related Expense.

HUMAN RESOURCES - PERSONNEL ITEMS

CONSENT AGENDA – Item D

December 12, 2023

SEPARATION INFORMATION

ACTION	NAME	JOB TITLE	DEPT	DIVISION	EFF. DATE
Deceased	Fikru, Belete	Adjunct	Respiratory Therapy	Academic Affairs	11/28/2023
Resignation	English, Joel	Part-Time Adult Education Instructor	Adult and Continuing Education	Educational Innovation and Global Programming	12/14/2023
Resignation	House, Hayden	Police Officer	College Police	Financial & Facility Services	12/10/2023
Resignation	Kamler, Jenell	Part-Time International Student Services Specialist II	Admissions	Student Affairs and Enrollment Management	11/14/2023
Resignation	Labarr, Sarah	Adjunct	Music	Academic Affairs	01/01/2024

RECOMMENDATIONS / APPROVALS

ACTION	NAME	JOB TITLE	DEPT	DIV	DATE	SALARY
New Hire	Byrd, Brodi	Part-Time Athletic Table Assistant	Athletics	Student Affairs and Enrollment Management	11/29/2023	\$21.00 per hour
New Hire	Carson, LaCrystal	Lead Custodian	Custodian	Financial & Facility Services	12/08/2023	\$41,000 annually

Action Definitions

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

**Kansas City Kansas Community College
Board of Trustees Monthly Report**

Scott Balog, Ed.D.
Executive Vice President

December 12, 2023

The Executive Vice President's (EVP) Office presents its monthly update to Kansas City Kansas Community College's Board of Trustees, centered on institution strategy, partnerships and operations.

Executive Summary

Strategy

- Continued review of KCKCC's committees, councils and workgroups
- Completed mid-year strategic planning progress report
- Continued review of data tools and resources with Information Services and Institutional Effectiveness

Partnerships

- Continuing to develop and enhance strategic partnerships with business and industry, and other organizations
- Accompanied President Mosier and the Wyandotte Economic Development Council at the Kansas City Area Development Council's Annual Meeting
- Collaborated with Student Affairs and Enrollment Management and Institutional Effectiveness to cultivate KCKCC's relationship with Great Jobs KC
- Collaborated with Academic Affairs and KSU Olathe to grow number of transfer opportunities for KCKCC graduates
- Accompanied Trustee Hoskins Sutton, other Cabinet members and the KCKCC Foundation to represent the College at the State of the Unified Government Luncheon hosted by the Rotary Club of Kansas City, Kansas
- Represented the College at the annual Economic Forecast Breakfast hosted by the Greater Kansas City Chamber of Commerce
- Contributed to the phase 2 proposal for the KC Metro Regional Technology and Innovation Hub initiative
- Convened Health Professions and Continuing Education with the Kansas Department of Health and Environment to explore the development of a partnership focused on preparing future community health workers
- Coordinating installation of Enterprise KC's cybersecurity network nodes at the College

Operations and Execution

- Maintained continuity of operations for the President's Office during the President's recent international educational partnership trip to Peru
- Negotiated and solidified partnership with Archer Education to advance KCKCC's enrollment management strategies, initiatives and outcomes

Full Report

Strategy

This past month, the EVP's Office continued its review of shared governance at the College, that includes a review of the function, purpose and productivity of all internal committees, councils and workgroups.

The Office completed its six-month review of the College's progress toward accomplishing its strategic priorities and goals. An update on the strategic plan will be published and presented to the Board of Trustees in January.

The EVP, in collaboration with Information Services and the Office of Institutional Effectiveness continued a review of resources and tools to grow the College's data capacity and advance the democratization of data use across the institution. These tools will allow for real-time visualizations of data – moving the College away from its current manual process for data collection, analysis and reporting. Building KCKCC's data capacity and providing greater access to data and insights will inform decision-making, services and operations throughout the enterprise.

Partnerships

The EVP's Office continues to advance the development and cultivation of partnerships and strategic relationships for KCKCC across the KC Metro and State. Partnership activities include attendance and participation in events and convenings, engaging employer partners and advisory groups, aligning with fundraising initiatives and pursuing strategic partnership opportunities.

In mid-November, the EVP, along with President Mosier, attended the Kansas City Area Development Council (KCADC) Annual Meeting with representatives from the Wyandotte Economic Development Council. The Annual Meeting highlighted the continued growth of the region's economy, ongoing initiatives and upcoming projects.

The College continues to invest in its relationship with Great Jobs KC, previously KC Scholars to grow the pool of financial resources available for KCKCC students. Students participating in the Great Jobs KC scholarship program also receive coaching and advising support from Great Jobs KC, supplementing support they already receive from the College. As KCKCC grows in its enrollment of adult learners, partnerships like these ensure access for students in need and outside-the-classroom support that contributes to their success. The EVP is collaborating with Student Affairs and Enrollment Management, Institutional Effectiveness and the KCKCC Foundation to advance this partnership and create synergy with Great Jobs KC.

In late November, Academic Affairs and the EVP met with KSU Olathe administrators to discuss the development of several new and the redefining of existing upper division degree transfer programs with the University. The College, along with its university partners, continue to explore ways to broaden transfer opportunities for KCKCC graduates.

In early December, the Office joined Trustee Hoskins Sutton, other Cabinet members and the KCKCC Foundation Executive Director and Board Chair for the State of the Unified Government Luncheon hosted by the Rotary Club of Kansas City, Kansas. During the luncheon, Mayor Tyrone Garner and Unified Government Administrator, David Johnston presented updates on the status of the County and an outlook for the coming year.

The Office also attended the Economic Forecast Breakfast hosted by the Greater Kansas City Chamber of Commerce. At the breakfast, attendees heard from economists at the Mid-America Regional Council on the state of the region's economy and the forecast for the economy in the year ahead.

KCKCC is contributing to the development of a Regional Technology and Innovation Hubs (Tech Hubs) proposal to be submitted to the Economic Development Administration in the US Department of Commerce. The College's Biomanufacturing and Engineering Technology programs will be central in supporting the region's focus on Biologics. The Office is collaborating with Academic Affairs on this initiative.

KCKCC's Divisions of Health Professions and Continuing Education met with the Kansas Department of Health and Environment in early December to discuss the development of different education and training pathways for future community health workers. Convened by the EVP, the meeting revealed several student pathways for consideration, with some that include financial support.

The EVP will join President Mosier, other Cabinet members and staff at the Complete College America Annual Convening in Las Vegas. The focus of the convening – future ready – aligns with the College's efforts to modernize its operations and services and to prescribe academic and career pathways for students that are customizable and stackable.

The College will install two computer security nodes – one on the Main Campus and one at its Technical Education Center – in mid-December as part of Enterprise KC's statewide cybersecurity network. In addition to advancing KCKCC's cybersecurity skills training and workforce development programs, the partnership is revealing other opportunities for support for the College's downtown center and advanced manufacturing program.

Operations and Execution

During the President's recent international trip to Peru, the EVP maintained continuity of operations for the President's Office and represented the Office at several internal and community events and activities. These events and activities included KCKCC's 99th Annual Candle Lighting Ceremony, the KCKCC Foundation Winter Scholarship Social, Chat with the President (our internal townhall for College employees), the Board of Trustees Finance Committee meeting and downtown center planning and design meetings.

The EVP also represented the President's Office at the Industrial Maintenance Technician program graduation ceremony in early December. At the ceremony, the College recognized

eight graduates of the fall program. All program graduates are employer-sponsored and employed in the area.

Finally, negotiation of terms for a partnership agreement with Archer Education concluded in early December. The partnership will support the College's interests in increasing its visibility with prospective students and providing additional support for those interested in enrolling at KCKCC. Archer Education's unique "create your own adventure" approach to enrollment management leverages a one-of-a-kind technology platform that automates student engagement through messaging that is informed directly by the student. In addition, the partnership will give College staff unique access to Archer's team, supporting the professional development of KCKCC employees in strategic enrollment management. The agreement will be presented to you next month for consideration and approval.

December 2023 Board of Trustees Report
Vice President of Academic Affairs

Monthly Highlights

- Angie Miller attended the IUPUI Assessment Institute Conference that took place in Indianapolis, IN, October 30-31, 2023.
- On November 16, the Office of Assessment conducted a workshop on how to map program learning outcomes (PLOs) to the new Institutional Learning Outcomes (ILOs) in Taskstream.
- On November 3, 2023, Mr. Tom Grady co-presented at the fall Kansas Association on Higher Education and Disability Conference (AHEAD).
- Dr. Ramos-Reyes, Professor of Philosophy, was a recipient of the 2023 National Literature Prize in Asuncion, Paraguay, for his philosophical essay *Filosofia para tiempos misteriosos* (Philosophy for Mysterious Times). Dr. Ramos-Reyes received a diploma from the President of the Republic of Paraguay, Santiago Peña Palacios.
- Dr. Aaron Margolis (History), Professor Mike Pettengell (English), and Professor Polly Hawk (English and Women's Studies), presented various lectures throughout the community last month.
- Dr. Justin Binek, Music, co-wrote *Experiencing Jazz* (Third Edition), with Rick Lawn. The book is now available for pre-order from Routledge Books and highlights important vocalists and prominent women in jazz.
- The WYCO and KCKCC Historical Mural received the Technology Award (project budget \$9,999 and above) from the Kansas Museums Association for the digital timeline and interactive kiosk features of the mural.
- The Nail Technology Program recognized the Student of the Semester, Jennifer Chavez-Perez. Jennifer received honors for being an outstanding student. Jennifer has completed over 50 services this semester and has been an exemplary role model for her peers.
- Electrical Technology students at PCC completed a project in the Leavenworth community.
- HVAC students attended a tour at U.S. Engineering in Lawrence, Kansas.
- The second semester of MTSC-0210 is devoted to exploring diversity in religious customs and funeral rites. For the final project, students work in small groups to learn and become experts on the funeral rites and customs of a religion different than their own.
- The Kansas City Kansas Fire Department donated 26 turnout coats, 28 turnout pants w/ suspenders, and six pairs of gloves to the program. The same new equipment would have cost approximately \$65,000.
- On Nov 6, members of the Science Club and the club advisors visited the Glore Psychiatric Museum in St. Joseph, MO.
- Biomanufacturing students took a trip to KUMed (UKMC)
- Jacquelyn Maderos, an Engineering student, was awarded the Schlagle Scholarship for this upcoming spring semester.
- The poster symposium was held on November 7, hosted by Dr. Stacy Tucker. The biology department had several courses that were represented by students with their research projects.
- On Tuesday, November 28, twelve students became the first students inducted into the KCKCC chapter of the Psi Beta Psychology Honors Society. The induction ceremony was held in Upper Jewel with opening remarks given by VPAA Pope. The inaugural induction ceremony was well attended as some parents were present.

December 2023 Board of Trustees Report
Vice President of Academic Affairs

Academic Support and Assessment – Dean Cecelia Brewer

A special note of thanks from Dean Brewer:

On behalf of myself and the entire division, we would like to thank **Gracie Guzman** (Administrative Assistant to the Dean), and **Tiffany Saturday**, (current student with 20 yrs. of EMS training) for their quick thinking and heroic efforts. An employee suffered a critical medical emergency, and these two individuals jumped right in to help while waiting for first responders to arrive. Once the employee returned to work, they were able to personally thank both individuals. Well done!

Office of Assessment: Angie Miller, Assessment Coordinator

Angie Miller attended the IUPUI Assessment Institute Conference that took place in Indianapolis, IN, October 30-31, 2023. Some of the sessions included "Making Assessment Useful," "Synchronizing Continuous Improvement," and "Equity-centered Collaboration in an Assessment Context." During the conference, valuable insights were gained into the assessment processes followed by other colleges and universities. Ms. Miller also established connections with other assessment professionals from across the country.

On November 16, the Office of Assessment conducted a workshop on how to map program learning outcomes (PLOs) to the new Institutional Learning Outcomes (ILOs) in Taskstream. The workshop provided clear guidance for coordinators/faculty leads on how to align their programs with the ILOs and follow the archival practices set by HLC. A recording of the workshop was sent to division deans for sharing with coordinators who could not join the live session. With this extra push for compliance, we are confident that all programs and disciplines will be aligned by January 16, 2024.

Center for Teaching Excellence: Tom Grady, Faculty Director

On November 3, 2023, Mr. Tom Grady co-presented at the fall Kansas Association on Higher Education and Disability Conference (AHEAD) with Mr. Robert Beach, Assistive Technology Specialist for Academic Resource Center, and Dr. Ed Lovitt, Director Education Technology/Distance Education, Johnson County Community College. The title of their presentation was "Hybrid-Hyflex Course Design" and focused on accessibility.

On November 3, 2023, Mr. Tom Grady co-presented at the fall Kansas Association on Higher Education and Disability Conference (AHEAD) with Atwan Daniels, Chemistry Instructor, Metropolitan Community College and Dr. Paul Grillos, Partnership Director, Association College University Educators (ACUE) at the Missouri Community College Association Annual Convention and Tradeshow. The title of the presentation was "Strengthening Student Outcomes

December 2023 Board of Trustees Report
Vice President of Academic Affairs

Through Effective Teaching".

Arts, Communication and Humanities – Dean Dr. Donna Bohn

From Dr. Mario Ramos-Reyes (Philosophy)

Dr. Ramos-Reyes was a recipient of the 2023 National Literature Prize in Asuncion, Paraguay, for his philosophical essay *Filosofia para tiempos misteriosos (Philosophy for Mysterious Times)*. Publishers submitted hundreds of novels, essays, and poetry works, which were presented to the National Congress Jury comprised of five experienced literary figures appointed by the Culture, Education, Sciences and Technology Commission of the Senate, and chaired by the head of the National Congress, Senator Silvio Ovelar. In a special ceremony in the Palace of Government, the President of the Republic, Santiago Pena, presented a diploma to the six awardees.

From Aaron Margolis (Public History and Humanities):

On November 10, 2023, Dr. Aaron Margolis presented, *The Birth of Sumner High School: A Story of Resilience and Courage*, at Victory Baptist Church.

On November 27 Professor Mike Pettengell presented *Been There and Gone: the Early History of Blues* at the Leavenworth Public Library as part of the KCKCC Humanities Talks, sponsored by Humanities Kansas.

On December 5 Professor Polly Hawk presented *Close Reading: Solving an Agatha Christie Story Before Miss Marple* at the West Wyandotte Branch of the Kansas City, Kansas Public Library, as part of the KCKCC Humanities Talks, sponsored by Humanities Kansas.

From Dan Fitzgerald (ESOL):

Student organization Latinx Club provided tamales for the *International Education Week Tamalada/Fashion Show*. Many ESOL students were involved in serving tamales, setting up for the event and walking the runway at the Fashion Show.

Michelle Overholt's Listening/Speaking class visited the Little Leaders Daycare and read books to the kids. This was part of an English pronunciation project for the class.

From Clint Ricketts (Studio Arts):

Saturday, November 4, the Art Club painted faces at the *Dia de Muertos Celebration* hosted by the Central Avenue Betterment Association. The event was well-attended and provided students a great opportunity to connect with the community and raise money for future Art Club events. The club raised over \$300.

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Vice President of Academic Affairs



The Art Club took a trip to St. Louis to visit the City Museum and the *Mural Mile* on November 11. Thirteen students and two advisors made the one-day trip. The graffiti of the *Mural Mile* was a big hit with our visual thinkers of the future.

From John Stafford (Music):

A Jazz Showcase performance by all KCKCC Instrumental and Vocal Jazz Ensembles will take place on Tuesday, December 12, from 6:00-9:00pm at the Blue Room Jazz Club at the American Jazz Museum in Kansas City, MO.

From Dr. Justin Binek (Music):

Experiencing Jazz (Third Edition) is now available for pre-order from Routledge Books. I am extremely proud of the work that Rick Lawn and I have done with this textbook, particularly in terms of highlighting important vocalists and prominent women in jazz, and in revising the listening guides to highlight key moments for study and analysis.

From Shai Perry (Art Gallery):

Highlights:

- The WYCO and KCKCC Historical Mural received the Technology Award (project budget \$9,999 and above) from the Kansas Museums Association for the digital timeline and interactive kiosk features of the mural. Art Gallery Coordinator, Shai Perry, attended the Kansas Museums Association Conference on November 3-6 in Hays, Kansas.
- KCKCC received a Grant Award from Freedom Frontiers NHA for the project *The Birth of Sumner High School*. This project will capture the story of Sumner to be displayed in a traveling exhibit and added to the Digital Timeline of the WYCO and KCKCC Historical Mural to further the historical knowledge database. Students from Sumner Academy will be selected to participate in the project and receive stipends for their work. Partners include Sumner Alumni Association, Sumner Academy, and KCKCC employees Aaron Margolis, History, Shay Dodson, Digital Design, and Shai Perry, Art Gallery.

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- On November 16, Shai Perry attended the ArtsKC Grant Recipients Reception. She was on the grant selection committee for the 2023 Inspiration Grants. Dr. Fabiola Riobe attended the event as her guest.
- Kansas City School for the Blind students had a wonderful theater experience attending our student production of *Proof*. Students had a tactile experience of the set and cast members before the show. Thanks to Gary Mosby and the Drama Club!



Exhibit Updates:

- Art Gallery: USD500 Art Showcase on display Nov. 3-Dec. 4.
- Artifact Exhibition in display case in Lower Jewell in celebration of *International Education Week*! Students, faculty, and staff submitted artifacts from their international travels. Pictured here are Art Gallery Assistants Julia Quina and Isabella Fernandez. They worked hard to set up these amazing art objects in our cabinets. We are showcasing items such as currency, clothing, jewelry, and various artifacts to educate students about cultures different from their own.
- Hugo Ximello-Salido's *The Path to Gender Fluidity* tactile art display in SASS office has been extended to March 22.



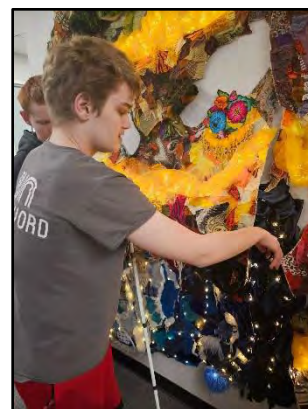
Program Events:

- The KCKCC Art Gallery is teaming up with Monarca Art Space for the December First Friday exhibition, Dec. 1, 5-9 pm. Two of our KCKCC Students will be featured: Orlanda Alonso Herrera and Tammy McFadden. Monarca Art Space is located at 1225 Union Ave, Suite 100, Kansas City, MO 64101
- Our High School Portfolio Days for USD 500, Nov 3 & 10, 10am-1pm were a success, with nearly 100 students in attendance. Guest speakers included Jewelry artist Clarrisa Knighten and Muralist JT Daniels (KCKCC Alum).

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Vice President of Academic Affairs



- On November 15, the Art Gallery welcomed guest speaker Kirk Sharp, Director of the Gordon Parks Museum at Fort Scott Community College. He shared the story of photographer Gordon Parks to 35 people in attendance.
- **Tours**
 - Nov. 10: Ten Kansas City School for the Blind students experienced the tactile display by Hugo Ximello-Salido's before the theater program. The *Path to Gender Fluidity* tactile art display in the SASS office is extended to March 22.
 - Nov. 13: Four KCKCC Board Members toured the exhibition.
 - Nov. 15: Five Johnson County Community College Faculty toured KCKCC art spaces



Ambient Space:

- Art Committee met on Nov. 17
- Next Art Committee meeting is on December 14 at 11 am on Microsoft Teams.
- Call for New Members for the Art Committee! Please contact sperry@kckcc.edu for more information.

Career and Technical Education –Dean- Donald Smith

Construction Technology students obtained, organized, and prepared lumber and materials to build stairs, landing, and deck railings to construct the deck for the house KCKCC students are building at 3028 N. 56th Street in KCK. The deck is now completed. The home is being built entirely by students, providing valuable hands-on experience.

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Vice President of Academic Affairs



The Nail Technology Program recognized the Student of the Semester, Jennifer Chavez-Perez. Jennifer received honors for being an outstanding student. Jennifer has completed over 50 services this semester and has been an exemplary role model for her peers.



Electrical Technology students at PCC completed a project in the Leavenworth community. The project included installing and wiring outlets for a barn converting to an event facility. This assignment required the installation of conduits, boxes, covers, and wires. The customer sent an email to the instructor thanking the school for a job well done, stating “I hope you are very proud of them. Their work was equivalent to any I’ve seen. Thanks again and happy holidays to you and your students/team.”

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Students in Building Engineering and Maintenance Technology completed multiple calculations designing walls with window and door openings. Additionally, students created custom stair layouts and rafter designs. During the project, students utilized a variety of equipment and tools, including tape measures and construction calculators as part of their end of semester carpentry finals.



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HVAC students attended a tour at U.S. Engineering in Lawrence, Kansas. This interface with the employer generates potential job opportunities for our students with Pipefitters and Sheet Metal unions. Two days later our Welding students toured the same facility.



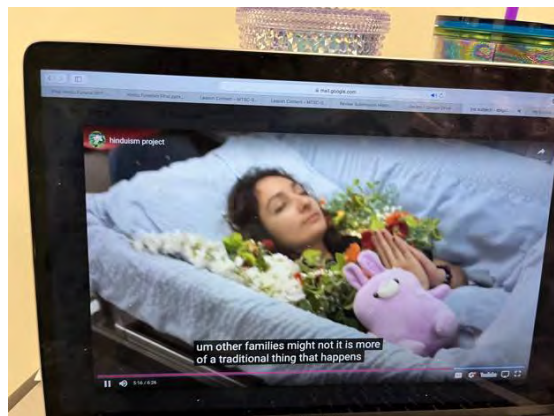
HVAC high school students competed to determine which group could create the most creative ice sculpture. This was a worthy project for our first-semester students. The winning students decided to create a pumpkin ice sculpture which required much detail and organization. The winning group of students was awarded LED flashlights.

Health Professions – Dean Dr. Tiffany Bohm

Mortuary Science

The second semester of MTSC-0210 is devoted to exploring diversity in religious customs and funeral rites. For the final project, students work in small groups to learn and become experts on the funeral rites and customs of a religion different than their own. Funeral rites and customs are a significant section of the National Board Exam. Groups are required to seek multiple sources, including community, in-person sources, and field research. Students also had to create and display an artifact of their choice in a gallery walk/symposium format that was attended by other students and college staff. Below are a few samples of the artifacts created, including a hand painted diorama of a Jewish burial service and a video depicting preparation a decedent for the Hindu funeral.

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Fire Science

The Kansas City Kansas Fire Department donated 26 turnout coats, 28 turnout pants w/ suspenders, and six pairs of gloves to the program. All are brand-new or have been used less than one year. This equipment would cost the program \$65,000.00 so this donation is very much appreciated!

Nursing

Faculty and staff are putting the final touches on the Fall 2023 Pinning. Please join us 12/13/23 at 7pm in the Fieldhouse.

Students for spring 2024 have been accepted and enrolled. The RN program accepted 38 generic and 13 articulation students. The PN program accepted 22 students for the inaugural hybrid class.

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

On Nov 6, members of the Science Club and the club advisors visited the Glore Psychiatric Museum in St. Joseph, MO. We had an opportunity to learn more about the history of psychiatric



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Vice President of Academic Affairs

treatment in Missouri and see some of the former patient artwork, medical instruments, and other items used to keep the facility running when it was open.



The Wellness Center had 64 participants that joined a KCKCC Walk Across Kansas Team this year. They worked together to complete 448 miles for 8 Weeks to make it across the state of Kansas. They always enjoy the t-shirts to sport the work they completed in 8 weeks. It wrapped up the Sunday before Thanksgiving Break (November 19, 2023). It was a great year and each team named themselves after a Festival in the State of Kansas (Cornstalker Walkers, Merry Maidens, Neewollah, Leavenworth Campers are just some of the Team Names)

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Vice President of Academic Affairs



We will celebrate Merry Fit-Mas on Wednesday, December 6, 2023. This is a day for us to Thank our Wellness Members and let them know we want them to feel special during the holidays.

Dr. Ross Stites had two students who have recently informed him they have jobs in the electronics field. One is an audio student who is working at JHS Pedals (guitar pedals); this student took 2 semesters of required electronics for an AAS in Audio Engineering. The other is just completing his second semester in the program and took a job as an Electronics Technician III at Honeywell Aerospace, in Olathe. Congratulations to these two students, and to Dr. Stites for preparing them for these positions.

Biomanufacturing students took a trip to KUMed (UKMC) - the simulation lab in Ziel, a meeting with Dr. Maria from ODI, and a visit to Dr. Lisa Harlan-Williams' Cancer Research Lab on November 16.

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Jacquelyn Maderos, an Engineering student, was awarded the Schlagle Scholarship for this upcoming spring semester. The president of the Hispanic Engineers Society in Kansas City will mentor her. Way to go Jacquelyn!

The poster symposium was held on November 7, hosted by Dr. Stacy Tucker. The biology department had several courses that were represented by students with their research projects. The students selected a topic and researched the topic.

Dr. Burke had her microbiology class completing research on a microbial process.

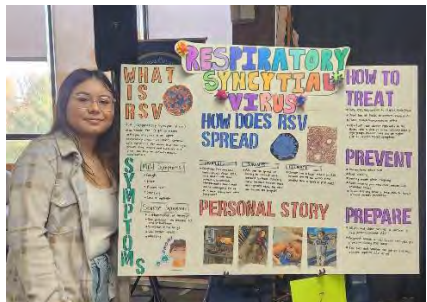


Dr. Kathy Burke and Emily Lopez

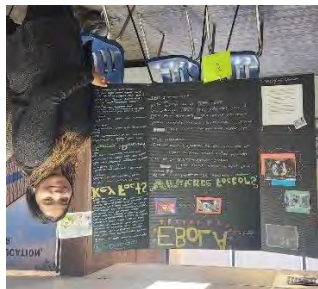


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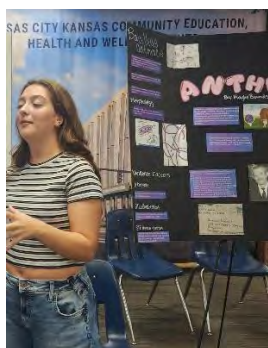
Mariana Rosales



Samantha Palos



Guadalupe Herrera



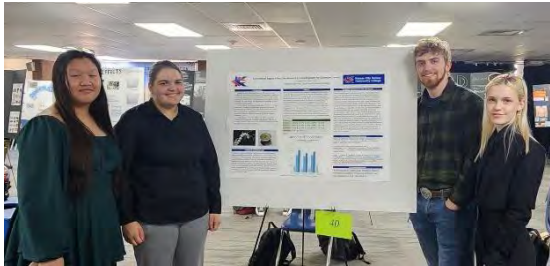
Kaylie Bounds

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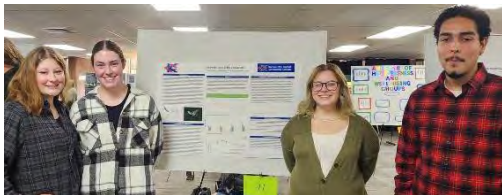


Abbigayle Hefton

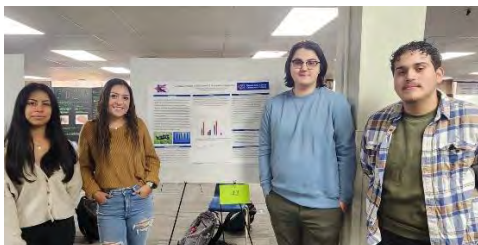
Tyrun Flaherty Honors Cell and Molecular Biology course did research on silkworms and presented their posters



Sunaree Alongkornvilai, Carson Gardner, Anastasiia Maiboroda, Malia Pebley



Bailey Campbell, Hector Hernandez, Tekyn McGill, Claire Suchma



Luis Aguilera, Brianna De La Garza, Sarai Garcia, Colin Tompkins

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Dr Debra Finch Human Anatomy course did research on a pathological condition.

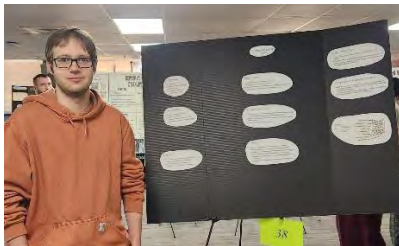


Veraly Gomez

Not Pictured

Alex Behrman
Veraly Gomez
Iyahna Brown
Tophic Mukidadi

Dr. Watkins Basic Concepts of Pathophysiology courses completed and presented on one pathology.

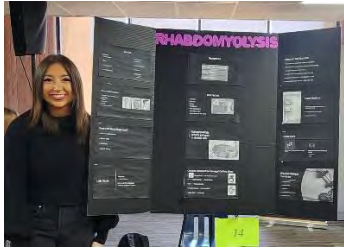


Justin Roberts

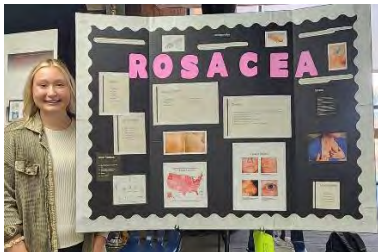


Adamari Brisen Madrigal

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Vice President of Academic Affairs



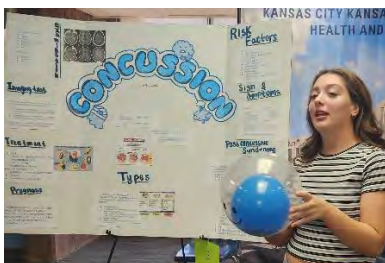
Elisabeth Cannon



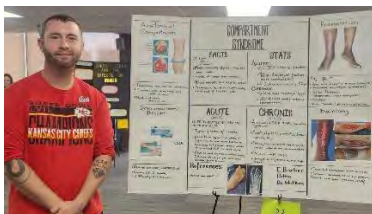
Abbigayle Hefton



Mariana Rosales



Kaylie Bounds



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Elijah Barbar



Kamesha Kimbrel

Dr. Kremer attended a meet and greet for the new CEO of the Kauffman Foundation.

Dr. Kremer participated in a discussion with BioNexus and Shonda Anderson from the Kanss Department of Commerce to discuss Registered Apprenticeships for the biosciences and ways to move forward with the Tech Hubs Designation for Biologics and Manufacturing.

Dr. Kremer is part of the executive team for the HI-TEC conference to be held in Kansas City July 29-August 1 at Crown Center <https://www.highimpact-tec.org/>. He is working with representatives from MCCCKC and JCCC to coordinate aspects of the program.

Social and Behavioral Sciences & Public Services – Dean Cleon Wiggins

On Tuesday, November 28, twelve students became the first students inducted into the KCKCC chapter of the Psi Beta Psychology Honors Society. The induction ceremony was held in Upper Jewel with opening remarks given by VPAA Pope. The inaugural induction ceremony was well attended as some parents were present.

The SBSPPS division has resurrected its professional development program “Share-An-Article.” The purpose of this program is to offer another professional development opportunity to the fulltime and adjunct faculty. Scholarly articles on relevant issues are identified by members of the division, placed in a repository for others to read, then discussed at division meetings and coordinators meetings.

On October 26, 2023, Dr. Emily Morrow and Professor Daryl Long attended a recent Vibrant Voices event at Memorial Hall. The featured speaker was CNN host Van Jones. The Vibrant Voices series offers communities an opportunity to discuss issues of concern. The event focused on the intersection of the criminal justice system and community health.



December 2023 Student Affairs and Enrollment Management (SAEM) Board of Trustees Report
Submitted by Chris Meiers, Ph.D.
Vice President for Student Affairs and Enrollment Management

Division-Wide Selected Activities, Programs, and Updates

- The Student-Athlete Advisory Council (S.A.A.C.) sponsored a program for our student-athletes and coaches on mental health awareness by [Mark and Nanette Potter from D2UP](#). The student-athletes and coaches heard powerful and impactful stories to reduce stigma about reaching out for help and how to help others with mental health issues.
- Strategic Enrollment Management Plan Updates
 - The Department of Education (DOE) announced that the overhauled 2024-25 Free Application for Federal Student Aid (FAFSA) will be open to students and families by December 31, 2023, The DOE also announced the delivery of applicant information to colleges and universities will be delayed until at least the end of January. The Office of Student Financial Aid will be preparing to minimize disruptions and delays to students and families and continue to work high school and community partners to conduct training and presentations.
 - The Student Success Center has completed the first phase of the “Course Mapping” project in collaboration with faculty and program coordinators. Course maps for all the A.S., A.A., A.G.S., and A.A.S. programs are now being utilized to help students better understand degree completion and course sequencing.
 - Student Supports for Program Success is collaborating with the Center of Teaching Excellence on a Student Success Workshop to be held on January 8, 2024, for faculty and staff during the Spring 2023 Welcome Week. The workshop will include a keynote address from the College’s guided pathway coach, a student success journey exercise, and breakout sessions geared towards the objectives of the Title III grant.
- As part of the Division of SAEM’s overall strategic planning efforts, the division has adopted a divisional Playbook (page 4) which serves as the division’s mission statement, and strategic priorities (page 5) to complement and align overall college planning and strategic enrollment plans.
- Congratulations to Nicole Wilburn, Director of Student Housing, who was selected as the chair for the Professional Development committee for the Upper Midwest Region Association of College and University Housing Officers (UMR-ACUHO). During this 2-year term, she will lead a committee of 10 student housing professionals that organize professional development opportunities for the regional institutional members.



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Spring 2024 Enrollment Report

KCKCC Unduplicated Headcount by Location									
CAMPUS (UNDUP at A Location & DUP Across Locations)	12.11.2020	12.10.2021	12.09.2022	12.08.2023	21-24	21-24	23-24	23-24	Spring 2024
	Spring 2021	Spring 2022	Spring 2023	Spring 2024	Diff - #	Diff - %	Diff - #	Diff - %	%
AMZN	-	-	-	-	-	-	0	-	-
BL	104	8	50	-	-104	-100.00%	-50	-100.00%	0.00%
DNTWN	1	-	-	-	-1	-	0	-	0.00%
FRSC	14	14	7	13		-7.14%	6	85.71%	0.42%
HS	511	712	665	777	266	52.05%	112	16.84%	25.31%
LCF	-	21	-	16	16	-	16	-	0.52%
MC	797	985	1,084	1,086	289	36.26%	2	0.18%	35.37%
OC	217	128	188	210	-7	-	22	-	6.84%
OL	1,104	1,064	1,075	1,147	43	3.89%	72	6.70%	37.36%
PION	153	138	137	135	-18	-11.76%	-2	-1.46%	4.40%
TEC	447	511	470	534	87	19.46%	64	13.62%	17.39%
USDB	-	-	3	73	73	-	70	-	2.38%
VIRT	414	210	107	55	-359	-86.71%	-52	-48.60%	1.79%
Total UNDUP Headcount	2,610	2,834	2,802	3,070	460	17.62%	268	9.56%	100.00%
Note: Enrollment at each location is unduplicated. However, enrollment across locations (A student can be counted in two locations) is duplicated. The Total however, is unduplicated (unique counts) headcount.									
Status	Spring 21	Spring 22	Spring 23	Spring 24	21-24 #	21-24 %	23-24 #	23-24 %	Sp 2024 %
First-time	275	346	314	367	92	33.45%	53	16.88%	11.95%
Returning	2,335	2,488	2,488	2,703	368	15.76%	215	8.64%	88.05%
Gender	Spring 21	Spring 22	Spring 23	Spring 24	21-24 #	21-24 %	23-24 #	23-24 %	Sp 2024 %
Unknown	-	6	22	27	27	-	5	22.73%	49.09%
Female	1,662	1,741	1,698	1,747	85	5.11%	49	2.89%	56.91%
Male	948	1,087	1,082	1,296	348	36.71%	214	19.78%	42.21%
Race / Ethnicity	Spring 21	Spring 22	Spring 23	Spring 24	21-24 #	21-24 %	23-24 #	23-24 %	Sp 2024 %
American Alaska Native	14	14	14	10	-4	-28.57%	-4	-28.57%	0.33%
Asian	125	125	125	123	-2	-1.60%	-2	-1.60%	4.01%
Black or African American	440	488	438	533	93	21.14%	95	21.69%	17.36%
Hawaiian Pacific Islander	7	3	2	3	-4	-	1	-	0.10%
Hispanic	640	651	764	855	215	33.59%	91	11.91%	27.85%
Multi-racial	158	153	151	168	10	6.33%	17	11.26%	5.47%
Unknown	114	118	102	187	73	64.04%	85	83.33%	6.09%
White	1,016	1,177	1,163	1,140	124	12.20%	-23	-1.98%	37.13%
Non Resident	96	105	43	51	-	-46.88%	8	18.60%	1.66%
KCKCC Credit Hours by Location									
CAMPUS	12.11.2020	12.10.2021	12.09.2022	12.08.2023	21-24	21-24	23-24	23-24	Spring 2024
	Spring 2021	Spring 2022	Spring 2023	Spring 2024	Diff - #	Diff - %	Diff - #	Diff - %	%
AMZN	-	-	-	-	-	-	-	-	-
BL	702	24	198	-	-702	-100.00%	-198	-100.00%	0.00%
DWNTN	3	-	-	-	-3	-	-	-	0.00%
FRSC	137	140	70	123	-14	-10.22%	53	75.71%	0.42%
HS	2,773	3,873	3,573	4,211	1,438	51.86%	638	17.86%	14.55%
LCF	-	210	-	144	144	-	144	-	0.50%
MC	5,177	7,361	8,290	8,460	3,283	63.42%	170	2.05%	29.22%
OC	515	411	392	382	-133	-	-10	-	1.32%
OL	7,657	6,448	6,893	7,575	-82	-1.07%	682	9.89%	26.17%
PION	1,325	1,188	1,143	1,192	-133	-10.04%	49	4.29%	4.12%
TEC	5,329	6,409	5,673	6,297	968	18.16%	624	11.00%	21.75%
USDB	-	-	13	312	312	-	299	-	1.08%
VIRT	1,537	782	423	253	-1,284	-83.54%	-170	-40.19%	0.87%
Total	25,155	26,846	26,668	28,949	3,794	15.08%	2,281	8.55%	



Student Affairs and
Enrollment Management

PLAYBOOK

WHAT WE DO

We advocate for all students to support them as they learn essential life skills that lead to personal and professional growth and development.

DIVISIONAL CORE VALUES

Community

Empathy

Inclusion

Integrity

Transparency

DIVISIONAL SHARED STRATEGY TOWARD COMPREHENSIVE STUDENT CENTERED SERVICES AND PROGRAMS

- ▶ Leverage Data-Informed Practices
- ▶ Meet Students Where They Are
- ▶ Provide Guidance
- ▶ Remove Barriers

SAEM Strategic Priorities



Student Affairs and
Enrollment Management

2023-2025 Strategic Priorities

DATA-INFORMED PRACTICES

- ▶ Implement an integrated student early alert process
- ▶ Develop standard assessment reports and key performance indicators
- ▶ Pursue NASPA's First-Gen First designation for KCKCC
- ▶ Establish military friendly best practices

MEET STUDENTS WHERE THEY ARE

- ▶ Implement an integrated new student orientation
- ▶ Implement bystander intervention training
- ▶ Launch a campus engagement platform
- ▶ Expand student clubs and organizations

PROVIDE GUIDANCE

- ▶ Actively Lead KCKCC Strategic Enrollment Management Plan strategies
- ▶ Actively steward student fee allocation process
- ▶ Expand financial literacy programs
- ▶ Actively lead the American Democracy Project

REMOVE BARRIERS

- ▶ Launch an external integrated student success communication plan
- ▶ Create more student employment opportunities
- ▶ Expand student mental health services
- ▶ Expand student health services

STRENGTHEN DIVISIONAL INFRASTRUCTURE

- ▶ Improve athletic facilities
- ▶ Develop an internal division communication plan
- ▶ Develop standard operating and onboarding procedures
- ▶ Implement the Title III grant

Dean of Student Services

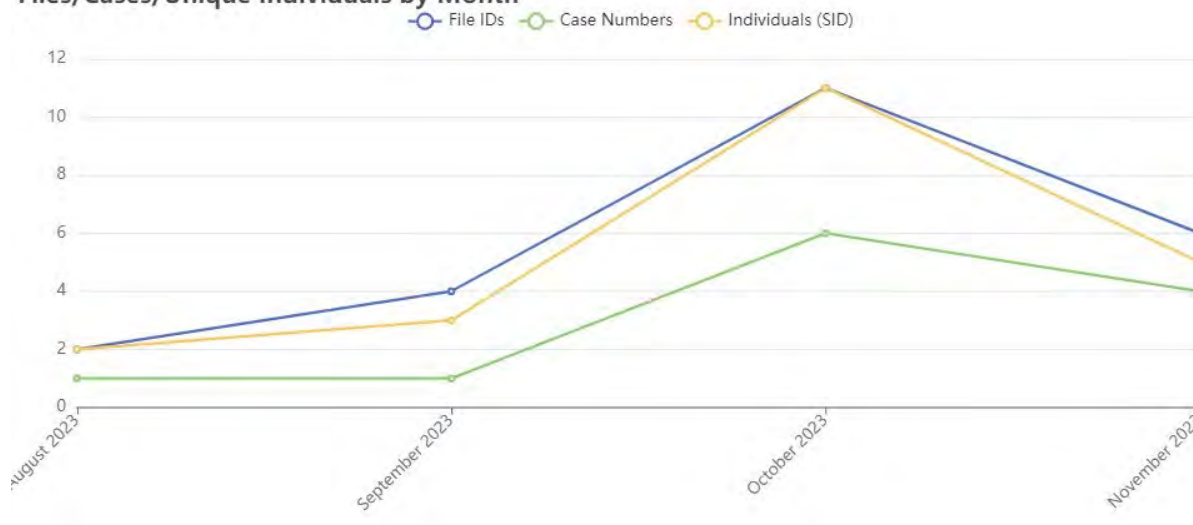
Submitted by Dr. Shawn Derritt, Dean of Student Services

Selected Activities, Programs, and Updates

- For the Fall 2023 semester, there has been 24 student conduct cases compared to 21 for the Fall 2022 semester.
- Dr. Derritt served on the search committee for the Director of Assessment.
- Dr. Derritt participated in the International Education Awareness fashion show on November 16.
- Dr. Derritt attended the Heartland Campus Safety Summit at the University of Kansas, on November 16.
- November 27, Dr. Derritt visited with a future Blue Devil student at New Chelsea Elementary School. This is part of a monthly mentoring session to work with students in need of emotional support identified by at New Chelsea Elementary School.
- Dr. Derritt is chairing the search committee for our new Director of Student Engagement. The first round of interviews was completed the last week of November with the second round scheduled for the week of December 4.
- Dr. Derritt led the coordination and planning of the 99th Annual Candle lighting ceremony that was held on November 29 and was well attended by the campus and local community.

Conduct Cases

Files/Cases/Unique Individuals by Month



Files/Cases/Unique Individuals by Month



Student Accessibility and Support Services

Submitted by Department Faculty

Selected Activities, Programs, and Updates

- SASS faculty presented “True Colors,” a personality inventory test, to 10 students from the Electrical Technology program. Students learned about their personality styles, their strengths, their weaknesses, and how to apply this information in their career and education paths.
- SASS faculty participated in an online webinar, “Understanding and Developing the Foundation for Sound Accommodation Decision” by the Association on Higher Education and Disability (AHEAD) on November 1.
- SASS faculty attended “Effective Models for Reasonable Accommodation Decisions” webinar on November 18. A panel of five disability office leaders from different institution types and office sizes discussed their approaches to navigating individual and group decision-making regarding reasonable accommodations and explored how they manage fundamental alteration reviews. This is the second of a two-part webinar series to offer strategies for how to design internal systems to meet current accommodation review needs.
- SASS faculty participated in the KAN-AHEAD Fall Conference. KAN-AHEAD is the Kansas affiliate of the national Association on Higher Education and Disability (AHEAD). One SASS faculty was part of the keynote presentation on the accessibility advantages and concerns with hybrid and hyflex classes.
- SASS faculty participated in the Career Fair at Gardner Edgerton Advanced Technical Center. Information about Career and Technical Education program options and disability services in college was shared with the students. Two potential students with disabilities who are interested in KCKCC visited with the faculty.

Upcoming Activities and Programs

- SASS faculty is scheduled to tour a group of 15 Basehor-Linwood High School students on December 1, from 12:30 PM – 2:00 PM to explore Career and Technical Education programs and learn about disability services at the college level.

- SASS faculty has a tour scheduled, December 6 at 8:00 AM, with a potential student attending the Kansas State School for the Blind (KSSB) transition program in Fall 2024. The student is interested in our Cybersecurity program.

November Disability Services Volume

DISABILITY	November 2023	November 2022	November 2021
Autism	15	11	9
Attention Deficit Disorder	24	26	31
Blind/Visional Impairment	6	10	8
Deaf/Hard of Hearing	1	3	7
Head Injury	3	4	3
Intellectual Disability	8	5	4
Learning Disability	67	73	57
Medical	12	14	1
Physical	1	3	3
Psychiatric	26	15	8
Other Health Impaired	6	3	1
Total	169	167	132

Student Health Services

Submitted by Toni Dickinson, College Nurse

Selected Activities, Programs, and Updates

- Several planning activities have been under way in the Student Health Center:
 - A job description for a Medical Assistant based on the scope of good practices have been developed and reviewed for consideration.
 - The workflow for COVID-19 protocols for students and employees are in the process of being reviewed according to current Center for Disease Control (CDC) guidelines.
 - The workflow for TB screening based on the CDC and the Wyandotte County Health Department are being reviewed.
 - In collaboration with the KCKCC Police Department, an inventory and maintenance of the College's automated external defibrillator devices is underway.
- On November 28, Kansas City Kansas Community College hosted a blood drive with the goal of 28 units of blood. 32 units were collected from 30 donors which included 9 first-time donors.

Student Basic Needs

Submitted by Fyn Morrigan, Student Basic Needs Coordinator

Selected Activities, Programs, and Updates

- Blue Devils' Cupboard served 93 households in November for a total of 341 students and their families.
- In partnership with Wyandotte Extension Office, Kansas State University (KSU), the first Kitchen Restore donation drive for Wyandotte county program was held on November 3 at the Main Campus. The KSU extension staff reported that the drive was a success and numerous KCKCC faculty and staff contributed.
- To improve service to students, the Student Basic Needs Intake Form was revised and a new intake form for the Student Relief Fund was created.
- Staff worked with Counseling Center staff to provide the items for finals week survival kits which included healthy snacks and information about mental health resources for our students.

Upcoming Activities and Programs

- Staff is working with other departments on the upcoming Winter Wonderland event on December 13 and will be providing groceries to the families, including a limited number of turkeys and chickens for a holiday meal.

Admissions and Recruitment

Submitted by Teresa Hill-Collier, Director of Admissions and Recruitment

Selected Activities, Programs, and Updates

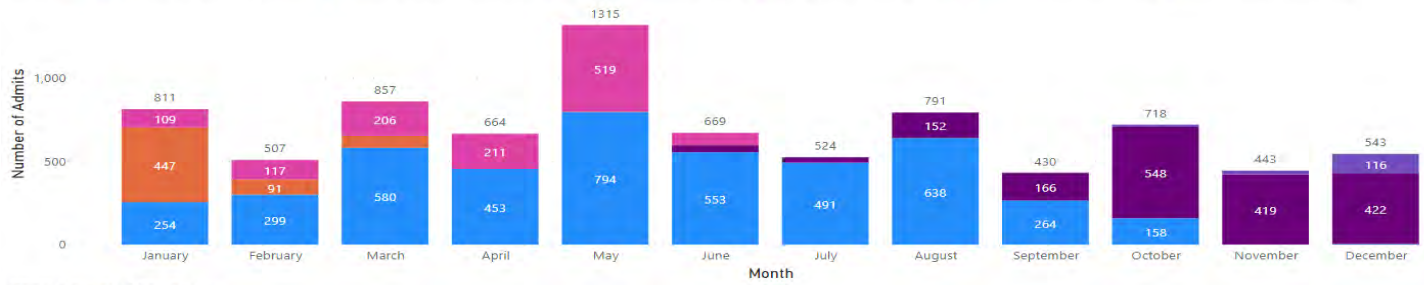
- November 8: Teresa Collier participated as a guest panelist in the University of Iowa's observance of National First-Generation Day.
- The Fall new student recruitment season is well underway. For the month of November:
 - 17 individual student campus tours were conducted,
 - 14 group tours were conducted, and
 - presentations at 19 community and high school events.

Upcoming Activities and Programs

- December 4 The Office of Admissions and Recruitment will host Bonner Springs High School.
- December 5: The Office of Admissions and Recruitment will host Argentine Middle School.
- December 7: The Office of Admissions and Recruitment will host Washington High School.
- December 8: The Office of Admissions and Recruitment will host Turner High School.

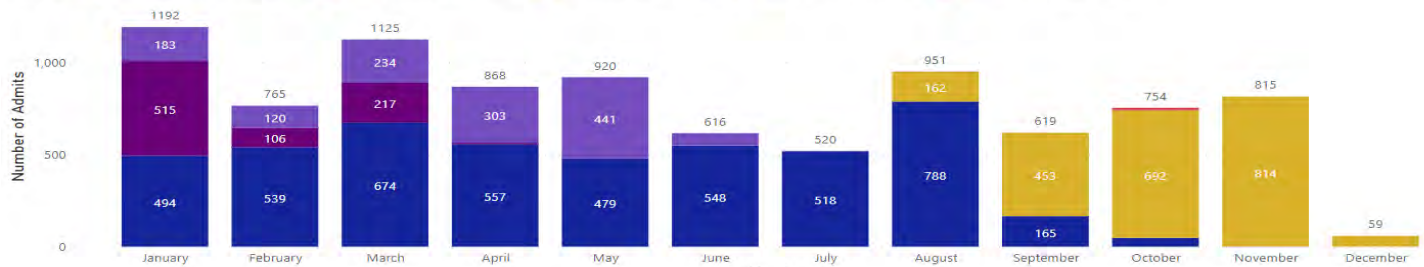
2022 Admitted Students

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

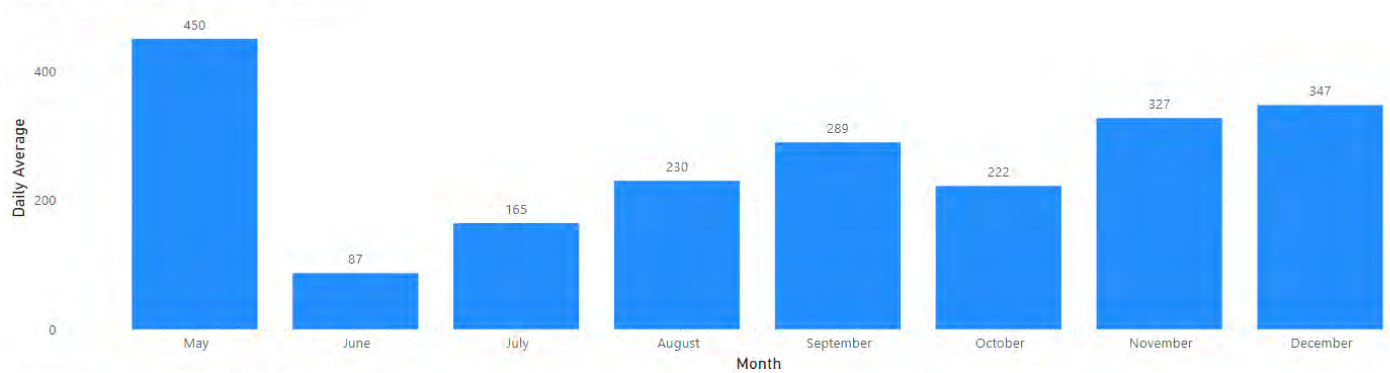


2023 Admitted Students

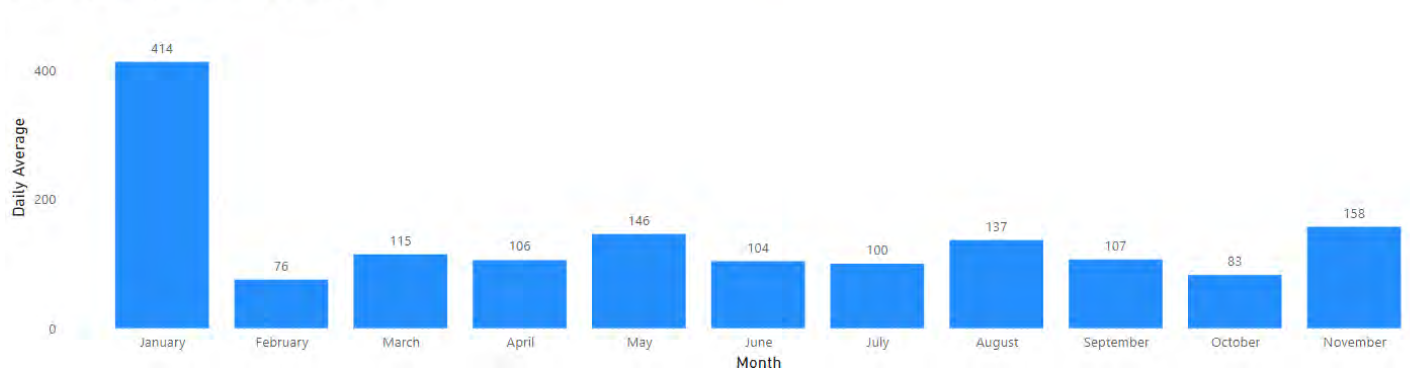
Entry Term ● Fall 2023 (August - December) ● Spring 2023 (January - May) ● Spring 2024 (January - May) ● Summer 2023 (June - July) ● Summer 2024 (June - July)



2022 Daily Average Admissions Backlog



2023 Daily Average Admissions Backlog



Athletics

Submitted by Greg McVey, Director of Athletics

Selected Activities, Programs, and Updates

- Volleyball had three student-athletes receive KJCCC postseason honors for the 2023 season. Sophomore setter **Taryn Dial (Topeka, KS)** was named to the KJCCC 1st team as she led the Blue Devils in assists recording 960 on the season. Middle blocker and Freshman **Nykeriah Allen (Lewisville, TX)** was named to the 2nd team as she led the team in blocks with 120 on the season. Sophomore outside hitter **Mercedes Brown (Clinton, MO)** was named honorable mention and led the team with 265 kills.
- Women's Soccer had 8 student-athletes honored with KJCCC postseason honors. Sophomore defensive back **Payton Rayos (Raymore, MO)** and **Jordan Bedard (Kansas City, MO)** were named to the KJCCC 1st Team. Rayos was a crucial factor on the defensive half of the field and Bedard led the Blue Devils with 13 goals while also recording 4 assists on the season. Sophomores **Leslie Hernandez (Kansas City, MO)** and **Mia Hurt (Omaha, NE)**, along with Freshman **Sierra Montez (Kansas City, KS)** and **Cora Ellerman (Magdeburg, Germany)** were named to the 2nd team. Hernandez was a solid defender during the season. Hurt tallied 6 goals and 2 assists while Montez and Ellerman scored 6 goals and 10 goals, respectively. Freshman forward **Jaycee Schumann (Topeka, KS)** was named to the Honorable Mention Team and led the team with 10 assists on the season.
- Men's Soccer finished its 2023 campaign on November 1st as they fell to the eventual KJCCC Champion Barton County Community College by a score of 6-1 in the semifinals of the NJCAA Region VI Tournament. The team finished the season 7-6-3 overall and 5-4-3 in the KJCCC. Several men's soccer student-athletes received KJCCC postseason honors. Freshman forward **Ajay Stewart (Montego Bay, Jamaica)** and Freshman midfielder **Noah Conover (Olathe, KS)** were named to the KJCCC 1st team. Stewart scored 8 goals on the season, while Conover scored 4 goals and dished out 3 assists on the season. Freshman Forward **Jacob Thomas (Olathe, KS)**, Freshman midfielder **David Rivera (Argentine, KS)**, and Sophomore defender **Rory Stenhouse (Sunshine Coast, Australia)** were all named to the 2nd Team. Thomas scored 5 goals and dished out 5 assists on the season. Rivera scored 1 goal and assisted on another 2 goals. Stenhouse was a tough defender that helped solidify the Blue Devils back row during the season. Freshman **Alex Papakonstantinou (Psevdas-Larnaca, Cyprus)** and Freshman **Zak Hiles (Raymore, MO)** were named to the honorable mention team.
- Women's Basketball began their season on November 2nd with an 86-57 win over St. Mary's JV team. The team finished the month of November with a 5-4 overall record recording wins against St. Mary's JV (twice), North Platte Community College, and Haskell University (twice). The team will finish its non-conference schedule on December 16 and will begin KJCCC play when the team returns from the holidays in January. Sophomore **Jada Johnson (Kansas City, MO)** leads the team with a 20.0 points per game average. Sophomore **Kaylyn Rogers (Jackson, TN)** leads the team by

averaging 6.9 rebounds per game. Sophomore **Victoria Jones (Kansas City, MO)** continues to be a spark plug for the offense and is averaging 4 assists per game.

- Men's Basketball also began their season on November 2nd with a 99-60 victory over St. Mary's University JV. The team ended the month of November with a 5-6 overall mark. The schedule the team has played has been extremely challenging with several NJCAA Division I institutions on the schedule. The highlight was a 76-72 comeback win against Division I State Fair Community College on Saturday, November 18th. Freshman **Mikequese Taylor (Peoria, IL)** leads the team with a 13.2 points per game average while Sophomore **Caleb Jones (Saint Louis, MO)** leads the team with a 6.3 rebounds per game average. Freshman **Cortez Howlett (Kansas City, MO)** leads the team as he dishes out 4.1 assists per game. Like the women's team, they will complete the non-conference portion of their schedule in December and begin KJCCC play after the holidays.

Upcoming Activities and Programs

- All game times, previews and recaps are always available at [Kansas City Kansas Community College Athletics \(prestosports.com\)](https://www.kjccc.edu/athletics/prestosports.com)

Counseling & Advocacy

Submitted by Linda Warner, LCPC, Director

Selected Activities, Programs, and Updates

- Women & Gender Advocacy and the OQS Diversity Club hosted Stephanie Byers, the first Transwoman elected to the Kansas House of Representatives. Ms. Byers spoke on the topic of **"Transgender Support in Uncertain Times"** on November 8 in Lower Jewell.
- A tabling event was held on November 13 to promote **World Kindness Day**. Everyone was encouraged to offer kind acts to others and kindness bars were distributed to students.
- **Counselor caseloads** – The counselors had an average caseload of 15 students, with 20 new student intakes, for a total of 91 counseling appointments attended in November.



Enrollment Management Information Systems

Submitted by Sam Landau, Enrollment Management Information Systems Coordinator

Selected Activities, Programs, and Updates

- Application Simplification Task Force - This team is meeting every Tuesday and Friday to discuss pathways toward simplifying the application for admission. The charge of this task force is to develop a simplified application for admission with 'automatic' decision-making, improved processing, and integrated student communications that are customized based on the student type.

(SAEM) Board of Trustees December 2023 Report

- Current Progress: A simplified application is in the process of being built. The team is researching options for how the information can flow into Colleague to reduce unnecessary manual processing steps to admit future students.

Military and Veteran Center

Submitted by Wade Abel, Director

Selected Activities, Programs, and Updates

- November 6-10: The Military and Veteran Center hosted Veteran Week events. These events included an open house, Virtual 5K run/walk, a veterans trivia event, a veteran's breakfast and lunch and an honor tree.

Upcoming Activities and Programs

- December 4: The Military and Veteran Center along with the Student Veterans Organization (SVO) will host a Chili Cook Off. Military affiliated students can stop by for lunch and vote for their favorite chili.
- January 3-6: Three members of the SVO and their advisor will attend the Student Veterans of America National Convention in Nashville, TN. The conference will allow our SVO leaders the opportunity to network with other colleges, gather resource ideas, and learn techniques to grow the KCKCC SVO Chapter.

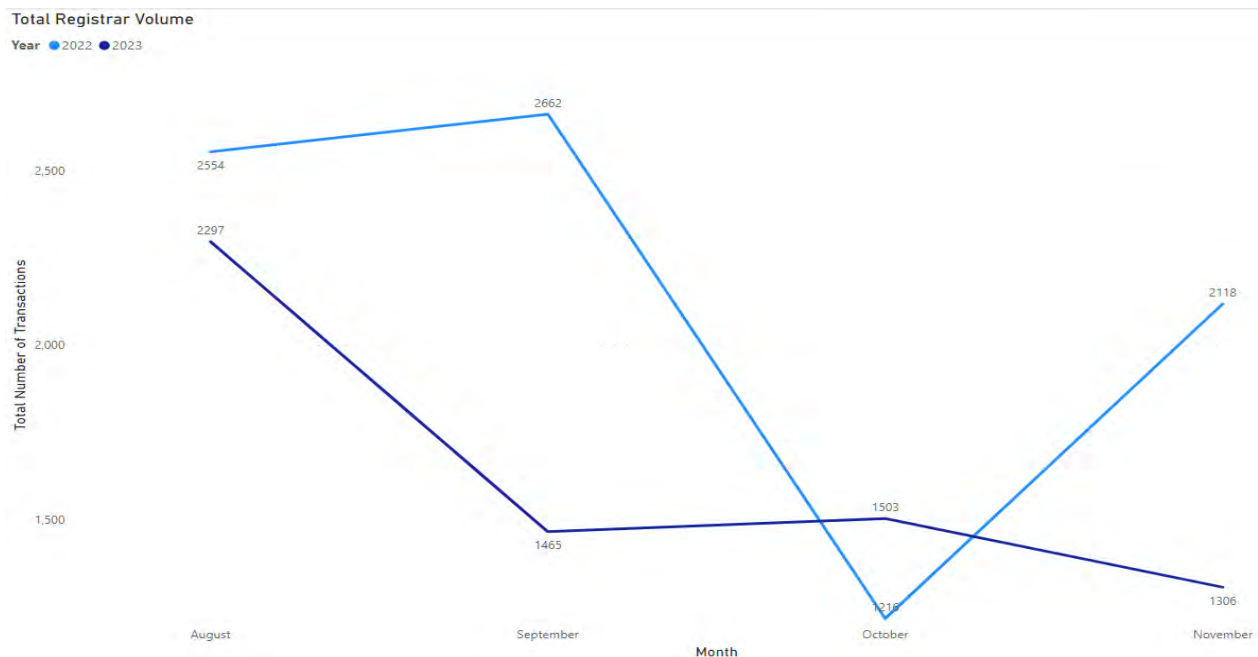


Registration and Records

Submitted by Theresa Holliday, Registrar

Selected Activities, Programs, and Updates

- For the months of August through November of 2023, the Office of the Registrar has processed 1,979 fewer transactions compared to the same time for 2022. Comparisons of note include:
 - 163 fewer grade changes suggesting more accurate entry of grades during the grading periods.
 - 30 more processed graduation applications which is expected to increase with the new online application for graduation system.
 - 261 fewer outgoing transcripts.
 - 347 more transfer credit evaluations.
 - 79 student schedule changes being conducted in the Office of the Registrar in 2023 compared to 1,344 in 2022 suggesting more accurate enrollment transactions at the beginning of the semester.



Student Activities

Submitted by Dr. Shawn Derritt, Dean of Student Services

Selected Activities, Programs, and Updates

- Fringe Benefits Education's (FBOE) programming for the month of November included:
 - *The Power of Multimedia*, which involved a discussion of the evolution of multimedia in advertising and how it impacts consumer choices. 38 students attended the program.
 - *The Rise of Artificial Intelligence* where the impacts of artificial intelligence (A.I.) is having on the job market and in entertainment was discussed. 41 students attended the program.
 - On November 16, FBOE hosted a game night and study session with the rule, "if you're not playing, you're studying". 44 students attended the program which was unexpectedly high considering that the Thanksgiving break was the next week.
 - On November 30, FBOE hosted the Time Machine Dance, which was themed around the music of the 1920s through the 1990s.

Student Financial Aid

Submitted by Tammy Reece, Director

Selected Activities, Programs and Updates

- The Federal Student Aid training conference sponsored by the United States Department of Education was held November 28-December 1, 2023. All KCKCC Financial Aid Office staff attended the virtual training.

- The Office of Student Financial spent considerable effort in November starting the scholarship posting process for 2024 spring recipients with KCKCC departments that award scholarships.
- The search process for the new Scholarships and Student Employment Coordinator started in November.

Financial Aid Applications Received as of December 2

Academic Year	Total Number of Records	Records Received in November
2023-2024	7,528	339
2022-2023	7,304	250
2021-2022	7637	261

Financial Aid Disbursed to Student Accounts

Academic Year	FALL	SPRING	SUMMER	TOTAL
2023-2024	\$5,088,096			\$5,088,096
2022-2023	\$4,974,616	\$4,265,844	\$648,154	\$9,888,614
2021-2022	\$7,589,034	\$7,809,158	\$718,268	\$16,116,460

*Does not include third party payments or KCKCC Foundation Scholarships. The 2021-2022 year includes Higher Education Emergency Relief Funds (COVID).

Award Activity for 2023-24

Term	Number of Awards to Students	Unduplicated Headcount of Enrolled and Awarded
Fall 2023	4332	3095

Student Housing

Submitted by Nicole Wilburn, Director

Selected Activities, Programs, and Updates

- Student Housing began accepting contracts for students that wish to move in for Spring 2024 on November 1 and there are currently 11 students on the waitlist. Space will be available on a first-come, first-served basis pending vacancies. Students on the Fall waitlist will remain at the top of the list.
- The electronic locks for student apartments and bedrooms have arrived and the lock installation will commence over the next several months. This will allow students to use their student ID to access their apartment/bedroom just like they use to access the building.
- Student Housing remained open during Thanksgiving Break and students had to request to stay during this time for safety and staffing purposes. There were 120 students that remained in Centennial Hall for at least a portion of Thanksgiving Break, and a similar number of students are expected to request similar accommodations for the Winter Break.

Student Success and Retention

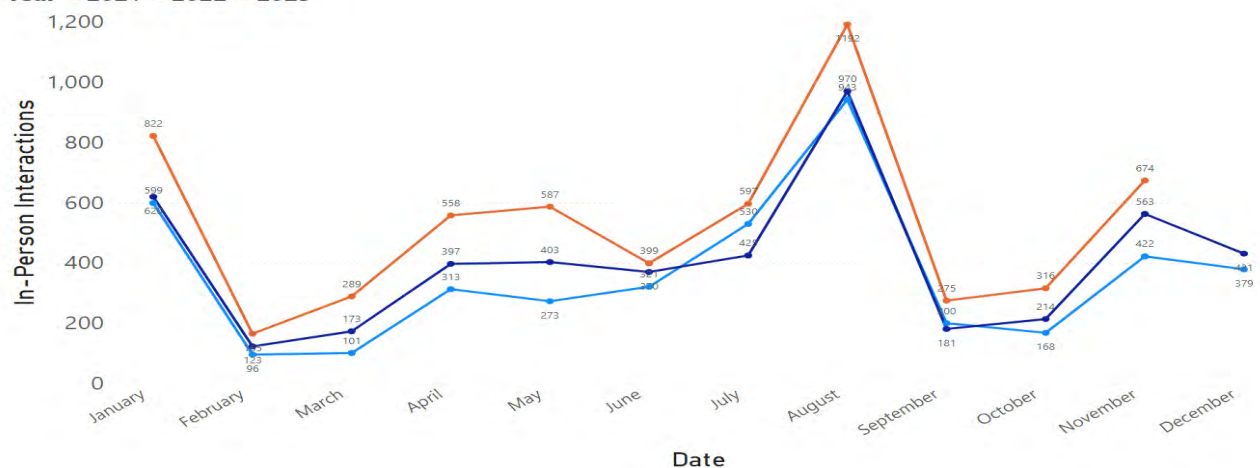
Submitted by Brady Beckman, Director of Student Success, and Retention

Selected Activities, Programs, and Updates

- Carrie Fisher, started as the new Career Services Coordinator. Prior to this Title III grant funded role, Carrie served as an Admissions Recruiting Coordinator at KCKCC.
- Student Success Advisors collaborated with the Student Housing team to offer advising sessions for students at Centennial Hall on three occasions throughout November. More than 20 students took advantage of these opportunities to enroll in Spring 24 courses.
- In November, Career Services offered programming for our students through various workshops (such as Micro-Internships and Using AI for Job Searching) and a Career Preparation Workshop at Centennial Hall.
- The Student Success Center will be facilitating new opportunities for 4-year transfer partners through “Transfer Tuesday” tabling opportunities. 4-year institutions have been invited to meet weekly with our students (on campus) every Monday and Tuesday. On the final Tuesday of each month, our partner colleges will be meeting with our student success team to discuss transfer pathways and opportunities specific to their respective colleges.
- For the month of November:
 - The Student Success Center continued to see the trend that has been experienced in 2023 with more in-person advising appointments. There was 674 in-person advising appointments which is 19.7% more compared to November of 2022.
 - The number of students scheduling virtual advising appointments in November has nearly tripled compared to October of 2023 with 195 virtual advising appointments.
 - 243 placement tests were conducted in November which is 16.3% more compared to November of 2022.

In-Person Advising Interactions

Year ● 2021 ● 2022 ● 2023





Upcoming Activities and Programs

- Spring 2024 Semester enrollment opened on November 1. Student Success Advisors will be available to students both virtually and in-person, including increasing the number of hours for drop-in advising appointments to meet student needs through the beginning of the Spring 2024 semester.
- Over the coming months, the Student Success Center will enter the second phase of the course mapping project which will include creating course maps for certificate programs and students interested in health professions.

Student Supports for Program Success

Submitted by Dr. Gena Ross, Director of Student Support for Program Success

Selected Activities, Programs, and Updates

- The applicant interviewing process for the part-time Web/Technology Coordinator position that is funded from the Title III program has been completed.
- In collaboration with Institutional Image and Marketing, a website is being developed that will allow the College community to stay informed about the progress of grant activities.

Upward Bound Academy

Submitted by Veronica Knight, Director

Selected Activities, Programs, and Updates

- The theme for the November Saturday workshop was “Attitude of Gratitude and Giving.” Upward Bound Academy participants were captivated by Teressa Collier, Director of Admissions, as she spoke about being First Generation scholars and the importance of giving back. Mike Graham of Tomorrows Promise Today also shared information regarding our partnership and the upcoming academic support students will receive. Students made heart shaped pillows



and fleece “knotted” blankets for children at Children's Mercy Hospital, Sue’s Safe Haven, and a homeless shelter.

- On November 25, the scholars traveled to Topeka to see “The Chocolate Nutcracker” presented by the It Takes a Village community theater troupe at the Topeka Performing Arts Center. Prior to the production, students ate lunch together and discussed their family’s holiday traditions.
- The academic collaboration between Upward Bound Academy and Tomorrow’s Promise Today Education Leaders is official. Tomorrow's Promise Today will provide weekly targeted tutoring, state assessment instruction in Math, ACT Prep, Multi-Tier System of Support (MTSS), and weekly homework help to all Upward Bound Academy scholars. Pre/post diagnostic assessment has begun to determine the prescriptive targeted tutoring that each student will receive.
- The Upward Bound Academy staff meets weekly with students at F.L. Schlagle and Washington High Schools to review grades, discuss their progress and to address any challenges to student success.



Upcoming Activities and Programs

- The end of semester celebration will be held on December 9 during our monthly Saturday session. Students will be acknowledged for a job “well done” with highlights of their participation and grades throughout the semester. Students will spend the afternoon at Rush Funplex where they will have opportunities to bond with their fellow scholars.
- Staff will be working to complete the Annual Progress Report (APR) for the first year of the Upward Bound Grant.



DR. FABIOLA RIOBÉ

B.O.T. REPORT DECEMBER 2023

The mission of the Office of Educational Innovation and Global Programs is to foster educational excellence, innovation, and global engagement within Kansas City Kansas Community College by providing transformative learning experiences and promoting cultural understanding and global awareness among students, faculty, and staff.

The Office of Educational Innovation and Global Programming,

Vice President Dr. Fabiola Riobé

Executive Summary

This executive summary highlights the Division's unwavering commitment to excellence in education, strategic partnerships, and innovative workforce solutions. The accomplishments and ongoing initiatives underscore the Division's pivotal role in fostering student success, community engagement, and aligning with the evolving needs of the Kansas City Kansas Community College. The Board's continued support will undoubtedly contribute to the sustained growth and positive impact of the Division.

I. Adult and Continuing Education:

- Successfully identified 22 potential Community Education courses for the upcoming Spring and Summer semesters.
- Driver's Ed and Motorcycle courses scheduled to resume in March 2024.
- Seamless transition to a new domain name for Ed2Go, enhancing the online learning experience.

II. High School Partnerships:

- Proactive enrollment strategies underway with the High School Partnership Team, promising an increase in early enrollment figures.
- Engaged in a productive Academic Town Hall Meeting with Kansas City Kansas Public Schools, contributing insights for improved student preparedness at KCKCC.
- Collaborative discussions with the KCKCC Foundation reveal potential financial assistance for students facing financial holds.

III. International and Global Programming:

- Successful Study Tour in Peru.
- Maintained a robust enrollment of F1 VISA students, with a promising outlook for the upcoming semester.
- Processed a total of 78 international applications, demonstrating sustained interest and growth.

IV. Online Education:

- Strategically deferred Fall 2023 and Spring 2024 student applications to Fall 2024, ensuring a comprehensive and streamlined processing approach.
- Demonstrated commitment to student well-being through community engagement initiatives during Thanksgiving break.
- Notable progress in enhancing content accessibility, aligning with evolving standards and student needs.

V. Workforce Innovation:

- Celebrated success stories of AET/FAME program graduates, showcasing tangible career advancements and financial success.
- Anticipating the eighth IMT graduation with positive outcomes for trainees sponsored by esteemed companies.
- Welcomed Kellanova, a new sponsor, to the KC FAME Chapter, further expanding opportunities for students.

Adult and Continued Education:

Continuing Education:

- Continuing Education has reviewed and compiled a list of possible Community Education courses that can be offered starting the Spring. Previous instructors have been contacted to determine interest and availability. There were 22 courses that have been identified as potential Community Ed courses that can potentially be offered during the Spring and Summer semesters.
- Driver's Ed and Motorcycle courses are scheduled and will resume in March 2024.
- Ed2Go has requested a domain name change for KCKCC. The name changed **from** careertraining.ed2go.com/kckcc **to** careertraining.kckcc.edu.

Adult Education (GED and ESL):

Enrollment for January session has started, the current enrollment numbers are:

- GED - AM - 26 enrolled
 - GED - PM - 18 enrolled
 - PCC GED - 9 enrolled
 - ESL AM - 30 enrolled
 - ESL PM - 47 with 24 on the wait list
-
- Joel English has submitted his resignation as PT GED Instructor and will be leaving at the end of the current semester. Brian Patrick has been offered and has accepted the position that will be vacated by Joel English. Brian will begin in January as the new PT GED Instructor.
 - A part-time ESL instructor position is open and has posted to the website.

High School Partnerships:

The HSP Team is in the process of enrolling all our partners. We have on-site enrollment scheduled and we are working diligently to process all returning and new TEC students enrolled. Once all enrollment registration forms are processed there will be a noticeable increase in these early numbers.

Academic Town Hall Meeting with KCKPS

- On November 16th Ms. Hill and Ms. Harris took part in an Academic Town Hall Meeting at Kansas City Kansas Public Schools District Office. There were district officials, school board members and parents in attendance. Our team joined the conversation around ways to better prepare students to enter and succeed here at KCKCC. We will be working with this group to brainstorm a framework that will help improve this opportunity.

KCKCC Foundation

- The HSP Team had an amazing meeting with the KCKCC Foundation. During this meeting we discussed how we could better assist each other. We learned that there is a possible donor who may be able to assist students who have a financial hold on their account and several other scholarships that are available to our high school students.

Collaborative Connections

- We are gearing up for our spring edition of The High School Psychological Clinic. We have been working on logistics with several area high schools and Mr. Ammons. The date is set for March 21st.
- The goal of the High School Clinic in the Psychological Sciences is to introduce students to the various (a) professional careers in Psychological Sciences, (b) pathways to becoming a specific type of Psychologist, and (c) work force options for majors and minors in Psychology at the associates' and bachelors' level.

International and Global Programming:

Current Enrollment

F1 VISA students

Active Students	50
Waiting for VISA interview results for SP-2024	9
Readmit	1
Incoming Transfers Pending for SP-2024	2
New Admits	2

International applications to be processed or archived.

Applications by semester

Fall 2023	6
Spring 2024	54
Fall 2024	17
Summer 2024	4
Total	78

Applications by visa type

Asylum Pending	4
B1/B2	1
F1	68
F2 Spouse	1
Parolee	1
Permanent Resident	2
TD Spouse or Child of NAFTA Professional	1
Total	78

The Fall 2023 and Spring 2024 students have been contacted to see if they want to defer their application to Fall 2024. The focus for the next three months is to process the 78 applications.

Community Engagement

- The Salvation Army provided 15 snack backpacks to students staying in the dorms over Thanksgiving break.
- Academic Health Plans the international student insurance provider and the Salvation Army were vendors during International Education Week.

International Engagement

- KCKCC delegation of President Mosier and Vice President Riobé went on a 10-day study tour in Peru led by the United States Embassy, Public Diplomacy Branch. They visited three Peruvian Institutos and toured two major corporations.

Online Education Services.

- Continued excellence in supporting virtual engagements with 5,185 participants and 225,728 combined minutes through 834 Zoom meetings.
- Robust utilization of class capture software, Panopto, with 1,154 views and downloads in November, fostering effective online learning.
- Dedicated efforts towards accessibility improvement, showcasing a 6% improvement over the Summer 2023 term.

Workforce Innovation:

- Inspiring success stories of AET/FAME program graduates, underscoring the program's effectiveness in achieving career success.
- Upcoming eighth IMT graduation marks continued success in partnership with industry sponsors.
- Exciting new partnership with Kellanova, further expanding opportunities for AET/FAME trainees.



Kris Green, Chief Marketing & Institutional Image Officer

Report Summary

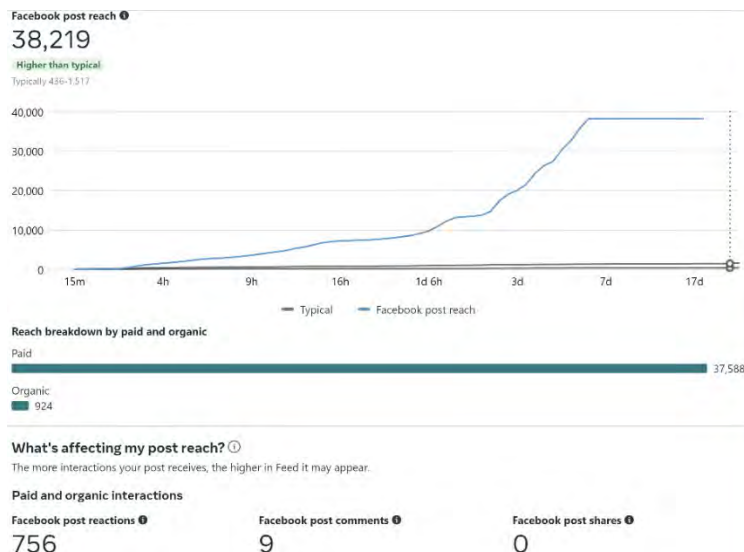
The team continues to move forward with website improvements. KCKCC is working with Segura Marketing on a Spanish website for admissions. Yoodle will serve as the consultant for the overall website redesign.

Kris Green worked with the Community Engagement Committee of the Board of Trustees to create an overview of the committee work. The group met November 12 and December 5 to discuss the document.

The Marketing Division continues to streamline processes to better serve the college community. Recently the Print Shop form to request printing and duplication was updated to a more user-friendly form.

The Marketing team completed another stage in enrollment marketing by completing email and social media campaigns for the Spring Semester. Digital and radio advertising continue over December and January.

The boosted Spring Enrollment post saw an extremely high reach.



Graphic Design

Rollie Skinner, Graphic Designer, completed items promoting the downtown campus, in addition to items for multiple departments and clubs.

- Centennial Path giving card



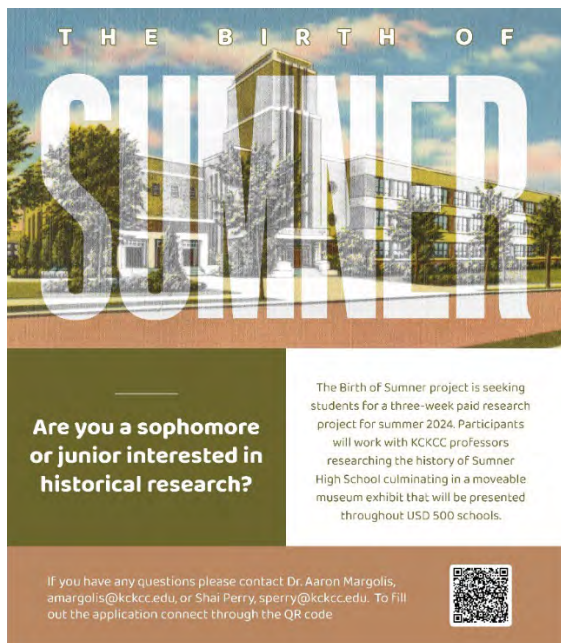
- KS Humanities presentation flyer



- Pocket folder



- Birth of Sumner research project



A Historical Research
Project Sponsored by



- KCKCC billboard



Website Administration

Several new sections/pages were created and published:

- Global Learning section: <https://www.kckcc.edu/global/>
- International Education Week page - <https://www.kckcc.edu/global/int-edu-week/index.html>
- Title III webpage - <https://www.kckcc.edu/about/titleiii/>

Digital and Motion Graphics

- Thanksgiving Break



- Candle Lighting



- Proof – Marquee Motion Graphic



- M-Pact Vocal Festival



Photography

Matthew Fowler, Kelly Rogge and Charlie Martin photographed many campus events.

- Farewell to Trustees Brune, Daniels and Brown



- International Education Week Kickoff



- Candle Lighting



- M-PACT vocal Festival



- First Snowfall



- Foundation Scholarship Social



- Athletics Hall of Fame



- Open Mic



- President's Leadership Circle Breakfast

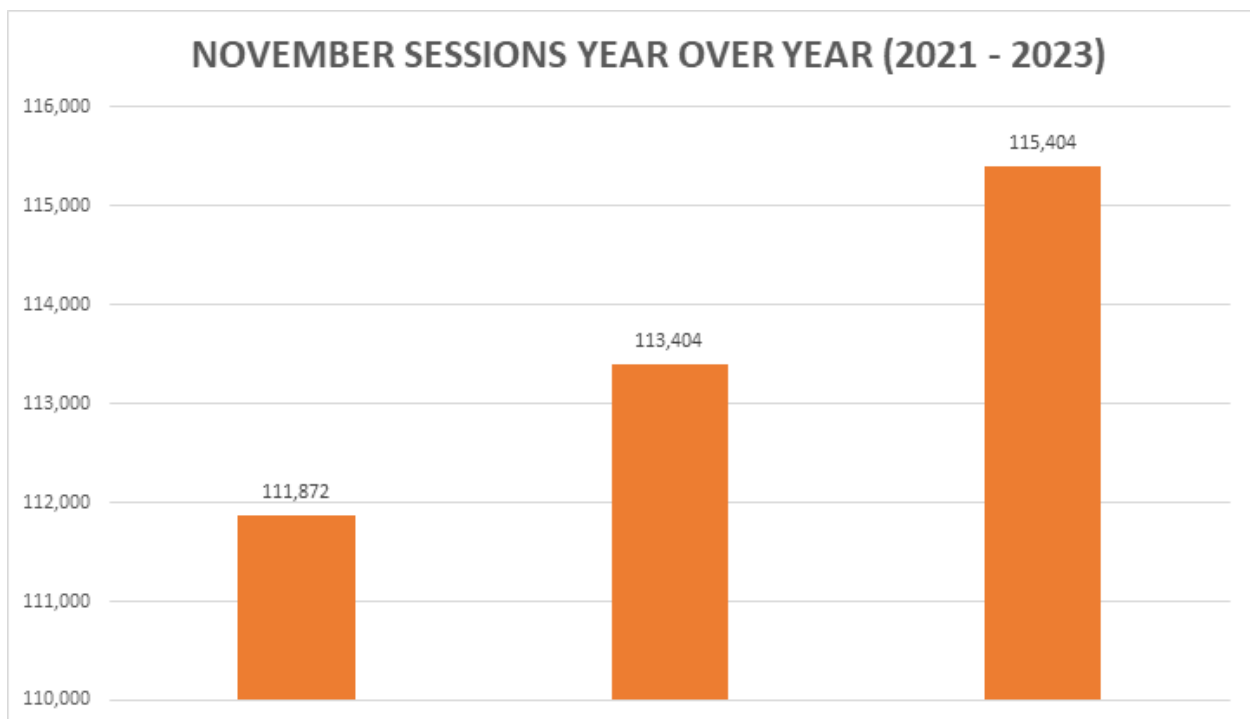


- Academic Symposium



General Website Information

As of mid-2023, we are filtering local KCKCC traffic. Because of this, 2023 numbers may be much lower than previous years, but this is due to those years also including KCKCC traffic.



Top Webpages for November 2023

Note: As of July, Google has changed the way it reports analytics. Pageviews no longer report as they previously did and thus, we are looking for better ways to present information.

- 1 Degrees and Certificates
- 2 Search
- 3 Class Schedules
- 4 2023-2024 Academic Calendar
- 5 Enrollment Checklist
- 6 Academic Calendars
- 7 Tuition and Fees
- 8 Admissions
- 9 Current Students
- 10 Academics

Print Shop

The Print Shop has been actively supporting faculty members with their end-of-semester projects. Without sacrificing daily work, Kim Lutgen, Print Shop manager, and Joy Cicero, Production Assistant, also supplied numerous printed materials for Dr. Mosier and Dr. Riobe for their trip to Peru.

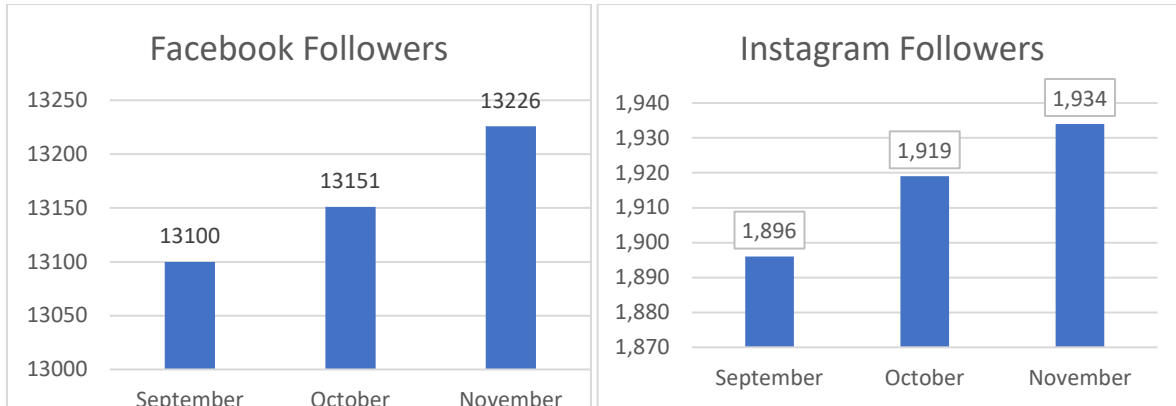
Athletics

Charlie Martin, the new Athletics and Student Activities Media Specialist, assisted with photos of several events at the college, while working on the Athletics website and social media accounts. Charlie also photographed games and worked on 100 Stories related to Athletics.

Social Media

Kelly Rogge, Public Information Manager, highlighted events at the college and enrollment, with several posts having high interactions.

Facebook followers and Instagram followers both trended up this month.



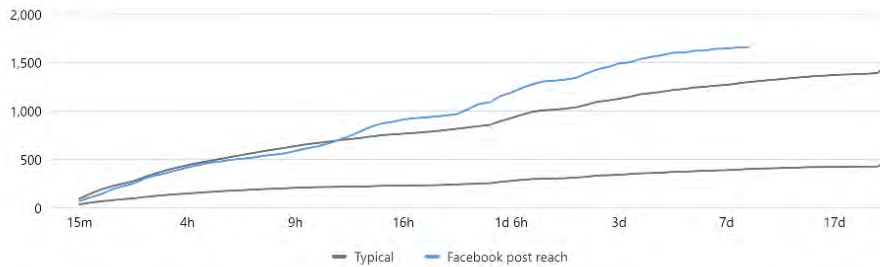
How is my post performing?

Facebook post reach ⓘ

1,655

Higher than typical

Typically 399-1,296



What's affecting my post reach? ⓘ

The more interactions your post receives, the higher in Feed it may appear.

Organic interactions

Facebook post reactions ⓘ

167

Higher than typical

Facebook post comments ⓘ

53

Higher than typical

Facebook post shares ⓘ

3

Typical

Feed preview



Kansas City Kansas Community College

Published by Kelly Evenson Rogge · November 22 at 10:00

KCKCC's 100 Stories: When Melissa Martinez first started her journey in the fall of 1992, she failed. After that initial experience worked for a local grocery store for many years, eventually herself without a job due to a back injury.

"I had no way to take care of my three kids and myself," said lifelong Wyandotte County resident. "I was a single parent, first time, I did not know how I was going to put food on the table keep a roof ... See more



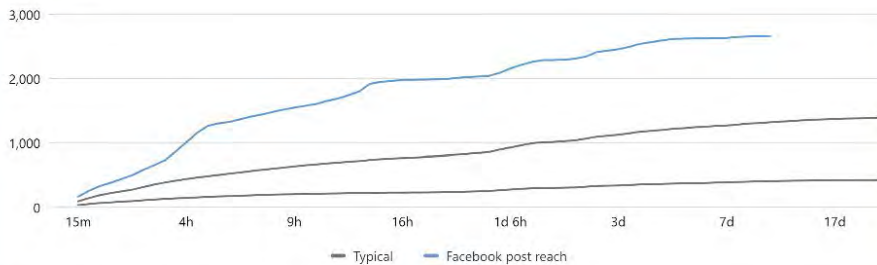
How is my post performing?

Facebook post reach ⓘ

2,579

Higher than typical

Typically 406-1,317



What's affecting my post reach? ⓘ

The more interactions your post receives, the higher in Feed it may appear.

Organic interactions

Facebook post reactions ⓘ

49

Higher than typical

Typically 6-23

Facebook post comments ⓘ

2

Typical

Typically 0-2

Facebook post shares ⓘ

1

Typical

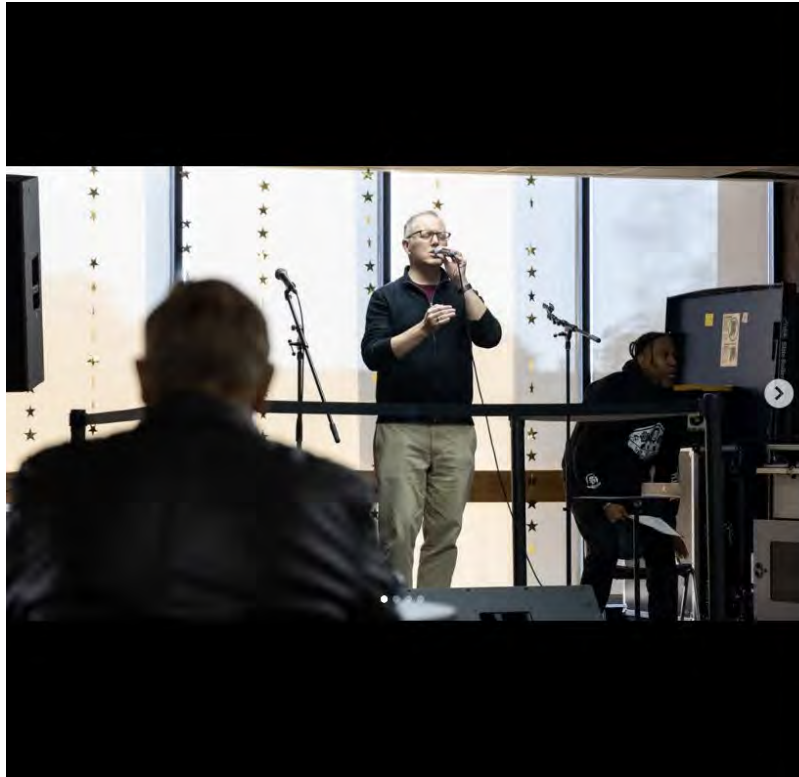
Typically 0-3

#KCKCC100



See insights and ads

47



kansascitykscc
...

kansascitykscc KCKCC continued International Education Week with an Open Mic event Tuesday in Lower Jewell. Students, staff and faculty members were invited to take the stage and share their talents. We loved hearing all f the wonderful voices we have here at KCKCC! #KCKCCProud #KCKCC100 #KCKCC #BlueDevils #openmic #internationaleducationweek #talents #campuslife #community #performing #fun

2w

[View insights](#)
[Boost post](#)

Liked by kckccceim and 24 others

November 14

Add a comment...



kansascitykscc
...

kansascitykscc KCKCC celebrated the 99th annual Candle Lighting Ceremony Wednesday morning. Thank you to everyone who attended this long-lasting tradition. Couldn't attend? Watch a replay of the ceremony on KCKCC's Facebook or YouTube accounts! #KCKCCProud #KCKCC100 #Candlelighting #KCKCC #BlueDevils #100years #tradition #holidayseason #music #theater #performances #community

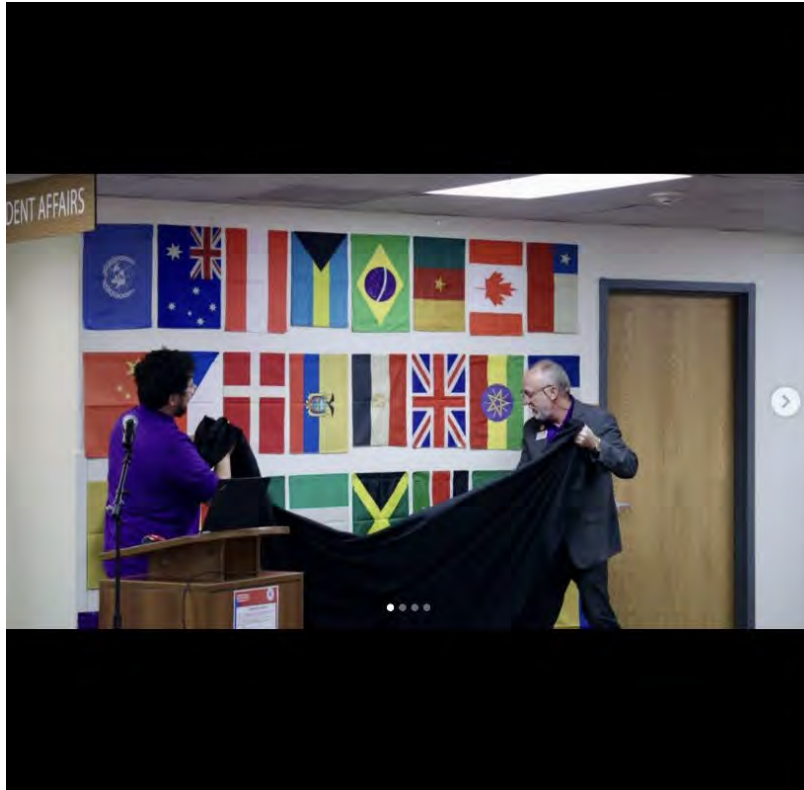
23h

[View insights](#)
[Boost post](#)

Liked by kckccceim and 24 others

23 hours ago

Add a comment...



kansascityksc



kansascityksc KCKCC kicked off International Education Week Monday with a launch event and Student Passport Drive. In addition to several speakers, there was a flag unveiling in Upper Jewell featuring flags from different countries. KCKCC is hosting several events this week to celebrate the benefits of international education and exchange throughout the world, so be sure to stop by and learn more about the various international, education and cultural programs and services that are available in the community! #KCKCCProud #KCKCC100 #KCKCC #BlueDevils #internationaleducationweek #travel #internationalstudents #community #learning

2w

[View insights](#)

[Boost post](#)



Liked by kckccfoundation and 23 others

November 13



Add a comment...



kansascityksc



kansascityksc Vocal scholarship students at KCKCC perform in one of four voice recitals every semester. The environment is great and students are so supportive of each other. Great job Blue Devils! #KCKCCProud #KCKCC #KCKCC100 #BlueDevils #vocalmusic #jazz #KCKCCjazz #vocalrecital #performing #studentlife #communitycollege

1w

[View insights](#)

[Boost post](#)



Liked by kckcceim and 23 others

November 17



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

EXECUTIVE SUMMARY

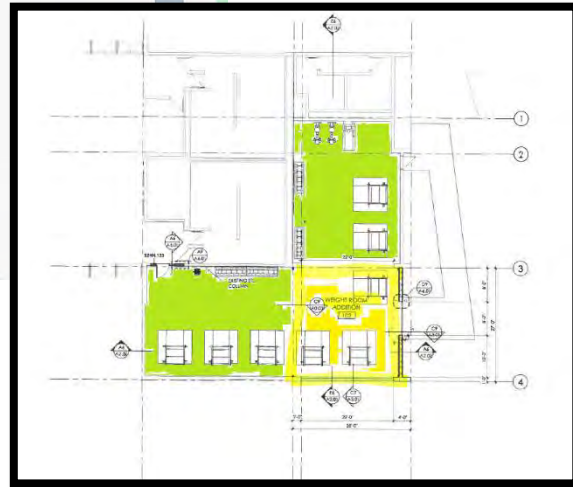
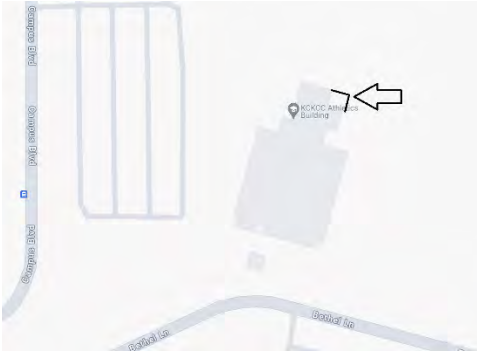
- **Jewell Elevator in Main Building on Main Campus.** The team is pleased to share that the Jewell elevator reconstruction has been completed on the main campus. There is currently some confusion over the Fire Code requirements regarding installation of a camera. Once resolved with the Fire Marshall, the elevator will be back in service.
- **FY23 Audit.** The auditor has finalized the audit for last fiscal year, FY23. The draft was presented at the November Finance Committee and full Board of Trustees meeting, as well as to the Foundation Board for their audit. The final FY23 audit is on the full Board agenda in December for approval.
- **Collegewide Facilities Master Plan.** The final facilities master plan was presented to the Board of Trustees in October. A landing page on the College's website is live which provides information regarding the plan, the process, and the next steps.

<https://www.kckcc.edu/about/governance/facilities-master-plan/index.html>

- **Bond Rating Review.** As part of a routine evaluation, S&P Global Ratings is conducting a routine bond rating review of the College's current credit rating. Raymond James is assisting the College on this process. A credit rating is an assessment of the College's financial strength and stability considered by bond holders and affects the interest rates of funds borrowed. The current bond rating for the College was last established when the revenue bonds were offered for the Centennial Hall project in 2021. An updated rating will not affect any existing debt and should be completed within the next several months.

FINANCE – DR. SHELLEY KNEUVEAN, CFO

Weight Room Addition at the Fieldhouse. One of the funded projects in FY24 is to expand the weightroom on the upper level of the fieldhouse. Currently, the weight room is crowded and is split between two spaces in the upper and lower levels. The expansion of the weight room includes a small addition to the fieldhouse and reconfiguration and renovation of the existing space. The vacated space on the lower level will provide space to provide separate dedicated women's soccer and volleyball locker rooms.



Working with the Athletics and Facility Services Departments, design was completed by WSKF Architects and the project was bid. Seven bids were received in November and a recommendation for award to Sands Construction is on the December agenda for approval. The project is expected to be completed by late spring/early summer.

Conceptual Drawing of the Completed Weight Room

Pre-Bid Meeting



Employee Retention Credit. As part of the funding made available by the federal government related to the pandemic, an employee retention credit was offered to employers that met certain criteria. The College researched this with the outside Auditors and determined that the College does not qualify.

Auxiliary

Bookstore. The bookstore assisted 5,661 customers, which is an 8% increase over November 2022. Sales were \$29,500.26, up 16% over this time last year. Book Buyback for student books is underway and will conclude the last week of classes in December. Also, the Bookstore is running 20% off all apparel for the rest of December.

Café. The café continues to serve the College's students and employees. In November, gross retail sales were approximately \$9, 267 and \$12,859 in catering for a total of \$22,126. The College receives 5% of total gross sales as "rent" for the space.

FACILITY SERVICES – SCOTT GEORGE, DIRECTOR

Fire Safety. Completed installation of Halocarbon-based fire extinguishers for IT closets campus wide, monthly inspection of emergency lights and fire extinguishers campus wide.

Cameras for Downtown Construction. Working with Information Services and the President, timelapse cameras for the downtown center were installed to capture demolition and construction.

Parking Lot Improvements. The Parking lot near the Little Learners Child Care Center was restriped.

Snow Removal. Prepped snow removal equipment for winter/snow season. Snow removal completed for November 26 snow event.



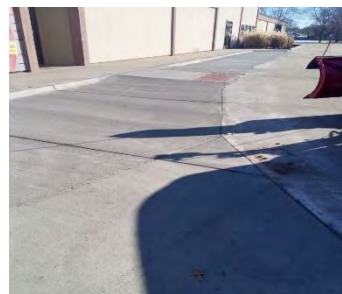
Facility Maintenance Secure Storage. Work began to begin fencing behind the Facilities Maintenance Building to provide secure storage and screening from adjacent areas. The fencing replacement project along the west property line from Centennial Hall to Parallel Parkway was completed replacing 4-foot fence with 6-foot fence.



Pond on Main Campus. Aesthetic improvements to the water retention pond in the center of the main campus (behind the main building) continue to be made. Facility Services employees completed facing the retention wall with decorative stone.

Concrete Work. Extra concrete south of the Humanities Building on the main campus was installed to provide a wider vehicular lane for loading and unloading. This area is typically used

by Information Services and music faculty for equipment located near the lower-level entrance.



Basketball Court in the Fieldhouse. Investigative work continues regarding the settlement issue in the center of the basketball court at the fieldhouse. Working with WSKF Architects and Bob. D. Campbell structural engineers, portions of the floor were removed and a ground penetrating radar test determined that there are no voids under the floor. Options to level the floor are being developed with plans to perform the work this winter. In the meantime, all athletic events have been relocated to alternative locations.

COLLEGE POLICE – ROBERT PUTZKE, CHIEF

- **Traffic Control.** Police Department will provide traffic and crowd control at the Nurses Pinning December 13.
- **Police Staffing.** The department continues to be challenged by staffing constraints. “Fewer people are applying to be police officers, and more officers are retiring or resigning at a tremendous rate,” according to Chuck Wexler, executive director for the Police Executive Research Forum. “There’s a shortage of police officers across the country.” The college has experienced the same challenges but continues to focus on recruiting qualified cadets and retaining existing officers. One officer is on extended military leave since September through spring of 2025 causing shift coverage to be more challenging.

New Kansas certified police officer Jesus Galvan started with the department October 30. New police cadet officer Brandon Huskey will start the Kansas Law Enforcement Training Center in Hutchinson, KS in December 2023 and will graduate in April 2024.

- **Event Support.** Police will provide staffing at the Friends of Yates event December 9 at TEC. There will be alcohol served during the event. Police Department will provide crowd control and building access for the IMT event (Industrial Maintenance Technician) December 5 at TEC.
- **College Closure during Winter Break.** During the winter break, access to the College building will be limited and must be preapproved.

Kansas City Kansas Community College
Monthly Financial Summary

Nov-23				
Summary: Net Position	Oct-23	Nov-23	Monthly Change	Comments
Total Assets	\$ 147,124,180	\$ 153,746,667	\$ 6,622,487	
Total Liabilities	\$ 40,307,631	\$ 42,760,424	\$ 2,452,793	
Increase /(Decrease) in Net Position	\$ 106,816,549	\$ 110,986,243	\$ 4,169,694	H1: Comparison of Monthly NP

Summary: Revenue and Expenses	Oct-23	Nov-23	Monthly Change	Comments
YTD Total Revenues	\$ 22,823,233	\$ 27,132,902	\$ 4,309,669	H2
YTD Operating Expenses	\$ 26,180,746	\$ 32,849,236	\$ 6,668,490	H3
Monthly Change in Net Revenue	\$ (3,357,513)	\$ (5,716,334)		
Current Month - Burn Rate				Average monthly burn rate =\$7.6M

Highlights / Key Financial Initiatives	
H1	Net position is the difference between assets (current and noncurrent assets) and liabilities (current and noncurrent liabilities). A positive net position demonstrates the financial strength of an institution. For November, net position was \$110.9 million (assets and liabilities both increased).
H2	Most of the revenue reported in November is students tuition and fees for enrolling in spring 2024 (tuition and fees). An additional \$178,000 in grant funds was received as well as investment income of approximately \$195,651. Additionally, a total of \$1,785,779 of the roll over funds have been spent and moved from the capital reserves to offset expenses.
H3	This month expenses include approximately \$4.5 million in salaries & benefits as well as \$1.4 million in supplies and other operating expenses. Expenses were slightly higher for November as the faculty overload is paid at the end of the term (approximately \$500,000 was paid in November which is not a monthly reoccurring cost). The same will happen in April at the end of the spring term.

Risks / Issues	
R1	As of October 2023, unemployment rates for Wyandotte County was 4.1% which has remained fairly constant over the past few months. Historically, lower unemployment rates trend with lower enrollment rates for community colleges as potential students are employed in the workforce, rather than enrolling in college.
R2	The number of retirements and resignations is a challenge facing employers across the country. Wyandotte County has the highest weekly wage in the state of Kansas, followed by Johnson and Leavenworth counties. Unemployment rates and the availability of well- paying jobs are contributing factors making it difficult for the College to obtain quality candidates for position openings, particularly in certain areas.

KANSAS CITY KANSAS COMMUNITY COLLEGE							
STATEMENT OF REVENUES AND EXPENSES							
YTD NOVEMBER 2023							
		BUDGET FISCAL YEAR FY 2024	YTD ACTUAL 11/30/2023	FORECAST FISCAL YEAR 2024	YTD ACTUAL 11/30/2022	VARIANCE ACTUAL TO BUDGET	PERCENT USED ACTUAL TO BUDGET
Operating Revenues:							
Student Tuition and Fees		\$ 10,005,336	\$ 6,802,325	\$ 10,005,336	\$ 6,773,835	\$ (3,203,011)	67.99%
Federal Grants and Contracts		10,730,729	3,765,657	\$ 10,730,729	5,281,065	(6,965,072)	35.09%
State Contracts		2,114,603	742,445	\$ 2,114,603	775,753	(1,372,158)	35.11%
Private Gifts, Grants & Contracts		330,000	189,500	\$ 330,000	132,262	(140,500)	57.42%
Auxiliary Enterprise Revenue		3,227,118	1,684,541	\$ 3,227,118	1,603,125	(1,542,577)	52.20%
Other Operating Revenue		391,500	185,813	391,500	293,376	(205,687)	47.46%
Total Operating Revenues		26,799,286	13,370,281	26,799,286	14,859,416	(13,429,005)	49.89%
Nonoperating Revenues (Expenses)							
County Property Taxes		56,253,307	3,490,666	56,253,307	4,960,813	(52,762,641)	6.21%
State Aid		10,130,330	5,065,165	10,130,330	5,179,792	(5,065,165)	50.00%
SB155 AID		3,200,000	3,464,011	3,200,000	3,153,507	264,011	108.25%
Investment Income		686,312	505,458	686,312	202,001	(180,854)	73.65%
Interest Expense on Capital Asset Debt		(1,094,726)	(548,458)	(1,094,726)	(251,500)	546,268	50.10%
Transfer from Capital Reserves		9,755,069	1,785,779	9,755,069	-	(7,969,290)	0.00%
Total Nonoperating Revenues		78,930,292	13,762,621	78,930,292	13,244,613	(65,167,671)	17.44%
Total Revenues		105,729,578	27,132,902	105,729,578	28,104,029	(78,596,676)	25.66%
Operating Expenses:							
Salaries & Benefits		47,281,200	17,895,777	47,281,200	18,158,591	(29,385,423)	37.85%
Contractual Services		3,239,640	917,494	3,239,640	854,296	(2,322,146)	28.32%
Supplies & Other Operating Expenses		14,347,050	7,215,661	14,347,050	6,083,960	(7,131,389)	50.29%
Contribution to Reserves (7% of revenue)		6,718,216	-	6,718,216	-	-	-
Utilities		2,105,153	902,638	2,105,153	893,224	(1,202,515)	42.88%
Repairs & Maintenance to Plant		8,952,250	1,160,734	8,952,250	315,771	(7,791,516)	12.97%
Scholarships & Financial Aid		8,621,000	4,204,653	8,621,000	3,843,257	(4,416,347)	48.77%
Strategic Opportunities		1,250,000	-	¹ 1,250,000	-	(1,250,000)	0.00%
Contingency		350,000	407,279	350,000	15,750	57,279	116.37%
Debt Service		3,110,000	145,000	3,110,000	-	(2,965,000)	4.66%
Rollover from FY23 to FY24 (\$7.8M federal funds)		9,755,069	-	³ 9,755,069	-	-	-
Total Operating Expenses		105,729,578	32,849,236	105,729,578	30,164,849	(56,407,057)	31.07%
Increase/(Decrease) in Net Revenue		\$ -	\$ (5,716,334)	\$ -	\$ (2,060,820)	\$ (22,189,619)	
¹ \$324,645 of the strategic initiative funding utilized to date for the baseball turf, PAC lighting, audio mixer, PAC screens, wireless mics, pottery wheels, art slab roller, Finance/Breakroom remode, and fieldhouse scoreboards; funds for the strategic initiatives are transferred to the applicable department/account code for expenses.							
² Contingency includes a legal settlement in the amount of \$375,000							
³ \$1,785,779 of the FY23 rollover funds spent to date; expenses captured in applicable category.							

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

Summary Statement of Revenue & Expenses

	FY2024 Actual	Annual Budget	FY2023 Actual	Annual Budget	FY2022 Actual	Annual Budget	FY2021 Actual	Annual Budget
Operating Revenues	\$ 13,370,281	\$ 26,799,286	\$ 14,859,416	\$ 24,861,785	\$ 18,489,977	\$ 34,420,330	\$ 15,702,585	\$ 26,816,600
Non-Operating Revenues, Net	13,762,621	78,930,292	13,244,613	64,014,032	11,402,306	57,762,262	8,774,373	57,320,243
Total Revenues	27,132,902	105,729,578	28,104,029	88,875,817	29,892,283	92,182,592	24,476,958	84,136,843
Operating Expenses	32,849,236	105,729,578	30,164,849	82,287,164	31,137,602	85,687,565	28,319,573	79,144,659
Increase/(Decrease) in Net Revenue	\$ (5,716,334)	\$ -	\$ (2,060,820)	\$ 6,588,653	\$ (1,245,319)	\$ 6,495,027	\$ (3,842,615)	\$ 4,992,184

Summary Statement of Net Position

	YTD FY2024	YTD FY2023	Unaudited Year-End FY2023
Assets			
Current Assets	\$ 75,213,907	\$ 53,032,975	\$ 83,625,023
Noncurrent Assets	78,532,760	76,466,909	78,532,757
Total Assets	\$ 153,746,667	\$ 129,499,884	\$ 162,157,780
Liabilities			
Current Liabilities	\$ 9,862,333	\$ 8,745,399	\$ 13,161,220
Noncurrent Liabilities	32,898,091	34,596,480	32,898,091
Total Liabilities	42,760,424	43,341,879	46,059,311
Net Position	110,986,243	86,158,005	116,098,469
Total Liabilities and Net Position	\$ 153,746,667	\$ 129,499,884	\$ 162,157,780

KANSAS CITY KANSAS COMMUNITY COLLEGE							
BANK BALANCES PER GENERAL LEDGER							
						YTD	PRIOR YEAR
FINANCIAL INSTITUTION		FUND NO.	FUND	CHECKING	INVESTMENTS	30-Nov-23	30-Nov-22
BANK OF LABOR		25	FEDERAL PROGRAMS	\$ 561,977		\$ 561,977	\$ 540,131
BANK OF LABOR		61	CAPITAL OUTLAY	\$ 4,194,252		\$ 4,194,252	\$ 2,353,602
BANK OF LABOR CD	¹	61	Investment		\$ 3,261,336	\$ 3,261,336	\$ 3,185,415
BANK OF LABOR		74	BOARD SCHOLARSHIP	\$ 558,870		\$ 558,870	\$ 36,468
LIBERTY BANK CD	²	n/a	Investment		\$ 510,990	\$ 510,990	\$ 509,531
COUNTRY CLUB BANK		13/14	ABE-CONT. EDUCATION	\$ 620,792		\$ 620,792	\$ 427,337
COUNTRY CLUB BANK		72	INCIDENTAL (AGENCY)	\$ 959,179		\$ 959,179	\$ 897,580
SECURITY BANK		11	GENERAL FUND	\$ 50,976,522		\$ 50,976,522	\$ 35,790,126
SECURITY BANK		15	TECHNICAL ED FUND	\$ 765,591		\$ 765,591	\$ 820,761
SECURITY BANK		16	STUDENT UNION	\$ 2,223,033		\$ 2,223,033	\$ 806,200
			(AUXILIARY SERVICES)				
SECURITY BANK		63	STUDENT HOUSING	\$ -		\$ -	\$ 1,215,274
			(CONSTRUCTION FUND)				
SECURITY BANK CD	³	n/a	Investment		\$ 3,500,000	\$ 3,500,000	\$ 3,500,000
COMMERCE BANK CD	⁴	n/a	Investment		\$ 3,077,854	\$ 3,077,854	\$ -
UMB BANK *		17	PAYROLL	\$ -		\$ -	\$ -
TOTAL				\$ 60,860,216	\$ 10,350,180	\$ 71,210,396	\$ 50,082,425
* Payroll clearing account normally carries a \$-0- balance unless tax payment deadline falls after the close of the current month.							
¹ CD Maturity Date 12/27/2023 @ 4.65%							
² CD Maturity Date 12/27/2023 @ 3.58%							
³ CD Maturity Date 4/27/2024 @ 4.75%							
⁴ CD Maturity Date 2/13/2024 @ 5.00%							

Kansas City Kansas Community College										
Cashflow Analysis (General & TEC Funds)										
July 1, 2023 to June 30, 2024										
July 1, 2022 to June 30, 2023										
Month	FY2024	FY2023	FY2024	FY2023	FY2024	FY2023		FY2024	FY2023	FY2023
	Operational	Operational	Operational	Operational	Net	Net		Transfers	Transfers	
	Cash	Cash	Cash	Cash	Change	Change		In/Out	In/Out	Cash
	Inflow	Inflow	Outflow	Outflow						Balance
June										56,971,132
July	2,747,979	1,804,276	(5,698,660)	(6,759,717)	(2,950,681)	(4,955,441)		(77,186)	(147,514)	47,909,838
August	7,208,575	9,089,842	(9,365,632)	(6,009,394)	(2,157,057)	3,080,448			73,658	53,943,265
September	7,828,652	8,880,290	(9,289,003)	(9,832,678)	(1,460,351)	(952,388)				51,786,208
October	7,404,713	7,164,767	(8,406,275)	(11,545,519)	(1,001,562)	(4,380,752)				45,960,989
November	10,699,548	3,662,796	(8,281,730)	(7,679,758)	2,417,818	(4,016,962)				50,325,857
December	1,618,093	1,618,093	(6,718,546)	(6,718,546)	(5,100,453)	(5,100,453)				49,324,295
January	33,295,279	33,295,279	(7,725,449)	(7,725,449)	25,569,830	25,569,830				40,627,849
February	4,999,056	4,999,056	(7,393,650)	(7,393,650)	(2,394,594)	(2,394,594)				49,324,295
March	11,645,157	11,645,157	(8,968,330)	(8,968,330)	2,676,827	2,676,827				51,742,113
April	6,482,046	6,482,046	(11,842,653)	(11,842,653)	(5,360,607)	(5,360,607)				36,610,887
May	3,599,831	3,599,831	(8,110,805)	(8,110,805)	(4,510,974)	(4,510,974)				46,641,660
June	21,943,748	21,943,748	(12,463,532)	(12,463,532)	9,480,216	9,480,216				31,510,434
Totals	119,472,677	114,185,181	(104,264,265)	(105,050,031)	15,208,412			(77,186)	(73,856)	72,211,490
										57,080,264
Bold = Actual										69,816,896
	35,889,467		(41,041,300)							54,685,670
										72,493,723
GL Balance	General Fund	\$ 50,976,522								57,362,497
	TEC Fund	\$ 765,591								67,133,116
		\$ 51,742,113								52,001,890
										62,622,142
										47,490,916
										72,102,358
										56,971,132

KANSAS CITY KANSAS COMMUNITY COLLEGE
Debt Summary
YTD November 2023

Debt Issuance		Original Issue Date	Original Maturity Date	Original Principal Issued	Refinance Principal Issued	New Maturity Date	Balance 6/30/2023	Payments FY24 Amount	Less Interest	Balance 6/30/2024
COP-Capital Lease Oblig	¹	3/1/2014	5/1/2029	\$8,045,000	\$4,025,000	4/1/2026	\$1,930,000	\$669,840	\$59,840	\$1,320,000
	²	3/1/2020			\$11,095,000	4/1/2029	\$5,910,000	\$2,131,400	\$236,400	\$4,015,000
	³	3/1/2020			\$4,270,000	4/1/2029	\$4,200,000	\$562,730	\$102,730	\$3,740,000
Revenue Bond Oblig	⁴	1/27/2021	1/31/2053	\$19,840,000	NA	NA	\$19,840,000	\$842,931	\$697,931	\$19,695,000
				<u>\$27,885,000</u>	<u>\$19,390,000</u>		<u>\$31,880,000</u>	<u>\$4,206,901</u>	<u>\$1,096,901</u>	<u>\$28,770,000</u>

¹ Energy Efficiency Renovations

² Refinance of future payments of 2010 (Jewell Center Renovations), 2013 (Technical Education Center), and 2014 (Energy Efficiency Renovations) Series

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

⁴ Student Housing

Predictive Model of Significant Annual Cash Flows - FY2024

Inflows			Outflows	
	Description	Amount	Description	Amount
July	State Aid - Disbursement 1	\$ 1,744,018	Insurance (Annual Premium)	(\$816,560)
	CyberSecurity	\$ 250,000		
	Apprenticeships	\$ 922,741		
	Technology	\$ 25,678		
	Capital Outlay	\$ 545,599		
August	State Aid - Disbursement 1	\$ 5,065,165	Rev Bond - P&I (Principal and Interest)	(\$842,931)
	Tiered	\$ 2,204,186		
	Non-tiered	\$ 2,860,979		
September	Tax Distribution	\$ 2,693,273	¹ Financial Aid Refunds COP - Interest on Debt (Certificates of Participation)	(\$3,150,000) (\$169,565)
	Current Tax	\$ 1,100,000		
	Heavy Truck	\$ 1,500		
	Motor Vehicle	\$ 1,276,773		
	Commercial Motor Vehicle	\$ 10,000		
	Motor Vehicle Excise	\$ 9,500		
	RV	\$ 5,500		
	Delinquent	\$ 290,000		
	Financial Aid Draw	\$ 3,300,000		
October	Tax Distribution	\$ 884,500	²	COP - Interest on Debt (\$29,920)
	Current Tax	\$ 3,500		
	Motor Vehicle	\$ 650,000		
	Commercial Motor Vehicle	\$ 4,000		
	RV	\$ 2,000		
	Delinquent	\$ 225,000		
	SB 155 Funding - Disb	\$ 3,200,000		
November				
December				
January	Tax Distribution	\$ 29,790,000		
	Current Tax	\$ 27,800,000		
	Heavy Truck	\$ 6,000		
	Motor Vehicle	\$ 900,000		
	Commercial Motor Vehicle	\$ 19,500		
	Motor Vehicle Excise	\$ 11,000		
	RV	\$ 3,500		
	Industrial Revenue Bonds	\$ 575,000		
	Delinquent	\$ 475,000		
	State Aid - Disbursement 2	\$ 5,065,165		
	Tiered	\$ 2,204,186		
	Non-tiered	\$ 2,860,979		
	February	Financial Aid Draw		
March	Tax Distribution	\$ 2,033,500	COP - P & I (Principal and Interest)	(\$2,524,565)
	Current Tax	\$ 1,300,000		
	Heavy Truck	\$ 3,500		
	Motor Vehicle	\$ 415,000		
	Commercial Motor Vehicle	\$ 100,000		
	RV	\$ 1,000		
	Delinquent	\$ 214,000		
April			COP - P & I	(\$639,920)
May				
June	Tax Distribution	\$ 20,852,034		
	Current Tax	\$ 19,374,534		
	Heavy Truck	\$ 2,000		
	Motor Vehicle	\$ 950,000		
	Commercial Motor Vehicle	\$ 27,000		
	RV	\$ 5,500		
	Industrial Revenue Bonds	\$ 223,000		
	Delinquent	\$ 270,000		

Tax distributions total estimated revenue of \$56,253,307. The breakdown by date is based on

¹ historical proportions of the funds distributed by the county.

Financial aid disbursements are based on total estimated revenue and historical proportions for fall

² and spring semesters.

ELECTRICAL USAGE

DATE	KWH	DOLLARS	CENTS	DATE	KWH	DOLLARS	CENTS
			PER KWH				PER KWH
1/30/2019	609,645	\$83,726	13.73	1/30/2020	501,163	\$72,729	14.51
2/27/2019	625,832	\$80,202	12.81	2/28/2020	507,458	\$71,243	14.03
3/28/2019	554,141	\$78,123	14.09	3/30/2020	488,515	\$73,813	15.10
4/29/2019	510,325	\$73,381	14.37	4/30/2020	279,539	\$47,494	16.90
5/30/2019	441,276	\$66,651	15.10	5/28/2020	296,200	\$53,723	18.13
6/27/2019	436,477	\$63,796	14.61	6/30/2020	412,142	\$61,005	14.80
7/31/2019	537,680	\$64,553	12.00	7/30/2020	456,500	\$64,387	14.10
8/29/2019	494,320	\$67,133	13.58	8/28/2020	417,396	\$58,039	13.90
9/27/2019	485,749	\$63,507	13.07	9/29/2020	478,281	\$67,910	14.10
10/30/2019	528,274	\$73,213	13.85	10/29/2020	479,090	\$75,859	15.80
11/26/2019	440,981	\$65,663	14.89	11/25/2020	443,240	\$65,829	14.85
12/30/2019	<u>524,192</u>	<u>\$72,943</u>	13.91	12/30/2020	<u>595,900</u>	<u>\$77,901</u>	13.07
year 2019	6,188,892	\$852,891	13.83	year 2020	5,355,424	\$789,932	14.94
1/28/2021	581,940	\$75,663	13.00	1/31/2022	678,586	\$89,277	13.15
2/25/2021	664,720	\$76,586	11.52	2/25/2022	585,600	\$81,504	13.91
3/30/2021	568,580	\$73,401	12.90	3/30/2022	624,643	\$80,879	12.94
4/29/2021	516,220	\$64,693	12.53	4/28/2022	521,442	\$76,167	14.60
5/27/2021	446,300	\$57,583	12.90	5/31/2022	527,597	\$74,075	14.04
6/29/2021	529,020	\$58,806	11.11	6/29/2022	571,473	\$75,749	13.25
7/29/2021	484,980	\$61,788	12.73	7/28/2022	453,355	\$70,775	15.61
8/31/2021	551,720	\$70,049	12.69	8/30/2022	619,347	\$83,785	13.52
9/29/2021	521,420	\$68,641	13.16	9/29/2022	511,384	\$83,310	16.29
10/31/2021	522,405	\$70,567	13.50	10/28/2022	507,700	\$76,258	15.02
11/29/2021	570,895	\$74,484	13.04	11/29/2022	591,378	\$83,176	14.06
12/31/2021	<u>471,750</u>	<u>\$68,536</u>	14.52	12/29/2022	<u>684,310</u>	<u>\$94,139</u>	13.75
year 2021	6,429,950	\$820,797	12.80	year 2022	6,876,815	\$969,094	14.18
1/30/2023	640,596	\$88,908	13.87				
2/27/2023	562,854	\$86,749	15.41				
3/30/2023	590,439	\$87,449	14.81				
4/27/2023	443,737	\$74,086	16.69				
5/30/2023	549,246	\$80,597	14.67				
6/29/2023	498,661	\$74,975	15.03				
7/28/2023	481,387	\$71,925	14.94				
8/30/2023	577,606	\$84,662	14.65				
9/28/2023	494,051	\$73,800	14.93				
10/26/2023	465,030	\$70,839	15.23				
11/30/2023	612,477	\$83,090	13.56				

BOARD OF TRUSTEES REPORT
HUMAN RESOURCES
DECEMBER 12, 2023

Human Resources Summary

- The search committee for the Director of Employee Relations positions interviewed candidates for the position. HR anticipates having a candidate selected before winter break.
- The following monthly professional development series were offered.
 - Leading Through Followership, 11 participants
 - Blood Pressure and Heart Rate Workshop, 7 participants
- The benefits coordinator is in the process of uploading payroll deductions for employee benefit elections and working with the Blue Cross Blue Shield implementation team.
- CEIM is currently working on wrapping up the following projects before the end of the semester.
 - Draft Culture and Inclusivity Assessment
 - Website Updates
 - Reviewing action plan feedback from the Equity and Inclusion Council
- CEIM hosted Pastries for Partners a gratitude event for all of our campus professionals and student leaders that have contributed to DEI work this year.

BOARD OF TRUSTEES REPORT

HUMAN RESOURCES

DECEMBER 12, 2023

Human Resources Full Report

Human Resources

The search committee for the Director of Employee Relations positions interviewed candidates for the position. HR anticipates having a candidate selected before winter break.

Training and Development

As part of our **monthly professional development series**, we offered two topics. *Leading Through Followership* was presented by Dr. Tiffany Bohm, Dean of Health Professions. Eleven employees attended.

PROFESSIONAL DEVELOPMENT EVENT
FOR STAFF AND FACULTY

Leading Through Followership
Presented by Dr Tiffany Bohm, Dean of KCKCC Health Professions

Does your position at KCKCC require you to be a leader or a follower?

Answer: **BOTH!**

While you may spend more time in one capacity than the other, every person on this campus serves as both a leader and a follower. Most people have attended a leadership training. But how many of us have had an opportunity to learn more about developing our skills when serving in a follower role? In order to achieve our mission and the priorities of our Strategic Plan, we all need to demonstrate effective followership.

In this session we will discuss:

- effective followership skills
- determining your followership style
- ways to effectively lead from the follower role
- ways leaders can support the development of followership skills

Join us for this virtual session:
Tuesday, November 7, 2023 from 1:00-1:45pm

 Kankakee City-Kankakee Community College

Contact jtjoseph@kckcc.edu to register for this event.




Blood Pressure & Heart Rate Workshop was presented by the KCKCC Wellness & Fitness Center. Seven employees attended.

PROFESSIONAL DEVELOPMENT EVENT
FOR STAFF AND FACULTY


Blood Pressure & Heart Rate Workshop
Presented by KCKCC Wellness & Fitness Center

Workshop will rotate participants through three different stations:

- ♥ Taking Blood Pressures & Heart Rates
- ♥ Small Presentation of Heart Rate and Blood Pressure
- ♥ Interactive Heart Rate Aerobic Activity



Pioneer Career Center Tuesday, November 28 12:00-12:45pm	Main Campus Wednesday, November 29 1:00-1:45pm	TEC Thursday, November 30 12:00-12:45pm
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 Kankakee City-Kankakee Community College

Contact jtjoseph@kckcc.edu to register for this event, and indicate which session you wish to attend.

Professional development sessions for soft skills are being offered every month. *Outstanding Customer Service* was offered in November. Three employees attended.



Hybrid Work Training was offered on December 4, 2023. This training is required for all employees who will participate in the Hybrid Work Pilot Program and for all supervisors who supervise positions that are eligible for the Hybrid Work Pilot Program. Fifteen employees attended.

New Supervisor Training is scheduled for early December. All new supervisors are required to attend, and all supervisors are invited to attend if they want refreshers on the topics offered. Attendance numbers will be reported in January.

Employment

Human Resources currently has 56 positions open and posted.

- 4 full-time faculty
- 14 full-time staff
- 14 part-time staff
- 24 adjunct faculty

Benefits

The benefits coordinator is currently working on open enrollment payroll deductions for 2024. In addition, we are attending meetings with the Blue Cross and Blue Shield teams to discuss the implementation of benefits for the 2024 plan year. Further, we have been finalizing the benefit plan documentation for the new carriers.

Center for Equity, Inclusion and Multicultural Engagement (CEIM)

CEIM is currently working on wrapping up the following projects prior to the end of the semester.

- Draft Culture and Inclusivity Assessment

- Website Updates
- Reviewing action plan feedback from the Equity and Inclusion Council

CEIM began planning for the following events next year

- Title IX training for new investigators
- Black History Month
- KC BizFest
- All IN Community VoteFest

Since the director's arrival, CEIM has been able to expand its reach to over 100 employees who have been directly involved in the work of DEI through events and partnerships. CEIM seeks to grow the number in the coming semester for employees and students.

CEIM hosted Pastries for Partners a gratitude event for all of our campus professionals and student leaders that have contributed to DEI work this year.



BOARD OF TRUSTEES REPORT, DECEMBER 2023

INFORMATION SERVICES DIVISION

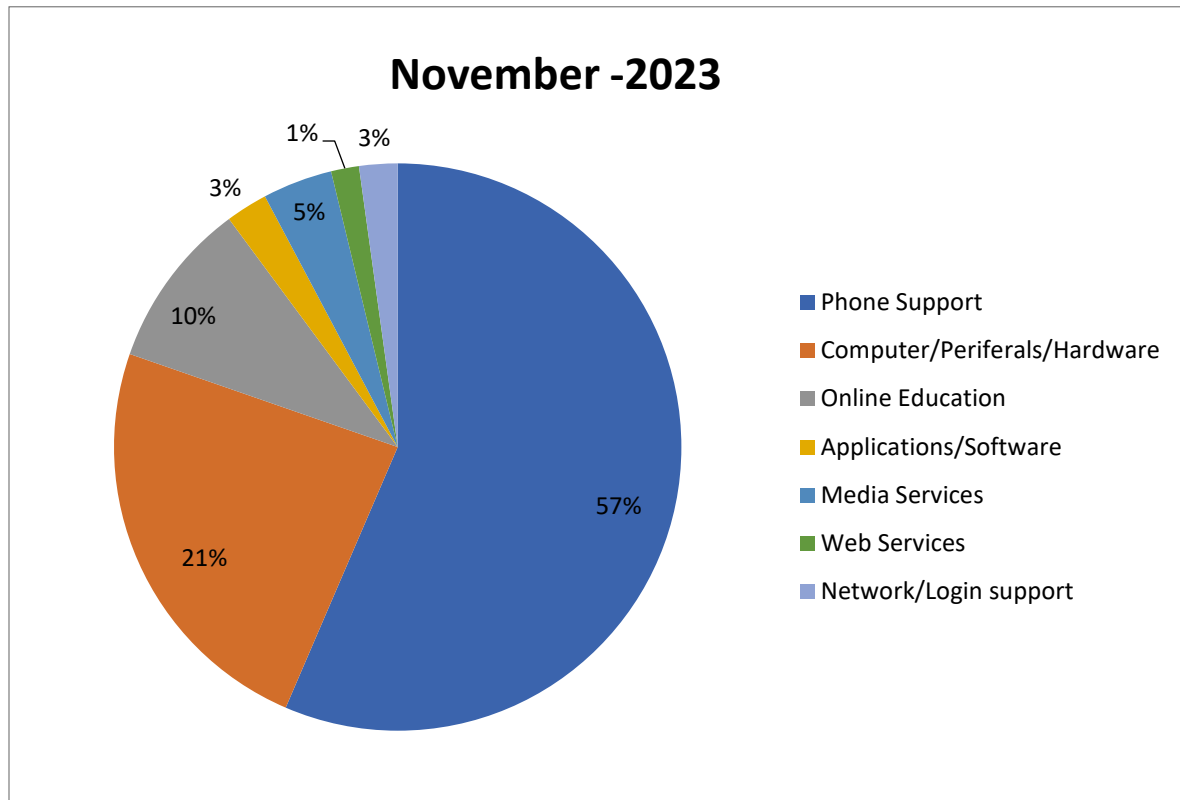
Peter Gabriel, Chief Information Officer

HIGHLIGHTS

- 204 tickets were issued during October - 287 tickets were resolved.
- The average time spent on each ticket was 2.15 days.
- 481 helpdesk calls were taken in October - the average time per call was 3.10 minutes.
- Self-Service web application availability - 99%.
- Student Recruiter web app availability - 99%.
- Colleague UI availability - 98%.
- MyDotte web app availability - 98%.
- Email availability - 99%.
- Network switch and phone availability - 98%.
- Cisco Umbrella Cloud Security Health Check completed.

COMPUTING SERVICES

- 204 tickets were issued during November - 287 tickets were resolved.
- The average time spent on each ticket was 2.15 days.
- 481 helpdesk calls were taken in November - the average time per call was 3.10 minutes.



MEDIA SERVICES

- Set up and recorded the monthly Board of Trustees Meeting. A broadcast copy was made for the Kansas City Kansas Community College's cable channel, and a video archival of the Board of Trustees Meeting.
- Set up via Zoom a virtual/hybrid Board of Trustees Meeting.
- November 14, 2023, Board of Trustees Meeting:
 - Vimeo analytics: <https://vimeo.com/manage/videos/882639195/analytics>.
 - YouTube analytics: <https://studio.youtube.com/video/UPvV4wZOi1k/livestreaming>.
 - Facebook analytics: <https://www.facebook.com/KansasCityKansasCommunityCollege/videos/1536196983821326>.
- Set up, recorded, and live-streamed the Monthly Board Finance Committee Meeting.
- Set up and recorded a class for a hard-of-hearing student. The interpreter could not make the class, so the video was translated for the student.

- Recorded two jazz concerts in the Performing Arts Center.
- Set up for the President's Leadership breakfast.
- Recorded the Psychology Induction event.
- Set up, live-streamed, and recorded the 99th Candle Lighting Ceremony.
- Set up for the Foundation Scholarship event.
- Set up an Open Forum for the Director of Assessment.
- Recorded the Jazz Concert at the Blue Room in Kansas City, Missouri.
- Live streamed the Impact Vocal Festival.
- Set up and live-streamed Kansas City Kansas Community College's athletic events, including women's basketball and men's basketball analytics:
https://vcloud.blueframetech.com/admin/analytics/client?page=agg&broadcastCriteria=list:archived,deletion:none,page:1,sort_by:date,sort_dir:DESC,date_range:11/01/2023%20to%2011/30/2023,date_timezone:America/Chicago.

NETWORK SERVICES

- Self-Service web application availability - 99%.
- Student Recruiter web app availability - 99%.
- Colleague UI availability - 98%.
- MyDotte web app availability - 98%.
- Email availability - 99%.
- Network switch and phone availability - 98%.
- Microsoft updates and security patches applied on one hundred and fifty-two servers.
- Upgrade of all computers to Windows 10 Version 22H2, currently at 81.7% completion.
- Monthly (or as needed) computer software updates in progress: Google Chrome, Mozilla Firefox, Microsoft Edge. The Google Chrome browser is updating to version 120.0.6099.63, Mozilla Firefox to version 120.0.1, and Microsoft Edge to version 119.0.2151.97.
- Domain Name System (DNS) security software being installed on all KCKCC computers is currently at 92.1% of completion.
- Network services continue to work in the financial aid network closet to clean up connections after removing some very old network connection hardware.
- Windows Server Update Services (WSUS) has been migrated to a new Windows Server 2022 virtual machine.
- Ellucian Intelligent Learning Platform (ILP) has been configured, and testing is nearly complete. Once testing is complete, the configuration will be migrated into production.
- Network Services engaged with Cisco support and completed a health check on our Cisco Umbrella Cloud Security Platform. The health check examined our setup and aligned the configuration and best practices. Next month, we will perform a similar engagement with Cisco, focusing on our Identity Services Engine services.
- Multiple Windows servers were upgraded to a version of Windows Server that the application running on them would support, either Windows Server 2019 or 2022.

KANSAS CITY KANSAS COMMUNITY COLLEGE

**INDEPENDENT AUDITOR'S REPORT
AND
FINANCIAL STATEMENTS WITH
SUPPLEMENTARY INFORMATION**

June 30, 2023 and 2022

KANSAS CITY KANSAS COMMUNITY COLLEGE

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INDEPENDENT AUDITOR'S REPORT

To the Board of Trustees
 Kansas City Kansas Community College

Opinions

We have audited the accompanying financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the Kansas City, Kansas Community College (the "College"), as of and for the years ending June 30, 2023 and 2022, and the related notes to the financial statements, which collectively comprise the College's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the College, as of June 30, 2023 and 2022, and the respective changes in financial position and, where applicable, cash flows thereof for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the College, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the College's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the College's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the College's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information on pages 49 and 37, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the College's basic financial statements. The accompanying supplemental schedule of comparison of budgetary expenditures, as listed in the table of contents, is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information has not been subjected to the auditing procedures applied by us in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it.



Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our reports, for the years ended June 30, 2023 and 2022 on our consideration of the Kansas City Kansas Community College's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters; compliance for each major federal program and on internal control over compliance required by uniform guidance and report on expenditures of federal awards required by uniform guidance; and the schedule of expenditures of federal awards. . The purpose of those reports is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. Those reports are integral parts of an audit performed in accordance with *Government Auditing Standards* in considering the Kansas City Kansas Community College's internal control over financial reporting and compliance.

Norak Burk, P.C.

Lenexa, KS
December 8, 2023



KANSAS CITY KANSAS COMMUNITY COLLEGE
MANAGEMENT'S DISCUSSION AND ANALYSIS
Years Ended June 30, 2023 and 2022

Introduction

Management's discussion and analysis is an overview of the financial position and financial activities of Kansas City Kansas Community College (the College) for the fiscal years ended June 30, 2023 and June 30, 2022. The College's management prepared this discussion. It should be read in conjunction with the College's combined financial statements and notes that follow. Management is responsible for the objectivity and integrity of the accompanying financial statements and notes, and this discussion and analysis as reported.

The College prepared the financial statements in accordance with Governmental Accounting Standards Board (GASB) Statement No. 35, *Basic Financial Statements – and Management's Discussion and Analysis – for Public Colleges and Universities*. GASB Statement No. 35 establishes standards for external financial reporting for public colleges and universities and requires the financial statements be presented on a consolidated basis to focus on the College as a whole.

There are three comparative financial statements presented: The Statements of Net Position; the Statements of Revenues, Expenses, and Changes in Net Position; the Statements of Cash Flows. In addition, the report also includes supplemental schedules as noted in the table of contents. The emphasis of the discussion about the financial statements, and supplementary information is designed to focus on current activities, resulting changes and currently known facts.

The financial reporting entity as defined by Generally Accepted Accounting Principles consists of the College, as well as its discretely presented component unit; the Kansas City Kansas Community College Foundation (the Foundation).

Statements of Net Position

The Statements of Net Position present the assets, liabilities, and net position of the College at June 30, 2023 and 2022. The purpose of the Statements of Net Position is to present a snapshot of the financial condition of the College. Total net position, which is the difference between total assets and total liabilities, is one of the indicators of the current financial condition of the College.

The assets and liabilities are categorized between current and noncurrent. Current assets and current liabilities mature or become payable within the normal 12-month accounting cycle versus noncurrent assets and liabilities which mature or become payable after 12 months. For example, at June 30, 2023 and 2022, the College's current assets consist primarily of cash, short-term investments, property tax receivables and other revenue related receivables, while noncurrent assets consist primarily of capital assets. Capital assets are the property, plant, and equipment owned by the College.

Net position is presented in three major categories. The first is invested in Capital Assets, net of related debt, which represents the College's equity in its property, plant, and equipment. The second is Restricted, and the third is Unrestricted.

Restricted net position are funds that are limited in terms of the purpose and time for which the funds can be spent. Restricted net position is further categorized between expendable and nonexpendable. Restricted expendable net position, are net assets available to be spent by the College after externally imposed stipulations have been fulfilled or after the passage of time. Restricted nonexpendable net assets are endowments for which only the interest portion can be spent. The College had no restricted nonexpendable net assets at June 30, 2023 and 2022.

KANSAS CITY KANSAS COMMUNITY COLLEGE
MANAGEMENT'S DISCUSSION AND ANALYSIS
Years Ended June 30, 2023 and 2022

Statements of Net Position (Continued)

Unrestricted net position includes net assets which are available to the College for any lawful purpose. The following schedule is prepared from the College's Statements of Net Position (pages 10-11), which are presented on an accrual basis of accounting, whereby assets are capitalized and depreciated.

Total net position at June 30, 2023 increased to \$95.1 million from \$74.8 million at June 30, 2022. Net Position, Invested in capital assets, net of related debt, increased by \$17.0 million. This is largely due to Covid-19 funding received by the college. Restricted, expendable net position decreased \$13.0M as funds were used for the student housing project. Unrestricted net assets had a net increase of \$16.8M. Total net position increased by \$20.3 million during the period.

Current assets increased primarily due to an increase of \$1.5M in cash from net operating results. Non-current assets (capital items) increased \$14.2M as capital assets purchased in 2023 (largely the student housing construction project) were more than accumulated depreciation on assets previously placed into service.

Condensed Statement of Net Position
As of June 30
(Dollars in Millions)

	2023	2022	Increase (Decrease)	Percent Change
Assets:				
Current Assets	\$ 83.6	\$ 70.4	\$ 13.2	18.8%
Noncurrent Assets	\$ 78.5	\$ 71.9	\$ 6.6	9.2%
Total Assets	<u>\$ 162.1</u>	<u>\$ 142.3</u>	<u>\$ 19.8</u>	<u>13.9%</u>
Liabilities:				
Current Liabilities	\$ 13.2	\$ 12.7	\$ 0.5	3.9%
Noncurrent Liabilities	\$ 32.9	\$ 34.6	\$ (1.7)	-4.9%
Total Liabilities	<u>\$ 46.1</u>	<u>\$ 47.3</u>	<u>\$ (1.2)</u>	<u>-2.5%</u>
Net Position:				
Invested in capital assets, net of related debt	\$ 41.4	\$ 33.9	\$ 7.5	22.1%
Restricted - expendable				
Capital Projects	\$ 17.7	\$ 20.5	\$ (2.8)	-13.7%
Debt Service		\$ -	\$ -	0.0%
Unrestricted	\$ 57.0	\$ 40.7	\$ 16.3	40.0%
Total Net Position	<u>\$ 116.1</u>	<u>\$ 95.1</u>	<u>\$ 21.0</u>	<u>22.1%</u>



KANSAS CITY KANSAS COMMUNITY COLLEGE
MANAGEMENT'S DISCUSSION AND ANALYSIS
Years Ended June 30, 2023 and 2022

Statements of Net Position (Continued)

Total net position at June 30, 2023 increased to \$116.5 million from \$95.1 million at June 30, 2022. Net Position, Invested in capital assets, net of related debt, increased by \$7.5 million. This is largely due to the upfront receipt of grant funds (but not yet spent) for the Downtown KCK Community Education, Health and Wellness Center (approximately \$7.6 million and funds encumbered but not yet spent rolling to cash in the amount of \$9.5 million (reappropriated for FY24). Restricted, expendable net position decreased \$2.8 million as funds were used for the student housing project. Unrestricted net assets had a net increase of \$16.7 million. Total net position increased by \$21.4 million during the period.

Current assets increased primarily due to cash as noted above. Non-current assets (capital items) increased \$5.5 million as capital assets purchased in 2023 (largely the student housing construction project) were more than accumulated depreciation on assets previously placed into service.

Statements of Revenues, Expenses, and Changes in Net Position

The Statements of Revenues, Expenses, and Changes in Net Position present the College's financial results for the fiscal years ended June 30, 2023 and 2022. The statements include the College's revenues and expenses, both operating and non-operating.

Operating revenues and expenses are those for which the College directly exchanges goods and services. Non-operating revenues and expenses are those that exclude specific, direct exchanges of goods and services. County property tax revenue and state aid are two examples of non-operating revenues where the local taxpayers and state legislature, respectively, do not directly receive goods and services for the revenue.

The following summary is prepared from the College's Statements of Revenues, Expenses, and Changes in Net Position (page 13).



KANSAS CITY KANSAS COMMUNITY COLLEGE
MANAGEMENT'S DISCUSSION AND ANALYSIS
Years Ended June 30, 2023 and 2022

Statements of Revenues, Expenses, and Changes in Net Position (Continued)

Summary of Revenues, Expenses, and Changes in Net Position
For the Years ended June 30
(Dollars in Millions)

	<u>2023</u>	<u>2022</u>	<u>Increase (Decrease)</u>	<u>Percent Change</u>
Operating Revenues	\$ 30.2	\$ 38.6	\$ (8.4)	-21.8%
Operating Expenses	\$ 75.0	\$ 76.6	\$ (1.6)	-2.1%
Operating gain(loss)	<u>\$ (44.8)</u>	<u>\$ (38.0)</u>	<u>\$ (10.0)</u>	<u>26.3%</u>
Non-Operating Revenues, net	<u>\$ 65.9</u>	<u>\$ 58.3</u>	<u>\$ 7.6</u>	<u>13.0%</u>
Increase in net position	<u>\$ 21.0</u>	<u>\$ 20.3</u>	<u>\$ 0.7</u>	<u>3.4%</u>
Net Position, beginning of year	<u>\$ 95.1</u>	<u>\$ 74.8</u>	<u>\$ 20.3</u>	<u>27.1%</u>
Net position, end of year	<u>\$ 116.1</u>	<u>\$ 95.1</u>	<u>\$ 21.0</u>	<u>22.1%</u>

One of the financial strengths of the College is the diverse stream of revenues that supplement its student tuition and fees. The following summary is prepared from the College's Statements of Revenues, Expenses, and Changes in Net Position (page 13).

KANSAS CITY KANSAS COMMUNITY COLLEGE
MANAGEMENT'S DISCUSSION AND ANALYSIS
Years Ended June 30, 2023 and 2022

Statements of Revenues, Expenses, and Changes in Net Position (Continued)

Summary of Revenues
For the Years ended June 30
(Dollars in Millions)

	<u>2023</u>	<u>2022</u>	<u>Increase (Decrease)</u>	<u>Percent Change</u>
Operating Revenues				
Student tuition and fees	\$ 9.5	\$ 9.8	\$ (0.3)	-3.1%
Grants and Contracts	\$ 16.7	\$ 26.3	\$ (9.6)	-36.5%
Auxiliary enterprise revenues	\$ 3.2	\$ 2.1	\$ 1.1	52.4%
Other Operating revenues	\$ 0.8	\$ 0.4	\$ 0.4	100.0%
Total Operating Revenues	<u>\$ 30.2</u>	<u>\$ 38.6</u>	<u>\$ (8.4)</u>	<u>-21.8%</u>
Non-Operating Revenues (Expenses)				
County property taxes	\$ 52.4	\$ 45.4	\$ 7.0	15.4%
State Aid	\$ 13.5	\$ 13.3	\$ 0.2	1.5%
Investment income	\$ 1.2	\$ 0.2	\$ 1.0	500.0%
Interest on Capital Asset Debt	\$ (1.2)	\$ (0.6)	\$ (0.6)	100.0%
Total Non-operating Revenues (Expenses)	<u>\$ 65.9</u>	<u>\$ 58.3</u>	<u>\$ 7.6</u>	<u>13.0%</u>

The College has seen a slight decrease of \$0.3 million in tuition and fees revenue, as enrollment starts to trend back up.

Summary of Operating Expenses
For the Years ended June 30
(Dollars in Millions)

	<u>2023</u>	<u>2022</u>	<u>Increase (Decrease)</u>	<u>Percent Change</u>
Operating Expenses:				
Salaries and Benefits	\$ 45.3	\$ 41.8	\$ 3.5	8.4%
Supplies and services	\$ 12.3	\$ 13.7	\$ (1.4)	-10.2%
Depreciation and Amortization	\$ 6.0	\$ 4.4	\$ 1.6	36.4%
Scholarship and Financial Aid	\$ 7.7	\$ 14.4	\$ (6.7)	-46.5%
Other Operating Expense	\$ 3.8	\$ 2.3	\$ 1.5	65.2%
Total Operating Expenses	<u>\$ 75.1</u>	<u>\$ 76.6</u>	<u>\$ (1.5)</u>	<u>-2.0%</u>

The total operating expenses for the College for the years ended June 30, 2023 and 2022 were as follows:



KANSAS CITY KANSAS COMMUNITY COLLEGE
MANAGEMENT'S DISCUSSION AND ANALYSIS
Years Ended June 30, 2023 and 2022

Statements of Revenues, Expenses, and Changes in Net Position (Continued)

Changes in Operating Revenues is directly related to the COVID-19 Pandemic. The College has seen a slight increase of \$0.1M in tuition and fees revenue, as enrollment starts to trend back up. The College received approximately \$9.8M in Grants and Contracts revenues from the Federal Government in Higher Education Emergency Relief Funds (HEERF) in FY2023.

Summary of Operating Expenses by
Functional Expenditure Classification
For the Years ended June 30
(Dollars in Millions)

	2023	2022	Increase (Decrease)	Percent Change
Operating Expenses:				
Instruction	\$ 25.7	\$ 26.7	\$ (1.0)	-3.7%
Research	\$ 0.3	\$ 0.2	\$ 0.1	50.0%
Academic Support	\$ 6.5	\$ 7.4	\$ (0.9)	-12.2%
Student Services	\$ 7.1	\$ 6.5	\$ 0.6	9.2%
Institutional Support	\$ 12.2	\$ 8.4	\$ 3.8	45.2%
Student Financial Aid	\$ 7.7	\$ 14.4	\$ (6.7)	-46.5%
Plant and Maintenances	\$ 7.1	\$ 6.2	\$ 0.9	14.5%
Auxiliary	\$ 2.5	\$ 2.4	\$ 0.1	4.2%
Depreciation	\$ 6.0	\$ 4.4	\$ 1.6	36.4%
Total Operating Expense	<u>\$ 75.1</u>	<u>\$ 76.6</u>	<u>\$ (1.5)</u>	<u>-2.0%</u>

Combined Statements of Cash Flows

The Combined Statements of Cash Flows present information about the cash activity of the College. The statements show the major sources and uses of cash. The following summary is prepared from the College's Combined Statements of Cash Flows (page 17-18).

KANSAS CITY KANSAS COMMUNITY COLLEGE
NOTES TO FINANCIAL STATEMENTS
June 30, 2023

Combined Statements of Cash Flows (Continued)

Summary of Cash Flows
For the Years ended June 30
(Dollars in Millions)

	2023	2022	Increase (Decrease)	Percent Change
Cash provided by (used in):				
Operating activities	\$ (38.8)	\$ (33.8)	\$ (5.0)	14.8%
Noncapital Financing Activities	\$ 65.4	\$ 57.3	\$ 8.1	14.1%
Capital and related financing activities	\$ (15.2)	\$ (22.1)	\$ 6.9	-31.2%
Investment Activities	\$ (5.4)	\$ 0.1	\$ (5.5)	-5500.0%
Net Change in Cash	\$ 6.0	\$ 1.5	\$ 4.5	300.0%
Cash, Beginning of Year	\$ 58.1	\$ 56.6	\$ 1.5	2.7%
Cash, End of Year	\$ 64.1	\$ 58.1	\$ 6.0	10.3%

Economic Outlook

The economic outlook for institutions of higher education remains challenging based on national trends due to fewer high school students, changing student demographics, the digitization of classrooms and distance learning, and increased costs associated with providing accredited higher education to students. During times of economic growth, student enrollment generally declines for community colleges due to additional jobs in the workforce. This has been the case for the Kansas City metropolitan area which has a relatively low unemployment rate. During times of economic decline, community colleges traditionally experience growth as individuals look to enhance their job skills and education to be more competitive in the workforce.

Additionally, the College faces funding challenges in state aid provided by the State of Kansas. State aid currently represents approximately 14% of revenues to the College. The valuation of real property continues to trend upward in Wyandotte County, resulting in increased property tax revenues which was up by 8.4%. Revenue provided by students was essentially flat for 2022. The College measures student enrollment by enrolled credit hours.

KANSAS CITY KANSAS COMMUNITY COLLEGE
STATEMENTS OF NET POSITION
June 30, 2023 and 2022

	<u>2023</u>	<u>2022</u>
Assets:		
Current assets -		
Cash and temporary investments	\$ 64,153,189	\$ 58,088,029
Investments - CD's	7,010,866	509,108
Student, tuition and grants receivable, net of allowance for uncollectible amount of \$5,762,529 and \$5,462,962 respectively	5,302,441	5,337,224
Federal Student Loan Receivable	-	300
Other receivable	172,368	163,788
Taxes receivables	6,291,824	5,762,529
Inventory	694,335	579,069
Total Current Assets	<u>83,625,023</u>	<u>70,440,047</u>
Noncurrent Assets -		
Restricted investments - CD's	3,261,336	3,185,415
Refinancing expenses, net of accumulated amortization of \$720,000 for 2021 and \$720,000 for 2020.	135,725	165,886
Capital assets not being depreciated	2,284,596	20,253,738
Capital assets, being depreciated	149,541,962	121,803,885
Less accumulated depreciation	(78,477,858)	(73,474,079)
Right of Use Asset, net of accumulated depreciation	1,190,607	-
IT Subscriptions, net of accumulated amortization	596,389	-
Total noncurrent assets	<u>78,532,757</u>	<u>71,934,845</u>
Total assets	<u>\$ 162,157,780</u>	<u>\$ 142,374,892</u>

The accompanying notes are an integral part of these statements.

KANSAS CITY KANSAS COMMUNITY COLLEGE
STATEMENTS OF NET POSITION
June 30, 2023 and 2022

	2023	2022
Liabilities:		
Current Liabilities		
Accounts payable -	\$ 1,379,012	\$ 798,143
Accrued compensated absences	3,414,659	3,411,503
Accrued interest	327,400	366,352
Accrued payroll	1,024,621	911,559
Funds held for others	415,397	1,056,461
Unearned revenue	3,413,339	3,222,543
Current portion of early retirement payable	76,792	101,423
Current portion of certificates of participation/ bonds payable	610,000	570,000
Current portion of certification - capital lease obligations	2,355,000	2,265,000
Current portion of special revenue bond payable	145,000	-
Total Current Liabilities	<u>13,161,220</u>	<u>12,702,984</u>
Noncurrent Liabilities -		
Early retirement payable	242,447	319,239
COP Issuance Premium	2,296,960	2,397,241
Certificates of Participation/Bonds payable	3,600,000	4,210,000
Certification of participation-capital lease obligation	5,475,000	7,830,000
Special Revenue Bond	19,695,000	19,840,000
Right of Use Liability	981,539	-
IT Subscriptions Liability	607,145	-
Total Noncurrent Liabilities	<u>32,898,091</u>	<u>34,596,480</u>
Total Liabilities	<u>46,059,311</u>	<u>47,299,464</u>
Net Position		
Invested In Capital Assets, net of related debt:	41,468,700	33,868,544
Restricted, expendable for -		
Capital projects	17,662,231	20,545,850
Debt service	-	-
Unrestricted	56,967,538	40,661,034
Total Net Position	<u>116,098,469</u>	<u>95,075,428</u>
Total Liabilities and Net Position	<u>\$ 162,157,780</u>	<u>\$ 142,374,892</u>

The accompanying notes are an integral part of these statements.



KANSAS CITY KANSAS COMMUNITY
COLLEGE FOUNDATION
(A COMPONENT UNIT OF KANSAS CITY KANSAS COMMUNITY COLLEGE)
STATEMENTS OF FINANCIAL POSITION
JUNE 30 2023 AND 2022

	<u>ASSETS</u>	
	2023	2022
Cash and Cash Equivalents	\$ 2,823,796	\$ 1,567,559
Investments	1,021,179	931,131
Accounts Receivable	957,442	508,000
Total Assets	<u>\$ 4,802,417</u>	<u>\$ 3,006,690</u>

	<u>NET ASSETS</u>	
Deposits held for others	512	-
Total Liabilities	<u>512</u>	<u>-</u>
Net Assets:		
Net assets without donor restrictions	479,455	412,027
Net assets with donor restrictions	4,322,450	2,594,663
Total Net Assets	<u>4,801,905</u>	<u>3,006,690</u>
Total Liabilities and Net Assets	<u>\$ 4,802,417</u>	<u>\$ 3,006,690</u>

The accompanying notes are an integral part of these statements

KANSAS CITY KANSAS COMMUNITY COLLEGE
STATEMENTS OF REVENUES,
EXPENSES AND CHANGES IN NET POSITION
June 30, 2023 and 2022

	2023	2022
Operating revenues:		
Student tuition and fees	\$ 9,487,264	\$ 9,758,354
Federal grants and contracts	9,634,859	25,223,223
State grants and contracts	6,947,763	797,793
Gifts, grants, and contracts	164,262	332,100
Auxilliary enterprise revenue	3,191,896	2,110,860
Other operating revenue	784,927	402,405
Total operating revenues	<u>30,210,971</u>	<u>38,624,735</u>
Operating expenses:		
Salaries	37,604,694	34,495,617
Benefits	7,699,281	7,278,777
Contractual services	1,666,689	1,844,871
Supplies and other operating expenses	11,337,250	11,886,379
Utilities	2,101,676	1,742,858
Repairs and maintenance to plant	926,711	551,850
Scholarships and financial aid	7,700,023	14,414,469
Depreciation and amortization	6,024,917	4,426,776
Total operating expenses	<u>75,061,241</u>	<u>76,641,597</u>
Operating loss	<u>(44,850,270)</u>	<u>(38,016,862)</u>
Nonoperating revenues (expenses):		
County property taxes	52,393,800	45,343,859
State aid	13,513,089	13,336,122
Investment income	1,210,727	189,022
Interest expense on capital asset debt	(1,244,305)	(565,208)
Total nonoperating revenues	<u>65,873,311</u>	<u>58,303,795</u>
Increase in net position	21,023,041	20,286,933
Net position, beginning of year	<u>95,075,428</u>	<u>74,788,495</u>
Net position, end of year	<u>\$ 116,098,469</u>	<u>\$ 95,075,428</u>

The accompanying notes are an integral part of these statements.

KANSAS CITY KANSAS COMMUNITY
COLLEGE FOUNDATION
(A COMPONENT UNIT OF KANSAS CITY KANSAS COMMUNITY COLLEGE)
STATEMENT OF ACTIVITIES
For The Year Ended June 30, 2023

	Without Donor Restrictions	With Donor Restrictions	Total
Support and Revenue:			
Contributions	\$ 12,451	\$ 2,512,828	\$ 2,525,279
In-kind contributions	350,316	-	350,316
Unrealized losses on investments	39,970	-	39,970
Realized loss on investments	2,078	-	2,078
Interest and dividend income	42,314	-	42,314
Other income	22,914	-	22,914
Net assets released from restrictions	785,041	(785,041)	-
Total Revenues and Other Support	<u>1,255,084</u>	<u>1,727,787</u>	<u>2,982,871</u>
Expenses:			
Program services	810,229	-	810,229
Management and general	197,283	-	197,283
Fundraising	180,144	-	180,144
Total Expenses	<u>1,187,656</u>	<u>-</u>	<u>1,187,656</u>
Change in Net Assets	67,428	1,727,787	1,795,215
Net Assets, beginning of year	<u>412,027</u>	<u>2,594,663</u>	<u>3,006,690</u>
Net Assets, end of year	<u>\$ 479,455</u>	<u>\$ 4,322,450</u>	<u>\$ 4,801,905</u>

The accompanying notes are an integral part of these statements.

KANSAS CITY KANSAS COMMUNITY
COLLEGE FOUNDATION
(A COMPONENT UNIT OF KANSAS CITY KANSAS COMMUNITY COLLEGE)
STATEMENT OF ACTIVITIES
For The Year Ended June 30, 2022

	Without Donor Restrictions	With Donor Restrictions	Total
Support and Revenue:			
Contributions	\$ 404,685	\$ 631,875	\$ 1,036,560
In-kind contributions	318,868	-	318,868
Unrealized losses on investments	(85,384)	-	(85,384)
Realized gain on investments	8,157	-	8,157
Interest and dividend income	19,104	-	19,104
Other income	70,286	-	70,286
Net assets released from restrictions	96,314	(96,314)	-
Total Revenues and Other Support	<u>832,030</u>	<u>535,561</u>	<u>1,367,591</u>
Expenses:			
Program services	600,894	-	600,894
Management and general	265,458	-	265,458
Fundraising	169,143	-	169,143
Total Expenses	<u>1,035,495</u>	<u>-</u>	<u>1,035,495</u>
Change in Net Assets	(203,465)	535,561	332,096
Net Assets, beginning of year	<u>615,492</u>	<u>2,059,102</u>	<u>2,674,594</u>
Net Assets, end of year	<u>\$ 412,027</u>	<u>\$ 2,594,663</u>	<u>\$ 3,006,690</u>

The accompanying notes are an integral part of these statements.



KANSAS CITY KANSAS COMMUNITY COLLEGE
COMBINED STATEMENTS OF CASH FLOWS
June 30, 2023 and 2022

	2023	2022
Cash flows from operating activities:		
Student tuition & fees	\$ 9,713,144	\$ 9,812,139
Federal Grants and contracts	9,634,859	25,223,223
State Grants and contracts	6,947,763	797,793
Private Gifts, Grants and contracts	164,262	332,100
Cash received from customers	3,191,896	2,110,861
Other Receipts	776,347	272,352
Payments to employees	(37,491,632)	(34,353,314)
Payments to suppliers	(15,566,724)	(15,824,113)
Scholarships and financial aid	(7,700,023)	(14,414,469)
Employee benefits	(7,797,548)	(7,291,597)
Funds held for others	(641,064)	(511,640)
Net cash used in operating activities	<u>(38,768,720)</u>	<u>(33,846,665)</u>
Cash flows from noncapital financing activities:		
County property taxes	51,864,505	43,955,079
State aid	13,513,089	13,336,122
Net cash provided by noncapital financing activities	<u>65,377,594</u>	<u>57,291,201</u>
Cash flows from capital and related financing activities:		
Proceeds from Special Revenue Bonds	(100,281)	(100,281)
Purchase of capital assets & Construction in Progress	(9,768,935)	(18,721,207)
Leases	(556,433)	-
IT Subscriptions	(810,139)	-
Principal and interest paid on bonds payable	(570,000)	(540,000)
Principal on capital leases	(2,265,000)	(2,180,000)
Financing Expenses	30,161	30,161
Interest Payments	(1,136,137)	(584,536)
Net cash used in capital and related financing activities	<u>(15,176,764)</u>	<u>(22,095,863)</u>
Cash flows from investing activities:		
Interest on investments	1,210,729	189,022
Investments (purchased) redeemed	(6,577,679)	(6,455)
Net cash provided in investing activities	<u>(5,366,950)</u>	<u>182,567</u>
Net increase(decrease) in cash	6,065,160	1,531,240
Cash and cash equivalents, beginning of year	58,088,029	56,556,789
Cash and cash equivalents, end of year	<u>\$ 64,153,189</u>	<u>\$ 58,088,029</u>

The accompanying notes are an integral part of these statements.

KANSAS CITY KANSAS COMMUNITY COLLEGE
COMBINED STATEMENTS OF CASH FLOWS
June 30, 2023 and 2022

	<u>2023</u>	<u>2022</u>
Reconciliation of cash flows from operating activities -		
Direct method - continued:		
Excess revenues over expenses from operating activities	\$ (44,850,270)	\$ (38,016,862)
Tuition receivable	34,783	(55,788)
Federal Student Loan Receivable	300	41,107
Taxes receivable	(529,295)	(1,388,780)
Other receivable	(8,580)	(130,051)
Inventory	(115,266)	(133,623)
Accounts payable	580,869	335,468
Accrued compensated absences	3,156	104,875
Accrued payroll	113,062	142,303
Funds held for others	(641,064)	(511,640)
Unearned revenue	190,796	68,466
Early retirement payable	(101,423)	(117,695)
Depreciation and amortization	6,024,917	4,426,775
Taxes receivable	529,295	1,388,780
Net Cash From Operating Activities	<u>\$ (38,768,720)</u>	<u>\$ (33,846,665)</u>

SUPPLEMENTAL DISCLOSURES

No items were recorded as donated property to the College during the
fiscal year ended June 30, 2023 and 2022

The accompanying notes are an integral part of these financial statements.

KANSAS CITY KANSAS COMMUNITY COLLEGE
NOTES TO FINANCIAL STATEMENTS
June 30, 2023

NOTE A – ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Kansas City Kansas Community College (the "College"), a municipal corporation, was organized in 1923 and is governed pursuant to provisions of the Kansas State Statutes by a seven-member board of trustees. The College's service area is located in Wyandotte and Leavenworth Counties, including the Kansas City, Kansas metropolitan area.

The College is a public two-year community college and was established to provide associate degree programs in various professional and technical fields. In July 2009 the College assumed operational control of the Kansas City Area Technical School (ATS) from USD 500, Kansas City, Kansas. The merger of the technical programs at the ATS was a result of legislation passed by the Kansas legislature. The College renamed ATS the KCKCC Technical Education Center (TEC) and now controls all curriculum, administration, and fiscal processes. The College is fully accredited by the Higher Learning Commission.

Reporting Entity - As defined by Generally Accepted Accounting Principles (GAAP) in the United States of America established by the Government Accounting Standards Board (GASB), the financial reporting entity consists of the College, which includes a blended component unit, BD23 Holdings, as well as its discretely presented component unit, the Kansas City Kansas Community College Foundation (the Foundation).

Blended Component Unit – The College Board of Trustees has formed a related entity to the College. The related entity is a legally separate, tax-exempt organization formed in 2021 that acts as a real estate holding company for the College. The related entity will hold purchased and donated property of the College. The related entity's sole member is the College. It is represented by the Board of Trustees and acts solely on behalf of the College and derives its governing authority from the College. The related entity is reliant on the College for its financial support. Management has determined that based on a review of the guidelines promulgated by the GASB, the related entity is included in the College's financial report and statements as a blended component unit. Two land parcels in downtown Kansas City, Kansas previously held by the related entity were transferred to the College on March 10, 2023. At June 30, 2023, the related entity had assets comprising of land and Net Position in the amount of \$60,000, which represents six residential parcels adjacent to the main campus that provided a sewer easement for the new campus student housing.

Discretely Presented Component Unit - The Foundation is considered to be a related organization to the College. The Foundation is a legally separate, tax-exempt organization formed in 1977 that acts primarily as a fund-raising organization to supplement the resources that are available to the College and its students. Although the College does not control the timing or amount of receipts from the Foundation, the majority of resources, or income thereon that the Foundation holds and invests, are directed to the activities of the College and its students by the donors. Management has determined that based on a review of guidelines promulgated by the GASB, the Foundation be included in the College's financial report and statements as a discretely presented component unit. In addition, the College has elected to present separate financial statements to provide the reader with detailed information regarding the Foundation.



KANSAS CITY KANSAS COMMUNITY COLLEGE
NOTES TO FINANCIAL STATEMENTS
June 30, 2023

NOTE A – ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

The financial statements of the Foundation are prepared in accordance with GAAP for the year ended June 30, 2023, and 2022. The Foundation is a not-for-profit organization that reports its financial results under Statements of Financial Accounting Standards issued by the Financial Accounting Standards Board (FASB). Most significant to the Foundation's operations and reporting model are FASB Codification ASC 958, *Not-for-Profit Entities*, and FASB Codification ASC 958-605, *Revenue Recognition – Contributions Received*. As such, certain revenue recognition criteria and presentation features are different from GASB revenue recognition criteria and presentation features. No modifications have been made to the Foundation's financial information in the College's financial reporting entity for these differences; however significant note disclosures (see Note F) to the Foundation's financial statements have been incorporated into the College's notes to the financial statements.

Financial statements for the Foundation may be obtained by contacting the Foundation.

Measurement Focus, Basis of Accounting, and Financial Statement Presentation - The accounting policies of the College conform to GAAP in the United States as applicable to colleges and universities. The College reports are based on all applicable GASB pronouncements as well as applicable (FASB) Statements and Interpretations, Accounting Principles Board Opinions, and Accounting Review Boards of the Committee on Accounting Procedure issued on or before November 30, 1989, unless those pronouncements conflict with or contradict GASB pronouncements. The following is a summary of the more significant policies.

In December 1998, GASB released Statement No. 33, Accounting and Financial Reporting for Non-exchange Transactions, which revised reporting of property tax revenue. In November 1999, the GASB approved Statement No. 34, Basic Financial Statements – and Management's Discussion and Analysis – for State and Local Governments, followed by Statement No. 35, Basic Financial Statements – and the Management's Discussion and Analysis – for Public Colleges and Universities. The College, as required, has implemented these changes in past years. The change in financial statement presentation provides a comprehensive single-column look at the total college and requires capitalization of assets and recording of depreciation. The significant changes made in order to comply with the new requirements were elimination of internal revenue and expense charges, recording scholarship credit to student accounts as tuition and fee allowances, removal of capital related items from revenues and expenses, recording of depreciation, reporting summer school revenue and expense between fiscal years rather than in one fiscal year, and the recording of property tax revenues on an accrual basis rather than on a modified accrual basis.

The College's combined financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows.

The College maintains an encumbrance system for tracking outstanding purchase orders and other commitments for materials, equipment or services not received during the year. Encumbrances at June 30, 2023 and 2022 were \$1,397,859 and \$1,999,562 respectively, which represents the estimated amount of expenses ultimately to result if unperformed contracts in process at fiscal year-end are completed. Encumbrances outstanding at June 30, 2023 do not constitute expenses or liabilities and are not reflected in these combined financial statements.



KANSAS CITY KANSAS COMMUNITY COLLEGE
NOTES TO FINANCIAL STATEMENTS
June 30, 2023

NOTE A – ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Use of Estimates - The preparation of financial statements in conformity with GAAP in the United States requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Significant estimates made by management include depreciation of fixed assets, allowances for collectability of accounts, compensated absences, and certain post-employment obligations. Actual results could differ from those estimates.

Property Taxes – The County Treasurer serves as the tax collection agent for the College. Taxes are levied based on assessed valuations as determined by the County Appraiser on a calendar year basis. Under Kansas Statute, taxes are levied and become a lien on the property on November 1st in the year of assessment and are recorded as revenue to the College in the current fiscal year of assessment.

Property taxes are levied November 1st and collected by the county treasurer, who remits to the College its' respective share of the collections. Taxes levied in one year become due to the county in two installments, generally on December 20 and May 20, followed by major distributions to the College on approximately January 20 and June 5th. Smaller distributions are made to taxing units in March, May, September, and October each year. Taxes distributed the following September and October of each year are recognized as revenue and recorded as property taxes receivable at June 30th. Accordingly, property taxes receivable at June 30, 2023 and 2022 was \$6,291,824 and \$5,762,529 respectively.

The tax rates for the fiscal year ended June 30, 2023 and 2022, per \$100 of assessed valuation, are reflected in the following table:

<u>Fund</u>	<u>2023 Tax Levy Rate</u>	<u>2022 Tax Levy Rate</u>
General	25.105	25.119
Capital outlay	<u>2.270</u>	<u>2.271</u>
Total Mill Levy	<u>27.375</u>	<u>27.390</u>

Cash and Cash Equivalents - The College considers all highly liquid debt instruments purchased with a maturity of three months or less to be cash equivalents. There were no cash equivalents as of June 30, 2023 and 2022.

Capital Assets - Capital assets are defined by the College as assets with initial, individual costs of more than \$5,000 and an estimated useful life in excess of two years. These assets generally include land, works of art, buildings, improvements, equipment and vehicles. Purchases or constructed capital assets are reported at cost or estimated historical cost. Donated capital assets are recorded at their estimated fair value at the date of donation. The costs of normal maintenance and repairs that do not add to the value of the assets or materially extend assets' lives are not capitalized. Major outlays for capital assets and improvement are capitalized as projects are constructed.



KANSAS CITY KANSAS COMMUNITY COLLEGE
NOTES TO FINANCIAL STATEMENTS
June 30, 2023

NOTE A – ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Capital assets subject to depreciation by the College are depreciated using the straight-line method over the following useful lives (See Note F for further detail):

<u>Assets</u>	<u>Years</u>
Building	40
Building improvements	15
Land improvements	10
Furniture	5
Computer technology	4

Capital assets not subject to depreciation include certain land, construction in progress, and works of art.

Inventories - The College bookstore maintains an inventory of textbooks and supplies, which are sold to students, the general public, and other college bookstores. The inventory on hand at June 30, 2023 and 2022 was \$694,335 and \$579,069, respectively. This valuation is based on the lower of cost (determined on first-in, first-out basis) or market.

Unearned Tuition and Fee Revenue - Tuition and fee revenue received from open enrollment April 1 through June 30, and related to courses starting after July 1st, have been deferred as unearned revenue. The amount of unearned revenue at June 30, 2023 and 2022 was \$3,413,339 and \$3,222,543, respectively.

Net Position - Net position is presented in three major categories. The first is invested in Capital Assets, net of related debt, which represents the College's equity in its property, plant, and equipment. The second is Restricted while the third is Unrestricted.

Restricted net assets are funds that are limited in terms of the purpose and time for which the funds can be spent. Restricted net assets are further categorized between expendable and nonexpendable. Restricted expendable net assets are available to be spent by the College after externally imposed stipulations have been fulfilled or after the passage of time. Restricted nonexpendable net assets are endowments for which only the interest portion can be spent or a distribution made per an endowment policy. The College has no restricted nonexpendable net assets at June 30, 2023 and 2022.

Compensated Absences - The College records a liability for employees' vacation and sick leave earned, but not taken. Employees are allowed to carry over a limited number of vacation and unlimited sick days from year to year. The College pays employees upon separation for up to 200 hours of unused vacation and unlimited sick hours over 720 hours for staff and limited to 1,456 hours for 182-day professional employees, and 1,484 for 212 day professional employees. At June 30, 2023 and 2022, the College had accrued compensated absences liability of \$3,414,659 and \$3,411,503, respectively.

Advertising - Advertising costs, which consist primarily of schedule and course offering advertising, are included in supplies and other operating expenses and are expensed in the period the costs are incurred. Advertising expenses for the years ended June 30, 2023 and 2022 were \$479,538 and \$495,034, respectively. Advertising, generally, does not benefit future years.



KANSAS CITY KANSAS COMMUNITY COLLEGE
NOTES TO FINANCIAL STATEMENTS
June 30, 2023

NOTE B - CASH DEPOSITS AND INVESTMENTS

Cash and cash equivalents include deposits held at banks plus small amounts of cash maintained for change funds. State statute, K.S.A. 12-1675, authorizes the College to invest in temporary notes, time deposits, open accounts, certificates of deposit, repurchase agreements, the State of Kansas Municipal Investment Pool (the Pool), or United States Treasury bills or notes. At June 30, 2023 and 2022, the carrying amount of the Colleges unrestricted and restricted deposits was \$64,153,189 and \$58,088,029, respectively. The bank balance at June 30, 2023 and 2022 was \$65,527,210 and \$61,009,110 respectively. The difference between carrying amounts and bank balances primarily represent checks which have not cleared the bank.

The College had unrestricted investments of \$7,010,866 and \$509,108, and restricted investments of \$3,261,335 and \$3,185,415 in certificates of deposits for the years ended June 30, 2023 and 2022, respectively. The College's current cash deposits and investments are not subject to credit risk, concentrations of credit risk, interest rate risk, or foreign currency risk.

Custodial Credit Risk - The College is subject to custodial credit risk, which is the risk that in the event of a bank failure, an entity's deposits may not be returned. The College's deposit policy for credit risk requires depository banks to pledge qualified securities with a market value exceeding deposits in excess of Federal Deposit Insurance Corporation (FDIC) coverage. The College's cash and temporary investments at June 30, 2023 and 2022 were secured by federal depository insurance and/or collateral held by the College's custodial financial institutions in the College's name.

NOTE C – TUITION RECEIVABLE

Tuition Receivable includes amounts that the college has billed for tuition and for which the College recognizes as having been earned, but not collected. The College had Tuition Receivable at June 30, 2023 and 2022, in the amounts of \$5,302,264 and \$5,337,224, respectively.

NOTE D – TAXES RECEIVABLE

Taxes Receivable includes real property, vehicle, and personal property taxes that have been levied which are uncollected at year end. The College had total Taxes Receivable at June 30, 2023 and 2022, in the amounts of \$6,291,824 and \$5,762,529, respectively.

NOTE E – CAPITALIZED REFINANCING EXPENSE

The College has capitalized refinancing expenses relevant to the refinancing activities of debt issues. Capitalized refinancing expense is amortized over the remaining lives for the refinanced debt issues. The unamortized Refinancing Expense at June 30, 2023 and 2022, was \$135,725 and \$165,886, respectively.



KANSAS CITY KANSAS COMMUNITY COLLEGE
NOTES TO FINANCIAL STATEMENTS
June 30, 2023

NOTE F – CAPITAL ASSETS

Capital assets consist of the following categories at June 30, 2023 and 2022:

	July 1, 2022 Beginning Balance	Additions	Retirements	June 30, 2023 Ending Balance
Capital Assets not being depreciated:				
Land	\$ 1,182,951	\$ 359,231	\$ -	\$ 1,542,182
Construction in progress	18,977,979	283,577	(18,761,283)	500,273
Works of art	92,808	149,332	-	242,140
Total Capital assets not being depreciated	<u>20,253,738</u>	<u>792,140</u>	<u>(18,761,283)</u>	<u>2,284,595</u>
Capital Assets being depreciated:				
Buildings	58,009,001	23,805,835	-	81,814,836
Improvements	36,689,711	2,949,170	-	39,638,881
Equipment and vehicles	27,105,174	983,076	-	28,088,250
Total Capital Assets being depreciated	<u>121,803,886</u>	<u>27,738,081</u>	<u>-</u>	<u>149,541,967</u>
Less Accumulated Depreciation	<u>(73,474,079)</u>	<u>(4,426,775)</u>	<u>-</u>	<u>(77,900,854)</u>
Capital Assets, net	<u>\$68,583,545</u>	<u>\$24,103,446</u>	<u>\$(18,761,283)</u>	<u>\$ 73,925,708</u>
	July 1, 2021 Beginning Balance	Additions	Retirements	June 30, 2022 Ending Balance
Capital Assets not being depreciated:				
Land	\$ 1,182,951	\$ -	\$ -	\$ 1,182,951
Construction in progress	3,677,123	15,581,973	(281,117)	18,977,979
Works of art	71,905	20,903	-	92,808
Total Capital assets not being depreciated	<u>4,931,979</u>	<u>15,602,877</u>	<u>(281,117)</u>	<u>20,253,738</u>
Capital Assets being depreciated:				
Buildings	58,009,001	-	-	58,009,001
Improvements	34,230,564	2,459,147	-	36,689,711
Equipment and vehicles	26,164,876	940,298	-	27,105,174
Total Capital Assets being depreciated	<u>118,404,440</u>	<u>3,399,445</u>	<u>-</u>	<u>121,803,886</u>
Less Accumulated Depreciation	<u>(69,047,304)</u>	<u>(4,426,775)</u>	<u>-</u>	<u>(73,474,079)</u>
Capital Assets, net	<u>\$54,289,115</u>	<u>\$14,575,546</u>	<u>\$ (281,117)</u>	<u>\$ 68,583,545</u>



KANSAS CITY KANSAS COMMUNITY COLLEGE
NOTES TO FINANCIAL STATEMENTS
June 30, 2023

NOTE F – CAPITAL ASSETS (Continued)

Downtown Community Education Center – The college is undertaking a project to create an educational center in downtown Kansas City, Kansas. The new center is being developed jointly with two partners, Swope Health and Community America Credit Union. The college has acquired all of the land needed for the center and is currently in design for the facility. Demolition is expected to begin this fall and construction next spring. The building is to be completed in 2025. The college has raised approximately \$46 million towards the project and is continuing to raise capital with a total project cost expected at \$62 million. This project will be accounted for in a special project fund as costs are incurred.

NOTE G – REVENUE BONDS AND CERTIFICATES OF PARTICIPATION PAYABLE

December 1, 2010 the College issued Certificates of Participation Series 2010-B in the amount of \$25,940,000 for facility renovations to the new Technical Education Center, the Sports Complex, the Performing Arts Center and other facility improvements. The obligation has a 15 year maturity with payments beginning April 1, 2011 and a final payment due April 1, 2026. Interest will be paid semiannually at rates varying from 3.00% to 4.125% beginning October 1, 2011 and a final payment April 1, 2026.

The College entered into 2 lease agreements with UMB Bank (which were subsequently transferred to Security Bank of Kansas City), the provider of funds for the construction of improvements and the purchase of equipment. The lease begins December 1, 2010 and shall terminate upon the full payment of all rent payments. Rent payments cover all payments due on the Certificates of Participation Series 2010-B.

In January 2020, the College refinanced the Series 2010-B bond issue with Lease Agreement Refunding Certificates of Participation, Series 2020-A. The refinanced debt will retain the same maturity date as the Series 2010-B bond issue with a final maturity of April 1, 2026 but with a coupon rate of 4% and annual yields of 1.15-1.45% resulting in cash savings of \$1,053,844.

Certificate of Participation obligations outstanding at June 30, 2023 and 2022 on the Series 2022-A bond issue with Lease Agreement Refunding Certificates of Participation consist of the following:

	<u>Original Amount</u>	<u>2023</u>	<u>2022</u>
Series 2020-A capital cost of \$11,095,000, 1.15 - 1.45% interest paid semi-annually, principal payments vary through April, 2026	<u>\$11,095,000</u>	<u>\$5,910,000</u>	<u>\$7,730,000</u>
Total Obligations – Series 2020-A	<u>\$11,095,000</u>	<u>\$5,910,000</u>	<u>\$7,730,000</u>

KANSAS CITY KANSAS COMMUNITY COLLEGE
NOTES TO FINANCIAL STATEMENTS
June 30, 2023

NOTE G – REVENUE BONDS AND CERTIFICATES OF PARTICIPATION PAYABLE (Continued)

In FY 2013, the College entered into the following certificate of participation obligations outstanding at June 30, 2023 and June 30, 2022:

	<u>Original Amount</u>	<u>2023</u>	<u>2022</u>
TEC building improvements and equipment – Certificates of Participation, Series 2013 capital cost of \$5,520,000, 2-4 % interest paid annually principal and interest payments vary at approximately \$352,000 to \$518,000 through June, 2027	\$ 5,520,000	\$ -	\$415,000
Total Obligations – Series 2013	<u>\$ 5,520,000</u>	<u>\$ -</u>	<u>\$415,000</u>

The College has accounted for the transactions as certificates of participation and recorded the cost of the improvements and equipment as assets and the corresponding obligations as liabilities.

In FY 2014, the College entered into the following Capital lease obligations outstanding at June 30, 2023 and 2022 consist of the following:

	<u>Original Amount</u>	<u>2023</u>	<u>2022</u>
Building improvements and equipment – Certificates of Participation, Series 2014 capital cost of \$8,045,000, 3 - 4.00% interest paid semi- annually, principal payments vary at approximately \$360,000 to \$810,000 plus interest through May, 2029	\$ 8,045,000	\$1,930,000	\$2,500,000
Total Obligations – Series 2014	<u>\$ 8,045,000</u>	<u>\$1,930,000</u>	<u>\$2,500,000</u>

In January 2020, the College partially refinanced the Series 2013 and 2014 bond issues with Lease Agreement Refunding Certificates of Participation, Series 2020-B. The refinanced debt will retain the same maturity date as the Series 2014 bond issue with a final maturity of April 1, 2029, but with a lower interest rate resulting in a cash savings of \$159,499.

Certificate of participation obligations outstanding at June 30, 2023 and 2022 consist of the following:

	<u>Original Amount</u>	<u>2023</u>	<u>2022</u>
Series 2020-B capital cost of \$4,270,000, 2.0-2.65% interest paid semi-annually, principal payments vary through April, 2029	\$4,270,000	\$4,200,000	\$4,230,000
Total Obligations – Series 2020-B	<u>\$4,270,000</u>	<u>\$4,200,000</u>	<u>\$4,230,000</u>



KANSAS CITY KANSAS COMMUNITY COLLEGE
NOTES TO FINANCIAL STATEMENTS
June 30, 2023

NOTE G – REVENUE BONDS AND CERTIFICATES OF PARTICIPATION PAYABLE (Continued)

The minimum lease commitments for all obligations at June 30, 2023 are as follows:

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Leases</u>
2024	2,965,000	398,970	3,363,970
2025	3,075,000	294,750	3,369,750
2026	3,210,000	184,776	3,394,775
2024-2029	2,790,000	133,586	2,923,586
	<u>\$12,040,000</u>	<u>\$1,012,082</u>	<u>\$ 13,052,081</u>

Special Revenue Bond – January 2023 the college issued \$19,840,000 in Special Revenue Bonds to fund the construction of new Student Housing. Total proceeds from the issuance of the Special Revenue Bonds were \$21,434,992 which includes an issuance premium in the amount of \$1,594,992.

Student Housing Project- Special Revenue Bond, Series 2021 Principal amount of \$19,840,000, 3.0-4.0% interest Paid semi-annually, principal payments Vary through month 2053.	<u>Original Amount</u>	<u>2023</u>
	<u>\$19,840,000</u>	<u>\$19,840,000</u>

Future maturities and interest expense as of June 30, 2023 are as follows:

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Leases</u>
2024	145,000	697,831	842,931
2025	165,000	693,581	858,581
2026	190,000	688,631	878,631
2024-2029	19,340,000	12,364,577	31,704,577
	<u>\$ 19,840,000</u>	<u>\$ 14,444,620</u>	<u>\$34,284,720</u>

NOTE H – FINANCE LEASES

The College implemented GASB Statement No. 87, Leases in the current period. For arrangements where the College is the lessee, a lease liability, and a right of use (RTU) intangible asset are recognized at the commencement of the lease term. RTU assets represent the College's right to use an underlying asset for the lease term and lease liabilities represent the College's obligation to make lease payments arising from the lease. RTU assets and liabilities are recognized at the lease commencement date based on the estimated present value of lease payments over the lease term.

Finance Leases – Property - The College maintains certain finance leases which are subject to an annual appropriation by the College. These operating leases are related to housing and certain educational facilities and equipment.



KANSAS CITY KANSAS COMMUNITY COLLEGE
NOTES TO FINANCIAL STATEMENTS
June 30, 2023

NOTE H – FINANCE LEASES (Continued)

Finance Leases – Equipment - The College is the lessee for 80 photocopiers, all determined to be operating leases. All leases are for 60 months in duration, and the Amortization Schedule is as follows:

<u>Period</u>	<u>Cash</u>	<u>Interest Expense</u>	<u>Liability Reduction</u>	<u>Total Liability</u>	<u>Amortization Expense</u>	<u>Net Asset Balance</u>	<u>Accumulated Amortization</u>
Beginning Balance		-	-	291,984	-	-	-
2023	111,709	14,599	97,110	194,874	48,664	243,320	48,664
2024	96,880	9,744	87,136	107,738	48,664	194,656	97,328
2025	51,820	5,387	46,433	61,305	48,664	145,992	145,992
2026	39,088	3,065	36,023	25,282	48,664	97,328	194,656
2027	24,146	1,264	22,882	2,400	48,664	48,664	243,320
2028	2,520	120	2,400	-	48,664	-	291,984

The college entered into an agreement with Master Leasing on August 1, 2018 to lease 2 passenger buses. This lease will expire on July 31, 2023. Total monthly rent is \$3,727. The Amortization Schedule is as follows:

<u>Period</u>	<u>Cash</u>	<u>Interest Expense</u>	<u>Liability Reduction</u>	<u>Total Liability</u>	<u>Amortization Expense</u>	<u>Net Asset Balance</u>	<u>Accumulated Amortization</u>
Beginning Balance		-	-	426,062	-	-	-
2023	44,724	21,303	23,421	402,641	71,010	355,052	71,010
2024	93,000	20,132	72,868	329,773	71,010	284,042	142,021
2025	93,000	16,489	76,511	253,262	71,010	213,032	213,031
2026	93,000	12,663	80,337	172,925	71,010	142,022	284,041
2027	93,000	8,646	84,354	88,571	71,010	71,012	355,051
2028	93,000	4,429	88,571	-	71,010	-	426,062

Lease Purchase Agreement – The college entered into a lease purchase agreement with CISCO Capital Corporation for Wi-Fi and Server hardware and software. The lease will expire and the college will obtain ownership on November 19, 2026.



KANSAS CITY KANSAS COMMUNITY COLLEGE
NOTES TO FINANCIAL STATEMENTS
June 30, 2023

NOTE H – FINANCE LEASES (Continued)

The initial payment of \$400,000 was made in the year ending June 30, 2023 and the Amortization Schedule is as follows:

<u>Period</u>	<u>Cash</u>	<u>Interest Expense</u>	<u>Liability Reduction</u>	<u>Total Liability</u>	<u>Amortization Expense</u>	<u>Net Asset Balance</u>	<u>Accumulated Amortization</u>
Beginning Balance		-	-	740,294	-	-	-
2023	400,000	43,729	356,271	384,024	148,059	592,235	148,059
2024	110,590	22,684	87,906	296,118	148,059	444,177	296,118
2025	110,590	17,492	93,098	203,020	148,059	296,118	444,177
2026	110,590	11,992	98,598	104,422	148,059	148,059	592,235
2027	110,590	6,168	104,422	-	148,059	-	740,294

NOTE I – IT SUBSCRIPTIONS

The College has implemented GASB 96, accounting for subscription-based information technology arrangements. This standard results in the establishment of right-of-use subscription assets and corresponding liabilities. The arrangements convey the right to use another party's information technology software, alone or in combination with tangible capital assets as specified in the contract for a period of time in an exchange or exchange-like transaction.

IT Subscriptions – The College has entered into numerous subscription agreements for software utilized in conducting business. The agreements vary in length, but are typically no more than 5 years in length. The Amortization Schedules are as follows:

Creative Cloud Suite

<u>Period</u>	<u>Cash</u>	<u>Interest Expense</u>	<u>Liability Reduction</u>	<u>Total Liability</u>	<u>Amortization Expense</u>	<u>Net Asset Balance</u>	<u>Accumulated Amortization</u>
Beginning Balance		-	-	\$25,620	-	-	-
2023	26,901.00	1,281	25,620	-	25,620	-	25,620

Foundation Donor and Finance Software

<u>Period</u>	<u>Cash</u>	<u>Interest Expense</u>	<u>Liability Reduction</u>	<u>Total Liability</u>	<u>Amortization Expense</u>	<u>Net Asset Balance</u>	<u>Accumulated Amortization</u>
Beginning Balance		-	-	117,736	-	-	-
2023	43,234	5,887	37,347	80,389	39,245	78,491	39,245
2024	43,234	4,019	39,214	41,175	39,245	39,245	78,491
2025	43,234	2,059	41,175	-	39,245	-	117,736

Learning Management System

<u>Period</u>	<u>Cash</u>	<u>Interest Expense</u>	<u>Liability Reduction</u>	<u>Total Liability</u>	<u>Amortization Expense</u>	<u>Net Asset Balance</u>	<u>Accumulated Amortization</u>
Beginning Balance		-	-	261,447.98	-	-	-
2023	140,608	13,072	127,536	133,912.38	130,723.99	130,723.99	130,723.99
2024	140,608	6,696	133,912	-	130,723.99	-	261,447.98



KANSAS CITY KANSAS COMMUNITY COLLEGE
NOTES TO FINANCIAL STATEMENTS
June 30, 2023

NOTE I – IT SUBSCRIPTIONS (Continued)

Student Information and Administration Software

<u>Period</u>	<u>Cash</u>	<u>Interest Expense</u>	<u>Liability Reduction</u>	<u>Total Liability</u>	<u>Amortization Expense</u>	<u>Net Asset Balance</u>	<u>Accumulated Amortization</u>
Beginning Balance	-	-	-	400,311	-	-	-
2023	420,327	20,016	400,311	-	400,311	-	400,311

Course Evaluation Software

<u>Period</u>	<u>Cash</u>	<u>Interest Expense</u>	<u>Liability Reduction</u>	<u>Total Liability</u>	<u>Amortization Expense</u>	<u>Net Asset Balance</u>	<u>Accumulated Amortization</u>
Beginning Balance	-	-	-	125,033	-	-	-
2023	32,490	6,252	356,271	98,794	25,007	100,026	25,007
2024	26,120	4,940	87,906	77,614	25,007	75,020	50,013
2025	27,295	3,881	93,098	54,200	25,007	50,013	75,020
2026	28,523	2,710	98,598	28,387	25,007	25,007	100,026
2027	29,806	1,419	104,422	-	25,007	-	125,033

Telephone SIP Provider

<u>Period</u>	<u>Cash</u>	<u>Interest Expense</u>	<u>Liability Reduction</u>	<u>Total Liability</u>	<u>Amortization Expense</u>	<u>Net Asset Balance</u>	<u>Accumulated Amortization</u>
Beginning Balance	-	-	-	\$71,516	-	-	-
2023	38,462	3,574	34,886	\$36,630	35,758	35,758	35,758
2024	38,462	1,832	36,630	-	35,758	-	71,516

Server Liscensing

<u>Period</u>	<u>Cash</u>	<u>Interest Expense</u>	<u>Liability Reduction</u>	<u>Total Liability</u>	<u>Amortization Expense</u>	<u>Net Asset Balance</u>	<u>Accumulated Amortization</u>
Beginning Balance	-	-	-	12,943	-	-	-
2023	13,590.57	647	12,943	-	12,943	-	12,943

Internet Service Provider

<u>Period</u>	<u>Cash</u>	<u>Interest Expense</u>	<u>Liability Reduction</u>	<u>Total Liability</u>	<u>Amortization Expense</u>	<u>Net Asset Balance</u>	<u>Accumulated Amortization</u>
Beginning Balance	-	-	-	335,187	-	-	-
2023	94,527	16,759	77,767	257,419	83,797	251,390	83,797
2024	94,527	12,871	81,656	175,764	83,797	167,593	167,593
2025	94,527	8,788	85,738	90,025	83,797	83,797	251,390
2026	94,527	4,501	90,025	-	83,797	-	335,187

KANSAS CITY KANSAS COMMUNITY COLLEGE
NOTES TO FINANCIAL STATEMENTS
June 30, 2023

NOTE J – RISK MANAGEMENT

The College is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; or acts of God.

The College pays an annual premium to The Accident Fund for workmen's compensation insurance coverage.

The College maintains commercial insurance for risks of loss not covered by The Accident Fund, including property, general and automobile liability, public officials, errors and omissions, and employee health and accident insurance. Settled claims have not exceeded commercial coverage in any of the past three fiscal years.

NOTE K – DEFINED BENEFIT PENSION PLAN

Plan Description - The College participates in the Kansas Public Employees Retirement System (KPERS), a cost-sharing multiple-employer defined benefit pension plan as provided by K.S.A. 74-4901, et seq; as defined in Governmental Accounting Standards Board Statement No. 67, *Financial reporting for Pension Plans*. KPERS provides benefit provisions to statewide pension groups for State/School Employees, Local Employees, Police and Firemen, and Judges under one plan. Those employees participating in the pension plan for the College are included in the State/School employee group.

KPERS provides retirement benefits, life insurance, disability income benefits, and death benefits. Benefits are established by statute and may only be changed by the General Assembly. Member employees with ten or more years of credited service may retire as early as age 55 with an actuarially reduced monthly benefit. Normal retirement is at age 65, age 62 with ten years of credited service, or whenever an employee's combined age and years of credited service equal 85 "points" for KPERS 1; KPERS 2 and KPERS 3 employees may retire with full benefits at age 60 with 30 years of service (no points system) or 65 with 5 years of service.

Monthly retirement benefits are based on a statutory formula that includes final average salary and years of service. When ending employment, member employees may withdraw their contributions from their individual accounts, including interest. Member employees who withdraw their accumulated contributions lose all rights and privileges of membership. The accumulated contributions and interest are deposited into and disbursed from the membership accumulated reserve fund as established by K.S.A. 74-4922. A full copy of the KPERS Plan and related information may be obtained at www.kpers.org or by contacting 1-785-296-6166.

Member employees choose one of seven payment options for their monthly retirement benefits. At retirement a member employee may receive a lump-sum payment of up to 50% if member is a KPERS 1 prior to July 1, 1993, the maximum lump sum payment for KPERS 2 & KPERS 3 is 30% of the actuarial present value of the member employee's lifetime benefit. His or her monthly retirement benefit is then permanently reduced based on the amount of the lump sum. Benefit increases, including ad hoc post-retirement benefit increases, must be passed into law by the Kansas Legislature. Benefit increases are under the authority of the Legislature and the Governor of the State of Kansas. The retirement benefits are disbursed from the retirement benefit payment reserve fund as established by K.S.A. 74-4922.

Funding Policy - K.S.A. 74-4919, as amended, establishes a three-tier benefit structure. KPERS 1 members include active members hired before July 1, 2009. The member-employee contribution rate for KPERS 1 members increased from 4% to 6% on January 1, 2015. KPERS 2 members include active members hired between July 1, 2009 and December 31, 2014. The member-employee contribution rate for KPERS 2 members is 6%. KPERS 3 members include those first employed in a KPERS covered position after January 1, 2015. The member-employee contribution rate for KPERS 3 members is 6%. Member-employees' contributions are withheld by their employer and paid to KPERS according to the provisions of Section 414(h) of the Internal Revenue Code.



KANSAS CITY KANSAS COMMUNITY COLLEGE
NOTES TO FINANCIAL STATEMENTS
June 30, 2023

NOTE K – DEFINED BENEFIT PENSION PLAN (Continued)

Although KPERS administers one cost-sharing multiple-employer defined benefit pension plan, separate actuarial valuations are prepared to determine the actuarial determined contribution rate by group. To facilitate the separate actuarial valuations, KPERS maintains separate accounts to identify additions, deductions, and fiduciary net position applicable to each group. The allocation percentages presented for each group in the schedule of employer and non-employer allocations are applied to amounts presented in the schedules of pension amounts by employer and non-employer.

The individual employer allocation percentages for the pension amounts were based on the ratio of the employer and non-employer contributions for the individual employer in relation to the total of all employer and non-employer contributions of the group.

Special Funding Situation - The employer contributions for the College, as defined in K.S.A. 74-4931 (2) and (3), are funded by the State of Kansas on behalf of the College. Therefore, the College is considered to be in a special funding situation as defined by GASB No. 68.

The Kansas City Kansas Community College employer rate, as contributed by the State of Kansas on behalf of the College, was 13.11% for the fiscal 2023 year and 13.33% for the 2022 fiscal year.

The state of Kansas is treated as a non-employer contributing entity to KPERS and is required to recognize its proportionate share of the net pension liability, deferred outflows of resources, deferred inflows of resources, and expenses for the pension plan attributable to the College. At June 30, 2022 and 2021, the proportionate share of the net pension liability recognized by the State of Kansas that was attributable to the College was \$40,704,743 and \$34,897,729, respectively.

Since the College does not contribute directly to KPERS there is no net pension liability or deferred inflows or outflows to report in the College's Statements of Net Position or the College's Statements of Revenues, Expenses and Changes in Net Position.

The State of Kansas contributes directly to KPERS on behalf of the College for the years ended June 30, 2023 and 2022, respectively. The payments made by the State of Kansas on behalf of the College have been recorded as both revenues and expenses in the Statements of Revenues, Expenses and Changes in Net Position.

The employees of the College contributed to the plan for the fiscal year ended June 30, 2023 and 2022 totaling \$2,033,007 and \$1,897,938, respectively. The contribution requirements and rates are established by KPERS and are periodically revised.

NOTE L – OTHER POSTEMPLOYMENT BENEFITS

The College had adopted a policy, which was discontinued effective July 1, 2015, which provided certain early retirement benefit options to eligible employees. The policy allowed applicable employees with at least 15 years of full-time service to the College, or 10 years of current and consecutive full-time service at the College and 30 years' service credit in KPERS, who were eligible to retire under KPERS with full or reduced benefits, the option to retire early.

Benefits were computed at a maximum of 125% of final contract salary, paid annually at the lesser of: 1) 25% of their last annual salary (without overload, overtime, extra duty, etc.), or 2) the difference between full social security benefits and the employee's current eligible social security benefits, until 125% is paid or the early retiree reaches the age of full social security benefits. The employee is limited to five installments of this benefit.

KANSAS CITY KANSAS COMMUNITY COLLEGE
NOTES TO FINANCIAL STATEMENTS
June 30, 2023

NOTE L – OTHER POSTEMPLOYMENT BENEFITS (Continued)

In addition, the College also adopted an associated policy which expired at June 30, 2015 which will fund certain continuing health insurance benefits to individuals meeting the above criteria. The College-sponsored plan was available to eligible early retired employees until 1) they become eligible for a federally funded health care plan, 2) the employee acquires employment where the health insurance is provided by the new employer, or 3) upon death of the early retired employee.

The College has elected to fund these benefits on a pay-as-you-go basis. In addition, the College has elected to record and report post-employment benefits related to certain employees of the College; which met certain criteria while employed by the Kansas City Kansas School District as a result of an agreement between the College and the Kansas City Kansas School District. These benefits aggregate to \$80,251 for the year ended June 30, 2023.

The following is a summary of estimated benefits at present value payable for eligible employees that have taken early retirement as of June 30, 2023:

<u>Payable on</u>	<u>Fiscal Year</u>	<u>Net Present Value</u>
January 1, 2024	2024	76,792
January 1, 2025	2025	48,839
January 1, 2026	2026	17,257
		<u>\$142,888</u>

NOTE M – STUDENT LOANS

The College provides Student Financial Aid as provided by the United States Department of Education. Student financial aid includes certain loans to students who attend the College. For the period ending June 30, 2023 and 2022 loan proceeds were recorded as federal grants and contracts and subsequently expensed through scholarships and financial aid. For the period ending June 30, 2023, and 2022 these balances were recorded in the Student Loan Fund (Agency Fund).

Student loan activities for the respective periods are as follows:

	<u>2023</u>	<u>2022</u>
Direct Subsidized Loans	\$ 784,541	\$735,242
Direct Un-Subsidized Loans	\$ 831,528	\$839,567
Direct PLUS Loans	\$ 28,935	\$ 26,097

NOTE N – TAX ABATEMENTS

The Unified Government of Wyandotte County may provide certain property tax abatements to encourage capital investment, employment opportunities and quality services for the benefit of the community. Tax abatements are the result of an agreement between the Unified Government and an outside party in which the Unified Government promises to forgo tax revenues and the outside party promises to take specific actions that contributes to the economic development or benefits citizens of the Unified Government. The issuances of these abatements are pursuant to Section 13 of Article 11 of the Kansas Constitution and K.S.A. 12-1740 et seq. and 79-201a.



KANSAS CITY KANSAS COMMUNITY COLLEGE
NOTES TO FINANCIAL STATEMENTS
June 30, 2023

NOTE N – TAX ABATEMENTS (Continued)

The Economic Development Program “EDX” has the following criteria:

- Existence of Economic Benefit – The project must add to the local economy according to: capital investment, producing value-added products and services, number of jobs created and associated payroll, and whether the project provides a positive fiscal and economic impact.
- Type of Business – The project shall be of a nature that is desirable and stimulates the local economy and improves the quality of life for its citizens.
- Compatibility with Adopted Plans – The project shall be consistent with the Unified Government Comprehensive Plan, any applicable corridor plans, and other plans of the Unified Government which may be relevant to the project.
- Excluded Business – The project may not be listed as prohibited by state law (K.S.A. 79-201a) or otherwise listed as ineligible under the Unified Government Tax Abatement Policy.
- Maintaining Existing Tax Base – The amount of property taxes or special assessments on the existing land and facilities shall under no circumstances be reduced for new development projects.
- Transfer of Ownership – The owner or lessee of any property that is all or partially exempt from ad valorem taxes as the result of the Unified Government having granted the exemption shall obtain the Unified Government written consent before transferring majority ownership of the property unless the transfer is to an affiliate or a related entity.

During the 2022 calendar year the Unified Government reported \$2,869,799 in taxes abated relative to the College.

NOTE O – SUBSEQUENT EVENTS

Subsequent events have been evaluated through December 8, 2023, the date the financial statements were available to be issued.

NOTE P – KANSAS CITY KANSAS COMMUNITY COLLEGE FOUNDATION NOTES

Organization - Since 1977, the Kansas City Kansas Community College Foundation has proudly served as a partner and avid supporter for the enhancement of teaching, learning, and engaging the community to transform lives. As a charitable, non-profit 501(c)(3), it is led by committed community members. Foundation leadership raises funds for College programs, projects, and special initiatives. The Foundation administers scholarship programs designed to provide Kansas City Kansas Community College students with academic and professional growth opportunities. Foundation Leaders are committed to facilitating key partnerships between the college and the community.

Basis of Presentation — Financial statement presentation follows the recommendations of the Financial Accounting Standards Board in its Accounting Standards Codification (ASC) No. 958, Not-for-Profit Entities. Under ASC No. 958, the Organization is required to report information regarding its financial position and activities according to two classes of net assets: without donor restrictions and with donor restrictions.

Net assets without donor restrictions are those currently available at the discretion of the Board for use in the entity's operations and those resources invested in land, buildings and equipment and other property.



KANSAS CITY KANSAS COMMUNITY COLLEGE
NOTES TO FINANCIAL STATEMENTS
June 30, 2023

NOTE P – KANSAS CITY KANSAS COMMUNITY COLLEGE FOUNDATION NOTES (Continued)

Net assets with donor restrictions are those which are stipulated by donors for specific operating purposes, special projects, or for the acquisition or construction of land, buildings, and equipment. The Foundation has chosen to show contributions whose restrictions are met in the same reporting period as unrestricted support. The Foundation's policy is to use restricted funds first, before any unrestricted funds would be used for the restricted purpose.

Property and Equipment – Property and equipment is recorded at fair value at the date of acquisition. There was no property and equipment held at June 30, 2023 or 2022.

Cash and Cash Equivalents – The Foundation considers all highly liquid investments with a maturity of three months or less when purchased to be cash equivalents. The Foundation maintains cash balances at five financial institutions. Accounts at these banks were insured by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000. The Foundation had \$2,092,348 and \$777,531 in uninsured cash balances at June 30, 2023 and 2022, respectively.

Revenue Recognition – Contributions are generally available for unrestricted use in the current year unless specifically restricted by the donor. Unconditional promises to give are recorded as received. Other contributions are reported as temporarily restricted support if they are received with donor stipulations that limit the use of the donated assets. Donated materials are reflected as contributions in the accompanying financial statements at their fair values at the date of receipt. The Foundation records donated services to the extent that they create or enhance non-financial assets or that they require specialized skills, are provided by individuals possessing those skills, and would typically need to be purchased if not provided by donation.

Allocation of Functional Expenses - The costs of program and supporting services activities have been summarized on a functional basis in the statement of activities. Certain categories of expenses may be attributable to more than one program or supporting function. Therefore, these expenses would require allocation on a reasonable basis that is consistently applied. Salaries and benefits, and contractual services are allocated on the basis of estimates of time and effort. All other expenses are based on the type of activity or purpose of the expense.

Estimates – The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities, and reported amounts of revenues and expenses. Actual results could differ from those estimates.

Concentrations of Risk – During the years ended June 30, 2023 and 2022, two donors accounted for approximately 27% and 29% of the contributions received, respectively.

Income Taxes – The Foundation qualifies as tax exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code.

The Foundation recognizes the financial statement benefit of a tax position only after determining that the relevant tax authority would more likely than not sustain the position following an audit. For tax position meeting the more-likely-than-not threshold, the amount recognized in the financial statements is the largest benefit that has a greater than 50% likelihood of being realized upon ultimate settlement with the relevant tax authority.



KANSAS CITY KANSAS COMMUNITY COLLEGE
NOTES TO FINANCIAL STATEMENTS
June 30, 2023

NOTE P – KANSAS CITY KANSAS COMMUNITY COLLEGE FOUNDATION NOTES (Continued)

The Foundation is subject to income tax regulations in the U.S. federal jurisdiction and certain state jurisdictions. Tax regulations within each jurisdiction are subject to the interpretation of the related tax laws and regulations and require significant judgment to apply. With few exceptions, the Foundation is no longer subject to income tax examinations by the applicable tax authorities for the years before fiscal 2018. If any were to be incurred, the Foundation's policy is to record penalties and interest assessed by income tax authorities as operating expenses.

Date of Management's Review – In preparing the financial statements, the Foundation has evaluated events and transactions for potential recognition or disclosure through December 7, 2023, the date that the financial statements were available to be issued.

Investments

FASB ASC 820, *Fair Value Measurements and Disclosures*, provides the framework for measuring fair value. That framework provides a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (level 1 measurements) and the lowest priority to unobservable inputs (level 3 measurements).

The three levels of the fair value hierarchy under FASB ASC 820 are described as follows:

Level 1	Inputs to the valuation methodology are unadjusted quoted prices for identical assets or liabilities in active markets that the Plan can access.
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Level 2	<p>Inputs to the valuation methodology include</p> <ul style="list-style-type: none">• quoted prices for similar assets or liabilities in active markets;• quoted prices for identical or similar assets or liabilities in inactive markets;• inputs other than quoted prices that are observable for the asset or liability;• inputs that are derived principally from or corroborated by observable market data by correlation or other means. <p>If the asset or liability has a specified (contractual) term, the level 2 input must be observable for substantially the full term of the asset or liability.</p>
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Level 3	Inputs to the valuation methodology are unobservable and significant to the fair value measurement.
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The asset or liability's fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement. Valuation techniques used need to maximize the use of observable inputs and minimize the use of unobservable inputs.

KANSAS CITY KANSAS COMMUNITY COLLEGE
NOTES TO FINANCIAL STATEMENTS
June 30, 2023

NOTE P – KANSAS CITY KANSAS COMMUNITY COLLEGE FOUNDATION NOTES (Continued)

Investments - Continued

Following is a description of the valuation methodologies used for assets measured at fair value. There have been no changes in the methodologies used at June 30, 2023 and 2022.

- Money Market accounts are valued based on quoted prices for the underlying assets or liabilities of the securities and are classified within Level 2 of the fair value hierarchy.
- Equity securities are valued based on quoted prices for the underlying assets or liabilities of the securities and are classified within Level 1 of the fair value hierarchy.
- Fixed income securities are valued based on quoted prices for the underlying assets or liabilities of the securities and are classified within Level 2 of the fair value hierarchy.

The following table sets forth by level, within the fair value hierarchy, the Foundation's Investment assets at fair value as of June 30, 2023 and 2022.

Assets at Fair Value as of June 30, 2023				
	Total	Level 1	Level 2	Level 3
Money markets	\$ 134,112	\$ -	\$134,112	\$ -
Fixed income securities	419,303	-	419,303	-
Equity securities	467,764	467,764	-	-
	<u>\$1,021,179</u>	<u>\$467,764</u>	<u>\$553,415</u>	<u>\$ -</u>

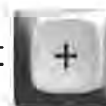
Assets at Fair Value as of June 30, 2022				
	Total	Level 1	Level 2	Level 3
Money markets	\$ 79,696	\$ -	\$ 79,696	\$ -
Fixed income securities	444,513	-	444,513	-
Equity securities	406,921	406,921	-	-
	<u>\$931,130</u>	<u>\$406,921</u>	<u>\$524,209</u>	<u>\$ -</u>

Net Assets With Donor Restrictions

Net assets with donor restrictions consisted of amounts contributed for specific scholarship programs. These totaled \$2,512,828 and \$631,895 at June 30, 2023 and 2022, respectively.

Net assets released from donor restrictions, by incurring expenses satisfying the restricted purpose, or by occurrence of events specified by the donors, totaled \$785,041 and \$96,314 at June 30, 2023 and 2022, respectively.

Additionally, the Foundation had net assets which were restricted in perpetuity of \$480,247 and \$461,188 at June 30, 2023 and 2022, respectively. It is the policy of the Kansas City Kansas Community College Foundation to invest the Foundation scholarship funds in a wise and prudent manner. Funds will be invested to create the best return while maintaining the security and availability of the funds for students for many years to come. Investments will be reviewed yearly by the Board of Directors.



KANSAS CITY KANSAS COMMUNITY COLLEGE
NOTES TO FINANCIAL STATEMENTS
June 30, 2023

NOTE P – KANSAS CITY KANSAS COMMUNITY COLLEGE FOUNDATION NOTES (Continued)

In Kind Services

The Kansas City Kansas Community College provides office and management resources to the Foundation. For the year ended June 30, 2023 and 2022 the Foundation recorded and reported \$350,316 and \$318,868 in resources received as in-kind services by the College limited to personnel costs, supplies, and contractual services expended by the College.

Liquidity

The Foundation receives significant contributions which are restricted by donors. Management considers any contributions which are restricted for programs that are on-going, major, and central to its annual operations to be available to meet the majority of current cash needs, with the balance of funding coming from cash carry-overs of prior year amounts without restrictions. These funds are available to meet general expenditures for the current year. Management believes that these resources are sufficient to meet the general operating needs of the Foundation based on their review of the programming needs for the upcoming year and their review of historical costs.

Financial assets, at year-end:	<u>2023</u>	<u>2022</u>
Cash and cash equivalents	\$2,823,796	\$1,567,559
Investments	1,021,179	931,131
Receivables	<u>957,442</u>	<u>508,000</u>
Total financial assets, at year-end	<u>\$4,802,417</u>	<u>\$ 3,006,690</u>
Financial assets unavailable for general Expenditures:		
Amounts restricted by donor	<u>\$ 4,322,450</u>	<u>\$ 2,594,663</u>
	<u>\$ 4,322,450</u>	<u>\$ 2,594,663</u>
Financial assets available to meet cash needs for general expenditures	<u>\$ 479,967</u>	<u>\$ 412,027</u>

Recent Accounting Pronouncements

In February 2016, the Financial Accounting Standards Board (FASB) issued Accounting Standards Update (ASU) 2016-02 (Topic 842) as it applies to accounting for leases. This is an update to the accounting and financial reporting standards for periods with year-ends of December 31, 2022, and future periods. The standard requires lessees to recognize the assets and liabilities that arise from leases on the balance sheet. The Association adopted ASU 2016-02 and its related amendments as of July 1, 2022.

The adoption of this ASU did not result in the recognition of any operating or finance "right of use" assets in the current period as the Association does not have any qualifying leasing transactions.



SUPPLEMENTAL INFORMATION

KANSAS CITY KANSAS COMMUNITY COLLEGE
SUPPLEMENTAL SCHEDULE OF COMPARISON OF
BUDGETARY EXPENDITURES WITH APPROPRIATIONS
Year Ended June 30, 2023

	<u>Budgetary Expenditures</u>	<u>Legal Appropriations Budget</u>	<u>(Over) Under Budget</u>
Operating Expenses			
Salaries & Benefits	\$ 45,303,975	\$ 45,375,750	\$ 71,775
Contractual Services	1,666,689	1,749,427	82,738
Supplies & Other Operating Expenses	11,337,250	14,643,001	3,305,751
Utilities	2,101,676	1,997,500	(104,176)
Repairs & Maintenance to Plant	926,711	5,282,534	4,355,823
Scholarships & Financial Aid	7,700,023	8,062,952	362,929
Total Operating Expenses	<u>69,036,324</u>	<u>77,111,164</u>	<u>8,074,840</u>
Nonoperating Expenses			
Interest Expense	565,208	1,125,935	560,727
Total Expenses	<u>\$ 69,601,532</u>	<u>\$ 78,237,099</u>	<u>\$ 8,635,567</u>

The college's legal appropriations budget is prepared on a cash basis. The budgetary expenditures in this schedule are also reported on a cash basis of accounting; therefore they differ from those reported on the Statement of Revenues, Expenses, and Change in Net Position which are reported on an accrual basis of accounting.

KANSAS CITY KANSAS COMMUNITY COLLEGE

COMPLIANCE REPORT

JUNE 30, 2023

KANSAS CITY KANSAS COMMUNITY COLLEGE

COMPLIANCE REPORT

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**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL
STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS**

To the Board of Trustees
Kansas City Kansas Community College

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the business-type activities, the aggregate discretely presented component units, of the Kansas City Kansas Community College, as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise the College's basic financial statements and have issued our report thereon dated December 8, 2023. The financial statements of the Kansas City Kansas Community College Foundation (discretely presented component unit) were not audited in accordance with Government Auditing Standards and accordingly this report does not include reporting on internal control over financial reporting or instances of reportable noncompliance associated with the Kansas City Kansas Community College Foundation.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the College's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinions on the regulatory basis financial statement, but not for the purpose of expressing an opinion on the effectiveness of the College's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the College's internal control over financial reporting.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the College's financial statements will not be prevented or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified



Compliance and Other Matters

As part of obtaining reasonable assurance about whether the College's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the College's internal control or on compliance. This report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose

Ronald Bulko, P.C.

December 8, 2023
Lenexa, KS



**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL
PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM
GUIDANCE AND REPORT ON SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
REQUIRED BY THE UNIFORM GUIDANCE**

To the Board of Trustees
Kansas City Kansas Community College

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited the Kansas City Kansas Community College's (the "College") compliance with the types of compliance requirements identified as subject to audit in the OMB Compliance Supplement that could have a direct and material effect on each of College's major federal programs for the year ended June 30, 2023. The College's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, Kansas City Kansas Community College complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2023.

Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the College and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of the College's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the College's federal programs.

Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the College's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists.



The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the College's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the College compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the College's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the College's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control over Compliance

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

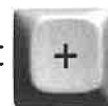
David K. Butts, P. C.

December 8, 2023
Lenexa, KS



KANSAS CITY KANSAS COMMUNITY COLLEGE
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED JUNE 30, 2023

Federal Grantor/Pass-Through Grantor/ Program Title	Grant Number	Federal CFDA Number	Federal Expenditures
Department of Education			
Direct Programs - Student Financial Aid Cluster			
Federal Work-Study	P033A117523	84.033	\$ 135,572
Federal Supplemental Education Opportunity Grant	P007A117523	84.007	133,855
Federal Pell Grant	P063P117471	84.063	6,290,293
Federal Direct Loans	P268K17471	84.268	1,646,160
Total Student Financial Aid Cluster			<u>8,205,880</u>
Education Stabilization Fund	P425E203843	84.425E	14,916
Title III Grant	P031A220134	84.031A	15,171
Trio - Upward Bound	P047A220763	84.047	192,466
			<u>222,553</u>
Passed Through Kansas Board of Regents			
Vocational Education - Program Improvement			
Regular		84.048	394,176
Leadership		84.048	10,382
Leadership - Integrated		84.048	3,750
Special Projects		84.048	7,990
Total Pass Through Kansas Board of Regents			<u>416,298</u>
AEFLA Grant		84.002	<u>344,283</u>
Passed Through Kansas Department of Education			
Title IV 21st Comm Learning CTRS		84.287	58,600
Total Pass Through Kansas Dept. of Education			<u>58,600</u>
Total Kansas Department of Education			<u>9,247,614</u>
Department of Agriculture			
Passed Through Kansas Department of Education			
SRS - Food		10.559	6,002
Total Department of Agriculture			<u>6,002</u>
Department of Defense			
Automation Engineering Technology Program		P680	114,502
Total Department of Agriculture			<u>114,502</u>
Total Expenditures of Federal Awards			<u>9,368,118</u>



KANSAS CITY KANSAS COMMUNITY COLLEGE
NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED JUNE 30, 2023

NOTE A – BASIS OF PRESENTATION

The accompanying schedule of expenditures of federal awards has been prepared on the accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the schedule presents only a selected portion of the operations of the College, it is not intended to and does not present position of the financial of the College.

NOTE B – COST RATE

For the year ended June 30, 2023, costs requested for reimbursement have been limited to direct reimbursement of costs.

Catalog of Federal Domestic Assistance (CFDA) numbers are presented for those programs for which such numbers were available.

NOTE C – MAJOR PROGRAMS

In accordance with Uniform Guidance, major programs for the College are individual programs or a cluster of programs determined using a risk-based analysis. The threshold for distinguishing Type A and Type B programs was \$750,000. Student Financial Aid is designated as a cluster of programs which was determined to be a major program.

NOTE D – FEDERAL STUDENT LOAN PROGRAMS

Federally guaranteed loans issued to students of the College by financial institutions under the Federal Direct Loan (FDL) programs were \$1,646,160 during the year ended June 30, 2023. The amount presented represents the value of new loans awarded during the year.

Federal direct programs are presented by the applicable federal agency. Federal pass-through programs are presented by the entity through which the College received the federal grant.

NOTE E – ADDITIONAL AUDITS

Grantor and regulatory agencies reserve the right to conduct additional audits of the College's grant programs. Such audits may result in disallowed costs to the College. However, management does not believe such audits would result in any disallowed costs that would be material to the College's financial position at June 30, 2023.



KANSAS CITY KANSAS COMMUNITY COLLEGE
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED JUNE 30, 2023

SECTION I - SUMMARY OF AUDITOR'S RESULTS

Financial Statement Section

Type of auditor's report issued:	Unmodified
Internal control over financial reporting:	
a. Material weakness identified?	No
b. Significant deficiencies identified?	None Reported
c. Noncompliance material to financial statements noted?	No

Federal Awards Section

Internal control over major programs:	
a. Material weakness(es) identified?	No
b. Significant deficiency identified?	None Reported
Type of auditor's report issued on compliance for major programs:	Unmodified

Identification of major programs:

<u>CFDA Number(s)</u>	<u>Name of Federal program or Cluster</u>
84.007, 84.033, 84.063, 84.268	DOE – Student Financial Assistance Cluster

Dollar threshold used to distinguish between Type A and Type B programs:	\$750,000
--	-----------

Auditee qualified as low-risk auditee?	Yes
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KANSAS CITY KANSAS COMMUNITY COLLEGE
SCHEDULE OF FINDINGS AND QUESTIONS COSTS
FOR THE YEAR ENDED JUNE 30, 2023

SECTION II – FINANCIAL STATEMENT FINDINGS

No matters were reported.

SECTION III – FEDERAL AWARDS FINDINGS AND QUESTIONED COSTS

No matters were reported.

SECTION IV – SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS

No matters were reported.





**Kansas City Kansas
Community College™**

MASTER CONTRACT

Between

THE BOARD OF TRUSTEES

Kansas City Kansas Community College
and THE FACULTY ASSOCIATION OF KNEA
Kansas City Kansas Community College
07/01/~~2022~~2023 – 06/30/~~2023~~2024

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Article I. Definitions

TITLE	DEFINITIONS
ADMINISTRATION	All persons employed by the Board in the following positions: President, Vice Presidents, Chief Officers, Deans, and Directors whose salaries are not determined by the Professional Employee's salary schedule.
ASSOCIATION	The Kansas City Kansas Community College Faculty Association which is affiliated with the Kansas National Education Association (KNEA) and the National Education Association (NEA).
BOARD	The Board of Trustees of the Kansas City Kansas Community College.
DAYS	A day for 182-day employees and 212-day employees shall mean the regular working school day
DUTY DAY	Faculty duty days are those days on which a faculty member (professional employee) performs either non-teaching assignments or teaching assignments. On days in which classes are not scheduled college-wide, excluding holiday break periods, faculty will be expected to participate in entire campus meetings, committee meetings, division or departmental meetings, in-service trainings, or other specific assignments.
KNEA	Kansas National Education Association
PROFESSIONAL EMPLOYEE	Any employee employed by the Board whose salary is determined by either the 182 or 212-day Professional Employee's salary schedule.
Probationary Professional Employee	A Probationary Professional Employee is any Professional Employee in their first three years of continuous contract.
Non-Probationary Professional Employee	A Non-Probationary Professional Employee is any Professional Employee at the beginning of, or beyond, their fourth year of continuous contract.
INTERIM EMPLOYEE	Any employee who accepts a non-renewable contract.
YEAR	The year, for the 182-day employee, shall mean the 2-semester academic year. The year, for the 212-day employee, shall begin on July 1 and continue through June 30 of the following year and include the 212-days the employee contracts to work.

Article II. General Provisions

- A. Contract Reference and Term.** The agreement set forth herein shall be included by reference in the contracts of all professional employees employed by the Kansas City Kansas Community College. This agreement shall be made part of the professional employee's individual comprehensive contract with the same force and effect as though fully set forth therein; and it shall remain in full force and effect from and after July 1, ~~2021-2023~~ to June 30, ~~2022~~2024.
- B. Savings Clause.** If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed valid or subsisting, except to the extent permitted by law, until such time as a higher authority overturns the decision of a lower court, at which time such provision or applications shall continue in full force and effect.
- C. Successor Agreement Clause.** The Board and the Faculty Association agree that this agreement shall be binding on their successors, if any, during the term of this agreement.
- D. General Provisions.** Should any agreement in the Master Contract be inconsistent with the Policy Manual, the manual will be superseded by the Master Contract.
- E. Distribution.** Upon execution of the Master Contract, the Board will have a copy of it made available to each professional employee within thirty days in digital or hardcopy format.
- F. Amendment to Agreement.** This Agreement may be altered, changed, added to, deleted from, or modified only through the voluntary mutual consent of the parties in written and signed amendment to this Agreement.
- G. Negotiations Procedures.** Parties shall negotiate a procedure which shall be agreeable to both sides to facilitate negotiations.
- H. Memoranda of Understanding.** An agreement between the Board of Trustees of Kansas City Kansas Community College and the KCKCC Faculty Association/KNEA.

Article III. Academic Freedom Statement

The College recognizes that academic freedom is essential to the fulfillment of the purposes of higher education and acknowledges the fundamental need to protect faculty members from censorship or restraint which might interfere with their obligations in the performance of professional duties.

Accordingly, faculty members shall be guaranteed full freedom in academic presentations and discussions and may introduce political, religious or otherwise controversial materials relevant to course content (and which does not infringe upon the rights of others). When faculty members are exercising their rights to citizenship in public, they should indicate that they are not official spokespersons for the College.

Article IV. Leaves and Absences from Campus

A. Absences from Campus

1. Professional Employees must notify the Dean of their Division, when possible, if they are to be absent from campus.
2. In case of illness, notification should be given to the Professional Employee's Dean at least one hour prior to the beginning of the first class to be missed.
3. Absences should be submitted online to the Professional Employee's supervisor. If not submitted before the absence, it should be submitted as soon as the Professional Employee returns to work.
4. For the purposes of leave deductions, Professional Employees that are absent from work for a full work week will be required to submit 35 hours of leave.

B. Leaves

1. **Community Engagement Leave:** Community Engagement leave can be taken by Professional Employees that want to volunteer to support eligible programs or agencies that focuses on enriching the lives of members in the community. An eligible organization is defined as a non-profit organization, governmental organization, health care facility or public charity.
2. KCKCC will grant eight (8) hours per contract year for the purposes of participating in volunteer activities. The leave can be taken in one full day or two half days. Leave that is not used by June 30th of each fiscal year is forfeited and will not be carried into the next calendar year. Unused leave will not be paid out upon separation of employment. The leave does not vest

3. In the event of a request for consideration of any leave of this nature, each leave shall be considered on the basis of its individual merit, with the final decision resting with the Professional Employees immediate supervisor.
4. The immediate supervisor has the discretion to deny approval of the requested leave if it inters with the business needs of the department.
5. **Emergency Leave.** Subject to the approval of the President or his/her designee, a maximum of five days' absence without deduction in pay for each event during any academic year shall be allowed for reasons of death or critical illness in the immediate family. Whenever possible, requests for approval of an absence under emergency leave provisions shall be made prior to the absence.
 - a. Emergency leave time shall not accumulate.
 - b. As used herein, "immediate family" shall be used to designate the professional employee's spouse, children, parents, grandparents, brothers, sisters, aunts, uncles, or anyone of like relationship by marriage, or any person living in the household of the faculty members.
 - c. In the event of controversy, the final decision on cases involving emergency leave as rendered by the President or his/her designee may be appealed to the Board of Trustees.
 - d. Emergency leave with pay shall be limited to a total of fifteen (15) days in any academic year.
6. **Personal Leave.** Professional employees shall be granted up to three (3) days personal leave per year subject to the following provisions:
 - a. Notice of personal leave shall be made in advance of or on the day of leave. If the request is not submitted in advance or on the day of the leave, the request must be submitted within 48 hours after the employee returns to work and shall be submitted online to the professional employee's immediate supervisor for approval.
 - b. Professional employees shall not be required to state reasons for requesting personal leave.
 - c. Personal leave time may be denied if the professional employee's absence will directly interfere with the operation of the College during the time requested.
 - d. Personal leave time for 182-day faculty may be taken in 0.5 hour increments.
 - e. Personal leave time for 212-day faculty may be taken in 0.5 hour increments.

7. **Professional Leave.** Membership in professional organizations is recommended.
- a. Professional employees who attend meetings as school representatives will be reimbursed for expenses incurred.
 - b. Professional employees who attend meetings of professional organizations will be granted time off without loss of pay, provided that their request is approved prior to the meeting by their immediate supervisor.
 - c. Professional leave time may be denied if the professional employee's absence will directly interfere with the operation of the College during the time requested.
8. **Birth or Care of a Child.** This leave shall be granted for the birth, adoption or foster care of a child and must be taken within the twelve (12) month period following the birth, adoption or placement of a child. Birth or Care of a Child leave is a leave without pay as permitted under the Family Medical Leave Act of 1993. However, Professional Employees are required to use any other available paid or unpaid leave concurrently with Birth or Care of a Child Leave. This includes sick, personal or vacation leaves. All available paid leave is to be exhausted prior to having unpaid time-off under and approved Birth or Care of a Child leave.
- a. If a 182 or 212-day instructional, professional employee requests Birth or Care of a Child leave, the Professional Employee should submit their request in writing to the immediate supervisor and Human Resources. Notice should ordinarily be provided at least 30 days in advance of the requested leave. Once approved, suspension of responsibilities shall begin upon the date medically determined or at the time agreed upon by the employee and the immediate supervisor and Human Resources.
 - b. Benefit accruals, such as personal, sick or holiday benefits will be suspended during the unpaid portion of the leave. Employees will remain active in the group health insurance program. KCKCC will continue to pay the percentage of premiums normally paid for KCKCC and they will be responsible for continuing to pay the regular portion of the premiums for group health insurance coverage.
 - c. The length of the leave is to be agreed upon by the professional employee and the immediate supervisor but shall not exceed 318 days (the time equivalent of three semesters).
 - d. Upon completion of Birth or Care of a Child leave, the professional employee will be placed on the salary schedule at the next level above that which was applicable during his/her last full-time employment. No

professional employee will advance on the salary schedule more than one step per academic year.

- e. Professional employees on Birth or Care of a Child leave who wish to return to duty on a reduced hour basis prior to exhausting their leave may negotiate their return with their dean and Human Resources. The agreement is subject to the approval of the appropriate Vice President.

The agreement to return must include the nature of the work to be performed, the proportionate share of the faculty workload that the returning employee will perform, and the proportionate share of compensation of the normal workload. For example, if a faculty member has agreed to teach a three-credit hour course, he/she will be compensated at one-fifth of the compensation of the normal workload.

Declination of the leave request, including rationale, shall be submitted in writing to the professional employee no later than thirty days of leave request.

- 9. **Sick Leave.** During the first academic year of employment, each new professional employee is entitled to one day's sick leave for each month of employment.

- a. After the first academic year of employment, the full annual sick leave (ten (10) days for 182-day contract and eleven (11) days for 212-day contract) will be credited on July 1st and be available to the professional employee for use.
- b. Sick leave shall accrue from year to year without limitation.
- c. Days of accumulated sick leave credited to a professional employee under the previous sick leave policy of the college shall remain to the credit of the professional employee.
- d. Unless taken as intermittent leave under the FMLA, sick leave must be taken in no less than 0.5 hour increments per event. When sick leave is taken in connection with FMLA Intermittent leave, the amount of leave actually taken by the employee to address the circumstances that precipitated the need for the leave will be deducted from the employee's sick leave entitlement.
- e. 182-day professional employees employed for the summer session are entitled to one (1) day of sick leave without loss of pay in the case of illness. Summer sick leave days shall accrue to the total accumulative sick days at the first reporting day of the academic year.

- f. Sick leave may be used for any temporary disability due to a maternity condition.
 - g. Professional Employees shall not be required to provide an explanation of the illness for which sick leave is requested. However, Professional Employees may be requested to provide a statement of health condition and/or physicians verification that they may safely return to work after three (3) consecutive days of absence on sick leave.
 - h. In keeping with the FLSA compliance requirements, a professional employee who is absent for less than a full day due to sickness will still be paid the employee's regular salary even if the employee has a negative leave balance. If the professional employee has a negative leave balance and does not work any portion of their regular day due to illness, the professional employee will not receive their regular salary.
10. **Sabbatical Leave.** A professional employee will be eligible for consideration for a sabbatical leave after six years of full-time continuous service.

Sabbatical leaves related to 212-day professional employees shall equate to 106 days as equivalent to one semester.

- a. Compensation for a one-year sabbatical shall be one-half (.5) the annual contract rate based on his/her class and step. Professional employees on a one semester sabbatical shall receive one-half (.5) of the annual contract rate based on the instructor's class and step. No sabbatical leave shall extend beyond two semesters. If the professional employee on leave accepts gainful employment during the leave period, the amount of compensation received shall be deducted from the one semester's pay.
- b. The number of professional employees that may be on sabbatical leave is limited to three per academic year with no more than two on sabbatical during a single semester.

The purpose of granting such sabbatical leave is to provide an opportunity for the professional employee to pursue a fulltime approved program of study that would enhance his/her professional career for the improvement of the quality of education at the college.

- c. Upon completion of a sabbatical, the Professional Employee would be required to return to full-time instruction at the college for a period of two years.

If the Professional Employee does not complete the approved program or fails to return to full-time duties at the end of the leave period, the total sum of money paid during the sabbatical leave including fringe

benefits must be repaid to the college by July 1. If he/she returns for only a portion of the two-year requirement the amount of money owed to the college will be determined as follows:

- 1) Return for only one full semester - three-fourths (3/4) of the total sum;
- 2) Return for only two full semesters - one-half (1/2) of the total sum;
- 3) Return for only three full semesters - one-fourth (1/4) of the total sum.

Portions of semesters will not be prorated, and all amounts owed to the college will be payable upon demand. If, for any reason beyond the control of the Professional Employee, the Board does not offer the professional employee a full-time contract for either of the two years following the sabbatical, the Professional Employee shall refund none of the moneys, neither wages nor benefits.

- d. Applications for sabbatical leave must be submitted on or before the third Friday in October of each year. The initial submission must be made through the immediate supervisor in consultation with the applicant's peers.

The application will be forwarded to the Dean within the professional employee's supervisory chain. Upon approval of the Dean, the Vice President of Academic Affairs and the President, a recommendation shall be made to the Board for final action. A request for sabbatical leave which does not receive a positive recommendation from the Professional Employee's Dean, the Vice President of Academic Affairs and the President shall be deemed denied. The application should contain a general description or outline of the proposed course of study.

- e. If approved, a more detailed educational plan shall be submitted at a time designated by the Vice President of Academic Affairs, prior to the regularly scheduled meeting of the Board of Trustees in which action on the sabbatical leave request is to be considered. If approved by the Board, a contract would be proffered containing the specific terms of the program, compensation, and return agreement, etc.
- f. The Board shall reserve the right to deny all applications for sabbatical leave either because of budget limitations or if the proposed study is not deemed to be of sufficient value to the institution to warrant the additional cost. The operational efficiency of the remaining or available staff in the division would also have to be considered.

- g. Upon the Professional Employee's return to duty, he/she shall submit to the Vice President of Academic Affairs, the President or the professional employee's Dean, a full written report on sabbatical leave regarding the use of sabbatical leave and/or record of his/her activities during the period of the leave.
 - h. Upon returning to full-time professional assignments after completion of the sabbatical period, the Professional Employee will be placed on the salary schedule at the next level above that which was applicable during his/her last full-time employment. Such Professional Employee will be placed in the appropriate class on the salary schedule.
11. **Academic Leave.** A leave of absence will be considered for all Professional Employees when requested by the professional employee concerned for the purpose of furthering additional graduate level pursuits. The leave of absence shall cover one academic year only, and the graduate work shall be full time. During such periods of absence, any Professional Employee will be provided a contract for a minimum legal amount to bind same, probably one dollar (\$1.00), and the college shall assume no other financial liability. In the event federal grant funds are available to assist said Professional Employee with expenses connected with this graduate study, consideration will be given toward the allocation of same. Upon returning to full-time teaching assignments after completion of the leave of absence period, the Professional Employee will be placed on the salary schedule at the next level above that which was applicable during their last full-time employment. Such Professional Employee will be placed in the appropriate class on the salary schedule.

Notice of intention to return to active duty or a request for extension of the leave must be made prior to March 1, so that any Professional Employee(s) appointed for the interim can be notified as to whether or not their contract is to be renewed prior to March 15.

C. Other Leaves and Absences

1. Any Professional Employee desiring leave for reasons other than the above mentioned should apply in writing to the Board of Trustees through the President of the College.
2. In addition to their regular assignment, Professional Employees are expected to participate in various service and development days. The required hours of service for each activity are listed below.
 - a. Welcome Week activities
 - 1) Convocation and VPAA meeting day – 7 hours
 - 2) Assessment day – 7 hours
 - 3) Professional development day – 7 hours

- b. Division, department, and advisory board meetings (outlined by appropriate dean or department leader) -- based on scheduled meeting duration.
- c. Blue Devil Faculty Academy (new faculty) – based on scheduled session duration.
- d. Graduation activities – 3.5 hours per Commencement ceremony; 1 hour per program pinning.

ARTICLE V. Just Cause and Representation

Non-Probationary Professional Employees cannot be disciplined, discharged, or deprived of any employment right or benefit without Just Cause. Professional Employees are permitted to have union representation at disciplinary and investigatory meetings.

Article VI. Grievance Procedure

- A. Purpose.** The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to problems arising from a complaint by a Professional Employee or group of professional employees based on an alleged violation, misinterpretation or misapplication by the administration of a negotiated contract or agreement, a board policy, administrative regulation or practice affecting the condition of employment. This procedure shall not apply to disputes between or among faculty members, which shall be handled by the Faculty Senate. Moreover, it is not the intent of the parties that disputes alleging unlawful discrimination be resolved through the grievance procedure. Such matters shall be resolved in accordance with the College's nondiscrimination policies. However, challenges via the grievance process to the severity of the discipline imposed by the College President in response to a finding that a faculty member has violated the College's policy prohibiting unlawful discrimination may be submitted to the Board of Trustees. In connection with such a challenge, the accused faculty member may be represented by legal counsel or a Faculty Association representative.
- B. Steps in Procedure.** The period to file a grievance or initiate the Informal Grievance Procedure will be within thirty (30) days of the incident.
- C. Number of Days.** All reference to number of days in this procedure shall be determined to mean working school days for Professional Employee.
- D. The Levels in the Grievance Procedure.** The levels in the grievance procedure will be the following:
 - 1. **Informal Grievance Procedure:** Conference between the aggrieved and the administration, specifically the person against whom the grievance is being brought. If the grievance cannot be solved through the informal grievance procedure, as indicated by written notice from either party to the other, then the aggrieved shall proceed to the Formal Grievance Procedure.

2. Formal Grievance Procedure

a. Level One: Faculty Association

- i If the aggrieved person is not satisfied with the disposition of his/her grievance at the Informal Grievance Procedure level, he/she may file the grievance with the Association or its designee for transmittal within five days of the conclusion of the Informal Grievance Procedure to the Faculty Unit Grievance Committee, appointed by the Faculty Association.
- ii Within five (5) days after receipt of the written grievance by the Faculty Association Grievance Committee, the Faculty Association Grievance Committee will meet with the aggrieved person and his/her representative from the association in an effort to resolve it. The Faculty Association Grievance Committee shall submit its recommendation in writing to the aggrieved person, the Association, and the Administrator against whom the grievance will be brought within ten (10) days of the last meeting on the matter.

b. Level Two: Administrator against whom the grievance is to be brought

- i If the aggrieved person is not satisfied with the disposition of his/her grievance in Level One, the grievance should be filed in writing simultaneously with the Association, or its designee, and the Administration. A grievance against Vice Presidents or Chief Officers shall commence at Level Three. A grievance against the President shall commence at Level Four. A grievance against the Board of Trustees shall commence at Level Five.
- ii Within five days after receipt of the written grievance by Administrator, the Administrator will meet with the aggrieved person and his/her representative of the Association in an effort to resolve it. After the meeting between the aggrieved and the Administration, the Administration shall submit his/her decision in writing to the aggrieved person and the Association within ten (10) days after the meeting.

c. Level Three: Vice President or Chief Officer

- i If the aggrieved person is not satisfied with the disposition of his/her grievance at Level Two, he/she may file the grievance with the Association or its designee for transmittal within five days to the appropriate vice president.
- ii Within five (5) days after receipt of the written grievance by the Vice President or Chief Officer of the College, the Vice President or Chief Officer of the College will meet the aggrieved person and his/her representative

from the Association in an effort to resolve it. The Vice President or Chief Officer of the College shall submit his/her decision in writing to the aggrieved person and the Association within ten (10) days of the last meeting on the matter.

d. Level Four: President

- i. If the aggrieved person is not satisfied with the disposition of his/her grievance at Level Three, he/she may file the grievance with the Association or its designee for transmittal within five (5) days to the President of the College.
- ii. Within ten (10) days after receipt of the written grievance by the President of the College, the President of the College will meet the aggrieved person and his/her representative from the Association in an effort to resolve it. The President of the College shall submit his/her decision in writing to the aggrieved person and the Association within ten days of the last meeting on the matter.

e. Level Five: Board of Trustees

- i. If the aggrieved person is not satisfied with the disposition of his/her grievance at Level Four, he/she may file the grievance with the Association or its designee for transmittal within five days to the Board of Trustees.
- ii. Upon receipt of the written grievance, the Board shall meet at its next regularly scheduled Board meeting with the aggrieved person and his/her representative from the Association in an effort to resolve it. If the grievance to the Board is submitted in less than ten (10) days of the next regularly scheduled Board meeting, the Board will meet with the aggrieved person and his/her representative at its following regularly scheduled Board meeting. The Board shall submit its decision in writing to the aggrieved person and the Association within ten days of the meeting.

E. Rights of Professional Employees to Representation.

1. No reprisals of any kind will be taken by the Board of Trustees or by any member or representative of the administration against any aggrieved person, any party in interest, any Grievance Representative, or any other participant in the grievance procedure by reason of such participation.
2. A Professional Employee may be represented at all stages of the grievance procedure by himself/herself or, at his/her option, by a Grievance Representative selected by the Association. If a Professional Employee is not represented by the Association, the Association shall have the right to be present and to state its views at all stages of the grievance procedure.

F. Miscellaneous

1. Documentation. At every level of the grievance, the transfer of documents must be acknowledged by the recipient with his/her signed and dated receipt. This may be accomplished in person, by either party's designated agent, or by Certified US Mail with Signature Receipt.
2. Time Limits. The number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement in writing and signed by both parties. Time limits will not become effective during the period that the administrator is either on sick leave or on professional leave conducting college business. The time limit will commence upon the administrator's return to campus.
3. Year-End Grievance. In the event a grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the academic year and if left unresolved until the beginning of the following school year could result in irreparable harm to a party in interest, the time limits set forth herein shall be reduced so that the grievance procedure may be exhausted prior to the end of the school year or within a maximum of 30 (thirty) days thereafter.
4. If, on levels one through four, no written decision is presented within the time allotted after the grievance hearing, such failure to act shall be considered a non-decision and the grievance will automatically advance to the next step. If, on levels one through four, the grievant and/or his/her representative fails to advance the grievance in a timely manner, the grievance shall be terminated.
5. If the Board of Trustees does not present a written decision within the time allotted after the grievance hearing, such failure to act shall be an admission that the grievance was justified and the aggrieved person shall receive the remedy he/she is seeking.
6. If, in the judgment of the Association, a grievance affects a group or class of Professional Employees, the Association may initiate and submit such grievance in writing to the Vice President of Academic Affairs directly and the processing of such grievance will be commenced at Level Three. The Association may process such a grievance through all levels of the grievance procedure even though there is no individual aggrieved person who wishes to do so. Upon written request from two or more Professional Employees, the Association must initiate a grievance under the terms of this clause.
7. Decisions rendered at Levels Two through Four of the grievance procedure will be in writing setting forth the decision and the reasons therefore and will be transmitted promptly to all parties in interest and to the Association or its designee.
8. When it is necessary for a Grievance Representative, or other representative designated by the Association to investigate a grievance or attend a grievance meeting or hearing during the school day, the representative, upon notice to his/her

immediate superior by the Association or its designee, will be released without loss of pay in order to permit participation in the activities as described above. Any employee whose appearance in such investigations, meetings, or hearings as a witness is necessary will be accorded the same right.

9. All documents, communications, and records dealing with the processing of a grievance will be filed in a separate grievance file and will not be kept in the personnel file of any of the participants.
10. Forms for filing grievances, serving notices, taking appeals, making reports and recommendations, and other necessary documents will be prepared jointly by the Board and the Association and given appropriate distribution by the Association as to facilitate operation of the grievance procedure. The cost of preparing such forms shall be borne by the Board.

Article VI~~I~~. Travel Pay

Professional Employees who are required to use their personal vehicles in the performance of professional duties will be reimbursed for such use at the rate established by the Internal Revenue Service for all college use. All Professional Employees shall submit a monthly statement of the mileage driven by them in the preceding calendar month on forms to be furnished by the college. Mileage shall be reimbursed anytime within the year when such reimbursement has accumulated to the sum of thirty-five dollars (\$35.00), but in no event later than the last working day of the Professional Employee. Only mileage claimed for travel that has received approval according to college policy will be reimbursed.

Article VII~~I~~. Severance Pay

Upon termination of employment, by retirement or release through no fault of his/her own or death, the full-time Professional Employee or his/her estate shall receive compensation equal to the number of accumulated days of sick leave in excess of ninety multiplied by the daily base rate of his/her salary class. The 90-day minimum will be decreased ten (10) days for every complete ten (10) years of service (no partial decades). No 182-day Professional Employee shall be compensated for more than one hundred eighty-two (182) days. No 212-day Professional Employee shall be compensated for more than two hundred twelve (212) days.

Article VIII~~I~~~~X~~. Professional Workload

A. Normal Workload for Professional Employees whose primary responsibility is teaching courses and/or coordinating academic programs (including Career and Technical Education programs).

The 182-day Professional Employee shall be required to work no more than 182 days during the two-semester academic year. The 182-day Professional Employee's normal workload shall be 12-18 teaching equivalents per semester, with a normal workload maximum of 30 teaching equivalents in the two-semester year. The 182-day Professional Employee will use the Academic Calendar beginning with the first faculty contract day until the May graduation date.

The 212-day Professional Employee whose primary responsibilities include teaching courses shall be required to work no more than 212 days between July 1 to June 30th. The 212-day Professional Employee's normal workload shall be 12-18 teaching equivalents per semester, with a normal workload maximum of 30 teaching equivalents in the two-semester year. The 212-day teaching Professional Employee will use the Academic Calendar as the first 182 days of the 212 days. For the remaining 30 days of scheduled employment, the Professional Employee shall work with their immediate supervisor to determine an appropriate work schedule.

The 212-day Professional Employee who is required to teach courses over the

summer semester will follow the Academic Calendar for the summer session. The 212-day Professional Employee (teaching) who does not have required summer course responsibilities shall work with their immediate supervisor to schedule the remaining 30 days of an appropriate work schedule.

The 212-day Professional Employee (teaching) shall schedule a minimum of 21 work hours over at least three (3) days each week to occur at a KCKCC physical location (other than online or virtual) as determined by their immediate supervisor.

~~No workload will exceed thirty (30) semester hours for the two-semester academic year. The load will consist usually of between twelve (12) and eighteen (18) hours of instruction per semester, together with at least 10 clock hours per week of service hours to the College. Services hours can include but are not limited to regularly scheduled office hours for student conferences, paper checking, supervision, preparation and campus-based activities. Service hours to the College shall be taken in no less than 30-minute increments.~~

Professional Employees are required to provide a total of 10 (ten) hours of service to the College per week. The service hours shall be scheduled over a minimum of three (3) days. The distribution of the services hours to the College is as follows:

- Six (6) hours for student office hours
- Two (2) scheduled hours for service to students and/or the College
- Two (2) unscheduled hours for service to student and/ or the College

Professional Employees who teach at off-campus sites may keep office hours where they meet students. Such office hours should be for the benefit of the off-campus students. For those Professional Employees who teach online courses, no less than 50% of the required service hours shall be held on campus. Office hours of Professional Employees shall not interfere with the responsibilities of Professional Employees to participate in campus-based activities. Professional Employees will make arrangements with supervisors for participation in campus-based activities, including but not necessarily limited to division meetings and in-services.

For every three (3) semester hours, or fraction thereof, above 15, the Professional Employee will be required to have one (1) additional service hour to the College. This is to be determined by the Professional Employee and his/her academic dean.

Unless otherwise indicated in the paragraphs below, total semester load for Professional Employees teaching combined lecture and laboratory courses will be calculated in the following way. The load for the Professional Employee for the lecture portion of a course will be one to one. The load for the Professional Employee for the lab portion of a class will be calculated at 0.7 times the contact hours for the lab portion of the course. The contact hours for the lecture portion of the class will be the same as the credit hour designation for the lecture portion of the course. The contact hours for the lab portion of a class will be two times the number of credit hours for the lab

portion of the course.

For example, a 3-credit hour course that is 1 credit hour of lecture and 2 credit hours of lab, will meet 1 hour per week over a 16-week period for the lecture portion and 4 hours per week for 16 weeks for the lab. The Professional Employee will receive 1 hour of load for the lecture portion and 2.8 hours of load for the lab portion (4 hours per week * 0.7) for a total load of 3.8 for the 3-credit hour class.

Each credit hour of composition courses shall be counted as 1.25 credit hours in the computation of the workload of the Professional Employee.

Normal full-time workload for the Nursing Professional Employees shall consist of up to fifteen (15) contact hours of didactic and clinical instruction (institution/simulation/community setting) with student groups, in addition to at least ten (10) clock hours per week of service hours as previously described. Any exception to this workload must be mutually agreed to by the Professional Employee, the Dean of Health Professions and the Vice President of Academic Affairs.

Teaching load for professional employees who teach math science and nursing courses shall be calculated as one (1) hour equivalent per contact hour.

Teaching load for professional employees who teach ARTS and DIGI studio courses shall be calculated as one (1) hour equivalent per contact hour.

Contact hours which cannot be specifically designated as semester credit hours shall be calculated on the formula for credit equivalent (C.E.) as follows: $C.E. = 0.7$ (contact hours minus credit hours). Teaching load will be credit hours plus credit equivalent (C.E.) hours. Those contact hours in excess of credit hours plus credit equivalents (C.E.) shall be considered as being office hours for that Professional Employee. Any teaching that cannot be designated as contact hours or credit hours shall be decided by agreement between the Division Dean and the Professional Employee.

Unless a waiver is granted, a total of ten (10) students in a class shall constitute a full class for purposes of computation of teaching load. For auditioned ensembles and career and technical classes, a total of eight (8) students in a class shall constitute a full class for purposes of computation of teaching load.

The Vice President of Academic Affairs will have discretion to allow classes with less than 10 students to be taught. No class that is allowed to be taught will be subject to proration. The Vice President of Academic Affairs will meet with Deans and Department Coordinators and work closely with them in the preparation of a teaching schedule that meets the needs of the College's students and its service areas.

Beginning in the fall semester of 2022 and continuing through at least the spring semester of 2024, the college will pilot a corequisite model for teaching developmental reading and writing courses. For developmental courses taught in this model, the

same instructor will teach the corequisite and target courses. The enrollment maximum of the developmental corequisite course will be one-half the enrollment maximum of the target non-developmental course. It is understood that “corequisite” means a condition of enrollment consisting of a course that a student is required to simultaneously take in order to enroll in another course. During this time, the college will study student success metrics and the financial cost to the institution to ascertain the efficacy of the corequisite model for KCKCC. The college administration will commit the necessary resources for the courses to run for the duration of this pilot. During this pilot, a minimum of 8 students will be considered sufficient for the developmental corequisite course to make.

Beginning in the fall semester of 2022 and continuing through at least the spring semester of 2024, the enrollment capacity for developmental education courses will be 16. During this time, the college will study student success metrics and the financial cost to the institution to ascertain the efficacy of a maximum class size of 16 for developmental education courses at KCKCC.

~~B. The 182-day Professional Employee shall be required to work no more than 182 days during the two-semester school year. The 182-day employee's normal workload shall be 12–18 teaching equivalents per semester, with a maximum of 30 in a two-semester year.~~

C.B. Coordinators' Workload

Vocational coordinators shall be compensated for coordinating duties by receiving 6 hour's release time per year.

In addition, vocational coordinators of programs that maintain external accreditation (and that do not have a full-time director) shall be compensated for additional accreditation duties by receiving up to an additional 6 (six) credit hours release time per year as determined by joint consultation of vocational coordinator and the respective Dean using the accreditation release chart as guidance. Total release time will be subject to final approval of the Vice President of Academic Affairs.

Vocational Coordinator Accreditation Release Chart

A.	Flat Accreditation Release Per Semester	Reassigned Time per semester
	Program Accreditation required	2 credits
	Program Accreditation not required	Up to 1 credit
B.	Semester Prior to Accreditation Visit	
	Program Accreditation required	3 credits
	Program Accreditation not required	Up to 2 credits

C.	Semester After Accreditation Visit	
	Program Accreditation required	Up to 2 credits (depending on visit outcomes)
	Program Accreditation not required	Up to 2 credits (depending on visit outcomes)
D.	Semester of Visit. Same as A. or B.	VPAA Approved Rate

Those coordinators with internship students will compute credit hour equivalency at the rate of 0.2 times the number of students enrolled.

D.C. Adjunct Coordinators

Adjunct Coordinators will receive reassigned time for the Fall and/or Spring semesters. The reassigned time will be allocated based on the number of adjuncts currently teaching in the discipline that semester. The reassigned time is as follows:

1-20 adjuncts	1 reassigned credit hour
21-50 adjuncts	2 reassigned credit hours
51+ adjuncts	3 reassigned credit hours

E.D. 212 Day Non-teaching Professional Employee Workload

The 212-day Professional Employee shall be required to work no more than 212 days during the July 1 - June 30 contract year. The employee shall work with the supervisor to determine the work schedule. Requests for leave shall not be unreasonably denied. A Professional Employee starting employment after the commencement of the regular 212 contract periods will be expected to work a prorated number of days and shall receive prorated pay based on the number of working days remaining in the fiscal year.

Each individual on a 212-day contract shall work with their immediate supervisor to determine non-assigned time for the year. Upon request, the individual may receive one block of non-assigned time that is up to two weeks in length and two blocks of non-assigned time that are up to one week in length. The maximum length for any block of non-assigned time is two weeks. An individual starting employment after the commencement of the regular 212-day contract period will receive prorated blocks of non-assigned time based on the percentage of working days remaining in the fiscal year.

When the college is open five days per week, 212 day employees shall work a 35-hour week across five (5) days, or for an equivalent period, as approved by the immediate supervisor. When the college is open four days per week, 212 day employees shall work a 28-hour week across four (4) days, or for an equivalent period, as approved by the immediate supervisor.

F.E. Special Assignments

If a Professional Employee has a teaching load below thirty (30) credit hours or its equivalent for both semesters, the Professional Employee may be assigned up to thirty (30) clock hours per semester. The Division Dean and the instructor may mutually arrange for the Professional Employee to perform assignments which will be in the area of the professional employee's expertise where the College has a need. Such assignment shall be assigned on a non-discriminatory basis. A copy of the work schedule as approved by the Division Dean shall be provided for the Vice President of Academic Affairs prior to the commencement of the assignment.

For each credit hour equivalency, the Professional Employee may be assigned up to thirty (30) clock hours per semester.

G.F. Professional Service

Professional Service includes: classroom instruction, office hours, division meetings, in-service programs, assessment/advisement, and institution-related service. The duty day shall not exceed twelve (12) hours without written consent of the professional employee and administration. Time between days shall not be less than twelve (12) hours without written consent of the Professional Employee and administration. The duty day is the time from first instructional responsibility until the last instructional duty is finished.

H.G. Outside Employment

Professional Employees will be expected to devote full-time to their positions with the college. No outside employment will be allowed which will interfere or conflict with the Professional Employee's scheduled classroom work or office hours, or any other college required schedules, or be considered a professional conflict of interest.

I.H. Work Week

No Professional Employee shall be required to work more than five (5) days during any one calendar week.

J.I. Academic Calendar

The academic calendar shall be mutually developed by the Vice President of Academic Affairs and Faculty Senate and presented to the Board for approval. Parameters will be worked out prior to developing the calendar. A target date for completing the calendar will be December 1.

K.J. Release Time for Faculty Association President, Faculty Senate President and College Senate President

The elected President of the Faculty Association, the College Senate and the Faculty Senate shall each receive three (3) credit hours per semester as part of their normal workload for duties related to their respective positions.

The elected presidents of both the Faculty Senate and the College Senate, when

the College Senate President is a member of the faculty, will be members of the President's Extended Cabinet and each will be considered service hours for serving on the PEC.

The past president of the Faculty Senate will serve as an ex officio of the President's Extended Cabinet and this will be considered service hours for serving on the PEC.

Article IX. Professional Employee Evaluation

- a) Kansas state statute governs policies for Professional Employee performance evaluations.
- b) Kansas City Kansas Community College (KCKCC) is committed to a faculty evaluation process that fosters continuous improvement, high quality instruction, and beneficial support services for students.
- c) KCKCC believes our Professional Employees strive for excellence, and the Professional Employee evaluation process is an opportunity to showcase their work both in and out of the classroom. While similar in purpose, the information required to complete an informative evaluation process will vary based on Professional Employee classification. To that end, the performance evaluation process supports the diverse and complex nature of varying Professional Employee roles by utilizing multiple instruments for evaluation.
- d) The Professional Employee evaluation process is conducted between the Professional Employee member and the evaluating supervisor. A Professional Employee member can request to include the appropriate Vice President, either the Vice President of Academic Affairs (VPAA) or Vice President of Student Affairs (VPSA), in this evaluation process.
- e) The following instruments may be utilized in the evaluation process and are maintained within the KCKCC Faculty Handbook. In the event an approved instrument requires modification, these changes must be mutually agreed upon by the Association President and the VPAA or VPSA, as appropriate.
 - a. Student surveys
 - b. Communication samples
 - c. Observation by the evaluating supervisor and/or peer
 - d. Assessment reflection
 - e. Service to KCKCC
 - f. Self-selected instruments
 - 1. Observation of Peer
 - 2. Observation by External Partner
 - 3. Work Samples

- 4. Professional Development Plan
- 5. Specialized Non-instructional Professional Employee Assessment
- 6. Other self-developed assessment tool

f) Portfolio Assessment:

- a. A portfolio will be submitted by the Professional Employee during each evaluation year. The complete timeline for portfolio submission is outlined in the KCKCC Faculty Handbook.
 - 1. Probationary Professional Employees will submit a portfolio and complete the summative evaluation process in Year 1, Year 2, and Year 3 of professional employment. The portfolio will contain the following items:
 - a. Student surveys (administered each semester in each section taught)
 - b. Communication samples
 - c. Observation by the evaluation supervisor
 - d. Observation by a peer
 - e. Assessment reflection
 - f. One or more self-selected evaluation instruments
 - 2. Non-probationary Professional Employees will upload documents to submit a final portfolio and complete the summative evaluation process every three years (Year 6, Year 9, etc.). The portfolio will contain the following items:
 - a. Student surveys (administered each semester in each section taught)
 - b. Communication samples
 - c. Observation by the evaluating supervisor or peer
 - d. Assessment reflection
 - e. Service to KCKCC
 - f. Two or more self-selected evaluation instruments
- g) A Professional Employee has the right to prepare an alternative written summary to the original appraisal. This response will be attached to the original appraisal report and placed in the Professional Employee's personnel file.
- h) In accordance with Kansas law, written notice to terminate the contract of a probationary Professional Employee shall be served by the Board upon the Professional employee on or before the third Friday in May.
- i) All Professional Employees will have the opportunity to complete an annual feedback form for their respective supervisors. The instrument for this feedback is in the Faculty Handbook.
- j) All evaluation documents and responses by Professional Employees are to be maintained in a personnel file for Professional Employees for a period of not less than 3 years from the date each evaluation is made.
- ~~k) Non-probationary Professional Employees cannot be disciplined, discharged, or deprived of any employment right or benefit without Just Cause.~~
- ~~l) Professional Employees are permitted to have union representation at disciplinary and investigatory meetings.~~

- m)k) Procedures and techniques used in the performance appraisal of counselors shall conform to the ethical and privacy standards accepted within the profession.
- n)l) When there is significant concern related to a Professional Employee's performance, the evaluating supervisor will alert Human Resources and the VPAA or VPSA that an off-cycle evaluation will be initiated. The process and instruments utilized will be reviewed with the Professional Employee prior to initiation of the off-cycle evaluation.
- o)m) All instruments utilized for Professional Employee evaluation will be mutually agreed upon by representatives of the Faculty Association and administration. In the event an approved instrument requires modification, these changes must be mutually agreed upon by the president of the Faculty Association and the appropriate Vice President, VPAA or VPSA.

Article X~~I~~. Contract Release and Liquidated Damages

If a Professional Employee does not intend to extend their contract for the following academic year, written notice shall be provided to the Human Resources office on or before the 14th calendar day following the third Friday in May. Following this date, the Professional Employee will be considered under contract for the following academic year.

If a Professional Employee desires a release from his/her contract after the 14th calendar day following the third Friday in May, but prior to the first reporting day of the school year, said Professional Employee shall request such release by written request to the Board of Trustees through the office of the President. The Board of Trustees may, but shall not be obligated to, grant said release. In the event the Board of Trustees shall grant said release, the Professional Employee shall pay to the College such sums of money as the Board of Trustees shall determine under the circumstances of the case, but in no event shall said sum exceed five hundred (\$500.00) dollars.

In the event a Professional Employee who is under contract to the College fails to report for duty on the first duty day without prior consent of or a reasonable explanation to the President of the College, or his designee, such failure to report shall be considered a breach of the contract by the Professional Employee, and said professional employee shall be terminated and shall pay to the College the sum of one thousand (\$1,000.00) dollars as and for liquidated damages.

If a Professional Employee desires a release from his/her contract at any time between the first duty day and the last duty day of the academic year, said Professional Employee shall request such release by written request to the Board of Trustees through the office of the President. The Board of Trustees may, but shall not be obligated to, grant said release. In the event the Board of Trustees shall grant said release, the Professional Employee shall pay to the College such sums of money as the Board of Trustees shall determine under the circumstances of the case, but in no event shall said sum exceed one thousand five hundred (\$1,500.00) dollars.

Article XI. Reduction in Force

- A. Prior to recommending to the Board to reduce the number of Professional Employees, the administration shall attempt to provide the professional employee or employees with a full load as defined in the master contract's professional workload provisions by assigning the Professional Employee or employees any day or evening classes which are assigned to either part-time or interim employees. If a full load cannot be achieved in accordance with the provisions of Article VII (G) (professional duty day), said Professional Employee shall waive the provisions of Article VII (G) in order to achieve a full load.
- B. When the Board of Trustees, in their sole judgment, deems it advisable to reduce the number of Professional Employees for any reason beyond the control of the professional employees, such reduction in force shall be carried out by non-renewing the contract of the Professional Employee or employees with the least continuous service with the Kansas City Kansas Community College within the discipline where the reduction is to be effected. Should two or more Professional Employees have equal periods of continuous service, the professional employee with the highest number of hours applicable to lateral movement on the salary schedule shall be retained.
- C. Any Professional Employee whose contract is non-renewed pursuant to the provisions of paragraph B above shall have preference in connection with any future positions as a Professional Employee which may be available within said professional employee's discipline. Such preference shall be offered for a period of two (2) years following the date of the Professional Employee's last working day. If a Professional Employee rejects reemployment or fails to report acceptance of recall as directed within fourteen (14) days after receiving a recall notice, such action or failure to act by the Professional Employee shall be construed as a resignation. Notification of recall will be sent by certified mail.
- D. If a laid off Professional Employee is recalled and begins employment during the next academic year, the Professional Employee will be reimbursed by the College for his/her actual expense for participation in the College's insurance plans during the period of lay off the same as employed Professional Employees. A laid off Professional Employee and his/her family shall continue to be eligible for participation in the College's insurance plans at his/her own expense for a period of two (2) years from the date of the Professional Employee's last working day.

Article XII. Compensation

A. Salary Schedule

- 1. The Class IV Step 1 182-day salary base for the ~~2021-2022~~2023-2024 year will be ~~\$47,435.68~~\$47,601.70.
- 2. The Class IV Step 1 212-day salary base for the ~~2021-2022~~2023-2024 year will be ~~\$55,253.08~~\$55,446.47.

3. All faculty shall receive one step increase (\$1,904.07 for Step A and \$2,218.24 for Step B).
- 2-4. For employees currently on Step 21 as of FY22-23, their salary will be adjusted by an amount equal to the adjustment to the base salary for each Class (ranges of increases from \$273.94 to \$340.36 for 21A; and \$320.46 to \$396.43 for 21B). They will also receive an adjustment to their salary equivalent to one step (\$1,904.07 for Step A and \$2,218.24 for Step B). These increases will be part of the faculty' member's ongoing salary.

Professional Employees continuously employed by the College shall be compensated in accordance with Salary Schedule attached.

Step and class structure of the salary schedule and index are set forth below.

B. Conditions

1. (a) Advancement on the salary schedule up to and including Step 21 shall be at the rate of one step per year of satisfactory service. No Professional Employee shall advance more than one step per year.

(b) There is no Kansas City Kansas Community College requirement of additional credit hours in order to advance each step on the salary schedule, however, each Professional Employee must take whatever courses are necessary, if any, to maintain his/her certification.
2. Pay will be distributed twice monthly over a 12-month period through direct deposit according to the pay schedule established by the College.
3. Overload pay and pay for teaching summer courses shall be 2.1% of the base salary per semester hour equivalent for the duration of this contract. The Professional Employee is allowed to teach up to 24 T.E.'s per semester as overload.
- ~~4. For the term of this contract (July 1, 2021 – June 30, 2022), all Professional Employees shall receive a one-time payment of \$1,800.00.~~
- ~~5. All Professional Employees on Step 21A in 2021-2022 shall receive a one-time payment of \$1,897.43 and those Professional Employees on step 21B in 2021-2022 shall receive a one-time payment of \$2,210.51.~~

3.1 Reference and Note: Payment for faculty teaching overload in fall will occur in one (1) payment on the first pay cycle in November. Payment for faculty teaching overload in spring will occur in one (1) payment on the first pay cycle in April.

Faculty not teaching or reassigned to other projects for a full 30 credit annual load will be required to repay any overpayments. Summer pay will be paid over four installments beginning with the June 15 pay date and ending with the July 31 pay date.

~~6.4.~~ Co-curricular activities and assignments shall be compensated with supplemental income of no less than 6% of the base salary (Class II Step 1).

~~7.5.~~ Any Professional Employee who may work additional days outside the school year shall be compensated at the hourly rate of 0.1% of the base salary.

~~8.6.~~ Professional Employees who teach applied lessons in the music department will be compensated as the number of credit hours multiplied by .25.

~~9.7.~~ Professional Employees who teach honors courses will be compensated at 1.4 times the course contact hours. Professional Employees who teach individual students who enroll in non-honors courses for honors credit will be compensated at 1.4 times the course contact hours times .07, times the number of students.

~~10.8.~~ Professional Employees, their spouses, and legal dependents meeting the IRS definition of dependent, as well as KCKCC retirees and their spouses, are eligible for a 100% employee scholarship for classes taken at KCKCC. Professional Employee will be responsible for paying any course fees associated with a class in which they are enrolled. Priority of enrollment in classes will be given to students who pay full tuition up to and including the first day of classes.

- a) KCKCC dependents will not be denied continuation in the program if they have satisfactorily completed the preceding semester.
- b) Dependents who pay full tuition to ensure their spot will not be required to pay the 2nd half of the full tuition if the program is not full on the first day of classes.

The scholarship shall cover Kansas Resident tuition and fees for courses taken through KCKCC. After the completion of twelve credit hours, the employee must satisfactorily complete a minimum of 50% of all courses—including the initial 12 hours—and must maintain a 2.0 GP in order for the scholarship to be renewed.

Those employees and retirees interested in obtaining an employee scholarship for themselves, their spouse, and/or legal dependent(s) must complete an Employee Tuition Scholarship Application and submit it to the Chief Financial Officer.

Base Salary for Schedule:

"A" designates the 182-days faculty line

"B" designates the 212-days faculty line

KCKCC SALARY SCHEDULE FOR 202~~32~~³²-202~~43~~⁴³Base Salary for Schedule: ~~\$47,435.68~~^{\$47,601.70}

		AAS/Cert	B.A	B.A+Cert	M.A	M.A+15	M.A+30	M.A+45	Doctorate
Step	Status	Class1	Class2	Class3	Class4	Class5	Class6	Class7	Class8
1	A	\$ 40,320.33	\$42,692.11	\$45,063.90	\$47,435.68	\$ 49,807.46	\$ 52,179.25	\$ 54,551.03	\$ 59,294.60
	B	\$ 47,355.04	\$49,726.82	\$52,487.58	\$55,253.08	\$ 58,013.84	\$ 60,779.34	\$ 63,540.09	\$ 69,066.35
2	A	\$ 42,217.76	\$44,589.54	\$46,961.32	\$49,333.11	\$ 51,704.89	\$ 54,076.68	\$ 56,448.46	\$ 61,192.03
	B	\$ 49,565.54	\$51,937.33	\$54,698.08	\$57,463.58	\$ 60,224.34	\$ 62,989.84	\$ 65,750.60	\$ 71,276.85
3	A	\$ 44,115.18	\$46,486.97	\$48,858.75	\$51,230.53	\$ 53,602.32	\$ 55,974.10	\$ 58,345.89	\$ 63,089.45
	B	\$ 51,776.04	\$54,147.83	\$56,908.59	\$59,674.09	\$ 62,434.84	\$ 65,200.34	\$ 67,961.10	\$ 73,487.36
4	A	\$ 46,012.61	\$48,384.39	\$50,756.18	\$53,127.96	\$ 55,499.75	\$ 57,871.53	\$ 60,243.31	\$ 64,986.88
	B	\$ 53,986.55	\$56,358.33	\$59,119.09	\$61,884.59	\$ 64,645.34	\$ 67,410.84	\$ 70,171.60	\$ 75,697.86
5	A	\$ 47,910.04	\$50,281.82	\$52,653.60	\$55,025.39	\$ 57,397.17	\$ 59,768.96	\$ 62,140.74	\$ 66,884.31
	B	\$ 56,197.05	\$58,568.83	\$61,329.59	\$64,095.09	\$ 66,855.85	\$ 69,616.60	\$ 72,382.10	\$ 77,908.36
6	A	\$ 49,807.46	\$52,179.25	\$54,551.03	\$56,922.82	\$ 59,294.60	\$ 61,666.38	\$ 64,038.17	\$ 68,781.74
	B	\$ 58,407.55	\$60,779.34	\$63,540.09	\$66,305.59	\$ 69,066.35	\$ 71,827.11	\$ 74,592.61	\$ 80,118.86
7	A	\$ 51,704.89	\$54,076.68	\$56,448.46	\$58,820.24	\$ 61,192.03	\$ 63,563.81	\$ 65,935.60	\$ 70,679.16
	B	\$ 60,618.06	\$62,989.84	\$65,750.60	\$68,516.10	\$ 71,276.85	\$ 74,037.61	\$ 76,803.11	\$ 82,329.37
8	A	\$ 53,602.32	\$55,974.10	\$58,345.89	\$60,717.67	\$ 63,089.45	\$ 65,461.24	\$ 67,833.02	\$ 72,576.59
	B	\$ 62,828.56	\$65,200.34	\$67,961.10	\$70,721.86	\$ 73,487.36	\$ 76,248.11	\$ 79,013.61	\$ 84,535.13
9	A	\$ 55,499.75	\$57,871.53	\$60,243.31	\$62,615.10	\$ 64,986.88	\$ 67,358.67	\$ 69,730.45	\$ 74,474.02
	B	\$ 65,039.06	\$67,410.84	\$70,171.60	\$72,932.36	\$ 75,697.86	\$ 78,458.61	\$ 81,224.11	\$ 86,745.63
10	A	\$ 57,397.17	\$59,768.96	\$62,140.74	\$64,512.52	\$ 66,884.31	\$ 69,256.09	\$ 71,627.88	\$ 76,371.44
	B	\$ 67,244.82	\$69,616.60	\$72,382.10	\$75,142.86	\$ 77,908.36	\$ 80,669.12	\$ 83,429.87	\$ 88,956.13
11	A	\$ 59,294.60	\$61,666.38	\$64,038.17	\$66,409.95	\$ 68,781.74	\$ 71,153.52	\$ 73,525.30	\$ 78,268.87
	B	\$ 69,455.32	\$71,827.11	\$74,592.61	\$77,353.36	\$ 80,118.86	\$ 82,879.62	\$ 85,640.38	\$ 91,166.63
12	A	\$ 61,192.03	\$63,563.81	\$65,935.60	\$68,307.38	\$ 70,679.16	\$ 73,050.95	\$ 75,422.73	\$ 80,166.30
	B	\$ 71,665.83	\$74,037.61	\$76,803.11	\$79,563.87	\$ 82,329.37	\$ 85,090.12	\$ 87,850.88	\$ 93,377.14
13	A	\$ 63,089.45	\$65,461.24	\$67,833.02	\$70,204.81	\$ 72,576.59	\$ 74,948.37	\$ 77,320.16	\$ 82,063.73
	B	\$ 73,876.33	\$76,248.11	\$79,013.61	\$81,774.37	\$ 84,535.13	\$ 87,300.63	\$ 90,061.38	\$ 95,587.64
14	A	\$ 64,986.88	\$67,358.67	\$69,730.45	\$72,102.23	\$ 74,474.02	\$ 76,845.80	\$ 79,217.59	\$ 83,961.15
	B	\$ 76,086.83	\$78,458.61	\$81,224.11	\$83,984.87	\$ 86,745.63	\$ 89,511.13	\$ 92,271.88	\$ 97,798.14
15	A	\$ 66,884.31	\$69,256.09	\$71,627.88	\$73,999.66	\$ 76,371.44	\$ 78,743.23	\$ 81,115.01	\$ 85,858.58
	B	\$ 78,297.33	\$80,669.12	\$83,434.62	\$86,195.37	\$ 88,956.13	\$ 91,721.63	\$ 94,482.39	\$100,008.64
16	A	\$ 68,781.74	\$71,153.52	\$73,525.30	\$75,897.09	\$ 78,268.87	\$ 80,640.66	\$ 83,012.44	\$ 87,756.01
	B	\$ 80,507.84	\$82,879.62	\$85,645.12	\$88,405.88	\$ 91,166.63	\$ 93,932.13	\$ 96,692.89	\$102,219.15
17	A	\$ 70,679.16	\$73,050.95	\$75,422.73	\$77,794.52	\$ 80,166.30	\$ 82,538.08	\$ 84,909.87	\$ 89,653.44
	B	\$ 82,718.34	\$85,090.12	\$87,855.62	\$90,616.38	\$ 93,377.14	\$ 96,142.64	\$ 98,903.39	\$104,429.65
18	A	\$ 72,576.59	\$74,948.37	\$77,320.16	\$79,691.94	\$ 82,063.73	\$ 84,435.51	\$ 86,807.29	\$ 91,550.86
	B	\$ 84,928.84	\$87,300.63	\$90,066.13	\$92,826.88	\$ 95,587.64	\$ 98,348.40	\$101,113.90	\$106,640.15
19	A	\$ 74,474.02	\$76,845.80	\$79,217.59	\$81,589.37	\$ 83,961.15	\$ 86,332.94	\$ 88,704.72	\$ 93,448.29
	B	\$ 87,139.34	\$89,511.13	\$92,276.63	\$95,037.38	\$ 97,798.14	\$100,558.90	\$103,324.40	\$108,850.65
20	A	\$ 76,371.44	\$78,743.23	\$81,115.01	\$83,486.80	\$ 85,858.58	\$ 88,230.36	\$ 90,602.15	\$ 95,345.72
	B	\$ 89,349.85	\$91,721.63	\$94,487.13	\$97,243.14	\$100,008.64	\$102,769.40	\$105,534.90	\$111,056.41
21	A	\$ 78,268.87	\$80,640.66	\$83,012.44	\$85,384.22	\$ 87,756.01	\$ 90,127.79	\$ 92,499.58	\$ 97,243.14
	B	\$ 91,560.35	\$93,932.13	\$96,697.63	\$99,453.65	\$102,219.15	\$104,979.90	\$107,745.40	\$113,266.92

		AAS/Cert	B.A.	B.A.+Cert	M.A.	M.A.+15	M.A.+30	M.A.+45	Doctorate
Step	Status	Class1	Class2	Class3	Class4	Class5	Class6	Class7	Class8
1	A	\$ 40,461.45	\$ 42,841.53	\$ 45,221.62	\$ 47,601.70	\$ 49,981.79	\$ 52,361.88	\$ 54,741.96	\$ 59,502.13
	B	\$ 47,520.78	\$ 49,900.87	\$ 52,671.29	\$ 55,446.47	\$ 58,216.89	\$ 60,992.06	\$ 63,762.48	\$ 69,308.08
2	A	\$ 42,365.52	\$ 44,745.60	\$ 47,125.69	\$ 49,505.77	\$ 51,885.86	\$ 54,265.94	\$ 56,646.03	\$ 61,406.20
	B	\$ 49,739.02	\$ 52,119.11	\$ 54,889.53	\$ 57,664.71	\$ 60,435.12	\$ 63,210.30	\$ 65,980.72	\$ 71,526.32
3	A	\$ 44,269.59	\$ 46,649.67	\$ 49,029.76	\$ 51,409.84	\$ 53,789.93	\$ 56,170.01	\$ 58,550.10	\$ 63,310.27
	B	\$ 51,957.26	\$ 54,337.35	\$ 57,107.77	\$ 59,882.94	\$ 62,653.36	\$ 65,428.54	\$ 68,198.96	\$ 73,744.56
4	A	\$ 46,173.65	\$ 48,553.74	\$ 50,933.82	\$ 53,313.91	\$ 55,693.99	\$ 58,074.08	\$ 60,454.17	\$ 65,214.34
	B	\$ 54,175.50	\$ 56,555.59	\$ 59,326.00	\$ 62,101.18	\$ 64,871.60	\$ 67,646.78	\$ 70,417.20	\$ 75,962.80
5	A	\$ 48,077.72	\$ 50,457.81	\$ 52,837.89	\$ 55,217.98	\$ 57,598.06	\$ 59,978.15	\$ 62,358.23	\$ 67,118.40
	B	\$ 56,393.74	\$ 58,773.83	\$ 61,544.24	\$ 64,319.42	\$ 67,089.84	\$ 69,860.26	\$ 72,635.44	\$ 78,181.04
6	A	\$ 49,981.79	\$ 52,361.88	\$ 54,741.96	\$ 57,122.05	\$ 59,502.13	\$ 61,882.22	\$ 64,262.30	\$ 69,022.47
	B	\$ 58,611.98	\$ 60,992.06	\$ 63,762.48	\$ 66,537.66	\$ 69,308.08	\$ 72,078.50	\$ 74,853.68	\$ 80,399.28
7	A	\$ 51,885.86	\$ 54,265.94	\$ 56,646.03	\$ 59,026.11	\$ 61,406.20	\$ 63,786.28	\$ 66,166.37	\$ 70,926.54
	B	\$ 60,830.22	\$ 63,210.30	\$ 65,980.72	\$ 68,755.90	\$ 71,526.32	\$ 74,296.74	\$ 77,071.92	\$ 82,617.52
8	A	\$ 53,789.93	\$ 56,170.01	\$ 58,550.10	\$ 60,930.18	\$ 63,310.27	\$ 65,690.35	\$ 68,070.44	\$ 72,830.61
	B	\$ 63,048.46	\$ 65,428.54	\$ 68,198.96	\$ 70,969.38	\$ 73,744.56	\$ 76,514.98	\$ 79,290.16	\$ 84,831.00
9	A	\$ 55,693.99	\$ 58,074.08	\$ 60,454.17	\$ 62,834.25	\$ 65,214.34	\$ 67,594.42	\$ 69,974.51	\$ 74,734.68
	B	\$ 65,266.70	\$ 67,646.78	\$ 70,417.20	\$ 73,187.62	\$ 75,962.80	\$ 78,733.22	\$ 81,508.40	\$ 87,049.24
10	A	\$ 57,598.06	\$ 59,978.15	\$ 62,358.23	\$ 64,738.32	\$ 67,118.40	\$ 69,498.49	\$ 71,878.57	\$ 76,638.74
	B	\$ 67,480.18	\$ 69,860.26	\$ 72,635.44	\$ 75,405.86	\$ 78,181.04	\$ 80,951.46	\$ 83,721.88	\$ 89,267.48
11	A	\$ 59,502.13	\$ 61,882.22	\$ 64,262.30	\$ 66,642.39	\$ 69,022.47	\$ 71,402.56	\$ 73,782.64	\$ 78,542.81
	B	\$ 69,698.42	\$ 72,078.50	\$ 74,853.68	\$ 77,624.10	\$ 80,399.28	\$ 83,169.70	\$ 85,940.12	\$ 91,485.72
12	A	\$ 61,406.20	\$ 63,786.28	\$ 66,166.37	\$ 68,546.46	\$ 70,926.54	\$ 73,306.63	\$ 75,686.71	\$ 80,446.88
	B	\$ 71,916.66	\$ 74,296.74	\$ 77,071.92	\$ 79,842.34	\$ 82,617.52	\$ 85,387.94	\$ 88,158.36	\$ 93,703.96
13	A	\$ 63,310.27	\$ 65,690.35	\$ 68,070.44	\$ 70,450.52	\$ 72,830.61	\$ 75,210.69	\$ 77,590.78	\$ 82,350.95
	B	\$ 74,134.90	\$ 76,514.98	\$ 79,290.16	\$ 82,060.58	\$ 84,831.00	\$ 87,606.18	\$ 90,376.60	\$ 95,922.20
14	A	\$ 65,214.34	\$ 67,594.42	\$ 69,974.51	\$ 72,354.59	\$ 74,734.68	\$ 77,114.76	\$ 79,494.85	\$ 84,255.02
	B	\$ 76,353.13	\$ 78,733.22	\$ 81,508.40	\$ 84,278.82	\$ 87,049.24	\$ 89,824.42	\$ 92,594.84	\$ 98,140.43
15	A	\$ 67,118.40	\$ 69,498.49	\$ 71,878.57	\$ 74,258.66	\$ 76,638.74	\$ 79,018.83	\$ 81,398.92	\$ 86,159.09
	B	\$ 78,571.37	\$ 80,951.46	\$ 83,726.64	\$ 86,497.06	\$ 89,267.48	\$ 92,042.66	\$ 94,813.08	\$ 100,358.67
16	A	\$ 69,022.47	\$ 71,402.56	\$ 73,782.64	\$ 76,162.73	\$ 78,542.81	\$ 80,922.90	\$ 83,302.98	\$ 88,063.15
	B	\$ 80,789.61	\$ 83,169.70	\$ 85,944.88	\$ 88,715.30	\$ 91,485.72	\$ 94,260.90	\$ 97,031.32	\$ 102,576.91
17	A	\$ 70,926.54	\$ 73,306.63	\$ 75,686.71	\$ 78,066.80	\$ 80,446.88	\$ 82,826.97	\$ 85,207.05	\$ 89,967.22
	B	\$ 83,007.85	\$ 85,387.94	\$ 88,163.12	\$ 90,933.54	\$ 93,703.96	\$ 96,479.14	\$ 99,249.55	\$ 104,795.15
18	A	\$ 72,830.61	\$ 75,210.69	\$ 77,590.78	\$ 79,970.86	\$ 82,350.95	\$ 84,731.03	\$ 87,111.12	\$ 91,871.29
	B	\$ 85,226.09	\$ 87,606.18	\$ 90,381.36	\$ 93,151.78	\$ 95,922.20	\$ 98,692.61	\$ 101,467.79	\$ 107,013.39
19	A	\$ 74,734.68	\$ 77,114.76	\$ 79,494.85	\$ 81,874.93	\$ 84,255.02	\$ 86,635.10	\$ 89,015.19	\$ 93,775.36
	B	\$ 87,444.33	\$ 89,824.42	\$ 92,599.60	\$ 95,370.02	\$ 98,140.43	\$ 100,910.85	\$ 103,686.03	\$ 109,231.63
20	A	\$ 76,638.74	\$ 79,018.83	\$ 81,398.92	\$ 83,779.00	\$ 86,159.09	\$ 88,539.17	\$ 90,919.26	\$ 95,679.43
	B	\$ 89,662.57	\$ 92,042.66	\$ 94,817.84	\$ 97,583.50	\$ 100,358.67	\$ 103,129.09	\$ 105,904.27	\$ 111,445.11
21	A	\$ 78,542.81	\$ 80,922.90	\$ 83,302.98	\$ 85,683.07	\$ 88,063.15	\$ 90,443.24	\$ 92,823.32	\$ 97,583.50
	B	\$ 91,880.81	\$ 94,260.90	\$ 97,036.08	\$ 99,801.73	\$ 102,576.91	\$ 105,347.33	\$ 108,122.51	\$ 113,663.35

Salary Schedule Index 1.00

Step	Status	AAS/Cert	B.A.	B.A.+Cert	M.A.	M.A.+15	M.A.+30	M.A.+45	Doctorate
		Class1	Class2	Class3	Class4	Class5	Class6	Class7	Class8
1	A	0.8500	0.9000	0.9500	1.0000	1.0500	1.1000	1.1500	1.2500
1	B	0.9983	1.0483	1.1065	1.1648	1.2230	1.2813	1.3395	1.4560
2	A	0.8900	0.9400	0.9900	1.0400	1.0900	1.1400	1.1900	1.2900
2	B	1.0449	1.0949	1.1531	1.2114	1.2696	1.3279	1.3861	1.5026
3	A	0.9300	0.9800	1.0300	1.0800	1.1300	1.1800	1.2300	1.3300
3	B	1.0915	1.1415	1.1997	1.2580	1.3162	1.3745	1.4327	1.5492
4	A	0.9700	1.0200	1.0700	1.1200	1.1700	1.2200	1.2700	1.3700
4	B	1.1381	1.1881	1.2463	1.3046	1.3628	1.4211	1.4793	1.5958
5	A	1.0100	1.0600	1.1100	1.1600	1.2100	1.2600	1.3100	1.4100
5	B	1.1847	1.2347	1.2929	1.3512	1.4094	1.4676	1.5259	1.6424
6	A	1.0500	1.1000	1.1500	1.2000	1.2500	1.3000	1.3500	1.4500
6	B	1.2313	1.2813	1.3395	1.3978	1.4560	1.5142	1.5725	1.6890
7	A	1.0900	1.1400	1.1900	1.2400	1.2900	1.3400	1.3900	1.4900
7	B	1.2779	1.3279	1.3861	1.4444	1.5026	1.5608	1.6191	1.7356
8	A	1.1300	1.1800	1.2300	1.2800	1.3300	1.3800	1.4300	1.5300
8	B	1.3245	1.3745	1.4327	1.4909	1.5492	1.6074	1.6657	1.7821
9	A	1.1700	1.2200	1.2700	1.3200	1.3700	1.4200	1.4700	1.5700
9	B	1.3711	1.4211	1.4793	1.5375	1.5958	1.6540	1.7123	1.8287
10	A	1.2100	1.2600	1.3100	1.3600	1.4100	1.4600	1.5100	1.6100
10	B	1.4176	1.4676	1.5259	1.5841	1.6424	1.7006	1.7588	1.8753
11	A	1.2500	1.3000	1.3500	1.4000	1.4500	1.5000	1.5500	1.6500
11	B	1.4642	1.5142	1.5725	1.6307	1.6890	1.7472	1.8054	1.9219
12	A	1.2900	1.3400	1.3900	1.4400	1.4900	1.5400	1.5900	1.6900
12	B	1.5108	1.5608	1.6191	1.6773	1.7356	1.7938	1.8520	1.9685
13	A	1.3300	1.3800	1.4300	1.4800	1.5300	1.5800	1.6300	1.7300
13	B	1.5574	1.6074	1.6657	1.7239	1.7821	1.8404	1.8986	2.0151
14	A	1.3700	1.4200	1.4700	1.5200	1.5700	1.6200	1.6700	1.7700
14	B	1.6040	1.6540	1.7123	1.7705	1.8287	1.8870	1.9452	2.0617
15	A	1.4100	1.4600	1.5100	1.5600	1.6100	1.6600	1.7100	1.8100
15	B	1.6506	1.7006	1.7589	1.8171	1.8753	1.9336	1.9918	2.1083
16	A	1.4500	1.5000	1.5500	1.6000	1.6500	1.7000	1.7500	1.8500
16	B	1.6972	1.7472	1.8055	1.8637	1.9219	1.9802	2.0384	2.1549
17	A	1.4900	1.5400	1.5900	1.6400	1.6900	1.7400	1.7900	1.8900
17	B	1.7438	1.7938	1.8521	1.9103	1.9685	2.0268	2.0850	2.2015
18	A	1.5300	1.5800	1.6300	1.6800	1.7300	1.7800	1.8300	1.9300
18	B	1.7904	1.8404	1.8987	1.9569	2.0151	2.0733	2.1316	2.2481
19	A	1.5700	1.6200	1.6700	1.7200	1.7700	1.8200	1.8700	1.9700
19	B	1.8370	1.8870	1.9453	2.0035	2.0617	2.1199	2.1782	2.2947
20	A	1.6100	1.6600	1.7100	1.7600	1.8100	1.8600	1.9100	2.0100
20	B	1.8836	1.9336	1.9919	2.0500	2.1083	2.1665	2.2248	2.3412
21	A	1.6500	1.7000	1.7500	1.8000	1.8500	1.9000	1.9500	2.0500
21	B	1.9302	1.9802	2.0385	2.0966	2.1549	2.2131	2.2714	2.3878

11.9. Benefits

A paid health and hospitalization program, dental insurance, and a thirty-five thousand dollars (\$35,000) term life insurance policy will be provided by the Board to all Professional Employees. This fringe benefit is in addition to salary applicable to Professional Employees as determined by the salary schedule.

The employee contribution for dental benefits will be \$10.00 per month. The employee contribution for health benefits through December 2022 will be \$25.00 per month. Employee contributions shall be applied to the Employee's salary before federal and state income tax, FICA tax, and KPERS are deducted.

Future changes to annual health benefit costs exceeding a ten percent (10%) increase to the employee's contribution will require the Contract be re-opened for negotiation on this one matter. Future changes to the employee's contribution for Professional Employees on "Employee Only" plans will be calculated at the predetermined 2019 base rate for that plan; i.e. PPO = \$125, HPDP = \$61, I-35 PPO = \$36, and I-35HPDP = \$25. Any increase made to the employee contributions to the "Employee Only" plans will be proportionate to the College's increase.

Voluntary Salary Reduction Contribution

Each Professional Employee member shall be entitled once annually, on forms provided, to elect to have a portion of that Employee's salary be used by the Board to purchase additional benefits under the Plan.

Plan Benefits

Optional benefits to be offered at employee cost shall include at least the following:

- Dependent health and dental insurance premiums.
- Individual group term life insurance premiums.
- Disability insurance premiums.
- Qualified dependent childcare.
- Qualified medical expenses not covered by insurance.
- Post retirement life insurance premiums. (When available).
- Cash
- Vision Insurance

Selection of any option(s) by a Professional Employee will be permitted upon original employment and thereafter prior to the beginning of each succeeding Plan contract year. The Employee shall be permitted to change options once during the contract year if evidence of change in family and/or insurability status is presented in writing to the President of the college or his/her

designated representative.

The Health and Benefits Committee, convened by Human Resources, is established to provide timely communication about the latest issues and options impacting health and benefits at the College. The committee membership consists of cross-representation of employees at the College. Professional Employees shall have five (5) representatives, chosen by the Faculty Association, participating on the committee.

Unused Funds

Funds designated in the Plan that are not used for the designated portion of the Plan prior to thirty (30) days from the end of the contract year shall become the property of the KCKCC Board of Trustees.

Benefit Period

Benefits for a new Professional Employee or one returning from an unpaid leave shall be effective on the first day the employee is on duty and continue through June of the terminal contract year of employment.

Board of Trustees Obligations

The Board shall:

- a. Develop and administer detailed guidelines as necessary for the operation of the program.
- b. Have the option of including in the Plan any other group of employees.

The College shall pay the Professional Employee two (2) times per month.

Article XIV. PROFESSIONAL DEVELOPMENT INCENTIVE PROGRAM

The administration will make available a total of \$6,000 as incentive for participation in approved faculty professional development for the academic year.

1. Five (5) hours of professional development will constitute one (1) unit.
2. Each professional development unit will be awarded \$100.
3. The maximum number of professional development units for which a faculty member can receive compensation during an academic year is six (6) units.
4. The Center for Teaching Excellence will provide approved professional development workshops and/or activities which will count towards a professional development unit. This list will be submitted to the Dean of Academic Support and Assessment and Vice President of Academic Affairs. The list will be submitted prior to the start of each fall semester in August.
5. The Faculty Development Committee, facilitated by the KCKCC Center for

Teaching Excellence, will oversee the incentive program.

6. Faculty will have the option of submitting workshops and/or activities that enhance teaching and learning to the Center for Teaching Excellence for inclusion in the program. However, they will need to receive approval from the Faculty Development Committee prior to participating if they want the activity to qualify towards compensation.
7. Incentive point payments will be on a first-come-first-serve basis. Thus, those who qualify for payments under this program first will be paid. As soon as the funds are depleted, payments will cease. Example: The limit of six (6) units or (30 hours of professional development) would total \$600 dollars.

Article X~~IV~~^V. Academic Rank

Academic rank at Kansas City Kansas Community College is determined according to whichever number is greater, years of full-time service at KCKCC or step placement on the salary schedule:

Up to and Including Bachelors

<u>Experience</u>	<u>Academic Rank</u>
0 - 10 years	Instructor
11 or more years	Assistant Professor

With Masters

<u>Experience</u>	<u>Academic Rank</u>
0 - 5 years	Instructor
6 - 10 years	Assistant Professor
11-15 years	Associate Professor
16 or more years	Professor

With Doctorate

<u>Experience</u>	<u>Academic Rank</u>
0-5 years	Assistant Professor
6-12 years	Associate Professor
13 or more years	Professor

Article XV~~I~~^I. Quality Assurance in Distance Education

Kansas City Kansas Community College recognizes the need for quality control, faculty involvement in course design, and realistic student load for distance education. Distance education delivery methods include Online, Virtual, Blended, and Hi-Flex. The definition of each delivery method, as mutually agreed upon by the Faculty Association and the Vice President of Academic Affairs, is found in the

Faculty Handbook.

To assure quality control, Professional Employees must complete development activities related to the delivery method(s) they will be utilizing. This training will be initiated prior to or concurrent with the first time a Professional Employee uses a specific distance format. These activities will be completed through or approved by the Center for Teaching Excellence in consultation with the Vice President of Academic Affairs. Professional Employees, in consultation with the Vice President of Academic Affairs, will develop and maintain standards that guide the design of all distance education courses.

The minimum number of students necessary to make an online class is ten (10). The maximum limit will be twenty-one (21) unless special permission is obtained from the instructor for additional students.

Article XVI. New Professional Employee Orientation

- A. Kansas City Kansas Community College recognizes the importance of orienting new Professional Employees to the College and their role as a faculty member.
- B. All Professional Employees will be required to complete all HR orientations.
- C. Additionally, all Professional Employees who are required to teach as part of their job description must complete the Blue Devil Faculty Academy (BDFA) during the first year of employment. The Center for Teaching Excellence, in consultation with the Vice President of Academic Affairs, will design and oversee implementation of the Blue Devil Faculty Academy.
 - 1. Instructional faculty with a 182-day appointment will be given three (3) hours of course release during the first year of employment to complete the BDFA. The faculty member will be expected to dedicate 90 clock hours toward completion of these activities across the first year of employment.
 - 2. Instructional faculty with a 212-day appointment will be released from 90 clock hours of their regular schedule in order to complete these activities across the first year of employment.

Article XVII. Miscellaneous

- A. The terms and conditions of a Part-Time Bargaining Unit (Part-Time Employee) Member to teach more than ten (10) credit hours in a semester shall be governed by this Master Contract, and his/her compensation shall be prorated on the appropriate step and class.
 1. for less than 13 hours the rate of one third (1/3) of the appropriate class and step in the 9-month salary schedule.
 2. for 13 hours or more, the rate of one half (1/2) of the appropriate class and step in the 9-month salary schedule.
 3. The terms of this article do not apply to Part-Time Bargaining Unit Members who teach up to and including 1.25 credit hour equivalents of composition.
 4. For program and curriculum needs the ten (10) credit hour limit for adjuncts is waived once per semester for each instructional division and once per semester for the Vice President of Academic Affairs. If these exceptions occur in the same area for three semesters within two academic years, the position shall convert automatically to a full-time position covered under the KCKCC Master Contract.
- B. All of the hours earned after the granting of the Master's Degree must be graduate hours unless undergraduate credit hours are approved by the President prior to enrollment. Also all hours counted for this purpose must be in the field of teaching or a closely allied field from a regionally accredited college or university.
- C. New Professional Employees with a Master's Degree and previous teaching experience may be entered on the salary schedule no higher than Step 4 except with the approval of the Board of Trustees.
- D. Complaints Against a Professional Employee
 If a complaint regarding a Professional Employee is received by an administrator or by the board of trustees and the administrator or trustee causes the complaint to be filed in the Professional Employee's file, a copy of the complaint shall be provided to the Professional Employee. The Professional Employee shall have a period of fourteen (14) days from the date the Professional Employee received a copy of the complaint to respond to the complaint in writing. Such response shall be attached to the complaint and made a part of the Professional Employee's personnel file.

Any Professional Employee who is grieved against by a student who utilizes the College Student Grievance Procedure shall have full rights to representation by the person or agency of the Professional Employee's choice throughout the

processing of such grievance. The Professional Employee shall also have the right to full disclosure of any information available to the administration prior to any formal hearing conducted.

E. Personnel Files

Any Professional Employee's personnel file shall be open to the inspection and available for reproduction of the individual professional employee at all times, and upon written request of the Professional Employee, a representative of the Association may inspect the Professional Employee's file. The Professional Employee shall have the right to respond to all materials contained in said file. Such response shall become part of the file. Credentials and related papers from employee placement bureaus which by their own regulations are labeled as "confidential" shall be excluded from the employee's review. No material derogatory to the Professional Employee's conduct, service, character or personality shall be placed in the file unless the faculty member has had an opportunity to review the material.

Article ~~XVIII~~XIX. Duration Clause

This Master Contract shall be in effect when ratified by the parties and shall continue in effect until June 30, ~~2023~~2024.

LEVEL ONE – FACULTY UNIT GRIEVANCE COMMITTEE

(Attach copy of the informal grievance notification)

- I. I request that this grievance be transmitted to the Faculty Unit Grievance Committee.
- II. Statement of Grievance: Give a concise statement of the problem, citing the specific provision(s) of the contract, Board Policy, administrative regulation or practice allegedly violated, misinterpreted, or misapplied.
- III. Remedy: Specify the action sought to remedy the alleged problem.

Grievant's Signature

Date

Received by Assoc. Pres. Date__Time_

Distribution

2 copies to Association Pres. 1 copy retained by Grievant

LEVEL TWO: ADMINISTRATOR

Submission of Grievance: This form must be completed in full and signed by the Grievant.

Grievant's name _____ Department _____

Date Alleged grievance occurred _____

Date of Conference _____

- I. Statement of Grievance: Give a concise statement of the problem, citing the specific provision(s) of the contract, Board Policy, administrative regulation or practice allegedly violated, misinterpreted, or misapplied.

- II. Remedy: Specify the action sought to remedy the alleged problem.

Grievant's Signature

Date

Received by Administrator

Distribution

1 copy to Administrator

1 copy to Association President

1 copy retained by Grievant

Date _____ Time _____

LEVEL THREE: THE APPROPRIATE VICE PRESIDENT or CHIEF OFFICER

(Attach copy of Level Two grievance and response)

I. Why is grievance being appealed to Formal Level 3?

II. Remedy: Specify the action sought to remedy the alleged problem.

Grievant's Signature

Date

Received by Vice President or
Chief Officer

Distribution

1 copy to the appropriate Vice President or Chief Officer

1 copy to Administrator

1 copy to Association President 1 copy retained by Grievant

LEVEL FOUR: PRESIDENT

(Attach copy of Level Two and Level Three grievance and responses)

- I. Why is grievance being appealed to Formal Level 4?

- II. Remedy: Specify the action sought to remedy the alleged problem.

Grievant's Signature

Date

Received by President

Distribution

1 copy to President

1 copy to the appropriate Vice President or Chief Officer

1 copy to Administrator

1 copy to Association President

1 copy retained by Grievant

Date_____Time_____

GRIEVANCE FORM LEVEL FIVE: BOARD OF TRUSTEES

(Attach copies of Levels Two, Three, and Four of grievance and responses)

I. Why is grievance being appealed to Formal Level 5?

II. Remedy: Specify the action sought to remedy the alleged problem.

Grievant's Signature

Date

Received by Board
Chairman

Distribution

- 1 copy to Board Chairman 1 copy to President
- 1 copy to the appropriate Vice President or Chief Officer
- 1 copy to Administrator
- 1 copy to Association President
- 1 copy retained by Grievant

Date _____ Time _____

CONTRACT JULY 1, ~~2022-2023~~ – JUNE 30, ~~2023~~2024

BETWEEN

BOARD OF TRUSTEES, Kansas City Kansas Community College

and

PROFESSIONAL EMPLOYEES, Kansas City Kansas Community College

approved and ratified this

~~18th-12th~~ day of ~~April-December~~ 2023

for the Board of Trustees

for the Professional Employees

Memorandum of Understanding

Salary Schedule Study

Board of Trustees, Kansas City Kansas Community College and KCKCC Faculty Association

This MOU to the ~~2022~~2023-~~2023~~-2024 Master Contract Agreement is entered into by and between the Board of Trustees, Kansas City Kansas Community College and KCKCC Faculty Association on ~~April~~
December 12⁸, 2023.

Article I: Mission

Composed of the KCKCC Administration and Faculty Representatives, the mission is to ensure responsible use of funds, simplify the Professional Employees' salary schedule, better recruit and retain professional employees, reward current faculty, provide a sustainable salary schedule, and ensure salary increases for those professional employees who at step 21.

Article II: Purpose—through a collaborative process between the administration and faculty association the following items will be completed:

- Benchmark comparable community college Professional Employee salaries by reviewing proposals for a salary study of Professional Employees and recommend the best firm for Board of Trustees approval. Suggested timeline below:
 - Issue RFP January 2024
 - Interview firms April 2024
 - Recommend to Board of Trustees in May 2024 for funding approval
- Research Professional Employee salary structure models
- Determine potential effects of possible salary schedule change on existing employees and develop a process to ensure no one is negatively impacted
- Determine a salary schedule that will allow for competitive recruitment of new professional employees
- Estimate potential cost to college to determine feasibility
- Educate stakeholders about report on progress of MOU
- Report non-binding recommendations to the Negotiations Team

Article III: Membership

Co-Chairs will be the Vice President of Academic Affairs (VPAA) and KCKCC Faculty Association President or designee. The Administration and the KCKCC Faculty Association will each select three additional constituents from their groups to serve.

Article IV: Meetings

After the committee selects the firm, the group will reconvene as needed but no less than 6 times prior to the commencement of ~~2024~~2025-~~2025~~-2026 negotiations date.

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Memorandum of Understanding

Joint Letter of Commitment

Board of Trustees, Kansas City Kansas Community College and KCKCC Faculty Association

This MOU to the 2023-2024 Master Contract Agreement is entered into by and between the Board of Trustees, Kansas City Kansas Community College and KCKCC Faculty Association on December 12, 2023.

-

Upon ratification and until jointly agree to remove, so as to complete negotiations in a timely manner, the parties agree to the following goals:

-
1. Exchange letters no later than January 31 when applicable.
 2. Begin bargaining in February.

Health Professions – Dr. Tiffany Bohm, Dean

Nursing/Registered Nurse AAS - 64 Credit Hours

Rationale for Program Revision

The KCKCC program requires both Pathophysiology and Microbiology and Lab. The KBOR program alignment requires only one of these courses. By requiring both, the KCKCC program increases the time required for students to complete the pre-requisites necessary to apply to the program, thereby extending the time required for them to enter the profession. Across the state, nursing programs differ on their requirements for these two courses. For example, Johnson County Community College requires only Pathophysiology. Highland Community College requires only Microbiology. As our closest competitors for students, requiring both courses is a barrier to students choosing KCKCC. The proposed change will save students both time and money. Additionally, this will increase the marketability of the program to our community partners who wish to send their employees to KCKCC.

This change has been discussed at multiple levels within and outside the program. Conversation with our national consultant indicated that many associate degree nursing programs are eliminating both Pathophysiology and Microbiology. Her recommendation was to keep Pathophysiology. As a member of the KU/CC Nurse Partnership Program, the KU administration was also consulted. They indicated requiring only one of these courses would not impact the partnership. The program also met with members of the Biology department to discuss the possibility of a change and seek their input. After extensive conversation, it was mutually agreed the Pathophysiology course best supports student success in the nursing program. The nursing curriculum committee reviewed this feedback and recommended the removal of Microbiology and Lab as a requirement. Next, the proposal was submitted to the full faculty for review and approval. Finally, the proposed change was discussed with the program's advisory board and received their approval to move forward with the request.

The second requested change is the addition of Medical Terminology as a pre-requisite. Many of the students in the program are not native speakers of the English language. This makes learning more difficult as they must learn yet another "language" in the form of medical terminology. This change was recently implemented for the practical nursing students, and assessment indicates that this has been beneficial. The program anticipates similar benefit for ADN students.

Again, the curriculum committee reviewed the data and recommended the addition of Medical Terminology as a requirement. Students will be able to take this courses for 1-3 credits with the minimum requirement being 1 credit. The full faculty reviewed and approved the recommendation. Finally, the proposed change was discussed with the program's advisory board and received their approval to move forward with the request.

**December 2023 Board Report
KCKCC Academic Affairs
Revised Program Submissions**

Please find attached a letter from Dr. Tiffany Bohm, Dean of Health Professions, documenting the college support and administrative rationale for the revision.

Curriculum

The attached CA2a lists the current and proposed curriculum. The program has decreased the total credits from 68 to 64. As previously noted, students will no longer take Microbiology and Microbiology Lab (5 credits) They will be required to take at least 1 credit of Medical Terminology. KCKCC offers Medical Terminology for 1-3 credits and any of these options will be allowed.

CA2a Program Revision Application Program Comparison Chart

Name of Institution: Kansas City Kansas Community College

List all courses in Current Program below. <i>Note the courses to be changed with an * before the course</i>		List all courses in the Revised Program below. <i>Note the NEW courses with ** before the course</i>	
Current Program Title: Nursing/Registered Nurse		Proposed Program Title: Nursing/Registered Nurse	
Current Program Courses	Number of Credits	Proposed Program Courses	Number of Credits
Composition I	3	Composition I	3
Public Speaking OR Interpersonal Communication	3	Public Speaking OR Interpersonal Communication	3
Psychology	3	Psychology	3
Human Development	3	Human Development	3
Intermediate Algebra	3	Intermediate Algebra	3
Human Anatomy and Physiology OR Human Anatomy and Lab AND Physiology Lab	5	Human Anatomy and Physiology OR Human Anatomy and Lab AND Physiology Lab	5
Physiology	3	Physiology	3
Microbiology	3		
Microbiology Lab	2		
Basic Concepts of Pathophysiology	3	Basic Concepts of Pathophysiology	3
Pharmacology in Nursing I	1	Pharmacology in Nursing I	1
Pharmacology in Nursing II	2	Pharmacology in Nursing II	2
Pharmacology in Nursing III	1	Pharmacology in Nursing III	1
Introduction to Professional Nursing Concepts	3	Introduction to Professional Nursing Concepts	3
Foundational Concepts	4	Foundational Concepts	4
Nursing Concepts/Clients with Common Health Problems	8	Nursing Concepts/Clients with Common Health Problems	8
Health Assessment for Nurses	3	Health Assessment for Nurses	3
Nursing Concepts/Clients with Complex Health Problems	8	Nursing Concepts/Clients with Complex Health Problems	8
Nursing Concepts/Clients with Multisystem Emergent Health Problems	4	Nursing Concepts/Clients with Multisystem Emergent Health Problems	4
Nursing Management of Care Concepts	3	Nursing Management of Care Concepts	3
		**Medical Terminology	1
Total Credits in Current Program	68	Total Credits in Revised Program	64

Signature of College Official _____

Date _____

Signature of KBOR Official _____

Date _____

Submit the completed application and supporting documents to the following:

Director of Workforce Development
Kansas Board of Regents
1000 SW Jackson, Ste. 520
Topeka, KS 66612-1368



August 16, 2023

Director of Workforce Development
Kansas Board of Regents
1000 SW Jackson, Ste. 520
Topeka, KS 66612-1368

The changes to the Nursing/Registered Nurse program at Kansas City Kansas Community College (KCKCC) are being requested as KCKCC requires more coursework than required by the KBOR program alignment for Associate Degree Nursing programs. More specifically, KCKCC requires Pathophysiology as well as Microbiology and Microbiology Lab. This results in increased time and expense to nursing students wishing to complete their degree at KCKCC. A review of curriculum at JCCC and HCC indicates they each require one of the two courses.

Additionally, we recognize the college has a large number of English Language Learners in the program, which brings unique challenges to these students. As a result, we are requesting the addition on one credit hour of Medical Terminology as a pre-requisite to admission. We are also working with the English for Speakers of Other Languages staff on our campus to identify additional methods for assisting this population.

More details of the requested change may be found in the Ca2 application. In sum, these changes will result in a decrease in the total required credit hours for the program from 68 to 64.

The college is in support of the proposed changes to better serve our students and provide high-quality graduates to address the nursing shortage in the metro and across the state. Please do not hesitate to contact me if further information is needed. Thank you for your attention to this matter.

Sincerely,

A handwritten signature in black ink that reads 'Tiffany Bohm'. The signature is fluid and cursive, with the first name 'Tiffany' and last name 'Bohm' clearly distinguishable.

Tiffany Bohm, PT, EdD, DPT
Dean of Health Professions
Kansas City Kansas Community College
tbohm@kckcc.edu
913.288.7126

**December 2023 Board Report
KCKCC Academic Affairs
Revised Program Submissions**

Nursing/LPN-Paramedic-RRT to RN Articulation AAS - 68 Credit Hours

Rationale for Program Revision

The KCKCC program requires both Pathophysiology and Microbiology and Lab. The KBOR program alignment requires only one of these courses. By requiring both, the KCKCC program increases the time required for students to complete the pre-requisites necessary to apply to the program, thereby extending the time required for them to enter the profession. Across the state, nursing programs differ on their requirements for these two courses. For example, Johnson County Community College requires only Pathophysiology. Highland Community College requires only Microbiology. As our closest competitors for students, requiring both courses is a barrier to students choosing KCKCC. The proposed change will save students both time and money. Additionally, this will increase the marketability of the program to our community partners who wish to send their employees to KCKCC.

This change has been discussed at multiple levels within and outside the program. Conversation with our national consultant indicated that many associate degree nursing programs are eliminating both Pathophysiology and Microbiology. Her recommendation was to keep Pathophysiology. As a member of the KU/CC Nurse Partnership Program, the KU administration was also consulted. They indicated requiring only one of these courses would not impact the partnership. The program also met with members of the Biology department to discuss the possibility of a change and seek their input. After extensive conversation, it was mutually agreed the Pathophysiology course best supports student success in the nursing program. The nursing curriculum committee reviewed this feedback and recommended the removal of Microbiology and Lab as a requirement. Next, the proposal was submitted to the full faculty for review and approval. Finally, the proposed change was discussed with the program's advisory board and received their approval to move forward with the request.

The second requested change is the addition of Medical Terminology as a pre-requisite. Many of the students in the program are not native speakers of the English language. This makes learning more difficult as they must learn yet another "language" in the form of medical terminology. This change was recently implemented for the practical nursing students, and assessment indicates that this has been beneficial. The program anticipates similar benefit for ADN students.

Again, the curriculum committee reviewed the data and recommended the addition of Medical Terminology as a requirement. Students will be able to take this courses for 1-3 credits with the minimum requirement being 1 credit. The full faculty reviewed and approved the recommendation. Finally, the proposed change was discussed with the program's advisory board and received their approval to move forward with the request.

**December 2023 Board Report
KCKCC Academic Affairs
Revised Program Submissions**

Please find attached a letter from Dr. Tiffany Bohm, Dean of Health Professions, documenting the college support and administrative rationale for the revision.

Curriculum

The attached CA2a lists the current and proposed curriculum. The program has decreased the total credits from 72 to 68. As previously noted, students will no longer take Microbiology and Microbiology Lab (5 credits) They will receive one additional credit of advanced standing credit for Medical Terminology.

CA2a Program Revision Application

Program Comparison Chart

Name of Institution: Kansas City Kansas Community College

List all courses in Current Program below. <i>Note the courses to be changed with an * before the course</i>		List all courses in the Revised Program below. <i>Note the NEW courses with ** before the course</i>	
Current Program Title: Nursing/LPN-Paramedic-RRT to RN Articulation		Proposed Program Title: Nursing/LPN-Paramedic-RRT to RN Articulation	
Current Program Courses	Number of Credits	Proposed Program Courses	Number of Credits
Composition I	3	Composition I	3
Public Speaking OR Interpersonal Communication	3	Public Speaking OR Interpersonal Communication	3
Psychology	3	Psychology	3
Human Development	3	Human Development	3
Intermediate Algebra	3	Intermediate Algebra	3
Human Anatomy and Physiology OR Human Anatomy and Lab AND Physiology Lab	5	Human Anatomy and Physiology OR Human Anatomy and Lab AND Physiology Lab	5
Physiology	3	Physiology	3
Microbiology	3		
Microbiology Lab	2		
Basic Concepts of Pathophysiology	3	Basic Concepts of Pathophysiology	3
Transition to RN	4		
Pharmacology in Nursing III	1	Pharmacology in Nursing III	1
Nursing Concepts/Clients with Complex Health Problems	8	Nursing Concepts/Clients with Complex Health Problems	8
Nursing Concepts/Clients with Multisystem Emergent Health Problems	4	Nursing Concepts/Clients with Multisystem Emergent Health Problems	4
Nursing Management of Care Concepts	3	Nursing Management of Care Concepts	3
Total	51	Total	46
<i>Advanced Standing Awarded</i>		<i>Advanced Standing Awarded</i>	
Pharmacology in Nursing I	1	Pharmacology in Nursing I	1
Pharmacology in Nursing II	2	Pharmacology in Nursing II	2
Introduction to Professional Nursing Concepts	3	Introduction to Professional Nursing Concepts	3
Foundational Concepts	4	Foundational Concepts	4
Nursing Concepts/Clients with Common Health Problems	8	Nursing Concepts/Clients with Common Health Problems	8
Health Assessment for Nurses	3	Health Assessment for Nurses	3
		**Medical Terminology	1
Total	21	Total	22
Total Credits in Current Program		Total Credits in Revised Program	
	72		68

Signature of College Official _____

Date _____

Signature of KBOR Official _____

Date _____



August 16, 2023

Director of Workforce Development
Kansas Board of Regents
1000 SW Jackson, Ste. 520
Topeka, KS 66612-1368

The changes to the Nursing/LPN-Paramedic-RRT to RN Articulation program at Kansas City Kansas Community College (KCKCC) are being requested as KCKCC requires more coursework than required by the KBOR program alignment for Associate Degree Nursing programs. More specifically, KCKCC requires Pathophysiology as well as Microbiology and Microbiology Lab. This results in increased time and expense to nursing students wishing to complete their degree at KCKCC. A review of curriculum at JCCC and HCC indicates they each require one of the two courses.

Additionally, we are requesting the addition on one credit of advanced standing credit be awarded for Medical Terminology. We are requesting the addition of this course as a pre-requisite in the Nursing/Registered Nurse program. However, since students in the Articulation program option will have been working in the medical field, we believe they should be awarded advanced standing rather than completing this course.

More details of the requested change may be found in the Ca2 application. In sum, these changes will result in a decrease in the total required credit hours for the program from 72 to 68.

The college is in support of the proposed changes to better serve our students and provide high-quality graduates to address the nursing shortage in the metro and across the state. Please do not hesitate to contact me if further information is needed. Thank you for your attention to this matter.

Sincerely,

A handwritten signature in black ink that reads 'Tiffany Bohm'. The signature is fluid and cursive, with the first name 'Tiffany' and last name 'Bohm' clearly distinguishable.

Tiffany Bohm, PT, EdD, DPT
Dean of Health Professions
Kansas City Kansas Community College
tbohms@kckcc.edu
913.288.7126

**December 2023 Board Report
KCKCC Academic Affairs
Revised Program Submissions**

Respiratory Care AAS - 64 Credit Hours

Rationale for Program Revision

The KCKCC Respiratory Care program is requesting the removal of Microbiology and Microbiology and Lab as requirements for the program. The KBOR program alignment does not require this course. Across the state, requirements vary for microbiology. Several programs do not require it, and those that do typically require only Microbiology but not Microbiology Lab. Additionally, our articulation agreement with the Kansas University Medical center does not require it for students to be accepted to the degree advancement program. Finally, the Respiratory and Nursing programs at KCKCC choose to maintain similar requirements so students may transfer between them or articulate from RT to RN. The RN program is also seeking removal of Microbiology and Microbiology Lab from its requirements to decrease the credit hour burden while remaining in compliance with the KBOR program alignment requirements.

This requirement is a financial and academic barrier for prospective students, limiting entry-level access to respiratory care education and dissuading students from choosing KCKCC. This will also increase the marketability of the program to our community partners who wish to send their employees to KCKCC.

This change has been discussed at multiple levels within and outside the program. Conversation with the accreditation site visit team indicated variance among associate degree programs, including many that do not require Microbiology and Microbiology Lab. Members of the KUMC Respiratory Care team were consulted to ensure this decision does not negatively impact degree advancement students. The RT faculty committee discussed the data from these courses and voted to approve the removal of Microbiology and Microbiology Lab as a requirement. Finally, the proposed change was discussed with the program's advisory board and received their approval.

Please find attached a letter from Dr. Tiffany Bohm, Dean of Health Professions, documenting the college support and administrative rationale for the revision.

Curriculum

The attached CA2a lists the current and proposed curriculum. The program has decreased the total credits from 69-64. As previously noted, students will no longer take Microbiology and Microbiology Lab (5 credits).

CA2a Program Revision Application Program Comparison Chart

Name of Institution: **Kansas City Kansas Community College**

List all courses in Current Program below. <i>Note the courses to be changed with an * before the course</i>		List all courses in the Revised Program below. <i>Note the NEW courses with ** before the course</i>	
Current Program Title: Respiratory Care Therapy/Therapist		Proposed Program Title: Respiratory Care	
Current Program Courses	Number of Credits	Proposed Program Courses	Number of Credits
Composition I	3	Composition I	3
Public Speaking OR Interpersonal Communication	3	Public Speaking OR Interpersonal Communication	3
Social Science elective	3	Social Science elective	3
Intermediate Algebra	3	Intermediate Algebra	3
Human Anatomy and Physiology OR Human Anatomy and Lab AND Physiology Lab	5	Human Anatomy and Physiology OR Human Anatomy and Lab AND Physiology Lab	5
Physiology	3	Physiology	3
Microbiology	3		
Microbiology Lab	2		
Introduction to Respiratory Care	3	Introduction to Respiratory Care	3
Therapeutic Interventions I	3	Therapeutic Interventions I	3
Cardiopulmonary Care & Diagnostics I	4	Cardiopulmonary Care & Diagnostics I	4
Therapist Clinical Practice I	3	Therapist Clinical Practice I	3
Therapeutic Devices	2	Therapeutic Devices	2
Therapeutic Interventions II	3	Therapeutic Interventions II	3
Cardiopulmonary Care & Diagnostics II	4	Cardiopulmonary Care & Diagnostics II	4
Therapist Clinical Practice II	4	Therapist Clinical Practice II	4
Technical Intervention III	2	Technical Intervention III	2
Technical Intervention IV	1	Technical Intervention IV	1
Clinical Practice III	4	Clinical Practice III	4
Perinatal Pediatrics	2	Perinatal Pediatrics	2
Clinical Practice IV	4	Clinical Practice IV	4
Cardiopulmonary Care & Diagnostics III	4	Cardiopulmonary Care & Diagnostics III	4
Final Project Seminar	1	Final Project Seminar	1
Total Credits in Current Program	69	Total Credits in Revised Program	64

Signature of College Official _____

Date _____

Signature of KBOR Official _____

Date _____

Submit the completed application and supporting documents to the following:

Director of Workforce Development
Kansas Board of Regents
1000 SW Jackson, Ste. 520
Topeka, KS 66612-1368



September 22, 2023

Director of Workforce Development
Kansas Board of Regents
1000 SW Jackson, Ste. 520
Topeka, KS 66612-1368

The change to the Respiratory Care program at Kansas City Kansas Community College (KCKCC) is being requested as KCKCC requires more coursework than that required by the KBOR program alignment for Respiratory Care programs. More specifically, KCKCC requires Microbiology and Microbiology Lab which are not required as part of the program alignment. This results in increased time and expense to students wishing to complete their degree at KCKCC. A review of curriculum at other state institutions indicates many do not require these courses.

More details of the requested change may be found in the Ca2 application. In sum, these changes will result in a decrease in the total required credit hours for the program from 69 to 64.

The college is in support of the proposed changes to better serve our students and provide high-quality graduates to address the respiratory care shortage in the metro and across the state. Please do not hesitate to contact me if further information is needed. Thank you for your attention to this matter.

Sincerely,

A handwritten signature in black ink that reads 'Tiffany Bohm'.

Tiffany Bohm, PT, EdD, DPT
Dean of Health Professions
Kansas City Kansas Community College
tbohml@kckcc.edu
913.288.7126

Career and Technical Education – Donald Smith, Dean

Heating, Ventilation and Air Conditioning/Refrigeration

Certificate A – 16 Credit Hours (New certificate)

Certificate B - 32 Credit Hours (Revised certificate)

Rationale for Program Revision

The Heating and Refrigeration program at KCKCC is needing an update on program curriculum due to a realignment for KBOR that is to go into effect in Fall 2024. One of the changes that will be taking place is the change of the program name from Heating and Refrigeration, to the more recognized and KBOR required name of Heating, Ventilation and Air Conditioning/Refrigeration (HVAC/R). This is a requirement for our KBOR alignment, the program name must include “HVAC”.+ Refrigeration was requested by our advisory committee to still be taught in the Certificate A, along with reenforced with Certificate B. We are keeping the Refrigeration portion of the title specifically at the request of our advisory committee members.

In this realignment, we have created a Certificate A program that is comprised of seven courses for a total of 16 credits. Three of the courses are common courses for KBOR alignment, and another three courses are support courses. The creation of the Certificate A is to allow an exit point where students are employable at an entry level position at local HVAC and Refrigeration companies. Our advisory committee has been very helpful in giving feedback as we started this transition to the new Certificate A and have been in support of the decisions we have made along the way. This has been a group effort between all of the faculty members, our administrative support, advisory committee, and our full-time lab specialist.

We will continue to offer the Certificate B, but it will be required to complete Certificate A prior to moving onto Certificate B. In doing this, students at the Certificate B level will understand the concepts discussed in the Certificate A. This will allow a learning pathway of the courses to be very similar, if not identical, between any location or time the courses are offered. There will be new cohorts taken in the fall semester for all locations and times, and the Certificate B will be offered in the spring semesters to full time students.

The students who complete Certificate A will have the opportunity to test for Occupational Safety and Health Administration (OSHA) 10 Hour Course and the Environmental Protection Agency (EPA) 608 Exam, which our industry partners and advisory committee strongly recommend the students obtain prior to employment. The students who complete Certificate B will have the opportunity to test for the OSHA 10 Hour Course and EPA 608 Exam, along with

the following three HVAC Excellence Exams: Gas Heat, Air Conditioning and Electricity for HVACR.

**December 2023 Board Report
KCKCC Academic Affairs
Revised Program Submissions**

This program has worked closely with the advisory committee and are working to create work-based learning opportunities such as internships and potential apprenticeship for the students.

The attached CA2a lists the current and proposed curriculum.

CA2a Program Revision Application Program Comparison Chart

Name of Institution Kansas City Kansas Community College

List all courses in Current Program below. <i>Note the courses to be changed with an * before the course</i>		List all courses in the Revised Program below. <i>Note the NEW courses with ** before the course</i>	
Current Program Title: Heating & Refrigeration		Proposed Program Title: Heating, Ventilation and Air Conditioning/Refrigeration (HVAC/R) Certificate A	
Current Program Courses	Number of Credits	Proposed Program Courses	Number of Credits
		HVAR-0100 Safety Orientation OSHA 10	1
		HVAR-0105 Electrical Fundamentals	4
		**HVAR-0110 Refrigeration Fundamentals	2
		HVAR 0115 HVAC Fundamentals	4
		HVAR-0120 Heating System Fundamentals	3
		HVAR-0125 Workplace Skills	1
		HVAR-0130 EPA 608	1
Total Credits in Current Program		Total Credits in Revised Program	16

Signature of College Official _____ Date _____

Signature of KBOR Official _____ Date _____

Submit the completed application and supporting documents to the following:

Director of Workforce Development
Kansas Board of Regents
1000 SW Jackson, Ste. 520
Topeka, KS 66612-1368

CA2a Program Revision Application Program Comparison Chart

Name of Institution **Kansas City Kansas Community College**

List all courses in Current Program below. <i>Note the courses to be changed with an * before the course</i>		List all courses in the Revised Program below. <i>Note the NEW courses with ** before the course</i>	
Current Program Title: Heating & Refrigeration Certificate B		Proposed Program Title: Heating, Ventilation and Air Conditioning/Refrigeration (HVAC/R) Certificate B	
Current Program Courses	Number of Credits	Proposed Program Courses	Number of Credits
Safety Orientation (OSHA 10)	1	HVAR-0100 Safety Orientation OSHA 10	1
Refrigeration System Components 1	2	HVAR-0105 Electrical Fundamentals	4
Electrical Theory 1	2	**HVAR-0110 Refrigeration Fundamentals	2
Electrical Theory (Electrical & components) 2	2	HVAR-0115 HVAC Fundamentals	4
Basic Sheet Metal	2	HVAR-0120 Heating System Fundamentals	3
HVAC Fundamentals	4	HVAR-0125 Workplace Skills	1
Heating System Fundamentals	4	HVAR-0130 EPA 608	1
Electrical Fundamentals	3	** HVAR-0200 Sheet Metal Fabrications	2
Workplace Skills	1	**HVAR-0205 Electrical Theory and Circuit Design	2
Heat Pump Systems	3	**HVAR-0210 Gas Heating Systems	2
System Servicing and Troubleshooting	2	**HVAR-0215 Electric Heating Systems	2
EPA 608	1	**HVAR-0220 Heating System Troubleshooting	2
Heating (Electric)	2	** HVAR-0225 Air Conditioning and Refrigeration Systems	2
Cooling 1	3	**HVAR-0230 Air Conditioning and Refrigeration Troubleshooting	2
Refrigeration 1	3	** HVAR-0235 Ductless Systems	2
Refrigeration Theory 2	1		
Refrigeration System Components 2	2		
R-410a Safety Certification (Green Technology)	1		
Cooling 2	3		
Special Projects 1	2		
Special Projects 2	3		
Electrical Controls (Motors) 1	1		
Electrical Controls (Motors) 2	2		
Heating (other) Geothermal (Green Technology)	1		
Total Credits in Current Program	44	Total Credits in Revised Program	32

Signature of College Official _____

Date _____

Signature of KBOR Official _____

Date _____

Submit the completed application and supporting documents to the following:

Director of Workforce Development
Kansas Board of Regents
1000 SW Jackson, Ste. 520
Topeka, KS 66612-1368