



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



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

**KANSAS CITY KANSAS COMMUNITY COLLEGE**  
**Board of Trustees Special Meeting**  
**Tuesday, January 16, 2024 – 4:00 P.M.**

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

**Agenda**

1. **Call to Order**
2. **Roll Call**
3. **Executive Session(s):**
  - 1) Executive session for consultation with an attorney for the public body or agency which would be deemed privileged in the attorney-client relationship with possible action to follow in open session (10-minute duration). Open session will take place in Upper Jewell Lounge and in the virtual meeting room.
  - 2) Executive session for consultation with an attorney for the public body or agency which would be deemed privileged in the attorney-client relationship with possible action to follow in open session (10-minute duration). Open session will take place in Upper Jewell Lounge and in the virtual meeting room.
  - 3) Executive session to discuss personnel matters of nonelected personnel with possible action to follow in open session (3-minute duration). Open session will take place in Upper Jewell Lounge and in the virtual meeting room.
  - 4) Executive session to discuss personnel matters of nonelected personnel with possible action to follow in open session (4-minute duration). Open session will take place in Upper Jewell Lounge and in the virtual meeting room.
  - 5) Executive session for consultation with an attorney for the public body or agency which would be deemed privileged in the attorney-client relationship with possible action to follow in open session (10-minute duration). Open session will take place in Upper Jewell Lounge and in the virtual meeting room.
4. **Adjournment**



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## KANSAS CITY KANSAS COMMUNITY COLLEGE

### Board of Trustees Meeting

Tuesday, January 16, 2024 – 5:00 P.M.

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

### Agenda

1. Call to Order & Pledge of Allegiance
2. KCKCC Mission Statement
3. Roll Call
4. Welcome and Introduction of New Board Members:
  - Mr. Mark S. Gilstrap, Dr. Brenda Scruggs Andrieu and Dr. Mary Ann Mosley.  
Presented by Dr. Greg Mosier, President.
5. Board Elections for 2024 Calendar Year:
  - Board Chairperson
  - Board Vice Chairperson
6. Board Assignments for 2024 Calendar Year:
  - Board Secretary
  - Board Treasurer
  - Representing Law Firm
  - Freedom of Information Officer
  - Official College Newspaper(Note: Committee Assignments in February.)
7. Approval of Agenda
8. Audience to Patrons and Petitioners (5-minute limit)
9. Recognitions/Presentations:
  - KCKCC Foundation Bi-Annual Update. Presented by Ms. Mary Spangler, Executive Director of Foundation.

10. **Communications** – None scheduled.

11. **Board Committee Reports**

12. **Consent Agenda:**

- (Item A) - Approval of Minutes of the December 12, 2023 Meeting
- (Item B) - Approval of Recommendations for Payment
- (Item C) - Approval of Ratification Items
- (Item D) - Approval of Personnel Items (H.R.)

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

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

15. **Executive Vice President's Report** – Dr. Scott Balog

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

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

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

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

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

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

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

23. **Unfinished Business:**

- Revisions to 2023-2024 Academic Calendar and 2024-2025 Academic Calendar. Presented by Mr. Jerry Pope, Vice President of Academic Affairs.

24. **New Business:**

- Vote for Association of Community College Trustees (ACCT) Diversity, Equity & Inclusion Committee Member. Presented by Newly Elected Board Chairperson.
- Signature of KCKCC Board of Trustees Ethical Conduct Policy. Presented by Newly Elected Board Chairperson.
- Signature of KCKCC Board of Trustees Confidentiality and Non-Disclosure Obligations of Trustees Policy. Presented by Newly Elected Board Chairperson.

- Approval of College Policies. Presented by Trustee Linda Hoskins Sutton.
  - Disposition of College-Owned Surplus Property (Policy 4.18)
  - Essential Personnel (Policy 5.64)
- KCKCC Strategic Plan Bi-Annual Report. Presented by Dr. Scott Balog, Executive Vice President.
- KCKCC AY 2022 Kansas Board of Regents (KBOR) Performance Annual Report Update. Presented by Mr. Jerry Pope, Vice President of Academic Affairs.
- Proposed KCKCC FY 2024-2025 Annual Budget Calendar. Presented by Dr. Shelley Kneuvean, Chief Financial Officer.

## 25. Adjournment

**Next Meeting of the Board of Trustees:**  
**Tuesday, February 20, 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, December 12, 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 5:02 p.m. in the KCKCC Zoom meeting platform on Tuesday, December 12, 2023. The Pledge of Allegiance was led by Trustee Pat Brune.
2. **KCKCC Mission Statement:** Chair Criswell read the College mission statement.
3. **Roll Call:** Trustees present were Chairwoman Evelyn Criswell, Vice Chair Brad Isnard, Mr. Donald Ash, Ms. Rosalyn Brown, Ms. Pat Brune, Dr. Ray Daniels and Ms. Linda Hoskins Sutton.
4. **Approval of Agenda:** Chair Criswell called for a motion to approve the agenda. Vice Chair Isnard made the motion. Trustee Daniels 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.
6. **Recognitions/Presentations:**
  - Chair Criswell invited Dr. Greg Mosier, President, to present the Oath of Office for the Newly Elected KCKCC Trustees, Mr. Mark Gilstrap and Dr. Mary Ann Mosley, and Re-elected KCKCC Trustee, Mr. Donald Ash.
  - Dr. Mosier explained Trustee-elect Dr. Brenda Scruggs Andrieu took the Oath of Office on December 8, 2023, as she is out of town today. The Trustee-elects Gilstrap and Mosley along with Trustee Ash pledged the oath as led by Dr. Mosier.

All were thanked, congratulated and welcomed by President Mosier and the Board. The new Board members' first official meeting is the third Tuesday of January 2024.

- Chair Criswell invited Dr. Chris Meiers, Vice President of Student Affairs and Enrollment Management, to present the Ruffalo Noel Levitz Community College Survey of Student Engagement (CCSSE) and Community College Faculty Survey of Student Engagement (CCFSSE) Presentation. Dr. Meiers presented the following –
  - This is the Community College Survey of Student Engagement (CCSSE) and the faculty companion survey. As a reminder, the Ruffalo Noel Levitz survey is done in the opposite Spring semester. These results are from the 2023 Spring CCSSE survey. The CCSSE focuses on five benchmarks around student learning. The administration of the survey is primarily driven by the Office of Institutional Effectiveness. A substantial population participated – 656 student respondents from randomly assigned classes. For the faculty portion of the survey, there were 117 faculty respondents. Comparison reports of these the results are broken into medium-sized community colleges and the entire 2023 cohort.

Dr. Meiers presented KCKCC's score for each of the five benchmarks based on a score of zero to 100 where the entire cohort is averaged out to a represented average score of 50. Academic Challenge: 48.0, Student-Faculty Interaction: 47.2, Support for Learners: 44.4, Student Effort: 44.0 and Active and Collaborative Learning: 49.7. Dr. Meiers reported on the full-time versus part-time students benchmarks. Students also rated the core services in relation to importance and satisfaction. This gives the College guidance to the areas to prioritize.

The faculty survey rated the referral of services by faculty in the classroom around academic support services. There were special focus items on the survey this year, which reported 87% of faculty participated in professional development, 40% said they were somewhat or very familiar with guided pathways and 60% of faculty indicated they need more professional development on guided pathways.

Dr. Meiers shared information about current activities to foster student engagement aligning the results of these surveys to future strategic planning and enrollment management efforts.

- Chair Criswell invited Mr. Jerry Pope, Vice President of Academic Affairs, to present the Higher Learning Commission (HLC) Annual Update. Mr. Pope presented the following –
  - The College went through a comprehensive probation site visit in March 2022 and were removed from probation. This is the first report, due December 31, 2023, of three monitoring reports over the next three years to ensure the College is on track.

The report is over core component 3C which establishes KCKCC has sufficient faculty to meet the educational needs of the College. The four areas reported on are 1) written delineation of the roles and responsibilities in the credentialing process; 2) clear, written standards for qualifying faculty based on tested experience, including how the tested experience will be documented, under what conditions an instructor with no post-secondary education can be credentialed; 3) provide a statement certifying that all the missing documentation has been located

and loaded into the system of record; and 4) provide examples of faculty evaluations using the College's new portfolio process guidelines negotiated into the contract in March 2022.

The report will be reviewed by other employees before Dr. Mosier receives the final report and is submitted by the deadline.

7. **Communications:** Chair Criswell announced there were no communications scheduled.
8. **Board Committee Reports:** Chair Criswell invited the Board Committees to report.
  - On behalf of the Board Finance Committee (BFC), Vice Chair Isnard, Chair of the BFC, reported the BFC met on Monday, December 4<sup>th</sup>, he was joined by Trustees Ash and Brune. The financial reports for the month were thoroughly reviewed. The bulk of revenue for November came from the Spring semester enrollment tuition. Expenses were higher than revenue for the month but were still about \$1 million lower than the average monthly burn rate - financially good shape to budget for the year.

Consent Agenda Items B and C in the Board packet were reviewed. Dr. Shelley Kneuvean, Chief Financial Officer, provided an update on the weight room project and charges that were previously approved by the Board. An update on the elevator project was provided, the repairs are complete and waiting on the Fire Marshal's approval. Two Certificates of Deposit are maturing at the end of December so about \$3.8 million will return to the College. Those funds are not needed right away so using KCKCC's new investments policy a competitive bid will be sent out in January so the College can continue earning interest on those funds. The BFC also received updates on the downtown project and student housing.

On Consent Agenda Item B, Trustee Hoskins Sutton questioned the weight room construction location and how it affected the current project of the field house floor. Dr. Kneuvean explained the weight room addition is part of the existing weight room combined with the corner of that area behind the concession area. The basketball floor issue is in the gymnasium section so the two projects do not impact one another. Dr. Mosier added it is on the northeast corner of the building, this is a long-awaited improvement to have a nice, good-sized weight room with an additional women's locker room downstairs.

[Under the next agenda item, Chair Criswell called for a motion to accept the Board Finance Committee report. Trustee Brune made the motion. Trustee Brown seconded the motion. **The Motion Carried.**]

- On behalf of the Board Policy Committee (BPC), Trustee Hoskins Sutton, Chair of the BPC, reported the BPC does not have policies for approval this month but the committee will meet on Thursday so there may be policies for approval in January.

Trustee Hoskins Sutton continued regarding the Association of Community College Trustees (ACCT) and the national Diversity, Equity and Inclusion (DEI) committee she serves on, the committee is having their first meeting in February in Washington D.C. The new Chair is calling a Zoom meeting on January 19<sup>th</sup> so the DEI committee can get to know each other, do preliminary work and be ready to start in February.

Chair Criswell requested the need to return to the Board Finance Committee report and called for a motion to accept the Board Finance Committee report. Trustee Brune made the motion. Trustee Brown seconded the motion. **The Motion Carried.**

Chair Criswell called for a motion to accept the Board Policy Committee report. Trustee Daniels made the motion. Trustee Ash seconded the motion. **The Motion Carried.**

- On behalf of the Board Community Engagement Committee (BCEC), Trustee Brown, Chair of the BCEC, reported the BCEC had a committee meeting this month. The committee shared historical information, goals and processes and a Community Engagement Committee Overview with the Board for review. Trustee Ash will continue the process. Outgoing Trustees Brune and Brown have asked to remain part of the committee as it is important to the community. Trustee Brown encouraged everyone in the community to be part of it. She gave appreciation for the opportunity to work with the Board and they will be missed.

Trustee Ash requested Board feedback be sent to him regarding the committee guidelines and overview information. That process will be finalized once the new Board members are on board and the 2024 committees are assigned. Trustee Ash thanked Trustees Brune, Trustee Brown, Ms. Kris Green, BCEC Liaison, and Sheryl for creating the information for review.

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

- As the Association of Community College Trustees (ACCT) Delegate, Trustee Ash reported, in addition to Trustee Hoskins Sutton's report about her DEI Committee assignment and responsibilities, he received a Governance and Bylaws Committee assignment. The committee will meet the Saturday before the ACCT conference in February. Attendees for the conference are two of the new Trustees, Ms. Daniels, Student Senate President, Dr. Mosier, President, and Dr. Balog, Executive Vice President, along with Trustee Ash. [Vice Chair Isnard and Trustee Linda Hoskins Sutton are also attending.]
- As the Kansas Association of Community Colleges (KACC) Delegate, Trustee Ash reported the KACC quarterly meeting was on December 1<sup>st</sup> in Liberal, Kansas at Seward County Community College. Trustee Ash forwarded the 300-page meeting packet to the Board. There was a presentation of the statewide results of the economic impact study that KACC commissioned. That analysis contained comparison



data and good background information for Trustees to know and understand as meeting with constituents, particularly in this current season of increased property taxes. It is good data and facts that indicate the investments the College is making versus the expenditures. This report shows the institution is, the State of Kansas is and the taxpayers are getting a good return on the investment of tax dollars into higher education and particularly at community colleges. The KACC meeting included other good reports and discussion about the new legislature coming in and the legislative agenda being developed.

Due to a family emergency, Trustee Ash missed the activities on Saturday morning. Additional information in the KACC meeting packet included the Kansas Speaks survey, the Kansas Employment Trend Review, the updated Free Application for Federal Student Aid (FAFSA), the Attorney General's opinion 20-23-10 related to elected officials, executive session communications and policies about campaign involvement.

Upcoming events are the Phi Theta Kappa (PTK) Awards luncheon in Junction City, Kansas on April 12th for PTK students followed by a KACC meeting in the afternoon, a KACC meeting at Butler Community College on May 31<sup>st</sup> and June 1<sup>st</sup>. Heather Morgan, KACC Executive Director, will provide new Trustee orientation and training via Zoom, and can provide an on-campus overall orientation for new and existing Trustees.

Dr. Mosier added KCKCC's updated economic impact study will be coming to the Board in the beginning of the year. The College needs some fiscal numbers verified by Lightcast, who is putting that information together, and Dr. Kneuvean, Chief Financial Officer, then Ms. Kris Green, Chief Marketing and Institutional Image Officer, will create the document.

Ms. Elizabeth Daniels, Student Senate President, commented she was one of the nominees and will attend the PTK luncheon on April 12<sup>th</sup> that Trustee Ash mentioned. The Board congratulated Ms. Daniels.

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.**

- **Consent Agenda:** Chair Criswell called for a motion to approve the Consent Agenda. Trustee Daniels made the motion. Trustee Ash seconded the motion. **The Motion Carried.** Trustee Hoskins Sutton, on behalf of the Board, gave condolences to the family of adjunct faculty member, Belete Fikru.

9. **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 –

- The 99<sup>th</sup> Annual Candle Lighting Ceremony was held on November 29<sup>th</sup>. Ms. Barnes gave thanks to all the faculty, staff and students that made this amazing event possible. The guest speaker was great.

On Saturday, December 9<sup>th</sup>, Student Senate hosted Breakfast with Santa. Students, including Upward Bound students, helped put all the stations together, worked some stations and helped the children get more involved. It was a great time and a lot of families participated.

Ms. Daniels reported Student Senate has been preparing for their Winter Wonderland event on Thursday, December 14<sup>th</sup> from 9:00 AM to 1:00 PM. It is for students who have children to come and get necessities - food, presents and toys, to have happy holidays with their families. Student Senate shops for the items and are finishing the shopping tomorrow for stocking stuffers. Students will volunteer to help students with children get the necessities they need.

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

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

- Thanked the outgoing Trustees for their time, service and dedication to the Board. Dr. Mosier expressed he was glad all were able to get together at the farewell reception that was held in November.

The annual holiday luncheon was held last week. It was a great turn out and was wonderful to see everyone. Gave thanks to Sheryl, Kristin and the team that organized the beautiful event. Slap's BBQ was a hit so that holiday tradition will probably be continued.

President Mosier and a KCKCC group were attending the Complete College America - Annual Convening this week. Complete College America has four prime pillars of success: purpose, structure, momentum and support with each of those having focus areas of alignment. KCKCC is engaged in some of these items and will become engaged in others. KCKCC had a great team of 11 people from different areas of the institution at the conference because it is an important time and sharing of information. Cabinet members will be reporting on sessions attended. The team will gather as a group in January to discuss some of the items and how the College will be able to carry this information forward.

Dr. Mosier and Dr. Fabiola Riobé spent 10 days in Peru recently. It was a great trip that was productive on how to collaborate to advance Peru's Technical College system. The trip was sponsored by the United States Embassy, which was promoting sustainable relations with community colleges.

Dr. Mosier shared an image of the Peru map with the trip route and highlights of the 10-day trip – **Lima; Pucallpa** (met with the Institute of Education Superior (IES) Suiza, met in the jungles of Peru as this was an agricultural-type college with 11 degrees,

discussed training opportunities for their administration, faculty and staff, and transfer opportunities where students can start there and finish at KCKCC, spent about two days at each location and toured each campus, met with business and industry, had individual meetings and held open sessions for the institution with the embassy and the ministry); **Lima; Tacna**, on the Chilean border; **Moquegua** (met with IES Jose Carlos Mariategui Institution – this is an industrial institution focusing on heavy industry, has one of the largest copper mines in the world and a fishery, they focus on technology and heavy technology, the three institutions have each received \$20 to \$40 million in American funds for facilities and equipment, they have equipment focusing on industrial electronics, electricity and mechatronics); **Tacna; Lima; Asiste Peru; Punto Azul** (met with IES Simon Bolivar, this is a more metro institution). These visits encompassed institutions in a rural, industrial and metro setting.

The embassy set up a meeting with the president of Asiste Peru, their association of private colleges and universities - 46 associated institutes, seven high schools and over 200,000 students. Asiste Peru has high technology at their facilities, top notch training, their culinary program is the Cordon Bleu curriculum and their art campus was amazing. They would like to start with cohorts of 10 students in five different programmatic areas that will be chosen collaboratively for transfer to start in Peru and finish at KCKCC. It will take a while to put together but good things will come.

Dr. Mosier shared some photos, his Facebook page displays additional photos from the trip.

Downtown update: The College was notified yesterday that an additional \$6 million from the Sunderland Foundation was received - \$3.5 million for KCKCC and \$2.5 million for Swope Health.

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

**11. Executive Vice President's Report:** Chair Criswell called for the Executive Vice President's report. Dr. Scott Balog highlighted the following items from the Board report –

- Dr. Balog was attending the Complete College America's annual convening and appreciated the opportunity to share best practices among colleagues. A session aligning with current focus areas was about an analytics solution that has been developed and deployed at Maricopa Community College District in Arizona - one of the leading districts in the country. Dr. Balog will connect with their team post-conference to learn more about that solution to advance KCKCC's data capacity. There was a session on adult learners and how to provide a high-quality experience for first-time or returning students and being a lifelong learning partner.

Strategy – KCKCC continued our review of committees, councils and work groups. The College completed our mid-year strategic planning progress report, are packaging the report for presentation to the Board next month. The College continued our review

of data, tools to increase our data capacity, expanded access to data and our ability to use that data to ask the right questions and inform our work and service to students and partners in the community.

Partnerships – Dr. Balog joined colleagues and Trustees representing the College in events including the Kansas City Area Development Council Annual Meetings, State of Unified Government hosted by the Rotary Club of Kansas City, Kansas and the Economic Forecast Breakfast hosted by the Greater Kansas City Chamber of Commerce. The College is advancing collaboration with community organizations, employers and education partners and contributing to regional and statewide initiatives including Enterprise KC. KCKCC is supporting the development of a regional tech hubs proposal with a focus on biologics and biomanufacturing. The College is advancing strategic partnership initiatives including Archer Education as a development partner with their platform solution and working alongside their team, allowing us to adopt best practices, enrollment management, strategic marketing – growing the capacity of our team raising expectations for the experience we provide our students and employer partners.

Operations and Execution – Dr. Balog enjoyed standing in for President Mosier during his trip to Peru representing at prominent college events including the candle lighting and winter scholarship social.

Dr. Balog thanked Trustees Daniels, Brown and Brune for their service to the College and their investment in KCKCC and our community, welcomed the newest Trustees and gave congratulations to Trustee Ash and thanked him for representing the residents of Wyandotte County.

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

**12. Vice President Academic Affairs Report:** Chair Criswell called for the Vice President of Academic Affairs report. Mr. Jerry Pope highlighted the following items from the Board report –

- Mr. Pope was attending the Complete College America's annual convening and the sessions attended were connected to initiatives such as first year placement for students to make sure they do not get lost taking developmental courses with our co-requisite model in English, reading and math. Our developmental math coordinator attended. Ashley Irvin, Associate Dean of Career Technical Education, attended sessions about credit for prior learning. Mr. Pope attended a great session on “Designing Higher Education Programs for Today's Learners.” Mr. Pope was excited to bring some of their initiatives to KCKCC.

Gave kudos to a staff member and an adult student, who is a practicing Emergency Medical Technician, that handled an emergency medical situation on campus.

Dr. Mario Ramos-Reyes, Professor of Philosophy, won the National Literature prize in Paraguay for his philosophical essay *Philosophy for Mysterious Times*. There were seven awards given by the President of Paraguay. Gave congratulations to Dr. Ramos-Reyes.

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

**13. Vice President Student Affairs and Enrollment Management Report:** Chair Criswell called for the Vice President of Student Affairs and Enrollment Management report. Dr. Chris Meiers highlighted the following items from the Board report –

- Dr. Balog was attending the Complete College America's annual convening and it has been a great experience attending sessions with the Assistant Director of Student Success, Mr. Brett Lagerblade.

There is a tremendous opportunity with KC Scholars, now Great Jobs KC, and their efforts to attract more adult students to KCKCC through those funding opportunities. Recent data about the incoming community college students, 80% tend to transfer at some point but only 14% in six years obtain a bachelor's degree. Time and effort improving transferring in and out and having more efficient processes as students come in with multiple transcripts, to get those transcripts to properly recognize prior learning credit is good.

As of Monday, the enrollment report increased - student credit hours for the Spring semester are up 10.3% compared to Spring 2023.

With the FAFSA changes, our financial aid staff has taken national training. FAFSA will be released toward the end of the month and there will be delays with the Department of Education getting that information to students. The Expected Family Contribution is being replaced by Student Aid Index which will allow students to potentially get more maximum Pell funding and provide more efficient ways for students to complete FAFSA. The College is learning, connecting high school partners and community partners, doing presentations and getting ready for the rush with the short FAFSA turnaround time this year.

Phase One of our simplified application for admission went into production yesterday. Highlights are that we estimate a reduction of 10 of the 20 manual checks that were being done to process applications. These will continue to be reviewed this Spring. About 11 fields were reduced from the application, which will help with the improvement and better collection of information from students.

Regarding Title III Activities, the division partnered with the Center for Teaching Excellence to develop a student success workshop as part of welcome week. This will be a great opportunity for faculty and staff to learn more about guided pathways and developmental education - to launch that project more formally.

Student housing is still full, with an expected waiting list after the Spring. We are trying to prioritize the students that were on the Fall waiting list.

Trustee Daniels congratulated Dr. Meiers and all on the increase in enrollment across the board in critical areas. Dr. Meiers commented it was an all-college effort.

Trustee Hoskins Sutton noticed in the Student Accessibility and Support Services report - the disability service volume has more than doubled from 2021 to 2023, from eight students in 2021 with reported psychiatric problems to 15 students in 2022 and 26 students in 2023. Trustee Hoskins Sutton questioned if KCKCC provided an avenue or follow up service for students experiencing those difficulties. Dr. Meiers answered the staff works directly with the counseling and advocacy groups on that case management approach to make sure students get referred to our mental health counselors or to community resources. It is the holistic care model we are trying to infuse across the student services area to get the right people in the right space to help those students.

Dr. Mosier added a couple of years ago the College recognized this, part of it is COVID-related, and it will be a 10-year impact. Like we had an assistance program, two or three years ago, Dr. Mosier asked that a student assistance program be implemented along with the on-campus services we can provide, then we can do referrals when the students get a number of free visits with the type of assistance they need in the profession. Trustee Hoskins Sutton agreed it was partly COVID-related and thanked Dr. Mosier for that clarification.

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

14. **Vice President Educational Innovation and Global Programming Report:** Chair Criswell called for the Vice President Educational Innovation and Global Programming report. Dr. Fabiola Riobé highlighted the following items from the Board report –

- Dr. Riobé was attending the Complete College America's annual convening with Mr. Julius Brownlee, High School Partnerships, and her biggest takeaway was during the closing plenary. One of the speakers mentioned the skills that will be required for the jobs of the future. KCKCC has a focus on getting students real-world ready, focusing on skills and competencies.

With Adult & Continuing Education, 22 potential new community education courses have been identified that will be launched between the Spring and Summer sessions. The Driver's Education program has resumed and motorcycle courses will begin again in March 2024. The Ed2Go platform has been revamped with a new domain, enhancing online learning with all our course offerings.

With High School Partnerships, the team has been proactive with different enrollment strategies, particularly with outreach, tapping into key stakeholders on campus, asking for their support as they go to the high schools for community conversations and town

halls meeting with the public school delegation on how to enhance our partnership. Ms. Mary Spangler and the Foundation team has been instrumental in some of these conversations as we are exploring new opportunities for financial assistance for some high school students within the program.

Dr. Mosier understated all the travel we did in Peru. It was 10 days of nonstop action of visiting institutions, learning about their workforce and how they can align with their industry partners in Peru. Great partnership with the U.S. Embassy based out of Peru and the Ministry of Education. KCKCC signed a Memorandum of Understanding with Asiste Peru that encompasses 46 institutions. With that partnership KCKCC is looking to explore train the trainer models, English as Second Language and how to start in the space of virtual exchange and student mobility vis-à-vis our students going to Peru and receiving other students in Peru. We are excited to start building our capacity around this work. Back in Kansas City, the College continued to process international student applications - 78 applications. People understand that KCKCC is a place they could start and leverage and go anywhere.

In Online Education Services, the team has been working with faculty on their Spring 2024 content to ensure 508 compliance and are on track to be at 72.3%, which is a record high of compliance for accessibility. With the new ticketing system in place, 121 help desk tickets have been resolved and the team looks to continue to build the knowledge base with a searchable feature for faculty and students.

Workforce Innovation is anticipating the graduation of the eighth cohort of the IMT program. Kellanova has been added as a new sponsor in our FAME program.

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

Dr. Mosier asked and Dr. Riobé confirmed that Costa Rica or Brazil plans are in the making as KCKCC expands South American connections and maximizes opportunities in the region.

**15. Chief Marketing and Institutional Image Officer Report:** Chair Criswell called for the Chief Marketing and Institutional Image Officer report. Ms. Kris Green highlighted the following items from the Board report –

- Marketing is working with Segura Marketing on a Spanish micro site and have started translating that content. Marketing will begin working with Yoodle to do the overall website redesign.

Ms. Green worked with the Board Community Engagement Committee to write the committee's goals and objectives.

Marketing has streamlined their services to the college community and created new forms for the print shop and duplicating systems that allow employees to give more

detailed information on requests.

Marketing is handling Spring enrollment pushes. KCKCC has seen strong engagement with digital advertising, social media, radio advertising and with the combined efforts of the total enrollment team. The College is seeing higher application numbers and higher enrollment.

Graphic Design - Marketing created a variety of humanities presentation flyers for the grant professor Dr. Aaron Margolis received. KCKCC purchased a new billboard on I-70 a little closer to I-435 and that artwork was done. Marketing created Title III webpages, global learning and others.

Candle Lighting was a wonderful success, the Marketing team did promotions, photography and videography for and during the event. Marketing did photography for International Education Week, the farewell celebration for the Trustees and the M-PACT Vocal Festival.

There is a significant uptick in website traffic this month and it will continue as it gets to enrollment period. There is increased steadily more engagement with Facebook and Instagram followers.

Marketing is in the production of the strategic plan update, under Dr. Balog's direction, and the Centennial Magazine.

Dr. Mosier added Marketing translated about 10 critical information documents for the Peru trip into Spanish and made the documents electronically available on thumb drives for the swag bags that were given to the administrators and executives. There is remarkable work being done and the extra effort is appreciated - that goes for everyone as reports are given about the great things the College is doing.

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

**16. Chief Financial Officer Report:** Chair Criswell called for the Chief Financial Officer report. Dr. Shelley Kneuvean highlighted the following items from the Board report –

- On the financial side, KCKCC took in about \$2 million in revenue related to Spring enrollment. This year for the first time as a reminder, there is a notation about rollover projects - projects that we had a requisition on but had not paid yet. We have allocated about \$2 million of those funds represented in the report this month which is completing some of the projects and approved purchases from last fiscal year.

Two Certificates of Deposit are expiring at the end of the month - Bank of Labor and Liberty Bank. Those will be competitively bid out to all the banks that have a physical presence in our service area and get those reinvested in January.



The weight room is a big expenditure that is budgeted; that project is coming in under the engineer's estimate.

The annual audit that was presented last month to the Board Finance Committee and to the Board, will need the Board's approval as part of this meeting. There are a number of entities the College must file that audit with and that will be completed by the end of this week if it is approved by the Board.

KCKCC has a bond rating review though the College is not in the process of issuing any bonds. Standard and Poor's (S&P) periodically does a review of bond ratings. The College is in a good financial position and is in the process of completing the questionnaires and documents S&P inquired with us. The outcome will be reported to the Board. The College has a good bond rating from when we did the last bonds on Centennial Hall.

The Facilities Master Plan update was provided to the college community now has a landing page on the KCKCC website. The College is working with the consultant, TreanorHL, to finalize the narrative document.

Downtown – The College was reimbursed the affronted funds by the partners and those funds are reconciled. The College remitted the funds that were held by the Foundation for the project per the auditor's recommendation. KCKCC is in the process of finishing the planning process then will have a plan review with the City. We will be getting updated cost estimates. The Unified Government will issue the demolition permit. The College must get a notice of intent from the Kansas Department of Health and Environment (KDHE) – the application is submitted. The College continues to contact Willa Gill and the two agencies that operate out of there. When demolition begins, they will be introduced to the site superintendent to support them and their continued services they provide.

The final inspection on the Jewell elevator is scheduled for December 21st, it will be back in operation.

Trustee Ash clarified the elevator has been ready and the College has been waiting on the Fire Marshall.

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

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

- This is a busy time for Human Resources as they are implementing new benefit carriers. The benefits coordinator is uploading payroll deductions and having implementation meetings with Blue Cross Blue Shield and the other carriers.

Human Resources continued our monthly professional development sessions. This month there were two with a new session “Leading Through Followership.” There were 11 participants and the feedback was positive about the content of that training.

The Center for Equity, Inclusion and Multicultural Engagement is wrapping up their year. As part of the strategic plan, the director and his team have developed a cultural and inclusivity internal assessment tool. That will come through Cabinet for review.

An appreciation event was held last week for all the individuals that have collaborated with the Center for Equity, Inclusion and Multicultural Engagement - for their contributions to the initiatives, projects and feedback provided to the department so plans of action for the department and the College can continue to be identified.

Human Resources has completed the second round of interviews for the Director of Employee Relations and hope to have a final selection by this week and have that individual start in January to join and complete our team.

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

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

- Thanked the members of the Information Services and Media Services teams for their hard work this year, their dedication is greatly appreciated.

Mr. Gabriel was at the CCA conference and had attended a number of informative sessions, including the same session Dr. Balog mentioned about Maricopa. Mr. Gabriel looked forward to finding more information on that after the conference. Mr. Gabriel highlighted one session titled “We Bet You Never Thought of Community Colleges Like This.” This session was hosted by the Lumina Foundation that did a million dollar challenge travelling to different community colleges that submitted short videos talking about their community colleges. The session was focused around learning practical ways to improve how colleges communicate their value in the community, to frame a stronger narrative about the institution and that there has never been a more important time to tell a better story about community colleges. This is something KCKCC does and needs to be thinking about.

The network services group did a health check working with Cisco support. That engagement was positive and confirmed that Information Services had the Cisco umbrella, the Domain Name System (DNS) security product configured well and followed best practices.

The teams moved to another health check with Cisco around the identity services

platform with hopes to be completed before winter break.

As done every semester, Information Services has started receiving the laptops back from students from the fall semester. Mr. Gabriel thanked the computing services team that will clean up the laptops, get them reimaged and ready to go for Spring semester students to begin checking them out on January 8th.

Mr. Gabriel thanked the outgoing Trustees Brune, Brown and Daniels for their hard-working commitment to KCKCC and expressed they will be missed.

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

Trustee Brune commented that her observation at the holiday luncheon was the servers at the North end of the luncheon were much quicker than the servers and the South end and she wanted to say thank you for that.

Dr. Mosier added for the downtown project \$6 million announcement he made earlier, he wanted to thank the KCKCC Foundation, Ms. Mary Spangler and her staff who put that together, they did a great job.

**19. Unfinished Business:** Chair Criswell invited Dr. Shelley Kneuvean, Chief Financial Officer, to present the 2023 Annual Audit and Financial Compliance Reports. Dr. Kneuvean presented the following –

- The final audit for approval was in the Board packet. After last month's presentation, there were no changes made. It was a clean audit with no findings and no management comments. Dr. Kneuvean requested approval of the annual audit and financial compliance report and mentioned the Foundation Board approved the Foundation audit at their meeting last week.

Trustee Brune motioned to approve the 2023 annual audit and financial compliance report. Trustee Brown seconded the motion. **The Motion Carried.**

**20. New Business:**

- Chair Criswell invited Mr. Jerry Pope, Vice President of Academic Affairs, to present the FY2024 Master Contract Between The Board of Trustees Kansas City Kansas Community College and the Faculty Association of KNEA Kansas City Kansas Community College. Mr. Pope presented the following –
  - The red line version of the contract showing the changes was in the Board packet. The administration and faculty groups made a commitment to end negotiations on November 14<sup>th</sup>. The past few years contracts were signed the following calendar year in part due to a concerted effort to do Interest-Based Bargaining which is good but can be slow. This contract includes a Memorandum of Understanding to jointly commit to exchanging letters by January 31<sup>st</sup> to be able to begin negotiations in February. Legislature states the date as March 31<sup>st</sup> but

the College is not beholden to that date in that it can be done earlier by practice. The goal is to have a lot of the negotiations done before the faculty end in the Summer then following the budget approval process in August it can get back to a more normal schedule of being ratified and approved in September or October.

Mr. Pope pointed out the changes in Article V-Just Cause and Representation, Article IX-Professional Workload, a salary increase and the intent to next year do a salary study at the College possibly for the 2025-2026 contract, and coordinator release time.

Mr. Pope gave thanks to everyone on the teams. Dr. Mosier gave kudos to the teams. At the request of Trustee Daniels, Mr. Pope confirmed the faculty voted and ratified the contract.

Chair Criswell called for a motion to approve the FY2024 Master Contract Between The Board of Trustees Kansas City Kansas Community College and the Faculty Association of KNEA Kansas City Kansas Community College. Trustee Hoskins Sutton made the motion. Trustee Brown seconded the motion. **The Motion Carried.**

- Chair Criswell invited Mr. Jerry Pope, Vice President of Academic Affairs, to present the New and Revised Academic Programs. Mr. Pope presented about the following –
  - 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

Programs are reviewed based upon best practice, employer recommendations and advisory board recommendations. The recommendations are presented in the Board packet.

The program modifications for Nursing/Registered Nurse AAS, Nursing/LPN-Paramedic-RRT to RN Articulation AAS and Respiratory Care Therapy/Therapist AAS relate to the Kansas Board of Regents (KBOR) program alignment requirement of either pathophysiology or microbiology in the lab not both. It reduces the number of credit hours students need to complete the degree.

The Heating, Ventilation and Air Conditioning/Refrigeration (HVAC) program went through KBOR alignment very recently. KCKCC changed the name to reflect best practice to HVAC/R and added a Certificate A – the courses in Certificate A count toward the Certificate B.

Trustee Hoskins Sutton questioned when the health professions modifications take effect and the timing of whether students must take both labs. Mr. Pope explained

students will be advised by the health professions advisor about the course requirements. Dr. Mosier added, when the curriculum changes students have their option to stay with their current or go with the new curriculum.

Trustee Daniels motioned to approve the recommended changes. Trustee Hoskins Sutton seconded the motion. **The Motion Carried.**

21. **Adjournment:** Chair Criswell wished Dr. Daniels a happy birthday. Chair Criswell continued with extending a heartfelt thank you and well wishes, personally and on behalf of the Board, to the outgoing Board members Trustees Brown, Brune and Daniels. They will be missed and it has been an absolute honor and joy to serve with them. Their presence and service made this a better Board. Trustee Daniels expressed enjoyment for serving on the Board for 16.5 years, looked forward to the College continuing to improve and serving our community in ways it hasn't before, stated he will be helpful as he can and thanked all for the kind words over the last couple of weeks – all will be missed.

Trustee Brune gave thanks for the reception at the last Board meeting as it was an excellent opportunity to give well wishes to all and stated it was an honor to serve with all, it was a learning experience to work with educators.

Trustee Brown echoed those statements, gave thanks to all and expressed all will be missed.

Chair Criswell extended congratulations on the re-election of Trustee Ash stating all will enjoy his continued service, it is always an honor and pleasure to serve with him.

Chair Criswell congratulated the newly elected Trustees and expressed she looked forward to working with them.

Chair Criswell wished happy holidays to all - a joyous, prosperous holiday season and a happy new year. Dr. Mosier echoed the sentiment for all to have a happy and safe break.

Chair Criswell called for a motion to adjourn the meeting. Trustee Daniels motioned to adjourn the meeting. Trustee Brown seconded the motion. **The Motion Carried.**

The meeting adjourned at 7:04 p.m.

ATTEST:

\_\_\_\_\_  
Chairperson, Ms. Evelyn Criswell

\_\_\_\_\_  
Secretary, Dr. Greg Mosier

## **Recommendations for Payment**

**REVISED**

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

### **CONSENT AGENDA – Item B**

**January 16, 2024**

1. Approval in the amount of **\$30,000.00** to **UMKC** for Saturday Academy contracted program evaluator. Requested by Jerry Pope. Funding Source – Kauffman Foundation Grant.
2. Approval in the amount of **\$34,208.76** to **Laerdal Medical Corporation** for nursing simulator manikins and related installation and license fees. Requested by Jerry Pope. Funding Source –Nursing Initiative Grant.
3. Approval in the amount of **\$27,772.50** to **TK Elevator** for video equipment for the Jewell elevator on the main campus as required by the Fire Marshal. Requested by Shelley Kneuvean. Funding Source – Facilities Capital Outlay Repair and Remodeling.

December bills totaling \$2,585,655.23 includes November VISA bills totaling \$208,792.20.



## **Items for Ratification**

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

### **CONSENT AGENDA – Item C**

**January 16, 2024**

1. **\$21,450.00** to **GovConnection, Inc** to provide iPads and keyboards for K-Step Up program. Requested by Peter Gabriel. Funding Source – K-Step Up Grant.
2. **\$15,081.84** to **Turnitin, LLC** for software license renewal for program to review academic integrity. Requested by Peter Gabriel. Funding Source - Information Services: Software.
3. **\$13,233.08** to **Midwest Alarm Services, Inc.** for alarm panel upgrades and annual monitoring charge. Requested by Shelley Kneuvean. Funding Source – Campus Police: Card Access-Video-Fire.
4. **\$20,000.00** to **Civic Council of Greater Kansas City** for membership dues. Requested by Shelley Kneuvean. Funding source – Administration Association Dues.
5. **\$24,955.00** to **Design Mechanical** for replacement of heat exchanger at Pioneer Career Center. Requested by Shelley Kneuvean. Funding source – PCC HVAC Repairs / Upgrade.

## HUMAN RESOURCES - PERSONNEL ITEMS

### CONSENT AGENDA – Item D

January 16, 2024

### SEPARATION INFORMATION

ACTION	NAME	JOB TITLE	DEPT	DIVISION	EFF. DATE
<b>Resignation</b>	Bekele, Robert	Part-Time Police Officer	College Police	Financial & Facility Services	01/04/2023
<b>Resignation</b>	Eblen, Kathy*	Assistant Professor	Health Professions	Academic Affairs	12/13/2023
<b>Resignation</b>	Kobe, Taylor	Police Officer	College Police	Financial & Facility Services	01/04/2023
<b>Retirement</b>	Tatum, Pamela	Executive Administrative Assistant	Financial and Facility Services	Financial & Facility Services	02/29/2024
<b>Retirement</b>	Bennett, James	Director	Information Services	Information Services	01/31/2024
<b>Retirement</b>	Daniels, Doris*	Professor	Math, Science and Computer Technology	Academic Affairs	12/15/2023
<b>Separation</b>	Drame, Siacka	Adjunct	French	Academic Affairs	11/16/2023

\* Faculty requesting early release of their 2023-2024 contract

### RECOMMENDATIONS / APPROVALS

ACTION	NAME	JOB TITLE	DEPT	DIV	DATE	SALARY
<b>Additional Position</b>	Kotik, Ashley	Adjunct	Criminal Justice	Academic Affairs	01/08/2024	\$970.32 per credit hour
<b>New Hire</b>	Brock, Tiffiney	Adjunct	Early Childhood Education	Academic Affairs	01/08/2024	\$970.32 per credit hour
<b>New Hire</b>	Cintron, Dr. Luis	Adjunct	Criminal Justice	Academic Affairs	01/08/2024	\$970.32 per credit hour
<b>New Hire</b>	Daniel-Dim, Linda	Adjunct	Nursing Education	Academic Affairs	01/08/2024	\$63.44 per student contact hour
<b>New Hire</b>	DeLeon, Samuel	Director of Employee Relations	Human Resources	Human Resources	01/22/2024	\$78,000 annually
<b>New Hire</b>	Frasher, Anthony	Part-Time Athletic Table Assistant	Athletics	Student Affairs and Enrollment Management	12/08/2023	\$21.00 per hour



<b>New Hire</b>	Guevel, Tesa	Adjunct	Nursing Education	Academic Affairs	01/08/2024	\$63.44 per student contact hour
<b>New Hire</b>	King, Dr. Naomi	Adjunct	Nursing Education	Academic Affairs	01/08/2024	\$63.44 per student contact hour
<b>New Hire</b>	Lubbers, Melissa	Adjunct	Addiction Counseling	Academic Affairs	01/08/2024	\$970.32 per credit hour
<b>New Hire</b>	Marangos, Dr. John	Adjunct	Economics	Academic Affairs	01/08/2024	\$970.32 per credit hour
<b>New Hire</b>	Nelson, Mark	Director of Student Engagement	Student Affairs and Enrollment Management	Student Affairs and Enrollment Management	01/10/2024	\$78,000 annually
<b>New Hire</b>	Papa, Brittani	Adjunct	Nursing Education	Academic Affairs	01/08/2024	\$63.44 per student contact hour
<b>New Hire</b>	Vanden Hull, Deana	Adjunct	Nursing Education	Academic Affairs	01/08/2024	\$63.44 per student contact hour
<b>New Hire</b>	Vaz, Guilherme	Adjunct	Audio Engineering	Academic Affairs	01/08/2024	\$970.32 per credit hour
<b>New Hire</b>	Williams, Elizabeth	Science Lab Manager	Biology	Academic Affairs	01/01/2024	\$70,000 annually
<b>Promotion</b>	Miller, Angela	Director of Assessment	Academic Support and Assessment	Academic Affairs	01/01/2024	\$70,895 annually
<b>Rehire</b>	Patrick, Brian	Part-Time GED Instructor	Adult and Continuing Education	Educational Innovation and Global Programming	01/05/2024	\$21.00 per hour

#### **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

January 16, 2024

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**

- Connected with each member of the College's state legislative delegation at the Wyandotte County Legislative Town Hall
- Continuing preparation for the Board's attendance at the National Legislative Summit in Washington, DC
- Initiated planning for an innovation and entrepreneurship hub to be located at the College's Technical Education Center
- Continuing review of KCKCC's committees, councils and workgroups
- Completed and published mid-year strategic planning progress report
- Continuing 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
- Presented a framework for a new workforce development system for the Kansas City Metro to KC Rising's Workforce Action Team
- Aligned planning for KCKCC's innovation and entrepreneurship hub with community ecosystem partners to address area needs and demand
- Contributed to the phase 2 proposal for the Kansas City Metro Regional Technology and Innovation Hub initiative
- Fostering partnership with Enterpsise KC that includes supporting the organization's statewide cybersecurity network and other economic development activities

**Operations and Execution**

- Coordinated the initial phase of building KCKCC's new prospective student engagement platform with Archer Education and the College's Marketing and Student Affairs and Enrollment Management divisions
- Facilitated a workshop with employees focused on becoming future-ready and promoting a culture of CARE at KCKCC
- Continued planning for the quarterly Cabinet retreat in late January

## **Full Report**

### **Strategy**

This past month, the EVP helped align the College's strategy and planning of several key initiatives with student and area stakeholder needs and opportunities. In early January, the President and EVP attended the Wyandotte County Legislative Town Hall. At the town hall, organizations and residents presented numerous policy issues for consideration by the area's legislative delegation. The EVP connected with each State House and Senate member at the town hall and thanked them for their support of KCKCC. Participation in the town hall also offered the chance to meet with local government, nonprofit and business leaders who were in attendance.

In collaboration with the President, the EVP continued preparation for the Board of Trustees' visit to Washington, DC in February. In addition to attending the National Legislative Summit hosted by the Association of Community College Trustees, Board members, College leaders and the Student Senate President will meet with KCKCC's Congressional delegation and several federal agencies.

The focus of the College's federal earmark request in 2025 will be on innovation and entrepreneurship. Over the past several months, the EVP met with key ecosystem leaders and stakeholders across the Kansas City Metro. Those contacts, in addition to regional initiatives like Regional Technology and Innovation Hubs (Tech Hubs), will inform KCKCC's approach in creating an innovation and entrepreneurship hub at the College's Technical Education Center (TEC). The new hub will support area entrepreneurs and startups with office and workspace, equipment and resources to help build, sustain and grow their businesses.

The EVP's Office continued its review of shared governance at KCKCC, 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 Plan Priorities and Goals and published an update for distribution and display online.

Finally, 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 use of data across the institution. These tools, if selected, will position KCKCC for the future by streamlining and automating the creation of data visualizations and reports – moving the College away from its current manual process for data collection, analysis and reporting. Though these tools come at a considerable cost, building KCKCC's data capacity and providing greater access to data and insights will inform decision-making, services and operations throughout the enterprise and promote continuous improvement in performance.

## **Partnerships**

The EVP's Office continues to advance the development and cultivation of partnerships and strategic relationships for KCKCC across the Kansas City 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.

Last week, the EVP and President presented a proposed framework for a new workforce development system for the Kansas City Metro to KC Rising's Workforce Action Team. The framework aligns with recommendations from the Mid-America Regional Council developed in 2021 that were informed by the Workforce Investment Opportunity Act and Stephen Goldsmith and Kate Markin Coleman's book, *Growing Fairly: How to Build Opportunity and Equity in Workforce Development*. The framework will provide the necessary structure for organizing resources that contribute to the region's talent pipeline.

Planning for the College's new innovation and entrepreneurship hub, if funded, will be informed by area partners, including BioNexus KC, KC Animal Health Corridor, KC Sourcelink at the University of Missouri - Kansas City, Enterprise KC, The Toolbox, The Porter House, KC Tech Council, The Kansas Small Business Development Center, United States Small Business Administration, Wyandotte Economic Development Council, KCK Chamber and others. Partner engagement in planning will ensure the greatest and best use for the hub.

KCKCC continues to contribute to the development of a 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 and new innovation and entrepreneurship hub will be central in supporting the region's focus on Biologics. The EVP is collaborating with Academic Affairs and Workforce Development on this initiative.

Prior to the winter break, the College installed two network access points – one on the Main Campus and one at TEC – as part of Enterprise KC's statewide cybersecurity network. KCKCC's collaboration with Enterprise KC will help advance cybersecurity skills training and economic development activity in the area.

## **Operations and Execution**

In mid-December, the EVP coordinated the initial phase of building KCKCC's new prospective student engagement platform with Archer Education and the College's Marketing and Student Affairs and Enrollment Management divisions. Input collected during the initial phase of development will be used to create a platform that uniquely meets the needs of prospective students in our area. A prototype of the platform is expected to be complete by early February.

As part of the College's employee professional development series, the EVP collaborated with the Chief Human Resources Officer to facilitate a workshop focused on becoming future-ready and promoting a culture of CARE (Connections, Academics, Resources and Engagement) at KCKCC. The workshop included a design-thinking exercise to help participants identify ways they can contribute to a culture of CARE at the College.

Finally, the EVP and President continued planning for a quarterly Cabinet retreat in late January. The retreat will include time for professional development, updates on several key initiatives and an initial budget planning discussion.

January 2024 Board of Trustees Report  
Vice President of Academic Affairs

January 2024 Academic Affairs Highlights

- In the Honors Program in fall 2023, students participated in service-learning hours at the KCK Humane Society, Nourish KC, Little Leaders of KCK and Letters Against Isolation for the Elderly. Students completed over 90 hours of service to these organizations.
- On First Generation Student Day the Undergraduate Research program hosted an awareness table in the Learning Commons to provide information to students about the program and ways to get involved in the spring 2024 semester.
- This year, Phi Theta Kappa teamed up with Student Activities and the Counseling and Advocacy Center to host Campus Wonderland. This event helps KCKCC students by providing toys, stocking stuffers and food items for the holiday season. This year 58 students registered for the event to receive items.
- KCKCC's Music Club/JEN Student Chapter will attend the 2024 Jazz Education Network (JEN) National Conference in New Orleans, LA, January 3-7.
- Under the guidance of Michael Florence, HVAC instructor, and Micheal Rollen, Multimedia Production Instructor, students from the two programs collaborated in creating a video highlighting programs available at CTE. In developing the video, students demonstrated a creative approach to bringing awareness to classes and learning opportunities at the college.
- Cybersecurity Instructor Kelly Olinde led a team of students in an undergraduate research project for the Intelligence Community Center for Academic Excellence (ICCAE) in partnership with the University of Kansas.
- Dr. Kremer and Instructor Kelly Olinde will attend the 2024 Intelligence Community Centers for Academic Excellence PI Development Summit at the University of Texas at San Antonio (UTSA) and hosted by UTSA's National Security Collaboration Center. The summit will highlight collective efforts to Connect, Advance, and Engage the next generation of diverse IC professionals.
- The SBSPS Division has ended its first annual Food Pantry food drive which specifically targeted a segment of our student population that is often overlooked during normal food drives - those who require food items that are gluten-free, lactose-free, low sodium and high protein.
- Professor Hira Nair met with Dr. Kelli Feldman and other representatives of KU to discuss the KU Kansas Board of Regents Grant. The meeting centered on the “Expanding the World of Teaching: A KBOR Teacher Education Competitive Grant through The University of Kansas.”

**Academic Support and Assessment – Dean Cecelia Brewer**

***Honors, Phi Theta Kappa, Service-Learning, Undergraduate Research: Dr. Stacy Tucker, Director***

**Priority 2 – Quality Programs & Services**

During the fall 2023 semester, students participated in service-learning hours at the KCK Humane Society, Nourish KC, Little Leaders of KCK and Letters Against Isolation for the Elderly. Students completed over 90 hours of service to these organizations.



On November 7, 2023, the Interdisciplinary Undergraduate Research Symposium took place in the Upper Jewell Center. Students from KCKCC shared research projects they completed fall 2023. This event was an open session; no formal presentations took place. Faculty, staff, and students had the chance to visit with each student and to hear about their research. The on-ground students presented posters while the online student used a flyer as a visual aid to describe research topics. In spring 2023, this event had 17 students participate and in fall 2023 the symposium had 56 students participate. In addition, on First Generation Student Day the Undergraduate Research program hosted an awareness table in the Learning Commons to provide information to students about the program and ways to get involved in the spring 2024 semester.

January 2024 Board of Trustees Report  
Vice President of Academic Affairs



Phi Theta Kappa International Honor Society (PTK) hosted an event called Temptation Station on Nov. 14, 2023, during International Education Week. This PTK event served as a membership recruitment drive for the fall 2023 semester. PTK members and officers gave free fall desserts and membership information to the college community.



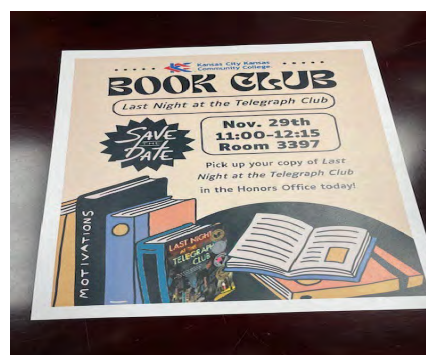
This year, Phi Theta Kappa teamed up with Student Activities and the Counseling and Advocacy Center to host Campus Wonderland. This event helps KCKCC students by providing toys, stocking stuffers and food items for the holiday season. This year 58 students registered for the event to receive items. Gamers Club and Student Senate members shopped for toys with funds donated from student organization's/club's budgets. Funds were donated by Phi Theta Kappa, Art Club, Student Veterans Organization, Enactus, Gamers Club, Christian Student Union, and the Writing Club. This event would not have been possible without the donations from these clubs/student organizations. Student volunteers from throughout campus also functioned as Elves to spread holiday cheer at the event.



January 2024 Board of Trustees Report  
Vice President of Academic Affairs



In the Honors Education Introduction to Fiction course, taught by Professor Polly Hawk, the students selected the book *The Last Night at the Telegraph Club* for this semester's Book Club. This learning initiative is open to the college community and all books are provided by the Honors Education Program to individuals who wish to participate. On the day of the book club event, students from the course lead the discussion while the instructor guides, if needed. The book kept the attention of those who participated. The flyer was made by Honors student Ava Waitley.



***Center for Teaching Excellence: Tom Grady, Director***  
**Priority 2 – Quality Programs & Services**

The Center for Teaching Excellence hosted Johnson County Community College's Director of Faculty Development and Faculty Fellows on November 15, 2023. JCCC is in the process of designing a space for faculty professional development and toured the Center for Teaching Excellence and the Learning Commons to explore different design options.

**Arts, Communication and Humanities – Dean Dr. Donna Bohn**

**From John Stafford (Music):**

KCKCC's Music Club/JEN Student Chapter will attend the 2024 Jazz Education Network (JEN) National Conference in New Orleans, LA, January 3-7. At the conference, Dr. Justin Binek, Associate Professor of Music, will give a poster presentation titled, *Discussing the Present in a Historical Content: The Challenge of 'Significance' in Writing About Contemporary Jazz in a Jazz Appreciation/History Textbook*, focusing on his newly published textbook. John Stafford, Professor of Music and Music Coordinator, will be an adjudicator at the JENerations Jazz Festival, a school ensemble festival within the structure of the national conference.

John Stafford, Professor of Music and Music Coordinator, will have an article published in *Choral Journal*, titled, *Auditioning Singers: Assessing Students' Ability to Hear Complex Harmony*, as part of the American Choral Directors Association (ACDA) publications. Professor Stafford currently serves as the National Repertoire and Resources Vocal Jazz Chair for ACDA.

**Career and Technical Education –Dean- Donald Smith**

Building Engineering and Maintenance Technology students completed the final exam of Basic House Appliance Maintenance Training. Throughout the semester, students repaired components, troubleshooted faults, and installed replacement appliances on twelve different appliance types. Students completed a written portion during the exam followed by in-depth repair and replacement of essential components and whole appliances.



Under the guidance of Michael Florence, HVAC instructor, and Micheal Rollen, Multimedia Production Instructor, students from the two classes collaborated in creating a video highlighting programs available at CTE. In developing the video, students demonstrated a creative approach to bringing awareness to classes and learning opportunities at the college. The video has been uploaded to the KCKCC TEC Facebook page. There are plans for additional collaborations between the two classes in 2024.

January 2024 Board of Trustees Report  
Vice President of Academic Affairs

**Health Professions – Dean Dr. Tiffany Bohm**

The Medical Assistant Program had six students complete the program in December 2023. All six passed their certification exam on the first attempt!

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

The MSBT Division adopted a family (single mother and three children) from El Centro for Christmas. A carload of items and a generous card were dropped off to El Centro on December 15.

The MSBT Division adopted a KCKCC single mother and her three children for Christmas as well. Many thanks to the Counseling and Advocacy Center for helping us select the family. The mom was so happy for the assistance she received.

Dr. Kremer was accepted to the HLC Peer Review Corps in December 2023. He will attend training this next academic year.

Cybersecurity Instructor Kelly Olinde led a team of students in an undergraduate research project for the Intelligence Community Center for Academic Excellence (ICCAE) in partnership with the University of Kansas. A copy of their presentation can be found here [KCKCC Presentation.pptx](#). Congratulations to students Carlos Rios, Deandre Tatum, Daniel Perlera, Rodrigo Ruiz Arellanes, and Brayden Beauford.

Biology Assistant Professor Kara Reed, Psychology Associate Professor Victor Ammons, and Dr. Kremer have been accepted to present at the AACC Annual Conference in April 2024. Their presentation is entitled: *Developing a General Education Learning Outcome (GELO) Assessment*.

Dr. Kremer and Instructor Kelly Olinde will attend the 2024 Intelligence Community (IC) Centers for Academic Excellence PI Development Summit at the University of Texas at San Antonio (UTSA) and hosted by UTSA's National Security Collaboration Center. The summit will highlight collective efforts to Connect, Advance, and Engage the next generation of diverse IC professionals.

**Social and Behavioral Sciences & Public Services – Dean Cleon Wiggins**

The SBSPS Division has ended its first annual Food Pantry food drive which specifically targeted a segment of our student population that is often overlooked during normal food drives - those who require food items that are gluten-free, lactose-free, low sodium and high protein. The Division also collected personal female hygiene items and diapers. Honoring a specific request from the Director of the KCKCC Blue's Kitchen Cabinet, the SBSPS Division focused on "grab-and-go" items rather than items that needed to be cooked or required a good deal of preparation. Professor Heidi English was the designated point person for the Division, to collect the food items and deliver them to the Kitchen Cabinet. By all measures, this first event was a success,

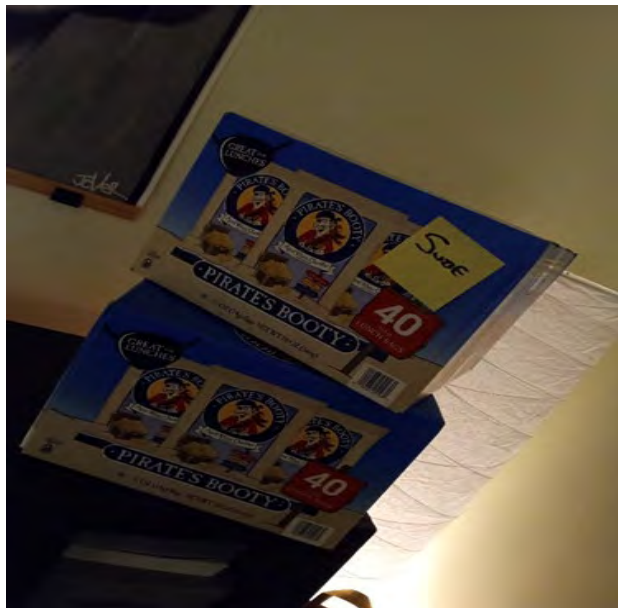
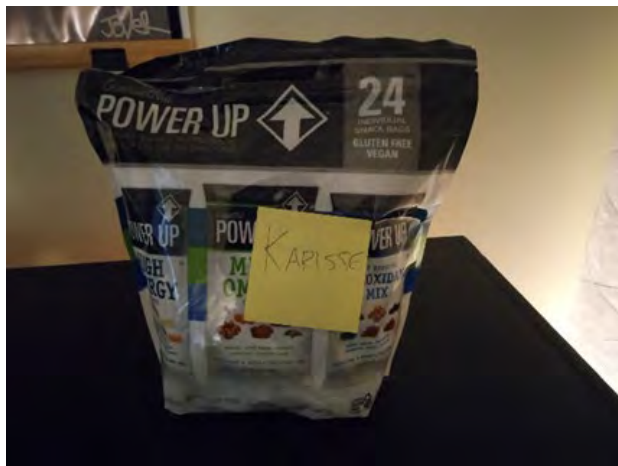
January 2024 Board of Trustees Report  
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and the Division is looking forward to next year's event. Photos below represent some of the items that were donated.

Faculty members in the Division will use this event as a teaching opportunity to keep in the forefront the idea of service to others through donations and to remind students that diversity of the need that exist even among those who experience food insecurities.



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Vice President of Academic Affairs



A follow-up to an earlier report about the K-Step Up program ending and Dr. Nair, Coordinator of the Education program, receiving approval to use available monies to purchase iPads for students in the Education program: working with members of the I.T. team, Dr. Nair was able to secure the iPads and she is now working on a plan to use them as an incentive for those enrolled in the Education program.

Dr. Ron Malcolm has had another article published in Autism Parenting Magazine. The article, entitled “My Autistic Child is a Bully. What Now?”, offers tips to parents when their autistic child is the bully.

Professor Victor Ammons released the Psi Beta/Psychology Club Spring 2024 Activities (listed below). More information about each event will be provided as the dates approach:

- a. The unveiling of the Psi Beta Chapter of KCKCC Chartered Plaque – Feb 27 or 29
- b. Lunch with Metro Area Psychology Faculty – March 19 or 20
- c. High School Clinic in the Psychological Sciences (USD 500) – March 21
- d. High School Clinic in the Psychological Sciences (other districts) – March 28
- e. Psi Beta/Psychology Club Southwest Psychology Association in San Antonio March 28 – 30
- f. Research Symposium in the Psychological Sciences – April 2

Professor Hira Nair met with Dr. Kelli Feldman and other representatives of KU to discuss the KU Kansas Board of Regents Grant. The meeting centered on the “Expanding the World of Teaching: A KBOR Teacher Education Competitive Grant through The University of Kansas.” Items discussed were funds to be awarded, matching funds, the number of students each year at KCKCC who enroll in an introduction to education class, administrative support, and a timeline of events with key markers. Early in the spring semester, there will be another meeting to close loopholes to begin moving the project forward.

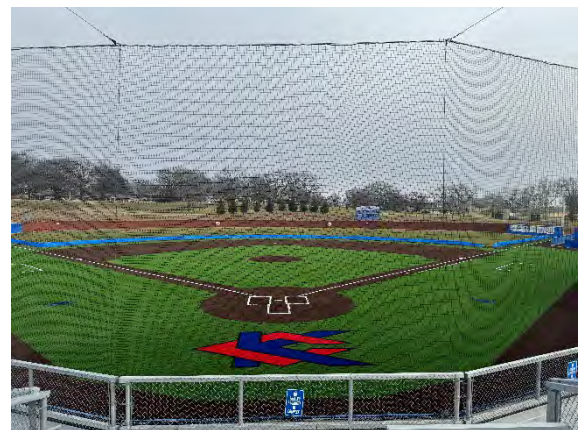
Professor Ernest Evans has contributed another Op-ed article to the Leavenworth Times entitled “One of America’s Most Cherished Ideals is Under Attack.”



January 2024 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

- Semester Strategic Enrollment Management Plan Updates
  - The Office of Admissions processed 9,580 applications in 2023 compared to 8,456 applications in 2022 (13.3% increase).
  - For the 2023-24 academic year (AY), The Student Financial Aid Office has received 7,871 federal financial aid applications (5.1% increase compared to same time frame last year) and disbursed \$5,160,733 (3.7% increase compared to same time frame last year) in student financial aid.
  - At the end of the Fall 2023 semester, 399 students were placed on a financial aid satisfactory academic progress status (4.5% more students compared to Fall 2022):
    - 42 more students were placed on a financial aid warning status.
    - 27 fewer students were placed on a status that impacted their eligibility for financial aid.
    - The Student Financial Aid office is actively collaborating with the Student Success Advisors to reach out to impacted students for assistance and resources to support maintaining their financial aid eligibility.
  - Student Housing residents completed a total of 3,343 credit hours and earned a GPA of 3.023 for the Fall 2023 semester (compared to 2,979 credits and 2.964 GPA in Fall 2022.)
  - The first phase of course maps that outline a semester-by-semester sequence of classes and co-curricular activities are being used in the Student Success Center with students. An example course map is on page 4. Over the coming months, the Student Success Center will start developing course maps for certificate programs and pre-professional students.
- The installation of the new infield playing surface at the Baseball Stadium is almost complete. The project will provide a safe, reliable, and aesthetically pleasing surface for our baseball program to continue the amazing success they have achieved over the years.
- Mark Nelson was selected as the Director of Student Engagement. Mark is originally from Kansas City, Kansas, and a Sumner Academy graduate. Mark earned his bachelor's and master's degrees from Kansas State University and is anticipated to complete his Ph.D. from Oklahoma State University in 2024. Mark has over 11 years of experience assisting and engaging students throughout their educational journeys at Oklahoma State University and the University of Nebraska.



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## Spring 2024 Enrollment Report

KCKCC Unduplicated Headcount by Location									
CAMPUS (UNDUP at A Location & DUP Across Locations)	01.11.2021	01.10.2022	01.09.2023	01.08.2024	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	131	13	77	-	-131	-100.00%	-77	-100.00%	0.00%
DNTWN	-	1	-	-	-	-	0	-	0.00%
FRSC	20	18	9	17	-3	-15.00%	8	88.89%	0.44%
HS	784	810	765	866	82	10.46%	101	13.20%	22.41%
LCF	-	20	23	16	16	-	-7	-30.43%	0.41%
MC	1,058	1,299	1,409	1,426	368	34.78%	17	1.21%	36.90%
OC	244	252	198	255	11	4.51%	57	28.79%	6.60%
OL	1,656	1,626	1,525	1,565	-91	-5.50%	40	2.62%	40.50%
PION	175	167	150	163	-12	-6.86%	13	8.67%	4.22%
TEC	574	634	548	622	48	8.36%	74	13.50%	16.10%
USDB	27	56	81	90	63	233.33%	9	11.11%	2.33%
VIRT	618	313	135	77	-541	-87.54%	-58	-42.96%	1.99%
<b>Total UNDUP Headcount</b>	<b>3,709</b>	<b>3,806</b>	<b>3,686</b>	<b>3,864</b>	<b>155</b>	<b>4.18%</b>	<b>178</b>	<b>4.83%</b>	<b>100.00%</b>
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	415	517	497	497	82	19.76%	-	0.00%	12.86%
Returning	3,294	3,289	3,189	3,367	73	2.22%	178	5.58%	87.14%
Gender	Spring 21	Spring 22	Spring 23	Spring 24	21-24 #	21-24 %	23-24 #	23-24 %	Sp 2024 %
Unknown	1	9	28	34	33	-	6	21.43%	44.16%
Female	2,351	2,296	2,173	2,204	-147	-6.25%	31	1.43%	57.04%
Male	1,357	1,501	1,485	1,626	269	19.82%	141	9.49%	42.08%
Race / Ethnicity	Spring 21	Spring 22	Spring 23	Spring 24	21-24 #	21-24 %	23-24 #	23-24 %	Sp 2024 %
American Alaska Native	19	17	19	13	-6	-31.58%	-6	-31.58%	0.34%
Asian	161	176	145	154	-7	-4.35%	9	6.21%	3.99%
Black or African American	642	687	608	678	36	5.61%	70	11.51%	17.55%
Hawaiian Pacific Islander	9	5	5	4	-5	-55.56%	-1	-20.00%	0.10%
Hispanic	842	854	999	1,035	193	22.92%	36	3.60%	26.79%
Multi-racial	220	217	197	208	-12	-5.45%	11	5.58%	5.38%
Unknown	179	154	132	220	41	22.91%	88	66.67%	5.69%
White	1,492	1,558	1,527	1,486	-6	-0.40%	-41	-2.69%	38.46%
Non Resident	145	138	54	66	-	-54.48%	12	22.22%	1.71%
KCKCC Credit Hours by Location									
CAMPUS	01.11.2021	01.10.2022	01.09.2023	01.08.2024	21-24	21-24	23-24	23-24	Spring 2024
	Spring 2021	Spring 2022	Spring 2023	Spring 2024	Diff - #	Diff - %	Diff - #	Diff - %	%
AMZN	-	-	-	-	-	-	-	-	-
BL	900	39	291	-	-900	-100.00%	-291	-100.00%	0.00%
DWNTN	-	3	-	-	-	-	-	-	0.00%
FRSC	187	177	90	163	-24	-12.83%	73	81.11%	0.46%
HS	4,220	4,417	4,170	4,677	457	10.83%	507	12.16%	13.08%
LCF	-	200	220	144	144	-	-76	-34.55%	0.40%
MC	6,636	9,151	10,077	10,463	3,827	57.67%	386	3.83%	29.27%
OC	748	654	529	648	-100	-13.37%	119	22.50%	1.81%
OL	11,169	10,447	9,875	10,282	-887	-7.94%	407	4.12%	28.76%
PION	1,487	1,338	1,204	1,358	-129	-8.68%	154	12.79%	3.80%
TEC	6,792	7,797	6,517	7,252	460	6.77%	735	11.28%	20.28%
USDB	153	291	288	387	234	152.94%	99	34.38%	1.08%
VIRT	2,153	1,069	534	377	-1,776	-82.49%	-157	-29.40%	1.05%
<b>Total</b>	<b>34,445</b>	<b>35,583</b>	<b>33,795</b>	<b>35,751</b>	<b>1,306</b>	<b>3.79%</b>	<b>1,956</b>	<b>5.79%</b>	

## Course Map Example

Kansas City Kansas Community College

### FIRE SCIENCE

#### FRSC.AAS

The Fire Science Department provides coursework that allows students substantial aspects of learning to be a firefighter, including theory and hands-on skills needed in the career. The fire academy is the foundation of our degree. From there, student learning is based on career opportunities and requirements to grow, apply, and sustain future positions in the fire department. At the same time, students have the opportunity to become certified in Hazmat Materials Awareness and Operations and Firefighter 1 & 2 from the International Fire Service Accreditation Congress (IFSAC). The Fire Science AAS degree courses prepare students with the firsthand skills necessary to pursue professional positions in the fire, medical, industry, and research. The most fundamental goals of teaching and learning in firefighting are to develop an appreciation for a career in firefighting, enhance scientific literacy, and be able to go home after every fire, medical, and rescue incident.

FRSC.AAS					
FALL Year 1	Course Name and Number	Hours	SPRING Year 1	Course Name and Number	Hours
	BLUE 0101 Freshman Seminar	1		EMTC 0128 Emergency Medical Technician	10
	HZMT 0120 Hazmat Awareness & Operations	3		SPCH 151 OR 201 Speech/Int. Comm	3
	FRSC 0100 Firefighter 1	4		Social & Behavior Science/ Sociology	3
	FRSC 0211 Firefighter 2	3			
	EMTC 0105 Emergency Medical Responder	5			
	<b>TOTAL HOURS</b>	<b>16</b>		<b>TOTAL HOURS</b>	<b>16</b>
FALL Year 2	Course Name and Number	Hours	SPRING Year 2	Course Name and Number	Hours
	BUSN 0110 OR MATH 0104	3		Humanities/Ethics	3
	ENGL 0101 Composition 1	3		FRSC 0113 Building Construction	3
	FRSC 0101 Fundamentals of Fire Prevention	3		FRSC 0204 Principles of Emergency Services Safety and Survival	3
	FRSC 0114 Fire Behavior and Combustion	3		FRSC 0117 Fire Protection Systems	3
	FRSC 0116 Principles of Emergency Services	3		FRSC Elective/ Select from the list of electives	3
	<b>TOTAL HOURS</b>	<b>15</b>		<b>TOTAL HOURS</b>	<b>15</b>

#### NOTES:

\*As the fire science coordinator, I prefer that on-campus advisors send students to me to advise them about our courses. I want to ensure students understand the academic and hands-on rigor they will engage in during their time in our program.

For alternative General Education Core options refer to:

<https://catalog.kckcc.edu> > General Education and Degree Requirements > scroll to General Education Core Courses.

Enrollment status will impact the completion time for your degree and/or transfer. Full-Time students are recommended to take between 12-15 units per term. Part-Time students are encouraged to take between 6-9 units per term (meet with the fire science coordinator to determine appropriate work/life/school balance). Program completion is dependent on your schedule availability and when courses are offered.





## FIRE SCIENCE

### FRSC.AAS

MILESTONES	
Student Success Team Milestones	Degree Completion Milestones
Meet with your Fire Science coordinator to complete your Comprehensive Student Degree Plan (SDP)	Apply to Universities
Complete FAFSA (Oct 1 <sup>st</sup> -Mar 2 <sup>nd</sup> for priority)	Complete the KCKCC graduation application
Meet with Fire Science coordinator for Career/Research opportunities	Attend Transfer workshops and Transfer Fair
Meet with your Fire Science coordinator to update SDP (every semester)	Visit Career Services for career planning - <a href="mailto:careerservices@kckcc.edu">careerservices@kckcc.edu</a> Jewell 3344 ph. 913-288-7235
Meet with the Fire Science coordinator for pre-graduation check	

**It is the responsibility of the student to know and observe the requirements of his/her curriculum and the rules governing academic work. Although the student's advisor will attempt to help the student make wise decisions, the ultimate responsibility for meeting the requirements rests with the student.**

#### KANSAS BOARD OF REGENTS TRANSFER AND ARTICULATION

The Kansas Board of Regents has approved and faculty representatives from Kansas public postsecondary institutions have agreed upon the learning outcomes for a variety of system wide transfer courses. A full list of these courses may be found at <https://www.kansasregents.org/academic-affairs/transfer-articulation>. A student who completes an approved KCKCC course will be able to transfer the course to any Kansas public postsecondary institution offering an equivalent course.

The staff and faculty of the Student Success Center is available to assist students with planning and achieving personal, career and academic goals.

You can reach us at:

SSC Phone: 913-288-7696

SSC Email: [advising@kckcc.edu](mailto:advising@kckcc.edu)

Career Services Phone: 913-288-7235

Career Services Email: [careerservices@kckcc.edu](mailto:careerservices@kckcc.edu)

#### Degree Requirements

To earn an Associate's degree, students must complete a minimum of 60 academic credit hours and meet all degree requirements as outline in the KCKCC catalog.

Students who maintain a consecutive enrollment and successfully complete at least one class during each semester (excluding Summer Sessions) must complete the degree requirements for the academic year they applied to and were accepted at KCKCC.

Students who have interrupted their enrollment for two or more consecutive semesters must re-apply to KCKCC and complete the degree requirement indicated in the current catalog.

With approval of the Program Coordinator or Academic Dean, students may opt to forfeit the degree/certificate requirements associated with their current (older) catalog year; to follow the new degree/certificate requirements outlined in a newer catalog. Students are NOT allowed to revert to a previous catalog.

#### Program Coordinator information

Name:

Todd Miles

Phone Number:

913-288-7241

Email:

[tmiles@kckcc.edu](mailto:tmiles@kckcc.edu)

Other Info:

Fire Science Building

## Dean of Student Services

**Submitted by Dr. Shawn Derritt, Dean of Student Services**

### Selected Activities, Programs, and Updates

- Dr. Derritt chaired and completed the search for the new Director of Student Engagement.
- On December 18, 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 New Chelsea Elementary School.

## Student Accessibility and Support Services

**Submitted by Department Faculty**

### Selected Activities, Programs, and Updates

- For December of 2023, SASS experienced a 4.2% (174 students) increase in registered students compared to December of 2022 (167 students).
- SASS faculty presented and answered questions for a Basehor-Linwood High School special education class of 12 students. Discussion included the program options through Career and Technical Education, what it looks like to be a dual or concurrent high school student, what disability services look like at the collegiate level, and how they differ from services at the high school level.
- SASS faculty prepared a presentation on transitioning from high school to college that will be shared with high school students, counselors, special education teachers, and parents. The SASS faculty will start delivering presentations at local high schools during the spring semester.

### Upcoming Activities and Programs

- SASS faculty will present a workshop entitled “A New Day, A New Way: Accommodated Testing at KCKCC” on January 9 and 11 during Welcome Back week.
- SASS faculty will present a workshop entitled, “Accommodations in the Classroom” on January 11 during Welcome Back week.
- SASS faculty will present to spring 2024 first semester Licensed Practical Nursing classes on services provided by SASS on January 11.

## December Disability Services Volume

DISABILITY	December 2023	December 2022	December 2021
Autism	15	11	19
Attention Deficit Disorder	24	25	39
Blind/Visional Impairment	6	10	13
Deaf/Hard of Hearing	1	3	11
Head Injury	3	4	5
Intellectual Disability	8	5	3
Learning Disability	67	73	66
Medical	12	14	9
Physical	1	3	7
Psychiatric	31	16	18
Other Health Impaired	6	3	1
<b>Total</b>	<b>174</b>	<b>167</b>	<b>191</b>

## Student Health Center

**Submitted by Toni Dickinson, College Nurse**

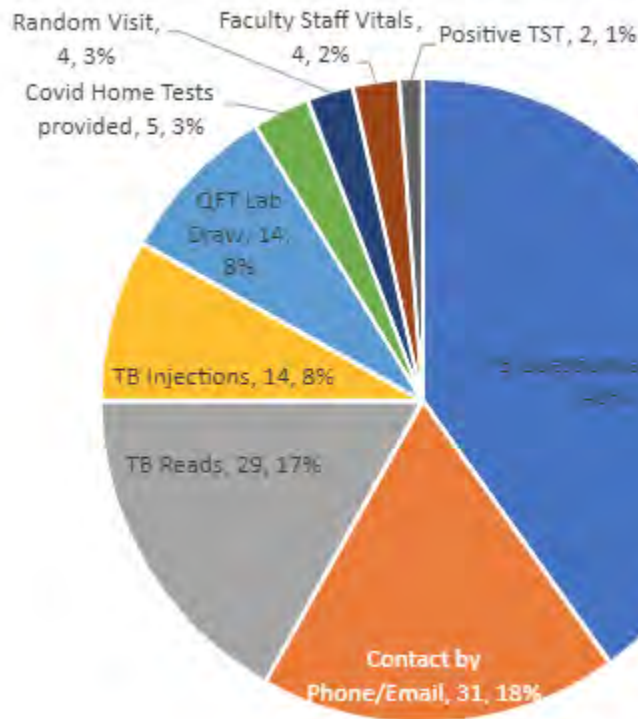
### Selected Activities, Programs, and Updates

- 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 has been developed and reviewed for consideration.
  - The workflow for COVID-19 protocols for students and employees is 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 getting 28 units of blood. 32 units were collected from 30 donors which included 9 first-time donors.
- Dr. De Tar Newbert, Medical Director, has been coordinating with KCKCC Police Department Officer Ken Swearingen on the supply and availability of Narcan on campus. The previous doses will expire soon. We have ordered supplies from Douglas County Citizen's Committee on Alcoholism, Inc. The College Nurse will attend a virtual training session on January 12.

### Upcoming Activities and Programs

- A Blood Drive will be held in Lower Jewell, January 30 from 10:00 a.m-12:00 p.m.

## Student Health Center December 2023 Services



## Student Basic Needs

**Submitted by Fyn Morrigan, Student Basic Needs Coordinator**

### Selected Activities, Programs, and Updates

- Staff worked with other departments on the Winter Wonderland event on December 13, providing groceries to the families, including a limited number of turkeys and chickens for holiday meals.
- For the month of December, 316 individuals were served in the Student Basic Needs Center which included 83 households, 182 adults, and 134 children.

## Admissions and Recruitment

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

### Selected Activities, Programs, and Updates

- The Spring new student recruitment season is well underway. For the month of December:
  - 12 individual student campus tours were conducted,
  - 5 group tours were conducted, and
  - presentations at 6 community and high school events.



## Upcoming Activities and Programs

- January 5: The Office of Admissions and Recruitment will participate in Shawnee Mission North High School's Counselor Cosmetology Fair.
- January 9: The Office of Admissions and Recruitment will visit Wyandotte High School.
- January 24: The Office of Admissions and Recruitment will host Our Spot KC on the Main Campus.

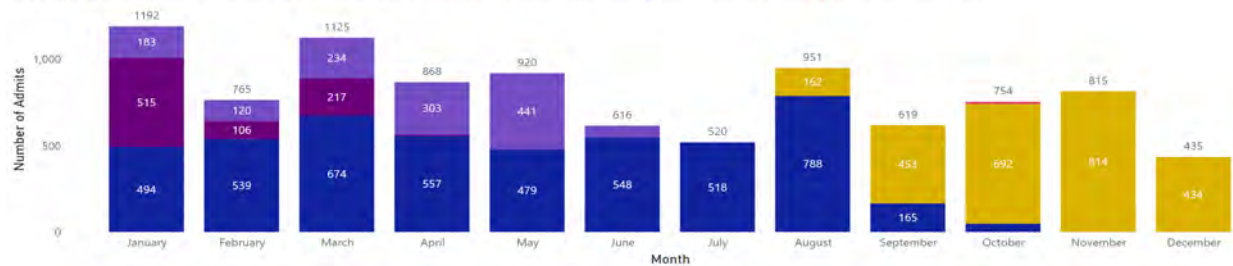
2022 Admitted Students

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)

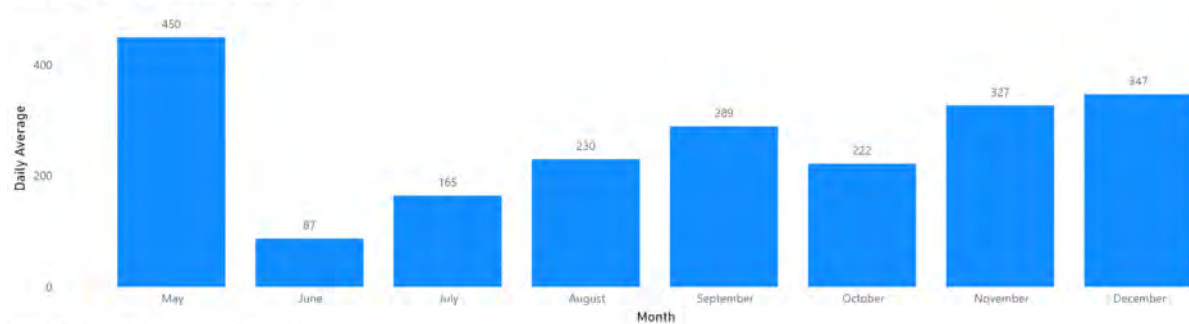


2023 Admitted Students

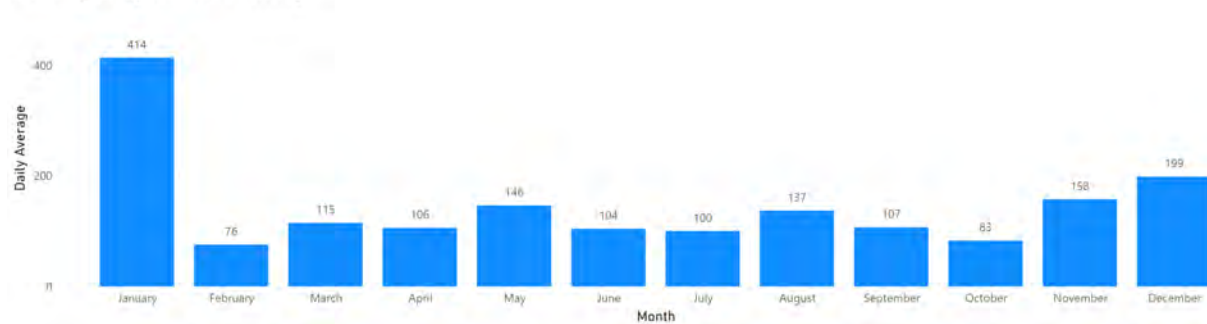
Entry Term ● Fall 2023 (August - December) ● Spring 2023 (January - May) ● Spring 2024 (January - May) ● Summer 2023 (June - July) ● Summer 2024 (June - July)



2022 Daily Average Admissions Backlog



2023 Daily Average Admissions Backlog



## Athletics

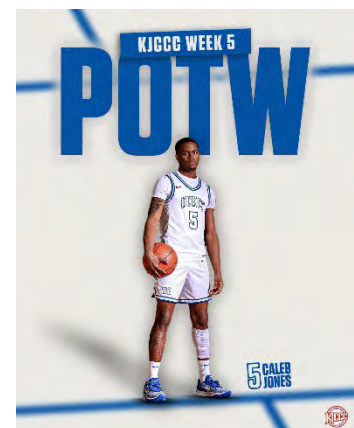
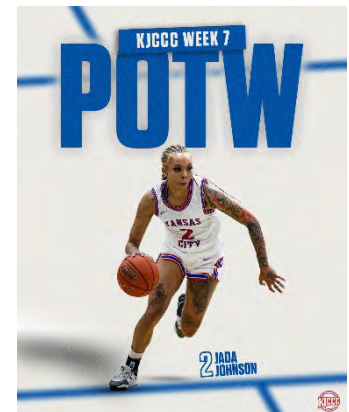
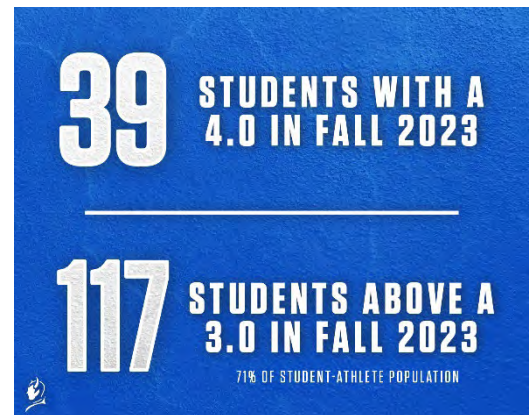
Submitted by **Greg McVey, Director of Athletics**

### Selected Activities, Programs, and Updates

- Collectively, the student-athletes had a productive semester in the classroom. The combination of our coaches, advisors, academic support, and our faculty produced an overall 3.20 student-athlete grade point average (GPA) across all sports. Five teams achieved an overall team GPA above a 3.0 including Softball (3.64), Women's Basketball (3.52), Baseball (3.37), Women's Soccer (3.22), and Volleyball (3.02). The female teams were able to combine for a 3.34 overall GPA, while their male counterparts recorded a solid 3.09 GPA. 39 student-athletes achieved a perfect 4.0 GPA, and 117 student-athletes (71% of the population) achieved at least a 3.0 GPA during the fall semester.
- Women's Basketball finished the month of December with a 10-5 overall record recording five straight wins to close out the fall semester. Sophomore **Jada Johnson (Kansas City, MO)** continues to lead the team with a 21.0 points per game average and was named the KJCCC Player of the Week on December 20<sup>th</sup>. Sophomore **Kaylyn Rogers (Jackson, TN)** and freshman **Alexis Dukes (McPherson, KS)** are averaging 5.9 rebounds per game. Sophomore **Victoria Jones (Kansas City, MO)** continues to be a spark plug for the offense and is averaging 4.6 assists per game. The team embarks on a tough KJCCC schedule beginning January 13 as they travel to Neosho County Community College.
- Men's Basketball ended the month of December with a 9-7 overall mark. Sophomore **Caleb Jones (Saint Louis, MO)** was named KJCCC Player of the Week on December 5 scoring 51 points and recording 23 rebounds during the week. Sophomore **Reggie Morris (Kansas City, MO)** leads the team with 12.5 points per game and **Caleb Jones** continues to lead the team with 6.8 rebounds per game. Freshman **Cortez Howlett (Kansas City, MO)** leads the team as he dishes out 3.8 assists per game. Like the women's team, they will begin KJCCC play on January 13 as they travel to Neosho County Community College.

### Upcoming Activities and Programs

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





## Counseling & Advocacy

Submitted by Linda Warner, LCPC, Director

### Selected Activities, Programs, and Updates

- Counselors distributed **Finals Survival Kits** to 400 students on December 4-5. Kits included snack foods to improve focus for students who are hungry and anxious.
- Counselors partnered with Phi Theta Kappa and Student Activities to organize, purchase, and distribute gifts for **Campus Wonderland**.
- Counselor caseloads – The counselors had an average caseload of 9 students, with 5 new student intakes, for 31 counseling appointments attended in December.

## Enrollment Management Information Systems

Submitted by Sam Landau, Enrollment Management Information Systems Coordinator

### Selected Activities, Programs, and Updates

- Application Simplification Task Force - This team will meet bi-weekly moving forward to discuss pathways toward further 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.
  - Current Progress: A simplified application has been implemented as of December 2023! Phase 2 will begin in the coming weeks to keep the project moving forward.

## Military and Veteran Center

Submitted by Wade Abel, Director

- During the holiday break, the Military and Veterans Center received two donations to assist KCKCC military affiliated students. The first donation was \$5,000 from the Spencer C. Duncan Make It Count Foundation. This donation is designed to help veteran students needing assistance with the cost of tool kits, scrubs, or other expenses not covered by Veteran Affairs educational benefits. The second donation was \$500 from the Andre Terrell Booker Foundation. This donation is available to all military affiliated students identified as having a need.
- The Kansas Veterans Affairs Veterans Service Representative (VSR) will begin working in the Military and Veterans Center on January 8. The VSR will be available to assist veterans and military affiliated students and general community members.

### Upcoming Activities and Programs

- January 3-6: Three members of the Student Veterans Organization (SVO) and their advisor will attend the Student Veterans of America National Convention in Nashville, TN. The

conference will allow our SVO leaders to network with other colleges, gather resource ideas, and learn techniques to grow the KCKCC SVO Chapter.

- January 17: The Military and Veterans Center will host an open house.

## Registration and Records

**Submitted by Theresa Holliday, Registrar**

### Selected Activities, Programs, and Updates

- For the months of August through December of 2023, the Office of the Registrar has processed 2,473 fewer transactions compared to the same time for 2022 which suggest more accurate and fewer transactions that required manual intervention by Registrar staff.

<b>August through December Service Transactions</b>	<b>2022</b>	<b>2023</b>	<b>Difference</b>	<b>% Change</b>
Enrollment verifications	367	340	-27	-7.4%
Grade Changes	275	145	-130	-47.3%
Graduation Applications	261	234	-27	-10.3%
Incoming Transcripts	1865	1267	-598	-32.1%
Instructor Withdrawals	444	372	-72	-16.2%
Major or Catalog Changes	976	789	-187	-19.2%
Outgoing transcripts	2802	2591	-211	-7.5%
Program Substitutions, Deviations or Waivers	29	83	54	186.2%
Student Contact Information updates	604	448	-156	-25.8%
Student Degrees/Certificates Conferred	216	101	-115	-53.2%
Student Reinstatements	77	35	-42	-54.5%
Student Schedule changes	1380	93	-1287	-93.3%
Student withdrawals	547	563	16	2.9%
Transfer Credit Evaluations	232	541	309	133.2%
<b>Grand Total</b>	<b>10075</b>	<b>7602</b>	<b>-2473</b>	<b>-24.5%</b>

## Student Activities

**Submitted by Dr. Shawn Derritt, Dean of Student Services**

- Student Activities hosted Breakfast with Santa on December 9 at the Main Campus.
- Student Activities hosted Winter Wonderland on December 20. Students who signed up received food for a holiday meal and toys for registered kids.

## Student Financial Aid

**Submitted by Tammy Reece, Director**

### Selected Activities, Programs and Updates

- The 2024-2025 Free Application for Federal Student Aid (FAFSA) soft launch occurred on December 31, 2023. The site is available intermittently as improvement updates, training webinars and performance improvements continue to be made by the Department of Education.

(SAEM) Board of Trustees January 2024 Report

- The KCKCC Student Financial Aid Office will be making a concentrated effort to help community partners and students complete the 2024-2025 FAFSA form over the next several months including scheduled events at local area high schools.

#### Financial Aid Applications Received as of January 2

Academic Year	Total Number of Records	Records Received in December
<b>2023-2024</b>	7871	277
<b>2022-2023</b>	7490	202
<b>2021-2022</b>	7844	255

#### Financial Aid Disbursed to Student Accounts as of January 2

Academic Year	FALL	SPRING	SUMMER	TOTAL
2023-2024	\$5,160,773			\$5,160,773
2022-2023	\$4,974,616	\$4,265,845	\$618,154	\$9,888,615
2021-2022	\$4,969,853	\$4,378,323	\$710,513	\$10,058,689

\*\*Does not include third party payments, KCKCC Foundation Scholarships or Covid Relief Funds.

#### Fall 2023 Satisfactory Progress Calculated

Academic progress was reviewed for student who received federal financial aid for the Fall 2023 semester resulting in the following:

Semester	<b>Warning - Low GPA or Completion Percentage</b>	<b>Exclusion - Low GPA or Completion Percentage</b>	Max Time Frame Reached	NOAID
Fall 2023	284	47	38	30
Fall 2022	242	56	46	38
Fall 2021	287	81	44	35

## Student Housing

**Submitted by Nicole Wilburn, Director**

#### Selected Activities, Programs, and Updates

- Student Housing Resident Assistants (RAs) hosted a Flapjacks for Finals event the night before finals began, where the RAs cooked and served pancakes for the residents of Centennial Hall. Students appreciated the break from studying and snacks!
- Student Housing remained open during Winter Break and students had to request to stay during this time for safety and staffing purposes. There were 134 students that remained in Centennial Hall for at least a portion of Winter Break (December 11 – January 11.)
- Centennial Hall will re-open for the Spring semester on Friday, January 12 prior to classes beginning on Tuesday, January 16. We are expecting to have close to 100% occupancy again for the Spring

(SAEM) Board of Trustees January 2024 Report

2024 semester. As of January 3, there are 241 residents expected to return from the Fall semester and 13 new residents (254 total out of 258 spaces.) Additional contracts are expected prior to the beginning of the Spring 2024 semester.

## Student Success and Retention

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

### Selected Activities, Programs, and Updates

- Brett Lagerblade, Assistant Director of Student Success, and Retention, participated in the Completing College America Conference in Las Vegas, NV.
- For the month of December:
  - The Student Success Center continued to see the trend that has been experienced in 2023 with more in-person advising appointments. There were 392 in-person advising appointments which is more appointments than 2021 and aligned closely with the 2022 number of appointments.
  - The number of students scheduling virtual advising appointments in December was 119. Given the short month, and only 10 business days available for appointments, this number indicates a continued growth in virtual appointments.

In-Person Advising Interactions

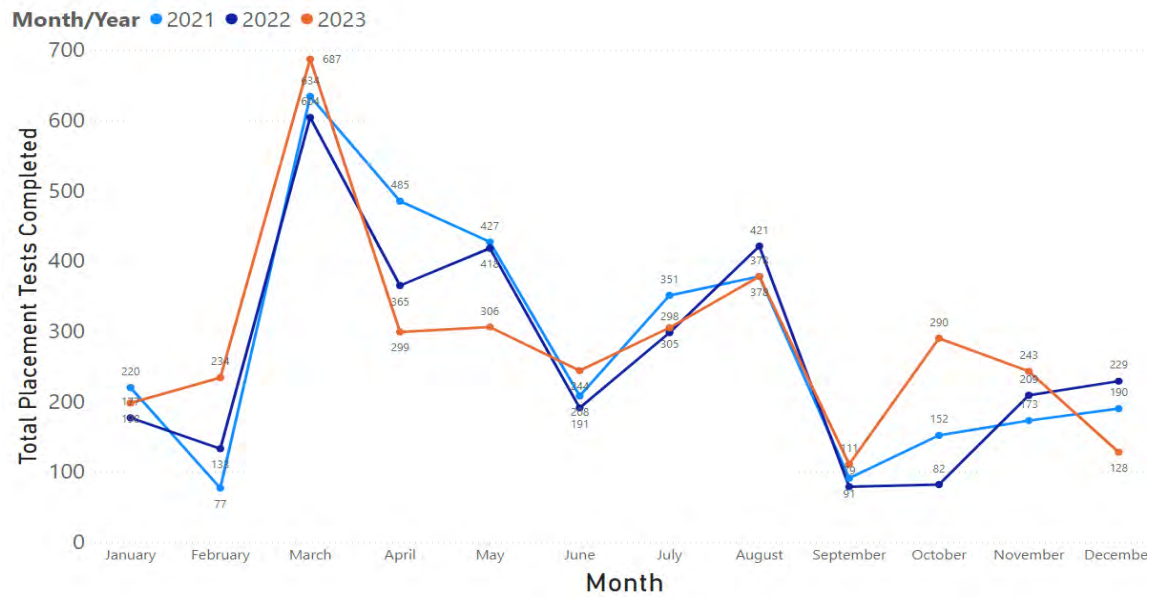
Year ● 2021 ● 2022 ● 2023



Virtual Appointments By Month



Total Placement Tests Completed by Month and Year



### Upcoming Activities and Programs

- The Student Success Center will offer a workshop on Guided Pathways advising during the Student Success Workshop on January 8<sup>th</sup>.
- The Student Success Center will participate in the High School Partnership's "Counselor Breakfast" on January 10<sup>th</sup>.

## Student Supports for Program Success

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

### Selected Activities, Programs, and Updates

- Planning activities for the Student Success Workshop that will occur on Monday, January 8 has been underway with the Center for Teaching Excellence.

## Upward Bound Academy

**Submitted by Veronica Knight, Director**

### Selected Activities, Programs, and Updates

- The end-of-semester celebration was held on December 9 during the monthly Saturday session. Students were acknowledged for a job “well done,” with highlights of their participation and grades throughout the semester. Students spent the afternoon at Rush Funplex bonding with their fellow scholars.
- Staff completed the Annual Progress Report (APR) for the first year of the Upward Bound Grant.

# EDUCATIONAL INNOVATION GLOBAL PROGRAMMING

Submitted by: Dr. Fabiola Riobé

## BOT REPORT – JANUARY 2024

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*The mission of the Office of Educational Innovation and Global Programming 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.*

# EXECUTIVE SUMMARY

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As the Vice President of Educational Innovation and Global Programming overseeing various departments, I am pleased to present updates on recent activities and achievements within the following areas of responsibility: Adult & Continuing Education, High School Partnerships, International Services and Global Programming, Online Education Services, and Workforce Innovation.

The Educational Innovation and Global Programming Team has accomplished significant milestones, notably in Adult and Continuing Education, where increased enrollment and partnership opportunities are ongoing. The consideration of additional sections for the fall semester underscores our commitment to addressing the diverse needs of the adult learner community.

Positive developments in High School Partnerships emphasize collaborative frameworks to boost enrollment and enhance student engagement. In Online Education Services, a seamless transition to a new Learning Management System was successfully navigated, ensuring alignment with evolving technological needs.

International and Global Programming efforts have expanded options for students and increased global connectivity, contributing to a 4% uptick in F1 student enrollment from Fall 2023 to Spring 2024. Initiatives to facilitate student transfers and streamline processes underscore our commitment to educational excellence.

In recent workforce innovation updates, the college celebrated the graduation of seven Industrial Maintenance Technician students, fostering partnerships with notable companies and highlighting individual successes, such as substantial pay increases for students. Strategic evaluations and outreach initiatives further demonstrate our dedication to workforce development, exemplified by third-party evaluations for Mechanic A apprenticeship positions and proactive engagement with high school students and manufacturing companies for future training cohorts.

Overall, the Educational Innovation and Global Programming Team continues to drive innovation, collaboration, and global engagement, striving to enhance educational experiences. We extend our gratitude for your ongoing support and partnership as we lead innovating horizons and chart global pathways at Kansas City Kansas Community College.

With Appreciation,

Dr. Fabiola Riobé

Vice President of Educational Innovation and Global Programming



# ADULT AND CONTINUING EDUCATION

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*Dr. Richard Wallace, Director*

## Adult Education:

- ◆ Commencement of ESL and GED classes on 1/8/24.
- ◆ Enrollment figures: 172 students (GED) and 265 students (ESL).
- ◆ Waitlist for ESL includes 24 students.
- ◆ Exploration of an additional section for the fall semester under consideration.
- ◆ KBOR site visit scheduled for March 7, 2024, involving review of Documents, Financial Audits, and Electronic Communications.
- ◆ Active partnerships with business and industry include Central Solutions, Plastics Packaging, UKHS, and Amazon.

## Continuing Education:

- ◆ Decision to purchase two new Driver's Education vehicles at an initial estimated cost of \$40,065.
- ◆ Retirement of the current fleet, with vehicles added to the college fleet.
- ◆ Posting of the Assistant Director of Continuing Education position.
- ◆ Formation of a "Search Committee" to review applicants for the Assistant Director role.
- ◆ Exploration of a Swift iOS Coding program in the early stages.
- ◆ Submission of a cost-benefit analysis for the Swift iOS Coding program.
- ◆ Collaboration with the IT department to determine associated costs for Community Ed. Programming course.

# HIGH SCHOOL PARTNERSHIPS

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*Mr. Julius Brownlee, Assistant Director*

- ◆ Combined High School Partnership GPA for the fall semester: 3.12.
- ◆ Attendance at the Complete College America Convening in Las Vegas.
- ◆ Valuable insights gained from peers, sharing new strategies and best practices.
- ◆ Emphasis on collaboration for increased enrollment, student belonging, accelerated attainment, and pathways to sustainable compensation.

- ◆ Recognition of the need for an intentional advising system with a focus on requirements and sequencing.
- ◆ Strategic goals include optimizing the course catalog and expanding offerings to partners.

# INTERNATIONAL SERVICES AND GLOBAL PROGRAMMING

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*Dr. Candice Scott, Assistant Director*

Current Enrollment: F1 VISA students

Active Students as of 1/4/2024	52
Waiting for VISA interview results to join SP-24	9
Readmit	1
Incoming Transfer Pending for SP-2024	3
New Admits	4

Transferred out to 4-yr institutions during December	2
--	---

- ◆ A 4% increase in F1 student enrollment observed from Fall 2023 to Spring 2024 as of January 4, 2024.
- ◆ Anticipated further growth in Spring 2024 enrollment before January 16th.
- ◆ Ongoing efforts to assist students interested in transferring by the start of the semester.

Student Support Initiatives:

- ◆ Spirit and Truth Worship Center generously provided "welcome back" bags for F1 international female students.

International and Global Programming:

- ◆ Approval of the Duolingo English proficiency exam as an additional option for students.
- ◆ Dr. Scott has been accepted into The NASFA Academy. (The NAFSA Academy for International Education is an intensive yearlong training program with extensive networking opportunities.

- ◆ Dr. Scott has been appointed to the KCKCC Professional Development Committee.

## ONLINE EDUCATION SERVICES

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*Ms. Susan Stuart, Director*

- ◆ Blackboard's "end of life" date for the current version set for August 2024 prompted the evaluation.
- ◆ Susan Stuart led the collaboration with college stakeholders to assess the choice between adopting a new Learning Management System (LMS) or sticking with the updated version of Blackboard.
- ◆ Multiple demonstrations by LMS vendors conducted.
- ◆ Committee prioritized issues:
  - Clear interface for students, ensuring ease of learning and functionality.
  - Continuation of improvements made in Assessment.
  - Seamless integration with existing systems.
  - Capacity to host Adult & Continuing Education, and Workforce Development Courses.
- ◆ Decision made to stay with Blackboard and transition to its newest version, Ultra, by Fall 2024.
- ◆ Initiation of meetings with Blackboard migration staff scheduled for January and ongoing throughout the transition process.

## WORKFORCE INNOVATION

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*Mr. Richard Piper, Director*

- ◆ On December 7, the college celebrated the graduation of seven Industrial Maintenance Technician students, representing companies such as Rehrig Pacific, Cereal Ingredients Incorporated – Leavenworth County, Williams Foods, Amsted Rail – Wyandotte County, Kraft Tools – Wyandotte County, Pizza Blends, and General Motors – Wyandotte County.
- ◆ During this event, Executive Vice President, Dr. Balog had a conversation that unveiled one of the college's students is set to receive a three-dollar per hour raise, totaling a \$6,000 raise excluding overtime. *Event pictures are available for review.*
- ◆ During the week of December 11–15, the college conducted third-party evaluations for the Kansas City Board of Public Utilities to qualify candidates for Mechanic A apprenticeship

positions. The four-day evaluation included welding assessments (Torch Cut I and 2, Uphill Butt, and Uphill T) and mechanical evaluations (Piping, Flange, and Alignment), with three candidates in consideration.

- ◆ A total of 19 high school students who attended Advanced Manufacturing Day were emailed. These students expressed interest in becoming an AET, and the communication aimed to invite them to the upcoming AET/FAME open house on February 8.
- ◆ Outreach efforts involved reaching out to 24 manufacturing companies to disseminate information about the upcoming eighth Industrial Maintenance Technician cohort. In collaboration with the Kansas Department of Commerce, the college has successfully trained 53 students through the first seven cohorts of the IMT program.

## **Marketing Division**

**Kris Green, Chief Marketing & Institutional Image Officer**

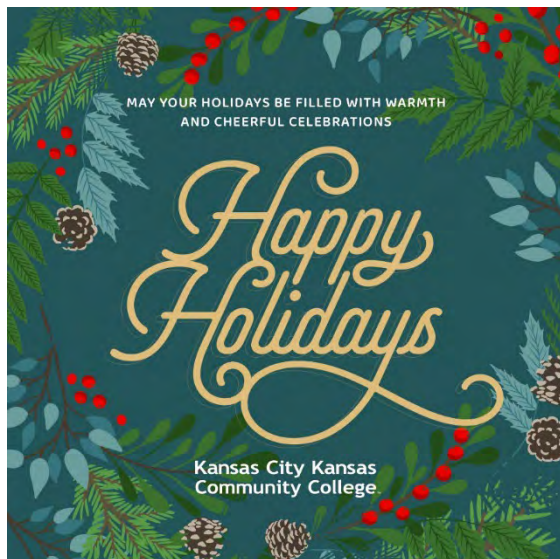
### **Report Summary**

Kris Green led the quarterly Marketing Advisory Committee meeting the last week of November. Committee members reviewed the marketing plan, marketing tools for programs requiring supportive action and the centennial celebration.

The Marketing Division assisted with the President's Holiday Party by creating the invitation and helping with tear down. Kris served meals during the lunch.

Kris served on the committee to launch the pre-admission experience with Archer Education. She provided documentation on marketing practices for Archer.

Rollie Skinner and Matthew Fowler worked with the President's Office to create a printed and electronic holiday card.



Marketing assisted the Executive Vice President in creating the first strategic plan update for the 2024-2027 Strategic Plan.

Marketing has supported the spring enrollment drive through digital advertising, radio advertising, postcards, personalized email communication, and local advertising.

Marketing increased the budget for enrollment advertising compared to the previous year.

## Graphic Design

Rollie Skinner, Graphic Designer, composed the president's printed holiday card and completed designs for several areas of the college. He continued work on the Centennial magazine.

- Campus Police recruitment flyer



The flyer features a photograph of a white KCKCC Police SUV parked on a grassy area. The vehicle has "KCKCC POLICE" and "100" (centennial logo) on its side. In the top left corner, there is a "100" centennial logo and the text "Kansas City Kansas Community College." Below the photo, the text "KCKCC Police Department" is followed by "NOW RECRUITING" in large, bold, blue letters. Underneath this, a red line of text states: "»»» Starting Salary \$47,525 to \$71,275 depending on experience". The flyer is divided into two columns of text. The left column is titled "Benefits" and lists: Four 10-Hour shifts with 3 consecutive days off each week; Generous paid vacation and sick leave annual accruals (increases with time); Medical, dental, vision, & life insurance plans; Neatly trimmed facial hair and beards allowed; Free college tuition at KCKCC for employee and immediate family; Department provides ALL gear including outer body armor carrier, Annual boot and gear allowance; Kansas Public Employees Retirement System (KPCRS) retirement; and Department paid police academy training & paycheck while attending police academy. The right column is titled "Minimum Requirements" and lists: U.S. Citizen; 21 years of age; High School Diploma or GED; Valid Driver's License; and Pass criminal background check, drug, physical, and psychological tests. At the bottom right, there is a QR code and the text "See full position description and apply online".

**100** Kansas City Kansas Community College.

KCKCC POLICE

KCKCC Police Department  
**NOW RECRUITING**

»»» Starting Salary \$47,525 to \$71,275 depending on experience

**Benefits**

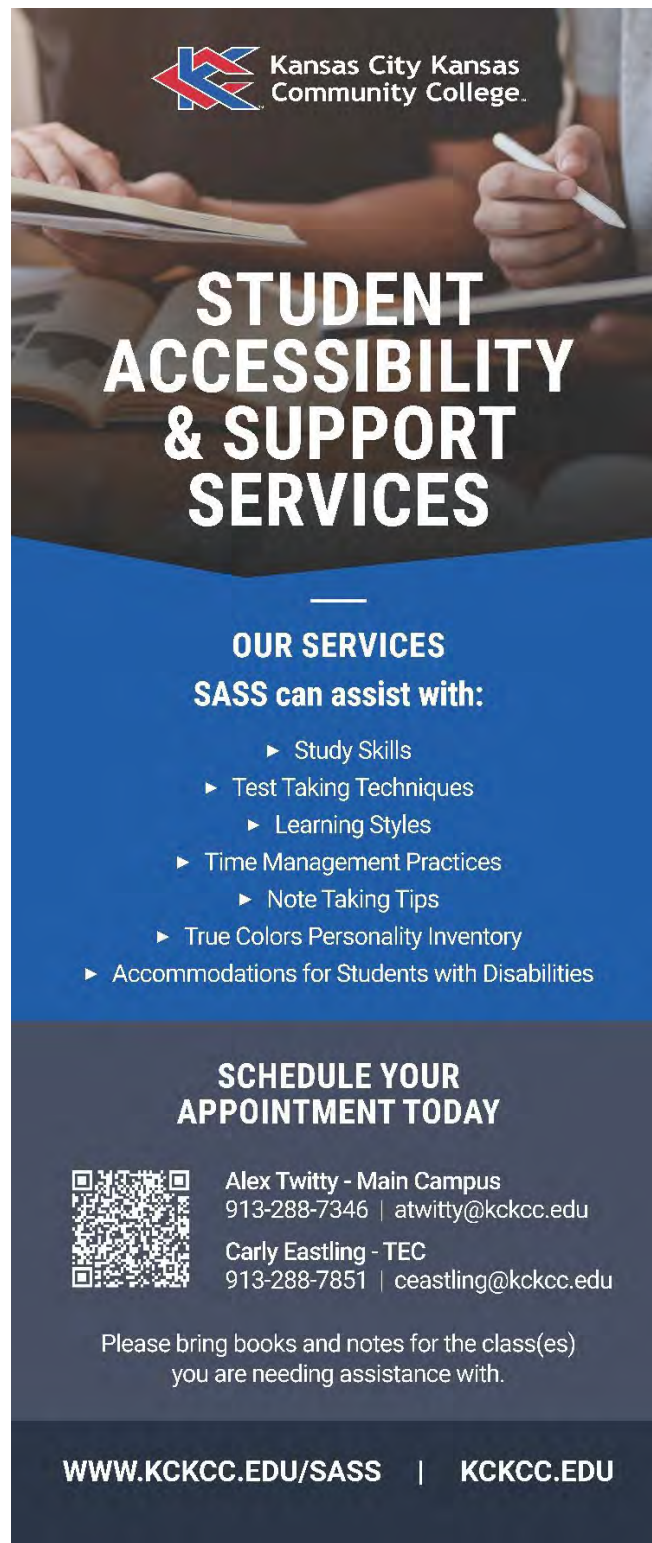
- Four 10-Hour shifts with 3 consecutive days off each week
- Generous paid vacation and sick leave annual accruals (increases with time)
- Medical, dental, vision, & life insurance plans
- Neatly trimmed facial hair and beards allowed
- Free college tuition at KCKCC for employee and immediate family
- Department provides ALL gear including outer body armor carrier
  - Annual boot and gear allowance
- Kansas Public Employees Retirement System (KPCRS) retirement
- Department paid police academy training & paycheck while attending police academy


**Minimum Requirements**

- U.S. Citizen
- 21 years of age
- High School Diploma or GED
- Valid Driver's License
- Pass criminal background check, drug, physical, and psychological tests

 See full position description and apply online

- Student Accessibility and Support Services banner



 **Kansas City Kansas  
Community College**

# STUDENT ACCESSIBILITY & SUPPORT SERVICES


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## OUR SERVICES

**SASS can assist with:**

- ▶ Study Skills
- ▶ Test Taking Techniques
  - ▶ Learning Styles
- ▶ Time Management Practices
  - ▶ Note Taking Tips
- ▶ True Colors Personality Inventory
- ▶ Accommodations for Students with Disabilities

## SCHEDULE YOUR APPOINTMENT TODAY



**Alex Twitty - Main Campus**  
913-288-7346 | [atwitty@kckcc.edu](mailto:atwitty@kckcc.edu)

**Carly Eastling - TEC**  
913-288-7851 | [ceastling@kckcc.edu](mailto:ceastling@kckcc.edu)

Please bring books and notes for the class(es)  
you are needing assistance with.

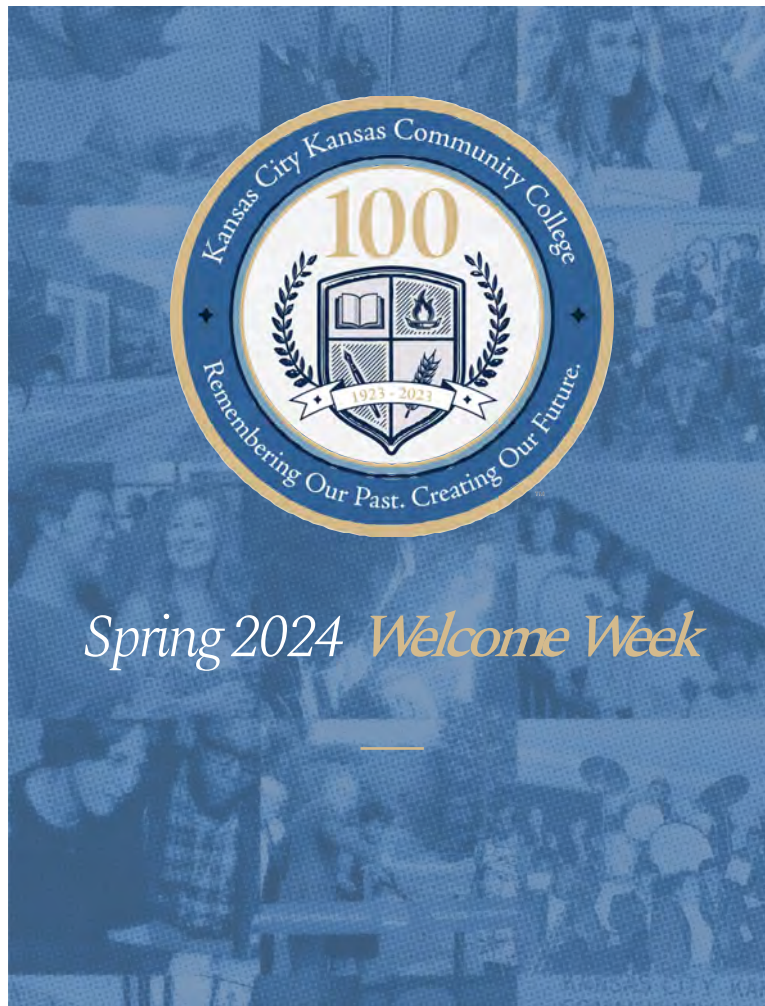
**WWW.KCKCC.EDU/SASS | KCKCC.EDU**



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- # CALLING ALL ARTISTS & WRITERS
- SCENIC ROUTE:  
KCKCC LITERARY &  
FINE ARTS MAGAZINE  
/ CONTEST
- SUBMIT ORIGINAL ARTWORK  
(ANY MEDIA), POETRY &  
CREATIVE WRITING TO  
MAGAZINE AND CONTEST  
BY MARCH 1, 2024
- SPECIAL 2024 ISSUE WILL FEATURE  
“IMMIGRANT STORIES.”
- Cash prizes in art, prose, and poetry  
categories awarded! 1st - \$100;  
2nd - \$75; 3rd - \$50
- SUBMISSION GUIDELINES>>>>>>>>>>>>  
<https://scenicroutelitmag.blogspot.com>
- 
- ART SUBMISSIONS INFO: [sddsdson@kckcc.edu](mailto:sddsdson@kckcc.edu)
- WRITING SUBMISSIONS INFO: [thaas@kckcc.edu](mailto:thaas@kckcc.edu)
- CONTACT TASHA HAAS FOR MORE INFO  
[THAAS@KCKCC.EDU](mailto:THAAS@KCKCC.EDU)
- 
- Kansas City Kansas  
Community College.



- Welcome Week booklet for Spring 2024

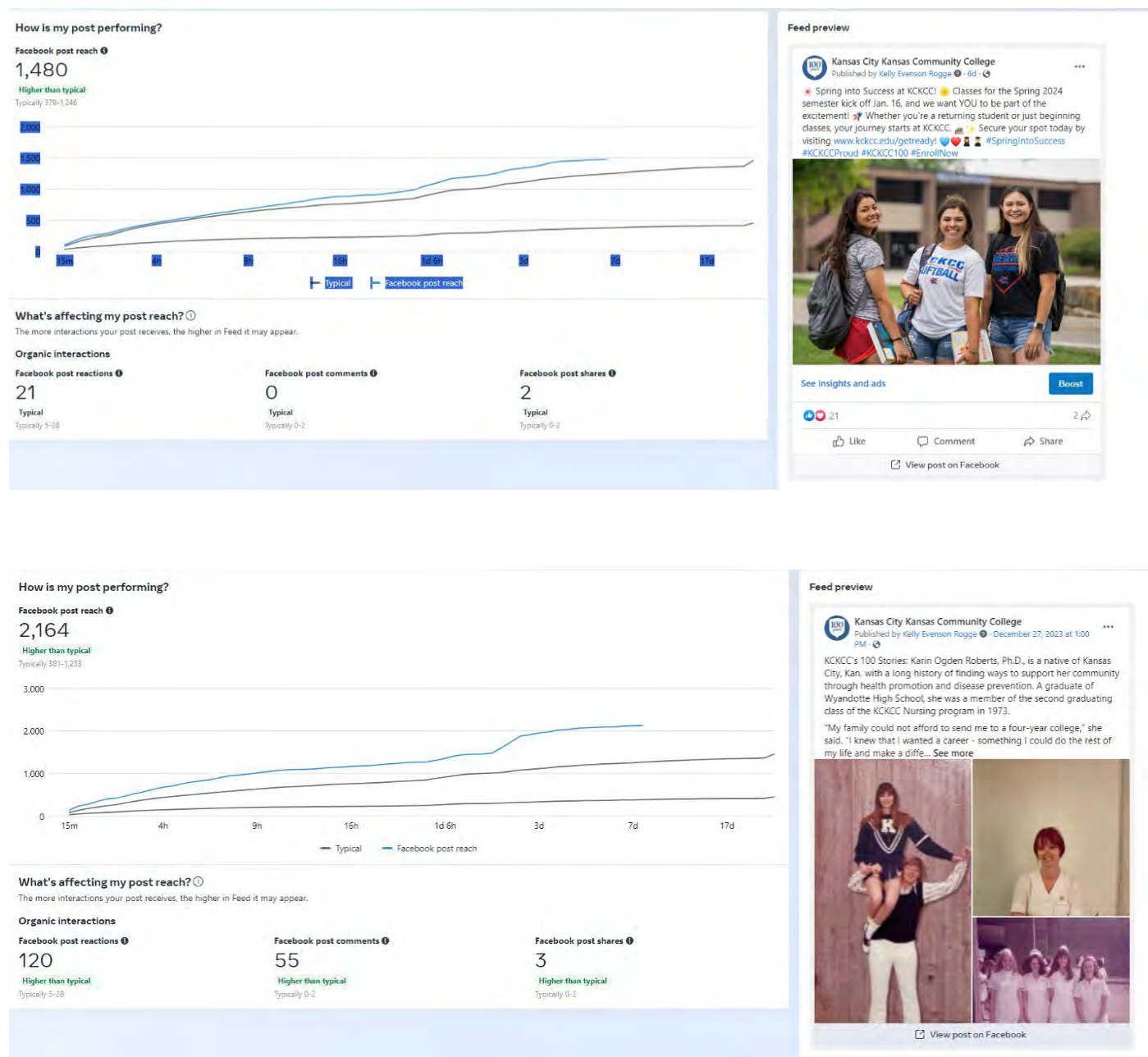


### **Print Shop**

Joy Cicero, Production Assistant, worked on the Print Shop Duplicating side, helping instructors finish the semester with handouts, booklets and finals. On the Printing side, Kim Lutgen, Print Shop Manager, was busy completing the President's Christmas cards and invitations to his yearly campus-wide Christmas Party. The Print Shop also completed other numerous projects, including the 99th Annual Candle Lighting Ceremony programs, Nursing Pinning Ceremony programs and program brochure updates.

## Social Media

Kelly Rogge, Public Information Manager, highlighted student engagement events, enrollment and the Nursing Pinning ceremony, which had particularly high engagement. Kelly continued to compose and highlight individual stories from the 100 Stories project.



### How is my post performing?

**Facebook post reach** 2,164  
Higher than typical  
Typically 381-1,253

Typical Facebook post reach

### What's affecting my post reach?

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

**Organic interactions**

**Facebook post reactions** 120  
Higher than typical  
Typically 5-28

**Facebook post comments** 55  
Higher than typical  
Typically 0-2

**Facebook post shares** 3  
Higher than typical  
Typically 0-2

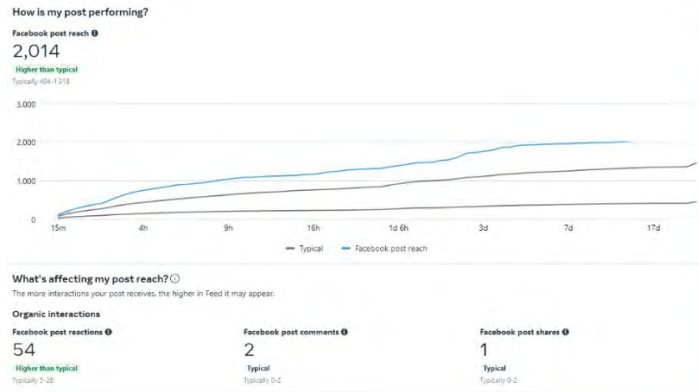
### Feed preview

Kansas City Kansas Community College  
Published by Kelly Evenson Rogge · December 27, 2023 at 1:00 PM ·

KCKCC's 100 Stories: Karin Ogden Roberts, Ph.D., is a native of Kansas City, Kan. with a long history of finding ways to support her community through health promotion and disease prevention. A graduate of Wyandotte High School, she was a member of the second graduating class of the KCKCC Nursing program in 1973.

"My family could not afford to send me to a four-year college," she said. "I knew that I wanted a career - something I could do the rest of my life and make a difference. See more

View post on Facebook



Feed preview

Kansas City Kansas Community College  
Published by Kelly Evenson Rogge · December 21, 2023 at 1:00 PM · 48

KCKCC's evening HVAC class wrapped up the fall 2023 semester with an awards celebration. Five students were recognized for having perfect attendance and received gas pressure test kits with their certificates. Congratulations Blue Devils! #KCKCCProud #KCKCC100

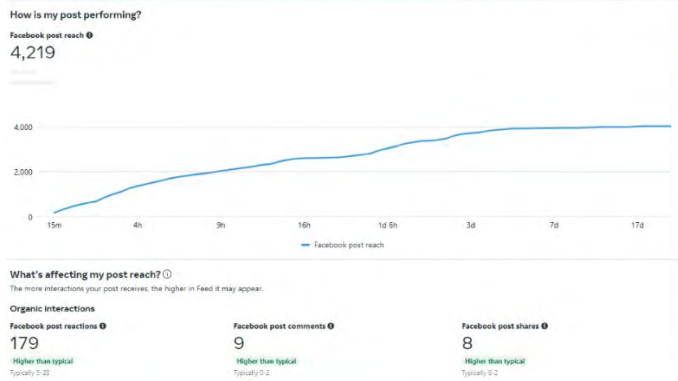
See insights and ads

32 2 1

Like Comment Share

View post on Facebook

← Congratulations to the December 2023 graduates of the Practical and Associate Degree Nursing programs, who participated in the Pinning Ceremony Wednesday night! #KCKCCProud #KCKCC100 Post · Published on Dec 14, 2023



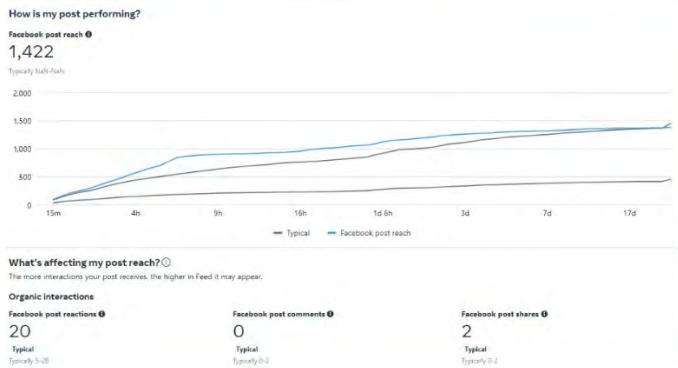
Feed preview

Kansas City Kansas Community College  
Published by Kelly Evenson Rogge · December 14, 2023 at 9:15 AM · 48

Congratulations to the December 2023 graduates of the Practical and Associate Degree Nursing programs, who participated in the Pinning Ceremony Wednesday night! #KCKCCProud #KCKCC100

+10

View post on Facebook



Feed preview

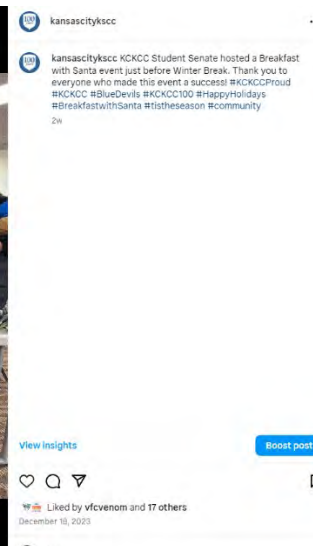
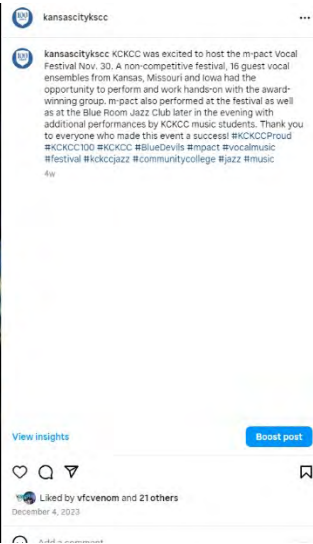
Kansas City Kansas Community College  
Published by Kelly Evenson Rogge · December 4, 2023 at 9:15 PM · 48

KCKCC was excited to host the m-pace Vocal Festival Nov. 30. A non-competitive festival, 16 guest vocal ensembles from Kansas, Missouri and Iowa had the opportunity to perform and work hands-on with the award-winning group. m-pace also performed at the festival as well as at the Blue Room Jazz Club later in the evening with additional performances by KCKCC music students. Thank you to everyone who made this event a success! #KCKCCProud #KCKCC100

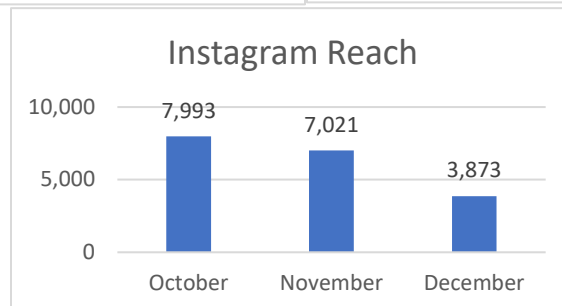
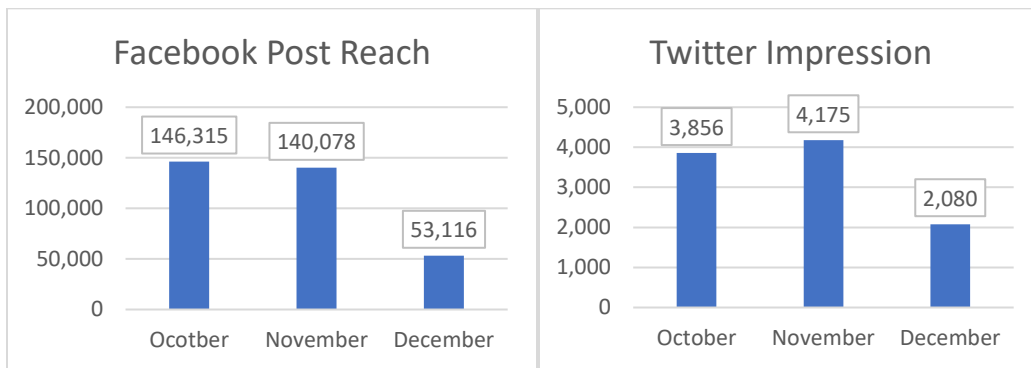
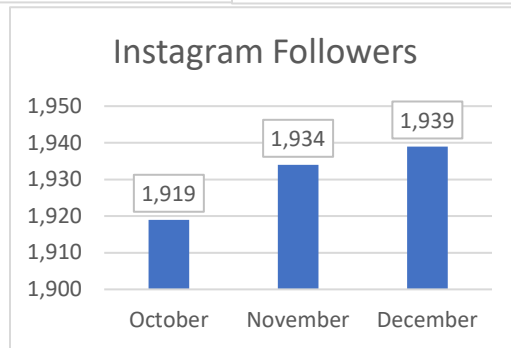
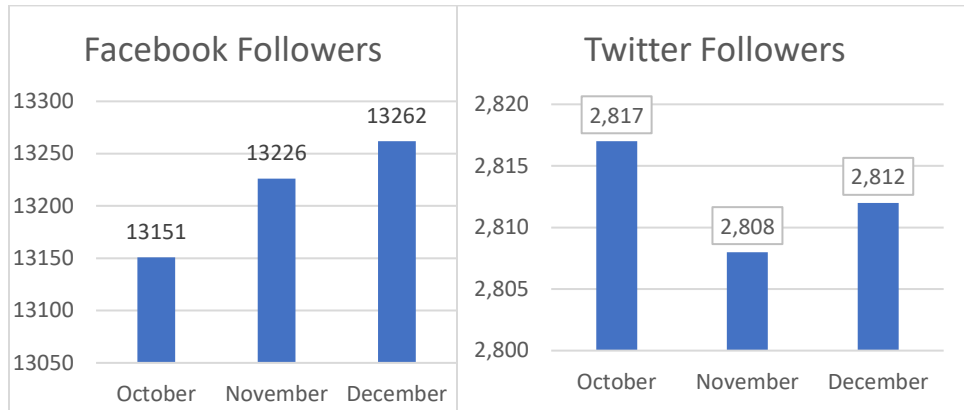
+5

View post on Facebook





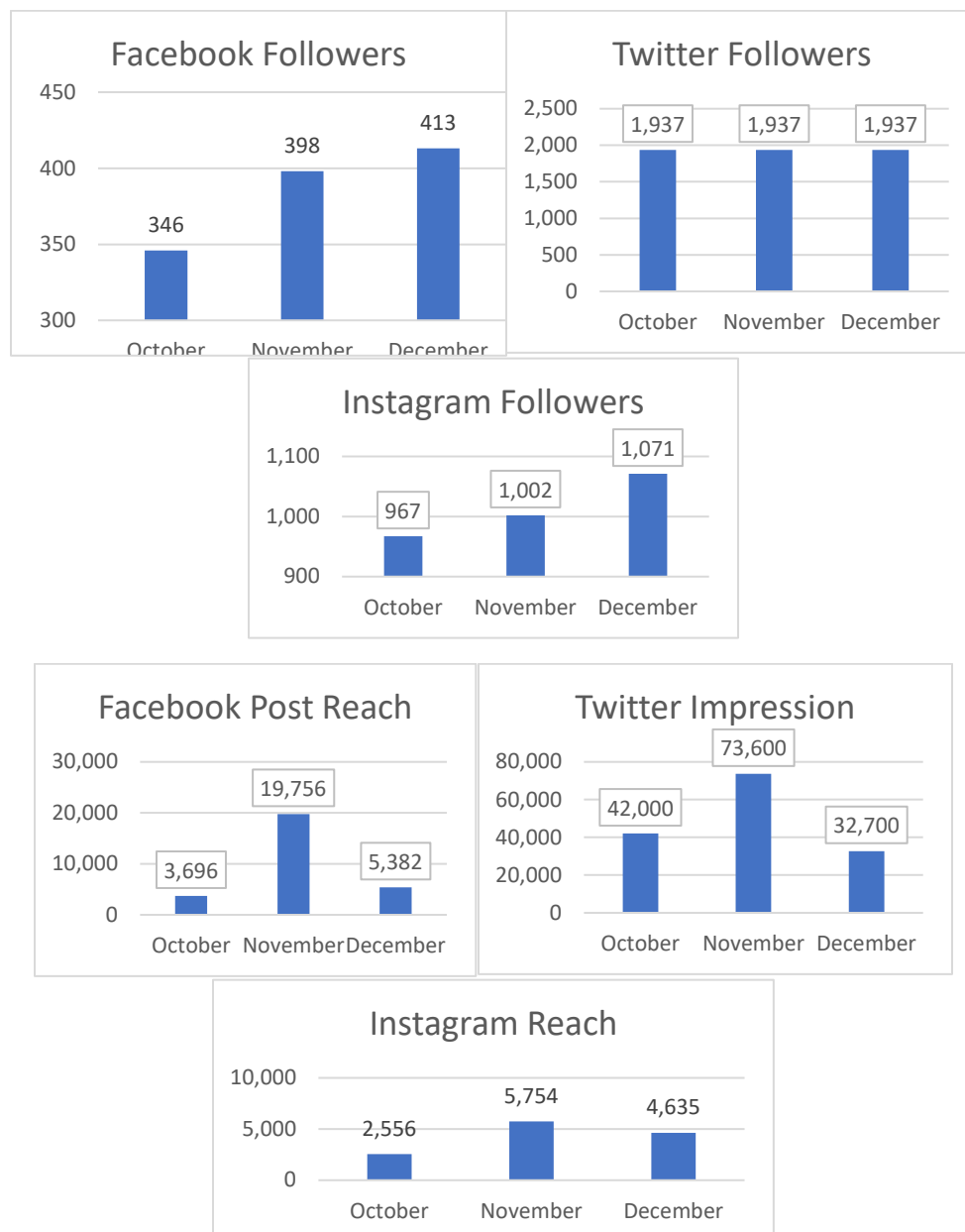
Twitter, Facebook and Instagram followers trended upward, even though the reach declined in December. The decline was expected, due to no posts being boosted over winter break.



## Athletic Marketing

Charlie Martin, Athletics and Student Activities Media Specialist, completed website updates and 100 Stories articles on Cheyenne North and Peggy Hopkins. Charlie also created a “Finish the Lyrics” video with athletes and employees that posted on social media for the holidays. Charlie continues to attend games and update website and social media accounts.

Athletics social media accounts held steady or trended upward, even though the reach declined in December.



## Website Administration

Matthew Fowler, Web Administrator, launched the new Jazz Summit event web section, created a Winter Break graphic and a digital Christmas card and photographed the President's Holiday Party. Matt continued to work on the website redesign.

- Digital Christmas card - <https://vimeo.com/900828939/832942c442>
- The new Jazz Summit event web section - <https://www.kckcc.edu/events/jazz-summit/>



- President's Holiday Party



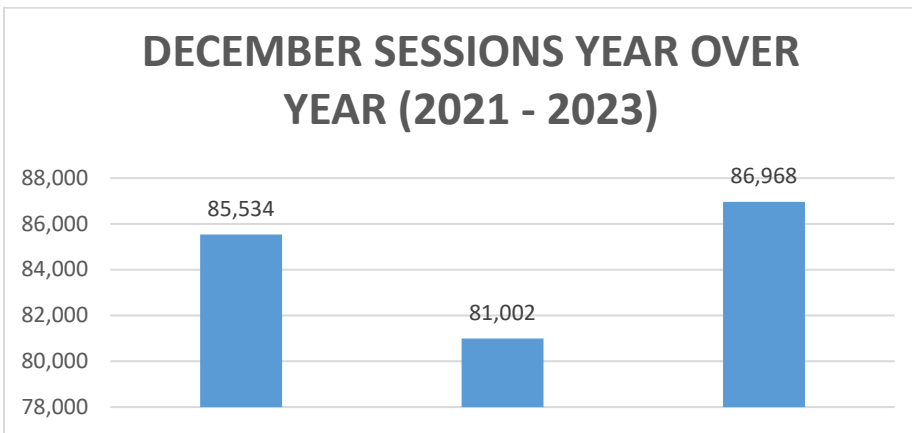
- Winter Break Graphic



### General Website Information

Omar Brenes, Web Architect, completed a website training. He also continued to focus on the new website development.

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





## Top Webpages for December 2023

As of July 2023, 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 Tuition and Fees
- 7 Academic Calendars
- 8 Transcripts
- 9 Academics
- 10 Admissions



**BOARD OF TRUSTEES REPORT**  
**FINANCE, FACILITY SERVICES, & POLICE DEPARTMENT**  
**DR. SHELLEY KNEUVEAN, CHIEF FINANCIAL OFFICER**  
**JANUARY 2024 REPORT**

**EXECUTIVE SUMMARY**

- **Business Office.** To better serve the students, the business office maintains extended office hours the week before, week of, and week after the start of classes each semester.
- **Jewell Elevator.** Issues continue with bringing the elevator back in service. Over the break the Fire Marshall performed an inspection and is requiring installation of a video/two-way communication system required under the new code. It was our understanding as well as the vendor that we would fall under the old code based on our contract date which did not require this system. However, because the work was done this past fall, the new code is being applied. A revision to the Board Recommendations for Payment is included for the Board's consideration. Equipment has a two-week lead time and installation will take approximately 1 week because it must be tied into the electrical system. It is our hope that the elevator will pass the next reinspection the first week of February. The Fire Marshall has waived the \$1,500 reinspection fee and the vendor has waived the remobilization fee of \$2,500.
- **Update on Gym Floor, Fieldhouse.** Additional testing has been performed to better understand options to level the gym floor in the fieldhouse. It is anticipated that a repair will occur this spring and the fieldhouse will be open to athletics in the fall. The remaining games and practices have been relocated to alternative sites. The fieldhouse can be used for non-athletic events in the meantime.
- **Police Administration Move.** The police department administrative offices have been relocated to the main campus on the same hallway as the dispatch office in the Science section of the main building. Previously the offices were on the main campus but during COVID, the offices were disbursed to spread employees out and the administrative functions were housed at the Dr. Thomas R. Burke Technical Education Center (TEC). This relocation back to the main campus consolidates the department back to the same location. A police presence remains at the TEC center in the front lobby.

Additionally, a storage room was converted and a new locker room was created for officers adjacent to the administrative offices. The lockers will be installed this spring which meets an important need for our department. Previously, officers had to store their equipment and personal items in an outside storage shed.

Most of the work for this project was done in house by the Facility Services maintenance team.

## **FINANCE – DR. SHELLEY KNEUVEAN, CFO**

**Business Office.** To better serve the students, the business office maintains extended office hours the week before, week of, and week after the start of classes each semester.

**Transition to Nelnet for Online Payments for Student Accounts.** The Finance Department will be transitioning all Business Office internal and student facing functions (cashiering, online payments, payment plans, and dynamic student billing) from various platforms to NelNet. This will provide improved options for interacting with students, including payment plans for past due balances, and other enhanced usability. NelNet is already currently used as our refund platform and will continue to do so.

We are also implementing two new functions with Nelnet that will allow us to take payments for various collegewide charges. For example, international application fees, theater ticket sales, student activities, club t-shirt sales, facility rentals, etc. This will help eliminate the use of Square type payment platforms and interact directly with the Colleague system for more accurate and efficient tracking of funds. The transition is expected to be completed this spring.

### **Auxiliary**

**Bookstore.** The Bookstore assisted 2,037 customers in December and sales were \$12,070.98. The Bookstore spent the month of December verifying instructor adoptions and ensuring that students have the materials needed for the Spring semester.

## **FACILITY SERVICES – SCOTT GEORGE, FACILITY SERVICES DIRECTOR**

**Jewell Elevator.** Issues continue with bringing the elevator back in service. Over the break the Fire Marshall performed an inspection and is requiring installation of a video/two-way communication system required under the new code. It was our understanding as well as the vendor that we would fall under the old code based on our contract date which did not require this system. However, because the work was done this past fall, the new code is being applied. A revision to the Board Recommendations for Payment is included for the Board's consideration. Equipment has a two-week lead time and installation will take approximately 1 week because it must be tied into the electrical system. It is our hope that the elevator will pass the next reinspection the first week of February. The Fire Marshall has waived the \$1,500 reinspection fee and the vendor has waived the remobilization fee of \$2,500.

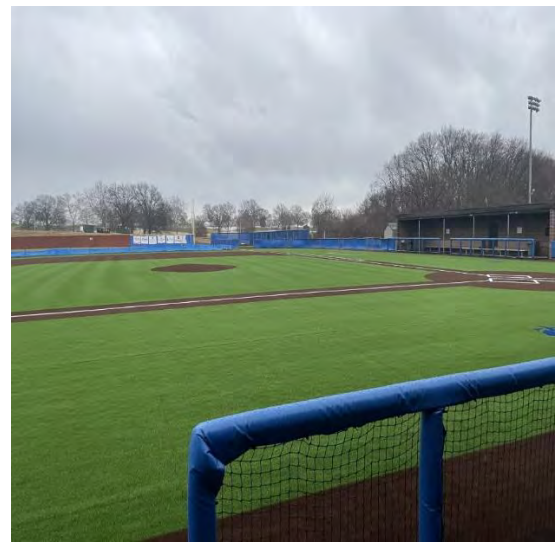


**Winter Storm Response.** The Grounds Department monitored inclement weather and treated roads and walkways as needed during Winter Break.

This week, Facilities worked to clear the roadways and sidewalks from the effects of a winter storm that hit the metro area on Monday night, and resulted in a college closure for Tuesday, January 9. To ensure surrounding roadways were cleared by other agencies, a late start was implemented for Wednesday.

Procedures are in place to have discussions about the weather forecast and make informed decisions about the college hours as well as snow operations. The team did an excellent job with a heavy wet snow.

**Turf at Baseball Field.** The Board of Trustees approved the replacement of the turf at the baseball field which had reached its useful life. The contractor, Hellas, is nearing completion on the project. The turf has been installed and there is some additional work to be done on the turf outfield. The project is an excellent improvement that will also enhance player safety.



**Storm Water Improvements.** New drains were installed north of the Performing Arts Center (PAC) to help move the stormwater from the north and from the field house away from the PAC. The pipes that were badly rusted were replaced with new plastic pipe. A new drain from the southwest corner of the Field House parking lot was installed and piped underground and tapped into existing drains near the PAC. These are ongoing improvements intended to eliminate flooding that has been an issue in the PAC and lower-level media services.



**Update on Gym Floor, Fieldhouse.** Additional testing has been performed to better understand options to level the gym floor in the fieldhouse. It is anticipated that a repair will occur this spring and the fieldhouse will be open to athletics in the fall. The remaining games and practices have been relocated to alternative sites. The fieldhouse can be used for non-athletic events in the meantime.

**Nurses Pinning Ceremony.** Nurses pinning ceremony was set up by Facility Services at the Field House with stages, ramps, stairs, skirting, electrical equipment for A/V equipment, carpet mats and chairs.



Flooring patches were temporarily installed to cover large sections of the wood floor that have been removed for sub flooring testing.

**Security Cameras.** Facility Services assisted Media Services with equipment to adjust the cameras monitoring progress at the Downtown location. This will help us monitor and share the demolition and construction progress throughout the project.

**Fire Inspections.** Annual fire inspections were completed for the Little Leaders of KCKCC building. Facility Services replaced exit lights and our vendor was called to complete hood fire suppression system inspections to rectify deficiencies noted by the Office of the State Fire Marshall. The building is now in full compliance.

**CEB Carpet.** Facility Services staff completed small office carpet and cove base removal and installation after HVAC flooding in Upper CEB. All furniture was moved out, fans and dehumidifiers were used to prevent any mold growth and remove moisture from the walls.

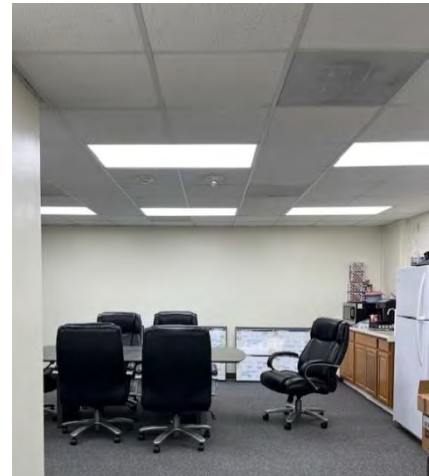
**Annual Door Inspections.** Overhead Door completed the annual inspections and preventative maintenance on 26 total openings at Main Campus and 66 total openings at all TEC buildings. Any issues found have been rectified.

#### **COLLEGE POLICE – ROBERT PUTZKE, CHIEF**



**Police Administration Move.** The police department administrative offices have been relocated to the main campus on the same hallway as the dispatch office in the Science section of the main building. Previously the offices were on the main campus but during COVID, the offices were disbursed to spread employees out and the administrative functions were housed at the Dr. Thomas R. Burke Technical Education Center (TEC). This relocation back to the main campus consolidates the department back to the same location. A police presence remains at the TEC center in the front lobby.

Additionally, a storage room was converted and a new locker room was created for officers adjacent to the administrative offices. The lockers will be installed this spring which meets an important need for our department. Previously, officers had to store their equipment and personal items in an outside storage shed.



Most of the work for this project was done in house by the Facility Services maintenance team.

**Police Staffing.** New police cadet officer Juan Rozasatti will graduate from the Kansas Law Enforcement Training Center in Hutchinson, KS on January 12, 2024.

New police cadet officer Brandon Huskey started the Kansas Law Enforcement Training Center in Hutchinson, KS on December 18 and will be there through April 5, 2024.

**Employee Training.** Police Department will conduct CRASE (Citizens Response to Active Shooter Events) training during Welcome Back week and January 30 at main campus room 2703 from 9am to 11am for students, faculty, and staff. Sgt. Bailie will conduct general safety training for international students January 10.

**Participation in the Annual Children's Mercy Police Parade.** The Police Department participates in the Children's Mercy Police Parade annually which was held on December 20, 2023. This is a metropolitan wide public safety event where police vehicles line up with lights on and drive by Children's Mercy like a parade for the children that patients at the hospital over the Christmas holiday. It was another successful and meaningful event.



**Kansas City Kansas Community College**  
**Monthly Financial Summary**

Dec-23				
Summary: Net Position	Nov-23	Dec-23	Monthly Change	Comments
Total Assets	\$ 153,746,667	\$ 149,893,053	\$ (3,853,614)	
Total Liabilities	\$ 42,760,424	\$ 42,143,377	\$ (617,047)	
Increase /(Decrease) in Net Position	\$ 110,986,243	\$ 107,749,676	\$ (3,236,567)	H1: Comparison of Monthly NP

Summary: Revenue and Expenses	Nov-23	Dec-23	Monthly Change	Comments
YTD Total Revenues	\$ 27,132,902	\$ 29,829,821	\$ 2,696,919	H2
YTD Operating Expenses	\$ 32,849,236	\$ 38,018,123	\$ 5,168,887	H3
Monthly Change in Net Revenue	\$ (5,716,334)	\$ (8,188,302)		
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 December, net position was \$107.7 million (assets and liabilities both decreased).
H2	Most of the revenue reported in December represents students tuition and fees for spring 2024 with an additional \$800,000 in auxiliary funds (primarily related to housing for the spring term).
H3	Expenditures were typical with the additional expenses related to roll over items from FY23 to FY24 in the amount of \$300,000.

Risks / Issues	
R1	As of November 2023, unemployment rates for Wyandotte County were 2.8% and for the State of Kansas were 2.1%, both of which are significant declines from prior 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 more difficult for the College to attract quality candidates for position openings, particularly in certain areas.



KANSAS CITY KANSAS COMMUNITY COLLEGE									
STATEMENT OF REVENUES AND EXPENSES									
YTD DECEMBER 2023									
				BUDGET FISCAL YEAR FY 2024	YTD ACTUAL 12/31/2023	FORECAST FISCAL YEAR 2024	YTD ACTUAL 12/31/2022	VARIANCE ACTUAL TO BUDGET	YTD COMPARED TO TO BUDGET
Operating Revenues:									
	Student Tuition and Fees		\$ 10,005,336	\$ 7,965,375	\$ 10,005,336	\$ 7,809,439	\$ (2,039,961)	79.61%	
	Tuition			5,723,971	\$ -				
	Student Fees			1,503,044	\$ -				
	Course Fees			738,360	\$ -				
	Federal Grants and Contracts		10,730,729	3,911,436	\$ 10,730,729	5,371,134	(6,819,293)	36.45%	
	Federal Financial Aid			3,504,261	\$ -				
	Federal Grants			407,175	\$ -				
	State Contracts		2,114,603	742,445	\$ 2,114,603	790,513	(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	2,513,978	\$ 3,227,118	2,321,995	(713,140)	77.90%	
	Bookstore			1,021,459	\$ -				
	Housing			1,492,519	\$ -				
	Other Operating Revenue		391,500	194,658	391,500	303,766	(196,842)	49.72%	
	Total Operating Revenues		26,799,286	15,517,392	26,799,286	16,729,109	(11,281,894)	57.90%	
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	641,826	686,312	265,565	(44,486)	93.52%	
	Interest Expense on Capital Asset Debt		(1,094,726)	(548,458)	(1,094,726)	(251,500)	546,268	50.10%	
	Transfer from Reserves		9,755,069	2,199,219	9,755,069	-	(7,555,850)	0.00%	
	Total Nonoperating Revenues		78,930,292	14,312,429	78,930,292	13,308,177	(64,617,863)	18.13%	
<b>Total Revenues</b>			<b>105,729,578</b>	<b>29,829,821</b>	<b>105,729,578</b>	<b>30,037,286</b>	<b>(75,899,757)</b>	<b>28.21%</b>	
Operating Expenses:									
	Salaries & Benefits		47,281,200	21,459,919	47,281,200	21,790,375	(25,821,281)	45.39%	
	Contractual Services		3,239,640	1,026,914	3,239,640	961,667	(2,212,726)	31.70%	
	Supplies & Other Operating Expenses		14,347,050	7,968,492	14,347,050	7,051,369	(6,378,558)	55.54%	
	Contribution to Reserves (7% of revenue)		6,718,216		6,718,216				
	Utilities		2,105,153	1,026,868	2,105,153	998,206	(1,078,285)	48.78%	
	Repairs & Maintenance to Plant		8,952,250	1,665,158	8,952,250	715,101	(7,287,092)	18.60%	
	Scholarships & Financial Aid		8,621,000	4,286,476	8,621,000	3,842,726	(4,334,524)	49.72%	
	Strategic Opportunities		1,250,000	- <sup>1</sup>	1,250,000	-	(1,250,000)	0.00%	
	Contingency		350,000	439,296	350,000	15,750	89,296	125.51%	
	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	- <sup>3</sup>	9,755,069	-			
<b>Total Operating Expenses</b>			<b>105,729,578</b>	<b>38,018,123</b>	<b>105,729,578</b>	<b>35,375,194</b>	<b>(51,238,170)</b>	<b>35.96%</b>	
<b>Increase/(Decrease) in Net Revenue</b>			<b>\$ -</b>	<b>\$ (8,188,302)</b>	<b>\$ -</b>	<b>\$ (5,337,908)</b>	<b>\$ (24,661,587)</b>		
<sup>1</sup> \$404,780 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 remodel, fieldhouse scoreboards, piano replacements, lower level carpeting, and basketball goals; funds for the strategic initiatives are transferred to the applicable department/account code for expenses.									
<sup>2</sup> Contingency includes a legal settlement in the amount of \$375,000 and other miscellaneous unanticipated expenses.									
<sup>3</sup> \$2,199,219 of the FY23 rollover funds spent to date; expenses captured in applicable category.									

**KANSAS CITY KANSAS COMMUNITY COLLEGE**  
**Information Regarding Net Position**  
**YTD DECEMBER 2023**

**Summary Statement of Revenue & Expenses**

	<b>FY2024 Actual</b>	<b>Annual Budget</b>	<b>FY2023 Actual</b>	<b>Annual Budget</b>	<b>FY2022 Actual</b>	<b>Annual Budget</b>	<b>FY2021 Actual</b>	<b>Annual Budget</b>
Operating Revenues	\$ 15,517,392	\$ 26,799,286	\$ 16,729,109	\$ 24,861,785	\$ 19,707,661	\$ 34,420,330	\$ 17,196,328	\$ 26,816,600
Non-Operating Revenues, Net	14,312,429	78,930,292	13,308,177	64,014,032	11,402,306	57,762,262	8,779,886	57,320,243
<b>Total Revenues</b>	<b>29,829,821</b>	<b>105,729,578</b>	<b>30,037,286</b>	<b>88,875,817</b>	<b>31,109,967</b>	<b>92,182,592</b>	<b>25,976,214</b>	<b>84,136,843</b>
Operating Expenses	38,018,123	105,729,578	35,375,194	82,287,164	35,756,718	85,687,565	33,507,616	79,144,659
<b>Increase/(Decrease) in Net Revenue</b>	<b>\$ (8,188,302)</b>	<b>\$ -</b>	<b>\$ (5,337,908)</b>	<b>\$ 6,588,653</b>	<b>\$ (4,646,751)</b>	<b>\$ 6,495,027</b>	<b>\$ (7,531,402)</b>	<b>\$ 4,992,184</b>

**Summary Statement of Net Position**

	<b>YTD FY2024</b>	<b>YTD FY2023</b>	<b>Year-End FY2023</b>
<b>Assets</b>			
Current Assets	\$ 71,360,293	\$ 49,192,244	\$ 83,625,023
Noncurrent Assets	78,532,760	76,497,416	78,532,757
<b>Total Assets</b>	<b>\$ 149,893,053</b>	<b>\$ 125,689,660</b>	<b>\$ 162,157,780</b>
<b>Liabilities</b>			
Current Liabilities	\$ 9,245,286	\$ 8,196,449	\$ 13,161,220
Noncurrent Liabilities	32,898,091	34,596,480	32,898,091
<b>Total Liabilities</b>	<b>42,143,377</b>	<b>42,792,929</b>	<b>46,059,311</b>
<b>Net Position</b>	<b>107,749,676</b>	<b>82,896,731</b>	<b>116,098,469</b>
<b>Total Liabilities and Net Position</b>	<b>\$ 149,893,053</b>	<b>\$ 125,689,660</b>	<b>\$ 162,157,780</b>

KANSAS CITY KANSAS COMMUNITY COLLEGE							
BANK BALANCES PER GENERAL LEDGER							
						YTD	PRIOR YEAR
FINANCIAL INSTITUTION		FUND NO.	FUND	CHECKING	INVESTMENTS	31-Dec-23	31-Dec-22
BANK OF LABOR		25	FEDERAL PROGRAMS	\$ 562,092		\$ 562,092	\$ 540,206
BANK OF LABOR		61	CAPITAL OUTLAY	\$ 4,195,231		\$ 4,195,231	\$ 1,911,128
BANK OF LABOR CD	<sup>1</sup>	61	Investment		\$ 3,261,336	\$ 3,261,336	\$ 3,185,415
BANK OF LABOR		74	BOARD SCHOLARSHIP	\$ 559,103		\$ 559,103	\$ 364,719
LIBERTY BANK CD	<sup>2</sup>	n/a	Investment		\$ 510,990	\$ 510,990	\$ 509,976
COUNTRY CLUB BANK		13/14	ABE-CONT. EDUCATION	\$ 621,147		\$ 621,147	\$ 347,974
COUNTRY CLUB BANK		72	INCIDENTAL (AGENCY)	\$ 441,690		\$ 441,690	\$ 894,650
SECURITY BANK		11	GENERAL FUND	\$ 46,510,751		\$ 46,510,751	\$ 30,689,673
SECURITY BANK		15	TECHNICAL ED FUND	\$ 765,591		\$ 765,591	\$ 820,761
SECURITY BANK		16	STUDENT UNION	\$ 2,080,753		\$ 2,080,753	\$ 1,364,059
			(AUXILIARY SERVICES)				
SECURITY BANK		63	STUDENT HOUSING	\$ -		\$ -	\$ 1,215,274
			(CONSTRUCTION FUND)				
SECURITY BANK CD	<sup>3</sup>	n/a	Investment		\$ 3,500,000	\$ 3,500,000	\$ 3,500,000
COMMERCE BANK CD	<sup>4</sup>	n/a	Investment		\$ 3,077,854	\$ 3,077,854	\$ -
UMB BANK *		17	PAYROLL	\$ -		\$ -	\$ -
<b>TOTAL</b>				<b>\$ 55,736,358</b>	<b>\$ 10,350,180</b>	<b>\$ 66,086,538</b>	<b>\$ 45,343,835</b>
* Payroll clearing account normally carries a \$-0- balance unless tax payment deadline falls after the close of the current month.							
<sup>1</sup> CD Maturity Date 12/27/2023 @ 4.65%							
<sup>2</sup> CD Maturity Date 12/27/2023 @ 3.58%							
<sup>3</sup> CD Maturity Date 4/27/2024 @ 4.75%							
<sup>4</sup> 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	FY2024	FY2023
	Operational	Operational	Operational	Operational	Net	Net	Transfers	Transfers	Cash	Cash
	Cash	Cash	Cash	Cash	Change	Change	In/Out	In/Out	Balance	Balance
	Inflow	Inflow	Outflow	Outflow						
June									56,971,132	47,909,838
July	2,747,979	1,804,276	(5,698,660)	(6,759,717)	(2,950,681)	(4,955,441)	(77,186)	(147,514)	53,943,265	42,806,883
August	7,208,575	9,089,842	(9,365,632)	(6,009,394)	(2,157,057)	3,080,448		73,658	51,786,208	45,960,989
September	7,828,652	8,880,290	(9,289,003)	(9,832,678)	(1,460,351)	(952,388)			50,325,857	45,008,601
October	7,404,713	7,164,767	(8,406,275)	(11,545,519)	(1,001,562)	(4,380,752)			49,324,295	40,627,849
November	10,699,548	3,662,796	(8,281,730)	(7,679,758)	2,417,818	(4,016,962)			51,742,113	36,610,887
December	1,788,409	1,618,093	(6,254,180)	(6,718,546)	(4,465,771)	(5,100,453)			47,276,342	31,510,434
January	33,295,279	33,295,279	(7,725,449)	(7,725,449)	25,569,830	25,569,830			72,846,172	57,080,264
February	4,999,056	4,999,056	(7,393,650)	(7,393,650)	(2,394,594)	(2,394,594)			70,451,578	54,685,670
March	11,645,157	11,645,157	(8,968,330)	(8,968,330)	2,676,827	2,676,827			73,128,405	57,362,497
April	6,482,046	6,482,046	(11,842,653)	(11,842,653)	(5,360,607)	(5,360,607)			67,767,798	52,001,890
May	3,599,831	3,599,831	(8,110,805)	(8,110,805)	(4,510,974)	(4,510,974)			63,256,824	47,490,916
June	21,943,748	21,943,748	(12,463,532)	(12,463,532)	9,480,216	9,480,216			72,737,040	56,971,132
Totals	119,642,993	114,185,181	(103,799,899)	(105,050,031)	15,843,094		(77,186)	(73,856)		
Bold = Actual										
	37,677,876		(47,295,480)							
GL Balance	General Fund	\$ 46,510,751								
	TEC Fund	\$ 765,591								
		\$ 47,276,342								

**KANSAS CITY KANSAS COMMUNITY COLLEGE**  
**Debt Summary**  
**YTD December 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
<b>COP-Capital Lease Oblig</b>	<sup>1</sup>	3/1/2014	5/1/2029	\$8,045,000	\$4,025,000	4/1/2026	\$1,930,000	\$669,840	\$59,840	<b>\$1,320,000</b>
	<sup>2</sup>	3/1/2020			\$11,095,000	4/1/2029	\$5,910,000	\$2,131,400	\$236,400	<b>\$4,015,000</b>
	<sup>3</sup>	3/1/2020			\$4,270,000	4/1/2029	\$4,200,000	\$562,730	\$102,730	<b>\$3,740,000</b>
<b>Revenue Bond Oblig</b>	<sup>4</sup>	1/27/2021	1/31/2053	\$19,840,000	NA	NA	\$19,840,000	\$842,931	\$697,931	<b>\$19,695,000</b>
				<u><b>\$27,885,000</b></u>	<u><b>\$19,390,000</b></u>		<u><b>\$31,880,000</b></u>	<u><b>\$4,206,901</b></u>	<u><b>\$1,096,901</b></u>	<u><b>\$28,770,000</b></u>

<sup>1</sup> Energy Efficiency Renovations

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

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

<sup>4</sup> 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 <i>(Annual Premium)</i>	(\$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 <i>(Principal and Interest)</i>	(\$842,931)
	Tiered	\$ 2,204,186		
	Non-tiered	\$ 2,860,979		
September	Tax Distribution	\$ 2,693,273	<sup>1</sup> Financial Aid Refunds COP - Interest on Debt <i>(Certificates of Participation)</i>	(\$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	<sup>2</sup> 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	\$ 3,100,000	Financial Aid Refunds	(\$2,650,000)
March	Tax Distribution	\$ 2,033,500	COP - P & I <i>(Principal and Interest)</i>	(\$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

<sup>1</sup> historical proportions of the funds distributed by the county.

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

<sup>2</sup> 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
<b>year 2019</b>	<b>6,188,892</b>	<b>\$852,891</b>	<b>13.83</b>	<b>year 2020</b>	<b>5,355,424</b>	<b>\$789,932</b>	<b>14.94</b>
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
<b>year 2021</b>	<b>6,429,950</b>	<b>\$820,797</b>	<b>12.80</b>	<b>year 2022</b>	<b>6,876,815</b>	<b>\$969,094</b>	<b>14.18</b>
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				
12/27/2023	<u>502,302</u>	<u>\$74,188</u>	14.79				
<b>year 2023</b>	<b>6,418,386</b>	<b>\$951,268</b>	<b>14.88</b>				



BOARD OF TRUSTEES REPORT  
HUMAN RESOURCES  
JANUARY 2024

**Human Resources Summary**

- The Human Resources Department has completed the hiring process for the position of Director of Employee Relations. Samuel DeLeon has been chosen to serve as the new director. Samuel has extensive experience in employee relations and talent management and has worked in various industries, including higher education. The Human Resources Department is thrilled to welcome him to the team.
- The Human Resources Department sent out a survey to all employees across the College to evaluate their professional development needs and preferences. The data collected from the survey will help HR plan professional development initiatives for the year.
- The Human Resources Department is in the process of updating faculty salaries in the Human Resources Information System (HRIS) as a result of last month's approval of the Master Contract between the Board of Trustees and the Faculty Association of KNEA Kansas City Kansas Community.
- CEIM facilitated three presentations this month during the Welcome Back Week, Student Success Workshop and International Student Orientation.

# BOARD OF TRUSTEES REPORT

## HUMAN RESOURCES

### JANUARY 2024

### Human Resources Full Report

#### Human Resources

- The Human Resources Department has completed the hiring process for the position of Director of Employee Relations. Samuel DeLeon has been chosen to serve as the new director. Samuel has extensive experience in employee relations and talent management and has worked in various industries, including higher education. The Human Resources Department is thrilled to welcome him to the team.
- The Human Resources Department is in the process of updating faculty salaries in the HRIS as a result of last month's approval of the Master Contract Between the Board of Trustees and the Faculty Association of KNEA Kansas City Kansas Community.

#### Training and Development

**New Supervisor Training** was conducted in December. All new supervisors were required to attend, and all supervisors were invited to attend if they wanted refreshers on the topics offered. Twelve new supervisors attended the sessions. The agenda follows:

Wednesday, December 6 <sup>th</sup> , 2023 – 8:00am-12:00pm	
8:00am-8:05am	<b>Welcome and Introductions</b> <i>Christina McGee, Chief Human Resources Officer</i>
8:05am-9:00am	<b>Understanding and Managing Time and Leave</b> <i>Angie Masloski, Payroll Coordinator</i>
9:15am-10:15am	<b>Inclusive Leadership</b> <i>Mike Torres, Director, Diversity, Equity, and Inclusion</i>
10:30am-12:00pm	<b>FMLA, ADA, and Worker's Compensation</b> <i>Sherita Miller-Williams, Benefits Coordinator</i>
Thursday, December 7 <sup>th</sup> , 2023 – 8:30am-12:00pm	
8:30am-10:30am	<b>The Hiring Process</b> <i>Victoria Anderson, Talent Acquisition and Employment Coordinator</i> <i>Yoel Tekle, Talent Acquisition and Employment Coordinator</i>
10:45am-12:00pm	<b>Workplace Communication: Giving Constructive Feedback</b> <i>Sheila Joseph, Talent Development Manager</i>

Friday, December 8 <sup>th</sup> , 2023 – 8:30am-12:00pm	
8:30am-10:15am	<b>Performance Evaluations</b> <i>Christina McGee, Chief Human Resources Officer</i>
10:30am-12:00pm	<b>The Disciplinary Process</b> <i>Christina McGee, Chief Human Resources Officer</i>

*Workplace Communication: Giving Constructive Feedback* will be offered as a breakout session during **Welcome Week**. Attendance will be reported in February's report.

**Professional development sessions** for soft skills are being offered every month. *Time Management* will be offered in January. Attendance will be reported in February's report.



The Human Resources Department sent out a survey to all employees across the College to evaluate their professional development needs and preferences. The data collected from the survey will help HR plan professional development initiatives for the year.

## **Employment**

Human Resources currently has 42 positions open and posted.

- 5 full-time faculty
- 11 full-time staff
- 11 part-time staff
- 15 adjunct faculty

## **Benefits**

- The benefits for the 2024 plan year have been uploaded to our payroll system to be ready for the first paycheck in January.
- The Benefits Coordinator has been coordinating and setting up accounts with all of the new benefit providers for the 2024 plan year, which includes Blue Cross and Blue Shield, Delta Dental, Surency for Vision, and Principal for other voluntary plans.

## **Center for Equity, Inclusion and Multicultural Engagement (CEIM)**

CEIM hosted the following presentations during the month of January.

- Student Success Workshop – Student Persistence
- International Student Orientation – Intro to DEI
- Welcome Week Breakout Sessions – Inclusive Leadership

CEIM continues to work on the following projects for this year.

- ALL IN Campus Democracy Challenge
- Black History Month Planning
- New American Open House

## BOARD OF TRUSTEES REPORT, JANUARY 2023

### INFORMATION SERVICES DIVISION

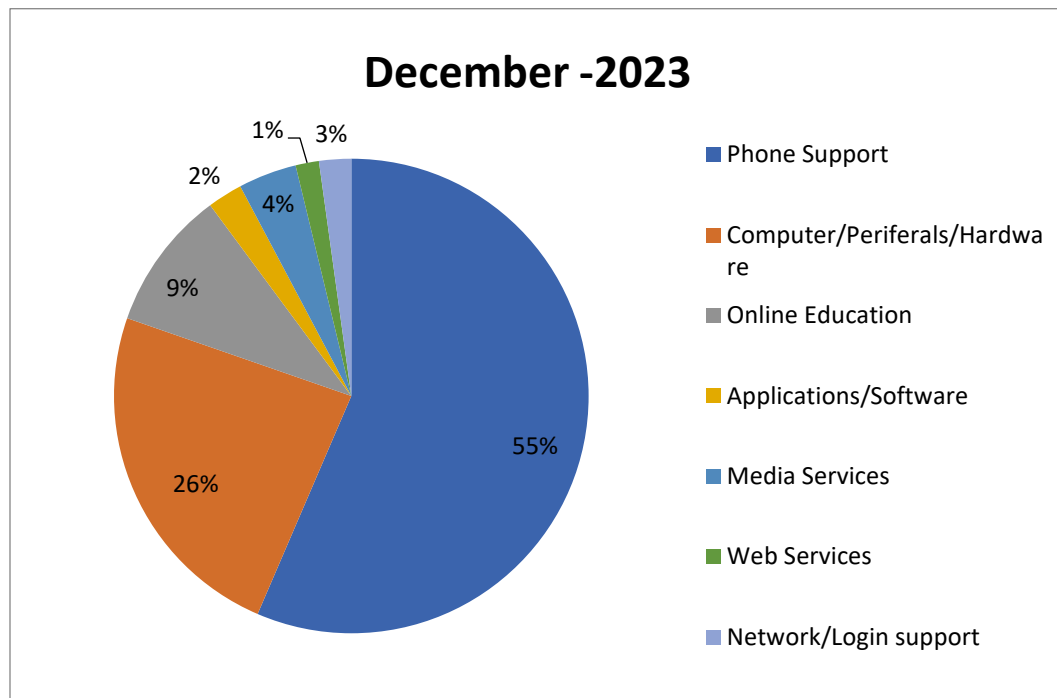
Peter Gabriel, Chief Information Officer

### HIGHLIGHTS

- 110 tickets were issued during December - 147 tickets were resolved.
- The average time spent on each ticket was 1.25 days.
- 198 helpdesk calls were taken in December - the average time per call was 2.55 minutes.
- Self-Service web application availability - 99%.
- Student Recruiter web app availability - 99%.
- Colleague User Interface (UI) availability - 98%.
- MyDotte web app availability - 98%.
- Email availability - 99%.
- Colleague User Interface (UI) and Self-Service software version will be updated by the end of January.
- Virtual Server infrastructure and backup software were updated to the latest version.

## COMPUTING SERVICES

- 110 tickets were issued during December - 147 tickets were resolved.
- The average time spent on each ticket was 1.25 days.
- 198 helpdesk calls were taken in December - the average time per call was 2.55 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 Zoom for a virtual/hybrid Board of Trustees Meeting.
- December 12, 2023, Board of Trustees Meeting:
  - Vimeo analytics: <https://vimeo.com/manage/videos/889661300/analytics>.
  - YouTube analytics: <https://studio.youtube.com/video/JBL3n2XpozM/livestreaming>.
  - Facebook analytics: <https://www.facebook.com/KansasCityKansasCommunityCollege/videos/1490783721492276>.
  - Set up, recorded, and live-streamed Monthly Board Finance Committee Meetings.
  - Set up for Open Forum events.
- Set up for Student Affairs and Enrollment Management (SAEM) meeting.
- Set up Zoom for a Community Engagement meeting.
- Set up recorded and live-streamed Nursing Pinning.
  - Vimeo analytics: <https://vimeo.com/manage/videos/891952875/analytics>.

- YouTube analytics: <https://www.youtube.com/watch?v=53SCc20Oc5w>.
- Facebook analytics:  
<https://www.facebook.com/KansasCityKansasCommunityCollege/videos/999553491140715>.
- Set up and live-streamed Kansas City Kansas Community College's athletic events.
  - vCloud analytics:  
[https://vcloud.blueframetech.com/admin/analytics/client?page=agg&broadcas tCrit=list:archived,deletion:none,page:1,sort\\_by:date,sort\\_dir:DESC,date\\_range:12/01/2023%20to%2012/31/2023,date\\_timezone:America/Chicago](https://vcloud.blueframetech.com/admin/analytics/client?page=agg&broadcas tCrit=list:archived,deletion:none,page:1,sort_by:date,sort_dir:DESC,date_range:12/01/2023%20to%2012/31/2023,date_timezone:America/Chicago).

## NETWORK SERVICES

- Self-Service web application availability - 99%.
- Student Recruiter web app availability - 99%.
- Colleague User Interface (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 82.1% completion.
- Monthly (or as needed) computer software updates in progress: Google Chrome, Mozilla Firefox, Microsoft Edge. The Google Chrome browser is updating to version 120.0.6099.217, Mozilla Firefox to version 121.0.1, and Microsoft Edge to version 120.0.2210.121.
- Domain Name System (DNS) security software being installed on all KCKCC computers is currently at 92.3% of completion.
- Network Services began a project to update our Public Key Infrastructure (PKI) with our vendor Logicalis before the winter break. This project will continue once we return and will be completed by the end of January 2024.
- Our database engineers have started building the next version of Colleague User Interface (UI) and Self-Service. Network Services created the new virtual servers and is working together with our database engineers to complete both projects by the end of January 2024. The test versions of the servers have been completed, and testing has begun. During testing, both groups will work on the production servers and applications.
- The latest patches were applied over break for our backup infrastructure and our virtual server infrastructure.



## 2023-2024 ACADEMIC CALENDAR

### 2023 Fall Semester

<b>August</b>	7-11	Professional Development Days for Faculty & Staff (Faculty Contract Days)
	13	Last day for regular enrollment
	14	Classes Begin Fall and Fall 1
	14-20	Late Enrollment with approval
	28	Fall and Fall 1 Auditor's Roster due
<b>September</b>	4	Labor Day Holiday - College Closed
	11	Fall 1 Midterm grades due
	21	Last day to withdraw from Fall 1 classes
<b>October</b>	5	Final Exams for Fall 1 Tues/Thurs classes
	6	Final Exams for Fall 1 Mon/Wed classes
	9	Fall 2 classes begin. Late enrollment with approval. Fall 1 grades due. Fall Midterm grades due.
	16	Fall 2 Auditor's Roster due
	1	Enrollment for Spring 2024 Begins
<b>November</b>	6	Fall 2 Midterm grades due
	14	Last day to withdraw from Fall classes
	20-26	Thanksgiving Holiday - College Closed
	28	Last day to withdraw from Fall 2 classes
	29	KCKCC Candle Lighting Ceremony – 11:00-12:15
	4	Last day of classes
<b>December</b>	5-11	Finals Week
	11	Fall Semester Ends
	13	Grades Due
	15	Winter Break College Closed @ 2 pm
	17	Grades available on WebAdvisor

## 2024 SPRING SEMESTER

<b>January</b>	2	All Staff Report
	8-12	Professional Development Days for Faculty & Staff (Faculty Contract Days)
	15	Martin Luther King Day - College Closed. Last day for regular enrollment
	16	Classes Begin Spring and Spring 1
	16-22	Late enrollment with approval
<b>February</b>	30	Spring and Spring 1 Auditor's Roster due
	13	Spring 1 Midterm grades due
	19	Presidents Day – Classes in session
	22	Last day to withdraw from Spring 1 classes
<b>March</b>	7	Final Exams for Spring 1 Tues/Thurs classes
	8	Final Exams for Spring 1 Mon/Wed classes (Test on Friday)
	11	Spring 1 Grades Due. Spring Midterm grades due
	11-17	Spring Break - No Classes - Offices Open March 11-14
	15	College Closed
<b>April</b>	18	Spring 2 classes begin. Late enrollment with approval
	25	Spring 2 Auditor's Roster due
	1	Enrollment for Summer and Fall 2024 Begins
	15	Spring 2 Midterm grades due
	16	Last day to withdraw from Spring
	23	Last day to withdraw from Spring 2 classes
<b>May</b>	6	Last day of classes
	7-13	Finals Week
	13	Spring Semester Ends
	15	Grades Due
	16	GRADUATION <del>ON CAMPUS</del> <u>AT CHILDREN'S MERCY PARK</u> <del>2:00 p.m. &amp; 7:00</del> <u>1:00</u> p.m.
	17	Grades available on WebAdvisor

## 2024 SUMMER SESSION

<b>May</b>	27	Memorial Day - College Closed
	30	GED Graduation
<b>June</b>	2	Last day to enroll
	3	Classes begin
	3-4	Late enrollment with approval
	11	Auditor's Roster due
	24	Midterm grades due
<b>July</b>	3	Last Day to Withdraw from Summer
	4	Independence Day Holiday Observed-College Closed
	15	Last Day of Classes
	17	Finals
	17	Summer Semester Ends
	19	Grades Due
	21	Grades available on WebAdvisor

1<sup>st</sup> Draft 3-15-21

2<sup>nd</sup> Draft 3-16-21

BOT approval 5-18-21

[1<sup>st</sup> Revision 1-5-24](#)

## 2024-2025 ACADEMIC CALENDAR

### 2024 Fall Semester

<b>August</b>	12-16	Professional Development Days for Faculty & Staff (Faculty Contract Days)
	18	Last day for regular enrollment
	19	Classes Begin Fall and Fall 1(A)
	19-25	Late Enrollment with approval
	27	Fall and Fall 1(A) Auditor's Roster due
<b>September</b>	2	Labor Day Holiday - College Closed
	3	Fall and Fall 1(A) Auditor's Roster due
	16	Fall 1(A) Midterm grades due
	26	Last day to withdraw from Fall 1(A) classes
<b>October</b>	10	Final Exams for Fall 1(A) Tues/Thurs classes
	11	Final Exams for Fall 1(A) Mon/Wed classes
	14	Fall 2(B) classes begin. Late enrollment with approval. Fall 1(A) grades due. Fall Midterm grades due.
	21	Fall 2(B) Auditor's Roster due
<b>November</b>	1	Enrollment for Spring 2025 Begins
	11	Fall 2(B) Midterm grades due
	19	Last day to withdraw from Fall classes
	25 – Dec 1	Thanksgiving Holiday - College Closed
<b>December</b>	2	Last day to withdraw from Fall 2(B) classes
	4	KCKCC Candle Lighting Ceremony – 11:00-12:15
	9	Last day of classes
	10-16	Finals Week
	16	Fall Semester Ends
	18	Grades Due
	20	Grades available on WebAdvisor
	20	Winter Break College Closed @ 2 pm

## 2025 SPRING SEMESTER

<b>January</b>	6	All Staff Report
	13-17	Professional Development Days for Faculty & Staff (Faculty Contract Days)
	20	Martin Luther King Day - College Closed. Last day for regular enrollment
	21	Classes Begin Spring and Spring 1(A)
	21-27	Late enrollment with approval
<b>February</b>	29	Spring and Spring 1(A) Auditor's Roster due
	11	Spring 1(A) Midterm grades due
	17	Presidents Day – Classes in session
	20	Last day to withdraw from Spring 1(A) classes
<b>March</b>	6	Final Exams for Spring 1(A) Tues/Thurs classes
	7	Final Exams for Spring 1(A) Mon/Wed classes (Test on Friday)
	10	Spring 1(A) Grades Due. Spring Midterm grades due
	17-23	Spring Break - No Classes - Offices Open March 17-20
	21	College Closed
<b>April</b>	24	Spring 2(B) classes begin. Late enrollment with approval
	30	Spring 2(B) Auditor's Roster due
	1	Enrollment for Summer and Fall 2025 Begins
	21	Spring 2(B) Midterm grades due
	22	Last day to withdraw from Spring
	29	Last day to withdraw from Spring 2(B) classes
	12	Last day of classes
<b>May</b>	13-19	Finals Week
	19	Spring Semester Ends
	21	Grades Due
	22	GRADUATION <del>ON CAMPUS</del> <u>AT CHILDREN'S MERCY PARK</u> <del>2:00 p.m. &amp; 7:00</del> <u>7:00</u> p.m.
	23	Grades available on WebAdvisor

## 2025 SUMMER SESSION

<b>May</b>	26	Memorial Day - College Closed
	29	GED Graduation
<b>June</b>	1	Last day to enroll
	2	Classes begin
	2-3	Late enrollment with approval
	10	Auditor's Roster due
	23	Midterm grades due
<b>July</b>	2	Last Day to Withdraw from Summer
	4	Independence Day Holiday Observed-College Closed
	16	Last Day of Classes
	16	Finals
	16	Summer Semester Ends
	18	Grades Due
	20	Grades available on WebAdvisor

1<sup>st</sup> Draft 9-28-21

2<sup>nd</sup> Draft 11-2-21

BOT approval 12-14-21

[1<sup>st</sup> Revision 1-5-24](#)



## **Kansas City Kansas Community College Board of Trustees**

### **Ethical Conduct Policy**

#### **General Statement of Trustee Duties:**

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

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

#### **Authority of Individual Trustees:**

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

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

#### **I. Duty of Loyalty/Conflicts of Interest**

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



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

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

**Definition and Criteria:**

a) No member of Kansas City Kansas Community College Board of Trustees shall knowingly:

1. Engage in any business or transaction with, or have a financial or other personal interest, direct or indirect, in the affairs of the College (A) that would result in a financial benefit of a nominal or incidental amount to the Trustee or relative of such person, or (B) which would tend to impair his/her independence of judgment or action in the performance of official duties.
2. Engage in or accept private employment or render services for private interests when such employment or service is incompatible with the proper discharge of his/her official duties or would tend to impair his/her independence of judgment or action in the performance of his/her official duties.
3. Disclose information or use information, including information obtained in executive session concerning the property, government, or affairs of the College or any office, or department thereof, not available to the general public and gained by reason of his/her official position for his/her personal gain or benefit, or to advance his/her financial interests or that of any other person or business entity.
4. Represent private interests in any action or proceeding against KCKCC or any office, department, or agency thereof.
5. Vote or otherwise participate in the negotiation or the making of any contract with any business or entity which he/she, or his/her relative, has financial interest.
6. Solicit, accept, or agree to accept gifts of more than \$100.00, loans, gratuities, discounts, payment, or services from any employee, person, firm, or corporation that to his/her knowledge is interested directly or indirectly in any manner whatsoever in business dealings with KCKCC or any office, department, or agency thereof; provided, however, that a Trustee who is candidate for public office may accept campaign contributions and services with any campaign.
7. Vote or otherwise participate in an appointment, employment, or promotion decision related to anyone he/she knows or should know would create a direct or indirect monetary benefit or economic opportunity for himself/herself.

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

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

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

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

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

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

d) Disclosure Requirements:

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

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<sup>2</sup> K.S.A. 75-4304 provides:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### **Process:**

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

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

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

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

## **II. Duty of Care**

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

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

## **III. Certification:**

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

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
January 16, 2024  
Date



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

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

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

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

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

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

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

### **Definitions:**

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

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

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

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

**Certification:**

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

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Name

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Signature

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January 16, 2024  
Date

Revised January 30, 2020



## **Policy 4.18**

### **Disposition of College-Owned Surplus Property**

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#### **Purpose**

To outline a policy for disposal of College-owned property declared as surplus property, documentation of the disposition, and utilization of funds received.

#### **Definitions**

Business Property – includes all College assets and inventory such as equipment, computers, desks, office equipment, and vehicles. This does not include items such as office supplies, disposable items such as coffee filters, consumable supplies such as medical tape, etc.

Real Property – includes all land and buildings owned by the College.

Surplus Property – includes obsolete property that is damaged, worn out or no longer needed by the College.

#### **Scope**

This policy applies to all Kansas City Kansas Community College locations and all business units.

#### **Policy Statement**

This policy identifies the roles and responsibilities for managing the disposition, and reasonable efforts shall be made to redistribute the property for reuse across the college.

#### Disposition of Business Property

Any business unit within the College community may report business property that is no longer needed to the Chief Financial Officer (CFO) or their designee. The CFO will work with Facility Services to offer usable items first to other business units within the College for reuse or repurposing. If no College use is identified, the CFO or their designee will declare the item as surplus. Items declared as surplus are subject to disposition. Disposition of surplus items is managed by the Finance Department.

Information technology items shall be repurposed or disposed of by the Information Services Department, in coordination with the Finance Department.

#### Disposition of Real Property

Through adoption of this policy, the Board of Trustees has delegated the authority to dispose of real property to the President of the College. The President will identify real property no longer needed by the College and coordinate proper disposition with the CFO.

### Exclusions

This policy does not govern disposal of intangible property such as copyrights, trademarks, or intellectual property.

### Disposal Methods

The following methods are authorized for the disposition of surplus property to be determined by the CFO or their designee:

1. Trade-in,
2. Advertised fixed price,
3. Advertised negotiated price,
4. Advertised sealed bid,
5. Advertised public auction,
6. Donation to not-for-profit organizations, or individuals and entities eligible to participate in the Federal Surplus Property Program, or
7. Recycle or trash if not recyclable as determined by Facility Services.

In determining the disposal method, the CFO, or their designee shall use the best effort to maximize the value and benefit to the College considering all circumstances, including anticipated proceeds and costs associated with each disposal method. Open and free competition shall be maximized when possible. Disposing of items in the trash shall be the method of last resort.

All dispositions shall be done in accordance with local, state, and federal laws.

### Proceeds

All proceeds from the disposal of surplus property shall be deposited in the College's general fund, unless specifically authorized by the President.

Disposal of grant-funded items may require repayment and/or reporting to the granting entity. Repayment and reporting requirements are determined by the Finance Department, in coordination with the Grants Director. Compliance in the disposal of grant-funded property will align with all grant requirements.

Board Approved: XX/XX/XXXX

## **Policy: 5.64**

### **Essential Personnel**

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#### **Purpose**

To outline the responsibilities of essential personnel as it relates to College closings or emergent events.

#### **Definitions**

Essential Personnel – Employees whose position responsibilities entail duties that are required to maintain essential operations of the College at all times, including emergent events beyond normal work hours and before, during, and/or after a College closing, due to an unforeseen emergency or scheduled break, will be designated as essential personnel.

Essential Services – those services that are determined to be critical to the functioning of the College. In the event of an emergent event beyond an employee's norm work hours and/or the College closing for an unforeseen emergency or scheduled break, the President or their designee will determine which services are essential based on the nature of the event.

#### **Policy Statement**

Employees whose position responsibilities entail duties that are required to maintain essential operations of the College will be designated as essential personnel by the President and/or the responsible President's Cabinet member.

Essential personnel will provide services that relate directly to the health, safety, and welfare of the College community, assist in the continuation of needed College operations, and maintain and protect College assets. Essential personnel may be required to perform duties assigned by their supervisor that vary from their normal responsibilities or work schedules until circumstances permit an orderly transition to regular routines.

Employees designated as essential will be compensated as set forth in Policy 5.11, Overtime, Holiday, and Compensatory Pay.

Essential employees are required to report to work during an unforeseen emergency or scheduled break. Essential employees who fail to report to work during an unforeseen emergency or scheduled break pursuant to this policy may be subject to disciplinary action in accordance with College policies and procedures.

Reference: Policy 1.04 – College Closings  
Policy 5.11 – Overtime, Holiday and Compensatory Pay

Board Approved: XX/XX/XXXX

## **Procedure: 5.64A**

### **Essential Personnel Procedure**

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#### **Purpose**

To provide guidelines for the identification, assignment and payment of Essential Personnel during a Kansas City Kansas Community College (KCKCC or the College) unforeseen emergency, emergency closing or scheduled break. Essential Personnel provide services that relate directly to the health, safety, and welfare of the College, and ensure continuity of essential operations, and maintain and protect College assets.

#### **Procedure Statement**

During an unforeseen emergency, emergency closing or scheduled break, KCKCC may suspend normal operations, classes and/or College activities in whole or in part. In such instances, employees designated as Essential Personnel must fulfill their duties as assigned set forth in this procedure.

#### **Identification of Essential Personnel**

President's Cabinet members are responsible for identifying, and recommending to the President or their designee, the positions/employees to be designated as Essential Personnel for their respective areas of responsibility. This determination is made based on essential job duties and the needs of the College. Employees whose position responsibilities entail duties that are required to maintain essential operations of the College before, during and/or after an unforeseen emergency, emergency closing or scheduled break; specifically, services that relate directly to the health, safety, and welfare of the College community, ensure the continuation of needed College operations, and maintain and protect College assets. In extreme situations, the designation of Essential Personnel may be made on an as-needed basis.

The following list is an example, but not exclusive, list of identified functional areas or departments considered essential. Additionally, employees may be designated on a case-by-case basis, as essential by the President's Cabinet based on the nature of the emergency and/or the availability of other personnel.

Non-exclusive list of primary functional areas/departments containing Essential Personnel:

- President's Cabinet and other College leadership teams/personnel
- Incident Response Team
- College Police
- Facilities Services
- Information Services
- Finance and Procurement
- Human Resources
- Marketing/Institutional Image

Essential Personnel who are activated during an emergent event or College closing will vary dependent upon the circumstances, nature and severity of the event. The nature and severity of the event will also be considered when determining the location of work to be performed by activated Essential Personnel.

Locations may include:

- On-Site: (Work on a physical College location) - Essential Personnel are activated to work on-site, supporting the continuation of critical and/or needed services that must be completed on-site to maintain the safety and wellbeing of students, faculty, and staff and/or protection of physical assets or College property.
- Remote: (Work from a remote location, may or may not need periodic access to a College location) - Essential Personnel are activated to maintain operations and business continuity of the College and support essential services that can be completed remotely. In such cases, supervisor approved access to College facilities may be required periodically to complete assigned work.

The Human Resources Department is responsible for maintaining an up-to-date list of Essential Personnel as determined by the President's Cabinet, and providing the list upon request of the President, other Cabinet members or emergency personnel as outlined in the Emergency Response Plan. Human Resources is responsible for notifying employees who have been identified as Essential Personnel, in writing, that they have received this designation and share this policy with each designee.

The President, or their designee, has discretion to adjust this procedure as necessary during emergency situations.

#### Suspension of Operations During a College Closing

The decision to suspend operations due to a College closing at any location will only be made by the President, or their designee, in consultation with other College leadership as appropriate, necessary and feasible, consistent with Policy 1.04. A Suspension of Operations may be in total or in part. Once a Suspension of Operations, in total or in part, is determined, employees will be notified according to Policy 1.08.

#### Activation of Essential Personnel During a College Closing or Emergent Event

The President, or their designee, will evaluate the College's need to activate Essential Personnel, and for any additional personnel that may be required due to the nature and severity of the event. The President's determination regarding these staffing needs will be communicated promptly to the appropriate Cabinet members, activated Essential Personnel and additional employees as needed.

Notification will include: the notice of activation as designated Essential Personnel; the anticipated dates and/or times of activation; and the expected work schedule.

#### Reporting For Work During a College Closing or Emergent Event

Upon notification of activation, Essential Personnel must report to work as soon as feasible. Essential Personnel must remain on duty as assigned to ensure the uninterrupted delivery of Essential Services, until directed or permitted to do otherwise by their respective supervisor.

#### Excused From Work During a College Closing or Emergent Event

Essential Personnel may be excused from service during a College closing or emergent event at the discretion of the President, or their designee.



Kansas City Kansas  
Community College™

# STRATEGIC PLAN

Bi-Annual Report

January 2024



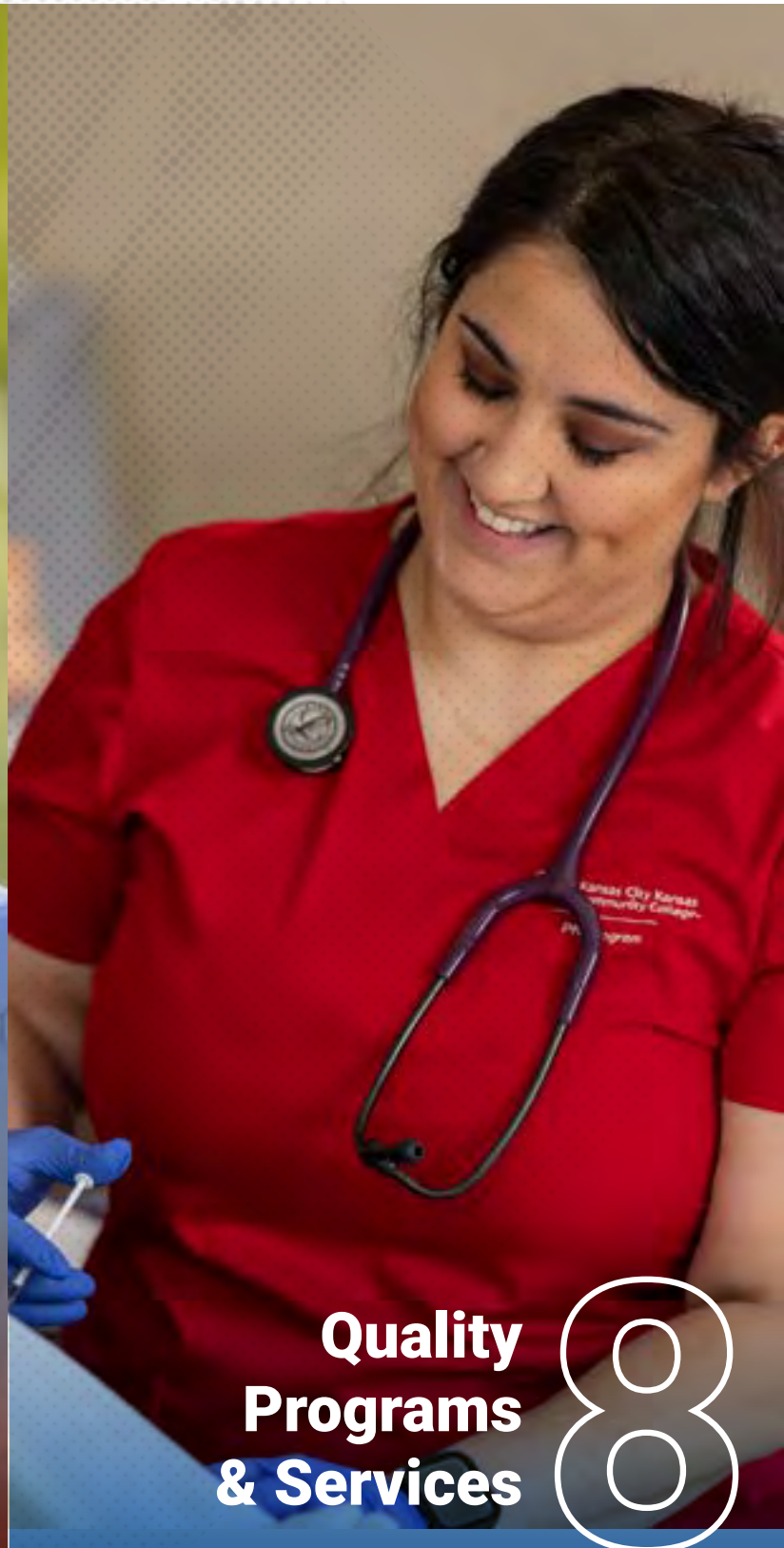


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# Student Success

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

## GOAL 1

### Enhance student-centered services and processes.

#### Initiatives:

- I1** | Enhance admission and orientation processes to create a more seamless and responsive experience for prospective students.
- I2** | Identify and remove barriers to successful student enrollment, persistence to enroll in the next semester, and degree and certificate completion.
- I3** | Enhance and expand classroom delivery options, including online, weekend, intercession, hybrid and hy-flex classes.
- I4** | Increase student participation in service learning, undergraduate research, apprenticeships, internships and similar opportunities.

#### January 2024 Status Updates:

- S1 | In Progress.** In December, the first phase of a streamlined admission application was completed. Enhancements included reducing the number of items, using more inclusive language, and automating the integration of data from the application into the student information system. | Student Services hosted the college's first Back-to-School Fair for new and returning students. | KCKCC partnered with Archer Education to create a new, customized, pre-application experience for prospective students. | Coordinators in the Division of Math, Science and Business Technology (MSBT) are working with the revived Advisors Council to improve the admission and orientation experience.
- S2 | In Progress.** The Nursing programs are replacing the Test of Essential Academic Skills admission exam as the cost increase creates a significant burden for many students. Also, the test is not as predictive as desired. | Global Programming added the Duolingo English test as an option for international students to meet the English proficiency requirement. | The Business Department hosted an enrollment session for current and incoming business students prior to the start of the spring semester. | Global Programming and the High School Partnership Program (HSPP) worked with various college departments to remove barriers for student enrollment.
- S3 | In Progress.** The Practical Nurse (PN) program admitted 24 students for its inaugural hybrid program. | The Physical Therapist Assistant (PTA) and Mortuary Science programs are pursuing approval by their accreditors to offer a hybrid course delivery option. | A fall public speaking class was offered for students in-person at the Main Campus and virtually at Pioneer Career Center. Faculty are engaged in conversations for a similar configuration at USD 500 high schools for Spanish II. | The MSBT division increased weekend and virtual course offerings. | Each program in the Division of Social and Behavioral Sciences & Public Services (SBSPS) is required to offer at least one evening class per program, and classes are offered on weekends, on-line, hybrid, remote and hy-flex.
- S4 | In Progress.** The college committed to the American Democracy Project's ALL IN campaign and formed a workgroup to facilitate further student participation in voting. | The Digital Imaging Design program was selected by the Kansas Board of Regents (KBOR) for the Micro-Internship Strada Grant. | More than 70 students shared research projects at the Interdisciplinary Undergraduate Research Symposium in April. | Phi Theta Kappa hosted Pink Ribbon Day during the fall semester to raise awareness about breast cancer. | In the fall, four groups of students participated in service-learning at the KCK Humane Society, Nourish KC, Little Leaders of KCK and Letters Against Isolation for the elderly.



## Achieve and maintain a retention rate of first-time, full-time degree/certificate-seeking students at or above KCKCC's Integrated Postsecondary Education Data System (IPEDS) Comparison Group Median, maintaining a minimum baseline of 58%.

### Initiatives:

- I1** | Enhance capabilities and increase college-wide use of an early intervention system for at-risk students.
- I2** | Create and implement an academic and career advising framework focused on guided pathways to increase student persistence to the next semester.
- I3** | Expand and promote integrated student support services to further enhance holistic student wellness.
- I4** | Expand dual and concurrent enrollment opportunities with area high schools to continue student enrollment after high school at KCKCC.

### January 2024 Status Updates:

- S1 | In Progress.** Faculty members in all divisions utilize the upgraded early alert system. The early alert system is also being implemented with dual and concurrently enrolled high school students.
- S2 | In Progress.** Leveraging Title III funding, the college hired two career and retention advisors and an additional career services coordinator. | All academic divisions completed course sequencing for use in advising students through guided pathways. | Several employees participated in the Complete College America Annual Convening to capture insights to inform the development of guided degree pathways at the college. | The college's Developmental Math Coordinator served on a KBOR task force to develop prescribed math pathways for use among the state's two- and four-year institutions.
- S3 | In Progress.** The Student Health Center hired a full-time nurse in November. | Global Programming notified F1 students when US Citizenship and Immigration Services revised the working and course requirements for students from Cameroon and Ukraine due to political and financial instabilities in the region.
- S4 | In Progress.** To provide better student tracking, the dual and concurrent high school student application was merged with the general new student application for admission. | High school coordinators in academic divisions meet with high school teachers and counselors at least once a semester.



## GOAL 3

**Maintain a 150% of normal time completion rate for first-time, full-time degree/certificate-seeking students at or above KCKCC's Integrated Postsecondary Education Data System (IPEDS) Comparison Group Median, maintaining a minimum baseline of at least 28%.**

### Initiatives:

- I1** | Create and implement targeted initiatives that assist associate degree-seeking students to graduate in no more than three years.
- I2** | Develop and implement completion strategies under a guided pathways framework to empower students to complete certificate and degree programs within a 150% timeframe.
- I3** | Adopt a method to collect and measure student intent upon initial enrollment to better serve individual student needs and goals.
- I4** | Develop a college-wide process to strategically schedule classes and implement a year-long schedule that allows students to see, plan and enroll in classes earlier in future semesters.

### January 2024 Status Updates:

- S1 | In Progress.** The Registered Nursing (RN) program hosts weekly success sessions for students each semester. This was expanded last fall to include weekly sessions for students who do not speak English as their first language. | KCKCC is pursuing a partnership with Acadeum which will allow the college to make empty seats in online courses available to students at other partnering institutions. In addition, KCKCC students will have access to courses available across the Acadeum network.
- S2 | In Progress.** As part of the Title III grant, course maps were developed for all of KCKCC's degree and certificate programs.
- S3 | In Progress.** The new streamlined admission application includes enhanced functionality to better collect information about student intent. | The Student Success Center developed a new planning tool for a student's first advising appointment. | Academic program coordinators are working with the Student Success Center to implement a process to notify coordinators when a student enrolls in their program.
- S4 | In Progress.** The HSPP is collaborating with Information Technology to design an automated, online enrollment process. | The Strategic Enrollment Management Council took steps to creating a guaranteed annual course schedule. This spring, the council will develop a plan for deploying the schedule.



## Increase student engagement and career-connected opportunities.

### Initiatives:

**I1 |** Expand career readiness and employment placement services to help students successfully transition to the workforce.

**I2 |** Increase opportunities for academic programs and industry partners to educate students about career possibilities.

**I3 |** Expand supplemental instruction to enhance active and collaborative learning.

**I4 |** Implement a student engagement platform to enhance the student's experience.

### January 2024 Status Updates:

**S1 | In Progress.** Career Services hosted a fall career fair at the college that included 54 employers and supported more than 250 job-seekers who attended. | KCKCC continues to grow its relationship with the Kansas City chapter of the Federation for Advanced Manufacturing Education (FAME). In the fall, 17 students were enrolled in the program. Twelve students are enrolled for the spring semester. Students in the program continue to succeed, including a student in his second year, who is sponsored by National Beef in KCK. He recently received a raise to a base salary of \$60,000. | Global Programming advises graduating F1 VISA students on United States Citizenship and Immigration Services (USCIS) work options. | Currently, 67 students participate in the Great Jobs KC program. The college is growing the number of opportunities for adult learners to obtain financial support through the program.

**S2 | In Progress.** The President and Vice President for Educational Innovation and Global Programming traveled to Peru in early December. The President executed a partnership agreement with the Association of Technology and Educational Higher Education Institutes of Peru to promote the transfer of students to KCKCC and relocation of those students to Kansas City for internships and other capstone experiences with area employers. | The President and Executive Vice President co-chair a Workforce Action Team with KC Rising to support the development of a new approach to workforce development across the Kansas City metro. | KCKCC recently executed a partnership agreement with EnterpriseKC to host nodes at each of the college's locations as part of the organization's statewide cybersecurity network. | Partnering with the Wyandotte Economic Development Council and Kansas Manufacturing Solutions, KCKCC engages local high schools in Wyandotte County through Advanced Manufacturing Day, offering students the opportunity to learn more about careers with Wyandotte County-based manufacturers.

**S3 | In Progress.** Students in the RN, Respiratory Care and Paramedic programs engage in an interdisciplinary simulation experience each semester that fosters teamwork and collaboration. | Virtual and in-person study halls and labs are offered to students in several college programs. | Students in the PTA program teach transfer and ambulation skills to RN students. RN and Medical Assistant students teach vital signs skills to PTA students.

**S4 | In Progress.** KCKCC selected the Presence student engagement platform from Modern Campus to improve the college experience for students. The platform will be implemented in 2024.



# Priority 02

## Quality Programs & Services

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

### GOAL 1

**Enhance processes and programs to help students successfully transfer to four-year institutions.**

#### Initiatives:

**I1 |** Enhance articulation agreements with four-year colleges where KCKCC students most often transfer.

**I2 |** Expand relationships and dual admission programs with four-year colleges and universities to improve the matriculation process for students.

**I3 |** Identify transfer-seeking students early in their educational career to enhance support services for them.

**I4 |** Enhance strategies supporting transfer-seeking students to complete transfer-level math.

#### January 2024 Status Updates:

**S1 | In Progress.** MSBT is collaborating with KU Edwards on a grant to increase transfer rates for students in information technology, bioscience, criminal justice, cybersecurity and health science programs. The grant will include scholarships for KCKCC students enrolled in these programs. | Faculty continue to work closely with area four-year institutions to ensure seamless transferability of KCKCC courses. | As part of its student recruitment strategy, Admissions is collaborating with university partners to create social media campaigns that promote transfer pathways.

**S2 | In Progress.** The Student Success Center facilitated a fall transfer fair in collaboration with more than 40 four-year transfer institutions. | The Student Success Center has invited four-year transfer partners to participate in weekly, reserved “tabling” opportunities in the Jewell Student Center welcome area. One transfer institution meets with the Student Success team each month to discuss transfer opportunities for KCKCC students.

**S3 | In Progress.** The S-STEM for Biology Scholarship Grant provides scholarships to students with financial need for up to \$7,500 each year while they complete their associate degree at KCKCC. Additionally, these students are paired with a faculty mentor to help them while they complete their coursework.

**S4 | In Progress.** The Math department developed a co-requisites course model for College Algebra. Students may choose to complete both Intermediate Algebra (MATH 0104) and College Algebra (MATH 0105) in the same semester. This provides them the support needed to complete College Algebra in preparation for transfer to a four-year college or university. | The Developmental Math coordinator is serving on a taskforce with KBOR to develop and implement the delivery of new transfer Math courses.

## Align program and course offerings to meet workforce educational needs.

### Initiatives:

- I1** | Expand credit and noncredit workforce and customized training offerings to meet the needs of regional businesses and industries
- I2** | Utilizing program review, develop and implement a process for creating new programs and sunsetting existing programs.
- I3** | Enhance the college's capabilities to offer KCKCC courses at business and industry locations.
- I4** | Increase the use of external occupational data in all program planning and review processes.

### January 2024 Status Updates:

- S1 | In Progress.** KCKCC in partnership with the Kansas Department of Commerce, conducted the eighth industrial maintenance technician cohort. Companies include: Amsted Rail, General Motors, Rehrig Pacific, Williams, Kraft Tools, Pizza Blends and Cereal Ingredients Incorporated. | The College recently executed a partnership agreement with Orange EV to develop customized training programs and define degree and certificate pathways for current and prospective employees.
- S2 | In Progress.** All degree-granting programs actively engage in the college's program review process, which is used to identify areas for improvement. Programs with low enrollment and/or low graduation rates over the last three years were identified as programs in need of a supportive action plan, which will be submitted to the Vice President for Academic Affairs.
- S3 | In Progress.** Adult Basic Education offers on-site programming with Central Solutions, Plastic Packaging and University of Kansas Health System. The department is also developing an on-site partnership with Amazon.
- S4 | In Progress.** The Program Review Committee utilizes occupational data from several sources including Jobs EQ, the Census Bureau and Kansas Department of Labor to inform program and course content and delivery.





## GOAL 3

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

### Initiatives:

- I1 |** Continue the multi-year plan to bring the physical environment of student learning spaces in alignment with industry and/or educational best practices.
- I2 |** Engage external partners to provide additional resources to enhance the student learning environment.
- I3 |** Develop common methodologies to measure and enhance the impact of learner-centered instruction for students.
- I4 |** Increase learner-centered opportunities in lifelong learning and adult education classes.

### January 2024 Status Updates:

- S1 | Ongoing.** The college continued to fund the learning spaces initiative to improve classroom and study spaces for students. In the fall, more than \$158,000 was invested in furnishings for a variety of locations, including the Humanities Watering Hole, lower level Health Professions building, band room, TEC2 and hallway spaces where students often study. | Repairs are being completed to the gymnasium in the Field House, and the weight room is being renovated.
- S2 | In Progress.** From August to November, 71 KCKCC faculty and staff attended webinars and professional development sessions offered through the Kansas City Professional Development Council, National Institute for Staff and Organizational Development and Magna Publication.
- S3 | In Progress.** From August to November, 612 participants engaged in professional development opportunities provided by the Center for Teaching Excellence, and 92% of participants rated the professional development training as helpful.
- S4 | In Progress.** Adult Basic Education served 532 students this year and offered on-site instruction with Central Solutions, Plastic Packaging and University of Kansas Health System.



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

## Initiatives:

- I1 |** Utilize Upward Bound and other similar programs to better prepare students in traditionally underserved high schools to be successful in higher education.
- I2 |** Create and implement a plan to increase engagement of traditionally underserved adult learners at KCKCC.
- I3 |** Increase utilization of targeted case management and mentoring programs to improve success for traditionally underserved students
- I4 |** Examine current methods for placement of traditionally underserved students in academic courses and continue to utilize and increase the use of multiple-measure assessment practices.

## January 2024 Status Updates:

- S1 | Ongoing.** The Upward Bound Academy employs a holistic approach by providing academic, social and cultural support to underserved students in grades 9-12. While the Academy's goal is to serve 60 students per year, in the fall they served 64 students.
- S2 | In Progress.** In collaboration with numerous departments on campus, Admissions celebrated First Generation Day on November 8. | Admissions partners with many college-access programs and community organizations that serve underrepresented, underserved and first-generation populations in both Kansas and Missouri. | To support underserved adult learners, particularly Spanish speakers, the SBSPS division translated the newly re-designed Early Childhood Education program brochure into Spanish. The division also created a brochure customized for adult learners that promotes the college's programs and distributed the brochure through high schools in Wyandotte and Leavenworth Counties.
- S3 | In Progress.** The MSBT division partnered with the University of Kansas to submit a Louis Stokes Alliance for Minority Participation grant. The grant provides monetary and mentoring support to students selected from STEM disciplines.
- S4 | In Progress.** The HSPP analyzed student data to determine if there is a correlation between GPA and the outcomes of KCKCC's underserved population. The analysis will help in preparing students from underserved populations for college and inform their advising support.



# Priority 03

## Employee Engagement

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

### GOAL 1

#### Enhance employee satisfaction.

##### Initiatives:

**I1** | Develop and implement a comprehensive, college-wide compensation plan that includes considerations for high-demand, high-wage positions in the current employment market.

**I2** | Create a succession planning process that includes the identification of critical positions, training and career development opportunities for existing employees.

**I3** | Expand professional development and mentorship programs for new and existing employees.

**I4** | Develop a process to ensure the application of college policies and procedures are consistently applied across the institution.

##### January 2024 Status Updates:

**S1 | In Progress.** A request for proposal was completed for an external compensation analysis of faculty and staff salaries that will be conducted during the spring semester. The analysis will inform the development of a comprehensive compensation plan based on the current market rate for faculty and staff positions.

**S2 | In Progress.** Human Resources is researching various succession planning models and policies to assist with the development of a formalized process specific to KCKCC.

**S3 | In Progress.** Human Resources, in collaboration with the Kansas City Kansas Professional Development Committee, offered training sessions this fall in Active Listening, Heartsavers CPR/AED, Fire Extinguisher Use and Clifton Strengths 101. | All new faculty and staff in the Health Professions division were assigned a mentor and are completing orientation activities targeted to their role. All division employees are invited to new “Lunch and Learn” sessions hosted by the division. | SBSPS continues its read-a-book campaign. Employees identify a book for everyone to read and comment on, fostering a better, deeper understanding of a relevant topic. | Global Programming meets semiannually with the Student and Exchange Visitor Program to maintain F1 VISA school compliance with USCIS.

**S4 | In Progress.** Cabinet members continually review, update and author policies and procedures for Board approval that inform and/or reflect college practices.



## Increase employee engagement across the college.

### Initiatives:

- I1** | Develop a user-friendly employee content management system to serve as a KCKCC knowledge repository.
- I2** | Create and implement a comprehensive mixed-modal internal communication plan to improve communication across the college.
- I3** | Strengthen community and collegiality through social events offsite and at KCKCC locations.
- I4** | Enhance collaboration across the college through cross-training and multi-disciplinary teams to work on various college initiatives.

### January 2024 Status Updates:

**S1 | In Progress.** The college is migrating from the current Ellucian portal to the new portal platform, Ellucian Experience. The migration is projected to be completed this summer.

**S2 | In Progress.** The Marketing and Institutional Image division is working with Human Resources to review and assess internal communication practices. They are also convening a working group to inform the development of an internal communications plan.

**S3 | In Progress.** In August, KCKCC hosted convocation for all employees to kick-off the new academic year and update faculty and staff on strategic initiatives and the addition of new Cabinet members. | Two social events were held in the fall to foster employee engagement. Staff Senate hosted the “Take a Break” event, and the President’s Office hosted the annual President’s Holiday Party. | Multiple Academic Affairs divisions hosted end of semester events, such as potluck lunches and holiday spirit week.

**S4 | In Progress.** The Strategic Enrollment Management Council consists of representatives from every academic and administrative division. Team activities included creating a task force to simplify the application for admission, reinstituting the Advisors Council, and developing consistent course maps for all academic degree programs. | Dr. Ross Stites (MSBT), Dr. Stacy Tucker (Honors), Mr. Tom Grady (Center of Teaching Excellence) and Dr. Ed Kremer (MSBT) collaborated in submitting a National Science Foundation Improving Undergraduate STEM Education grant to develop undergraduate research across the curriculum. | The Executive Vice President is currently reviewing all college committees, councils and working groups to increase productivity, limit redundancy in work and ensure adequate stakeholder representation.



## GOAL 3

# Attract and retain a high-performing workforce.

### Initiatives:

- I1** | Enhance the employee recruiting strategy to help with attracting and hiring qualified candidates.
- I2** | Develop user-friendly employment recruitment materials that highlight KCKCC's culture and successes.
- I3** | Enhance and streamline the onboarding processes.
- I4** | Assess the college benefits package in comparison to local and peer institution benchmarks to position KCKCC as a competitive employer for top candidates.

### January 2024 Status Updates:

- S1 | In Progress.** Human Resources collaborated with the Marketing and Institutional Image division to launch a recruitment campaign to advertise KCKCC job openings in the KC metro. The campaign ran 94 radio ads on 103.3 in September. Additionally, the departments launched a "We are Hiring" campaign on Facebook that received 398 engagements/reactions. To further highlight the open positions, Human Resources established a LinkedIn page.
- S2 | In Progress.** Human Resources is creating a recruiting brochure that will provide comprehensive information about KCKCC. The brochure will showcase the college's values, investment in employees and benefits offered. The department has also designed custom cards that will help job seekers quickly access information about KCKCC's employment opportunities and benefits.
- S3 | No update at this time.**
- S4 | In Progress.** The faculty and staff compensation analysis will compare KCKCC employee salaries and benefits with peer institutions. Completing this study will provide compensation benchmark data for the college.



# Foster an environment that embraces inclusion and reflects the community the college serves.

## Initiatives:

- I1** | Establish a process to measure employee perception of culture and inclusivity at the college.
- I2** | Create and implement an action plan that provides the college with a guide to build an inclusive work culture.
- I3** | Enhance employee understanding of best practices in inclusivity and working in a multi-cultural environment through activities and training.
- I4** | Enhance and further develop cross-cultural competencies among employees to foster an inclusive environment.

## January 2024 Status Updates:

- S1 | In Progress.** The Center for Equity, Inclusion and Multicultural Engagement (CEIM) is developing an in-house cultural and inclusivity assessment tool for use with employees and students.
- S2 | In Progress.** The CEIM held three meetings with the Equity and Inclusion Council to determine what should be incorporated into a college-wide equity and inclusion action plan.
- S3 | In Progress.** The CEIM is creating professional development training that focuses on best practices for inclusivity in the workplace. | Women and Gender Advocacy hosted a forum titled “Transgender Support in Uncertain Times.”
- S4 | In Progress.** The CEIM is developing content for cultural competency training and programming to be launched in 2024.





# Priority 04

## Community Engagement

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

### GOAL 1

**Increase the level of community engagement of employees and students through service in the community.**

#### Initiatives:

- I1 |** Create an institutional culture that promotes and celebrates employee and student involvement in the community.
- I2 |** Promote employee and student achievements in the college service area.
- I3 |** Assess and enhance reputation of KCKCC in the college service area.
- I4 |** Develop a communication plan to promote community involvement opportunities for employees and students.

#### January 2024 Status Updates:

- S1 | In Progress.** The Community Engagement Survey revealed that KCKCC employees contribute 16,560 hours of community service each year, valued at approximately \$526,608 (The Points of Light Foundation calculated the value of each service hour at \$31.80). | The Veterans Center conducted a food drive in November for the Strong Hold Food Pantry located at Fort Leavenworth. | KCKCC formed a partnership with the Salvation Army and New Kingdom of Faith and Restoration Church to provide holistic support to the college's international students.
- S2 | In Progress.** Student and employee achievements are publicized internally and externally through the KCKCC annual report, presentations, email newsletters, board reports and biannual strategic plan updates.
- S3 | No update at this time.**
- S4 | In Progress.** The Marketing and Institutional Image division is working with all Academic Affairs and Student Affairs offices to determine ways to better promote community involvement opportunities. | The Veterans Center developed a newsletter to keep all military-affiliated students informed of upcoming events. | The Pioneer Career Center publishes a monthly email newsletter highlighting student and faculty accomplishments, activities and programs at the center.



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

## Initiatives:

**I1 |** Establish a physical presence in downtown Kansas City, Kansas, with holistic services for students and the community.

**I2 |** Expand and enhance partnerships with businesses and civic organizations to better serve the region.

**I3 |** Increase partnerships and public support to expand KCKCC programs and services in Leavenworth County.

**I4 |** Celebrate KCKCC's centennial anniversary and the college's recent achievements through outreach and community engagement.

## January 2024 Status Updates:

**S1 | In Progress.** More than 160 individuals attended the groundbreaking ceremony for the KCK Community Education, Health and Wellness Center on September 8. At the new site, environmental abatement, architectural salvage and geotechnical services have been conducted. Final programming space allocation has been completed, along with approximately 75% of the schematic design. Demolition of the site's existing structures has begun. The projected completion for the center's construction is spring 2026. | As of mid-December, fundraising supporting the construction, programs and furnishings for the center stands at 86% toward the \$62 million goal.

**S2 | In Progress.** The KCKCC Foundation established scholarship partnerships with the Metropolitan Leadership Institute, Foundation for Hospice Care, Wyandotte Lion's Club and Wyandotte County Association of Retired School Personnel. | KCKCC is in discussion with Panasonic Energy to expand the college's Automation Engineer Technology (AET) program to accommodate the company's demand for trained technicians over the next three years. | The Dean of Health Professions serves on the Diverse Health Sciences Workforce Community Advisory Board, an initiative of the Health Forward Foundation.

**S3 | In Progress.** The KCKCC Foundation invested \$20,000 in financial support (from general scholarships and unrestricted gifts) that allowed residents at the Lansing Correctional Facility, Joint Regional Correctional Facility and U.S. Disciplinary Barracks to enroll in the college's degree and certificate programs. | CII, a manufacturer in Leavenworth, is utilizing the college's Industrial Maintenance Technician program to train employees. | Pioneer Career Center faculty and staff have cultivated relationships with over 60 organizations based in Leavenworth County.

**S4 | Ongoing.** In September, KCKCC celebrated the 100th Anniversary of the first day of classes with a birthday celebration at all locations. More than 150 students and employees attended the events at each location. The college distributed commemorative coins, t-shirts, and other centennial giveaways as part of the celebration. More than half of the "100 stories" campaign have been shared on social media and posted on the centennial website. | The Centennial Celebration Committee has started planning for a community-wide event on April 13.



## GOAL 3

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

### Initiatives:

**I1 |** Further develop and initiate strategies to increase KCKCC Foundation endowed and non-endowed giving.

**I2 |** Continue to increase the number of employees who give to the KCKCC Family Fund campaign.

**I3 |** Engage college alumni in tangible ways that foster giving to the KCKCC Foundation.

**I4 |** Expand the use of KCKCC's Foundation database to grow mutually beneficial and financially rewarding relationships in business and industry.

### January 2024 Status Updates:

**S1 | Ongoing.** On November 9, the college hosted 75 major donors, elected officials and community leaders for the President's Leadership Circle breakfast where the President delivered his annual State of the College address. | More than 50 students and scholarship donors attended the biannual scholarship social on November 29. | A donor-sponsored 5K event was held to raise scholarship funds for Culinary Arts students. | Dual campaign tracks continue for capital and annual fundraising. | The KCKCC Foundation and Marketing teams are collaborating to boost legacy and planned gifts through the website. | The Basic Needs Center received \$10,000 through a repeated donor gift to provide for the essential needs of KCKCC students.

**S2 | Ongoing.** The KCKCC Foundation welcomed approximately 20 new Family Fund members since July. A total of 628 Family Fund gifts generated \$11,757. The Family Fund supports students with scholarships across all college programs and locations.

**S3 | In Progress.** The Foundation featured 33 social media posts with active engagement in the fall. | The Foundation hired a new Director of Development in December. | The fall appeal for scholarship and special program support resulted in 18 new and renewed donors as of November 17, including capital campaign support. | The 2023 graduate contacts were imported into the alumni database last summer.

**S4 | In Progress.** Monthly email marketing, with distribution to approximately 32,000 alumni, resulted in a 14% open rate. | The KCKCC Foundation added 146 new constituents to its resource development database (46 for grant opportunities and 100 in business and industry). | The Foundation continuously identifies top prospects based on giving history and wealth indicators available through its donor database.



# Increase the number of students interested in college academic programs through branded marketing efforts.

## Initiatives:

**I1 |** Enhance the website to focus on student recruitment and retention efforts.

**I2 |** Develop efficient processes to create increased quality recruitment leads through targeted marketing efforts.

**I3 |** Host more events in the community and at KCKCC locations to promote the college with key audiences.

**I4 |** Develop and implement strategies to work with business and industry partners to promote college academic programs and workforce training opportunities.

## January 2024 Status Updates:

**S1 | In Progress.** The Marketing and Institutional Image division contracted with an outside vendor to help restructure the website to focus more on student recruitment and retention. Web development staff also conducted focus groups with students, analyzed data trends on the website and enhanced the recruitment focus of the website. | The Marketing staff won a gold medallion award from the National Council for Marketing and Public Relations for the website version of the student viewbook.

**S2 | In Progress.** The Marketing and Institutional Image division selected a new digital advertising vendor to increase leads and applications. In the fall, more than 1,000 unduplicated new students enrolled in classes. Overall, more than 2,400 unique students who enrolled in classes interacted with the college's digital ads. KCKCC has also received 200 email leads from the landing pages for these digital advertisements. | Admissions is canvassing the community and sharing enrollment and contact information at local businesses across the college's service district.

**S3 | In Progress.** KCKCC collaborated with community partners to host events such as humanities lectures, music performances and workforce events. Over the summer, KCKCC sponsored the Rock the Dotte concert series at Azura Amphitheater. The college reached thousands through the information booth during this three-part concert series. KCKCC also participated in the Wyandotte and Leavenworth County fairs. | Student Activities hosted Trunk or Treat events in the parking lot of the college's Technical Education Center and Pioneer Career Center locations with more than 200 families from the community participating. | The KCKCC Saturday Science, Math and Technology Academy regularly hosts recruiting events that provide hands-on STEM experiences to over 200 middle and high school students from Kansas City, Kansas Public Schools.

**S4 | In Progress.** KCKCC met with the Wyandotte Economic Development Council, IBSA and other community members to discuss the Microsoft TechSpark Community Engagement Fellowship program on November 3. | In the fall, the AET program held an open house with the Kansas City Chapter of Kansas FAME to recruit students to the program.

### *Vision*

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

### *Mission*

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

### *Purpose*

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

### *Values*

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

**KCKCC**

**FY24-25 Annual Budget Calendar**

<b>Date</b>	<b>Task/Process Description</b>
2/5/2024	Distribute FY24-25 budget worksheet template and instructions internally to departments
2/12/2024	<b><u>Board of Trustees Finance Committee</u></b> Discuss FY24-25 Tuition Rates & Fees
2/20/2024	<b><u>Board of Trustees Meeting</u></b> Consider Approval of Recommended FY24-25 Tuition Rates & Fees
3/4/2024	Internal Requested FY24-25 Budget, New Asks, Strategic Opportunities Due to Finance
4/1/2024	First day to enroll for Summer and Fall 2024
4/9/2024	President's Extended Cabinet: Internal Presentations of Draft FY24-25 Budget Requests
5/14/2024	President's Extended Cabinet: Internal Prioritization of "Strategic Opportunities"
5/20/2024	President's Cabinet Discussion on the Draft FY24-25 Budget & Strategic Opportunities
6/10/2024	<b><u>Board of Trustees Budget Workshop (held in lieu of Board Finance Committee)</u></b> Discuss Revenue Projections (including estimated changes in assessed valuations) Discuss the Intent to Exceed Revenue Neutral Rate for the Mill Levy Presentation of Draft FY24-25 Budget
6/15/2024	KCKCC Receives Valuations from Unified Government County Clerk
6/18/2024	<b><u>Board of Trustees Meeting</u></b> Discuss Revised Revenue Projections (based on Assessed Valuations provided by the County) Discuss the Intent to Exceed Revenue Neutral Rate for the Mill Levy Presentation of Revised Draft FY24-25 Budget, if applicable
7/1/2024	Start of new FY24-25 (formal budget has not been adopted until August or September)
7/16/2024	<b><u>Board of Trustees Meeting</u></b> BOT considers of "Notice of Public Hearings" for (1) Revenue Neutral Rate / Mill Levy Rate Hearing, if applicable and (2) Budget Hearing
7/20/2024	Last Day to notify County Clerk of intent to levy above the Revenue Neutral Rate  Finance submits Notice of Public Hearings to the Newspaper (must be published by 8/10/24)
8/10/2024	Unified Government Mails Notice to Taxpayers
8/20/2024	<b><u>Board of Trustees Meeting</u></b> BOT holds Public Hearings - (1) Revenue Neutral Rate / Mill Levy Rate Hearing, if applicable and (2) Budget Hearing Consider Resolution to Exceed Revenue Neutral Rate, if applicable (with certified roll call) Consider Approval of the FY24-25 Budget
9/17/2024	<b><u>Board of Trustees Meeting - if not approved in August BOT meeting</u></b> Consider Resolution to Exceed Revenue Neutral Rate, if applicable (with certified roll call) Consider Approval of the FY24-25 Budget
8/30/2024 - 9/30/2024	Finance submits Certification of Tax Levy and Budget to County Clerk once approved by the Board of Trustees (must be submitted by 10/1/24)