Kansas City Kansas Community College

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

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

# KANSAS CITY KANSAS COMMUNITY COLLEGE
## Board of Trustees Special Meeting
### Tuesday, December 16, 2025 – 4:30 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):**
   - Executive session to discuss personnel matters of nonelected personnel <u>with possible action to follow in open session (10-minute duration)</u>. 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, December 16, 2025 – 5:00 P.M.

**Meeting Location: Hybrid – Kansas City Kansas Community College (KCKCC)-Main Campus Upper Jewell Lounge and Zoom Meeting**

## AGENDA

1. **Call to Order & Pledge of Allegiance**

2. **KCKCC Mission Statement**

3. **Roll Call**

4. **Approval of Agenda**

5. **Student/Alumni Successes:**
   - Ms. Emily Lopez, KCKCC Electrical Technology Student.

6. **Audience to Patrons and Petitioners** (3-minute limit)

7. **Recognitions/Presentations:**
   - Acknowledgement of Final Board Meeting for Mr. Brad Isnard, Board Chairperson, Ms. Mary Ricketts, Board Vice Chairperson, and Ms. Evelyn Criswell, Board Member. Presented by Dr. Scott Balog, Executive Vice President.
   - KCKCC Volleyball Team – National Runner-Up. Presented by Greg McVey, Director of Athletics, Mary Bruno Ballou, Head Volleyball Coach, Asya Herron, Assistant Volleyball Coach, and Lily Thornberg, Assistant Volleyball Coach.
   - FY2025 Draft Annual Audit and Financial Compliance Reports. Presented by Novak Birks, P.C.
   - Higher Learning Commission (HLC) Annual Update. Presented by Mr. Jerry Pope, Vice President of Academic Affairs.

8. **Communications** – None scheduled.

9. **Board Committee Reports**

10. **Consent Agenda:**
    - (Item A) - Approval of Minutes of the November 18, 2025 Meeting
    - (Item B) - Approval of Recommendations for Payment
    - (Item C) - Approval of Ratification Items
    - (Item D) - Approval of Personnel Items (H.R.)

11. **Student Senate Report** – No report due to winter break.

12. **President's Report** – Dr. Scott Balog, Executive Vice President, on behalf of Dr. Greg Mosier

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

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

15. **Vice President Enrollment Management and Student Services Report** – Dr. Devin Stroman

16. **Vice President Finance and Operations Report** – Dr. Patrick Schulte

17. **Vice President Marketing and Institutional Image Report** – Ms. Kris Green

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

19. **New Business:**
    - Approval of College Policies. Presented by Ms. Linda Hoskins Sutton, Chair of the Board Policy Committee.
      - College Operating Hours (Policy 1.13)
    - Approval of FY2026 Master Contract Between the Board of Trustees Kansas City Kansas Community College and the Faculty Association of Kansas National Education Association (KNEA) Kansas City Kansas Community College. Presented by Mr. Jerry Pope, Vice President of Academic Affairs.
    - Approval of Academic Calendar 2027-2028. Presented by Mr. Jerry Pope, Vice President of Academic Affairs.
    - Approval of New and Revised Academic Programs. Presented by Mr. Jerry Pope, Vice President of Academic Affairs.
      1) Automation Engineer Technology (AET) - Certificate A (16), Certificate B (30), Certificate C (45–46), AAS (60–61)
      2) Commercial Construction (New Program) - Certificate A (20), Certificate B (41)
      3) Residential Construction (Construction Technology Program Revision) - Certificate A (18), Certificate B (37)
      4) Welding Program Revision - Certificate A (20), Certificate B (40)

5) Early Childhood Education & Development – AS (Transfer) - Total Credits: 61
6) Early Childhood Education & Development – AAS (Career Degree) - Total Credits: 65
7) Early Childhood Education & Development – Certificates A & B - Certificate A: Increased from 16 to 17 credits to include ECED 0141 Observation Practicum I, Certificate A: Increased from 16 to 17 credits to include ECED 0141 Observation Practicum I
8) Computer Science AAS & Certificates A/B
9) Networking Technology AAS - Total Credits: 64
10) Networking Technology Certificates A & B - Certificate A: 28 credits, Certificate B: 42 credits
11) Cybersecurity AS – 62 Credits
12) Cybersecurity Certificates A (27 credits) & B (39 credits)
13) Accounting AAS, Certificate A, Certificate B - AAS: 61–63 credits, Certificates: 16 and 31 credits

- Approval of FY2025 Annual Audit and Financial Compliance Reports. Presented by Dr. Patrick Schulte, Vice President of Finance and Operations.
- Election for Interim Board Chair. Presented by Mr. Brad Isnard, Board Chairperson.

20. **Adjournment**

**Next Meeting of the Board of Trustees:**
**Tuesday, January 20, 2026 - 5:00 p.m.**
**Hybrid Meeting | KCKCC–Main Campus Upper Jewell Lounge and Zoom Virtual Meeting Room**

# DRAFT

**KANSAS CITY KANSAS COMMUNITY COLLEGE**

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

**June 30, 2025 and 2024**

# KANSAS CITY KANSAS COMMUNITY COLLEGE

## TABLE OF CONTENTS

To the Board of Trustees
Kansas City Kansas Community College

## Opinions

We have audited the accompanying financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the Kansas City, Kansas Community College (the "College"), as of and for the years ending June 30, 2025 and 2024, and the related notes to the financial statements, which collectively comprise the College's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the College, as of June 30, 2025 and 2024, and the respective changes in financial position and, where applicable, cash flows thereof for the years then ended in accordance with accounting principles generally accepted in the United States of America.

## Basis for Opinions

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

## Responsibilities of Management for the Financial Statements

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

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

## Auditor's Responsibilities for the Audit of the Financial Statements

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

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

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

- Exercise professional judgment and maintain professional skepticism throughout the audit.

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the College's internal control. Accordingly, no such opinion is expressed.

- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.

- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the College's ability to continue as a going concern for a reasonable period of time.

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

**Required Supplementary Information**

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis (page 4-10) and budgetary comparison information (page 39) be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express and opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

**Other Information**

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

**Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards,* we have also issued our compliance reports, for the years ended June 30, 2025 and 2024 on our consideration of the Kansas City Kansas Community College's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters; compliance for each major federal program and on internal control over compliance required by uniform guidance and report on expenditures of federal awards required by uniform guidance; and the schedule of expenditures of federal awards. The purpose of those reports is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. Those reports are integral parts of an audit performed in accordance with Government Auditing Standards in considering the Kansas City Kansas Community College's internal control over financial reporting and compliance.

Lenexa, KS
December XX, 2025

**Introduction**

Management's discussion and analysis is an overview of the financial position and financial activities of Kansas City Kansas Community College (the College) for the fiscal years ended June 30, 2025 and June 30, 2024. The College's management prepared this discussion. It should be read in conjunction with the College's combined financial statements and notes that follow. Management is responsible for the objectivity and integrity of the accompanying financial statements and notes, and this discussion and analysis as reported.

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

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

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

**Statements of Net Position**

The Statements of Net Position present the assets, liabilities, and net position of the College at June 30, 2025 and 2024. The purpose of the Statements of Net Position is to present a snapshot of the financial condition of the College. Total net position, which is the difference between total assets and total liabilities, is one of the indicators of the current financial condition of the College.

The assets and liabilities are categorized between current and noncurrent. Current assets and current liabilities mature or become payable within the normal 12-month accounting cycle versus noncurrent assets and liabilities which mature or become payable after 12 months. For example, at June 30, 2025 and 2024, the College's current assets consist primarily of cash, short-term investments, property tax receivables and other revenue related receivables, while noncurrent assets consist primarily of capital assets. Capital assets are the property, plant, and equipment owned by the College.

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

Restricted net position are funds that are limited in terms of the purpose and time for which the funds can be spent. Restricted net position is further categorized between expendable and nonexpendable. Restricted expendable net position, are net assets available to be spent by the College after externally imposed stipulations have been fulfilled or after the passage of time. Restricted nonexpendable net assets are endowments for which only the interest portion can be spent. The College had no restricted nonexpendable net assets at June 30, 2025 and 2024.

KANSAS CITY KANSAS COMMUNITY COLLEGE
MANAGEMENT'S DISCUSSION AND ANALYSIS
Years Ended June 30, 2025 and 2024

**Statements of Net Position (Continued)**

Unrestricted net position includes net assets which are available to the College for any lawful purpose. The following schedule is prepared from the College's Statements of Net Position (pages 11-12), which are presented on an accrual basis of accounting, whereby assets are capitalized and depreciated.

Total net position at June 30, 2025 increased to $160.4 million from $141.8 million at June 30, 2024. Net Position, Invested in capital assets, net of related debt, increased by $27.6 million. This is largely due to upfront receipt of grant funds (but not yet spent) for the Downtown KCK Community Education, Health, and Wellness Center. Restricted, expendable net position decreased $4.6 million as funds were used for the student housing project. Unrestricted net assets had a net decrease of $28.1 million. Total net position increased by $18.6 million during the period.

Current assets increased primarily due to an increase in cash and temporary investments from net operating results. Non-current assets (capital items) increased $12.6M as capital assets purchased in 2025 (largely The Downtown Construction Project) were more than accumulated depreciation on assets previously placed into service.

Condensed Statement of Net Position as of June 30:

|  | 2025 | 2024 | Increase (Decrease) | Percent Change |
|---|---|---|---|---|
| **Assets:** |  |  |  |  |
| Current Assets | $107,397,513 | $106,697,734 | $ 699,779 | 0.7% |
| Noncurrent Assets | 97,181,259 | 81,639,089 | 15,542,170 | 19.0% |
| Total Assets | $204,578,772 | $188,336,823 | $16,241,949 | 8.6% |
|  |  |  |  |  |
| **Liabilities:** |  |  |  |  |
| Current Liabilities | $ 16,328,308 | $ 14,752,240 | $ 1,576,068 | 10.7% |
| Noncurrent Liabilities | 27,867,068 | 31,775,770 | (3,908,702) | -12.3% |
| Total Assets | $ 44,195,376 | $ 46,528,010 | $ (2,332,634) | -5.0% |
|  |  |  |  |  |
| **Net Position:** |  |  |  |  |
| Invested in capital assets, net of related debt | $ 67,879,730 | $ 48,795,150 | $ 19,084,580 | 39.1% |
| Restricted - expendable |  |  |  |  |
| Capital Projects | 40,797,056 | 13,173,648 | 27,623,408 | 209.7% |
| Debt Service |  |  |  |  |
| Unrestricted | 51,706,610 | 79,840,015 | (28,133,405) | -35.2% |
| Total Net Position | $160,383,396 | $141,808,813 | $ 18,574,583 | 13.1% |

**Statements of Net Position (Continued)**

Current assets increased primarily due to cash as noted above. Non-current assets (capital items) increased as capital assets purchased in 2025 were more than accumulated depreciation on assets previously placed into service.

**Statements of Revenues, Expenses, and Changes in Net Position**

The Statements of Revenues, Expenses, and Changes in Net Position present the College's financial results for the fiscal years ended June 30, 2025 and 2024. The statements include the College's revenues and expenses, both operating and non-operating.

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

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

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

Summary of Revenues, Expenses, and Changes in Net Position For the Years ended June 30:

|  | 2025 | 2024 | Increase (Decrease) | Percent Change |
|---|---|---|---|---|
| Operating Revenues | $ 30,595,089 | $ 35,008,897 | $(4,413,808) | -12.6% |
| Operating Expenses | 86,955,532 | 77,628,021 | 9,327,511 | 12.0% |
| Operating gain (loss) | $(56,360,444) | $(42,619,124) | $ 4,913,703 | -11.5% |
| Non-Operating Revenues, net | 74,935,027 | 68,329,468 | 6,605,559 | 9.7% |
| Increase in net position | 18,574,583 | 25,710,344 | (7,135,761) | -27.8% |
| Net Position beginning of year | 141,808,813 | 116,098,469 | 25,710,344 | 22.1% |
| Net Position end of year | 160,383,396 | 141,808,813 | 18,574,583 | 13.1% |

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

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

Summary of Revenues For the Years ended June 30:

|  | 2025 | 2024 | Increase (Decrease) | Percent Change |
|---|---|---|---|---|
| Operating Revenues: |  |  |  |  |
| Student tuition & fees | $13,324,511 | $ 9,514,828 | $ 3,809,683 | 40.0% |
| Grants & Contracts | 14,197,832 | 9,970,513 | 4,227,319 | 42.4% |
| Auxiliary enterprise revenues | 3,539,992 | 3,458,313 | 81,679 | 2.4% |
| Other Operating Revenues | 1,923,541 | 12,027,899 | (10,104,359) | -84.0% |
| Total Operating Revenues | $32,985,876 | $ 34,971,554 | $(1,985,678) | -5.7% |
|  |  |  |  |  |
| Non-Operating Revenues (Expenses): |  |  |  |  |
| County property taxes | $55,329,491 | $ 9,514,828 | $ 3,809,683 | 40.0% |
| State Aid | 12,698,358 | 9,970,513 | 4,227,319 | 42.4% |
| Investment income | 1,820,208 | 3,458,313 | 81,679 | 2.4% |
| Interest on Capital Asset Debt | (5,465,536) | 12,027,899 | (10,104,359) | -84.0% |
| Revenues | $64,382,520 | $ 34,971,554 | $(1,985,678) | -5.7% |

The total operating expenses for the College for the years ended June 30, 2025 and 2024 were as follows:

Summary of Operating Expenses For the Years ended June 30:

|  | 2025 | 2024 | Increase (Decrease) | Percent Change |
|---|---|---|---|---|
| Operating Expenses: |  |  |  |  |
| Salaries & Benefits | $47,036,961 | $45,384,004 | $1,652,957 | 3.6% |
| Supplies & Services | 18,128,536 | 12,847,918 | 5,280,618 | 41.1% |
| Depreciation & Amortization | 6,990,399 | 6,606,825 | 383,574 | 5.8% |
| Scholarship & Financial Aid | 9,673,305 | 8,557,138 | 1,116,167 | 13.0% |
| Total Operating Expenses | $86,955,532 | $77,628,021 | $9,327,511 | 12.0% |

**Functional Expenditures**

Summary of Operating Expenses by Functional Expenditure Classification For the Years ended June 30:

|  | 2025 | 2024 | Increase (Decrease) | Percent Change |
|---|---|---|---|---|
| Operating Expenses: |  |  |  |  |
| Instruction | $ 25,602,675 | $ 24,542,141 | $ 1,060,534 | 4.3% |
| Research | 325,396 | 288,141 | 37,256 | 12.9% |
| Academic Support | 7,389,587 | 6,728,094 | 661,493 | 9.8% |
| Student Services | 9,663,847 | 7,705,534 | 1,958,313 | 25.4% |
| Institutional Support | 17,997,203 | 12,410,426 | 5,586,777 | 45.0% |
| Student Financial Aid | 9,627,527 | 8,557,138 | 1,070,389 | 12.5% |
| Plant & Maintenance | 8,027,974 | 7,996,058 | 31,915 | 0.4% |
| Auxiliary | 2,883,245 | 2,793,664 | 89,581 | 3.2% |
| Depreciation | 7,237,859 | 6,606,825 | 631,034 | 9.6% |
| Total Operating Expenses | $ 88,755,313 | $ 77,628,022 | $11,127,291 | 14.3% |

**Combined Statements of Cash Flows**

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

Summary of Cash Flows For the Years ended June 30:

|  | 2025 | 2024 | Increase (Decrease) | Percent Change |
|---|---|---|---|---|
| Cash provided by (used in): |  |  |  |  |
| Operating activities | $(45,902,767) | $(34,934,558) | $(10,968,210) | 31.4% |
| Non capital financing activities | 68,027,849 | 68,385,644 | (357,795) | -0.5% |
| Capital & related financing activities | (21,566,874) | (15,201,051) | (6,365,824) | 41.9% |
| Investment activities | (3,645,329) | 1,146,073 | (4,791,401) | -418.1% |
| Net Change in cash | (3,087,122) | 19,396,109 | (22,483,230) | -115.9% |
| Cash, beginning of year | 83,549,298 | 64,153,189 | 19,396,109 | 30.2% |
| Cash, end of year | $ 80,462,176 | $ 83,549,298 | $ (3,087,122) | -3.7% |

KANSAS CITY KANSAS COMMUNITY COLLEGE
STATEMENTS OF NET POSITION
June 30, 2025 and 2024

| | 2025 | 2024 |
|---|---|---|
| **Assets:** | | |
| Current assets - | | |
| Cash and temporary investments | $ 80,462,176 | $ 83,549,298 |
| Investments - CD's | 16,677,643 | 11,212,106 |
| Student, tuition and grants receivable, net of allowance for uncollectible amount of $9,690,621 and $6,382,479, respectively | 3,749,348 | 5,710,049 |
| Federal Student Loan Receivable | - | 32,572 |
| Other receivable | 172,368 | 172,368 |
| Taxes receivables | 5,769,186 | 5,406,766 |
| Inventory | 568,998 | 614,575 |
| Total Current Assets | 107,399,719 | 106,697,734 |
| | | |
| Noncurrent Assets - | | |
| Refinancing expenses, net of accumulated amortization of $720,000 for 2025 and 2024. | 75,403 | 105,564 |
| Capital assets not being depreciated | 22,026,603 | 5,445,653 |
| Capital assets, being depreciated | 160,863,351 | 155,925,085 |
| Less accumulated depreciation | (89,480,224) | (83,805,589) |
| Right of Use Asset, net of accumulated depreciation | 778,566 | 1,032,864 |
| IT Subscriptions, net of accumulated amortization | 2,917,560 | 2,935,512 |
| Total noncurrent assets | 97,181,259 | 81,639,089 |
| Total assets | $ 204,580,978 | $ 188,336,823 |

The accompanying notes are an integral part of these statements.

-11-

KANSAS CITY KANSAS COMMUNITY COLLEGE
STATEMENTS OF NET POSITION
June 30, 2025 and 2024

| | 2025 | 2024 |
|---|---|---|
| **Liabilities:** | | |
| Current Liabilities - | | |
| Accounts payable | $ 2,191,415 | $ 1,651,601 |
| Accrued compensated absences | 3,546,830 | 3,440,138 |
| Accrued interest | 274,009 | 301,420 |
| Accrued payroll | 1,452,645 | 1,173,994 |
| Funds held for others | 1,234,669 | 1,080,073 |
| Unearned revenue | 4,211,483 | 3,816,175 |
| Current portion of early retirement payable | 17,258 | 48,839 |
| Current portion of certificates of participation/ bonds payable | 680,000 | 640,000 |
| Current portion of certification - capital lease obligations | 2,530,000 | 2,435,000 |
| Current portion of special revenue bond payable | 190,000 | 165,000 |
| Total Current Liabilities | 16,328,309 | 14,752,240 |
| | | |
| Noncurrent Liabilities - | | |
| Early retirement payable | 176,351 | 193,608 |
| COP Issuance Premium | 1,897,024 | 2,196,679 |
| Certificates of Participation/Bonds payable | 2,280,000 | 2,960,000 |
| Certification of participation-capital lease obligation | 510,000 | 3,040,000 |
| Special Revenue Bond | 19,340,000 | 19,530,000 |
| Lease Liability | 599,084 | 837,261 |
| IT Subscriptions Liability | 3,064,609 | 3,018,222 |
| Total Noncurrent Liabilities | 27,867,068 | 31,775,770 |
| Total Liabilities | 44,195,377 | 46,528,010 |
| | | |
| **Net Position** | | |
| Invested In Capital Assets, net of related debt: | 67,879,730 | 48,795,149 |
| Restricted, expendable for - | | |
| Capital projects | 40,797,056 | 13,173,648 |
| Unrestricted | 51,708,815 | 79,840,016 |
| Total Net Position | 160,385,601 | 141,808,813 |
| Total Liabilities and Net Position | $ 204,580,978 | $ 188,336,823 |

The accompanying notes are an integral part of these statements.

# KANSAS CITY KANSAS COMMUNITY
## COLLEGE FOUNDATION
### (A COMPONENT UNIT OF KANSAS CITY KANSAS COMMUNITY COLLEGE)
### STATEMENTS OF FINANCIAL POSITION
### JUNE 30 2025 AND 2024

## ASSETS

|  | 2025 | 2024 |
|---|---|---|
| Cash and Cash Equivalents | $ 3,701,005 | $ 2,682,677 |
| Investments | 1,732,564 | 1,475,620 |
| Accounts Receivable | 825,365 | 1,621,658 |
| Deposit | 4,528 | 4,528 |
| Total Assets | $ 6,263,462 | $ 5,784,483 |

## LIABILITIES AND NET ASSETS

|  | 2025 | 2024 |
|---|---|---|
| Payables | 677 | - |
| Total Liabilities | 677 | - |
| **Net Assets:** |  |  |
| Net assets without donor restrictions | 127,231 | 216,370 |
| Net assets with donor restrictions | 6,135,554 | 5,568,113 |
| Total Net Assets | 6,262,785 | 5,784,483 |
| Total Liabilities and Net Assets | $ 6,263,462 | $ 5,784,483 |

The accompanying notes are an integral part of these statements.

# KANSAS CITY KANSAS COMMUNITY COLLEGE
## STATEMENTS OF REVENUES,
## EXPENSES AND CHANGES IN NET POSITION
### June 30, 2025 and 2024

|  | 2025 | 2024 |
|---|---|---|
| Operating revenues: | | |
| Student tuition and fees | $ 10,933,724 | $ 9,552,171 |
| Federal grants and contracts | 10,655,781 | 7,772,365 |
| State grants and contracts | 3,060,468 | 1,970,722 |
| Gifts, grants, and contracts | 481,583 | 227,427 |
| Auxilliary enterprise revenue | 3,539,992 | 3,458,313 |
| Other operating revenue | 1,923,541 | 12,027,899 |
| Total operating revenues | 30,595,089 | 35,008,897 |
| | | |
| Operating expenses: | | |
| Salaries | 38,588,389 | 37,144,972 |
| Benefits | 8,448,572 | 8,239,032 |
| Contractual services | 2,722,654 | 2,122,402 |
| Supplies and other operating expenses | 17,537,705 | 12,219,949 |
| Utilities | 2,403,677 | 2,109,734 |
| Repairs and maintenance to plant | 590,831 | 627,969 |
| Scholarships and financial aid | 9,673,305 | 8,557,138 |
| Depreciation and amortization | 6,990,399 | 6,606,825 |
| Total operating expenses | 86,955,532 | 77,628,021 |
| Operating loss | (56,360,443) | (42,619,124) |
| | | |
| Nonoperating revenues (expenses): | | |
| County property taxes | 55,691,911 | 53,906,245 |
| State aid | 12,698,358 | 13,594,341 |
| Non-operating revenue for capital contribution | 5,664,103 | - |
| Investment income | 1,820,206 | 2,085,977 |
| Interest expense on capital asset debt | (939,553) | (1,257,095) |
| Total nonoperating revenues | 74,935,025 | 68,329,468 |
| | | |
| Increase in net position | 18,574,582 | 25,710,344 |
| | | |
| Net position, beginning of year | 141,808,813 | 116,098,469 |
| | | |
| Net position, end of year | $ 160,383,395 | $ 141,808,813 |

The accompanying notes are an integral part of these statements.

KANSAS CITY KANSAS COMMUNITY
COLLEGE FOUNDATION
(A COMPONENT UNIT OF KANSAS CITY KANSAS COMMUNITY COLLEGE)
STATEMENT OF ACTIVITIES
For The Year Ended June 30, 2025

|  | Without Donor Restrictions | With Donor Restrictions | Total |
|---|---|---|---|
| Support and Revenue: |  |  |  |
| Contributions | $ 465,426 | $ 2,061,112 | $ 2,526,538 |
| In-kind contributions | 436,047 | - | 436,047 |
| Unrealized losses on investments | 0 | 83,921 | 83,921 |
| Realized loss on investments | 0 | 95,005 | 95,005 |
| Interest and dividend income | 52,623 | 57,824 | 110,447 |
| Other income | 25,003 | - | 25,003 |
| Net assets released from restrictions | 1,730,421 | (1,730,421) | - |
| Total Revenues and Other Support | 2,709,520 | 567,441 | 3,276,961 |
|  |  |  |  |
| Expenses: |  |  |  |
| Program services | 2,429,921 | - | 2,429,921 |
| Management and general | 128,912 | - | 128,912 |
| Fundraising | 239,826 | - | 239,826 |
| Total Expenses | 2,798,659 | - | 2,798,659 |
|  |  |  |  |
| Change in Net Assets | (89,139) | 567,441 | 478,302 |
|  |  |  |  |
| Net Assets, beginning of year | 216,370 | 5,568,113 | 5,784,483 |
|  |  |  |  |
| Net Assets, end of year | $ 127,231 | $ 6,135,554 | $ 6,262,785 |

The accompanying notes are an integral part of these statements.

KANSAS CITY KANSAS COMMUNITY
COLLEGE FOUNDATION
(A COMPONENT UNIT OF KANSAS CITY KANSAS COMMUNITY COLLEGE)
STATEMENT OF ACTIVITIES
For The Year Ended June 30, 2024

| | Without Donor Restrictions | With Donor Restrictions | Total |
|---|---|---|---|
| Support and Revenue: | | | |
| Contributions | $ 443,775 | $ 12,512,324 | $ 12,956,099 |
| In-kind contributions | 476,145 | - | 476,145 |
| Unrealizedgain on investments | 63,063 | - | 63,063 |
| Realized gain on investments | 8,833 | - | 8,833 |
| Interest and dividend income | 96,088 | - | 96,088 |
| Other income | 10,693 | - | 10,693 |
| Net assets released from restrictions | 11,266,661 | (11,266,661) | - |
| Total Revenues and Other Support | 12,365,258 | 1,245,663 | 13,610,921 |
| | | | |
| Expenses: | | | |
| Program services | 11,977,338 | - | 11,977,338 |
| Management and general | 446,156 | - | 446,156 |
| Fundraising | 204,849 | - | 204,849 |
| Total Expenses | 12,628,343 | - | 12,628,343 |
| | | | |
| Change in Net Assets | (263,085) | 1,245,663 | 982,578 |
| | | | |
| Net Assets, beginning of year | 479,455 | 4,322,450 | 4,801,905 |
| | | | |
| Net Assets, end of year | $ 216,370 | $ 5,568,113 | $ 5,784,483 |

The accompanying notes are an integral part of these statements.

# KANSAS CITY KANSAS COMMUNITY COLLEGE
## STATEMENTS OF CASH FLOWS
### June 30, 2025 and 2024

|  | 2025 | 2024 |
|---|---|---|
| **Cash flows from operating activities:** |  |  |
| Student tuition & fees | $ 13,324,511 | $ 9,514,828 |
| Federal Grants and contracts | 10,655,781 | 7,772,365 |
| State Grants and contracts | 3,060,468 | 1,970,721 |
| Private Gifts, Grants and contracts | 481,583 | 227,427 |
| Cash received from customers | 3,539,992 | 3,458,313 |
| Other Receipts | 1,923,541 | 12,027,899 |
| Payments to employees | (38,309,737) | (36,995,599) |
| Payments to suppliers | (22,669,476) | (16,727,706) |
| Scholarships and financial aid | (9,673,305) | (8,557,138) |
| Employee benefits | (8,390,720) | (8,290,344) |
| Funds held for others | 154,595 | 664,676 |
| Net cash used in operating activities | (45,902,767) | (34,934,558) |
|  |  |  |
| **Cash flows from noncapital financing activities:** |  |  |
| County property taxes | 55,329,491 | 54,791,303 |
| State aid | 12,698,358 | 13,594,341 |
| Net cash provided by noncapital financing activities | 68,027,849 | 68,385,644 |
|  |  |  |
| **Cash flows from capital and related financing activities:** |  |  |
| Proceeds from Special Revenue Bonds | (299,655) | (100,281) |
| Purchase of capital assets & Construction in Progress | (13,345,348) | (9,544,176) |
| Leases | (282,726) | (315,032) |
| IT Subscriptions | (1,200,039) | (1,134,584) |
| Principal and interest paid on bonds payable | (640,000) | (610,000) |
| Principal on capital leases | (2,435,000) | (2,355,000) |
| Principal on special revenue bonds | (165,000) | (145,000) |
| Financing Expenses | 30,161 | 30,161 |
| Interest Payments | (718,582) | (1,027,139) |
| Net cash used in capital and related financing activities | (19,056,189) | (15,201,051) |
|  |  |  |
| **Cash flows from investing activities:** |  |  |
| Interest on investments | 1,820,208 | 2,085,978 |
| Investments (purchased) redeemed | (7,976,223) | (939,904) |
| Net cash provided in investing activities | (6,156,015) | 1,146,074 |
|  |  |  |
| Net increase(decrease) in cash | (3,087,122) | 19,396,109 |
|  |  |  |
| Cash and cash equivalents, beginning of year | 83,549,298 | 64,153,189 |
| Cash and cash equivalents, end of year | $ 80,462,176 | $ 83,549,298 |

The accompanying notes are an integral part of these statements.

## KANSAS CITY KANSAS COMMUNITY COLLEGE
## STATEMENTS OF CASH FLOWS
June 30, 2025 and 2024

| Reconciliation of cash flows from operating activities - | 2025 | 2024 |
|---|---|---|
| Direct method - continued from page 17: | | |
| Excess revenues over expenses from operating activities | $ (56,360,444) | $ (42,576,589) |
| Tuition receivable | 1,960,701 | (407,608) |
| Federal Student Loan Receivable | 34,778 | (32,572) |
| Taxes receivable | (362,420) | 885,058 |
| Other receivable | - | - |
| Inventory | 45,577 | 79,760 |
| Accounts payable | 539,814 | 272,589 |
| Accrued compensated absences | 106,691 | 25,479 |
| Accrued payroll | 278,652 | 149,372 |
| Funds held for others | 154,595 | 664,676 |
| Unearned revenue | 395,307 | 402,837 |
| Early retirement payable | (48,837) | (76,792) |
| Depreciation and amortization | 6,990,399 | 6,564,290 |
| Taxes receivable | 362,420 | (885,058) |
| Net Cash From Operating Activities | $ (45,902,767) | $ (34,934,558) |

## SUPPLEMENTAL DISCLOSURES

No items were recorded as donated property to the College during the
fiscal year ended June 30, 2025 and 2024

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

KANSAS CITY KANSAS COMMUNITY COLLEGE
NOTES TO FINANCIAL STATEMENTS
June 30, 2025

NOTE A – ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

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

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

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

Blended Component Unit – The College Board of Trustees has formed a related entity to the College. The related entity is a legally separate, tax-exempt organization formed in 2021 that acts as a real estate holding company for the College. The related entity will hold purchased and donated property of the College. The related entity's sole member is the College. It is represented by the Board of Trustees and acts solely on behalf of the College and derives its governing authority from the College. The related entity is reliant on the College for its financial support. Management has determined that based on a review of the guidelines promulgated by the GASB, the related entity is included in the College's financial report and statements as a blended component unit. Two land parcels in downtown Kansas City, Kansas previously held by the related entity were transferred to the College on March 10, 2025. At June 30, 2025, the related entity had assets comprising of land and Net Position in the amount of $60,000, which represents six residential parcels adjacent to the main campus that provided a sewer easement for the campus student housing.

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

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

The financial statements of the Foundation are prepared in accordance with GAAP for the year ended June 30, 2025, and 2024. The Foundation is a not-for-profit organization that reports its financial results under Statements of Financial Accounting Standards issued by the Financial Accounting Standards Board (FASB). Most significant to the Foundation's operations and reporting model are FASB Codification ASC 958, *Not-for-Profit Entities*, and FASB Codification ASC 958-605, *Revenue Recognition – Contributions Received*. As such, certain revenue recognition criteria and presentation features are different from GASB revenue recognition criteria and presentation features. No modifications have been made to the Foundation's financial information in the College's financial reporting entity for these differences; however significant note disclosures (see Note O) to the Foundation's financial statements have been incorporated into the College's notes to the financial statements.

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

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

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

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

The College maintains an encumbrance system for tracking outstanding purchase orders and other commitments for materials, equipment or services not received during the year. Encumbrances at June 30, 2025 and 2024 were $2,576,296 and $678,265 respectively, which represents the estimated amount of expenses ultimately to result if unperformed contracts in process at fiscal year-end are completed. Encumbrances outstanding at June 30, 2025 do not constitute expenses or liabilities and are not reflected in these combined financial statements.

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

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

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

Property taxes are levied November 1st and collected by the county treasurer, who remits to the College it's respective share of the collections. Taxes levied in one year become due to the county in two installments, generally on December 20 and May 20, followed by major distributions to the College on approximately January 20 and June 5th. Smaller distributions are made to taxing units in March, May, September, and October each year. Taxes distributed the following September and October of each year are recognized as revenue and recorded as property taxes receivable at June 30th. Accordingly, taxes receivable at June 30, 2025 and 2024 was $4,357,880 and $4,403,273 respectively.

The tax rates for the fiscal year ended June 30, 2025 and 2024, per $100 of assessed valuation, are reflected in the following table:

| Fund | 2025 Tax Levy Rate | 2024 Tax Levy Rate |
|---|---|---|
| General | 21.444 | 24.188 |
| Capital outlay | 2.180 | 2.187 |
| Total Mill Levy | 23.624 | 26.375 |

Cash and Cash Equivalents - The College considers all highly liquid debt instruments purchased with a maturity of three months or less to be cash equivalents.

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

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

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

| Assets | Years |
|---|---|
| Building | 40 |
| Building improvements | 15 |
| Land improvements | 10 |
| Furniture | 5 |
| Computer technology | 4 |

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

Inventories - The College bookstore maintains an inventory of textbooks and supplies, which are sold to students, the general public, and other college bookstores. The inventory on hand at June 30, 2025 and 2024 was $568,9998 and $614,575, respectively. This valuation is based on the lower of cost (determined on first-in, first-out basis) or market.

Unearned Tuition and Fee Revenue - Tuition and fee revenue received from open enrollment April 1 through June 30, and related to courses starting after July 1$^{st}$, have been deferred as unearned revenue. The amount of unearned revenue at June 30, 2025 and 2024 was $4,211,483 and $3,816,176, respectively.

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

Restricted net assets are funds that are limited in terms of the purpose and time for which the funds can be spent. Restricted net assets are further categorized between expendable and nonexpendable. Restricted expendable net assets are available to be spent by the College after externally imposed stipulations have been fulfilled or after the passage of time. Restricted nonexpendable net assets are endowments for which only the interest portion can be spent or a distribution made per an endowment policy. The College has no restricted nonexpendable net assets at June 30, 2025 and 2024.

Unrestricted net assets are available to the College for any lawful purpose. The College first applies restricted sources when an expense or outlay is incurred for purposes for which both restricted and unrestricted sources are available.

Compensated Absences - The College records a liability for employees' vacation and sick leave earned, but not taken. Employees are allowed to carry over a limited number of vacation and unlimited sick days from year to year. The College pays employees upon separation for up to 200 hours of unused vacation and unlimited sick hours over 720 hours for staff and limited to 1,456 hours for 182-day professional employees, and 1,484 for 212 day professional employees. At June 30, 2025 and 2024, the College had accrued compensated absences liability of $3,546,830 and $3,440,138, respectively.

Advertising - Advertising costs, which consist primarily of schedule and course offering advertising, are included in supplies and other operating expenses and are expensed in the period the costs are incurred. Advertising expenses for the years ended June 30, 2025 and 2024 were $571,763 and $552,052, respectively. Advertising, generally, does not benefit future years.

KANSAS CITY KANSAS COMMUNITY COLLEGE
NOTES TO FINANCIAL STATEMENTS
June 30, 2025

## NOTE B - CASH DEPOSITS AND INVESTMENTS

Cash and cash equivalents include deposits held at banks plus small amounts of cash maintained for change funds. State statute, K.S.A. 12-1675, authorizes the College to invest in temporary notes, time deposits, open accounts, certificates of deposit, repurchase agreements, the State of Kansas Municipal Investment Pool (the Pool), or United States Treasury bills or notes. At June 30, 2025 and 2024, the carrying amount of the Colleges unrestricted and restricted deposits was $80,462,176 and $83,549,298, respectively. The bank balance at June 30, 2025 and 2024 was $60,548,133 and $71,670,867 respectively. The difference between carrying amounts and bank balances primarily represent checks which have not cleared the bank.

The College had unrestricted investments of $16,677,642 and $11,212,106, and restricted investments of $0 in certificates of deposits for the years ended June 30, 2025 and 2024. The College's current cash deposits and investments are not subject to credit risk, concentrations of credit risk, interest rate risk, or foreign currency risk.

Custodial Credit Risk - The College is subject to custodial credit risk, which is the risk that in the event of a bank failure, an entity's deposits may not be returned. The College's deposit policy for credit risk requires depository banks to pledge qualified securities with a market value exceeding deposits in excess of Federal Deposit Insurance Corporation (FDIC) coverage. The College's cash and temporary investments at June 30, 2025 and 2024 were secured by federal depository insurance and/or collateral held by the College's custodial financial institutions in the College's name.

## NOTE C - TUITION RECEIVABLE

Tuition Receivable includes amounts that the college has billed for tuition and for which the College recognizes as having been earned, but not collected. The College had Tuition Receivable at June 30, 2025 and 2024, in the amounts of $3,749,348 and $5,710,049, respectively.

## NOTE D - TAXES RECEIVABLE

Taxes Receivable includes real property, vehicle, and personal property taxes that have been levied which are uncollected at year end. The College had total Taxes Receivable at June 30, 2025 and 2024, in the amounts of $5,769,186 and $5,406,766, respectively.

## NOTE E - CAPITALIZED REFINANCING EXPENSE

The College has capitalized refinancing expenses relevant to the refinancing activities of debt issues. Capitalized refinancing expense is amortized over the remaining lives for the refinanced debt issues. The unamortized Refinancing Expense at June 30, 2025 and 2024, was $75,403 and $105,564, respectively.

KANSAS CITY KANSAS COMMUNITY COLLEGE
NOTES TO FINANCIAL STATEMENTS
June 30, 2025

## NOTE F – CAPITAL ASSETS

Capital assets consist of the following categories at June 30, 2025 and 2024:

| | July 1, 2024 Beginning Balance | Additions | Retirements | June 30, 2025 Ending Balance |
|---|---|---|---|---|
| **Capital Assets not being depreciated:** | | | | |
| Land | $ 1,542,182 | $ - | $ - | $ 1,542,182 |
| Construction in progress | 3,597,356 | 16,568,441 | - | 20,165,797 |
| Works of art | 306,114 | 12,510 | - | 318,624 |
| Total Capital assets not being depreciated | 5,445,652 | 16,580,950 | - | 22,026,603 |
| **Capital Assets being depreciated:** | | | | |
| Buildings | 81,848,336 | - | - | 81,848,336 |
| Improvements | 42,260,518 | 2,686,555 | - | 44,947,073 |
| Equipment and vehicles | 31,816,232 | 2,251,711 | - | 34,067,943 |
| Total Capital Assets being depreciated | 155,925,086 | 4,938,266 | - | 160,863,351 |
| Less Accumulated Depreciation | (83,805,589) | (5,674,634) | - | (89,480,223) |
| Capital Assets, net | $77,565,149 | $15,844,582 | $ - | $93,409,731 |

| | July 1, 2023 Beginning Balance | Additions | Retirements | June 30, 2024 Ending Balance |
|---|---|---|---|---|
| **Capital Assets not being depreciated:** | | | | |
| Land | $ 1,542,182 | $ - | $ - | $ 1,542,182 |
| Construction in progress | 500,273 | 3,296,249 | (199,166) | 3,597,356 |
| Works of art | 242,140 | 63,974 | - | 306,114 |
| Total Capital assets not being depreciated | 2,284,595 | 3,360,223 | (199,166) | 5,445,652 |
| **Capital Assets being depreciated:** | | | | |
| Buildings | 81,814,836 | 33,500 | - | 81,848,336 |
| Improvements | 39,638,880 | 2,621,638 | - | 42,260,518 |
| Equipment and vehicles | 28,088,251 | 3,727,981 | - | 31,816,232 |
| Total Capital Assets being depreciated | 149,541,967 | 6,383,119 | - | 155,925,086 |
| Less Accumulated Depreciation | (78,477,858) | (5,327,731) | - | (83,805,589) |
| Capital Assets, net | $73,348,704 | $4,415,611 | $ (199,166) | $77,565,150 |

-24-

## NOTE F – CAPITAL ASSETS (Continued)

Downtown Community Education Center – The college is undertaking a project to create an educational center in downtown Kansas City, Kansas. The new center is being developed jointly with two partners, Swope Health and Community America Credit Union. The college has acquired all of the land needed for the center and is currently in design for the facility. Construction is well under way and the building is set to open in May 2026, with classes slated to begin in August 2026. The college has raised approximately $64 million towards the project and is continuing to raise capital with a total project cost expected at $65 million. This project will be accounted for in a special project fund as costs are incurred.

## NOTE G – REVENUE BONDS AND CERTIFICATES OF PARTICIPATION PAYABLE

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

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

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

Capital lease obligations outstanding at June 30, 2025 and 2024 on the Series 2020-A bond issue with Lease Agreement Refunding Certificates of Participation consist of the following:

| | Original Amount | 2025 | 2024 |
|---|---|---|---|
| Series 2020-A capital cost of $11,095,000, 1.15 - 1.45% interest paid semi-annually, principal payments vary through April, 2026 | $11,095,000 | $2,050,000 | $4,015,000 |
| Total Capital Lease Obligations – Series 2020-A | $11,095,000 | $2,050,000 | $4,015,000 |

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

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

In FY 2014, the College entered into the following Capital lease obligations outstanding at June 30, 2025 and 2024 consist of the following:

|  | Original Amount | 2025 | 2024 |
|---|---|---|---|
| Building improvements and equipment – Certificates of Participation, Series 2014 capital cost of $8,045,000, 3 - 4.00% interest paid semi-annually, principal payments vary at approximately $360,000 to $810,000 plus interest through May , 2029 | $ 8,045,000 | $ 680,000 | $1,320,000 |
| Total Capital Lease Obligations – Series 2014 | $ 8,045,000 | $ 680,000 | $1,320,000 |

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

Capital lease obligations outstanding at June 30, 2025 and 2024 consist of the following:

|  | Original Amount | 2025 | 2024 |
|---|---|---|---|
| Series 2020-B capital cost of $4,270,000, 2.0-2.65% interest paid semi-annually, principal payments vary through April, 2029 | $4,270,000 | $3,270,000 | $3,740,000 |
| Total Capital Lease Obligations – Series 2020-B | $4,270,000 | $3,270,000 | $3,740,000 |

The minimum lease commitments for all capital lease obligations at June 30, 2025 are as follows:

| Fiscal Year | Principal | Interest | Total |
|---|---|---|---|
| 2026 | $ 3,210,000 | $ 184,776 | $ 3,394,776 |
| 2027 | 1,205,000 | 70,755 | 1,275,755 |
| 2028 | 770,000 | 41,233 | 811,233 |
| 2029 | 815,000 | 21,598 | 836,598 |
|  | $ 6,000,000 | $ 318,362 | $ 6,318,362 |

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

Special Revenue Bond – January 2021 the college issued $19,840,000 in Special Revenue Bonds to fund the construction of new Student Housing. Total proceeds from the issuance of the Special Revenue Bonds were $21,434,992 which includes an issuance premium in the amount of $1,594,992

| Student Housing Project-<br>Special Revenue Bond, Series 2021<br>Principal amount of $19,840,000, 3.0-4.0% interest<br>Paid semi-annually, principal payments<br>Vary by month through 2053. | Original<br>Amount | 2025 | 2024 |
|---|---|---|---|
| | $19,840,000 | $165,000 | $145,000 |

The minimum lease commitments for all revenue bond obligations at June 30, 2025 are as follows:

| Fiscal Year | Principal | Interest | Total |
|---|---|---|---|
| 2026 | $ 190,000 | $ 688,631 | $ 878,631 |
| 2027 | 210,000 | 682,931 | 892,931 |
| 2028-2053 | 19,130,000 | 11,681,644 | 30,811,644 |
| | $19,530,000 | $13,053,206 | $32,583,206 |

NOTE H – COMMITMENTS AND CONTINGENCIES

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

In April of 2017 the College entered into a lease agreement under which the College agreed to use a building owned by the School District for the College's technical education programs. In lieu of paying rent, the College agreed to grant admission to the technical education courses only to students who are enrolled in the Leavenworth School District without requiring the payment of any tuition or course fees.

Management would note that such tuition will be covered by the State under KS Senate Bill 155. The Leavenworth facility previously used by the College was vacated in the summer of 2015 and the non-technical education courses held at that facility were transferred to another Leavenworth facility

KANSAS CITY KANSAS COMMUNITY COLLEGE
NOTES TO FINANCIAL STATEMENTS
June 30, 2025

NOTE I - LEASES

Leases – Equipment - The College is the lessee for 72 photocopiers.  All leases are for 60 months in duration.

| Period | Cash | Interest Expense | Liability Reduction | Total Liability | Amortization Expense | Net Asset Balance | Accumulated Amortization |
|---|---|---|---|---|---|---|---|
| Beginning Balance | | | | $211,370 | | $176,142 | |
| 2025 | 79,136 | 10,569 | 68,567 | 142,803 | 31,228 | 140,914 | 35,228 |
| 2026 | 65,128 | 7,140 | 57,988 | 84,815 | 35,228 | 105,685 | 70,457 |
| 2027 | 50,186 | 4,241 | 45,945 | 38,870 | 35,228 | 70,457 | 105,685 |
| 2028 | 28,560 | 1,943 | 26,617 | 12,253 | 35,228 | 35,228 | 140,914 |
| 2029 | 12,866 | 613 | 12,253 | - | 35,228 | - | 176,142 |

The college entered into an agreement with Master Leasing on August 1, 2023 to lease 2 passenger buses. This lease will expire on July 31, 2028.  The Amortization Schedule is as follows:

| Period | Cash | Interest Expense | Liability Reduction | Total Liability | Amortization Expense | Net Asset Balance | Accumulated Amortization |
|---|---|---|---|---|---|---|---|
| Beginning Balance | | | | $329,773 | | $284,041 | |
| 2025 | 93,000 | 16,489 | 76,511 | 253,262 | 71,010 | 213,031 | 71,010 |
| 2026 | 93,000 | 12,663 | 80,337 | 172,925 | 71,010 | 142,021 | 142,021 |
| 2027 | 93,000 | 8,646 | 84,354 | 88,572 | 71,010 | 71,010 | 213,031 |
| 2028 | 93,000 | 4,429 | 88,571 | - | 71,010 | - | 284,041 |

The College is party to various legal proceedings arising principally in the normal course of operations.  In the opinion of the administration, the outcome of these proceedings will not have a material adverse effect on the accompanying financial statements and accordingly, no provision for losses has been recorded.

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

The initial payment of $400,000 was made in the year ending June 30, 2024 and the Amortization Schedule is as follows:

| Period | Cash | Interest Expense | Liability Reduction | Total Liability | Amortization Expense | Net Asset Balance | Accumulated Amortization |
|---|---|---|---|---|---|---|---|
| Beginning Balance | | | | $296,118 | | $444,177 | |
| 2025 | $110,590 | $17,492 | $93,098 | $203,019 | $148,059 | $296,118 | $148,059 |
| 2026 | 110,590 | 11,992 | 98,598 | 104,422 | 148,059 | 148,059 | 296,118 |
| 2027 | 110,590 | 6,168 | 104,422 | - | 148,059 | - | 444,177 |

## NOTE J – SUBSCRIPTION BASED INFORMATION TECHNOLOGY AGREEMENTS

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

### Adobe Creative Cloud Suite

| Period | Cash | Interest Expense | Liability Reduction | Total Liability | Amortization Expense | Net Asset Balance | Accumulated Amortization |
|---|---|---|---|---|---|---|---|
| Beginning Balance | | | | $52,313 | | | |
| 2025 | 28,134 | 2,616 | 25,518 | 26,794 | 25,539 | 25,539 | 25,539 |
| 2026 | 28,134 | 1,340 | 26,794 | - | 25,539 | - | 51,077 |

### Foundation Donor and Finance Software

| Period | Cash | Interest Expense | Liability Reduction | Total Liability | Amortization Expense | Net Asset Balance | Accumulated Amortization |
|---|---|---|---|---|---|---|---|
| Beginning Balance | | | | $80,389 | | $78,491 | |
| 2025 | 43,234 | 2,059 | 41,175 | - | 40,195 | - | 40,195 |

### Learning Management System

| Period | Cash | Interest Expense | Liability Reduction | Total Liability | Amortization Expense | Net Asset Balance | Accumulated Amortization |
|---|---|---|---|---|---|---|---|
| Beginning Balance | | | | $687,242 | | $687,242 | |
| 2025 | $158,736 | $34,362 | $124,373 | $562,868 | $137,448 | $549,793 | $137,448 |
| 2026 | 158,736 | 28,143 | 130,592 | 432,276 | 137,448 | 412,345 | 274,897 |
| 2027 | 158,736 | 21,614 | 137,122 | 295,154 | 137,448 | 274,897 | 412,345 |
| 2028 | 158,736 | 14,758 | 143,978 | 151,177 | 137,448 | 137,448 | 549,793 |
| 2029 | 158,736 | 7,559 | 151,177 | - | 137,448 | | 687,242 |

### Finance Software

| Period | Cash | Interest Expense | Liability Reduction | Total Liability | Amortization Expense | Net Asset Balance | Accumulated Amortization |
|---|---|---|---|---|---|---|---|
| Beginning Balance | | | | $2,631,691 | | $2,570,559 | |
| 2025 | 742,168 | 131,585 | 610,583 | 2,021,108 | 642,640 | 1,927,919 | 642,640 |
| 2026 | 742,168 | 101,055 | 641,113 | 1,379,995 | 642,640 | 1,285,280 | 1,285,280 |
| 2027 | 742,168 | 69,000 | 673,168 | 706,827 | 642,640 | 642,640 | 1,927,919 |
| 2028 | 742,168 | 35,341 | 706,827 | | 642,640 | - | 2,570,559 |

KANSAS CITY KANSAS COMMUNITY COLLEGE
NOTES TO FINANCIAL STATEMENTS
June 30, 2025

## NOTE J – SUBSCRIPTION BASED INFORMATION TECHNOLOGY AGREEMENTS (Continued)

Course Evaluation Software

| Period | Cash | Interest Expense | Liability Reduction | Total Liability | Amortization Expense | Net Asset Balance | Accumulated Amortization |
|---|---|---|---|---|---|---|---|
| **Beginning Balance** | | | | **$183,010** | | **$183,010** | |
| **2025** | $54,775 | $9,151 | $45,625 | $137,385 | $61,003 | $122,007 | $61,003 |
| **2026** | 72,300 | 6,869 | 65,431 | 71,954 | 61,003 | 61,003 | 122,007 |
| **2027** | 75,552 | 3,598 | 71,954 | - | 61,003 | - | 183,010 |

Telephone SIP Provider

| Period | Cash | Interest Expense | Liability Reduction | Total Liability | Amortization Expense | Net Asset Balance | Accumulated Amortization |
|---|---|---|---|---|---|---|---|
| **Beginning Balance** | | | | **$247,359** | | **$247,359** | |
| **2025** | $57,134 | $12,368 | $44,766 | $202,594 | $49,472 | $197,887 | $49,472 |
| **2026** | 57,134 | 10,130 | 47,004 | 155,589 | 49,472 | 148,416 | 98,944 |
| **2027** | 57,134 | 7,779 | 49,354 | 106,235 | 49,472 | 98,944 | 148,416 |
| **2028** | 57,134 | 5,312 | 51,822 | 54,413 | 49,472 | 49,472 | 197,887 |
| **2029** | 57,134 | 2,721 | 54,413 | - | 49,472 | | 247,359 |

Microsoft Server Licensing

| Period | Cash | Interest Expense | Liability Reduction | Total Liability | Amortization Expense | Net Asset Balance | Accumulated Amortization |
|---|---|---|---|---|---|---|---|
| **Beginning Balance** | | | | **$39,665** | | **$38,729** | |
| **2025** | $21,332 | $1,983 | $19,349 | $20,316 | $19,364 | $19,364 | $19,364 |
| **2026** | 21,332 | 1,016 | 20,316 | - | 19,364 | - | 38,729 |

Internet Service Provider

| Period | Cash | Interest Expense | Liability Reduction | Total Liability | Amortization Expense | Net Asset Balance | Accumulated Amortization |
|---|---|---|---|---|---|---|---|
| **Beginning Balance** | | | | **$175,764** | | **$171,613** | |
| **2025** | $94,527 | $8,788 | $85,738 | $90,025 | $85,807 | $85,807 | $85,807 |
| **2026** | 94,527 | 4,501 | 90,025 | - | 85,807 | - | 171,613 |

KANSAS CITY KANSAS COMMUNITY COLLEGE
NOTES TO FINANCIAL STATEMENTS
June 30, 2025

NOTE K – RISK MANAGEMENT

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

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

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

NOTE L – DEFINED BENEFIT PENSION PLAN

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

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

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

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

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

-31-

NOTE L – DEFINED BENEFIT PENSION PLAN (Continued)

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

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

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

The Kansas City Kansas Community College employer rate, as contributed by the State of Kansas on behalf of the College, was 11.54% for the fiscal 2025 year and 12.57% for the 2024 fiscal year.

The state of Kansas is treated as a non-employer contributing entity to KPERS and is required to recognize its proportionate share of the net pension liability, deferred outflows of resources, deferred inflows of resources, and expenses for the pension plan attributable to the College. At June 30, 2024 and 2023, the proportionate share of the net pension liability recognized by the State of Kansas that was attributable to the College was $36,194,425 and $39,952,193, respectively.

The State of Kansas contributes directly to KPERS on behalf of the College for the years ended June 30, 2025 and 2024, respectively. The payments made by the State of Kansas on behalf of the College have been recorded as both revenues and expenses in the Statements of Revenues, Expenses and Changes in Net Position.

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

The employees of the College contributed to the plan for the fiscal year ended June 30, 2025 and 2024 totaling $2,097,440 and $2,048,323, respectively. The contribution requirements and rates are established by KPERS and are periodically revised.

NOTE M – OTHER POSTEMPLOYMENT BENEFITS

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

NOTE N – OTHER POSTEMPLOYMENT BENEFITS (Continued)

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

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

The College has elected to fund these benefits on a pay-as-you-go basis. In addition, the College has elected to record and report post-employment benefits related to certain employees of the College; which met certain criteria while employed by the Kansas City Kansas School District as a result of an agreement between the College and the Kansas City Kansas School District. These benefits aggregate to $80,251 for the year ended June 30, 2025.

The following is a summary of estimated benefits at present value payable for eligible employees that have taken early retirement as of June 30, 2025:

| Payable on | Fiscal Year | Net Present Value |
|---|---|---|
| January 1, 2026 | 2026 | 17,257 |

NOTE O – STUDENT LOANS

The College provides Student Financial Aid as provided by the United States Department of Education. Student financial aid includes certain loans to students who attend the College. For the period ending June 30, 2025 and 2024 loan proceeds were recorded as federal grants and contracts and subsequently expensed through scholarships and financial aid. For the period ending June 30, 2025, and 2024 these balances were recorded in the Student Loan Fund (Agency Fund).

Student loan activities for the respective periods are as follows:

|  | 2025 | 2024 |
|---|---|---|
| Direct Subsidized Loans | $ 660,443 | $ 764,212 |
| Direct Un-Subsidized Loans | $ 838,858 | $ 808,586 |
| Direct PLUS Loans | $ 53,020 | $ 46,652 |

NOTE P – TAX ABATEMENTS

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

## NOTE P – TAX ABATEMENTS (Continued)

The Economic Development Program "EDX" has the following criteria:

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

During the 2024 calendar year the Unified Government reported $3,445,550 in taxes abated relative to the College.

## NOTE Q – SUBSEQUENT EVENTS

Subsequent events have been evaluated through December XX, 2025, the date the financial statements were available to be issued.

## NOTE R – KANSAS CITY KANSAS COMMUNITY COLLEGE FOUNDATION NOTES

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

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

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

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

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

Property and Equipment – Property and equipment is recorded at fair value at the date of acquisition. There was no property and equipment held at June 30, 2025 or 2024.

Cash and Cash Equivalents – The Foundation considers all highly liquid investments with a maturity of three months or less when purchased to be cash equivalents. The Foundation maintains cash balances at five financial institutions. Accounts at these banks were insured by the Federal Deposit Insurance Corporation (FDIC) up to $250,000. The Foundation had $210,986 and $64,260 in uninsured cash balances at June 30, 2025 and 2024.

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

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

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

Concentrations of Risk – During the year ended June 30, 2025, one donor accounted for approximately 34% of the contributions received. For the year ended June 30, 2024 two donors accounted for 74% of the contributions received.

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

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

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

The Foundation is subject to income tax regulations in the U.S. federal jurisdiction and certain state jurisdictions. Tax regulations within each jurisdiction are subject to the interpretation of the related tax laws and regulations and require significant judgment to apply. With few exceptions, the Foundation is no longer subject to income tax examinations by the applicable tax authorities for the years before fiscal 2021. If any were to be incurred, the Foundation's policy is to record penalties and interest assessed by income tax authorities as operating expenses.

Date of Management's Review – In preparing the financial statements, the Foundation has evaluated events and transactions for potential recognition or disclosure through December XX, 2025, the date that the financial statements were available to be issued.

*Investments*

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

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

Level 1        Inputs to the valuation methodology are unadjusted quoted prices for identical assets or liabilities in active markets that the Plan can access.

Level 2        Inputs to the valuation methodology include
- quoted prices for similar assets or liabilities in active markets;
- quoted prices for identical or similar assets or liabilities in inactive markets;
- inputs other than quoted prices that are observable for the asset or liability;
- inputs that are derived principally from or corroborated by observable market data by correlation or other means.

If the asset or liability has a specified (contractual) term, the level 2 input must be observable for substantially the full term of the asset or liability.

KANSAS CITY KANSAS COMMUNITY COLLEGE
NOTES TO FINANCIAL STATEMENTS
June 30, 2025

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

*Investments - Continued*

Level 3      Inputs to the valuation methodology are unobservable and significant to the fair value measurement.

The asset or liability's fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement. Valuation techniques used need to maximize the use of observable inputs and minimize the use of unobservable inputs.

Following is a description of the valuation methodologies used for assets measured at fair value. There have been no changes in the methodologies used at June 30, 2025 and 2024.

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

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

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

The following table sets forth by level, within the fair value hierarchy, the Foundation's Investment assets at fair value as of June 30, 2025 and 2024.

| | Assets at Fair Value as of June 30, 2025 | | | |
| --- | --- | --- | --- | --- |
| | Total | Level 1 | Level 2 | Level 3 |
| Money markets | $ 84,352 | $ 84,352 | $ - | $ - |
| Fixed income securities | 744,937 | - | 744,937 | - |
| Equity securities | 903,275 | 903,275 | - | - |
| | $1,732,564 | $987,627 | $744,937 | $ - |

| | Assets at Fair Value as of June 30, 2024 | | | |
| --- | --- | --- | --- | --- |
| | Total | Level 1 | Level 2 | Level 3 |
| Money markets | $ 350,536 | $350,536 | $ - | $ - |
| Fixed income securities | 505,768 | - | 505,768 | - |
| Equity securities | 619,316 | 619,316 | - | - |
| | $1,475,620 | $969,852 | $505,768 | $ - |

*Net Assets With Donor Restrictions*

Net assets with donor restrictions consisted of amounts contributed for specific scholarship programs and the capital initiative. These totaled $6,135,554 and $5,568,112 at June 30, 2025 and 2024, respectively.

Net assets released from donor restrictions, by incurring expenses satisfying the restricted purpose, or by occurrence of events specified by the donors, totaled $1,730,421 and $11,266,661 at June 30, 2025 and 2024, respectively.

-37-

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

The Foundation had net assets which were restricted in perpetuity of $985,082 and $615,944 at June 30, 2025 and 2024, respectively.  It is the policy of the Kansas City Kansas Community College Foundation to invest The Foundation scholarship funds in a wise and prudent manner. Funds will be invested to create the best return while maintaining the security and availability of the funds for students for many years to come. Investments will be reviewed annually by the Board of Directors.

*In Kind Services*

The Kansas City Kansas Community College provides office and management resources to the Foundation. For the year ended June 30, 2025 and 2024 the Foundation recorded and reported $436,047 and $406,093 in resources received as in-kind services by the College limited to personnel costs, supplies, and contractual services expended by the College.

*Liquidity*

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

| Financial assets, at year-end: | 2025 | 2024 |
|---|---|---|
| Cash and cash equivalents | $3,701,005 | $ 2,682,677 |
| Investments | 1,732,564 | 1,475,620 |
| Receivables | 825,365 | 1,621,658 |
| Total financial assets, at year-end | $6,258,934 | $ 5,779,995 |
| Financial assets unavailable for general Expenditures: | | |
| Amounts restricted by donor | $ 6,135,554 | $ 5,568,113 |
| Financial assets available to meet cash needs for general expenditures | $   123,380 | $   211,842 |

SUPPLEMENTAL INFORMATION

KANSAS CITY KANSAS COMMUNITY COLLEGE
SUPPLEMENTAL SCHEDULE OF COMPARISON OF
BUDGETARY EXPENDITURES WITH APPROPRIATIONS
Year Ended June 30, 2025

| | Budgetary Expenditures | Legal Appropriations Budget | (Over) Under Budget |
|---|---|---|---|
| Operating Expenses | | | |
| Salaries & Benefits | $ 47,036,961 | $ 47,281,200 | $ 244,239 |
| Contractual Services | 2,722,654 | 3,239,640 | 516,986 |
| Supplies & Other Operating Expenses | 17,537,705 | 14,347,050 | (3,190,655) |
| Utilities | 2,403,677 | 2,105,143 | (298,534) |
| Repairs & Maintenance to Plant | 590,831 | 8,952,250 | 8,361,419 |
| Scholarships & Financial Aid | 9,673,305 | 8,621,000 | (1,052,305) |
| Total Operating Expenses | 79,965,133 | 84,546,283 | 4,581,150 |
| | | | |
| Nonoperating Expenses | | | |
| Interest Expense | 565,208 | 1,094,726 | 529,518 |
| Total Expenses | $ 80,530,341 | $ 85,641,009 | $ 5,110,668 |

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

# DRAFT

**KANSAS CITY KANSAS COMMUNITY COLLEGE**

**COMPLIANCE REPORT**

**JUNE 30, 2025**

**KANSAS CITY KANSAS COMMUNITY COLLEGE**

**COMPLIANCE REPORT**

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

To the Board of Trustees
Kansas City Kansas Community College

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the business-type activities, the aggregate discretely presented component units, of the Kansas City Kansas Community College, as of and for the year ended June 30, 2025, and the related notes to the financial statements, which collectively comprise the College's basic financial statements and have issued our report thereon dated December XX, 2025. The financial statements of the Kansas City Kansas Community College Foundation (discretely presented component unit) were not audited in accordance with Government Auditing Standards and accordingly this report does not include reporting on internal control over financial reporting or instances of reportable noncompliance associated with the Kansas City Kansas Community College Foundation.

**Report on Internal Control Over Financial Reporting**

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

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

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

**Report on Compliance and Other Matters**

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

**Purpose of this Report**

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

December XX, 2025
Lenexa, KS

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

To the Board of Trustees
Kansas City Kansas Community College

## Report on Compliance for Each Major Federal Program

### Opinion on Each Major Federal Program

We have audited the Kansas City Kansas Community College's (the "College") compliance with the types of compliance requirements identified as subject to audit in the OMB Compliance Supplement that could have a direct and material effect on each of College's major federal programs for the year ended June 30, 2025. The College's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, Kansas City Kansas Community College complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2025.

### Basis for Opinion on Each Major Federal Program

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

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

### Responsibilities of Management for Compliance

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

### Auditor's Responsibilities for the Audit of Compliance

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

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

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

- Exercise professional judgment and maintain professional skepticism throughout the audit.

- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the College compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.

- Obtain an understanding of the College's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the College's internal control over compliance. Accordingly, no such opinion is expressed.

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

**Report on Internal Control over Compliance**

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

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

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

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

December XX, 2025
Lenexa, KS

KANSAS CITY KANSAS COMMUNITY COLLEGE
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED JUNE 30, 2025

| FEDERAL GRANTOR/PASS-THROUGH GRANTOR/ PROGRAM TITLE | GRANT NUMBER | FEDERAL CFDA NUMBER | FEDERAL EXPENDITURES |
|---|---|---|---|
| DEPARTMENT OF EDUCATION | | | |
| DIRECT PROGRAMS - STUDENT FINANCIAL AID CLUSTER | | | |
| FEDERAL WORK-STUDY | P033A173523 | 84.033 | $106,912 |
| FEDERAL SUPPLEMENTAL EDUCATION OPPORTUNITY GRANT | P007A173523 | 84.007 | $173,654 |
| FEDERAL PELL GRANT | P063P173471 | 84.063 | $8,639,995 |
| FEDERAL DIRECT LOANS | P268K171471 | 84.268 | $1,587,099 |
| TOTAL - STUDENT FINANCIAL AID CLUSTER | | | $10,507,660 |
| | | | |
| TITLE III GRANT | P031A220134 | 84.031A | $164,393 |
| TRIO - UPWARD BOUND | P047A220763 | 84.047 | $390,418 |
| | | | |
| PASSED THROUGH KANSAS BOARD OF REGENTS | | | |
| VOCATIONAL EDUCATION - PROGRAM IMPROVEMENT | 9921 PROG IMPROVEMEN | 84.048 | |
| REGULAR | | 84.048 | $413,595 |
| LEADERSHIP | | 84.048 | $9,352 |
| SPECIAL PROJECTS | | 84.048 | $16,000 |
| KS LABOR & INDUSTRY | | 84.048 | $63,891 |
| PERKINS GRANT - PROGRAM IMPROVEMENT | | 84.048 | $89,837 |
| AEFLA GRANT | | 84.002 | $306,738 |
| | | | |
| TOTAL PASS THROUGH KANSAS BOARD OF REGENTS | | | $899,414 |
| | | | |
| **TOTAL DEPARTMENT OF EDUCATION** | | | $11,961,884 |
| | | | |
| DEPARTMENT OF TREASURY | | | |
| ARPA Funds - Downtown Project | | 21.027 | $6,000,000 |
| ADOPT TECH GRANT | | 21.029 | $215,460 |
| **TOTAL DEPARTMENT OF TREASURY** | | | $6,215,460 |
| | | | |
| DEPARTMENT OF LABOR | | | |
| AACC APPRENTICESHIP GRANT | | 17.285 | $6,049 |
| **TOTAL DEPARTMENT OF Labor** | | | $6,049 |
| | | | |
| NATIONAL SCIENCE FOUNDATION | | | |
| ARISE | | 47.050 | $52,079 |
| LSAMP | | 47.076 | $21,810 |
| **TOTAL NATIONAL SCIENCE FOUNDATION** | | | $73,889 |
| | | | |
| DEPARTMENT OF NATIONAL INTELLIGENCE | | | |
| PASSED THROUGH UNIVERSITY OF KANSAS | | | |
| CYBERSECURITY | | 54.001 | $26,326 |
| **TOTAL DEPARTMENT OF NATIONAL INTELLIGENCE** | | | $26,326 |
| | | | |
| **TOTAL EXPENDITURES OF FEDERAL AWARDS** | | | $18,283,608 |

KANSAS CITY KANSAS COMMUNITY COLLEGE
NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED JUNE 30, 2025

## NOTE A – BASIS OF PRESENTATION

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

## NOTE B – COST RATE

For the year ended June 30, 2025, costs requested for reimbursement have been limited to direct reimbursement of costs.

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

## NOTE C – MAJOR PROGRAMS

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

## NOTE D – FEDERAL STUDENT LOAN PROGRAMS

Federally guaranteed loans issued to students of the College by financial institutions under the Federal Direct Loan (FDL) programs were $1,587,099 during the year ended June 30, 2025. The amount presented represents the value of new loans awarded during the year.

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

## NOTE E – ADDITIONAL AUDITS

Grantor and regulatory agencies reserve the right to conduct additional audits of the College's grant programs. Such audits may result in disallowed costs to the College. However, management does not believe such audits would result in any disallowed costs that would be material to the College's financial position at June 30, 2025.

## SECTION I - SUMMARY OF AUDITOR'S RESULTS

<u>Financial Statement Section</u>

| | |
|---|---|
| Type of auditor's report issued: | Unmodified |

Internal control over financial reporting:

| | |
|---|---|
| a. Material weakness identified? | No |
| b. Significant deficiencies identified? | None Reported |
| c. Noncompliance material to financial statements noted? | No |

<u>Federal Awards Section</u>

Internal control over major programs:

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

Identification of major programs:

| CFDA Number(s) | Name of Federal program or Cluster |
|---|---|
| 84.007, 84.033, 84.063, 84.268 | Department of Education – Student Financial Assistance Cluster |
| 21.027 | Department of Treasury – ARPA Funding |

| | |
|---|---|
| Dollar threshold used to distinguish between Type A and Type B programs: | $750,000 |
| Auditee qualified as low-risk auditee? | Yes |

KANSAS CITY KANSAS COMMUNITY COLLEGE
SCHEDULE OF FINDINGS AND QUESTIONS COSTS
FOR THE YEAR ENDED JUNE 30, 2025

**SECTION II – FINANCIAL STATEMENT FINDINGS**

No matters were reported.

**SECTION III – FEDERAL AWARDS FINDINGS AND QUESTIONED COSTS**

No matters were reported.

**SECTION IV – SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS**

No matters were reported.

Kansas City Kansas Community College

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 Meeting
### Tuesday, November 18, 2025 – 5:00 P.M.

CONSENT AGENDA – Item A
Meeting Minutes

1. **Call to Order & Pledge of Allegiance**: Chairman Brad Isnard called the Kansas City Kansas Community College (KCKCC) Board of Trustees Meeting to order at 5:00 p.m. at KCKCC-Main Campus Upper Jewell Lounge and in the KCKCC Zoom meeting platform on Tuesday, November 18, 2025. The Pledge of Allegiance was led by Trustee Ash.

2. **KCKCC Mission Statement**: Chair Isnard read the College's mission statement.

3. **Roll Call:** Trustees present were Chairman Brad Isnard, Vice Chairwoman Mary Ricketts, Mr. Donald Ash, Ms. Evelyn Criswell, Mr. Mark S. Gilstrap, Ms. Linda Hoskins Sutton, and Dr. Brenda Scruggs Andrieu.

4. **Approval of Agenda:** Chair Isnard called for a motion to approve the agenda with an amendment to add an acknowledgement at Item 7. Trustee Criswell made the motion. Vice Chair Ricketts seconded the motion. **The Motion Carried.**

5. **Student/Alumni Successes:** Chair Isnard invited Ms. Daysia Reyneau, KCKCC Music Therapy Student [in the absence of Ms. Emily Lopez, KCKCC Electrical Technology Student], to present. Ms. Reyneau presented the following –
   - Ms. Reyneau is a KCKCC vocal student who was encouraged to enroll by a friend and has thrived in the College's music program. She expressed gratitude to her mentors and noted that scholarships, including a full-ride academic award, the Metropolitan Women's Scholarship, and Foundation Office scholarships, have supported her success, allowing her to maintain a 3.8 GPA. She is actively involved on campus through Phi Theta Kappa (PTK), the National Society of Leadership and Success (NSLS), the Music Club, and the Student Senate, and values the leadership and networking opportunities provided by the Foundation Office, where she is a work study. After completing her final semester this fall, she plans to transfer to the University of Kansas to pursue a degree in

music therapy. She thanked the KCKCC community for its impact on her life and provided invitations to attend the Foundation's Scholarship Social Luncheon on December 3.

6. **Audience to Patrons and Petitioners**: Chair Isnard invited patrons or petitioners to address the Board for a 3-minute limit. There were no patrons or petitioners online or in person.

7. Recognitions/Presentations:
   - Chair Isnard invited the presentation of the Annual Board of Trustees Food Drive. Dr. Greg Mosier, President, expressed appreciation for the broad generosity shown during the annual food drive, now in its seventh year. Donations came from Board Members, employees, and numerous community and business partners, resulting in several thousand dollars in contributions and substantial food and supply donations. All contributions will benefit the Blue Devil's Cupboard student food pantry, which is especially important given heightened food access challenges this year. Gratitude was given to everyone involved, and it was affirmed that the donations would be put to meaningful use for students.

     On behalf of Ms. Sidney Sullivan, President of the Student-Athlete Leadership Team (SALT), Dr. Tiffany Bohm, Dean of Health Professions and Public Safety, explained that SALT includes representatives from every athletic team and meets regularly to discuss improvements to the student-athlete experience and community engagement. This year marked SALT's third year participating in the food drive, contributing nearly 500 items, with special recognition to baseball and softball athletes for their support in transporting donations. Dr. Bohm outlined SALT's broader work, including serving as the voice for student-athlete concerns, strengthening a unified athletic community, improving event attendance, and advancing mental health initiatives in partnership with Morgan's Message. The group is also planning its spring Blue Devil Baller Bash, an athletic awards banquet, and hopes to again host their graduation on the mound. Dr. Bohm gave thanks for the support of all student-athletes.

   - Chair Isnard invited the presentation of the Police Chief's Commendation – Officer Daniel Pendleton. Mr. Jason Sievers, Deputy Chief of College Police, presented the following –
     - Mr. Sievers was honored to present the commendation to Officer Daniel Pendleton, who responded to a late-night welfare check on September 28, 2025. The commendation recognized Officer Pendleton's calm, professional response and his dedication to public service in assisting a sergeant of the Kansas City, Kansas Police Department.

   - Chair Isnard invited the presentation of the Academic Affairs Biannual Program Highlight – The New Virtual Reality (VR) Simulation Lab for the Nursing Program. Dr. Tiffany Bohm, Dean of Health Professions and Public Safety, Ms. Hannah Hawk, Simulation Specialist II, and Ms. Cheryle Hansen, Professor of Nursing, presented the following –

- o A video was shown to demonstrate activity in the VR simulation lab.
- o Ms. Hansen provided an overview of the evolution of simulation in the nursing program from no simulation resources to low-fidelity mannequins, followed by high-fidelity models capable of complex physiological functions. The College recently added a virtual reality (VR) simulation, which enables students to function as the primary nurse in a fully virtual environment. VR simulations allow students to practice assessment, clinical judgment, critical thinking, and understanding of diagnoses. Each session includes a faculty-led pre-brief that outlines patient conditions, learning objectives, clinical outcomes, expectations, and emphasizes therapeutic communication. Faculty conduct a debrief to review actions taken, pathophysiology, medications, and required skills. VR simulation was launched across all four semesters in the fall. The team has worked to provide meaningful learning experiences while continuing to refine the process.
- o Ms. Hawk shared mid-semester student feedback on the new VR simulation experience. Students reported that the variety of cases and interactive patient responses make the simulations feel realistic. They appreciated that VR helps them build confidence in communicating as nurses and allows them to practice clinical decision-making in a safe environment. Students noted that the ability to repeat scenarios, receive immediate feedback, and pause to reflect strengthened their understanding of patient care priorities. They valued opportunities to assess different conditions, administer medications, interact with physicians, and review their performance. Several students highlighted the realism of assessment components, including hearing heart and lung sounds as they would in actual practice.

Vice Chair Ricketts loved the demonstration and asked how the difference between the previous system and the new system would be measured, and what the expectations of the students were. Dr. Bohm explained that the team quickly immersed itself in implementing VR, learning through hands-on experience. In the second eight weeks, opportunities for sessions in the traditional simulation lab were reintroduced, with the long-term goal of balancing simulation activities between approximately 50% in VR and 50% in the physical lab. VR offers detailed grading and AI-driven feedback on student performance; however, this makes comparison with traditional simulations challenging, as the program primarily views simulation as a learning opportunity rather than an evaluative tool.

Dr. Bohm shared that the VR vendor, Intellect, invited the team to present at an upcoming quarterly meeting because the College onboarded the system faster than other clients. Intellect also expressed interest in expanding beyond nursing simulations, so the KCKCC team has begun exploring the creation of simulations focused on Physical Therapy Assistants, paramedics, and respiratory therapists that can be used nationwide.

Trustee Hoskins Sutton inquired about the impact of the VR system's automatic grading on students once they enter clinical placements, whether it enhances their readiness for the National Council Licensure Examination (NCLEX) licensing exam, and whether the use of VR simulation could reduce required clinical hours. Dr. Bohm explained that VR simulation has not

reduced the required clinical hours for students; instead, simulation hours have been redistributed between traditional simulation labs and VR. Many students are using open lab time in the VR room to repeatedly practice scenarios. Students have not yet taken the NCLEX; early feedback suggests an increase in confidence in clinical decision-making. The goal is for skills and responses to become second nature. Currently, students complete 32 hours per semester in the simulation or VR lab and approximately 165 clinical hours per semester. The program continues to refine the experience.

Trustee Ash asked how many nursing students, on average, graduate from KCKCC each year. Dr. Bohm confirmed that the number was approximately 40 Registered Nurses (RNs) and 25 Practical Nurses (PNs), totaling 65 nurses per year. Trustee Ash asked about the impact on the community if KCKCC were not graduating that number of nurses over the years. Dr. Bohm emphasized the critical impact KCKCC's nursing program has on the local community. Without the College producing nurses over the past decade, hospitals in Wyandotte and Leavenworth Counties would face significant staffing challenges. While not all graduates remain local, a substantial portion do, contributing to community healthcare. The College's program receives more applicants than it can accommodate, highlighting ongoing demand. Additionally, nearly 50% of the nursing faculty are KCKCC alumni, further strengthening local ties and investment in the community.

Trustee Ash encouraged the public to consider the broad value of the community college, using nursing as a clear example. He highlighted how programs like KCKCC's nursing program directly affect healthcare quality and processes in hospitals, clinics, and communities, and emphasized that KCKCC provides critical skills and innovative technologies that benefit everyone. He praised the dedication and commitment of the nursing program faculty and staff, expressing gratitude for their contributions and the program's impact on the community.

Dr. Bohm highlighted the nursing program's significant improvement in NCLEX first-time pass rates, noting that over the past four to five years, it has consistently been in the 90s, currently at around 95%. She praised the team as an exceptional resource whose work is widely recognized by clinical partners.

Trustee Ash thanked all who are working hard and putting KCKCC on the national map. Chair Isnard thanked the team.

- Chair Isnard invited the presentation of the Special Acknowledgements. Dr. Greg Mosier, President, acknowledged and thanked Trustees Criswell, Isnard, and Ricketts, whose terms are ending. Reflecting on his eight years at the College, he recalled the rigorous hiring process and the Board's early guidance, including the development of quality student housing, expansion into downtown Kansas City, Kansas, and improvements in Lansing, Kansas. Trustees were recognized for their contributions: Trustee Criswell for long-term support and leadership, Chair Isnard for financial guidance and community connections, and Vice Chair Ricketts for community engagement efforts and prior service on the Foundation Board. Dr. Mosier expressed

deep gratitude for their advice, support, and impact on the College's growth, noting that they will be greatly missed.

8. **Communications:**
   - Chair Isnard invited the announcement of the Delay of the 2025 Annual Audit and Financial Compliance Reports. Dr. Greg Mosier, President, reported a delay in completing the College's fiscal year (FY) 2025 annual audit and financial compliance reports. Due to the federal government shutdown lasting more than 40 days, the final version of the federal compliance supplement, which is required for higher education audits, was not released on time. This has pushed the audit timeline slightly, with the draft/final audit now expected to be presented by the auditors in December. There were no questions or comments from the Board.

   - Chair Isnard invited the announcement of the Annual Candle Lighting Ceremony – Wednesday, December 3, 2025, 11:00 A.M., Performing Arts Center. Dr. Greg Mosier, President, announced the upcoming annual Candle Lighting Ceremony, noting that this will be the College's 101st ceremony, one of the oldest traditions in Wyandotte County. The event began as a student scholarship fundraiser, a purpose it continues to serve today. Attendees can expect several great performances, and Dr. Mosier encouraged everyone to participate. A flyer was provided in the meeting materials.

   - Chair Isnard invited the announcement of the Annual President's Open House & Holiday Party – Thursday, November 20, 11:00 A.M., Upper Jewell Lounge. Dr. Greg Mosier, President, announced the 15th Annual President's Open House and Holiday Party. The event was moved earlier this year so that he could attend before being out in December. All employees, retirees, and Trustees are invited to this gathering for camaraderie and informal connection. The new Blue Devil Café will cater the event.

Trustee Ash praised the Blue Devil Café for providing an excellent meal at the recent Hall of Fame event, noting it was outstanding. Trustee Hoskins Sutton agreed that it was impressive. Dr. Mosier also agreed, adding that the breakfast for the President's Leadership Circle event was exceptional, and he expressed appreciation for having the café on campus.

9. **Board Committee Reports**: Chair Isnard invited the Board Committees to report.

   - On behalf of the **Board Finance Committee** (BFC), Trustee Criswell, Chair of the BFC, reported that the BFC met on November 11 and emphasized that the College continues to manage its finances exceptionally well. She noted that this level of financial management is rare among community colleges regionally and nationally, and that it is both noteworthy and a key factor in KCKCC's overall success. Trustee Criswell reported that the committee reviewed its standard agenda items and discussed the implementation of the Gallagher study, with a detailed presentation to follow. The committee also addressed the delay in the single audit compliance report due to the federal government shutdown and received an update on the progress of the downtown project.

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

- On behalf of the **Board Policy Committee** (BPC), Trustee Hoskins Sutton, Chair of the BPC, reported that there would be policies to approve later in the agenda.

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

- On behalf of the **Board Community Engagement Committee** (BCEC), Vice Chair Ricketts, Chair of the BCEC, reported that there were no major updates to report. The upcoming session in December will include external community members, where additional feedback and their perspectives will be gathered. The committee will share with them some of the phenomenal things happening at the College and provide them with updated data reports.

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

- As the **Kansas Association of Community Colleges** (KACC) Delegate, Trustee Ash reported that the quarterly meeting is scheduled for December 5 and 6 in Garden City. Discussions are expected to focus on preparation for the upcoming legislative session in January and addressing routine items such as annual reports and budgets. Trustee Ash anticipates a very active legislative session.

- As the **Association of Community College Trustees** (ACCT) Delegate, Trustee Ash reported that last month's ACCT Leadership Congress had gone well. College representatives, President Mosier, Executive Vice President Balog, Interim Dean of Career and Technical Education Ashley Irvin, and some FAME partners delivered a strong presentation. Dr. Mosier also participated in a separate panel, which included a brief presentation and an extensive Q&A session. Overall, the College served as a presenter in multiple sessions, and the experience was very positive.

  Trustee Ash reported that preparations are underway for the National Legislative Summit in February. ACCT monitors federal activity, though the recent 40-day government shutdown has made it unclear what to expect from the administration in 2026 and what specific issues community colleges will need to advocate for. Some priorities are likely to remain consistent, such as protecting or expanding Pell funding and pursuing opportunities for workforce development funding. He highlighted the significant changes resulting from the Department of Education's absence, with responsibilities now distributed across other federal departments, requiring colleges to establish new points of contact and committee relationships. Trustee Ash expressed encouragement that both Kansas Senators, Dr. Roger Marshall and Jerry Moran, hold meaningful committee assignments and have demonstrated strong support for

community colleges statewide and for KCKCC specifically. He added that advocacy work will intensify in January and February following the holiday break.

Trustee Hoskins Sutton reported on her participation at the Leadership Congress in New Orleans, where she serves on the Impact and Success Committee (formerly the Diversity, Equity, and Inclusion Committee). The committee focused on whether community colleges are ensuring students leave with economic prosperity and economic mobility. The committee also examined the meaning of open access, emphasizing that simply having an open door is insufficient unless institutions actively help students navigate the system. She noted that the committee's main takeaway was "compassion with compliance," which involves complying with new education rules compassionately and, in return, helping students feel a sense of belonging.

Trustee Hoskins Sutton described attending an interesting pre-conference titled "The Big Pivot: A Continued Focus on Impact and Success." The session emphasized that community colleges need to release practices that are no longer working and embrace new approaches to achieve impact and success in helping students effectively.

Trustee Hoskins Sutton highlighted a session on policy, stating that policy is the Board's main goal. The session focused on being a true policy-driven Board, the Board's role in setting, using, and reviewing policy, and distinguishing between policy (the "what") and procedures (the "how"). She noted that additional information is available on the ACCT website and on the ACCT Connect webpage.

Trustee Hoskins Sutton discussed attending a session on Trustee orientation, reemphasizing that it is critical to properly onboard new Trustees. She read part of the session description, "What do new Trustees need? Board of Trustees' roles are complex and require a broad range of knowledge on academic, student, economic, and community issues and topics. Many new Board of Trustees members are new to public office or a position of this level of demand.' She pointed out that the difference between many other Boards is that when an individual is joining any type of education Board, there are many constraints. Trustee Hoskins Sutton stated that it is going to be critical that not only this college, but all colleges, bring their new Trustees onboard, up-to-date on what it is all about to be a Trustee.

Trustee Hoskins Sutton summarized by noting that the Leadership Congress offered numerous valuable sessions, making it difficult to choose which to attend. She observed that the sessions have improved over the years, offering many more quality options than when she first attended in 2018.

Vice Chair Ricketts suggested that the Board could benefit from dedicating planned, structured time on the agenda for members returning from conferences to share key highlights, as each attendee gains different insights from the many available sessions. Trustee Ash noted that sharing has traditionally occurred informally during this portion

of the meeting, following a conference. Trustee Hoskins Sutton explained that she had not attended the previous meeting and was sharing her own takeaways during the current discussion. Chair Isnard stated that Board Members can always contact the incoming Board Chair to request adding an item to a future meeting agenda, noting that this option is consistently available.

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

10. **Consent Agenda**: Chair Isnard called for questions, comments, or a motion to approve the Consent Agenda.

Trustee Hoskins Sutton questioned Consent Agenda – Item B (Recommendations for Payment), Number 10, regarding whether the contractual removal of snow was being paid in advance, as it had not snowed yet. Dr. Mosier explained that it is a request to pre-approve the expenditure of funds when the money is needed to be spent. Then, it is Board-approved to pay the company that handles snow removal. Dr. Patrick Schulte, Vice President of Finance and Operations, further explained that this is to ensure the College has a contract in place, allowing work to be done immediately when needed.

Trustee Hoskins Sutton questioned Consent Agenda – Item C (Items for Ratification), Number 8, regarding the placement of dehumidifiers in Centennial Hall, inquiring whether this was a one-time expense or a response to ongoing moisture issues. Dr. Schulte explained that the dehumidifiers are a mitigation strategy to manage humidity fluctuations caused by seasonal temperature changes, with the possibility of a permanent solution if needed. Trustee Hoskins Sutton appreciated the proactive approach to prevent larger problems in the future.

Trustee Hoskins Sutton congratulated Jim Herman on his retirement (as reported on Consent Agenda Item D), recognizing his contributions to the College's Media Services team and his support for the College. She expressed her personal appreciation for knowing him for many years.

Trustee Hoskins Sutton motioned to approve the Consent Agenda. Trustee Criswell seconded the motion. **The Motion Carried.**

11. **Student Senate Report:** Chair Isnard called for the Student Senate report.  Ms. Sage Keefover, Student Senate President, presented the following –
    ▪ Due to personal circumstances, graduations, and early acceptance into academic programs, several office positions for the Student Senate are vacant. An ad hoc election will be held to fill the positions. Those positions are President, Vice President, Secretary, Treasurer, Parliamentarian, Chief Information Officer, Technical Education Center (TEC) Liaison, and Pioneer Career Center Liaison. The election is open to everyone. Student Senate requires that those who are running without previous experience on the Senate must complete a few extra steps, including an interview and being approved by the Senate. Information about running for a position was shared on November 14.

Campaigning for elections is this week (November 17-21), and the election will be held from December 1 to 5. The new administration will lead the December 10 Student Senate meeting with guidance from the current administration, and training will be provided for positions to ensure a smooth transition.

- The Student Senate Liaison Program is scheduled to start in the spring semester. The program will provide clubs and academic programs with a senator to contact if they have questions or concerns for the Senate.
- Student Senate is scheduling meetings to plan the Spring Festival and the Blue Devil Games.
- Preparations are underway for the Student Senate's participation in the Candle Lighting Ceremony on December 3.

Dr. Mosier thanked Ms. Keefover for her service as Student Senate President, noting their monthly meetings to discuss Student Senate activities and her academics. He praised her for creating a well-organized plan to ensure a smooth transition during Student Senate elections. He pointed out the success of the senators as they are moving on and wished all involved well.

Trustee Hoskins Sutton thanked Ms. Keefover for her service and expressed regret at seeing her leave. She noted that, as a former Director of Student Activities, she had many questions but refrained from asking and gave her appreciation for the smooth process.

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

12. **President's Report:** Chair Isnard called for the President's report. Dr. Greg Mosier presented the following –
    - Dr. Mosier stated he will be absent during December and that Dr. Balog will serve with delegated authority as the College's final decision-maker, coordinating with Cabinet Members during his absence.
    - The President's Leadership Circle (PLC) event was held last Thursday. He thanked Ms. Mary Spangler, Executive Director of KCKCC Foundation, and her staff for their work organizing the excellent event. He commended Media Services for producing an outstanding "year in review" video covering accomplishments from PLC 2024 to PLC 2025. The video was played.
    - Dr. Mosier noted that the College has many events underway, including International Education Week. He highlighted the successful kickoff ceremony and the well-attended International Fashion Show held at lunchtime, describing the garments as impressive and the event as outstanding. He recognized Dr. Candice Scott, Assistant Director of International and Immigrant Student Services, Ms. Shai Perry, Art Gallery Coordinator, and others for their work in organizing the program, and emphasized that the Lower Jewell venue was filled.
    - Executive Vice President Balog and President Mosier are presenting a '4 Disciplines of Execution' (4DX) national webinar tomorrow for several hundred people.

- KCKCC will be recognized with a Dotte Proud Award, presented by Mayor Garner, at Thursday night's commission meeting.
- Dr. Mosier noted that each Trustee received a gift from the Wyandotte Economic Development Council, along with a small token from the College. He added that long-serving Trustees would likely recognize the College item and conveyed his hope that everyone would enjoy the gifts.
- Dr. Mosier reported that the downtown project is progressing smoothly and remains on schedule. He noted that recent photos show significant interior work underway, including wall framing. He shared that many people visiting the site have commented on how transformative the project is for the downtown area, stating that its visible impact aligns with the College's goals and reflects clear mission success.
- Dr. Mosier expressed sincere appreciation to all Trustees for their ongoing support and leadership. He offered special thanks to those for whom this would be his final meeting together, acknowledging their service and impact. He wished all a safe and happy holiday season.

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

13. **Executive Vice President's Report:** Chair Isnard called for the Executive Vice President's report. Dr. Scott Balog highlighted the following –
    - The College has selected a new Executive Director of Institutional Effectiveness, a role central to strengthening data capacity and supporting strategic, data-informed decision making. Following the departure of the previous director, the College reassessed its needs and elevated the position to an executive director level, reflecting its increased scope and importance. The new Executive Director is scheduled to begin on December 1.
    - The College continues to build strong, mutually beneficial partnerships in its engagement of the greater Kansas City community. KCKCC is finalizing its plan for an entrepreneurship education initiative and a proposal for funding from the Kauffman Foundation to be submitted early next month. The work on this initiative is made possible through the contributions of coalition members, representatives of area schools, post-secondary institutions, and resources in the local entrepreneurial ecosystem. The collective work aims to produce systemic change in Wyandotte County, promoting the adoption of an entrepreneurial mindset among all students and career seekers in the community, and supporting entrepreneurship, small business development, and economic mobility for all. KCKCC is the lead on this project and will serve as a hub for the local entrepreneurial ecosystem should this request from the Kauffman Foundation be funded. Thanks were given to the coalition partners for their contributions to the project.
    - Thanked the John W. and Effie E. Speas Memorial Trust and Bank of America for their partnership and recent investment of $250,000 in the College's Automation Engineer Technology Program, taking the total funds raised to support the program's expansion to over $3.5 million to date, with another $3 million in pending requests. Thanked all who have contributed to growing KCKCC's capacity to support this in-demand field.

- Thanked the KCKCC Foundation that continues to prove its productivity, efficiency, and value in support of the College, the programs, and students. As of early November, the Foundation had raised 59% of its $800,000 annual fundraising campaign goal that aids KCKCC students. For the spring Foundation scholarships, 475 applications were received, representing a 13% increase over the previous year.
- In advancing operational execution, the next several months will focus on positioning to scale programs and services to meet local labor market demands. Several programs have grown recently to address these demands; the plans for future growth will directly align with education and workforce needs that include leveraging robust growth opportunities like dual and concurrent enrollment in early college with area high schools, and satellite locations featuring the new downtown center. Focusing on three to five signature programs will enable the College to scale in program delivery, drive post-graduation workforce outcomes, and optimize KCKCC's investments in program growth.
- President Mosier and Dr. Balog would be featured tomorrow on a national '4 Disciplines of Execution' (4DX) webinar with FranklinCovey. The anticipated number of about 500 attendees represents all sectors of higher education. The College will highlight accomplishments this past year, leveraging 4DX to support student success.
- Trustee Ash thanked Dr. Balog for his contributions during the ACCT Leadership Congress in New Orleans, noting that while it was a team effort, his work helped ensure everything was well-organized, well-presented, and well-received.
- Dr. Balog apologized for missing the previous month's Board meeting due to attending his first session of the Aspen Institute's Rising Presidents Fellowship. He acknowledged and thanked the two representatives from Panasonic Energy Corporation of North America and Alpha Robotics for co-presenting in New Orleans, emphasizing that their participation highlights the strength of those partnerships and reinforces the College's commitment to collaborating with employers to prepare talent for high-demand careers.
- Chair Isnard thanked Dr. Balog for his work during the New Orleans trip. He also expressed gratitude for Dr. Balog's willingness to step in and lead during Dr. Mosier's upcoming absence, stating that he is confident the College will be in good hands.

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

14. **Vice President Academic Affairs Report:** Chair Isnard called for the Vice President of Academic Affairs report. Mr. Jerry Pope highlighted the following –
    - The division within Academic Affairs continued to demonstrate strong alignment with the College's strategic plan, which organizes institutional priorities around Student Success, Quality Programs and Services, Employee Engagement, and Community Engagement. Student achievement and learning remain central to divisional work throughout the month.
    - The Office of Assessment achieved more than a 90% on-time submission rate in both the blue and red assessment cycles, reflecting consistent engagement with learning outcomes and data-informed improvement. Faculty also utilized training sessions, drop-in consultations, and one-on-one meetings to strengthen assessment literacy and

ensure that program planning remains evidence-based and purposeful.

- Student performance in Health Professions continued to be especially strong. Most programs exceeded a 90% national examination pass rate for 2025, including associate degree nursing, paramedic, physical therapist assistant, and practical nursing. These outcomes reflect the academic rigor of the programs, the strength of clinical preparation, and ongoing attention to accreditation expectations.
- In adult education, more than 300 learners participated in general education development (GED), English language instruction, or continuing education. The Lansing Correctional Facility Program celebrated its largest group of GED graduates to date, supported by new instructional tools and mobile testing strategies that improved access for individuals in restricted housing. Across all locations, learners accumulated more than 18,000 instructional hours with strong retention and post-testing gains.
- High-quality instruction, academic rigor, and professional relevance were visible across all academic divisions.
- In Mathematics, Science, Business, and Technology, faculty led and participated in national professional development, including a 3-day calculus symposium, statewide co-requisite planning, and entrepreneurship initiatives supported by the Kauffman Foundation. Faculty leadership extended to external service, with Dean Dr. Ed Kremer serving as a peer reviewer for a Higher Learning Commission evaluation visit.
- In Arts, Humanities, and Social Sciences, students and faculty gained significant hands-on experience through national and regional engagements. The audio engineering program participated in the Audio Engineering Society Convention, where students attended technical workshops, received professional critiques, and explored emerging tools in the audio field.
- The music department hosted guest artists, presented concerts on and off campus, and celebrated the selection of four students to the 2026 Intercollegiate Community College Honors Jazz Ensemble. The ensemble consists of only 21 members, and KCKCC has four of them, an achievement that reflects national-level excellence.
- KCKCC was hosting a jazz festival in the Performing Arts Center immediately following tonight's Board meeting.
- Career and Technical Education maintained strong commitments to experiential learning. The culinary arts provided a professional luncheon. High-voltage students toured the Kansas City Board of Public Utilities, where they observed power systems, transformer operations, and lineman training environments. Additional applied learning took place in cosmetology, construction, and at the Pioneer Career Center.
- Employee development was a central focus. The Institute for Teaching and Learning offered weekly professional development sessions emphasizing learner-centered instruction. Faculty members participated in these sessions, reflecting on new teaching practices as part of "The 4 Disciplines of Execution" (4DX) goal to strengthen instructional effectiveness and support student achievement. Assessment coordinators, faculty, and deans collaborated closely to meet deadlines and ensure consistent quality across all submissions.
- Workforce innovation brought together faculty programs for a two-day planning session with the National Center for Apprenticeship Degrees and the Kansas Office of

Registered Apprenticeships. Community partnerships remained a defining strength with proposed registered apprenticeships in Heating, Ventilation, Air Conditioning/ Refrigeration (HVAC/R), Computer Support and Surveying Technology.

- The Art Gallery supported Hispanic Heritage Month through half of September and half of October, bringing visiting artists to campus.
- Sociology students visited community organizations.
- Mr. Pope thanked the faculty for all the work they do, for engaging students, and for providing a wonderful educational opportunity for students at KCKCC.

The Board expressed appreciation, praising Mr. Pope's report as impressive and containing a lot of valuable work.

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

15. **Vice President Enrollment Management and Student Services Report:** Chair Isnard called for the Vice President of Enrollment Management and Student Services report. Dr. Devin Stroman highlighted the following –
    - Enrollment Updates – Fall 2025 unduplicated headcount increased by 5.1% compared to fall 2024 and 8.1% compared to fall 2023. Credit hours experienced solid growth, increasing by 8.2% over fall 2024 and 11.1% over fall 2023. For spring 2026, there are exceptional gains – unduplicated headcount is up 20.2% compared to spring 2025 and an impressive 122.5% compared to spring 2024. Spring 2026 credit hours are trending upward, up 9.9% from spring 2025 and 108.3% from spring 2024. The fall 2025 8-week session continues the positive trend with enrollment increasing by 13% from 1,558 students to 1,788 students and credit hours rising 7%, from 7,196 to 7,697.
    - On October 22, the Counseling and Advocacy Center hosted "From Diagnosis to Thriving: A Path to Self-Advocacy and Empowerment." The session was presented by KCKCC student and Kansas Teen Miss Amazing 2024, Ms. Yasmine Darrett, and drew 42 participants to the event.
    - In partnership with the Student Senate, the Office of Student Engagement held a fall festival on October 24, featuring a costume contest, pumpkin painting, a 360-degree photo booth, and karaoke, providing a vibrant and inclusive community experience for students.
    - Athletic achievements: KCKCC is proudly celebrating the Blue Devil volleyball team, who won the 2025 Kansas Jayhawk Community College Conference Championship, their first conference title since 2000. They are currently ranked #4 in the nation and are in Cedar Rapids, Iowa, preparing for Round 1 tomorrow at 5:30 p.m. All were encouraged to watch the game virtually.

Vice Chair Ricketts congratulated the volleyball team.

Chair Isnard called for a motion to accept the report. Trustee Scruggs Andrieu made the motion. Vice Chair Ricketts seconded the motion. **The Motion Carried.**

16. **Vice President Finance and Operations Report:** Chair Isnard called for the Vice President of Finance and Operations report. Dr. Patrick Schulte highlighted the following –

   ▪ Finance – The auditors from Novak Birks, P.C. are in the final stages of completing the FY2024–2025 audit, including the federal funds review. A draft was received earlier today, and he and President Mosier will continue reviewing it. The audit will be presented at the December meeting. He noted that the federal government shutdown caused delays in the compliance portion of the process, although the financial numbers were already complete and remained substantively unchanged.

   ▪ Finance – The College met with the Community Education, Health and Wellness Condo Association to finalize the downtown center's declaration and a resolution outlining how shared costs and services will be managed. Although each partner occupies its own space, the building functions collectively, so the group is establishing clear, proactive processes for handling shared expenses and issues such as snow removal and potential exterior or interior damage.

   ▪ Human Resources (HR) and "The 4 Disciplines of Execution" (4DX) – Human Resources recently participated in two community career fairs, completed 2026 benefits open enrollment, and developed a highly effective 4DX scoreboard. As part of an internal competition to strengthen scorecard development, HR earned the top score from an independent reviewer and created an elaborate, engaging display. He noted that HR exceeded its fall participation goal for its interactive AskHR sessions, surpassing the target of 60 attendees by reaching 74, including 31 attendees at the most recent session. He also described additional 4DX engagement activities within his leadership team, including a "Game of Thrones"-themed process-adoption challenge that rewards 100% completion with time on the office's "Iron Throne."

   ▪ Information Services – The department achieved key milestones in October, including major progress on the software-as-a-service migration and maintaining 98% network availability. The team is also developing standard operating procedures to ensure the College fully leverages its cloud investment.

   ▪ Facility Services – The department is advancing several key initiatives, including the roof replacement for the Jewell and Humanities buildings, which is now underway. These projects reflect ongoing efforts to address deferred maintenance and ensure the campus environment is well-maintained for students.

   ▪ College Police – Community Engagement Officer Govanni Garcia hosted a successful "Buns & Order" event on October 15, bringing together students, faculty, and staff for grilled hot dogs, interactive discussions, and hands-on exploration of police vehicles and equipment. The event promoted community policing and strengthened trust and engagement between College Police and the campus community.

   ▪ Wellness and Fitness Center – The center partnered with the bookstore for a prize giveaway valued over $100 to encourage facility visits, with the winner drawn at the end of the fall semester. The center launched the "Torch the Turkey" event to promote physical activity leading into Thanksgiving.

   ▪ Community Engagement – Dr. Schulte shared that he is interning two Ed.D. (Doctor of Education) students from the University of Saint Mary, dedicating about 30 hours this semester. He is guiding them through higher education leadership, exposing them to

KCKCC's leadership processes. One student is in the Emergency Medical Technician (EMT) program and the other in Institutional Research and Effectiveness, gaining practical insight into leadership in higher education.

Vice Chair Ricketts asked about the status of the campus flooding issues. Dr. Schulte responded that flood mitigation is well underway: Flint bathrooms are fully repaired, and work continues in the lower Nursing and Media Services areas. The replacement cost is about $2.9 million, with insurance reimbursements in progress. Beyond repairs, the College is implementing long-term mitigation, such as sealing windows and redesigning the parking lot to redirect water. Testing in dry and wet seasons will ensure effectiveness. Students in Flint and the EMT area have already returned to the affected spaces, and Dr. Schulte praised the rapid and collaborative response that enabled operations to resume quickly.

Chair Isnard expressed congratulations to the HR department on their 4DX win, to Dr. Schulte for his creative themed setup, for increasing participation, and for the tangible results his teams are achieving through the program.

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

17. **Vice President Marketing and Institutional Image Report:** Chair Isnard called for the Vice President of Marketing and Institutional Image report. Ms. Kris Green highlighted the following –
   - The new video showcasing the High Voltage Line Technician program was played.
   - The Marketing division has been heavily engaged in several major year-end activities, including producing the President's Leadership Circle annual report video. She noted that this season is especially event-intensive, with preparations underway for the Candle Lighting Ceremony, the President's Holiday Luncheon, the President's Leadership Circle event, and multiple holiday mailings. She extended her appreciation to her entire team – Events and Scheduling, Media Services, Marketing, and the Print Shop – for their hard work and for managing the final surge leading up to the holiday period.
   - Congratulations and thanks were given to Jim Hermann for his retirement and his service to KCKCC.
   - Ms. Green highlighted the strong recent performance of the College's social media marketing, noting continued growth in reach on Facebook and Instagram. She shared an example from Athletics, an Instagram post featuring the volleyball team, that achieved more than 80,000 organic views. She explained that Athletics is adopting a new content approach focused on showcasing practice, player engagement, camaraderie, and teamwork. The post, captured by Mr. Charlie Martin, Athletics and Activities Media Specialist II, performed exceptionally well and gained momentum. Given its success, this type of content will be expanded moving forward.
   - In the spring, a brand survey will be launched to find out the perceptions of Wyandotte and Leavenworth County among community members.
   - A new, easier-to-use media cloud service will be implemented to host all the College's

photographs.
- This year, Marketing is co-planning commencement with the Registrar's Office. The team recently held its first meeting and is working through the venue contract for Children's Mercy Park. Ms. Green encouraged all Trustees to participate or join virtually next year, noting the excitement and impact of having nearly 600 graduates attend 2025's commencement, the largest class in memory. She expressed enthusiasm for the progress expected through "The 4 Disciplines of Execution" (4DX) process in the coming year.

Vice Chair Ricketts expressed kudos and asked whether the High Voltage Line Technician program was operating at full capacity. Dr. Mosier confirmed it was completely full with a waitlist and noted the strong community interest expressed during the President's Leadership Circle. He explained that safety requirements limit enrollment, but the College plans to add a lab technician and an additional instructor to more than double capacity.

Vice Chair Ricketts emphasized her enthusiasm about having a waitlist. Trustee Hoskins Sutton added that she was pleased to see female students represented, noting that it demonstrates inclusivity and may encourage more women to pursue these careers. Dr. Mosier agreed, reporting an increase in female enrollment across technical programs, including AET, high-voltage, and construction, and highlighted the strong career opportunities these fields offer.

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

18. **Unfinished Business:**
- Interlocal Agreements for the Neighborhood Revitalization Act (NRA) Plans:
  o Chair Isnard referenced the Interlocal Agreements for the Neighborhood Revitalization Act (NRA) plans, originally presented at the October meeting when at least two Trustees were absent, and provided in the Board meeting packet. He invited questions regarding the Proposed Changes for the 2026-2030 Neighborhood Revitalization Act (NRA) Plan for the Unified Government of Wyandotte County and Kansas City, Kansas, as presented by Mr. Jud Knapp, Land Bank Manager/Economic Development, Unified Government of Wyandotte County and Kansas City, Kansas.

Hearing no questions, Chair Isnard called for a motion to approve the Interlocal Agreement for the 2026-2030 Neighborhood Revitalization Act Plan for the Unified Government of Wyandotte County and Kansas City, Kansas, as presented. Trustee Criswell made the motion. Trustee Ash seconded the motion. Trustee Scruggs Andrieu opposed. **The Motion Carried.**

  o Chair Isnard referenced the second item under the Interlocal Agreements for the Neighborhood Revitalization Act (NRA) Plans topic and invited questions regarding last month's presentation of the Proposed Interlocal Agreement for City of Bonner Springs Neighborhood Revitalization Plan No. 7 (NRP 7), as presented by Ms. Megan Gilliland, Economic Development Manager, City of Bonner Springs, Kansas.

Hearing no questions, Chair Isnard called for a motion to approve the Interlocal Agreement for the City of Bonner Springs Neighborhood Revitalization Plan No. 7 (NRP 7), as presented. Trustee Ash made the motion. Trustee Criswell seconded the motion. Trustee Scruggs Andrieu opposed. <u>The Motion Carried.</u>

- Chair Isnard invited the presentation of the Gallagher Implementation. Dr. Patrick Schulte, Vice President of Finance and Operations, presented the following –
  - Dr. Schulte delivered a comprehensive presentation on the Gallagher compensation study and its recommended implementation. He reviewed the purpose and scope of the nearly 24-month engagement, noting that the Board commissioned the study to objectively evaluate KCKCC's pay practices, benchmark job titles, assess market competitiveness, audit internal equity, and develop a sustainable, transparent pay structure for the institution.
  - He explained that the study was college-wide and engaged shared governance, with participation from Faculty Senate, Staff Senate, and individuals across the College. Gallagher analyzed job titles, organizational structure, recruitment and retention challenges, market competitors, and aspirational peer institutions. Multiple national data sources were utilized, including the College and University Professional Association for Human Resources (CUPA-HR), the American Association of University Professors (AAUP), the Economic Research Institute, and national benchmark salary surveys from over 2,600 organizations.
  - Dr. Schulte summarized the College's adopted compensation philosophy to "match" the labor market median, maintaining competitiveness within approximately 5–9.9% of the market. He outlined the initial market findings, which showed varying levels of alignment across employee groups, and emphasized that the recommendations aim to correct misalignments, strengthen internal equity, and support talent retention.
  - He reviewed the recommended structural changes, including the adoption of new pay grades, the removal of "B" grades, the establishment of clearer and more predictable midpoint progressions, and the reworking of job titles for consistency. He emphasized that these changes would create clearer career pathways and greater transparency for employees.
  - Key implementation steps include beginning staff pay grade changes and equity adjustments in December, with effective dates in January 2026; addressing faculty step and lane adjustments in the next negotiation cycle and committing to continued faculty collaboration on longer-term compensation redesign; and using the new framework for ongoing strategic pay planning and annual review.
  - He noted that the total cost of implementation is approximately $560,000, which was proactively budgeted in the current fiscal year and requires no new funding. He concluded by reiterating that the Board Finance Committee reviewed and advanced the proposal and that the presentation highlights the essential elements needed for Board approval and implementation.

Chair Isnard expressed appreciation for the depth of the two-year compensation study. He noted that the plan clearly reflects substantial research, benchmarking, and analysis rather than

arbitrary internal assumptions. He emphasized that the recommendations are important for improving recruitment and retention, and preventing avoidable turnover costs when employees leave for slightly higher wages elsewhere. He expressed gratitude that the College undertook this effort, acknowledged that progress has taken time, and stated that, if approved by the Board, he looks forward to staff being placed appropriately within the new pay structures.

Trustee Scruggs Andrieu stated that the presentation was excellent.

Trustee Hoskins Sutton commented that this had been a long time coming and had been a pain point for several different employee groups. She hoped that this would smooth out some of the edges and that people would know how it is justified. She stated that the key point was that employees understood the decisions were based on data. She thanked everyone involved.

Chair Isnard expressed gratitude to Dr. Schulte's team, stating that it was a testament to the shared governance model that the groups across the College had input into the project. Chair Isnard motioned to approve the Gallagher Implementation as presented. Trustee Criswell seconded the motion. **The Motion Carried.**

19. **New Business:**
    - Chair Isnard invited the presentation of the College Policies. Ms. Linda Hoskins Sutton, Chair of the Board Policy Committee, noted that three policies - Academic Nepotism (Policy 2.01), Course Repetition (Policy 2.11), and Educational Assistance (Policy 4.06) - were included in the meeting packet for review. She thanked the committee for their thorough discussion and preparation. She emphasized that these policies were presented for Trustees' input before final approval and invited any questions or comments.

Chair Isnard expressed appreciation for the committee's work and stated that, after reviewing the policies, he had no questions. Chair Isnard called for a motion to approve the following policies: Academic Nepotism (Policy 2.01), Course Repetition (Policy 2.11), and Educational Assistance (Policy 4.06), as presented. Vice Chair Ricketts made the motion. Trustee Criswell seconded the motion. **The Motion Carried.**

20. **Adjournment**: Chair Isnard shared a few comments before closing the meeting. He gave congratulations to Trustee Hoskins Sutton on her reelection. He stated that he knew that she would continue to do great work for the community, and he appreciated her willingness to serve. He also gave congratulations to the new Trustees-elect, who would join the Board in January, Mr. Kump, Mr. Caiharr, and Mr. Sanchez, and wished them all the best and success in their roles in support of the College and the community.

    Chair Isnard explained that as new Trustees take office in January, the December meeting would be the last for outgoing Trustees. He suggested appointing an interim Board Chair to open the January meeting for continuity until the Board formally reorganizes and selects a new Chair and Vice Chair. Trustee Scruggs Andrieu clarified that this would only be temporary to start the meeting, not a decision for the upcoming year, and agreed.

Chair Isnard stated that communications would be sent to incoming Trustees to schedule orientations. He suggested that it may be practical for the interim Chair to coordinate these sessions, likely to occur between the December and January meetings.

Chair Isnard explained that because Dr. Mosier, who normally administers Trustees' swearing-in as Board Secretary, will be unavailable in December, the traditional ceremony cannot take place at the College. He noted that, as suggested by Trustee Hoskins Sutton, incoming Trustees may need to coordinate individually with the Election Office to be sworn in, meaning the December meeting would not include the usual ceremonial swearing-in.

Chair Isnard opened the floor for questions while Mr. Greg Goheen, College Attorney, was present, noting that any remaining questions could be addressed before the December meeting. Trustee Hoskins Sutton reminded that incoming Trustees could go to the Election Office to be sworn in, citing her own experience being sworn in during December. Dr. Mosier added that his office is communicating this process to Trustees-elect and will receive documentation from the Election Office confirming their swearing-in.

Chair Isnard encouraged anyone with additional concerns to contact him or Dr. Mosier. He wished everyone a Happy Thanksgiving and a safe, enjoyable time with family and loved ones.

Chair Isnard called for a motion to adjourn. Trustee Criswell made the motion. Vice Chair Ricketts seconded the motion. **The Motion Carried.**

The meeting adjourned at 7:09 p.m.

ATTEST:
                 _____

                         Chairperson, Mr. Brad Isnard

                 _____

                         Secretary, Dr. Greg Mosier

# Recommendations for Payment

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

**CONSENT AGENDA – Item B**

**December 16, 2025**

1. Approval in the amount of **$227,099.00** to **Tyler Technologies** for a CAD System for Campus Police.  RFP 25-012.  Requested by Patrick Schulte.  Funding Source – College Police:  Software.
   - An implementation fee of **$64,000.00** was approved in June 2025. This will result in a balance of **$163,099.00**, which includes recurring fees.

2. Approval in the amount of **$28,163.35** to **John A Marshall Company** for flood-damaged furniture in Media Services.  Requested by Patrick Schulte.  Funding Source – Facilities:  Flood Damage.

3. Approval in the amount of **$49,500.00** to **The Hanover Research Council LLC** for the brand perception surveys for marketing.  Requested by Kris Green.  Funding Source – Marketing & Outreach:  Advertising.

4. Approved in the amount of **$134,500.00** to **Instructure, Inc.** for software that will aid with data extraction and transfer equivalency.  Requested by Patrick Schulte.  Funding Source – Information Services:  Software Expense.

5. Approval in the amount of **$44,955.00** to **Novak Birks, P.C.** for the following:
   - **$16,077.00** for FY25 Internal Audit procedures.
   - **$28,878.00** for support related to New Markets Tax Credit and FY25 Audit.

   Requested by Patrick Schulte.  Funding Source – Auditing:  Contractual Expense.

6. Approval in the amount of **$45,239.33** to **Axon Enterprise, Inc** for renewal of contract for College Police tasers.  Requested by Patrick Schulte.  Funding Source – College Police:  Safety Expense.

7. Approval in the amount of **$28,763.00** to **Ellucian, Inc** for monthly software payment.  Requested by Patrick Schulte.  Funding Source – Information Services:  Software Expense.

July bills totaling **$4,198,050.10** which includes June VISA charges totaling **$211,101.93**.

August bills totaling **$4,582,254.76** which includes July VISA charges totaling **$154,864.89**.

Updated 12/4/2025

September bills totaling **$4,955,441.21** which includes August VISA charges totaling **$240,089.61**.

October bills totaling **$3,628,663.62** which includes September VISA charges totaling **$206,200.84**.

November bills totaling **$3,079,825.41** which includes October VISA charges totaling **$215,807.14**.

Kansas City Kansas
Community College

# Items for Ratification
*These items are over $10,000 but less than $25,000.*

**CONSENT AGENDA – Item C**
**December 16, 2025**

1. **$24,506.00** to **Athco Acquisition Corp** for a rear-fold backstop for Athletics.  Requested by Patrick Schulte.  Funding Source – Capital Outlay:  Construction.

2. **$12,696.07** to **Diligent Corporation** for Board of Trustees software.  Requested by Patrick Schulte.  Funding Source – Information Services:  Software Expense.

3. **$14,090.00** to **American Digital Security LLC** for access card supplies.  Requested by Patrick Schulte.  Funding Source – College Police:  Card Access.

4. **$11,990.97** to **DLT Solutions LLC** for an annual subscription for Computer-Aided Design (CAD) used by Facility Services.  Requested by Eché Okoye.  Funding Source – Information Services:  Software Expense.

5. **$20,480.00** to **Elite Products Group Inc** for a Computer Numerical Control (CNC) router machine for the Commercial Construction Program.  Requested by Jerry Pope.  Funding Source – Department of Labor Grant:  Capitalized Equipment.

6. **$10,544.00** to **Woodcraft Supply LLC** for two table saws for the Commercial Construction Program.  Requested by Jerry Pope.  Funding Source – Department of Labor Grant:  Capitalized Equipment.

Kansas City Kansas
Community College™

**HUMAN RESOURCES - PERSONNEL ITEMS**

## CONSENT AGENDA – Item D
**December 16, 2025**

## SEPARATION INFORMATION

| ACTION | NAME | JOB TITLE | DEPT | DIVISION | EFF. DATE |
|---|---|---|---|---|---|
| **Resignation** | Jackson, Summer | Administrative Assistant I | Workforce Innovation | Academic Affairs | 12/1/2025 |
| **Resignation** | Liimatta, Carmen | Director of Development | Foundation | Executive Vice President | 12/5/2025 |
| **Resignation** | Patton, David | Officer | College Police | Finance and Operations | 11/30/2025 |
| **Separation** | Mihailovic, Martina | Head Coach - Women's Basketball | Athletics | Enrollment Management and Student Services | 12/4/2025 |

## RECOMMENDATIONS / APPROVALS

| ACTION | NAME | JOB TITLE | DEPT | DIV | DATE | SALARY |
|---|---|---|---|---|---|---|
| **Additional Position** | Wells, Brian | Lab Assistant | Fire Science | Academic Affairs | 12/6/2025 | $22.00 per hour |
| **Compensation Adjustments** | Aldaco-De la O, Jakelin | Administrative Assistant I | Adult and Continuing Education | Academic Affairs | 1/15/2026 | $17.00 per hour |
| **Compensation Adjustments** | Allison, Christopher | Officer | College Police | Finance and Operations | 1/15/2026 | $58,905 annually |
| **Compensation Adjustments** | Almanza, Brian | LMS Technical and Database Manager | Online Education Services | Academic Affairs | 1/15/2026 | $95,113 annually |
| **Compensation Adjustments** | Anderson, John | Sergeant | College Police | Finance and Operations | 1/15/2026 | $80,179 annually |
| **Compensation Adjustments** | Anderson, Victoria | Talent Acquisition and Employment Coordinator II | Human Resources | Finance and Operations | 1/15/2026 | $73,500 annually |
| **Compensation Adjustments** | Balog, Scott | Executive Vice President | Executive Vice President | President | 1/15/2026 | $210,407 annually |
| **Compensation Adjustments** | Bailie, Scott | Sergeant | College Police | Finance and Operations | 1/15/2026 | $95,113 annually |

| Compensation Adjustments | Beckman, Braden | Director | Student Success Center | Enrollment Management and Student Services | 1/15/2026 | $90,000 annually |
|---|---|---|---|---|---|---|
| Compensation Adjustments | Bohm, Tiffany | Senior Dean | Health Professions and Public Safety | Academic Affairs | 1/15/2026 | $152,343 annually |
| Compensation Adjustments | Bordewick, Cara | Officer | College Police | Finance and Operations | 1/15/2026 | $56,510 annually |
| Compensation Adjustments | Bosserman, Christopher | GED Instructor | Adult and Continuing Education | Academic Affairs | 1/15/2026 | $51,000 annually |
| Compensation Adjustments | Brewer, Cecelia | Dean | Academic Support and Assessment | Academic Affairs | 1/15/2026 | $120,000 annually |
| Compensation Adjustments | Brownell, Sheryl | Executive Administrative Partner | President | President | 1/15/2026 | $82,000 annually |
| Compensation Adjustments | Bruner, Nela | Events and Scheduling Coordinator I | Events and Scheduling | Marketing and Institutional Image | 1/15/2026 | $61,534 annually |
| Compensation Adjustments | Callahan, Karen | Executive Administrative Assistant | Financial Services | Finance and Operations | 1/15/2026 | $60,192 annually |
| Compensation Adjustments | Cecil, Kristina | Accounts Receivable Specialist II | Business Office | Finance and Operations | 1/15/2026 | $58,016 annually |
| Compensation Adjustments | Clipperton, Ronald | Financial Aid Coordinator I | Student Financial Aid | Enrollment Management and Student Services | 1/15/2026 | $62,503 annually |
| Compensation Adjustments | Cross, Allison | Fitness Center Attendant | Wellness Center | Finance and Operations | 1/15/2026 | $40,000 annually |
| Compensation Adjustments | Dade, Kate-Lyn | Computing Services Specialist II | Information Services | Finance and Operations | 1/15/2026 | $51,000 annually |
| Compensation Adjustments | Daniels, Nichole | Administrative Assistant to the Dean | Student Services | Enrollment Management and Student Services | 1/15/2026 | $52,145 annually |
| Compensation Adjustments | Duncan, Shirl | Accounts Payable Specialist I | Bookstore | Finance and Operations | 1/15/2026 | $51,024 annually |
| Compensation Adjustments | Esteban, Rick | Network Engineer | Information Services | Finance and Operations | 1/15/2026 | $92,000 annually |
| Compensation Adjustments | Fangman, Debra | Executive Director | Facility Services | Finance and Operations | 1/15/2026 | $115,380 annually |
| Compensation Adjustments | Fultz, John | Senior Network Engineer | Information Services | Finance and Operations | 1/15/2026 | $90,790 annually |

| Compensation Adjustments | Galvan, Jesus | Officer | College Police | Finance and Operations | 1/15/2026 | $57,651 annually |
|---|---|---|---|---|---|---|
| Compensation Adjustments | Garcia Chavarria, Govanni | Officer | College Police | Finance and Operations | 1/15/2026 | $57,651 annually |
| Compensation Adjustments | Gordon, Ta'Shawn | Upward Bound Academy Program Assistant | Upward Bound | Enrollment Management and Student Services | 1/15/2026 | $17.00 per hour |
| Compensation Adjustments | Green, Kristy | Vice President | Marketing and Institutional Image | President | 1/15/2026 | $148,595 annually |
| Compensation Adjustments | Hansen, Ethan | Computing Services Specialist II | Information Services | Finance and Operations | 1/15/2026 | $53,500 annually |
| Compensation Adjustments | Haygood, Nicole | Officer | College Police | Finance and Operations | 1/15/2026 | $56,398 annually |
| Compensation Adjustments | Hernandez, Johanna | Custodian I | Facility Services | Finance and Operations | 1/15/2026 | $45,000 annually |
| Compensation Adjustments | Hernandez, Maria | Custodian I | Facility Services | Finance and Operations | 1/15/2026 | $47,749 annually |
| Compensation Adjustments | Herr, Shure | Director | Information Services | Finance and Operations | 1/15/2026 | $124,715 annually |
| Compensation Adjustments | Ibobo, Nsinga | Officer | College Police | Finance and Operations | 1/15/2026 | $56,510 annually |
| Compensation Adjustments | Immesoete, Colin | Online Course Development Coordinator I | Online Education Services | Academic Affairs | 1/15/2026 | $61,000 annually |
| Compensation Adjustments | Johnson, Katheryne | Art Gallery Collection Specialist | Art Gallery | Academic Affairs | 1/15/2026 | $17.00 per hour |
| Compensation Adjustments | Keiper, Cole | Student Resident Life Coordinator I | Student Services | Enrollment Management and Student Services | 1/15/2026 | $60,875 annually |
| Compensation Adjustments | Keffer, Jennifer | Director of Business and Auxiliary Services | Financial Services | Finance and Operations | 1/15/2026 | $87,152 annually |
| Compensation Adjustments | Lamb, Cheryl | Administrative Assistant II | Student Success Center | Enrollment Management and Student Services | 1/15/2026 | $48,276 annually |
| Compensation Adjustments | Landau, Samantha | Information Systems Coordinator II | Enrollment Management and Student Services | Enrollment Management and Student Services | 1/15/2026 | $72,389 annually |
| Compensation Adjustments | Lo, Mindy | Cashier | Bookstore | Finance and Operations | 1/15/2026 | $17.00 per hour |
| Compensation Adjustments | Mendez, Osvaldo | Grounds Keeper | Facility Services | Finance and Operations | 1/15/2026 | $17.00 per hour |

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|---|---|---|---|---|---|
| **Compensation Adjustments** | Miller, Angela | Director | Academic Support and Assessment | Academic Affairs | 1/15/2026 | $81,000 annually |
| **Compensation Adjustments** | Miller-Williams, Sherita | Benefits Coordinator II | Human Resources | Finance and Operations | 1/15/2026 | $68,885 annually |
| **Compensation Adjustments** | Mitchell, Tomas | Maintenance Specialist I | Facility Services | Finance and Operations | 1/15/2026 | $58,100 annually |
| **Compensation Adjustments** | Morrigan, Fyn | Student Basic Needs Coordinator I | Student Services | Enrollment Management and Student Services | 1/15/2026 | $60,775 annually |
| **Compensation Adjustments** | Oatney-Becker, Kyle | Computing Services Specialist II | Information Services | Finance and Operations | 1/15/2026 | $56,000 annually |
| **Compensation Adjustments** | O'Brien, Jordon | Assistant Director | Athletics | Enrollment Management and Student Services | 1/15/2026 | $74,963 annually |
| **Compensation Adjustments** | Perry, Shai | Gallery Coordinator II | Art Gallery | Academic Affairs | 1/15/2026 | $68,942 annually |
| **Compensation Adjustments** | Pierce, Glen | Shipping & Receiving Clerk | Facility Services | Finance and Operations | 1/15/2026 | $40,000 annually |
| **Compensation Adjustments** | Pope, Jerry | Vice President | Academic Affairs | President | 1/15/2026 | $175,186 annually |
| **Compensation Adjustments** | Povilonis, Kristin | Executive Administrative Assistant to the President | President | President | 1/15/2026 | $72,000 annually |
| **Compensation Adjustments** | Reiser, Sarah | Art Gallery Collection Specialist | Art Gallery | Academic Affairs | 1/15/2026 | $17.00 per hour |
| **Compensation Adjustments** | Riddle, Jack | Maintenance Project Lead | Facility Services | Finance and Operations | 1/15/2026 | $61,000 annually |
| **Compensation Adjustments** | Sambol, Dana | Executive Administrative Assistant to the EVP | Executive Vice President | Executive Vice President | 1/15/2026 | $65,495 annually |
| **Compensation Adjustments** | Schulte, Patrick | Vice President | Financial Services | President | 1/15/2026 | $179,879 annually |
| **Compensation Adjustments** | Shaw, Evelyn | Custodian I | Facility Services | Finance and Operations | 1/15/2026 | $40,000 annually |
| **Compensation Adjustments** | Siddiq, Shah | Network Engineer | Information Services | Finance and Operations | 1/15/2026 | $80,000 annually |
| **Compensation Adjustments** | Sullivan, Kyle | Events and Scheduling Specialist II | Events and Scheduling | Marketing and Institutional Image | 1/15/2026 | $55,000 annually |
| **Compensation Adjustments** | Swearingen, Kenneth | Sergeant | College Police | Finance and Operations | 1/15/2026 | $95,113 annually |

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|---|---|---|---|---|---|---|
| **Compensation Adjustments** | Tekle, Yoel | Talent Acquisition and Employment Coordinator II | Human Resources | Finance and Operations | 1/15/2026 | $66,778 annually |
| **Compensation Adjustments** | Thomas, Emori | Officer | College Police | Finance and Operations | 1/15/2026 | $58,000 annually |
| **Compensation Adjustments** | Vandenberg, Connie | Custodian I | Facility Services | Finance and Operations | 1/15/2026 | $40,000 annually |
| **New Hire** | Arguijo Jr., Stephen | Clinical Instructor | Nursing Education | Academic Affairs | 1/1/2026 | $1,020.32 per credit hour |
| **New Hire** | Armstrong, Robert | Adjunct | Economics | Academic Affairs | 1/1/2026 | $1,020.32 per credit hour |
| **New Hire** | Grisham, Katelyn | Adjunct | English | Academic Affairs | 1/1/2026 | $1,020.32 per credit hour |
| **New Hire** | Hein, Morgan | Clinical Instructor | Nursing Education | Academic Affairs | 1/1/2026 | $63.44/ scheduled student contact hour. Simulation and checkoffs are $47.44/ scheduled student contact hour. |
| **New Hire** | Holliger, Andrea | Adjunct | English | Academic Affairs | 1/1/2026 | $1,020.32 per credit hour |
| **New Hire** | Kovar, Taisha | Adjunct | Psychology | Academic Affairs | 1/1/2026 | $1,020.32 per credit hour |
| **New Hire** | McCoy, Tonja | Recruiting Coordinator I | Admissions & Recruiting | Enrollment Management and Student Services | 12/1/2025 | $56,650 annually |
| **New Hire** | Okeke, Gabriel | Officer | College Police | Finance and Operations | 1/8/2026 | $63,633 annually |
| **New Hire** | Pullen, Mikayla | Clinical Instructor | Nursing Education | Academic Affairs | 1/1/2026 | $63.44/ scheduled student contact hour. Simulation and checkoffs are $47.44/ scheduled student contact hour. |
| **New Hire** | Thomas, Trevor | Adjunct | History | Academic Affairs | 1/1/2026 | $1,020.32 per credit hour |
| **New Hire** | Triemert, Christina | Clinical Instructor | Nursing Education | Academic Affairs | 1/1/2026 | $1,020.32 per credit hour |
| **New Hire** | Zink, Adrian | Adjunct | History | Academic Affairs | 1/1/2026 | $1,020.32 per credit hour |

| | | | | | | |
|---|---|---|---|---|---|---|
| **Promotion** | Holland, Sheaffer | Paramedic Clinical Coordinator | Emergency Medical Education | Academic Affairs | 12/16/2025 | $61,699 annually |
| **Rehire** | Wells, Brian | Adjunct | Fire Science | Academic Affairs | 1/1/2026 | $1,020.32 per credit hour |

### Action Definitions

- **Additional Duties** - responsibilities assigned beyond an individual's regular, established role, for a limited or specific timeframe.
- **Additional Position** - an additional position that is given to someone who is actively employed at the college.
- **Back Pay** - the difference between what the College paid an employee and the actual amount owed to the employee.
- **Compensation Adjustments** - increases to base salary based on recommendations.
- **Interim** - an employee filling a vacant position temporarily until a competitive search process is completed.
- **Master Contract** - completion of the degree changes the faculty member's class on the contract.
- **New Hire** - an individual who enters their first employment relationship with the College.
- **Non-Renew** - a Professional Employee's contract will not be renewed at the end of their term.
- **Promotion** - is the advancement of a staff member's grade or an increase in their salary.
- **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.
- **Rehire** - an individual who reenters into an employment relationship with the College.
- **Resignation** - a formal way an employee voluntarily ends their employment.
- **Retirement** - a formal way an employee voluntarily ends their employment. As indicated on their separation notice.
- **Separation** - a formal way in which an employee is involuntarily ending their employment.
- **Stipend -** a fixed payment to compensate for additional duties that fall outside of a primary role, assigned with a defined start date, end date, and total compensation.
- **Transfer** - a staff transfer to another position that does not increase to a higher job grade. A faculty transfer is from the 182 to 212 designation and vice versa.

# December 2025 Board of Trustees Report
## Executive Vice President
### Dr. Scott Balog

## Executive Summary

The Executive Vice President's (EVP) Office presents its December 2025 update to the Kansas City Kansas Community College (KCKCC) Board of Trustees, detailing progress across three strategic areas: Institutional Strategy, Partnerships and Community Engagement, and Operational Execution.

This month, KCKCC strengthened institutional leadership with the onboarding of the new Executive Director of Institutional Effectiveness, advanced national visibility through FranklinCovey's "The 4 Disciplines of Execution" (4DX) webcast, expanded regional engagement across nonprofit, business, education, and industry sectors, and continued operational excellence while fulfilling Acting President responsibilities. Division highlights include substantial student, civic, and workforce engagement at the Pioneer Career Center (PCC), and continued philanthropic momentum through the KCKCC Foundation, which is approaching its annual fundraising goal and securing major investments supporting student success and workforce innovation.

### Full Report

The EVP continues to advance KCKCC's mission through strategic leadership, community partnerships, and operational excellence. This report highlights key activities and initiatives across three core areas: Institutional Strategy, Partnerships and Community Engagement, and Operational Execution.

## Institutional Strategy

**Executive Director of Institutional Effectiveness**
KCKCC welcomed Kristine White as the new Executive Director of Institutional Effectiveness. This role is pivotal in advancing the college's data-informed decision-making, strengthening performance measurement, and supporting institutional planning and assessment functions.

**National Leadership and Visibility**
KCKCC was featured on a national FranklinCovey webcast, highlighting collegewide performance improvements resulting from its adoption of 4DX. The presentation demonstrated the College's measurable progress on enrollment, persistence, and completion, reinforcing KCKCC's growing reputation for execution excellence.

## Partnerships and Community Engagement

KCKCC continued cultivating strong relationships with nonprofit organizations, industry partners, and education leaders across the region.

**Non-profits and Community-Based Organizations**
- **Contributing to Regional Economic Development:** Participation in the KC BioHub Consortium offers opportunities to engage regional leaders in biosciences, economic development, and innovation.
- **Pursuing Support and Partnerships to Advance College Programs:** Additional engagement with the Ratcliffe Foundation, along with partnership exploration with Embrace Your Shine and

BeGreat Together, helped expand the College's philanthropic and community networks. These interactions reinforce KCKCC's role as a convener and collaborator in strengthening educational and economic outcomes for Wyandotte County and the broader Kansas City region.

**Business and Industry**

KCKCC's business engagement efforts continue to reinforce the college's leadership in regional economic development and small business growth.

- **Supporting Local Businesses:** The EVP continues to represent the College with the KCK Chamber Board of Directors. Collaboration with the Chamber informs KCKCC on the workforce needs of area employers.
- **Promoting Technology Advances:** The College was featured by its technology partner, Ellucian at a recent Road Show event hosted at Johnson County Community College. The event convened college and university technology leaders from across the Midwest to showcase updates with Ellucian's systems. KCKCC's Chief Information Officer and EVP presented on the College's ongoing technology implementation and migration to Colleague Software as a Service (SaaS).

**Education**

The College continues to strengthen relationships with education partners to align its programs with regional education and workforce needs.

- **Building Capacity to Meet Growing Demand for Dual Enrollment:** KCKCC leaders recently met with representatives from K-12 school partners in Wyandotte and Leavenworth counties to discuss program demand and operational updates. The College is seeking to identify priority programs for all area schools to strategically grow its capacity to address demand.
- **Fostering Pathways to Bachelor's Degrees Attainment:** The EVP's participation on the Kansas State University Olathe Dean's Advisory Board enables continued dialogue with university leaders around shared academic priorities and workforce alignment, reinforcing the synergistic impact our institutions can have in regional talent development.

## Operational Execution

**Assuming Presidential Responsibilities and Executive Leadership**

In addition to regular responsibilities, the EVP is serving as Acting President, guiding institutional operations and ensuring continuity of leadership. The President's Cabinet and Extended Cabinet remains focused on strengthening communication, alignment, and accountability across the College.

**Grant Administration and Strategic Funding Initiatives**

Grant activities advanced this month, particularly related to KCKCC's Entrepreneurship Education Initiative. Supported by a coalition of area schools, universities, and entrepreneur support organizations, and funded by a Collective Impact Planning Grant from the Kauffman Foundation, the College developed and submitted its implementation plan to the Foundation earlier this month. The grant will fund the activation of an entrepreneurship education continuum spanning K-12, to KCKCC and beyond – advancing entrepreneurship education across all disciplines at the College and the entire Wyandotte County community.

## Pioneer Career Center – Marcia Irvine, Director

This past month, the PCC continued advancing KCKCC's mission through student engagement, community partnerships, and workforce collaboration in Leavenworth County. November activities began with PCC's participation in the City of Leavenworth's 2025 Business Symposium, where PCC

helped recognize local business participants by awarding a scholarship for a KCKCC Ed2Go course –an example of how the Center connects entrepreneurship, workforce readiness, and continuing education.

PCC also participated in the Fort Leavenworth Education and Career Fair, engaging with transitioning and active-duty service members and helping them explore education and career pathways through KCKCC. The Center also represented the College at the Lansing Educational Foundation Boots and Bow Ties Gala, where KCKCC served as a Gold Buckle sponsor. The event raised nearly $59,000 for local education initiatives and showcased the College's partnership with the Lansing community.

On November 10, PCC participated in the Leavenworth High School Career and Technical Education Advisory Board, where attendees discussed the value of registered apprenticeships for students, schools, and employers. The following day, the Center proudly fielded 37 college representatives in the 106th Leavenworth Veterans Day Parade, the largest and oldest parade of its kind west of the Mississippi.

The month continued with participation in a Comprehensive Local Needs Assessment stakeholder meeting, a site visit with the Higher Learning Commission at United States Disciplinary Barracks, contributions to the College's Food Drive, attendance at the Assumption of Command Ceremony for the Commanding General of Combined Arms Command, and engagement with the Department of Defense SkillBridge program to explore new opportunities for service members transitioning into civilian careers.

PCC's commitment to student engagement remained strong, with activities such as First-Generation Week, National Jersey Day, and a series of raffle basket events that brought together dozens of students, faculty, and staff. These programs underscore PCC's role in fostering belonging, connection, and community among students, employees, and partners.


## KCKCC Foundation – Mary Spangler, Executive Director

The KCKCC Foundation continues to demonstrate exceptional momentum in fundraising and community engagement. As of December 5, the Foundation has secured $770,520, representing 96% of the annual campaign goal, and has raised $3,550,114 toward the Automation Engineer Technology (AET) campaign, with nearly $3 million in additional requests still pending. These commitments directly reinforce the College's strategic goals in student enrollment, completion, career readiness, and workforce education capacity.

Philanthropic partnerships remain strong, with significant new contributions from numerous donors, including the John and Effie Speas Foundation, Morgan Family Foundation, Arthur Gibson Trust, Bickimer Family Foundation, and others. These gifts support initiatives such as scholarships, the Basic Needs Center, Hall of Fame sponsorships, and the downtown project. They reflect the community's continued trust in KCKCC's mission and its growing reputation as a high-impact educational institution.

The Foundation also helped bring more than 200 donors, alumni, and community leaders to the President's Leadership Circle Breakfast and the annual Candle Lighting Ceremony and Scholarship Luncheon. These events highlight students' achievements, celebrate the generosity of KCKCC's philanthropic partners, and strengthen long-term relationships that are essential to sustaining student opportunity and institutional growth.

Operationally, the Foundation continues to deliver exceptional results. With a 4:1 return on investment and more than 1,096 gifts processed this year, the Foundation remains an essential partner for student access, persistence, and success.

**Institutional Strategy**
*Annual Campaign Progress:*
Secured $770,520, representing 96% toward the $800,000 annual goal.

*Capital and AET Equipment Campaign:*
Secured funding commitments of $3,550,114, with $2,949,424 pending in additional equipment and program support requests.

**Partnerships and Community Engagement**
Recent major gifts and sponsorships demonstrate broad community and philanthropic support:
- $250,000 – John and Effie Speas Foundation/Bank of America (AET Program Support)
- $50,000 – Morgan Family Foundation (Centennial Path Capital Campaign - Downtown Center)
- $27,500 – Anonymous donor (Basic Needs Center)
- $7,500 – Tom Tatlock (Endowed Scholarship Fund)
- $9,160 – Arthur Gibson Trust (Gibson Mortuary Science Scholarship)
- $5,000 – Bickimer Family Foundation (Scholarship Support)
- $5,000 – Randy and Jona Vance - Alumni (Scholarship Support)
- $7,500 – Michael Hobson and Jim Slightom - Alumni (Scholarship Support)
- $3,500 – David and Pat Hurrelbrink - Alumni (Scholarship Support)
- $2,500 – Nebraska Furniture Mart (Basic Needs Center)
- $1,500 – Garmin International (Hall of Fame 2026 Sponsorship)
- $1,500 – SumnerOne (Hall of Fame 2026 Sponsorship)

**Operational Execution**
*Scholarship Applications:*
The Foundation received 475 applications for Spring 2026, a 13% increase over the previous cycle.

*Operational Efficiency:*
The Foundation continues to deliver strong performance, producing a 4:1 return on the College's investment year-to-date. To date, 1,096 gifts have been processed and acknowledged from a diverse base of alumni, friends, businesses, corporations, service organizations, and foundations.

# December 2025 Board of Trustees Report
## Vice President of Academic Affairs
Mr. Jerry Pope

## Executive Summary

Academic Support and Assessment reported a record number of participants in the Undergraduate Research Symposium, with 108 students presenting more than 80 interdisciplinary projects. Class-level assessment continues to be emphasized, with strengthened systems for tracking faculty submissions. The Institute for Teaching and Learning (ITL) delivered regional programming on artificial intelligence (AI) in education and facilitated a faculty teaching circle. Online Education Services (OES) expanded AI-supported feedback tools in Blackboard and maintained strong engagement with its instructional technology platform.

Arts, Humanities, and Social Sciences showcased significant accomplishments in studio arts, music, and sociology. Portfolio events brought high school students to campus and generated new applicants for performance grants. Kansas City Kansas Community College (KCKCC) students and faculty earned multiple regional and national jazz recognitions, including invitations to perform at the 2026 Jazz Education Network Conference (JEN). The M-PACT Vocal Jazz Festival engaged hundreds of participants, and sociology students advanced community-based research partnerships.

Career and Technical Education (CTE) celebrated First-Generation College Celebration Day and demonstrated progress in its Construction, Heating, Ventilation, Air Conditioning, and Refrigeration (HVAC/R), and Nail Technology programs. Students gained hands-on experience through shed construction, house renovation work, and system installations. Strong participation and student recognition demonstrate continued momentum across CTE programs.

Health Professions and Public Safety documented the impact of clinical learning in the Associate Degree Nursing (ADN) program. Graduating students reported significant growth in confidence, clinical skill development, teamwork, and communication. Faculty continued leadership development through national professional organizations.

Mathematics, Science, Business and Technology advanced community and student engagement through ecosystem restoration work along the Kansas River, a documentary project involving faculty and alumni, and the division's final community garden harvest.

Workforce Innovation strengthened regional partnerships through high school tours of the Automation Engineer Technology (AET) lab and industry engagement visits. A comprehensive needs assessment is underway to identify new short-term workforce programs, and a new partnership with the Bank of Labor supports targeted upskilling initiatives.

Adult and Continuing Education reported strong General Education Development (GED) performance both on campus and at Lansing Correctional Facility (LCF), supported by an operational mobile testing center that expands equitable access. Enrollment, retention, and measurable skill gains remain high. Continuing Education finalized the 2026 Kids on Campus schedule, advanced promotional efforts, and addressed instructional continuity for Driver's Education and Motorcycle Training programs.

Vice President of Academic Affairs

## Academic Support and Assessment – Dean Ms. Cecelia Brewer

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

On November 12, the Interdisciplinary Undergraduate Research Symposium was held in the Upper Jewell Center. Students worked with faculty mentors, who served as their instructors, to complete research projects in various disciplines, including music, biology, and psychology. Members of the college community had the opportunity to visit with each student and learn about their work, which represented more than 80 distinct research topics. Attendance at this event has increased each semester, with 108 students participating this year, marking the highest number of people to date. The participants included both on-campus and online students. The Undergraduate Research Program will host the upcoming Interdisciplinary Undergraduate Research Symposium in spring 2026.



**Office of Assessment – Ms. Angela Miller, Director**

As the semester concludes, the Office of Assessment is committed to ensuring that all faculty members engage in Class-Level Assessment. This long-standing practice involves faculty reporting and reflecting upon their course data at the end of each semester. For fall 2025, the College aims for a significant increase in participation, which helps cultivate a culture of continuous improvement.

The assessment team, in collaboration with division deans and the Office of Institutional Effectiveness, has developed a system to generate a list of anticipated reports for all courses. This system tracks the percentage of courses for which faculty reports have been submitted. The data for last year is on the next page:

|  | Fall 2024 | Spring 2025 |
|---|---|---|
| **% of Courses with 100% Instructor Submissions** | 72% | 73% |
| **Overall Average % of Instructors COMPLETING Class-level Submissions** | 81% | 80% |

The next due date for these reports is December 23, and the information will be shared on Assessment Day during Welcome Back Week in January 2026.

### Institute for Teaching and Learning – Mr. Tom Grady, Faculty Director

On November 12, Mr. Tom Grady, Faculty Director, presented the session "Teaching and Learning in the Wild West: The Brave New World in Education" as a special topic session for the Kansas City Professional Development Council (KCPDC). The session explored how AI is transforming teaching practices and learning, and how educators can prepare students for the current and future workforce. The session was well attended and received.

During the fall semester, nine full-time and adjunct faculty members engaged in a Faculty Teaching Circle. The teaching circle focused on the book *AI and the Future of Education: Teaching in the Age of Artificial Intelligence*. Each week, a different participant facilitated the discussion for each chapter. The participants were very engaged, and the collaboration amongst faculty from various divisions produced invaluable conversations to help meet some of the challenges of the current educational landscape.

### Online Education Services – Ms. Susan Stuart, Director

OES continues to see an increase in the use of AI-generated content within the Blackboard environment. This past month, Blackboard introduced the ability to automatically send encouraging and instructional feedback to students based on their scores. The instructor can utilize these features to support students who are struggling with the content and provide positive feedback, leading to improved scores.

The OES Engage platform, "Instructional Technology Exchanges," continues to see high levels of college community engagement, as twice-weekly postings provide faculty with feedback and information. During November, the site had 2,044 views of content.

## Arts, Humanities and Social Sciences – Interim Dean Mr. Adam Hadley

### Studio Arts – Mr. Clint Ricketts, Instructor and Coordinator of Art

On November 7 and 14, the Studio Arts Department and Digital Design Department invited high school students from Kansas City Kansas Public Schools (USD 500) to KCKCC's main campus for a day. During this event, students had the opportunity to share their portfolios with KCKCC instructors and learn about the various programs the College offers. Approximately 100 students were on campus, and from this event, 12 students applied for the performance grant scholarships for the fall 2026 semester. This is the

fourth year of hosting these events, and it is raising awareness among local high school art teachers and informing students at USD 500 about the thriving arts program at KCKCC. Students arrive at high school National Portfolio Day intending to attend KCKCC, marking a shift from their earlier college years.

**Music – Mr. John Stafford, Professor of Music and Music Coordinator**

The KCKCC Blue Devil Funk Band, directed by KCKCC Assistant Professor of Music Dr. Justin Binek, is invited to perform at the 2026 JEN Conference in New Orleans, Louisiana. The ensemble will perform on January 8 on the New Voices Stage, the main vocal jazz stage at the JEN Conference. They will perform a set of classical and contemporary jazz-influenced Funk and Rhythm & Blues (R&B) music, featuring special guest Tom "Bones" Malone, a renowned trombonist who has worked with Blood, Sweat & Tears, The Blues Brothers, the Saturday Night Live (SNL) Band, and The Late Show with David Letterman. The group will also showcase KCKCC Instructor of Music, Mr. Brett Jackson (tenor saxophone) and Adjunct Instructor of Music, Mr. Chris Hazelton (organ).

Additionally, four KCKCC jazz students were selected as members of the JEN Intercollegiate Community College Honors Jazz Ensemble, which will perform at the JEN Conference in New Orleans, Louisiana, on January 10, 2026. The four students – Joel Martinez (Alto Sax 1), Noah Randall (Tenor Sax 1), Parker Woolworth (Piano), and Ashlyn Reece (Vocals) – will be featured prominently as soloists. The students were selected through a nationwide audition process, and Steve Torok of MiraCosta College will direct the ensemble.

KCKCC hosted the seventh annual M-PACT Vocal Jazz Festival on campus on November 18 and 19. Over the course of those two days, the members of M-PACT worked with hundreds of students in 14 middle school, high school, and college choirs, as well as KCKCC's vocal and instrumental jazz ensembles. Additionally, the ensemble gave a concert at the Performing Arts Center on November 18, with KCKCC's After Hours Vocal Jazz Ensemble and KC Acapella Soundproof opening. M-PACT is an American pop-jazz vocal group based in Los Angeles, California. Founded in June 1995, the band is known for its award-winning vocal arrangements, recordings, and music videos. Mr. Stafford hosted the festival.

Dr. Binek was the guest conductor of the Arizona All-State Vocal Jazz Ensemble from November 6 through November 8. This was the first of three all-state groups that Dr. Binek will conduct during the 2025-26 academic year.

KCKCC Jazz was well-represented at this year's KC Jazz Ambassadors, Inc., Jazz Ambassadors Magazine (JAM) Awards, held on November 30 at the Gem Theater in Kansas City, Missouri. KCKCC faculty member Mr. Jackson won Favorite Saxophonist, and KCKCC adjunct instructors Mr. Hazelton won Favorite Organist, and Matt Hopper won Favorite Guitarist. KCKCC Alumni Jaylen Ward won Favorite Drummer. Additionally, adjunct instructors Amber Underwood and Pete Fucinaro received nominations, along with former students Asa Martin and Jordan Fought. Lisa Henry, a KCKCC graduate, was awarded a Lifetime Achievement Award for her significant contributions to jazz both in Kansas City and internationally.

Vice President of Academic Affairs

KCKCC Combos performed to a packed house at the Black Dolphin on November 9. Groups led by Mr. Jackson, Mr. Fucinaro, and Dr. Binek all took part in the performances.

Mr. Jackson performed for Thundergong!, a fundraising event hosted by Jason Sudeikis, which benefits Steps of Faith. This nonprofit organization provides prosthetic care to amputees in need of financial support. This year's event raised $1,135,588.00 and featured performances by Weird Al Yankovic, Will Forte, and members of the cast of Ted Lasso.

Mr. Jackson adjudicated the Kevin Mahogany Jazz Festival on November 21, an annual event held at Baker University; other judges included local musicians Doug Talley and Christopher Burnett.

Mr. Stafford conducted over 200 elementary, middle, and high school students at the USD 500/KCK Choral Festival, hosted by Wyandotte High School, on November 1. Mr. Stafford also judged entries for the High School Jazz Honor Choir for the Southwestern Divisional Conference of the Southwestern American Choral Directors Association (SWACDA). KCKCC ensembles will perform at the SWACDA Conference in Albuquerque, New Mexico, in March 2026. Mr. Stafford also performed with Adjunct Voice Professors Lauren Auge and Julia Scozzafava for the Conference for Catholic Students (hosted by Professor and Coordinator of Psychology Mr. Victor Ammons), held on campus on November 8.



*KCKCC Choir members and Mayor Lucas.*

Mr. Stafford conducted the KCKCC Choir Members (with Dr. Binek at the piano) for a performance at the Giving Machines Fundraiser, hosted by the Church of Latter-day Saints. The event was held at Union Station on November 22, and several notable figures from the region were in attendance, including Kansas City, Missouri, Mayor Quinton Lucas, Missouri Governor Mike Kehoe, Kansas City Chiefs Owner Clark Hunt, and Tammy Reid, wife of Kansas City Chiefs' Head Coach Andy Reid. Pictured above are KCKCC Choir members and Mayor Lucas.

After Hours, KCKCC's community vocal jazz ensemble, performed at the Jewish Community Relations Bureau Fundraiser at the Sheraton Hotel at Crown Center on November 23. Mr. Stafford directs the ensemble.

Vice President of Academic Affairs

**Sociology – Mr. Daryl Long, Professor and Coordinator of Sociology**

During November, the Social Diversity class visited the community-based organization El Centro to study the history, culture, and current challenges faced by the Latinx population in Kansas City, Kansas, and beyond.

The Sociology department is currently collaborating with Ms. Amy Pace, Writing Center Coordinator, to create a research project that involves student service learning in the community. Students will present their research findings and service-learning experience in an exposition-style setting near the conclusion of the spring 2026 semester.

## Career and Technical Education – Interim Dean Ms. Ashley Irvin

November 8 was First-Generation College Celebration Day, a national event dedicated to recognizing and honoring students who are the first in their families to pursue a college education. The division proudly commemorated CTE first-generation college students and the supporters who helped make their success possible.




High school students in the Construction Technology program worked on 4-foot-by-4-foot sheds. They learned how to frame floors, walls, windows, and doors, and then add siding, roof, shingles, and trim (pictured on the next page).
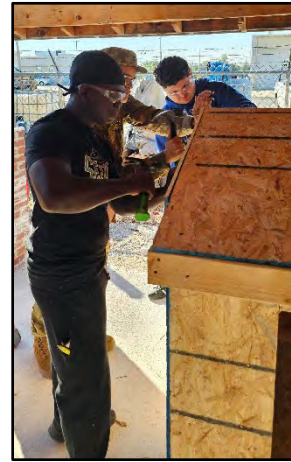
Post-secondary students in the Construction Technology program continue to work on the project house at 56th and Leavenworth Road in Kansas City, Kansas. This month, they cut and hung drywall in the garage. Additionally, they constructed a 20-foot by 20-foot shed from the ground up. They have also been learning how to lay shingles on a roof.




Congratulations to Giovana Garcia for earning the Student of the Month award. Giovana is a student in the Nail Technology program and deserves this well-earned honor (pictured on the next page).

*1With Giovana (center) are Instructor DeShawn Bailey, Lab Assistant Janice Williams, and Interim Dean Ashley Irvin. Photo by KCKCC's Multimedia Video Production program.*

Post-secondary students in HVAC/R have been working on completing system swaps. During this experience, they install electrical, refrigeration tubing, and gas lines. Following the swap, they perform system checks, system charging, and sheet metal transitions.

## Health Professions and Public Safety – Dean Dr. Tiffany Bohm

The ADN program benefits from the continued commitment of outstanding clinical partners. Following completion of their final clinical experience, graduating students provided the following reflections on their experience at St. Joseph Medical Center.

- "Our clinical instructor, Dr. Terri Schwager, has advocated relentlessly for us the entire time we have been here, especially when it comes to varying the day's assignments and making sure we are exposed to new concepts, skills, and specialties."
- "Since starting clinical, I have practiced my basic nursing skills (Foley, straight cath, trach care, IVs, blood draws, med pass) every day. I have also been involved in the care of rapid responses, agitated patients, and complicated cases requiring lots of collaboration with other members of the care team."
- "I have personally found the time in the ER to be the most enriching. I got to participate in caring for patients in a variety of profound emergencies (pepper spray attack, dislocated knee, STEMI) and refine the basic skills, such as blood draws and IVs, that can be hard to get at school. My favorite experience was caring for a St. Joe volunteer who had a seizure while working at the hospital. Seeing the ER come together to take care of one of their own was an impactful moment!"
- "I gained confidence in speaking up, asking questions, and advocating for patients when necessary."
- "I learned that safe and effective care requires strong teamwork and clear communication. While at the bedside at SJMC, I worked alongside staff, and it has taught me how collaboration directly impacts patient outcomes."

- "This experience has made me realize I would love to transition to OR/surgery in my career and figure out how to become a surgical NP in the next five years."
- "I have experienced wonderful nurses who like to teach and include students in all forms of patient care."
- "Always bring a second set of scrubs J."

Dr. Bronyal McFadden, Director of Nursing Education, recently completed the Organization for Associate Degree Nursing (OADN) Leadership Institute. The OADN Leadership Institute combines comprehensive leadership training with the convention experience, creating a powerful platform for professional development, networking, and collaboration.



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

On November 4, Biology students and faculty members traveled to Lawrence, Kansas, to participate in a community ecosystem restoration project along the Kansas River. The project, led by the Native Lands Restoration Collaborative, aims to restore healthy ecosystems by reintroducing native plants to publicly accessible areas. The group spent time removing invasive species, which allows native species to grow and helps restore ecological balance in those areas.

Adjunct Instructor of Math, Ms. Mary Van Horn, is working with a recent KCKCC graduate on a documentary about a blues musician from the KC Metro. The musician was a headliner at the Belgium Blues Festival, and former Kansas City, Missouri, Mayor Emmanuel Cleaver declared his birthday as "Little Hatch Day." Ms. Van Horn hopes to present more about this project soon.

During the final harvest of the year, Mr. Bill Krondak, Adjunct Instructor of Math, headed up the charge to unearth many pounds of sweet potatoes from the Math, Science, Business, and Technology (MSBT)

division's community garden. These sweet potatoes were offered to faculty and staff, who took them sparingly, and then provided them to KCKCC's Student Basic Needs Center for distribution to students in need. With any luck, they made someone's holiday brighter.

Annually, MSBT selects several families to adopt during the holiday season, spreading Christmas cheer throughout the community. This year, the group is excited to assist two families, both led by KCKCC students. One family is headed by a young lady who attends classes at the Pioneer Career Center. In contrast, the other family is led by a young man who attends classes at the Dr. Thomas R. Burke Technical Education Center.

## Workforce Innovation – Dr. Jack Henderson, Executive Director

Wyandotte Economic Development Council and Kansas Manufacturing Solutions partnered with Workforce Innovation to coordinate high school tours of the AET Lab. Students from the following schools participated: Harmon, Piper, Wyandotte, Sumner Academy, Schlagle, Turner, Fairfax Academy Center. A total of 117 students engaged in a firsthand exploration of advanced manufacturing pathways and learned about the FAME apprenticeship model. This initiative strengthens the enrollment pipeline by providing early exposure to high-demand technical careers.

Several companies and nonprofit partners also toured the AET to explore opportunities for customized training and workforce solutions. These industry engagements support employer-responsive programming and the continued expansion of apprenticeship pathways.

- Warehouse1:  Tony Crane, Vice President, and Prasanna Chilukamarri, Director of Maintenance

- Martinrea International: Jennifer Clark, Business Development Manager, and Destiny Standing, HR Specialist
- Missouri Enterprise – Doug Schmitz, Area Business Manager, and Shawn Esry, Project Manager

These industry engagements support employer-responsive programming and the continued expansion of apprenticeship pathways.

Workforce Innovation initiated a comprehensive needs assessment to identify opportunities for new, short-term, non-credit workforce programs in emerging and high-demand industries. This evaluation is a coordinated effort among Workforce Innovation, KCKCC academic divisions, the Office of Institutional Effectiveness, local chambers of commerce, and regional economic development councils. Labor market data, occupational trends, and findings from employer roundtables will inform recommendations to College Leadership. This initiative enhances program quality, industry responsiveness, and the expansion of accessible workforce training pathways.

Workforce Innovation has established a new workforce partnership with the Bank of Labor to support the advancement of incumbent workers and develop new talent pipelines. Workforce Innovation and MSBT will collaborate with the Bank of Labor to design targeted training and professional upskilling

strategies. Over the coming months, Dr. Henderson and Dr. Kremer will tour the Bank of Labor's facilities to assess organizational needs and inform the development of programs. This partnership enhances regional workforce mobility and talent retention.

## Adult and Continuing Education – Dr. Richard Wallace, Director

The Adult Education Department strengthened academic progress and credential attainment across both campus-based and correctional settings. The KCKCC Testing Center administered 33 GED exams in November, with 22 students achieving passing scores and one student completing a full GED. These outcomes support state and federal performance expectations for measurable skill gains and attainment of high school equivalency.

At LCF, KCKCC staff administered 18 GED exams, with 11 individuals achieving passing scores and seven completing the GED credential. The department's mobile testing center became fully functional during November, enabling weekly test administration in restricted housing units and significantly expanding equitable access to GED testing at the facility.

On November 17, Dr. Wallace and Ms. Stephanie Prichard, Assistant Director of Adult Education, participated in a site tour of the LCF, along with other prospective bidders for the upcoming GED instructional contract, which is set to begin on July 1, 2026. The department is preparing to begin proposal development once the Request for Proposal is released. This initiative supports the College's strategic goal of expanding correctional education services and enhances visibility with state correctional partners.

Adult Education demonstrated strong enrollment, attendance, and performance for fiscal year 2025–2026. As of December 2, the program enrolled 365 students, with 334 actively attending. Learners accumulated 26,340 attendance hours, averaging 72.4 hours per participant.

Key performance indicators include:

- 47.3% measurable skill gain rate, consistent with Workforce Innovation and Opportunity Act (WIOA) federal benchmarks
- 66.8% educational functioning level gain among post-tested participants
- 13 high school equivalency credential recipients
- 100% retention rate for students who completed a measurable skill gain or remain enrolled

These results demonstrate strong program quality and compliance with federal and state accountability requirements.

The Adult Education Department supported learners with significant barriers to employment, including:

- 364 English language learners, meeting federal requirements for English language acquisition
- 175 low-income individuals

- 28 single parents
- 14 ex-offenders
- 26 Integrated Education and Training participants

These service indicators reinforce the College's role as a key provider of foundational education and workforce preparation for individuals experiencing significant barriers to employment.

Continuing Education advanced its strategic planning and program development for the Kids on Campus summer initiative. The department finalized the full 2026 schedule and coordinated enrollment links through Lumens to ensure a smooth registration launch. Staff collaborated with the Marketing and Institutional Imaging Division to prepare promotional materials that support early outreach and enrollment growth. The department also continued to organize the Kids on Campus storage areas and inventory in preparation for the program's expansion. The Kids on Campus handbook and registration forms are currently undergoing revision to reflect updated processes and program enhancements.

Continuing Education maintained implementation of the Driver's Education program while addressing long-term instructional capacity needs. The department coordinated the final 2025 instructional sessions with the current part-time instructor, who will not return in 2026 due to compensation expectations that exceed departmental resources. To ensure continuity of services, the department identified a potential candidate for 2026 who is completing coursework required for the Driver's Education Endorsement. Additionally, insurance renewals for the 2026 program cycle are underway to ensure compliance and operational readiness.

The Motorcycle Training Program completed all 2025 instructional sessions and made significant progress on fleet and asset updates.

# December 2025 Board of Trustees Report
## By Vice President of Enrollment Management and Student Services
Dr. Devin Stroman

## Executive Summary

Spring 2026 unduplicated headcount is up by 13.3% compared to spring 2025, and the unduplicated headcount is up 1.3% compared to spring 2024.

Spring 2026 credit hours are up by 9.6% compared to spring 2025, and the credit hours are up 2.7% compared to spring 2024.

Dual/Concurrent enrollment: Headcount increased to 1,423 (up 17 students). Credit hours up to 10,681 (increase of 137 hours).

Counseling & Advocacy Impact: Served over 50 appointments in November. Provided training targeted to classrooms, English for Speakers of Other Languages (ESOL), and new employees. Supported Out, Questioning and Straight (OQS) Club fundraising efforts benefiting homeless LGBT youth.

Military and Veterans Center: Successfully hosted multi-day Veterans Week programming. A $2,500 donation from the Spencer C. Duncan Foundation will directly benefit Veteran students.

The volleyball team finished as national runner-up, the highest achievement in school history, with multiple sweeps and a dramatic five-set victory. Two players were named to the National All-Tournament Team. Coach Mary Bruno Ballou was named the Midwest Region Coach of the Year and reached her 300th career win.

Día de los Muertos Program: 73 participants showed strong cultural engagement.

The International Thanksgiving Gathering had 47 students in attendance.

*Spring 2026 Unduplicated Headcount*

### KCKCC Unduplicated Headcount by Location

| CAMPUS (UNDUP at A Location & DUP Across Locations) | 12.04.2023 Spring 2024 43 Days to Start | 12.09.2024 Spring 2025 43 Days to Start | 12.08.2025 Spring 2026 43 Days to Start | 24-26 Diff - # | 24-26 Diff - % | 25-26 Diff - # | 25-26 Diff - % | Spring 2026 % |
|---|---|---|---|---|---|---|---|---|
| BL | - | - | - | - | - | - | - | 0.00% |
| DNTWN | - | - | - | - | - | - | - | 0.00% |
| FRSC | 12 | 10 | 23 | 11 | 91.67% | 13 | 130.00% | 0.92% |
| HS | 519 | 223 | 442 | -77 | -14.84% | 219 | 98.21% | 17.74% |
| LCF | 15 | 7 | 20 | 5 | 33.33% | 13 | 185.71% | 0.80% |
| MC | 937 | 845 | 813 | -124 | -13.23% | -32 | -3.79% | 32.64% |
| OC | 197 | 58 | 68 | -129 | -65.48% | 10 | 17.24% | 2.73% |
| OL | 937 | 1,074 | 1,192 | 255 | 27.21% | 118 | 10.99% | 47.85% |
| PION | 105 | 92 | 67 | -38 | -36.19% | -25 | -27.17% | 2.69% |
| TEC | 430 | 476 | 524 | 94 | 21.86% | 48 | 10.08% | 21.04% |
| USDB | 62 | 39 | 34 | -28 | -45.16% | -5 | -12.82% | 1.36% |
| VIRT | 38 | 47 | 29 | -9 | -23.68% | -18 | -38.30% | 1.16% |
| **Total UNDUP Headcount** | **2,460** | **2,199** | **2,491** | **31** | **1.26%** | **292** | **13.28%** | **100.00%** |

Note: Enrollment at each location is unduplicated. However, enrollment across locations (A student can be counted in two locations) is duplicated. The Total however, is unduplicated (unique counts) headcount.

| Status | Spring 24 | Spring 25 | Spring 26 | 24-26 # | 24-26 % | 25-26 # | 25-26 % | Sp 2026 % |
|---|---|---|---|---|---|---|---|---|
| First-time | 270 | 267 | 317 | 47 | 17.41% | 50 | 18.73% | 12.73% |
| Returning | 2,190 | 1,932 | 2,174 | -16 | -0.73% | 242 | 12.53% | 87.27% |

| Full-Time or Part-Time | Spring 24 | Spring 25 | Spring 26 | 24-26 # | 24-26 % | 25-26 # | 25-26 % | Sp 2026 % |
|---|---|---|---|---|---|---|---|---|
| Full-Time * | 858 | 896 | 913 | 55 | 6.41% | 17 | 1.90% | 36.65% |
| Part-Time ** | 1,602 | 1,303 | 1,578 | -24 | -1.50% | 275 | 21.11% | 63.35% |

| Gender | Spring 24 | Spring 25 | Spring 26 | 24-26 # | 24-26 % | 25-26 # | 25-26 % | Sp 2026 % |
|---|---|---|---|---|---|---|---|---|
| Unknown | 23 | 26 | 34 | 11 | 47.83% | 8 | 30.77% | 1.36% |
| Female | 1,422 | 1,247 | 1,425 | 3 | 0.21% | 178 | 14.27% | 57.21% |
| Male | 1,015 | 926 | 1,032 | 17 | 1.67% | 106 | 11.45% | 41.43% |

| Race / Ethnicity | Spring 24 | Spring 25 | Spring 26 | 24-26 # | 24-26 % | 25-26 # | 25-26 % | Sp 2026 % |
|---|---|---|---|---|---|---|---|---|
| American Alaska Native | 6 | 14 | 9 | 3 | 50.00% | -5 | -35.71% | 0.36% |
| Asian | 105 | 78 | 83 | -22 | -20.95% | 5 | 6.41% | 3.33% |
| Black or African American | 436 | 356 | 408 | -28 | -6.42% | 52 | 14.61% | 16.38% |
| Hawaiian Pacific Islander | - | 5 | 2 | 2 | - | -3 | -60.00% | 0.08% |
| Hispanic | 628 | 547 | 684 | 56 | 8.92% | 137 | 25.05% | 27.46% |
| Multi-racial | 146 | 145 | 150 | 4 | 2.74% | 5 | 3.45% | 6.02% |
| Unknown | 150 | 133 | 211 | 61 | 40.67% | 78 | 58.65% | 8.47% |
| White | 953 | 881 | 874 | -79 | -8.29% | -7 | -0.79% | 35.09% |
| Non Resident | 36 | 40 | 70 | 34 | 94.44% | 30 | 75.00% | 2.81% |
| International | N/A | 37 | 57 | N/A | N/A | 20 | 54.05% | N/A |

### KCKCC Credit Hours by Location

| CAMPUS | 12.04.2023 Spring 2024 43 Days to Start | 12.09.2024 Spring 2025 43 Days to Start | 12.08.2025 Spring 2026 43 Days to Start | 24-26 Diff - # | 24-26 Diff - % | 25-26 Diff - # | 25-26 Diff - % | Spring 2026 % |
|---|---|---|---|---|---|---|---|---|
| BL | - | - | - | - | - | - | - | 0.00% |
| DWNTN | - | - | - | - | - | - | - | 0.00% |
| FRSC | 113 | 100 | 220 | 107 | 94.69% | 120 | 120.00% | 0.92% |
| HS | 2,586 | 1,113 | 2,275 | -311 | -12.03% | 1,162 | 104.40% | 9.50% |
| LCF | 135 | 60 | 180 | 45 | 33.33% | 120 | 200.00% | 0.75% |
| MC | 7,344 | 6,321 | 5,990 | -1,354 | -18.44% | -331 | -5.24% | 25.01% |
| OC | 358 | 271 | 332 | -26 | -7.26% | 61 | 22.51% | 1.39% |
| OL | 6,232 | 7,205 | 8,151 | 1,919 | 30.79% | 946 | 13.13% | 34.04% |
| PION | 919 | 752 | 526 | -393 | -42.76% | -226 | -30.05% | 2.20% |
| TEC | 5,224 | 5,621 | 5,984 | 760 | 14.55% | 363 | 6.46% | 24.99% |
| USDB | 240 | 175 | 140 | -100 | -41.67% | -35 | -20.00% | 0.58% |
| VIRT | 170 | 235 | 149 | -21 | -12.35% | -86 | -36.60% | 0.62% |
| **Total** | **23,321** | **21,853** | **23,947** | **626** | **2.68%** | **2,094** | **9.58%** | **100.00%** |

*Full-Time Students = 12 Credit Hours or Greater
**Part-Time Students = Less Than 12 Credit Hours

## Student Services – Dr. Shawn Derritt, Dean of Student Services



On November 3, Dr. Derritt met with Dr. Pastor Turner from Oak Ridge Baptist Church to discuss revitalizing the partnership between KCKCC's Student Engagement department and the church. Oak Ridge Baptist Church aims to support students with basic needs to boost persistence and retention at KCKCC. This partnership existed prior to COVID-19 but needs to be reestablished. A follow-up meeting is scheduled to connect the director of Community Outreach at Oak Ridge Baptist Church with Dr. Derritt's team.

On November 12, Dr. Derritt participated in the Leadership 2000 Class XXXIX (39) tour of the Kansas City, Kansas, Board of Public Utilities (BPU). Leadership 2000's mission is to identify, motivate, and continually develop new and emerging leaders from the business, nonprofit, and private sectors to influence changes in the quality of civic, cultural, and economic life in Wyandotte County.

In November, Dr. Derritt met with principals from J.C. Harmon High School (November 4) and Washington High School (November 5) to discuss developing a new initiative aimed at creating a pipeline for future student leaders. The event will be a full day, featuring student leaders as presenters from nearby community colleges and universities. The plan is to hold the first conference in spring 2027.

Haydee Reyes, Director of Student Engagement, will work with student engagement directors at neighboring colleges and universities. The response from high school principals has been very positive, and they are eager for their student leaders to participate in a professional development opportunity that will enhance their leadership skills as future post-secondary student leaders. This event will serve as a key recruitment opportunity for KCKCC, helping to build future student leaders.

On November 18, Dr. Derritt met with a middle school student at Carl B. Bruce Middle School. This ongoing community outreach program aims to inspire young people who face challenges to pursue a college education. Dr. Derritt has been working with this student since elementary school.

On November 21, Dr. Derritt hosted a Wildly Important Goal (WIG) celebration for the Student Services department. This event also served as this week's weekly huddle, during which offices shared their WIG updates. Two departments received the Thumbs-Up award, first and second place going to Upward

Bound and Student Engagement, respectively, for the most creative WIG scoreboards. This event will become an annual celebration of the Student Services department's WIGs' work.

**Counseling and Advocacy - Linda Warner, Director**

On November 7, Counseling presented "Mindfulness in the Classroom" for First Friday with the Institute for Teaching and Learning.

On November 13, Counseling hosted a tabling event in celebration of National Kindness Day, providing resources to 120 students, faculty, and staff in collaboration with Wellness and Fitness.



On November 18, Counseling presented a Stress Management session to nine students in the Human Relations in Business class.

On November 19, Counseling presented Mental Health Vocabulary to six students in the ESOL class.

On November 19, Counseling presented Title IX training to five people at New Employee Orientation.

On November 20, Counseling supported the OQS Club in recognizing Transgender Day of Remembrance.

On November 20, Counseling assisted the OQS Club with a Thanksgiving Fundraiser that netted the club $336. Proceeds will be donated to the Lion House for Homeless LGBT youth.

The primary reasons for students initiating counseling in November were anxiety, stress, and academic concerns.

**November Counseling and Advocacy Utilization**

| Client Contact | 2025 | 2024 | 2023 |
|---|---|---|---|
| Individual Sessions | 38 | 48 | 47 |
| Intakes | 2 | 15 | 11 |
| Total # of Appointments | 53 | 74 | 70 |
| Total # of Students Seen | 24 | 34 | 33 |

## Military and Veterans Center - Wade Abel, Director

In November, the Military and Veterans Center celebrated Veterans Day with a series of events throughout the week, focusing on Military Veterans at KCKCC. The events include the following:

- November 11: Free lunch for Veteran students, faculty, and staff
- November 12: Veterans Center Open House
- Veterans' week trivia
- November 10-14: Virtual Veterans 5K
- Honor Tree

There are no activities planned for December.

In November, students visited the center for various reasons.

| Reason for Visit | Nov 2023 | Nov 2024 | Nov 2025 |
|---|---|---|---|
| Study | 35 | 39 | 20 |
| Computer Use | 3 | 5 | 3 |
| Benefits Question | 14 | 7 | 6 |
| Enroll & App Question | 4 | 7 | 5 |
| Socialize | 49 | 17 | 17 |
| Veteran Service Rep | N/A | 13 | 14 |
| Total | 105 | 88 | 65 |

## Student Accessibility and Support Services (SASS) – Faculty

During the month of November, Robert Beach, Assistive Technology Specialist, and Alex Twitty, Learning Specialist, completed a professional development course from the Association on Higher Education and Disability (AHEAD), "Diagnostic Assessment." The two courses were "Beyond Accommodations" and "Diagnostic Assessment."

In November, Robert Beach completed a second professional development course with AHEAD, "Beyond Accommodations."

November 7: Carly Eastling, Academic Support Facilitator, led a True Colors workshop for Electrical Technology students. They applied insights from the Obtaining Employment course to examine their

personality and behavioral styles, enabling them to recognize their strengths and weaknesses. This awareness fosters the improvement of relationships with individuals of diverse personality types. Additionally, understanding different personality traits can be beneficial both professionally and personally.

November 13: Robert Beach and Alex Twitty participated in the webinar, "From Policy to Practice: Navigating the New Federal Digital Accessibility Rules for Higher Education," hosted by the Institute for Teaching and Learning.

Upcoming activities, events, and programs (at the time of this report) include:
- December 4: Carly Eastling will attend the Kansas City Perkins V Comprehensive Local Needs Assessment (CLNA) Stakeholders Meeting.

***Students with Disabilities***

| DISABILITY | November 2025 | November 2024 | CHANGE | PERCENT OF CHANGE |
|---|---|---|---|---|
| Autism | 13 | 11 | 2 | 18.2% |
| Attention Deficit Disorder | 39 | 40 | -1 | -2.5% |
| Blind/Visional Impairment | 6 | 6 | 0 | 0.0% |
| Deaf/Hard of Hearing | 2 | 3 | -1 | -33.3% |
| Head Injury | 2 | 0 | 2 | 0.0% |
| Intellectual Disability | 3 | 4 | -1 | 0.0% |
| Learning Disability | 55 | 60 | -5 | -8.3% |
| Medical | 6 | 6 | 0 | 0.0% |
| Physical | 2 | 0 | 2 | 0.0% |
| Psychiatric | 15 | 24 | -9 | -37.5% |
| Other Health Impaired | 9 | 10 | -1 | -10.0% |
| Total | 152 | 164 | -12 | -7.3% |

* The numbers are cumulative per semester, not a total for a month.

**Student Engagement – Haydee Reyes, Director**

The Student Engagement Morning Blend Coffee program distributed 390 free coffee tickets to students in November.

One hundred and twenty-one students visited the Student Engagement Game Room during the month of November.

On November 13, the offices of Student Engagement, Student Housing, International and Immigrant Student Services, and the Cultural Enrichment Center hosted a Thanksgiving Lunch for international students. Forty-seven students attended this event.

On December 4, Fringe Benefits of Education (FBOE) hosted its annual Winter Ball at the Lower Jewell Student Lounge from 6 - 10 p.m. This year's theme was "Masquerade Ball," and a total of 59 students were in attendance.

Upcoming activities, events, and programs (at the time of this report) include:

- December 8: Flip into Finals (Finals Breakfast), Lower Jewell, 8:30 a.m. -11:30 a.m.
- December 18: Winter Wonderland (hosted by the Basic Needs Center in collaboration with Phi Theta Kappa, honors program), Lower Jewell, 9 a.m. - 1 p.m.
- January 20: Cocoa and Connections, Lower Jewell, 10 a.m. - 1 p.m.
- January 21: Cocoa and Connections, Dr. Thomas R. Burke Technical Education Center, 10 a.m. - 12 p.m.
- January 26: Grocery Bingo – Restock Edition, Lower Jewell, 12 p.m. - 4 p.m.

**Basic Needs Center**

The Board of Trustees' food drive was the largest to date. In addition to the donated items, the College also received multiple monetary contributions for the Basic Needs Center, totaling more than $1,000.

The Blue Devils' Cupboard served 195 households in November, comprising 438 adults, 105 children, and 11 individuals aged 65 and older, for a total of 554 people served.

Fyn Morrigan, Basic Needs Coordinator, is collaborating with multiple departments to prepare holiday meal bags and blankets for the annual Winter Wonderland Event. In addition, there is an ongoing partnership with the Gamers Club, which is hosting a toy drive in support of the event, scheduled for Thursday, December 18.

**Fringe Benefits of Education (FBOE)**

During the month of November, FBOE hosted three official meetings and one social activity.

- November 6 – The New Era
  This session focused on a powerful discussion about how technology is rapidly changing the workforce and how many conventional jobs will be impacted or replaced. Students explored how education can serve as an exciting gateway to future opportunities rather than a limitation. The FBOE students watched several videos highlighting upcoming technological changes and discussed the importance of acquiring new skills to avoid being left behind. The conversation encouraged critical thinking, adaptability, and long-term planning.
- November 13 – Goals, Grades, and Finishing Strong
  Students engaged in an open discussion about their academic goals, personal challenges, and preparation for upcoming finals. A grade check was conducted, and the overall academic performance was impressive. The group emphasized the importance of finishing the semester strong by forming study groups and supporting one another, particularly in algebra, which has been a challenge for a few students striving for A's and B's. Students are committed to staying focused.

- November 20 – Special Guest: Author Freeway Rick Ross
Students were surprised with a special guest appearance from author Freeway Rick Ross, who shared his powerful life story, which has inspired movies and television shows. The students were fully engaged and attentive as he spoke candidly about his journey, the challenges he faced, and the lessons he learned. Mr. Ross encouraged students to stay on course, make disciplined choices, and avoid situations that could prevent their progress. Students asked thoughtful questions. After the session, Mr. Ross took time to speak individually with students and take photos, making the experience memorable and impactful.
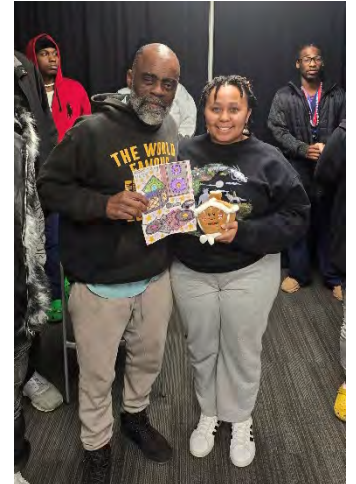


**Student Health – Toni M. Dickinson, Director**

On November 19, from 10 a.m. to 12 p.m., Student Health Services hosted a tabling event titled "Men's Health and Hygiene." The event had a successful turnout among both students and employees. Student Health provided information about the relationship between hygiene and health, specifically emphasizing several key connections. During the event, Student Health Services distributed over 35 hygiene kits. Some of the key topics covered included:

- Oral Hygiene and Heart Health, discussing the link between maintaining good oral hygiene and cardiovascular health.
- Handwashing and Infectious Disease: A primary focus was on the importance of proper and frequent handwashing to prevent infectious diseases, including the common cold, flu, COVID-19, and gastrointestinal illnesses.
- Skin Care and Dermatological Conditions: The event highlighted the connection between regular showering and cleansing with the prevention of acne, fungal infections (like athlete's foot or ringworm), and other skin-related issues.
- Sleep Hygiene and Mental/Physical Performance: Although not strictly about cleanliness, the importance of sleep hygiene, such as maintaining a consistent sleep schedule and creating a proper sleep environment, was discussed in relation to cognitive function, mood regulation, and overall immune system strength.

- Grooming, Appearance, and Mental Health: Although not a direct clinical link, good personal hygiene and grooming have been noted to correlate with increased self-esteem and improved social interactions, both of which are vital for maintaining positive mental health.



- Additionally, Vivent Health offered seven HIV/STI tests to students and employees on November 20.

Upcoming activities, events, and programs (at the time of this report) include:
- December Tabling Event: Highlighting Wellness and Reading Hygiene. Activities TBA.

| December Report - 2025 | 2024 November | 2025 November |
|---|---|---|
| Blood Pressure Check | 2 | 1 |
| Tuberculosis (TB) Skin Test | 22 | 17 |
| Tuberculosis Skin Test Reading | 26 | 15 |
| TB Questionnaire Screening | 25 | 60 |
| TB Services - Other | 1 | 2 |
| Tuberculin (TST) Skin Test POSITIVE | 1 | 1 |
| Quantiferon (QFT) Blood Draw | 11 | 11 |
| Quantiferon (QFT) POSITIVE Results | 2 | 0 |
| Quantiferon (QFT) NEGATIVE Results | 8 | 9 |
| OTC Medication Provided (Items) | 9 | 60 |
| COVID Test Kits Provided | 1 | 7 |
| COVID Contact Tracing | 0 | 0 |
| HCG (Pregnancy) Test Provided | 0 | 0 |
| Housing Immunization | 0 | 0 |
| Visit | 10 | 12 |
| Emergency on Campus | 1 | 1 |
| Know Your Status | 3 | 7 |
| Referrals to a Health Service (Outside) | * | 7 |
| Totals | 122 | 210 |

New Clients = 62
*= No data

**Student Housing – Nicole Wilburn, Director**

The Student Housing application for future residents opened on November 1. As of November 30, 16 students have submitted complete contracts. While current residents have a contract that runs through May 2026, several spaces are expected to become available at the start of the spring semester for students who graduate and/or depart KCKCC following the fall semester.

Student Housing remained open for Thanksgiving Break, although students had to request to remain in the building. Building and room access were shut off for residents not approved to remain over the break. There were 148 residents approved to stay over Thanksgiving Break. There is no additional charge for residents to remain over break. The same request process will be used for students wishing to stay during winter break.

Student Housing worked with the staff from the Blue Devil Café to host a pre-party in Centennial Hall on November 4 to invite students to attend their open house scheduled for November 6.

Student Housing hosted watch parties in the Centennial Hall game room on November 19 and November 20 to cheer on the volleyball team in the national tournament.

Upcoming activities, events, and programs (at the time of this report) include:
- December 8: Flapjacks before Finals
- December 16: Student Housing closes for students not continuing for the spring semester
- January 16: Student Housing opens for new spring 2026 residents

**Upward Bound (UB) – Veronica Knight, Director**

November 7 and 8: UB staff attended the Amplify event, "Empowering Educators of Color for Student Success" at the Kauffman Foundation.

November 11: UB staff met with Chris DiAntonio of ONTRACK to discuss an opportunity for students to take advantage of this College readiness initiative. ONTRACK Plus is a free platform that helps first-generation and underserved students navigate the path from high school to college.

November 15: Students and staff attended the College Access Workshop hosted by Embrace. Presenters introduced the KC Scholars initiative and discussed how to apply to college, as well as how to search for scholarships.

UB staff are based at F.L. Schlagle High School on Wednesdays, Thursdays, and Fridays, providing advising, college readiness assistance, and support. In-person tutoring assistance is available Monday through Friday at each of the target high schools.

At the recent Student Services "The 4 Disciplines of Execution" (4DX) event, UB took first prize for their scoreboard. The UB has surpassed a goal of 145 credits for UB students from the fall 2025 and spring 2026 semesters. The UB students have enrolled in 229 credit hours this year, which exceeds the projected goal by 173.5%.

Upcoming activities, events, and programs (at the time of this report) include:

- December 6 and 13: Tutoring and homework help during out-of-school time.
- December 13: The UB Festive Finale will convene parents and students to discuss the recent assessment results and next steps to improve scores. The parents will then join students for college-readiness trivia.





## Admissions and Recruitment – Teressa Collier, Director

Applications for the upcoming academic terms are being processed as of December 4.

- Spring 2026 application volume is 1,956 compared to a total of 3,628 applications for spring 2025.
- Admissions & Recruitment is proud to launch their 4DX initiative, a strategic, results-driven approach designed to elevate engagement and strengthen the enrollment funnel. As of today, 2,333 scholars have already enrolled for spring 2026 and accelerating the momentum with intentional and coordinated outreach. Through targeted email campaigns, personalized phone calls, and dynamic social media posts, the team is creating meaningful touchpoints that guide scholars from interest to enrollment with confidence and clarity. This initiative aligns directly with their WIG, ensuring every action moves the team closer to sustained growth and deeper community impact.
- Summer 2026 application volume is 269 compared to a total of 2,305 for summer 2025.
- Welcomed Tonja McCoy to the Office of Admissions and Recruitment as the new Admissions Recruiting Coordinator I on December 1. Tonja brings years of valuable experience in secondary partnerships and workforce development that will greatly strengthen community connections and support the mission of expanding access and opportunity for all scholars. Please join in giving Tonja a warm KCKCC welcome!
- The Admissions and Recruitment team gave 13 individual tours and nine group tours. Personalized tour visits were conducted to provide prospective students and their families with an in-depth experience of the KCKCC campus, highlighting academic programs, student resources, and campus life.

- The Admissions and Recruitment team actively participated in seven community events, which included college fairs, high school visits, and community-based recruitment efforts to connect with prospective students and stakeholders.

Upcoming activities, events, and programs (at the time of this report) include:
- December 5: Hosting Topeka's Eisenhower Middle School for a Main Campus and TEC tour
- December 8: Crossroads Prep Academy Seniors TEC and Main Campus tour
- December 16: Raymore Peculiar High School Main Campus tour

## Athletics – Greg McVey, Director



The KCKCC Volleyball team opened its national tournament journey with one of the most thrilling matches of the week, outlasting No.13 Grand Rapids in a five-set battle to start their run. The Blue Devils took the opening set 25-21 behind early production from Trinaty Fansher (Savannah, Missouri) and Veronica Rolando (Grosetto, Italy), but Grand Rapids responded with a 25-20 second set to even the match. KCKCC regained control with a dominant 25-17 third-set performance, only for Grand Rapids to push back and force a decisive fifth. In the final frame, the Blue Devils remained composed and executed in key moments, pulling away late for a 15-12 victory and setting up the tone for a strong tournament performance. KCKCC carried that momentum into their next matchup, sweeping the No.12 Pensacola State Pirates 25-15, 25-23, and 25-17 in the quarterfinal. The Blue Devils' serving presence was overwhelming, producing 13 service aces and 41 assists while keeping the Pirates off balance throughout the match. Strong service runs from Briazia Osborne (Atascosa, Texas) and Valentina Rolando (Grosetto, Italy) helped KCKCC dominate the opening set, and despite a tighter second frame, the Blue Devils closed out the final points with poise. The third set remained under control from start to finish, sealing KCKCC's second straight victory of the tournament. The Blue Devils continued their winning ways with another sweep, this time over Gulf Coast State, taking the match 25-21, 25-20, and 25-19 in the semifinal. KCKCC's offense clicked from start to finish, producing 44 kills and eight service aces while minimizing errors. A momentum-building run from Osborne sparked the Blue Devils early, and a late ace from Rolando secured the first set. Ava Johnson (Olathe, Kanas) delivered three consecutive aces in the second frame to help KCKCC pull away, and steady attacking from Sanoma Hunter (Independence, Missouri) and Valentina Rolando closed out the third set to complete a

dominant performance. KCKCC's tournament concluded with the national championship match against the No. 2 Heartland Community College Hawks in a contest that featured competitive stretches in all three sets. The Blue Devils battled throughout, falling 25-22, 25-20, and 25-23 despite producing seven service aces and 63 digs. KCKCC nearly extended the match in the third set after tying the score at 13 and later taking an 18-17 lead behind key plays from Tatianna Murray (Kansas City, Missouri), Veronica Rolando, Hunter, and Mayah Pridgett (Topeka, Kansas). Heartland, however, capitalized late with a balanced offensive attack to close out the match. While the result didn't fall in KCKCC's favor, the Blue Devils' resilience and fight on the national stage capped off a remarkable tournament run. With a series of high-level performances, including multiple sweeps and a dramatic five-set victory to open the competition, the Blue Devils left Cedar Rapids as national runner-up and firmly established themselves as one of the premier programs in NJCAA Division II volleyball. Sophomores Veronica Rolando and Sanoma Hunter earned spots on the 2025 NJCAA DII Volleyball National Tournament All-Tournament Team, each anchoring the Blue Devils throughout the four-match run. Hunter totaled 44 kills and 10 block assists while controlling the net every time she stepped on the floor. Veronica Rolando finished with 85 assists, 13 kills, four block assists, and five service aces, directing the offense with poise and consistency. The Blue Devils closed the season with a 27-6 overall record, capturing both the conference and regional titles while securing a national tournament appearance and the program's highest finish in school history.
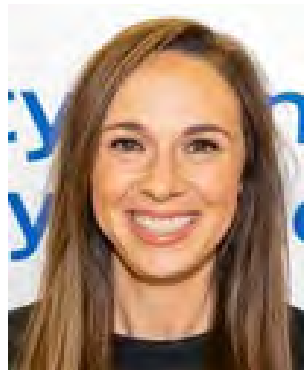


On December 4, the American Volleyball Coaches Association (AVCA) announced its 2025 Regional Coaches of the Year for Two-Year College women's volleyball, as chosen by the Two-Year College Volleyball All-America Selection Committee. The eight recipients, chosen from the three National Junior College Athletics Association divisions, the California Community College Athletic Association, and the Northwest Athletic Conference, come from each of the four regions: Midwest, Northeast/Southeast, Southwest, and West. Blue Devil Head Volleyball Coach Mary Bruno Ballou was selected as one of the two Midwest Region Coaches of the Year. In her 15th season, Bruno Ballou made back-to-back seasons of recording the school's best national finish. After her 2024 team took fourth at the National Junior College Athletic Association (NJCAA) Division II Championship, they made it to the final of this year's championship, finishing second. In the third match of this year, she picked up the 300th victory of her career.

The Blue Devil men's basketball team is off to a slow start this season, ending November with a 4-6 overall record. The Blue Devils have played an extremely tough preseason schedule, facing off against several nationally ranked programs, including No. 2 Palm Beach State College, No. 4 Iowa Central Community College, No. 9 Des Moines Area Community College, and No. 15 North Central Missouri College. Freshman guard Anthony Leonard (Oklahoma City, Oklahoma) leads the team with an average of 18.2 points per game. The team will continue its preseason schedule in December. The team will begin the Kansas Jayhawk Community College Conference action in January.



The No. 24 Blue Devil women's basketball team is off to a tremendous start, boasting a solid 7-4 early-season record. The team has played an extremely tough early-season schedule, which has earned them national recognition. Freshman Yaslyn Gonzales (Houston, Texas) leads the team with a 12.5 scoring average, and sophomore Kylee West (Leavenworth, Kansas) leads the team with a 10 rebounds per game average. Additionally, Amiyah Fulton (Hagerstown, Maryland) has been effective as the team's point guard, dishing out over five assists per game. Like the men's team, they will continue their preseason schedule in the month of December before opening Kansas Jayhawk Community College Conference action in January.

Information about all upcoming athletic activities, events, and programming can be found at Kansas City, Kansas Community College Athletics.

## Cultural Enrichment Center – Dr. Reem Rasheed, Interim Director

***November Programming***

The Cultural Enrichment Center (CEC) collaborated with the Student Organization of Latinx (SOL) to plan this year's Día de los Muertos altar installation in the Center space. Students, faculty, and staff were

invited to contribute photos of loved ones who have passed away. The altar was available for viewing from November 3 to 7.



The Center partnered with SOL for a special event to celebrate Día de los Muertos. The event took place on November 5 from 12 p.m. to 2 p.m. It featured traditional refreshments such as champurrado and pan de muerto, along with cultural activities including alebrije drawing, crafts, and a themed film screening of *The Book of Life*. The celebration drew an engaged audience of 73 participants, including students, faculty, and staff.




CEC hosted a Thanksgiving lunch for international students on November 13 in the Center space. This event was a wonderful opportunity to welcome international students and help them feel more connected to the campus community and culture. The lunch was well attended by 47 students.

*CEC Wildly Important Goal (WIG)*

The Center continues to make measurable milestones in campus engagement and cultural programming through its WIG. As of the end of November, the Center surpassed its target of 175 engagement points, reaching a total of 469.

## Enrollment Management Information Systems – Samantha Landau, Coordinator

- Text Message Support: Utilizing text messaging support for targeted outreach successfully doubled participation in the recent Free Application for Federal Student Aid (FAFSA) event compared to previous years. This approach demonstrates a highly effective strategy for engaging students in critical financial aid processes.
- Smart Plan Implementation: Ongoing collaboration with Academic Affairs and Advising continues to drive the review of academic programs. This effort ensures quality delivery and accurate sequencing of course selection for students, directly supporting their timely progress to degree completion at KCKCC.

## High School Partnerships – Julius Brownlee, Assistant Director

The fall year-over-year data indicates steady growth in high school student participation in KCKCC's dual and concurrent enrollment opportunities.
- Headcount increased from 1,406 students (as of December 2, 2024, for fall 2024) to 1,423 students (as of December 2 for fall 2025) – a modest increase of 17 students.
- Credit hours increased from 10,544 to 10,681, representing an additional 137 credit hours earned by high school students.

*How This Supports Student Success*

This consistent upward trend indicates that an increasing number of high school students are accessing early college experiences and that they continue to successfully engage in college-level coursework. The

increase in total credit hours suggests not only stable enrollment but also sustained academic progress, as students take on and complete more college credits before graduating from high school.

The following outcomes directly support student success by:
- Increasing college readiness, as students gain early exposure to college expectations.
- Reducing time and cost to a degree, with more students accumulating transferable credits prior to high school graduation.
- Strengthening academic momentum, which is strongly linked to higher postsecondary persistence and completion rates.
- Enhancing equity, as more students from a wider range of partner schools participate in high-value college coursework.

*Upcoming Informational Sessions*

To further support student success and expand access, the High School Partnership (HSP) will kick off Informational Sessions on January 9, 2026, at Sumner Academy, from 10:45 a.m. - 11:15 a.m. These sessions are designed for students eager to start their college journey through one of the many pathways offered at KCKCC.

Participants will:
- Learn the benefits of dual enrollment
- Understand the application process
- Explore pathway opportunities
- Hear directly from program instructors
- Review of cost details and financial considerations

A formal schedule will be available on the High School Partnership webpage in the coming days.

*Impact on Student Success*

The continued growth of HSP reflects KCKCC's commitment to early college access, affordability, and academic excellence. By engaging students in college-level coursework during high school, we are creating clear pathways to degree completion and workforce readiness.

*Quality Programs and Services*



*Professional Development*

The HSP attended the 26th Annual National Association of Workforce Development Professionals Youth Symposium, held from November 17 to 19, where they connected with national leaders and shared innovative thoughts and strategies related to youth workforce preparation. The symposium reinforced the importance of aligning early college opportunities with high-demand career pathways and highlighted how intentional dual enrollment can accelerate students toward postsecondary success. Key takeaways include:

- The symposium emphasized the value of career-aligned dual enrollment, ensuring students earn credits that directly support certificate and degree completion in workforce-relevant fields.
- National conversations underscored the importance of embedding employability skills, communication, collaboration, and adaptability within academic and Career Technical Education (CTE) programs to strengthen student readiness.
- Networking with workforce organizations offered a new perspective on how to propose dual enrollment as a tool that not only provides access but strategically prepares students for future careers.
- Connection to KCKCC High School Partnership
- KCKCC currently demonstrates strong pathway alignment through cross-walked CTE pathways at Turner High School, specifically in Culinary and Carpentry, where students earn college credits that transfer directly into KCKCC certificate programs.
- Expanding this alignment across more high schools' CTE pathways strengthens student success by:
  - Providing clear, structured academic and career routes
  - Ensuring credits apply meaningfully toward credentials
  - Reducing time and cost to the degree
  - Building momentum for students entering high-demand workforce fields
  - Supporting smoother transitions to postsecondary programs

*Employee Engagement*



*High School Partnership: Building a Culture of Engagement*

The HSP initiative is actively fostering an institutional culture of collaboration across divisions and departments. Recently, HSP partnered with the CTE Division and Interim Dean Ashley Irvin to host a collaborative professional development session with secondary CTE professionals and KCKCC faculty and staff.

Key Outcomes of the Session:
- Alignment of Offerings: Strategies were discussed to better align KCKCC programs with the needs of high school partners, ensuring that pathways are relevant and responsive.
- Regional Data Review: Examining regional workforce and education data in collaboration with high school partners provided valuable insights into emerging industry trends and local labor demands, helping inform curriculum adjustments and resource allocation.
- Skill Gaps and Barriers: Common gaps and entry-level barriers were identified. Actionable items include:
  - Expanding targeted skill-building modules
  - Enhancing career readiness workshops
  - Strengthening employer engagement for internships and apprenticeships
- Perkins and CLNA Analysis: The group reviewed Perkins' definitions for secondary and post-secondary contexts and analyzed CLNA data to develop an action plan that aligns funding priorities with student and industry needs.

Impact:
This collaborative effort strengthens KCKCC's ability to deliver high-quality, workforce-aligned education while deepening partnerships with regional high schools. By leveraging data and shared expertise, HSP is creating clearer pathways for students and addressing critical skill gaps in our community.

## International and Immigrant Student Services – Dr. Candice Scott, Assistant Director

The International and Immigrant Student Services Office (IISS) continues to process applications for the spring 2026 semester. In November, four new F-1 students were admitted, and 15 international students are currently awaiting visa approval.

KCKCC celebrated International Education Week from November 17 to 20.

On November 17, Tevin Jituti, a KCKCC student, and Diana Bordina, the Assistant Controller, spoke about their experiences as students.

November 18 brought a crowd out to support the international fashion show with local designers and cultural outfits from students' home countries.

On November 19, the campus was treated to a sampling of authentic dishes from various countries.

On November 20, the week ended with fun and games. Two hundred and thirteen students and guests participated in the activities during International Education Week.

Upcoming activities, events, and programs (at the time of this report) include:

- Enrollment is now open for the Rome Faculty-Led Study Abroad Experience taking place from March 13 to 23, 2026. The faculty leaders are Dr. Jelena Ozegovic, Professor of Psychology, and Dagney Velazquez, Associate Professor of Psychology. Students will enroll in one of the following courses:
  - PSYC 298: Special Topics in Psychology with Dr. Jelena Ozegovic
  - MATH 111: Contemporary Mathematics with Professor Dagney Velazquez
  - HIST 115: World Civilization – Honors Contract
  - HIST 116: World Civilization 1500 to Present – Honors Contract
  - HIST 205: Western Civilization: Scientific Revolution to Modern – Honors Contract
- Enrollment is now open for the community-engaged study abroad experience, which will take place in Costa Rica from July 23 to August 1, 2026. The trip leaders are Dr. Scott, Assistant Director IISS, and Julius Brownlee, Assistant Director of High School Partnership. This experience is open to the public.

## Registration and Records – Theresa Holliday, Registrar

The registrar's office had many interactions with students and student records in November.

| Registrar November Report | 2025 | 2024 | Difference |
|---|---|---|---|
| Enrollment verifications | 35 | 30 | -16.66% |
| Student Contact Information Updates | 46 | 50 | -8% |
| Major or Catalog changes | 144 | 175 | -17.7% |
| Student Withdrawals | 159 | 131 | +21.37% |
| Instructor Withdrawals | 141 | 188 | -23% |
| Student Reinstatements | 10 | 8 | +25% |
| Student Schedule Changes | 12 | 7 | +71.4% |
| FERPA forms | 12 | 3 | +300% |
| Transfer Credit Evaluations | 40 | 26 | +53.8% |
| Grade Changes | 3 | 19 | -84.2% |
| Graduation Applications Processed | 3 | 43 | -93% |
| Program Substitutions, Deviations or Gen Ed Waivers | 3 | 6 | -50% |
| Experiential Learning and Advance Standing | 34 | 10 | +240% |
| Incoming Transcripts | 345 | 327 | -5.5% |
| Outgoing Transcripts | 394 | 450 | +12.44% |

## Student Financial Aid – Tammy Reece, Director of Financial Aid

The KCKCC Student Financial Aid Office hosted a public event in November to assist students and families from our community with the completion of the FAFSA. During a two-day period, the KCKCC Student Financial Aid Office staff, in collaboration with the University of Kansas EOC/TRIO group, assisted 57 students and their families. Some of those students completed the FAFSA form in two different years. This was a very successful event, and the office looks forward to hosting another event in the spring.

On November 19, the KCKCC Financial Aid Office imported their initial federal FAFSA records for the 2026-27 academic year. This was completed with the anticipation of migration to the cloud.

The KCKCC Student Financial Aid Office is currently collaborating with Student Connections to implement strategies aimed at reducing our institutional Cohort Default Rate (CDR). These efforts include proactive monthly communications to high-risk borrowers to facilitate enrollment in appropriate repayment plans, as well as direct telephone outreach to individuals who are seriously delinquent and at imminent risk of default. These strategies are being implemented to keep CDR below 15%.

Financial Aid Applications Received as of December 3:

| Academic Year | Total Number of FAFSA Records | Number of FAFSA Records Imported in November |
|---|---|---|
| 2025-2026 | 8225 | 244 |
| 2024-2025 | 7778 | 218 |
| 2023-2024 | 7528 | 339 |

Financial Aid Disbursed to Student Accounts as of December 3:

| Academic Year | Fall | Spring | Summer | Total |
|---|---|---|---|---|
| 2025-2026 | $5,788,498 | N/A | N/A | $5,788,498 |
| 2024-2025 | $5,644,823 | $5,178,270 | $894,379 | $11,717,472 |
| 2023-2024 | $5,254,883 | $4,432,169 | $761,827 | $10,448,879 |

## Student Success Center – Brady Beckman, Director

Throughout November, the Student Success Center (SSC) advising team executed its 4DX strategy to drive early spring 2026 enrollment through targeted giveaways, events, and coordinated marketing efforts. While the team fell just short of their stretch goal, the impact was clear: during the three weeks that KCKCC was open in November, advisors significantly outperformed last year, helping facilitate 1,726 post-secondary enrollments, a 7.8% increase from 2024. They also saw a notable 9.3% year-to-year increase in total post-secondary credit hour enrollment. These results reflect strong engagement and effective collaboration across the team as it moves forward to the next 4DX objective. Photos on the next page.

In November, Career Services collaborated with 12 different faculty members to deliver career development content to their students and worked with more than 50 students. Additionally, all six HVAC/R cohorts received assistance from Career Services, which included resume building, interview preparation, mock interviews, and training in customer service and conflict resolution during the month.

On November 3, the SSC celebrated National First-Generation Student Week by facilitating a "Cereal-Bration" for KCKCC first-generation students. The event featured games, a 360-degree photo booth, and a breakfast cereal bar. Nearly 70 students attended the event.

In November, Student Success advisors experienced a significant increase in student volume, serving 1,075 students who signed in for in-person advising, graduation checks, or enrollment. This was a 15% increase from November 2024 (938). Student Success advisors continued to serve students via virtual appointments. Advisors facilitated 254 virtual appointments, representing a 14% increase from October 2024 (223).
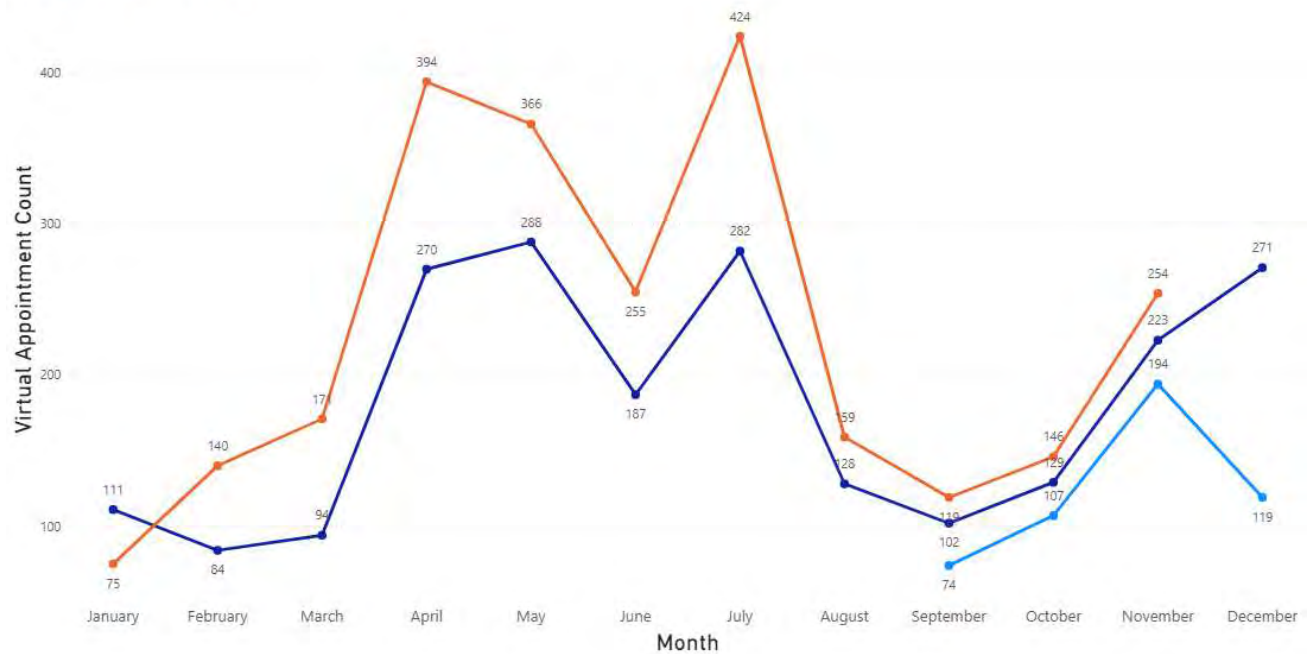
## In-Person Advising Interactions (Student Success Center)

Year ● 2022 ● 2023 ● 2024 ● 2025
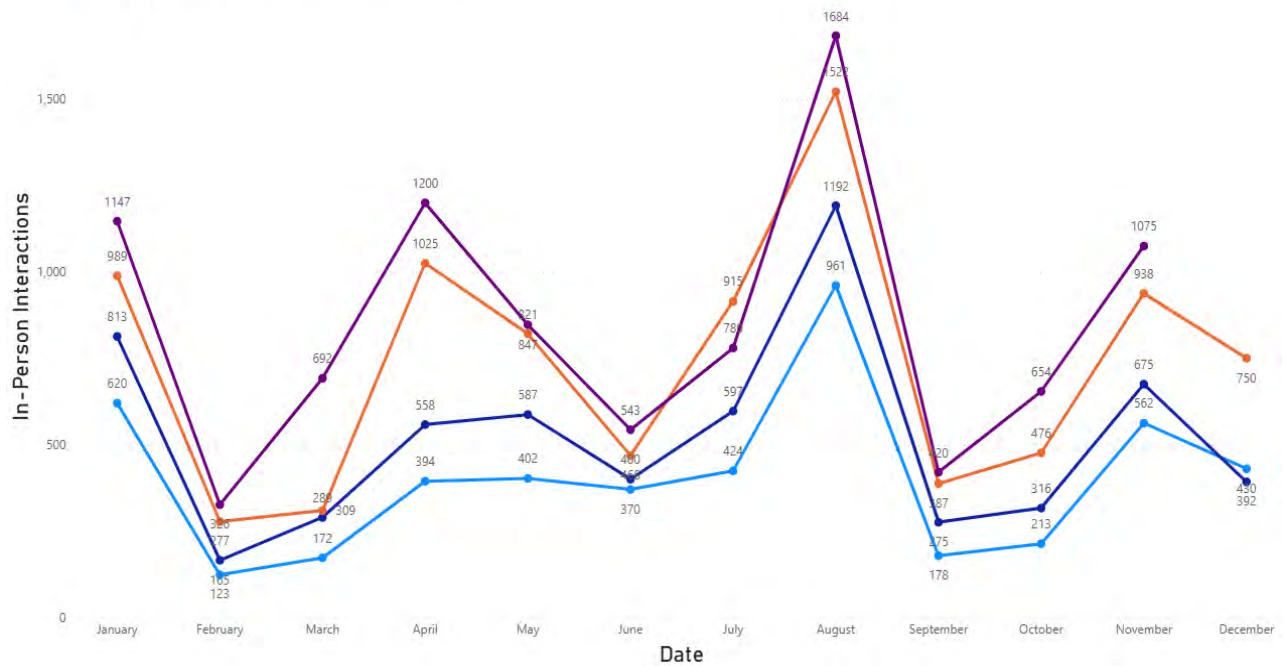


## Virtual Appointment Count By Month

Year ● 2023 ● 2024 ● 2025

Upcoming activities, events, and programs (at the time of this report) include:

- Spring 2026 enrollment is now open. The SSC is open for walk-ins, in-person appointments, and virtual appointments.
- December 3: Career Services is hosting an interviewing event for KCKCC HVAC/R students who will be completing internships in the spring with local employers.

## Student Support for Program Success – Dr. Gena Ross, Title III Project Director

The Title III team published its third monthly newsletter.



ISSUE 03 / NOVEMBER 2025

Kansas City Kansas Community College.

# TITLE III NEWSLETTER

| DIRECTOR | CAREER SERVICE COORDINATOR | WEB DEV/EDITOR |
|---|---|---|
| DR. GENA ROSS | CARRIE FISHER | THIAN UK |

### 7 Easy Wats to Stay Grateful

* Write 3 things you're thankful for each day.
* Notice the little things —like sunshine or a smile.
* Say "thank you" to someone today.
* Find the lesson in tough times.
* Celebrate small wins —progress matters.
* Stop comparing yourself to others.
* Help someone— giving makes you grateful.

### Important Dates

* **Monthly Title 3 Steering Committee Meeting**
  **No Meeting in November** We will not be meeting in November.
* **Thanksgiving Break** November 24 – 30
* **Visit Us At:** www.kckcc.edu/about/title-iii-grant/index.html

### Career Services at PCC

This month, Career Services spent a few class periods helping HVAC students at PCC complete resumes and perfect their interview skills. This will help the HVAC students prepare for mock interview assignments.

**November: The Month of Thanks**

Greetings everyone, I hope this message finds you well. Can you believe we're already in the eleventh month of the year? November is what I like to call the month of thanks—not only because it's my birth month, but also because it brings us Thanksgiving, a time to reflect on gratitude, growth, and connection.

### Student Success Story

Ms. Fisher was so helpful and kind throughout the entire resume and interview practice process! I am so lucky to have gotten my appointment with her, I would recommend her help to anyone who is needing assistance. **– Veronica,** Liberal Arts Student

As the semester nears its end, I encourage you to stay focused and finish strong. While you're encouraging yourself, take a moment to encourage someone else, a simple smile or kind word can brighten someone's day. I wish each of you a wonderful Thanksgiving filled with peace, gratitude, and joy. Take one day at a time, and remember to make time for self-care. **Warm Regards - Dr. Ross**

PAGE 01

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**December 2025 Board of Trustees Report**
**By Vice President of Finance and Operations**
Dr. Patrick J. Schulte

</div>

## Executive Summary

### Finance

Auditors from Novak Birks, P.C., have finalized the Fiscal Year (FY) 2024-25 audit for presentation to the Board of Trustees. The Business Office continues to implement process improvements and manage student refund operations. Auxiliary services reported strong activity, including catering events, growth in vending, and a 13% increase in bookstore sales. The bookstore is preparing for spring and planning for a new point of sale (POS) system. The Wellness and Fitness Center expanded outreach through employee engagement, health awareness events, and its annual "Torch the Turkey Challenge."

### Human Resources

Human Resources is preparing to launch a new employee management system in partnership with NEOED, a software-as-a-service company that develops cloud-based human resource management. This platform will streamline hiring, onboarding, performance reviews, and talent development while integrating with Ellucian Colleague for real-time progress tracking. November's *askHR* session focused on the hiring process, with an open Questions and Answers (Q&A) planned for December. Benefits reconciliation is underway, with new enrollments beginning January 1.

### Information Services

The Information Services Division is focused on cloud readiness, service reliability, and infrastructure resilience. The team implemented critical upgrades, positioning the College well for Software as a Service (SaaS) compliance, student-facing enhancements, and the completion of post-flood recovery.

### Facility Services

Facilities completed major upgrades and compliance projects, including regulating water pressure across the main campus, plumbing and Heating, Ventilation, and Air Conditioning (HVAC) improvements, fire safety inspections, and preventive maintenance. Additional enhancements included Light Emitting Diode (LED) lighting upgrades, new wall construction, and the completion of a walking bridge to improve accessibility on the main campus.

### College Police

The Kansas City Kansas Community College Police Department (KCKCCPD) strengthened community engagement and professional development through several key initiatives this period. Officers participated in cultural and community events, including Día de los Muertos celebrations, the Lenexa Police Department's Marine Corps birthday and Toys for Tots kickoff, and the Special Olympics of Kansas Victory Gala.

# Finance – Becky Barger, Controller

Auditors from Novak Birks, P.C., have finalized the Fiscal Year (FY) 2024-25 audit, which was presented to the Board Finance Committee on December 9.

The eleventh draw of New Markets Tax Credit funds for the downtown project was initiated in mid-November, with payment to vendors scheduled for early December. Partner invoice billing and statement reconciliation for the downtown project continues.

## Jennifer Keffer, Director of Business and Auxiliary Services

The Business Office team is actively engaging in multiple Campus Works calls to review processes and develop implementation-ready process maps. With the second set of eight-week classes underway, another round of student account refunds is being processed. At the same time, the team is enhancing communication with students to ensure that they have the necessary information to pay for classes, receive transcripts, and enroll for future semesters. The team is also creating a one-page resource with helpful tips on connecting with key offices beyond the Business Office, based on insights from student inquiry calls and in-person conversations.

### *Food Service – the Blue Devil Café and the Brew Devil Coffee Shop*

The Blue Devil Café, operated by Consolidated Management Company, wrapped up a busy month of catering, including servicing International Week celebrations and the Annual President's Holiday Party.

### *Vending and Pouring Rights*

In partnership with PepsiCo and Allied Refreshments, the College is driving steady growth in vending and concession sales, boosting auxiliary revenue. Vending machine installation is scheduled to be completed at Pioneer Career Center (PCC) in January 2026.

### *Bookstore*

The bookstore has been actively preparing for the spring semester by stocking course materials, returning fall inventory, and organizing the fall book buyback program. Additionally, the bookstore team is collaborating with the Wellness and Fitness Center (WFC) to increase customer engagement. November sales rose by 13% year-over-year.

The bookstore team is developing a Request for Proposal (RFP) for a new point of sale and inventory management system. The current system is over nine years old and will soon lose vendor support. The objective is to review and finalize the vendor selection by June 2026, ahead of the start of the fall semester.

### *Wellness and Fitness Center*

The WFC implemented a new employee welcome initiative from June to November, sending introductory emails to all newly hired employees. These communications welcomed employees to the College and

provided an overview of the WFC facilities, services, and membership benefits, encouraging them to engage with wellness resources.

On November 13, the WFC partnered with the Counseling and Advocacy Center to participate in "World Kindness Day" outreach activities. Macy Munoz, Fitness Center Attendant, and Rob Crane, Director of Wellness Center, hosted an informational table in the lower level of the Jewell building. They distributed "Kind" brand snack bars and shared details about the WFC's offerings and campus support resources alongside Nicole Graves, Campus Counselor.



In collaboration with Student Health Services, the WFC hosted a "Men's Health and Hygiene" awareness event on November 19 in the upper level of the Jewell building. This initiative promoted wellness education and encouraged students to utilize available health and fitness resources.

From November 17 to 21, the WFC conducted its annual "Torch the Turkey Challenge" to promote physical activity during the holiday season. Participants completed four fitness components at varying difficulty levels, including cardiovascular, balance, core, and stretching. Completion of the challenge was documented through photo submissions to the WFC front desk, and successful participants were entered into a drawing for one of three $15 KCKCC Bookstore gift certificates.

## Human Resources – Lorraine Mixon-Page, Chief Human Resources Officer

In partnership with NEOED, a software-as-a-service company that develops cloud-based human resource management, Human Resources is preparing to launch and implement a new employee management system. NEOED offers a user-friendly, customizable platform built on educational best practices to support every stage of the employee journey, including hiring, onboarding, growth, retention, and compliance. This upgraded platform integrates seamlessly with Ellucian Colleague, automating performance reviews and providing supervisors with real-time visibility into employee progress. The platform also provides a fresh recruitment system and a talent development learning system. The target implementation date is April 2026, followed by employee training and utilization.

**Talent Acquisition and Employment - Victoria Anderson and Yoel Tekle, Talent Acquisition and Employment Coordinators**

The November *askHR* session was held on November 14. This session focused on the hiring process, during which the HR team provided valuable insights and addressed participant questions. The next session, scheduled for December 17, will offer an open "Q&A" opportunity for participants to ask HR-related questions before the session.

*Employment*

Human Resources currently has 50 positions open and posted.
- Full-time faculty: 1
- Full-time staff: 12
- Part-time staff: 11
- Adjunct faculty: 26

**Training and Development - Sheila Joseph, Talent Development Manager**

Plans for the 2026 training agenda are underway, and the Training and Development team will host a new training session during the spring semester's Welcome Week.

**Benefits - Sherita Miller-Williams, Benefits Coordinator**

End-of-year benefits reconciliations continue, and new benefits enrollments begin on January 1.

## Information Services – Eché Okoye, Chief Information Officer

The Information Services Division (IT) spent November focused on accelerating cloud readiness, strengthening service reliability, and improving infrastructure resilience. The College is well-positioned for the next phase of the Ellucian Colleague SaaS migration compliance, student-facing enhancements, and completion of post-flood classroom recovery.

*Strategic Technology Initiatives*

The IT team achieved significant milestones in cloud transformation and modernization of service management. The TeamDynamix implementation is now 80% ready, enabling consultant engagement and the start of the design phase. Ellucian Colleague SaaS migration efforts progressed with successful post-migration validation, integration testing, and expanded access to planning tools and backend environments.

Core institutional systems maintained 99% uptime, ensuring stable operations. The Help Desk handled 164 tickets and 186 calls, resolving 138 tickets and sustaining strong user support across the College.

*Infrastructure and Network Enhancements*

A collegewide phishing simulation on November 17 resulted in only 3.1% of users being compromised, reflecting strong cybersecurity awareness. Ongoing user education remains a priority.

Network upgrades included security patches, switch replacements, enhanced Wi-Fi coverage, and preparation for Windows 11 and Windows Hotpatch deployment to reduce system downtime.

**Peter Gabriel, Director of Information Services**

*Operational Optimization*

The Database Administration team delivered significant progress, supporting both day-to-day operations and strategic modernization initiatives. The team completed SaaS post-migration validation, ensuring all on-premises components met SaaS compliance requirements, and advanced integration testing. Data synchronization with Blackboard continues, and the team has initiated the configuration of the new Secure File Transfer Protocol server for automated workflows.

*Academic and Project Support*

Collaboration continues on Ellucian Colleague SaaS migration planning, Ellucian Experience development, and Insight report configuration. Groundwork is ongoing for the centralized ticketing system, TeamDynamix. The TimeClock Plus implementation progressed with the establishment of recurring project meetings and an anticipated implementation in early spring.

*Computing and Network Services*

Post-flood computer reconnection is underway in conjunction with furniture installation scheduled for over the winter break.

*Upcoming Priorities*

Current projects in development:
- Complete the Self-Service upgrade, pending Ellucian Payment Gateway configuration.
- Launch Phase Two of the SaaS migration in January 2026, including user testing and validation.
- Automate transcript workflows via SmartPanda Raptor and Parchment integration.
- Deploy Multi-Factor Authentication for all student accounts in mid-January 2026.

## Facility Services – Debbie Fangman, Director of Facility Services

The Facility Services team successfully executed a comprehensive series of critical infrastructure upgrades and safety improvements across multiple buildings, ensuring operational reliability, regulatory compliance, and enhanced support for academic and administrative functions.

*Facilities and Maintenance*

The Facilities team completed a series of critical infrastructure and safety improvements across the College. Water pressure-reducing valves were installed at all service entry points in multiple buildings to maintain regulated pressure. Additionally, several plumbing upgrades were executed, including faucet replacements in Room 3411, new clay sink lines in Humanities, and updated rough-in plumbing for the Nursing Building. The team also replaced aging hot water equipment in the Jewell Building to ensure reliable service.

Fire safety compliance was addressed through inspections and repairs in the Technical Education Center (TEC) server room, the Little Leaders of KCK childcare center, and the food service kitchen at the main campus. Preventative maintenance was completed on air compressors and ice machines college-wide, alongside HVAC warranty repairs and quarterly air filter replacements. Additional HVAC work included cleaning ductwork, replacing drain pans, repairing dampers, and installing a new cooling tower gearbox at the main campus for improved efficiency.

Facility enhancements included wall construction for the Automation Engineer Technology program and the Business Office, as well as carpet and cove base installation in the upper level of the Jewell Building. LED lighting upgrades were completed at the PCC.

The team concluded the month by completing a new walking bridge that connects the Continuing Education Building to the Flint Building, further enhancing the College's accessibility.

Rough-In Plumbing Lines, Lower Nursing:



Upper Jewell Carpet Installation:



Upgraded LED Lighting for Construction Rooms 244A and 244B at PCC:

Business Office Wall Construction:







## College Police – Kacey Wiltz, Chief of College Police

KCKCCPD continues to prioritize a safe and welcoming college environment through proactive engagement and education. This approach extends beyond traditional law enforcement, focusing on building trust, delivering hands-on safety training, and promoting awareness and education. By empowering students, faculty, and staff to take an active role in college security, the KCKCCPD strengthens both community partnerships and overall safety across the College.

*November Community Engagement Events*

Officer Govanni Garcia and Dispatcher Sharon Harrell celebrated "Día de los Muertos" (Day of the Dead) with students and the Cultural Enrichment Center. "Día de los Muertos" is a vibrant tradition deeply rooted in Mexican culture that honors the lives and memories of those who have passed away.



Sergeant Ken Swearingen was invited to attend the Lenexa Police Department's 250th Marine Corps birthday celebration. The event not only honored the Marine Corps' birthday but also marked a great start to the Marine Corps' "Toys for Tots" drive.



Sergeant Ken Swearingen represented KCKCCPD at the Special Olympics of Kansas Victory Gala at Children's Mercy Park in Kansas City, Kansas. KCKCCPD proudly celebrated this year's Hall of Fame class, reaffirming its commitment to a cause deeply valued by the team.

Members of the KCKCCPD had the distinct honor of escorting the Lady Blue Devil volleyball team bus from the College to Interstate 70 on November 18 as they headed to the NJCAA DII National Championship tournament in Cedar Rapids, Iowa. Go, Blue Devils!

***Training***

Sergeant Scott Bailie successfully graduated from the Federal Bureau of Investigation Law Enforcement Executive Development Association (FBI-LEEDA) Trilogy training program on November 21. The FBI-LEEDA Trilogy is a prestigious three-course leadership series focused on leadership, courage, and knowledge, designed for law enforcement supervisors and command staff.



Sergeants Ken Swearingen, Cameron Roland, and John Anderson joined Kansas City, Kansas Police Department personnel in November for the Annual Officer Training for Supervisors. This training strengthens collaborative operations and ensures alignment during multijurisdictional service calls and mutual aid responses.

| Nov-25 | | | | |
|---|---|---|---|---|
| **Summary: Net Position** | **Oct-25** | **Nov-25** | **Monthly Change** | **Comments** |
| Total Assets | $ 179,680,017 | $ 172,066,083 | $ (7,613,934) | |
| Total Liabilities | $ 37,255,777 | $ 37,293,691 | $ 37,914 | |
| Increase /(Decrease) in Net Position | $ 142,424,240 | $ 134,772,392 | $ (7,651,848) | H1: Comparison of Monthly NP |

| **Summary: Revenue and Expenses** | **Oct-25** | **Nov-25** | **Monthly Change** | **Comments** |
|---|---|---|---|---|
| YTD Total Revenues | $ 28,778,990 | $ 33,786,884 | $ 5,007,894 | H2 |
| YTD Operating Expenses | $ 35,791,470 | $ 47,166,460 | $ 11,374,991 | H3 |
| Monthly Change in Net Revenue | $ (7,012,480) | $ (13,379,577) | $ (6,367,097) | |
| Current Month - Burn Rate | | | $ 8,367,436 | Average monthly burn rate =$7M |

*Average burn rate was calculated based on monthly operational expenses less previous month operational expenses, removing reserves and the downtown project.

| **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. Net position decreased by $7M in November, to $134,772,392. This was a result of regular operations and payments toward downtown construction activities. |
| H2 | The revenue for the month reflects normal operations and includes an increase of $2.2M in tuition and fees and $94K in Auxiliary revenue. |
| H3 | Expenditures for the month included $2.5M in Downtown Construction, $4.9M in salaries, and $2M in repair and maintenance costs. |

| **Risks / Issues** | |
|---|---|
| R1 | State Aid is an integral part in our revenue. It includes operating grants for non-tiered (general education) courses and tiered (technical) courses, Excel in CTE funding for high school students in technical education courses, and other special funds (apprenticeship, cybersecurity, etc.). The Kansas Board of Regents and Technical Education Authority continually review and seek to change the funding formula and availability of the various types of aid. A reduction in any of our sources would greatly impact our budget and the ability to fund important initiatives. |
| R2 | The political climate can affect our revenue. There is growing pressure on the Department of Education to reduce spending on education, and that can impact our ability to obtain federal grants and provide federal financial aid to students in the greatest need. These barriers could affect our budget, but also our enrollment. |

| | Estimate BUDGET FISCAL YEAR FY 2026 | YTD ACTUAL 11/30/2025 | FORECAST FISCAL YEAR 2026 | YTD ACTUAL 11/30/2024 | VARIANCE ACTUAL TO BUDGET | YTD COMPARED TO TO BUDGET | |
|---|---|---|---|---|---|---|---|
| **Operating Revenues:** | | | | | | | |
| Student Tuition and Fees | $ 10,837,608 | $ 7,879,679 | $ 10,837,608 | $ 6,962,574 | $ (2,957,929) | 72.71% | |
|    Tuition | | $ 5,801,904 | | $ 5,083,440 | | | |
|    Student Fees | | $ 1,486,338 | | $ 1,359,826 | | | |
|    Course Fees | | $ 591,437 | $ 448,686 | $ 519,308 | | | |
| Federal Grants and Contracts | $ 3,946,923 | $ 152,373 | $ 3,946,923 | $ 568,013 | $ (3,794,550) | 3.86% | |
| State Contracts | $ 9,141,307 | $ 706,052 | $ 9,141,307 | $ 3,057,167 | $ (8,435,255) | 7.72% | |
| Private Gifts, Grants & Contracts | $ 168,200 | $ 5,000 | $ 168,200 | $ 98,834 | $ (163,200) | 2.97% | |
| Auxiliary Enterprise Revenue | $ 3,323,932 | $ 1,805,763 | $ 3,323,932 | $ 2,389,064 | $ (1,518,169) | 54.33% | |
|    Bookstore | | $ 990,017 | | $ 838,945 | | | |
|    Housing | | $ 808,518 | | $ 1,550,118 | | | |
|    Food Service | | $ 1,415 | | $ - | | | |
|    Vending | | $ 5,543 | | | | | |
|    Wellness | | $ 270 | | $ - | | | |
| Other Operating Revenue | 350,000 | $ 190,930 | $ 350,000 | $ 215,240 | $ (159,070) | 54.55% | |
|    Total Operating Revenues | $ 27,767,970 | $ 10,739,797 | $ 28,216,656 | $ 13,290,892 | $ (17,028,173) | 38.68% | |
| | | | | | | | |
| **Nonoperating Revenues (Expenses)** | | | | | | | |
| County Property Taxes | $ 56,207,914 | $ 4,485,906 | $ 56,207,914 | $ 3,971,190 | $ (51,722,008) | | |
| State Aid | $ 9,148,553 | $ 4,564,979 | $ 9,148,553 | $ 4,574,277 | | 49.90% | |
| SB155 AID | $ 3,406,407 | $ 2,940,912 | $ 3,406,407 | $ 3,549,805 | $ (465,495) | 86.33% | |
| Investment Income | $ 940,000 | $ 748,197 | $ 940,000 | $ 574,180 | $ (191,803) | 79.60% | |
| Interest Expense on Capital Asset Debt | $ (993,532) | $ (436,656) | $ (993,532) | $ (494,277) | $ 556,876 | 43.95% | |
| Transfer from Reserves - Downtown | $ 30,003,341 | $ 10,009,148 [3] | $ 30,003,341 | $ 3,395,088 | $ (29,268,740) | | |
| Transfer from Reserves - FY25 Rollovers | $ 3,477,860 | $ 734,601 | $ 3,477,860 | $ 994,462 | $ 19,569,227 | | |
|    Total Nonoperating Revenues | $ 102,190,543 | $ 23,047,087 | $ 102,190,543 | $ 16,564,725 | $ (79,143,456) | 22.55% | |
| **Total Revenues** | **$ 129,958,513** | **$ 33,786,884** | **$ 130,407,199** | **$ 29,855,617** | **$ (96,171,629)** | **26.00%** | **45.59%** |
| | | | | | | | |
| **Operating Expenses:** | | | | | | | |
| Salaries & Benefits | $ 49,103,299 | $ 19,134,323 | $ 49,103,299 | $ 18,270,670 | $ (29,968,976) | 38.97% | |
| Contractual Services | $ 4,092,005 | $ 1,364,243 | $ 4,092,005 | $ 1,002,276 | $ (2,727,762) | 33.34% | |
| Supplies & Other Operating Expenses | $ 13,600,968 | $ 5,858,307 | $ 13,600,968 | $ 6,684,635 | $ (7,742,661) | 43.07% | |
| Contribution to Reserves | $ 5,233,412 | $ 2,180,588 | $ 5,233,412 | $ - [4] | | | |
| Master Facility Plan Reserves | $ 1,614,319 | $ 672,633 | $ 1,614,319 | $ - | | | |
| Utilities | $ 2,205,000 | $ 1,169,861 | $ 2,205,000 | $ 1,024,097 | $ (1,035,139) | 53.05% | |
| Repairs & Maintenance to Plant | $ 14,035,672 | $ 5,034,600 | $ 14,035,672 | $ 1,573,920 | $ (9,001,072) | 35.87% | |
| Scholarships | $ 2,036,217 | $ 694,592 | $ 2,036,217 | $ 682,064 | $ (1,341,625) | 34.11% | |
| Strategic Opportunities | $ 616,420 | $ - [1] | $ 616,420 | $ 194,193 | $ (616,420) | | |
| Contingency | $ 700,000 | $ 123,564 | $ 700,000 | $ 127,919 | $ (576,436) | 17.65% | |
| Debt Service | $ 3,240,000 | $ 190,000 | $ 3,240,000 | $ 165,000 | $ (3,050,000) | | |
| Other expenses - Downtown | $ 30,003,341 | $ 10,009,148 | $ 30,003,341 | $ 3,395,088 | | | |
| Rollover from FY25 to FY26 | $ 3,477,860 | $ 734,601 [2] | $ 3,477,860 | $ 994,462 | | | |
| **Total Operating Expenses** | **$ 129,958,513** | **$ 47,166,460** | **$ 129,958,513** | **$ 34,114,324** | **$ (56,060,091)** | **36.29%** | **36.58%** |
| | | | | | | | |
| **Increase/(Decrease) in Net Revenue** | **$ -** | **$ (13,379,577)** | **$ 448,686** | **$ (4,258,708)** | **$ (40,111,539)** | | |
| | | | | | | | |
| **Federal Financial Aid Revolving Fund** | | | | | | | |
|    Federal Financial Aid Funds In | | $ 4,153,673 | | $ 4,511,156 | | | |
|    Federal Financial Aid Funds Out to Student Accounts | | $ 4,089,729 | | $ 3,893,126 | | | |
|    Net Effect on Current Month | | $ 63,944 | | $ 618,030 | | | |

[1] $0.00 of the strategic initiative funding utilized to date for AUDI.

[2] $734,601 of the FY25 rollover funds spent to date; expenses reported in applicable category

[3] $2,450,464 and $7,558,684 (NMTC) of Other Operating Expenses and Repair & Maint to Plant for Downtown

## KANSAS CITY KANSAS COMMUNITY COLLEGE
## Information Regarding Net Position
## YTD NOVEMBER 2025

### Summary Statement of Revenue & Expenses

|  | FY2026 Actual | Annual Budget | FY2025 Actual | Annual Budget | FY2024 Actual | Annual Budget | FY2023 Actual | Annual Budget |
|---|---|---|---|---|---|---|---|---|
| Operating Revenues | $ 10,739,797 | $ 27,767,970 | $ 19,900,579 | $ 27,767,970 | $ 17,005,918 | $ 26,799,286 | $ 6,639,642 | $ 24,861,785 |
| Non-Operating Revenues, Net | 23,047,087 | 102,190,543 | 75,463,092 | 102,190,543 | 72,357,732 | 78,930,292 | 6,683,089 | 64,014,032 |
| Total Revenues | 33,786,884 | 129,958,513 | 95,363,671 | 129,958,513 | 89,363,650 | 105,729,578 | 13,322,731 | 88,875,817 |
| Operating Expenses | 47,166,460 | 129,958,513 | 87,817,463 | 129,958,513 | 81,531,959 | 105,729,578 | 10,385,390 | 82,287,164 |
| Increase/(Decrease) in Net Revenue | $ (13,379,577) | $ - | $ 7,546,208 | $ - | $ 7,831,691 | $ - | $ 2,937,341 | $ 6,588,653 |

### Summary Statement of Net Position

|  | YTD FY2026 | YTD FY2025 | Unaudited Year-End FY2025 |
|---|---|---|---|
| **Assets**    Transfer from Reserves - Downtown |  |  |  |
| Current Assets | $ 74,884,824 | $ 91,777,738 | $ 104,814,136 |
| Noncurrent Assets | 97,181,259 | 81,639,089 | 81,639,089 |
| Total Assets | $ 172,066,083 | $ 173,416,827 | $ 186,453,225 |
| **Liabilities** |  |  |  |
| Current Liabilities | $ 9,330,523 | $ 11,313,996 | $ 9,876,609 |
| Noncurrent Liabilities | 27,963,168 | 31,775,770 | 31,775,770 |
| Total Liabilities | 37,293,691 | 43,089,766 | 41,652,379 |
| Net Position | 134,772,392 | 130,327,061 | 144,800,846 |
| Total Liabilities and Net Position | $ 172,066,083 | $ 173,416,827 | $ 186,453,225 |

# KANSAS CITY KANSAS COMMUNITY COLLEGE
## BANK BALANCES PER GENERAL LEDGER

| FINANCIAL INSTITUTION | FUND NO. | FUND | CHECKING | INVESTMENTS | YTD 30-Nov-25 | PRIOR YEAR 30-Nov-24 |
|---|---|---|---|---|---|---|
| **Unrestricted** | | | | | | |
| SECURITY BANK | 11 | GENERAL FUND | $ 11,418,408 | | $ 11,418,408 | $ 46,131,187 |
| SECURITY BANK | 15 | TECHNICAL ED FUND | $ 765,591 | | $ 765,591 | $ 765,591 |
| **UMB BANK *** | **17** | **PAYROLL** | $ - | | $ - | $ - |
| **Unrestricted Cash** | | | $ 12,183,999 | $ - | $ 12,183,999 | $ 46,896,778 |
| | | | | | | |
| **Restricted** | | | | | | |
| BANK OF LABOR | 25 | FEDERAL PROGRAMS | $ 582,875 | | $ 582,875 | $ 563,503 |
| BANK OF LABOR | 61 | CAPITAL OUTLAY | $ 7,914,413 | | $ 7,914,413 | $ 7,534,540 |
| BANK OF LABOR | 74 | BOARD SCHOLARSHIP | $ 1,369,541 | | $ 1,369,541 | $ 1,030,003 |
| BANK OF LABOR CD [8] | n/a | Investment | | $ 3,000,000 | | $ - |
| | | | | | | |
| COUNTRY CLUB BANK | 13/14 | ABE-CONT. EDUCATION | $ 76,806 | | $ 76,806 | $ 72,579 |
| COUNTRY CLUB BANK | 72 | INCIDENTAL (AGENCY) | $ 202,894 | | $ 202,894 | $ 479,858 |
| | | | | | | |
| SECURITY BANK | 16 | STUDENT UNION | $ 3,917,683 | | $ 3,917,683 | $ 4,028,449 |
| | | (AUXILIARY SERVICES) | | | | |
| SECURITY BANK | 64 | DOWNTOWN PROJECT (CONSTRUCTION) | $ 31,311,593 | | $ 31,311,593 | $ - |
| SECURITY BANK CD [3] | n/a | Investment | | | $ - | $ 3,672,106 |
| SECURITY BANK CD [5] | n/a | Investment | | $ 4,005,536 | $ 4,005,536 | $ 3,770,000 |
| | | | | | | |
| ACADEMY BANK CD [7] | n/a | Investment | | $ 3,101,421 | $ 3,101,421 | $ 3,000,000 |
| | | | | | | |
| COMMERCE BANK CD [9] | n/a | Investment | | $ 3,000,000 | $ 3,000,000 | $ - |
| | | | | | | |
| UMB BANK | n/a | Investment | | $ - | $ - | $ 3,770,000 |
| | | | | | | |
| **Restricted Cash** | | | $ 45,375,805 | $ 13,106,958 | $ 55,482,763 | $ 27,921,038 |
| **TOTAL** | | | $ 57,559,804 | $ 13,106,958 | $ 67,666,762 | $ 74,817,816 |

\* Payroll clearing account normally carries a $-0- balance unless tax payment deadline falls after the close of the current month.

[3] CD matured 10/27/25. Redeemed and recorded in General Fund

[5] CD Reinvested 6/10/2025, Maturity Date 12/10/2025 @ 4.04%

[7] CD Maturity Date 7/3/2026 @ 4.54%

[8] CD Maturity Date 1/29/2026 @ 4.25%

[9] CD Maturity Date 7/28/2026 @ 4.20%

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| **Kansas City Kansas Community College** |
| **Cashflow Analysis (General & TEC Funds)** |
| **July 1, 2025 to June 30, 2026** | | | | | | | | | | |
| **July 1, 2024 to June 30, 2025** | | | | | | | | | | |
| Month | FY2026 | FY2025 | FY2026 | FY2025 | FY2026 | FY2025 | FY2026 | FY2025 | FY2026 | FY2025 |
| | Operational Cash Inflow | Operational Cash Inflow | Operational Cash Outflow | Operational Cash Outflow | Net Change | Net Change | Transfers In/Out | Transfers In/Out | Cash Balance | Cash Balance |
| June | | | | | | | | | 23,573,733 | 59,836,575 |
| July | 2,120,535 | 6,251,074 | (8,858,274) | (8,627,989) | (6,737,739) | (2,376,915) | (173,611) | (68,356) | 16,662,383 | 57,391,304 |
| August | 6,418,751 | 7,532,226 | (7,937,562) | (9,718,837) | (1,518,811) | (2,186,611) | | (4,182) | 15,143,572 | 55,200,511 |
| September | 11,364,660 | 8,375,043 | (10,218,696) | (8,428,951) | 1,145,964 | (53,908) | 1,000 | - | 16,290,536 | 55,146,603 |
| October | 21,300,937 | 10,893,829 | (18,486,285) | (12,912,789) | 2,814,651 | (2,018,961) | | - | 24,105,187 | 53,127,642 |
| **November** | **3,245,602** | **1,845,010** | **(10,166,791)** | **(8,076,379)** | **(6,921,188)** | **(6,231,368)** | | **-** | **12,183,999** | **46,896,274** |
| December | 3,975,743 | 3,975,743 | (11,854,403) | (11,854,403) | (7,878,660) | (7,878,660) | | - | 8,310,875 | 39,017,613 |
| January | 49,103,568 | 49,103,568 | (23,046,870) | (23,046,870) | 26,056,698 | 26,056,698 | | - | 41,373,109 | 65,074,311 |
| February | 14,634,200 | 14,634,200 | (13,066,894) | (13,066,894) | 1,567,305 | 1,567,305 | | - | 42,940,415 | 66,641,616 |
| March | 4,332,700 | 4,332,700 | (8,709,152) | (8,709,152) | (4,376,453) | (4,376,453) | | - | 38,563,962 | 62,265,164 |
| April | 3,448,360 | 3,448,360 | (13,843,824) | (13,843,824) | (10,395,463) | (10,395,463) | | - | 28,168,499 | 51,869,700 |
| May | 2,433,930 | 2,433,930 | (7,913,873) | (7,913,873) | (5,479,944) | (5,479,944) | | - | 22,688,555 | 46,389,757 |
| June | 25,793,296 | 35,346,600 | (19,601,746) | (58,162,623) | 6,191,550 | (22,816,023) | | - | 28,880,105 | 23,573,733 |
| **Totals** | **148,172,281** | **148,172,281** | **(153,704,371)** | **(184,362,585)** | **(5,532,090)** | | | **(172,611)** | **(72,538)** | |
| | | | | | | | | | | |
| **Bold = Actual** | | | | | | | | | | |
| | 44,450,485.21 | | (55,667,608.07) | | | | | | | |
| | | | | | | | | | | |
| GL Balance | General Fund | $ 11,418,408 | | | | | | | | |
| | TEC Fund | $ 765,591 | | | | | | | | |
| | | $ 12,183,999 | | | | | | | | |

**KANSAS CITY KANSAS COMMUNITY COLLEGE**
**Debt Summary**
**YTD November 2025**

| Debt Issuance | | Original Issue Date | Original Maturity Date | Original Principal Issued | Refinance Principal Issued | New Maturity Date | Balance 6/30/2025 | Payments FY26 Amount | Less Interest | Balance 6/30/2026 |
|---|---|---|---|---|---|---|---|---|---|---|
| COP-Capital Lease Oblig | [1] | 3/1/2014 | 5/1/2029 | $8,045,000 | $4,025,000 | 4/1/2026 | $680,000 | $700,740 | $20,740 | $0 |
| | [2] | 3/1/2020 | | | $11,095,000 | 4/1/2026 | $2,050,000 | $2,132,000 | $82,000 | $0 |
| | [3] | 3/1/2020 | | | $4,270,000 | 4/1/2029 | $3,270,000 | $562,035 | $82,035 | $2,790,000 |
| Revenue Bond Oblig | [4] | 1/27/2021 | 1/31/2053 | $19,840,000 | NA | NA | $19,530,000 | $875,781 | $685,781 | $19,340,000 |
| | | | | $27,885,000 | $19,390,000 | | $25,530,000 | $4,270,556 | $870,556 | $22,130,000 |

[1] Energy Efficiency Renovations
[2] Refinance of future payments of 2010 (Jewell Center Renovations), 2013 (Technical Education Center), and 2014 (Energy Efficiency Renovations) Series
[3] Refinance of future payments of 2010 (Jewell Center Renovations), 2013 (Technical Education Center), and 2014 (Energy Efficiency Renovations) Series
[4] Student Housing

| | Inflows | | Outflows | | |
|---|---|---|---|---|---|
| | **Description** | **Amount** | **Description** | **Amount** | |
| **July** | State Aid - Disbursement 1 | $ 624,598 | Insurance | ($940,308) | |
| | *CyberSecurity* | $ - | *(Annual Premium)* | | |
| | *Apprenticeships* | $ - | | | |
| | *Technology* | $ 28,062 | | | |
| | *Capital Outlay* | $ 596,536 | | | |
| | *Student Success* | $ - | | | |
| **August** | State Aid - Disbursement 1 | $ 4,564,979 | Rev Bond - P&I | ($534,316) | Housing bond = 1/2 interest + Principal |
| | *Tiered* | $ 2,078,366 | *(Principal and Interest)* | | |
| | *Non-tiered* | $ 2,486,614 | | | |
| **September** | Tax Distribution | $ 2,715,200 [1] | Financial Aid Refunds | ($3,150,000) | |
| | *Current Tax* | $ 842,700 | COP - Interest on Debt | ($126,605) | Series 2020 A & B = 1/2 Interest |
| | *Heavy Truck* | $ 1,000 | *(Certificates of* | | |
| | *Motor Vehicle* | $ 1,500,000 | *Participation)* | | |
| | *Commercial Motor Vehicle* | $ 14,000 | | | |
| | *Motor Vehicle Excise* | $ 20,000 | | | |
| | *RV* | $ 6,500 | | | |
| | *Delinquent* | $ 234,000 | | | |
| | *Industrial Revenue Bonds* | $ 97,000 | | | |
| | Financial Aid Draw | $ 3,200,000 [2] | | | |
| **October** | Tax Distribution | $ 801,157 | COP - Interest on Debt | ($10,370) | Series 2014 = 1/2 Interest |
| | *Current Tax* | $ (39,941) | | | |
| | *Motor Vehicle* | $ 603,725 | | | |
| | *Commercial Motor Vehicle* | $ 6,260 | | | |
| | *RV* | $ 1,621 | | | |
| | *Delinquent* | $ 229,492 | | | |
| | SB 155 Funding - Disb | $ 3,200,000 | | | |
| **November** | | | | | |
| **December** | | | | | |
| **January** | Tax Distribution | $ 28,037,500 | | | |
| | *Current Tax* | $ 26,200,000 | | | |
| | *Heavy Truck* | $ 6,000 | | | |
| | *Motor Vehicle* | $ 830,000 | | | |
| | *Commercial Motor Vehicle* | $ 24,000 | | | |
| | *Motor Vehicle Excise* | $ 17,000 | | | |
| | *RV* | $ 2,500 | | | |
| | *Industrial Revenue Bonds* | $ 588,000 | | | |
| | *Delinquent* | $ 370,000 | | | |
| | State Aid - Disbursement 2 | $ 4,574,277 | | | |
| | *Tiered* | $ 2,093,391 | | | |
| | *Non-tiered* | $ 2,480,886 | | | |
| **February** | Financial Aid Draw | $ 3,100,000 | Rev Bond - Interest on Debt | ($341,466) | Housing bond = 1/2 interest |
| | | | Financial Aid Refunds | ($2,650,000) | |
| **March** | Tax Distribution | $ 2,237,600 | COP - P & I | ($2,612,018) | Series 2020 A & B = 1/2 Interest + Principal |
| | *Current Tax* | $ 1,575,000 | *(Principal and Interest)* | | |
| | *Heavy Truck* | $ 1,600 | | | |
| | *Motor Vehicle* | $ 377,000 | | | |
| | *Commercial Motor Vehicle* | $ 109,000 | | | |
| | *RV* | $ 1,000 | | | |
| | *Delinquent* | $ 174,000 | | | |
| **April** | | | COP - P & I | ($690,370) | Series 2014 = 1/2 Interest + Principal |
| **May** | | | | | |
| **June** | Tax Distribution | $ 20,979,904 | | | |
| | *Current Tax* | $ 19,600,000 | | | |
| | *Heavy Truck* | $ 1,404 | | | |
| | *Motor Vehicle* | $ 985,000 | | | |
| | *Commercial Motor Vehicle* | $ 32,000 | | | |
| | *RV* | $ 4,500 | | | |
| | *Industrial Revenue Bonds* | $ 137,000 | | | |
| | *Delinquent* | $ 220,000 | | | |

[1] *Tax distributions total estimated revenue of $56,253,307. The breakdown by date is based on historical proportions of the funds distributed by the county.*

[2] *Financial aid disbursements are based on total estimated revenue and historical proportions for fall and spring semesters.*

# ELECTRICAL USAGE

| DATE | KWH | DOLLARS | CENTS PER KWH | | DATE | KWH | DOLLARS | CENTS 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 | 12.82 | | 2/28/2020 | 507,458 | $71,243 | 14.03 |
| 3/28/2019 | 554,141 | $78,123 | 14.10 | | 3/30/2020 | 488,515 | $73,813 | 15.10 |
| 4/29/2019 | 510,325 | $73,381 | 14.38 | | 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 | 14.62 | | 6/30/2020 | 412,142 | $61,005 | 14.80 |
| 7/31/2019 | 537,680 | $64,553 | 12.01 | | 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 | 13.86 | | 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 | 524,192 | $72,943 | 13.92 | | 12/30/2020 | 595,900 | $77,901 | 13.07 |
| year 2019 | 6,188,892 | $852,891 | 13.84 | | year 2020 | 5,355,424 | $789,932 | 14.94 |
| | | | | | | | | |
| 1/28/2021 | 581,940 | $75,663 | 13.00 | | 1/31/2022 | 678,586 | $89,277 | 13.15 |
| 2/25/2021 | 664,720 | $76,586 | 11.52 | | 2/25/2022 | 585,600 | $81,504 | 13.91 |
| 3/30/2021 | 568,580 | $73,401 | 12.90 | | 3/30/2022 | 624,643 | $80,879 | 12.94 |
| 4/29/2021 | 516,220 | $64,693 | 12.53 | | 4/28/2022 | 521,442 | $76,167 | 14.60 |
| 5/27/2021 | 446,300 | $57,583 | 12.90 | | 5/31/2022 | 527,597 | $74,075 | 14.04 |
| 6/29/2021 | 529,020 | $58,806 | 11.11 | | 6/29/2022 | 571,473 | $75,749 | 13.25 |
| 7/29/2021 | 484,980 | $61,788 | 12.73 | | 7/28/2022 | 453,355 | $70,775 | 15.61 |
| 8/31/2021 | 551,720 | $70,049 | 12.69 | | 8/30/2022 | 619,347 | $83,785 | 13.52 |
| 9/29/2021 | 521,420 | $68,641 | 13.16 | | 9/29/2022 | 511,384 | $83,310 | 16.29 |
| 10/31/2021 | 522,405 | $70,567 | 13.50 | | 10/28/2022 | 507,700 | $76,258 | 15.02 |
| 11/29/2021 | 570,895 | $74,484 | 13.04 | | 11/29/2022 | 591,378 | $83,176 | 14.06 |
| 12/31/2021 | 471,750 | $68,536 | 14.52 | | 12/29/2022 | 684,310 | $94,139 | 13.75 |
| year 2021 | 6,429,950 | $820,797 | 12.80 | | year 2022 | 6,876,815 | $969,094 | 14.18 |
| | | | | | | | | |
| 1/30/2023 | 640,596 | $88,908 | 13.87 | | 1/30/2024 | 706,704 | $88,655 | 12.54 |
| 2/27/2023 | 562,854 | $86,749 | 15.41 | | 2/28/2024 | 558,076 | $77,284 | 13.85 |
| 3/30/2023 | 590,439 | $87,449 | 14.81 | | 3/27/2024 | 525,846 | $77,390 | 14.72 |
| 4/27/2023 | 443,737 | $74,086 | 16.69 | | 4/29/2024 | 578,000 | $79,620 | 13.78 |
| 5/30/2023 | 549,246 | $80,597 | 14.67 | | 5/30/2024 | 499,863 | $71,411 | 14.29 |
| 6/29/2023 | 498,661 | $74,975 | 15.03 | | 6/28/2024 | 469,342 | $67,512 | 14.38 |
| 7/28/2023 | 481,387 | $71,925 | 14.94 | | 7/31/2024 | 530,807 | $75,798 | 14.28 |
| 8/30/2023 | 577,606 | $84,662 | 14.65 | | 8/29/2024 | 518,275 | $73,916 | 14.26 |
| 9/28/2023 | 494,051 | $73,800 | 14.93 | | 9/27/2024 | 492,424 | $76,554 | 15.55 |
| 10/26/2023 | 465,030 | $70,839 | 15.23 | | 10/30/2024 | 578,317 | $78,371 | 13.55 |
| 11/30/2023 | 612,477 | $83,090 | 13.56 | | 11/26/2024 | 488,946 | $73,237 | 14.98 |
| 12/27/2023 | 502,302 | $74,188 | 14.79 | | 12/30/2024 | 688,247 | $86,735 | 12.60 |
| year 2023 | 6,418,386 | $951,268 | 14.88 | | year 2024 | 6,634,847 | $926,482 | 14.06 |
| | | | | | | | | |
| 1/30/2025 | 671,765 | $85,030 | 12.66 | | | | | |
| 2/27/2025 | 583,566 | $75,970 | 13.02 | | | | | |
| 3/28/2025 | 460,038 | $69,253 | 15.05 | | | | | |
| 4/29/2025 | 505,068 | $75,182 | 14.89 | | | | | |
| 5/29/2025 | 484,191 | $70,334 | 14.53 | | | | | |
| 6/30/2025 | 514,080 | $72,394 | 14.08 | | | | | |
| 7/30/2025 | 666,514 | $84,766 | 12.72 | | | | | |
| 8/28/2025 | 640,773 | $82,926 | 12.94 | | | | | |
| 9/29/2025 | 590,423 | $79,539 | 13.47 | | | | | |
| 10/30/2025 | 587,567 | $79,854 | 13.59 | | | | | |
| 11/25/2025 | 458,326 | $71,928 | 15.69 | | | | | |

# December 2025 Board of Trustees Report
## By the Vice President of Marketing and Institutional Image
### Kris Green

## Executive Summary

The Vice President of Marketing and Institutional Image (VPMII) attended a variety of events this past month. She traveled to Dodge City Community College for the Kansas Community College Leadership Institute in December. She served as a liaison to the Community Engagement Committee of the Board of Trustees on December 8. Additionally, the VPMII attended the Heartland Holidays and All That Jazz Gala on December 12, where KCKCC President Dr. Greg Mosier received the Distinguished Community Member Award.

Video reels posted on Facebook increased by more than 210% from 288 in October to 863 in November. Views on the athletics Facebook account continued to grow, going from 69,800 to 88,100.

Website traffic to the Kansas City Kansas Community College (KCKCC) increased by more than 10,000 visits this month. The top five visited webpages in November were: degrees and certificates; search; 2025-2026 academic calendar; enrollment checklist; and Nursing program.

Media Services managed several live-stream events, including the KCKCC Board of Trustees Meeting, the M-PACT Vocal Festival, the President's Leadership Circle Breakfast, athletic events, and the men's and women's 2025 National Junior College Athletic Association (NJCAA) Plains District Soccer Championship.

Events and Scheduling hosted 43 external events and waived approximately $7,794.25 in fees for Wyandotte County residents and nonprofit organizations. KCKCC hosted elections on November 4 at the Dr. Thomas R. Burke Technical Education Center.

## Enrollment Marketing

Sponsorships are an important way KCKCC continues to reach prospective students and their families. Marketing sponsored "Navidando," a Telemundo Christmas giving program. This is the third year the college has sponsored the program. KCKCC has sponsored high school athletic programs for Turner High School, Leavenworth High School, and the USD 500 high schools.

## Graphic Design

Graphic design updated the KCKCC Brand Identity Guidelines, finalized the design for the KCKCC Fieldhouse northeast doors, and completed designs promoting programs and events for faculty and staff.

*2025 KCKCC Brand Identity Guidelines*



*KCKCC Fieldhouse Northeast Doors Design*

## Digital Design, Photography, and Video

Marketing oversaw the production and completion of the Audio Engineering program video and took photos during the video shoot to use in promotional materials. Multimedia design included digital advertisements for social media and the Leavenworth USD 453 district website, a video to share school success stories at the President's Leadership Circle event, and a student impact video for social media. Photography captured International Education Week activities, M-PACT Vocal Festival, President's Holiday Party, and updated construction photos of the Kansas City Kansas Community Education, Health and Wellness Center (KCKCEHWC).

*International Education Week*



*M-PACT Vocal Festival*

*KCKCEHWC Construction*



# Social Media

Overall views on KCKCC's Facebook page decreased slightly from 139,500 to 113,200, primarily due to the Thanksgiving holiday and no boosted posts during the month. However, views on videos/reels posted to the page increased by more than 210% from 288 in October to 863 in November. Views on the athletics Facebook account continued to grow, going from 69,800 to 88,100. The number of followers on the KCKCC Athletics Facebook page also continued to increase, ending the month with 1,170.

*KCKCC Athletics Highest Performing Post*
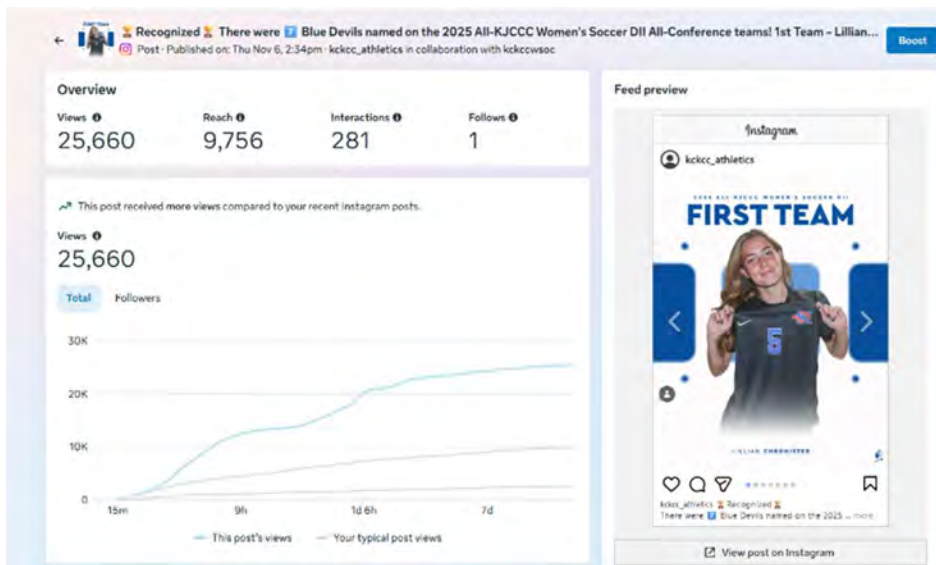
## *Highest Performing Post on KCKCC's Social Media Channel*
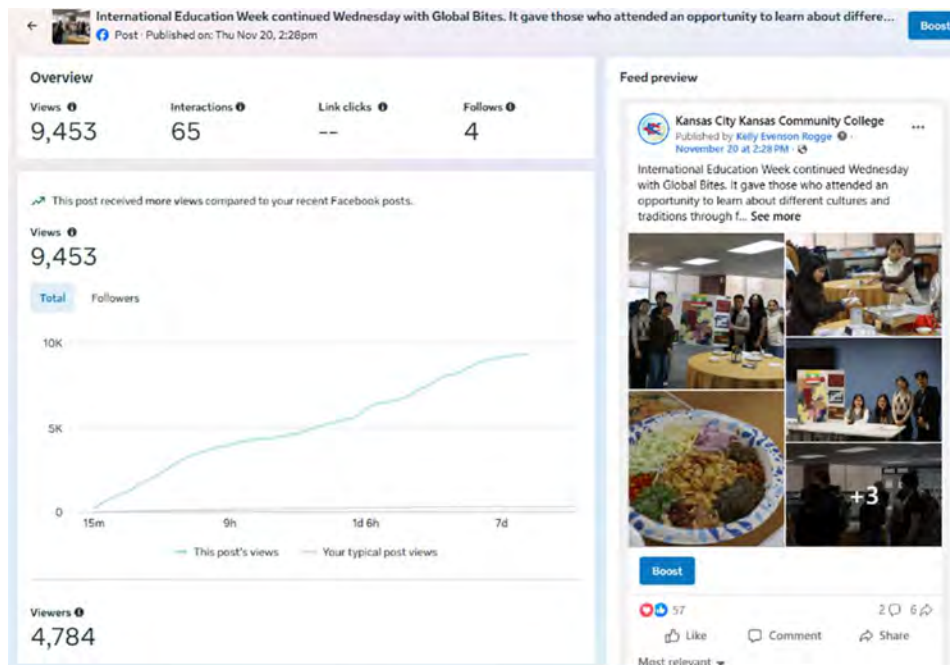


## *Culinary Arts Program Post*
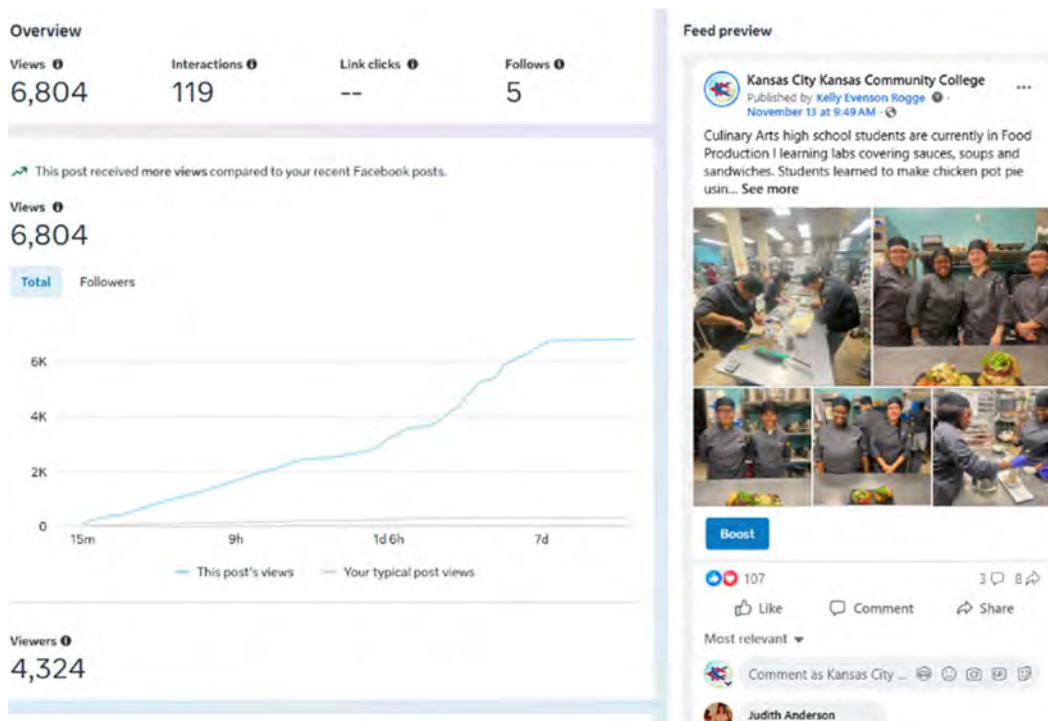
*Post Showing KCKCC Participation in the Leavenworth Veterans' Day Parade*
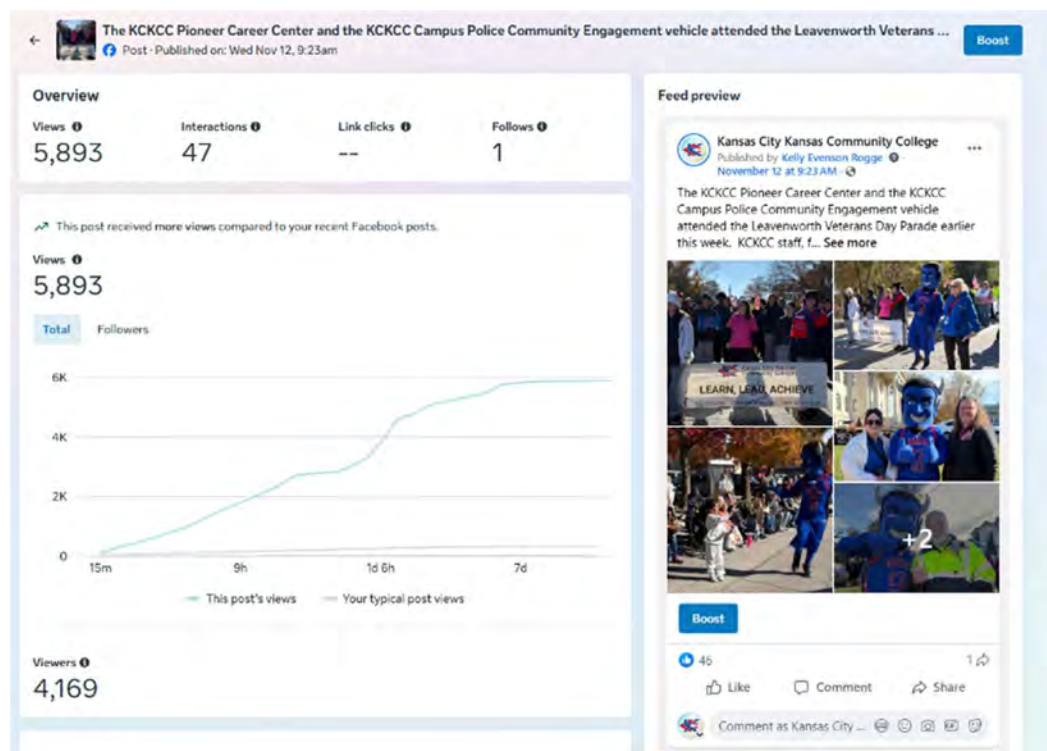


## Website and Content Creation

The Content Specialist collaborated with the High School Partnerships (HSP) Assistant Director and staff to compose content for HSP webpages that highlight the new partnership options, online form, and utilize the KCKCC homepage calendar to promote HSP town hall events. Marketing continued to enhance the integrity and consistency of information across kckcc.edu by proactively identifying and resolving inaccuracies, inconsistencies, or conflicts. The Content Specialist contacted the relevant subject matter experts or departments to verify facts and resolve discrepancies.



Total Users to kckcc.edu

| | Jan. | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 2023 | 48,266 | 48,905 | 43,393 | 44,073 | 44,057 | 36,212 | 40,436 | 50,656 | 36,634 | 37,767 | 35,145 |
| 2024 | 42,722 | 37,702 | 36,829 | 40,475 | 38,506 | 31,572 | 32,246 | 43,790 | 36,729 | 36,895 | 32,379 |
| 2025 | 44,193 | 49,591 | 51,090 | 46,437 | 51,631 | 42,359 | 38,477 | 53,143 | 50,186 | 57,817 | 44,708 |
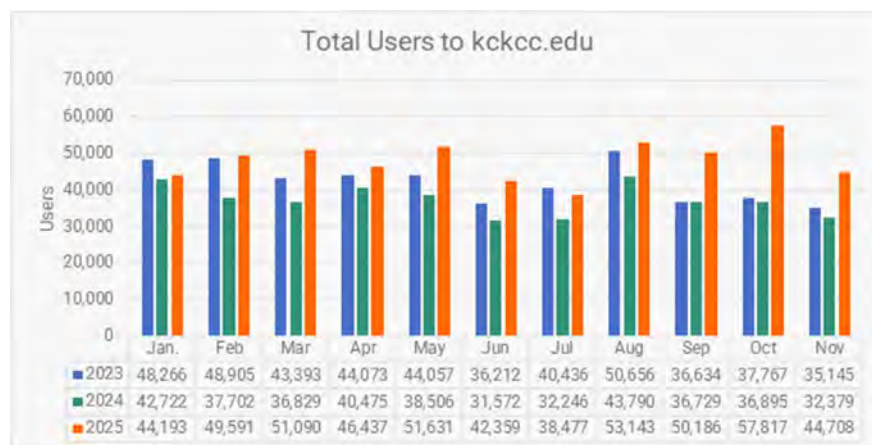
The top five most visited webpages for November:

- Degrees and Certificates
- Search
- 2025-2026 Academic Calendar
- Enrollment Checklist
- Nursing Program

## Support Services

Media Services supported multiple meetings and events. Equipment setup and recording included the KCKCC Board Finance Committee Meeting. Live-stream and recording included the KCKCC Board of Trustees Meeting, the M-PACT Vocal Festival, athletic events, the President's Leadership Circle Breakfast, and the men's and women's 2025 National Junior College Athletic Association (NJCAA) Plains District Soccer Championship. Media Services played two KCKCC program videos during halftime of the women's championship game. Technical issues prevented the program videos from playing during halftime of the men's championship game.

Print Shop completed 56 projects, which included the "School House Rock" play program, the Athletics Hall of Fame program, items for the Blue Devil Café Open House event, and 36 projects for faculty.

Events and Scheduling hosted 43 external events and waived approximately $7,794.25 in fees for Wyandotte County residents and nonprofit organizations. KCKCC hosted elections on November 4 at the Dr. Thomas R. Burke Technical Education Center.

# Policy: 1.13

## College Operating Hours

**Purpose**

To establish standard operating hours for each Kansas City Kansas Community College (KCKCC) location.

**Policy Statement**

College Operating Hours
KCKCC Main Campus normal hours of operation are 8:00 a.m. to 4:30 p.m., Monday through Friday.

KCKCC Thomas R. Burke Technical Education Center normal hours of operation are Monday through Thursday 7:30 a.m. to 6:00 p.m. and Friday 7:30 a.m. to 5:00 p.m.

KCKCC Pioneer Career Center normal hours of operation are Monday through Thursday 7:00 a.m. to 9:00 p.m. and Friday 7:00 a.m. to 5:00 p.m. The office is open Monday through Thursday 8:00 a.m. to 6:00 p.m. and Friday 8:00 a.m. to 5:00 p.m.

Summer hours may differ.

Expectation of Business Hours
Some departments offer extended business hours based on services provided. Departments operating with extended hours must keep business hours up to date on their departmental page of the KCKCC website.

Employees are expected to work regular college operating hours unless otherwise assigned. See Policy 5.06 for additional information.

All locations are expected to be operational within the hours identified above. Changes to location-specific operational hours require presidential approval.

Revision Approved:  06/18/2019
Board Updated: XX/XX/XXXX

MASTER CONTRACT

Between

THE BOARD OF TRUSTEES

Kansas City Kansas Community College

and THE FACULTY ASSOCIATION OF KNEA

Kansas City Kansas Community College

07/01/202~~4~~5 – 06/30/202~~5~~6

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# Table of Contents

# Article I. Definitions

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

# Article II. General Provisions

A.  **Contract Reference and Term**. The agreement set forth herein shall be included by reference in the contracts of all professional employees employed by the Kansas City Kansas Community College. This agreement shall be made part of the professional employee's individual comprehensive contract with the same force and effect as though fully set forth therein; and it shall remain in full force and effect from and after July 1, ~~2024~~2025, to June 30, ~~2025~~2026.

B.  **Savings Clause**. If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed valid or subsisting, except to the extent permitted by law, until such time as a higher authority overturns the decision of a lower court, at which time such provision or applications shall continue in full force and effect.

C.  **Successor Agreement Clause**. The Board and the Faculty Association agree that this agreement shall be binding on their successors, if any, during the term of this agreement.

D.  **General Provisions**. Should any agreement in the Master Contract be inconsistent with the Policy Manual, the manual will be superseded by the Master Contract.

E.  **Distribution**. Upon execution of the Master Contract, the Board will have a copy of it made available to each professional employee within thirty days in digital or hardcopy format.

F.  **Amendment to Agreement.** This Agreement may be altered, changed, added to, deleted from, or modified only through the voluntary mutual consent of the parties in written and signed amendment to this Agreement.

G.  **Negotiations Procedures.** Parties shall negotiate a procedure which shall be agreeable to both sides to facilitate negotiations.

H.  **Memoranda of Understanding.** An agreement between the Board of Trustees of Kansas City Kansas Community College and the KCKCC Faculty Association/KNEA.

# Article III. Academic Freedom Statement

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

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

# Article IV.   Leaves and Absences from Campus

**A.**   Absences from Campus

1.   Professional Employees must notify the Dean of their Division, when possible, if they are to be absent from campus.

2.   In case of illness, notification should be given to the Professional Employee's Dean at least one hour prior to the beginning of the first class to be missed.

3.   Absences should be submitted online to the Professional Employee's supervisor. If not submitted before the absence, it should be submitted as soon as the Professional Employee returns to work.

4.   For the purposes of leave deductions, Professional Employees that are absent from work for a full work week will be required to submit 35 hours of leave.

**B.**   Leaves

1.   **Community Engagement Leave**: Community Engagement leave can be taken by Professional Employees that want to volunteer to support eligible programs or agencies that focuses on enriching the lives of members in the community. An eligible organization is defined as a non-profit organization, governmental organization, health care facility or public charity.

2.   KCKCC will grant eight (8) hours per contract year for the purposes of participating in volunteer activities.   The leave can be taken in one full day or two half days. Leave that is not used by June 30th of each fiscal year is forfeited and will not be carried into the next calendar year. Unused leave will not be paid out upon separation of employment. The leave does not vest

3.    In the event of a request for consideration of any leave of this nature, each leave shall be considered on the basis of its individual merit, with the final decision resting with the Professional Employees immediate supervisor.

4.    The immediate supervisor has the discretion to deny approval of the requested leave if it inters with the business needs of the department.

5.    **Emergency Leave**. Subject to the approval of the President or his/her designee, a maximum of five days' absence without deduction in pay for each event during any academic year shall be allowed for reasons of death or critical illness in the immediate family. Whenever possible, requests for approval of an absence under emergency leave provisions shall be made prior to the absence.

    a.    Emergency leave time shall not accumulate.

    b.    As used herein, "immediate family" shall be used to designate the professional employee's spouse, children, parents, grandparents, brothers, sisters, aunts, uncles, or anyone of like relationship by marriage, or any person living in the household of the faculty members.

    c.    In the event of controversy, the final decision on cases involving emergency leave as rendered by the President or his/her designee may be appealed to the Board of Trustees.

    d.    Emergency leave with pay shall be limited to a total of fifteen (15) days in any academic year.

6.    **Personal Leave**. Professional employees shall be granted up to three (3) days personal leave per year subject to the following provisions:

    a.    Notice of personal leave shall be made in advance of or on the day of leave. If the request is not submitted in advance or on the day of the leave, the request must be submitted within 48 hours after the employee returns to work and shall be submitted online to the professional employee's immediate supervisor for approval.

    b.    Professional employees shall not be required to state reasons for requesting personal leave.

    c.    Personal leave time may be denied if the professional employee's absence will directly interfere with the operation of the College during the time requested.

    d.    Personal leave time for 182-day faculty may be taken in 0.5 hour increments.

    e.    Personal leave time for 212-day faculty may be taken in 0.5 hour increments.

7.  **Professional Leave**. Membership in professional organizations is recommended.

    a.  Professional employees who attend meetings as school representatives will be reimbursed for expenses incurred.

    b.  Professional employees who attend meetings of professional organizations will be granted time off without loss of pay, provided that their request is approved prior to the meeting by their immediate supervisor.

    c.  Professional leave time may be denied if the professional employee's absence will directly interfere with the operation of the College during the time requested.

8.  **Birth or Care of a Child.** This leave shall be granted for the birth, adoption or foster care of a child and must be taken within the twelve (12) month period following the birth, adoption or placement of a child. Birth or Care of a Child leave is a leave without pay as permitted under the Family Medical Leave Act of 1993. However, Professional Employees are required to use any other available paid or unpaid leave concurrently with Birth or Care of a Child Leave.  This includes sick, personal or vacation leaves. All available paid leave is to be exhausted prior to having unpaid time-off under and approved Birth or Care of a Child leave.

    a.  If a 182 or 212-day instructional, professional employee requests Birth or Care of a Child leave, the Professional Employee should submit their request in writing to the immediate supervisor and Human Resources. Notice should ordinarily be provided at least 30 days in advance of the requested leave. Once approved, suspension of responsibilities shall begin upon the date medically determined or at the time agreed upon by the employee and the immediate supervisor and Human Resources.

    b.  Benefit accruals, such as personal, sick or holiday benefits will be suspended during the unpaid portion of the leave. Employees will remain active in the group health insurance program. KCKCC will continue to pay the percentage of premiums normally paid for KCKCC and they will be responsible for continuing to pay the regular portion of the premiums for group health insurance coverage.

    c.  The length of the leave is to be agreed upon by the professional employee and the immediate supervisor but shall not exceed 318 days (the time equivalent of three semesters).

    d.  Upon completion of Birth or Care of a Child leave, the professional employee will be placed on the salary schedule at the next level above that which was applicable during his/her last full-time employment. No

7

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

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

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

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

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

a.   After the first academic year of employment, the full annual sick leave (ten (10) days for 182-day contract and eleven (11) days for 212-day contract) will be credited on July 1st and be available to the professional employee for use.

b.   Sick leave shall accrue from year to year without limitation.

c.   Days of accumulated sick leave credited to a professional employee under the previous sick leave policy of the college shall remain to the credit of the professional employee.

d.   Unless taken as intermittent leave under the FMLA, sick leave must be taken in no less than 0.5 hour increments per event. When sick leave is taken in connection with FMLA Intermittent leave, the amount of leave actually taken by the employee to address the circumstances that precipitated the need for the leave will be deducted from the employee's sick leave entitlement.

e.   182-day professional employees employed for the summer session are entitled to one (1) day of sick leave without loss of pay in the case of illness. Summer sick leave days shall accrue to the total accumulative sick days at the first reporting day of the academic year.

f.      Sick leave may be used for any temporary disability due to a maternity condition.

g.      Professional Employees shall not be required to provide an explanation of the illness for which sick leave is requested. However, Professional Employees may be requested to provide a statement of health condition and/or physicians verification that they may safely return to work after three (3) consecutive days of absence on sick leave.

h.      In keeping with the FLSA compliance requirements, a professional employee who is absent for less than a full day due to sickness will still be paid the employee's regular salary even if the employee has a negative leave balance. If the professional employee has a negative leave balance and does not work any portion of their regular day due to illness, the professional employee will not receive their regular salary.

10.   **Sabbatical Leave**. A professional employee will be eligible for consideration for a sabbatical leave after six years of full-time continuous service.

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

a.      Compensation for a one-year sabbatical shall be one-half (.5) the annual contract rate based on his/her class and step. Professional employees on a one semester sabbatical shall receive one-half (.5) of the annual contract rate based on the instructor's class and step. No sabbatical leave shall extend beyond two semesters. If the professional employee on leave accepts gainful employment during the leave period, the amount of compensation received shall be deducted from the one semester's pay.

b.      The number of professional employees that may be on sabbatical leave is limited to three per academic year with no more than two on sabbatical during a single semester.

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

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

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

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

1) Return for only one full semester - three-fourths (3/4) of the total sum;

2) Return for only two full semesters - one-half (1/2) of the total sum;

3) Return for only three full semesters - one-fourth (1/4) of the total sum.

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

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

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

e. If approved, a more detailed educational plan shall be submitted at a time designated by the Vice President of Academic Affairs, prior to the regularly scheduled meeting of the Board of Trustees in which action on the sabbatical leave request is to be considered. If approved by the Board, a contract would be proffered containing the specific terms of the program, compensation, and return agreement, etc.

f. The Board shall reserve the right to deny all applications for sabbatical leave either because of budget limitations or if the proposed study is not deemed to be of sufficient value to the institution to warrant the additional cost. The operational efficiency of the remaining or available staff in the division would also have to be considered.

g.  Upon the Professional Employee's return to duty, he/she shall submit to the Vice President of Academic Affairs, the President or the professional employee's Dean, a full written report on sabbatical leave regarding the use of sabbatical leave and/or record of his/her activities during the period of the leave.

h.  Upon returning to full-time professional assignments after completion of the sabbatical period, the Professional Employee will be placed on the salary schedule at the next level above that which was applicable during his/her last full-time employment. Such Professional Employee will be placed in the appropriate class on the salary schedule.

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

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

## C. Other Leaves and Absences

1. Any Professional Employee desiring leave for reasons other than the above mentioned should apply in writing to the Board of Trustees through the President of the College.

2. In addition to their regular assignment, Professional Employees are expected to participate in various service and development days. The required hours of service for each activity are listed below.
   a.  Welcome Week activities
      1)  Convocation and VPAA meeting day – 7 hours
      2)  Assessment day – 7 hours
      3)  Professional development day – 7 hours

b. Division, department, and advisory board meetings (outlined by appropriate dean or department leader) -- based on scheduled meeting duration.

c. Blue Devil Faculty Academy (new faculty) – based on scheduled session duration.

d. Graduation activities – 3.5 hours per Commencement ceremony; 1 hour per program pinning.

# ARTICLE V. Just Cause and Representation

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

# Article VI. Grievance Procedure

A. **Purpose**. The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to problems arising from a complaint by a Professional Employee or group of professional employees based on an alleged violation, misinterpretation or misapplication by the administration of a negotiated contract or agreement, a board policy, administrative regulation or practice affecting the condition of employment. This procedure shall not apply to disputes between or among faculty members, which shall be handled by the Faculty Senate. Moreover, it is not the intent of the parties that disputes alleging unlawful discrimination be resolved through the grievance procedure. Such matters shall be resolved in accordance with the College's nondiscrimination policies. However, challenges via the grievance process to the severity of the discipline imposed by the College President in response to a finding that a faculty member has violated the College's policy prohibiting unlawful discrimination may be submitted to the Board of Trustees. In connection with such a challenge, the accused faculty member may be represented by legal counsel or a Faculty Association representative.

B. **Steps in Procedure**. The period to file a grievance or initiate the Informal Grievance Procedure will be within thirty (30) days of the incident.

C. **Number of Days.** All reference to number of days in this procedure shall be determined to mean working school days for Professional Employee.

D. **The Levels in the Grievance Procedure.** The levels in the grievance procedure will be the following:

1. **Informal Grievance Procedure:** Conference between the aggrieved and the administration, specifically the person against whom the grievance is being brought. If the grievance cannot be solved through the informal grievance procedure, as indicated by written notice from either party to the other, then the aggrieved shall proceed to the Formal Grievance Procedure.

2.    **Formal Grievance Procedure**

a. **Level One: Faculty Association**
   i.   If the aggrieved person is not satisfied with the disposition of his/her grievance at the Informal Grievance Procedure level, he/she may file the grievance with the Association or its designee for transmittal within five (5) days of the conclusion of the Informal Grievance Procedure to the Faculty Unit Grievance Committee, appointed by the Faculty Association.

   ii.  Within five (5) days after receipt of the written grievance by the Faculty Association Grievance Committee, the Faculty Association Grievance Committee will meet with the aggrieved person and his/her representative from the association to determine if the association should pursue the grievance. The Faculty Association Grievance Committee shall submit its recommendation in writing to the aggrieved person and the Association within ten (10) days of the last meeting on the matter.

   iii. If the association determines to pursue the grievance, the Formal Grievance process then advances to the next appropriate level. If the association determines not to pursue the grievance, the aggrieved person can still move to the next appropriate level of the Formal Grievance Procedures. A grievance against Vice Presidents or Chief Officers shall commence at Level Three. A grievance against the President shall commence at Level Four. A grievance against the Board of Trustees shall commence at Level Five.

b. **Level Two: Administrator against whom the grievance is to be brought**
   i.   If the aggrieved person is not satisfied with the disposition of his/her grievance in Level One, the grievance should be filed in writing simultaneously with the Association, or its designee, and the Administrator.
   ii.  Within five (5) days after receipt of the written grievance by Administrator, the Administrator will meet with the aggrieved person and his/her representative of the Association in an effort to resolve it. After the meeting between the aggrieved and the Administrator, the Administrator shall submit his/her decision in writing to the aggrieved person and the Association within ten (10) days after the meeting.

c. **Level Three: Vice President or Chief Officer**
   i.   If the aggrieved person is not satisfied with the disposition of his/her grievance at Level Two, he/she may file the grievance with the Association or its designee for transmittal within five (5) days to the appropriate vice president.

   ii. Within five (5) days after receipt of the written grievance by the Vice President or Chief Officer of the College, the Vice President or Chief Officer of the College will meet the aggrieved person and his/her representative from the Association in an effort to resolve it. The Vice President or Chief Officer of the College shall submit his/her decision in writing to the aggrieved person and the Association within ten (10) days of the last meeting on the matter.

### d. Level Four: President

   i. If the aggrieved person is not satisfied with the disposition of his/her grievance at Level Three, he/she may file the grievance with the Association or its designee for transmittal within five (5) days to the President of the College.

   ii. Within ten (10) days after receipt of the written grievance by the President of the College, the President of the College will meet the aggrieved person and his/her representative from the Association in an effort to resolve it. The President of the College shall submit his/her decision in writing to the aggrieved person and the Association within ten (10) days of the last meeting on the matter.

### e. Level Five: Board of Trustees

   i. If the aggrieved person is not satisfied with the disposition of his/her grievance at Level Four, he/she may file the grievance with the Association or its designee for transmittal within five (5) days to the Board of Trustees.

   ii. Upon receipt of the written grievance, the Board shall meet at its next regularly scheduled Board meeting with the aggrieved person and his/her representative from the Association in an effort to resolve it. If the grievance to the Board is submitted in less than ten (10) days of the next regularly scheduled Board meeting, the Board will meet with the aggrieved person and his/her representative at its following regularly scheduled Board meeting. The Board shall submit its decision in writing to the aggrieved person and the Association within ten (10) days of the meeting.

## E. Rights of Professional Employees to Representation.

1. No reprisals of any kind will be taken by the Board of Trustees or by any member or representative of the administration against any aggrieved person, any party in interest, any Grievance Representative, or any other participant in the grievance procedure by reason of such participation.

2. A Professional Employee may be represented at all stages of the grievance procedure by himself/herself or, at his/her option, by a Grievance Representative

selected by the Association. If a Professional Employee is not represented by the Association, the Association shall have the right to be present and to state its views at all stages of the grievance procedure.

## F. Miscellaneous

1. Documentation. At every level of the grievance, the transfer of documents must be acknowledged by the recipient with his/her signed and dated receipt. This may be accomplished in person, by either party's designated agent, or by Certified US Mail with Signature Receipt.

2. Time Limits. The number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement in writing and signed by both parties. Time limits will not become effective during the period that the administrator is either on sick leave or on professional leave conducting college business. The time limit will commence upon the administrator's return to campus.

3. Year-End Grievance. In the event a grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the academic year and if left unresolved until the beginning of the following school year could result in irreparable harm to a party in interest, the time limits set forth herein shall be reduced so that the grievance procedure may be exhausted prior to the end of the school year or within a maximum of 30 (thirty) days thereafter.

4. If, on levels one through four, no written decision is presented within the time allotted after the grievance hearing, such failure to act shall be considered a non-decision and the grievance will automatically advance to the next step. If, on levels one through four, the grievant and/or his/her representative fails to advance the grievance in a timely manner, the grievance shall be terminated.

5. If the Board of Trustees does not present a written decision within the time allotted after the grievance hearing, such failure to act shall be an admission that the grievance was justified and the aggrieved person shall receive the remedy he/she is seeking.

6. If, in the judgment of the Association, a grievance affects a group or class of Professional Employees, the Association may initiate and submit such grievance in writing to the Vice President of Academic Affairs directly and the processing of such grievance will be commenced at Level Three. The Association may process such a grievance through all levels of the grievance procedure even though there is no individual aggrieved person who wishes to do so. Upon written request from two or more Professional Employees, the Association must initiate a grievance under the terms of this clause.

7. Decisions rendered at Levels Two through Four of the grievance procedure will be in writing setting forth the decision and the reasons therefore and will be transmitted promptly to all parties in interest and to the Association or its designee.

8.  When it is necessary for a Grievance Representative, or other representative designated by the Association to investigate a grievance or attend a grievance meeting or hearing during the school day, the representative, upon notice to his/her immediate superior by the Association or its designee, will be released without loss of pay in order to permit participation in the activities as described above. Any employee whose appearance in such investigations, meetings, or hearings as a witness is necessary will be accorded the same right.

9.  All documents, communications, and records dealing with the processing of a grievance will be filed in a separate grievance file and will not be kept in the personnel file of any of the participants.

10. Forms for filing grievances, serving notices, taking appeals, making reports and recommendations, and other necessary documents will be prepared jointly by the Board and the Association and given appropriate distribution by the Association as to facilitate operation of the grievance procedure. The cost of preparing such forms shall be borne by the Board.

# Article VII. Travel Pay

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

# Article VIII. Severance Pay

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

# Article IX. Professional Workload

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

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

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

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

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

Professional Employees are required to provide 10 (ten) hours of service to the College each week. The Professional Employee and their supervisor will determine the schedule for these hours.

These service hours must be distributed over at least three (3) days, as follows:
- Six (6) scheduled hours for student office hours
- Two (2) scheduled hours for service to students and/or the College
- Two (2) unscheduled hours for service to students and/ or the College

17

Student Office Hours
Professional Employees teaching at locations other than the main campus may hold their student office hours at their instructional sites for the benefit of the students. Those teaching online courses must conduct at least 50% of their required service hours at a KCKCC location.

Maintaining the scheduled student office hours should be a priority. However, these hours shall not prevent the Professional Employee's participation in campus-based activities. In the event a Professional Employee wishes to participate in a campus-based activity that requires them to miss their scheduled office hours, they should inform their supervisor and students.

Service to Students and/or the College
Examples of service to the College include, but are not limited to, serving on search committees, engaging in relevant community service, conducting peer observations, providing additional office hours for students, and attending meetings related to the Professional Employee's job.

Additional Service Hours
For every three (3) semester hours, or fraction thereof, above 15, Professional Employees are required to provide one (1) additional service hour per week. Those who regularly travel or supervise student performances for their assigned duties may work with their supervisor to schedule these hours to best meet student needs.

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

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

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

Normal full-time workload for the Nursing Professional Employees shall consist of up to fifteen (15) contact hours of didactic and clinical instruction

(institution/simulation/community setting) with student groups, in addition to at least ten (10) clock hours per week of service hours as previously described. Any exception to this workload must be mutually agreed to by the Professional Employee, the Dean of Health Professions and the Vice President of Academic Affairs.

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

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

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

Unless a waiver is granted, the minimum class size is 10 students. For auditioned ensembles, career and technical classes that lead to an AAS or certificate, and corequisite developmental education classes, the minimum class size is 8 students.

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

The maximum class size for any developmental education course at KCKCC will be 16.

B. **Coordinators' Workload**

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

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

**Vocational Coordinator Accreditation Release Chart**

| A. | Flat Accreditation Release Per Semester | Reassigned Time per semester |
|---|---|---|
| | Program Accreditation required | 2 credits |
| | Program Accreditation not required | Up to 1 credit |
| B. | Semester Prior to Accreditation Visit | |
| | Program Accreditation required | 3 credits |
| | Program Accreditation not required | Up to 2 credits |
| C. | Semester After Accreditation Visit | |
| | Program Accreditation required | Up to 2 credits (depending on visit outcomes) |
| | Program Accreditation not required | Up to 2 credits (depending on visit outcomes) |
| D. | Semester of Visit. Same as A. or B. | VPAA Approved Rate |

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

## C. Adjunct Coordinators

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

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

## D. 212 Day Non-teaching Professional Employee Workload

The 212-day Professional Employee shall be required to work no more than 212 days during the July 1 - June 30 contract year. The employee shall work with the supervisor to determine the work schedule. Requests for leave shall not be unreasonably denied. A Professional Employee starting employment after the commencement of the regular 212 contract periods will be expected to work a prorated number of days and shall receive prorated pay based on the number of working days remaining in the fiscal year.

20

Each individual on a 212-day contract shall work with their immediate supervisor to determine non-assigned time for the year. Upon request, the individual may receive one block of non-assigned time that is up to two weeks in length and two blocks of non-assigned time that are up to one week in length. The maximum length for any block of non-assigned time is two weeks. An individual starting employment after the commencement of the regular 212-day contract period will receive prorated blocks of non-assigned time based on the percentage of working days remaining in the fiscal year.

When the college is open five days per week, 212 day employees shall work a 35- hour week across five (5) days, or for an equivalent period, as approved by the immediate supervisor. When the college is open four days per week, 212 day employees shall work a 28-hour week across four (4) days, or for an equivalent period, as approved by the immediate supervisor.

## E. Special Assignments

If a Professional Employee has a teaching load below thirty (30) credit hours or its equivalent for both semesters, the Professional Employee may be assigned up to thirty (30) clock hours per semester. The Division Dean and the instructor may mutually arrange for the Professional Employee to perform assignments which will be in the area of the professional employee's expertise where the College has a need. Such assignment shall be assigned on a non-discriminatory basis. A copy of the work schedule as approved by the Division Dean shall be provided for the Vice President of Academic Affairs prior to the commencement of the assignment.

For each credit hour equivalency, the Professional Employee may be assigned up to thirty (30) clock hours per semester.

## F. Professional Service

Professional Service includes: classroom instruction, office hours, division meetings, in-service programs, assessment/advisement, and institution-related service. The duty day shall not exceed twelve (12) hours without written consent of the professional employee and administration. Time between days shall not be less than twelve (12) hours without written consent of the Professional Employee and administration. The duty day is the time from first instructional responsibility until the last instructional duty is finished.

## G. Outside Employment

Professional Employees will be expected to devote full-time to their positions with the college. No outside employment will be allowed which will interfere or conflict with the Professional Employee's scheduled classroom work or office hours, or any other college required schedules, or be considered a professional conflict of interest.

## H. Work Week

No Professional Employee shall be required to work more than five (5) days during any one calendar week.

**I. Academic Calendar**

The academic calendar shall be mutually developed by the Vice President of Academic Affairs and Faculty Senate and presented to the Board for approval. Parameters will be worked out prior to developing the calendar. A target date for completing the calendar will be December 1.

Professional employees are expected to participate in programming scheduled during Welcome Back/Convocation week. These weeks are scheduled one (1) week prior to the start of classes. In the Fall semester, the Wednesday, Thursday, and Friday prior to the start of Welcome Week, 182 professional employees will be available to check email and respond/reply within 24 hours and/or respond/reply to a phone call/text during regular business hours. Every effort should be made to return calls/texts on the same business day if prior to 2 pm; otherwise, every effort should be made to return calls/texts prior to 2 pm the following business day.

In the Spring semester, the Thursday and Friday prior to Welcome Week, 182 professional employees will be available to check email and respond/reply within 24 hours and/or respond/reply to a phone call/text during regular business hours. Every effort should be made to return calls/texts on the same business day if prior to 2 pm; otherwise, every effort should be made to return calls/texts prior to 2 pm the following business day.

For the week before Welcome Week each semester, 212 teaching professional employees shall be exempt from the requirement for scheduling 21 hours per week on campus.

Professional employees in their first three years (probationary) may be required to be in attendance during those days that occur prior to Welcome Week. In the event a non-probationary professional employee's presence is required during those days that occur prior to Welcome Week, attendance may be required with approval of both the Vice President of Academic Affairs and KNEA President.

**J.   Release Time for Faculty Association President, Faculty Senate President and College Senate President**

The elected President of the Faculty Association, the College Senate and the Faculty Senate shall each receive three (3) credit hours per semester as part of their normal workload for duties related to their respective positions.

The elected presidents of both the Faculty Senate and the College Senate, when the College Senate President is a member of the faculty, will be members of the President's Extended Cabinet and each will be considered service hours for serving on the PEC.

The past president of the Faculty Senate will serve as an ex officio of the President's Extended Cabinet and this will be considered service hours for serving on the PEC.

# Article X. Professional Employee Evaluation

a) Kansas state statute governs policies for Professional Employee performance evaluations.

b) Kansas City Kansas Community College (KCKCC) is committed to a faculty evaluation process that fosters continuous improvement, high quality instruction, and beneficial support services for students.

c) KCKCC believes our Professional Employees strive for excellence, and the Professional Employee evaluation process is an opportunity to showcase their work both in and out of the classroom. While similar in purpose, the information required to complete an informative evaluation process will vary based on Professional Employee classification. To that end, the performance evaluation process supports the diverse and complex nature of varying Professional Employee roles by utilizing multiple instruments for evaluation.

d) The Professional Employee evaluation process is conducted between the Professional Employee member and the evaluating supervisor. A Professional Employee member can request to include the appropriate Vice President, either the Vice President of Academic Affairs (VPAA) or Vice President of Enrollment Management and Student Affairs Services (VPEMSSA), in this evaluation process.

e) The following instruments may be utilized in the evaluation process and are maintained within the KCKCC Faculty Handbook. In the event an approved instrument requires modification, these changes must be mutually agreed upon by the Association President and the VPAA or VPSAVPEMSS, as appropriate.
   a. Student surveys
   b. Communication samples
   c. Observation by the evaluating supervisor and/or peer
   d. Assessment reflection
   e. Service to KCKCC
   f. Self-selected instruments
      1. Observation of Peer
      2. Observation by External Partner
      3. Work Samples
      4. Professional Development Plan
      5. Specialized Non-instructional Professional Employee Assessment
      6. Other self-developed assessment tool

f) Portfolio Assessment:
   a. A portfolio will be submitted by the Professional Employee during each evaluation year. The complete timeline for portfolio submission is outlined in the KCKCC Faculty Handbook.
      1. Probationary Professional Employees will submit a portfolio and complete the summative evaluation process in Year 1, Year 2, and

23

Year 3 of professional employment. The portfolio will contain the following items:

    a. Student surveys (administered each semester in each section taught)
    b. Communication samples
    c. Observation by the evaluation supervisor
    d. Observation by a peer
    e. Assessment reflection
    f. One or more self-selected evaluation instruments

2. Non-probationary Professional Employees will upload documents to submit a final portfolio and complete the summative evaluation process every three years (Year 6, Year 9, etc.). The portfolio will contain the following items:

    a. Student surveys (administered each semester in each section taught)
    b. Communication samples
    c. Observation by the evaluating supervisor or peer
    d. Assessment reflection
    e. Service to KCKCC
    f. Two or more self-selected evaluation instruments

g) A Professional Employee has the right to prepare an alternative written summary to the original appraisal. This response will be attached to the original appraisal report and placed in the Professional Employee's personnel file.

h) In accordance with Kansas law, written notice to terminate the contract of a probationary Professional Employee shall be served by the Board upon the Professional employee on or before the third Friday in May.

i) All Professional Employees will have the opportunity to complete an annual feedback form for their respective supervisors. The instrument for this feedback is in the Faculty Handbook.

j) All evaluation documents and responses by Professional Employees are to be maintained in a personnel file for Professional Employees for a period of not less than 3 years from the date each evaluation is made.

k) Procedures and techniques used in the performance appraisal of counselors shall conform to the ethical and privacy standards accepted within the profession.

l) When there is significant concern related to a Professional Employee's performance, the evaluating supervisor will alert Human Resources and the VPAA or ~~VPSA~~ VPEMSS that an off-cycle evaluation will be initiated. The process and instruments utilized will be reviewed with the Professional Employee prior to initiation of the off-cycle evaluation.

m) All instruments utilized for Professional Employee evaluation will be mutually agreed upon by representatives of the Faculty Association and administration. In the event an approved instrument requires modification, these changes must be mutually agreed upon by the president of the Faculty Association and the appropriate Vice President, VPAA or ~~VPSA~~VPEMSS.

24

# Article XI. Contract Release and Liquidated Damages

If a Professional Employee does not intend to extend their contract for the following academic year, written notice shall be provided to the Human Resources office on or before the 14th calendar day following the third Friday in May. Following this date, the Professional Employee will be considered under contract for the following academic year.

If a Professional Employee desires a release from his/her contract after the 14th calendar day following the third Friday in May, but prior to the first reporting day of the school year, said Professional Employee shall request such release by written request to the Board of Trustees through the office of the President. The Board of Trustees may, but shall not be obligated to, grant said release. In the event the Board of Trustees shall grant said release, the Professional Employee shall pay to the College such sums of money as the Board of Trustees shall determine under the circumstances of the case, but in no event shall said sum exceed five hundred ($500.00) dollars.

In the event a Professional Employee who is under contract to the College fails to report for duty on the first duty day without prior consent of or a reasonable explanation to the President of the College, or his designee, such failure to report shall be considered a breach of the contract by the Professional Employee, and said professional employee shall be terminated and shall pay to the College the sum of one thousand ($1,000.00) dollars as and for liquidated damages.

If a Professional Employee desires a release from his/her contract at any time between the first duty day and the last duty day of the academic year, said Professional Employee shall request such release by written request to the Board of Trustees through the office of the President. The Board of Trustees may, but shall not be obligated to, grant said release. In the event the Board of Trustees shall grant said release, the Professional Employee shall pay to the College such sums of money as the Board of Trustees shall determine under the circumstances of the case, but in no event shall said sum exceed one thousand five hundred ($1,500.00) dollars.

# Article XII. Reduction in Force

A. Prior to recommending to the Board to reduce the number of Professional Employees, the administration shall attempt to provide the professional employee or employees with a full load as defined in the master contract's professional workload provisions by assigning the Professional Employee or employees any day or evening classes which are assigned to either part-time or interim employees. If a full load cannot be achieved in accordance with the provisions of Article VII (G) (professional duty day), said Professional Employee shall waive the provisions of Article VII (G) in order to achieve a full load.

B. When the Board of Trustees, in their sole judgment, deems it advisable to reduce the number of Professional Employees for any reason beyond the control of the

25

professional employees, such reduction in force shall be carried out by non-renewing the contract of the Professional Employee or employees with the least continuous service with the Kansas City Kansas Community College within the discipline where the reduction is to be effected. Should two or more Professional Employees have equal periods of continuous service, the professional employee with the highest number of hours applicable to lateral movement on the salary schedule shall be retained.

C.  Any Professional Employee whose contract is non-renewed pursuant to the provisions of paragraph B above shall have preference in connection with any future positions as a Professional Employee which may be available within said professional employee's discipline. Such preference shall be offered for a period of two (2) years following the date of the Professional Employee's last working day. If a Professional Employee rejects reemployment or fails to report acceptance of recall as directed within fourteen (14) days after receiving a recall notice, such action or failure to act by the Professional Employee shall be construed as a resignation. Notification of recall will be sent by certified mail.

D.  If a laid off Professional Employee is recalled and begins employment during the next academic year, the Professional Employee will be reimbursed by the College for his/her actual expense for participation in the College's insurance plans during the period of lay off the same as employed Professional Employees. A laid off Professional Employee and his/her family shall continue to be eligible for participation in the College's insurance plans at his/her own expense for a period of two (2) years from the date of the Professional Employee's last working day.

# Article XIII. Compensation

**A.** **Salary Schedule**

1. The Class IV Step 1 182-day salary base for the 2025~~4~~-2026~~5~~ year will be $49,505.77.
2. The Class IV Step 1 212-day salary base for the 2025~~4~~-2026~~5~~ year will be $57,664.32.
3. For the 2025~~4~~-2026~~5~~ contract year, all Professional Employees ~~will receive a 4% increase to their base salary. For the 2024-2025 contract year, no Professional Employee will advance a step on the KCKCC Salary Schedule.~~ currently on the salary schedule will advance one step. Any professional employee not currently on the salary schedule will receive the equivalent of a step added to their base salary. For 182-day Professional Employees (A), the amount is $1,980.23, and for 212-day Professional Employees (B), the amount is $2,306.97. Every Professional Employee will receive a one-time amount of $170.00. The College will transfer $16,300 from the General Fund to the Family Fund in the name of the KCKCC KNEA Faculty Association.~~–~~ Class movement as determined by continued education will be allowed.

Professional Employees continuously employed by the College shall be compensated in accordance with Salary Schedule attached.
*Step and class structure of the salary schedule and index are set forth below.*

**B.** **Conditions**

1. (a) Advancement on the salary schedule up to and including Step 21 shall be at the rate of one step per year of satisfactory service. As stated above, during the 2024-2025 contract year, no Professional Employee will advance a step on the KCKCC Salary Schedule. No Professional Employee shall advance more than one step per year.

   (b) There is no Kansas City Kansas Community College requirement of additional credit hours in order to advance each step on the salary schedule, however, each Professional Employee must take whatever courses are necessary, if any, to maintain his/her certification.

2. Pay will be distributed twice monthly over a 12-month period through direct deposit according to the pay schedule established by the College.

3. Overload pay and pay for teaching summer courses shall be 2.1% of the base salary per semester hour equivalent for the duration of this contract. The Professional Employee is allowed to teach up to 24 T.E.'s per semester as overload.

   **3.1 Reference and Note:** Payment for faculty teaching overload in fall will occur in one (1) payment on the first pay cycle in November. Payment for faculty teaching overload in spring will occur in one (1) payment on the first pay cycle in April.

   Faculty not teaching or reassigned to other projects for a full 30 credit

27

annual load will be required to repay any overpayments. Summer pay will be paid over four installments beginning with the June 15 pay date and ending with the July 31 pay date.

4. Co-curricular activities and assignments shall be compensated with supplemental income of no less than 6% of the base salary (Class II Step 1).

5. Any Professional Employee who may work additional days outside the school year shall be compensated at the hourly rate of 0.1% of the base salary.

6. Professional Employees who teach applied lessons in the music department will be compensated as the number of credit hours multiplied by .33.

7. Professional Employees who teach honors courses will be compensated at 1.4 times the course contact hours. Professional Employees who teach individual students who enroll in non-honors courses for honors credit will be compensated at 1.4 times the course contact hours times .07, times the number of students.

8. Professional Employees, their spouses, and legal dependents meeting the IRS definition of dependent, as well as KCKCC retirees and their spouses, are eligible for a 100% employee scholarship for classes taken at KCKCC. Professional Employee will be responsible for paying any course fees associated with a class in which they are enrolled. Priority of enrollment in classes will be given to students who pay full tuition up to and including the first day of classes.
    a) KCKCC dependents will not be denied continuation in the program if they have satisfactorily completed the preceding semester.
    b) Dependents who pay full tuition to ensure their spot will not be required to pay the 2nd half of the full tuition if the program is not full on the first day of classes.

The scholarship shall cover Kansas Resident tuition and fees for courses taken through KCKCC. After the completion of twelve credit hours, the employee must satisfactorily complete a minimum of 50% of all courses—including the initial 12 hours—and must maintain a 2.0 GP in order for the scholarship to be renewed.

Those employees and retirees interested in obtaining an employee scholarship for themselves, their spouse, and/or legal dependent(s) must complete an Employee Tuition Scholarship Application and submit it to the Chief Financial Officer.

Base Salary for Schedule:

"A" designates the 182-days faculty line
"B" designates the 212-days faculty line

KCKCC SALARY SCHEDULE FOR 2024-2025

Base Salary for Schedule: $49,505.77

| Step | Status | AAS/Cert Class1 | B.A Class2 | B.A+Cert Class3 | M.A Class4 | M.A+15 Class5 | M.A+30 Class6 | M.A+45 Class7 | Doctorate Class8 |
|---|---|---|---|---|---|---|---|---|---|
| 1 | A | $42,079.90 | $44,555.19 | $ 47,030.48 | $ 49,505.77 | $ 51,981.06 | $ 54,456.34 | $ 56,931.63 | $ 61,882.21 |
| | B | $49,421.61 | $51,896.90 | $ 54,778.13 | $ 57,664.32 | $ 60,545.55 | $ 63,431.74 | $ 66,312.98 | $ 72,080.40 |
| 2 | A | $44,060.13 | $46,535.42 | $ 49,010.71 | $ 51,486.00 | $ 53,961.29 | $ 56,436.58 | $ 58,911.86 | $ 63,862.44 |
| | B | $51,728.58 | $54,203.87 | $ 57,085.10 | $ 59,971.29 | $ 62,852.52 | $ 65,738.71 | $ 68,619.95 | $ 74,387.37 |
| 3 | A | $46,040.36 | $48,515.65 | $ 50,990.94 | $ 53,466.23 | $ 55,941.52 | $ 58,416.81 | $ 60,892.09 | $ 65,842.67 |
| | B | $54,035.55 | $56,510.83 | $ 59,392.07 | $ 62,278.26 | $ 65,159.49 | $ 68,045.68 | $ 70,926.91 | $ 76,694.34 |
| 4 | A | $48,020.59 | $50,495.88 | $ 52,971.17 | $ 55,446.46 | $ 57,921.75 | $ 60,397.04 | $ 62,872.33 | $ 67,822.90 |
| | B | $56,342.51 | $58,817.80 | $ 61,699.04 | $ 64,585.22 | $ 67,466.46 | $ 70,352.65 | $ 73,233.88 | $ 79,001.30 |
| 5 | A | $50,000.83 | $52,476.11 | $ 54,951.40 | $ 57,426.69 | $ 59,901.98 | $ 62,377.27 | $ 64,852.56 | $ 69,803.13 |
| | B | $58,649.48 | $61,124.77 | $ 64,006.01 | $ 66,892.19 | $ 69,773.43 | $ 72,654.67 | $ 75,540.85 | $ 81,308.27 |
| 6 | A | $51,981.06 | $54,456.34 | $ 56,931.63 | $ 59,406.92 | $ 61,882.21 | $ 64,357.50 | $ 66,832.79 | $ 71,783.36 |
| | B | $60,956.45 | $63,431.74 | $ 66,312.98 | $ 69,199.16 | $ 72,080.40 | $ 74,961.63 | $ 77,847.82 | $ 83,615.24 |
| 7 | A | $53,961.29 | $56,436.58 | $ 58,911.86 | $ 61,387.15 | $ 63,862.44 | $ 66,337.73 | $ 68,813.02 | $ 73,763.59 |
| | B | $63,263.42 | $65,738.71 | $ 68,619.95 | $ 71,506.13 | $ 74,387.37 | $ 77,268.60 | $ 80,154.79 | $ 85,922.21 |
| 8 | A | $55,941.52 | $58,416.81 | $ 60,892.09 | $ 63,367.38 | $ 65,842.67 | $ 68,317.96 | $ 70,793.25 | $ 75,743.83 |
| | B | $65,570.39 | $68,045.68 | $ 70,926.91 | $ 73,808.15 | $ 76,694.34 | $ 79,575.57 | $ 82,461.76 | $ 88,224.23 |
| 9 | A | $57,921.75 | $60,397.04 | $ 62,872.33 | $ 65,347.61 | $ 67,822.90 | $ 70,298.19 | $ 72,773.48 | $ 77,724.06 |
| | B | $67,877.36 | $70,352.65 | $ 73,233.88 | $ 76,115.12 | $ 79,001.30 | $ 81,882.54 | $ 84,768.73 | $ 90,531.20 |
| 10 | A | $59,901.98 | $62,377.27 | $ 64,852.56 | $ 67,327.84 | $ 69,803.13 | $ 72,278.42 | $ 74,753.71 | $ 79,704.29 |
| | B | $70,179.38 | $72,654.67 | $ 75,540.85 | $ 78,422.09 | $ 81,308.27 | $ 84,189.51 | $ 87,070.74 | $ 92,838.17 |
| 11 | A | $61,882.21 | $64,357.50 | $ 66,832.79 | $ 69,308.08 | $ 71,783.36 | $ 74,258.65 | $ 76,733.94 | $ 81,684.52 |
| | B | $72,486.35 | $74,961.63 | $ 77,847.82 | $ 80,729.06 | $ 83,615.24 | $ 86,496.48 | $ 89,377.71 | $ 95,145.14 |
| 12 | A | $63,862.44 | $66,337.73 | $ 68,813.02 | $ 71,288.31 | $ 73,763.59 | $ 76,238.88 | $ 78,714.17 | $ 83,664.75 |
| | B | $74,793.31 | $77,268.60 | $ 80,154.79 | $ 83,036.02 | $ 85,922.21 | $ 88,803.45 | $ 91,684.68 | $ 97,452.10 |
| 13 | A | $65,842.67 | $68,317.96 | $ 70,793.25 | $ 73,268.54 | $ 75,743.83 | $ 78,219.11 | $ 80,694.40 | $ 85,644.98 |
| | B | $77,100.28 | $79,575.57 | $ 82,461.76 | $ 85,342.99 | $ 88,224.23 | $ 91,110.42 | $ 93,991.65 | $ 99,759.07 |
| 14 | A | $67,822.90 | $70,298.19 | $ 72,773.48 | $ 75,248.77 | $ 77,724.06 | $ 80,199.34 | $ 82,674.63 | $ 87,625.21 |
| | B | $79,407.25 | $81,882.54 | $ 84,768.73 | $ 87,649.96 | $ 90,531.20 | $ 93,417.38 | $ 96,298.62 | $102,066.04 |
| 15 | A | $69,803.13 | $72,278.42 | $ 74,753.71 | $ 77,229.00 | $ 79,704.29 | $ 82,179.57 | $ 84,654.86 | $ 89,605.44 |
| | B | $81,714.22 | $84,189.51 | $ 87,075.70 | $ 89,956.93 | $ 92,838.17 | $ 95,724.35 | $ 98,605.59 | $104,373.01 |
| 16 | A | $71,783.36 | $74,258.65 | $ 76,733.94 | $ 79,209.23 | $ 81,684.52 | $ 84,159.81 | $ 86,635.09 | $ 91,585.67 |
| | B | $84,021.19 | $86,496.48 | $ 89,382.66 | $ 92,263.90 | $ 95,145.14 | $ 98,031.32 | $100,912.56 | $106,679.98 |
| 17 | A | $73,763.59 | $76,238.88 | $ 78,714.17 | $ 81,189.46 | $ 83,664.75 | $ 86,140.04 | $ 88,615.32 | $ 93,565.90 |
| | B | $86,328.16 | $88,803.45 | $ 91,689.63 | $ 94,570.87 | $ 97,452.10 | $100,338.29 | $103,219.53 | $108,986.95 |
| 18 | A | $75,743.83 | $78,219.11 | $ 80,694.40 | $ 83,169.69 | $ 85,644.98 | $ 88,120.27 | $ 90,595.56 | $ 95,546.13 |
| | B | $88,635.13 | $91,110.42 | $ 93,996.60 | $ 96,877.84 | $ 99,759.07 | $102,640.31 | $105,526.50 | $111,293.92 |
| 19 | A | $77,724.06 | $80,199.34 | $ 82,674.63 | $ 85,149.92 | $ 87,625.21 | $ 90,100.50 | $ 92,575.79 | $ 97,526.36 |
| | B | $90,942.10 | $93,417.38 | $ 96,303.57 | $ 99,184.81 | $102,066.04 | $104,947.28 | $107,833.46 | $113,600.89 |
| 20 | A | $79,704.29 | $82,179.57 | $ 84,654.86 | $ 87,130.15 | $ 89,605.44 | $ 92,080.73 | $ 94,556.02 | $ 99,506.59 |
| | B | $93,249.06 | $95,724.35 | $ 98,610.54 | $101,486.82 | $104,373.01 | $107,254.25 | $110,140.43 | $115,902.90 |
| 21 | A | $81,684.52 | $84,159.81 | $ 86,635.09 | $ 89,110.38 | $ 91,585.67 | $ 94,060.96 | $ 96,536.25 | $101,486.82 |
| | B | $95,556.03 | $98,031.32 | $100,917.51 | $103,793.79 | $106,679.98 | $109,561.22 | $112,447.40 | $118,209.87 |

~~the one-step increase for "A" status professional employees is $1,980.23, and the one-step increase~~In 2025-2026, the one-step increase for "A" status professional employees is $1,980.23 and the one-step increase for "B" status professional employees is $2,306.97. Any professional employee not currently on the salary schedule will receive the equivalent of a step added to their base salary.

29

## Salary Schedule Index 1.00

| Step | Status | AAS/Cert | B.A. | B.A+Cert | M.A. | M.A.+15 | M.A.+30 | M.A.+45 | Doctorate |
|------|--------|----------|------|----------|------|---------|---------|---------|-----------|
|  |  | Class1 | Class2 | Class3 | Class4 | Class5 | Class6 | Class7 | Class8 |
| 1 | A | 0.8500 | 0.9000 | 0.9500 | 1.0000 | 1.0500 | 1.1000 | 1.1500 | 1.2500 |
| 1 | B | 0.9983 | 1.0483 | 1.1065 | 1.1648 | 1.2230 | 1.2813 | 1.3395 | 1.4560 |
| 2 | A | 0.8900 | 0.9400 | 0.9900 | 1.0400 | 1.0900 | 1.1400 | 1.1900 | 1.2900 |
| 2 | B | 1.0449 | 1.0949 | 1.1531 | 1.2114 | 1.2696 | 1.3279 | 1.3861 | 1.5026 |
| 3 | A | 0.9300 | 0.9800 | 1.0300 | 1.0800 | 1.1300 | 1.1800 | 1.2300 | 1.3300 |
| 3 | B | 1.0915 | 1.1415 | 1.1997 | 1.2580 | 1.3162 | 1.3745 | 1.4327 | 1.5492 |
| 4 | A | 0.9700 | 1.0200 | 1.0700 | 1.1200 | 1.1700 | 1.2200 | 1.2700 | 1.3700 |
| 4 | B | 1.1381 | 1.1881 | 1.2463 | 1.3046 | 1.3628 | 1.4211 | 1.4793 | 1.5958 |
| 5 | A | 1.0100 | 1.0600 | 1.1100 | 1.1600 | 1.2100 | 1.2600 | 1.3100 | 1.4100 |
| 5 | B | 1.1847 | 1.2347 | 1.2929 | 1.3512 | 1.4094 | 1.4676 | 1.5259 | 1.6424 |
| 6 | A | 1.0500 | 1.1000 | 1.1500 | 1.2000 | 1.2500 | 1.3000 | 1.3500 | 1.4500 |
| 6 | B | 1.2313 | 1.2813 | 1.3395 | 1.3978 | 1.4560 | 1.5142 | 1.5725 | 1.6890 |
| 7 | A | 1.0900 | 1.1400 | 1.1900 | 1.2400 | 1.2900 | 1.3400 | 1.3900 | 1.4900 |
| 7 | B | 1.2779 | 1.3279 | 1.3861 | 1.4444 | 1.5026 | 1.5608 | 1.6191 | 1.7356 |
| 8 | A | 1.1300 | 1.1800 | 1.2300 | 1.2800 | 1.3300 | 1.3800 | 1.4300 | 1.5300 |
| 8 | B | 1.3245 | 1.3745 | 1.4327 | 1.4909 | 1.5492 | 1.6074 | 1.6657 | 1.7821 |
| 9 | A | 1.1700 | 1.2200 | 1.2700 | 1.3200 | 1.3700 | 1.4200 | 1.4700 | 1.5700 |
| 9 | B | 1.3711 | 1.4211 | 1.4793 | 1.5375 | 1.5958 | 1.6540 | 1.7123 | 1.8287 |
| 10 | A | 1.2100 | 1.2600 | 1.3100 | 1.3600 | 1.4100 | 1.4600 | 1.5100 | 1.6100 |
| 10 | B | 1.4176 | 1.4676 | 1.5259 | 1.5841 | 1.6424 | 1.7006 | 1.7588 | 1.8753 |
| 11 | A | 1.2500 | 1.3000 | 1.3500 | 1.4000 | 1.4500 | 1.5000 | 1.5500 | 1.6500 |
| 11 | B | 1.4642 | 1.5142 | 1.5725 | 1.6307 | 1.6890 | 1.7472 | 1.8054 | 1.9219 |
| 12 | A | 1.2900 | 1.3400 | 1.3900 | 1.4400 | 1.4900 | 1.5400 | 1.5900 | 1.6900 |
| 12 | B | 1.5108 | 1.5608 | 1.6191 | 1.6773 | 1.7356 | 1.7938 | 1.8520 | 1.9685 |
| 13 | A | 1.3300 | 1.3800 | 1.4300 | 1.4800 | 1.5300 | 1.5800 | 1.6300 | 1.7300 |
| 13 | B | 1.5574 | 1.6074 | 1.6657 | 1.7239 | 1.7821 | 1.8404 | 1.8986 | 2.0151 |
| 14 | A | 1.3700 | 1.4200 | 1.4700 | 1.5200 | 1.5700 | 1.6200 | 1.6700 | 1.7700 |
| 14 | B | 1.6040 | 1.6540 | 1.7123 | 1.7705 | 1.8287 | 1.8870 | 1.9452 | 2.0617 |
| 15 | A | 1.4100 | 1.4600 | 1.5100 | 1.5600 | 1.6100 | 1.6600 | 1.7100 | 1.8100 |
| 15 | B | 1.6506 | 1.7006 | 1.7589 | 1.8171 | 1.8753 | 1.9336 | 1.9918 | 2.1083 |
| 16 | A | 1.4500 | 1.5000 | 1.5500 | 1.6000 | 1.6500 | 1.7000 | 1.7500 | 1.8500 |
| 16 | B | 1.6972 | 1.7472 | 1.8055 | 1.8637 | 1.9219 | 1.9802 | 2.0384 | 2.1549 |
| 17 | A | 1.4900 | 1.5400 | 1.5900 | 1.6400 | 1.6900 | 1.7400 | 1.7900 | 1.8900 |
| 17 | B | 1.7438 | 1.7938 | 1.8521 | 1.9103 | 1.9685 | 2.0268 | 2.0850 | 2.2015 |
| 18 | A | 1.5300 | 1.5800 | 1.6300 | 1.6800 | 1.7300 | 1.7800 | 1.8300 | 1.9300 |
| 18 | B | 1.7904 | 1.8404 | 1.8987 | 1.9569 | 2.0151 | 2.0733 | 2.1316 | 2.2481 |
| 19 | A | 1.5700 | 1.6200 | 1.6700 | 1.7200 | 1.7700 | 1.8200 | 1.8700 | 1.9700 |
| 19 | B | 1.8370 | 1.8870 | 1.9453 | 2.0035 | 2.0617 | 2.1199 | 2.1782 | 2.2947 |
| 20 | A | 1.6100 | 1.6600 | 1.7100 | 1.7600 | 1.8100 | 1.8600 | 1.9100 | 2.0100 |
| 20 | B | 1.8836 | 1.9336 | 1.9919 | 2.0500 | 2.1083 | 2.1665 | 2.2248 | 2.3412 |
| 21 | A | 1.6500 | 1.7000 | 1.7500 | 1.8000 | 1.8500 | 1.9000 | 1.9500 | 2.0500 |
| 21 | B | 1.9302 | 1.9802 | 2.0385 | 2.0966 | 2.1549 | 2.2131 | 2.2714 | 2.3878 |

30

## 9. Benefits

A paid health and hospitalization program, dental insurance, and a thirty-five thousand dollars ($35,000) term life insurance policy will be provided by the Board to all Professional Employees. This fringe benefit is in addition to salary applicable to Professional Employees as determined by the salary schedule.

The employee contribution for dental benefits will be $10.00 per month. The employee contribution for health benefits through December 2022 will be $25.00 per month. Employee contributions shall be applied to the Employee's salary before federal and state income tax, FICA tax, and KPERS are deducted.

Future changes to annual health benefit costs exceeding a ten percent (10%) increase to the employee's contribution will require the Contract be re-opened for negotiation on this one matter. Future changes to the employee's contribution for Professional Employees on "Employee Only" plans will be calculated at the predetermined 2019 base rate for that plan; i.e. PPO = $125, HPDP = $61, I-35 PPO = $36, and I-35HPDP = $25. Any increase made to the employee contributions to the "Employee Only" plans will be proportionate to the College's increase.

## Voluntary Salary Reduction Contribution

Each Professional Employee member shall be entitled once annually, on forms provided, to elect to have a portion of that Employee's salary be used by the Board to purchase additional benefits under the Plan.

## Plan Benefits

Optional benefits to be offered at employee cost shall include at least the following:

- Dependent health and dental insurance premiums.
- Individual group term life insurance premiums.
- Disability insurance premiums.
- Qualified dependent childcare.
- Qualified medical expenses not covered by insurance.
- Post retirement life insurance premiums. (When available).
- Cash
- Vision Insurance

Selection of any option(s) by a Professional Employee will be permitted upon original employment and thereafter prior to the beginning of each succeeding Plan contract year. The Employee shall be permitted to change options once during the contract year if evidence of change in family and/or insurability status is presented in writing to the President of the college or his/her

31

designated representative.

The Health and Benefits Committee, convened by Human Resources, is established to provide timely communication about the latest issues and options impacting health and benefits at the College. The committee membership consists of cross-representation of employees at the College. Professional Employees shall have five (5) representatives, chosen by the Faculty Association, participating on the committee.

## Unused Funds

Funds designated in the Plan that are not used for the designated portion of the Plan prior to thirty (30) days from the end of the contract year shall become the property of the KCKCC Board of Trustees.

## Benefit Period

Benefits for a new Professional Employee or one returning from an unpaid leave shall be effective on the first day the employee is on duty and continue through June of the terminal contract year of employment.

### Board of Trustees Obligations

The Board shall:

a. Develop and administer detailed guidelines as necessary for the operation of the program.
b. Have the option of including in the Plan any other group of employees.

The College shall pay the Professional Employee two (2) times per month.

# Article XIV. PROFESSIONAL DEVELOPMENT INCENTIVE PROGRAM

The administration will make available a total of $6,000 as incentive for participation in approved faculty professional development for the academic year.

1. Five (5) hours of professional development will constitute one (1) unit.
2. Each professional development unit will be awarded $100.
3. The maximum number of professional development units for which a faculty member can receive compensation during an academic year is six (6) units.
4. The Center for Teaching ExcellenceInstitute for Teaching and Learning will provide approved professional development workshops and/or activities which will count towards a professional development unit. This list will be submitted to the Dean of Academic Support and Assessment and Vice President of Academic Affairs. The list will be submitted prior to the start of each fall semester in August.
5. The Faculty Development Committee, facilitated by the KCKCC Center for

Teaching ExcellenceInstitute for Teaching and Learning, will oversee the incentive program.

6. Faculty will have the option of submitting workshops and/or activities that enhance teaching and learning to the Center for Teaching ExcellenceInstitute for Teaching and Learning for inclusion in the program. However, they will need to receive approval from the Faculty Development Committee prior to participating if they want the activity to qualify towards compensation.

7. Incentive point payments will be on a first-come-first-serve basis. Thus, those who qualify for payments under this program first will be paid. As soon as the funds are depleted, payments will cease. Example: The limit of six (6) units or (30 hours of professional development) would total $600 dollars.

# Article XV. Academic Rank

Academic rank at Kansas City Kansas Community College is determined according to whichever number is greater, years of full-time service at KCKCC or step placement on the salary schedule:

**Up to and Including Bachelors**

| Experience | Academic Rank |
|---|---|
| 0 - 10 years | Instructor |
| 11 or more years | Assistant Professor |

**With Masters**

| Experience | Academic Rank |
|---|---|
| 0 - 5 years | Instructor |
| 6 - 10 years | Assistant Professor |
| 11-15 years | Associate Professor |
| 16 or more years | Professor |

**With Doctorate**

| Experience | Academic Rank |
|---|---|
| 0-5 years | Assistant Professor |
| 6-12 years | Associate Professor |
| 13 or more years | Professor |

# Article XVI. Quality Assurance in Distance Education

Kansas City Kansas Community College recognizes the need for quality control, faculty involvement in course design, and realistic student load for distance education. Distance education delivery methods include Online, Virtual, Blended, and Hi-HyFlex. The definition of each delivery method, as mutually agreed upon by the Faculty Association and the Vice President of Academic Affairs, is found in the

Faculty Handbook.

To assure quality control, Professional Employees must complete development activities related to the delivery method(s) they will be utilizing. This training will be initiated prior to or concurrent with the first time a Professional Employee uses a specific distance format. These activities will be completed through or approved by the ~~Center for Teaching Excellence~~Institute for Teaching and Learning in consultation with the Vice President of Academic Affairs. Professional Employees, in consultation with the Vice President of Academic Affairs, will develop and maintain standards that guide the design of all distance education courses.

The minimum number of students necessary to make an online class is ten (10). The maximum limit will be twenty-one (21) unless special permission is obtained from the instructor for additional students.

# Article XVII.  New Professional Employee Orientation

A. Kansas City Kansas Community College recognizes the importance of orienting new Professional Employees to the College and their role as a faculty member.

B. All Professional Employees will be required to complete all HR orientations.

C. Additionally, all Professional Employees who are required to teach as part of their job description must complete the Blue Devil Faculty Academy (BDFA) during the first year of employment. The ~~Center for Teaching Excellence~~Institute for Teaching and Learning, in consultation with the Vice President of Academic Affairs, will design and oversee implementation of the Blue Devil Faculty Academy.
  1. Instructional faculty with a 182-day appointment will be given three (3) hours of course release during the first year of employment to complete the BDFA. The faculty member will be expected to dedicate 90 clock hours toward completion of these activities across the first year of employment.
  2. Instructional faculty with a 212-day appointment will be released from 90 clock hours of their regular schedule in order to complete these activities across the first year of employment.

# Article XVIII.  Miscellaneous

A.  The terms and conditions of a Part-Time Bargaining Unit (Part-Time Employee) Member to teach more than ten (10) credit hours in a semester shall be governed by this Master Contract, and his/her compensation shall be prorated on the appropriate step and class.

1.  for less than 13 hours the rate of one third (1/3) of the appropriate class and step in the 9-month salary schedule.

2.  for 13 hours or more, the rate of one half (1/2) of the appropriate class and step in the 9-month salary schedule.

3.  The terms of this article do not apply to Part-Time Bargaining Unit Members who teach up to and including 1.25 credit hour equivalents of composition.

4.  For program and curriculum needs the ten (10) credit hour limit for adjuncts is waived once per semester for each instructional division and once per semester for the Vice President of Academic Affairs. If these exceptions occur in the same area for three semesters within two academic years, the position shall convert automatically to a full-time position covered under the KCKCC Master Contract.

B.  All of the hours earned after the granting of the Master's Degree must be graduate hours unless undergraduate credit hours are approved by the President prior to enrollment. Also all hours counted for this purpose must be in the field of teaching or a closely allied field from a regionally accredited college or university.

C.  New Professional Employees with a Master's Degree and previous teaching experience may be entered on the salary schedule no higher than Step 4 except with the approval of the Board of Trustees.

D.  Complaints Against a Professional Employee
If a complaint regarding a Professional Employee is received by an administrator or by the board of trustees and the administrator or trustee causes the complaint to be filed in the Professional Employee's file, a copy of the complaint shall be provided to the Professional Employee. The Professional Employee shall have a period of fourteen (14) days from the date the Professional Employee received a copy of the complaint to respond to the complaint in writing. Such response shall be attached to the complaint and made a part of the Professional Employee's personnel file.

Any Professional Employee who is grieved against by a student who utilizes the College Student Grievance Procedure shall have full rights to representation by the person or agency of the Professional Employee's choice throughout the

35

processing of such grievance. The Professional Employee shall also have the right to full disclosure of any information available to the administration prior to any formal hearing conducted.

E. Personnel Files

Any Professional Employee's personnel file shall be open to the inspection and available for reproduction of the individual professional employee at all times, and upon written request of the Professional Employee, a representative of the Association may inspect the Professional Employee's file. The Professional Employee shall have the right to respond to all materials contained in said file. Such response shall become part of the file. Credentials and related papers from employee placement bureaus which by their own regulations are labeled as "confidential" shall be excluded from the employee's review. No material derogatory to the Professional Employee's conduct, service, character or personality shall be placed in the file unless the faculty member has had an opportunity to review the material.

# Article XIX. Duration Clause

This Master Contract shall be in effect when ratified by the parties and shall continue in effect until June 30, 20265.

## LEVEL ONE – FACULTY UNIT GRIEVANCE COMMITTEE

(Attach copy of the informal grievance notification)

I.      I request that this grievance be transmitted to the Faculty Unit Grievance Committee.

II.     Statement of Grievance: Give a concise statement of the problem, citing the specific provision(s) of the contract, Board Policy, administrative regulation or practice allegedly violated, misinterpreted, or misapplied.

III.    Remedy: Specify the action sought to remedy the alleged problem.

_____          _____
Grievant's Signature                           Date

Received by Assoc. Pres. Date___Time_

Distribution
2 copies to Association Pres. I copy retained by Grievant

## LEVEL TWO: ADMINISTRATOR

Submission of Grievance: This form must be completed in full and signed by the Grievant.

Grievant's name_____ Department _____

Date Alleged grievance occurred _____

Date of Conference _____

I.    Statement of Grievance: Give a concise statement of the problem, citing the specific provision(s) of the contract, Board Policy, administrative regulation or practice allegedly violated, misinterpreted, or misapplied.

II.    Remedy: Specify the action sought to remedy the alleged problem.

_____        _____
Grievant's Signature                       Date

_____        _____
                                   Received by Administrator

Distribution
1 copy to Administrator
1 copy to Association President
I copy retained by Grievant            Date_____Time_____

# LEVEL THREE: THE APPROPRIATE VICE PRESIDENT or CHIEF OFFICER

(Attach copy of Level Two grievance and response)

    I.      Why is grievance being appealed to Formal Level 3?

    II.     Remedy: Specify the action sought to remedy the alleged problem.

_____        _____

Grievant's Signature                     Date

_____        _____

                                     Received by Vice President or
                                         Chief Officer

Distribution
1 copy to the appropriate Vice President or Chief Officer
1 copy to Administrator
1 copy to Association President 1 copy retained by Grievant

# LEVEL FOUR: PRESIDENT

(Attach copy of Level Two and Level Three grievance and responses)

    I.      Why is grievance being appealed to Formal Level 4?

    II.     Remedy: Specify the action sought to remedy the alleged problem.

_____            _____
Grievant's Signature                         Date

_____          _____
                                            Received by President
Distribution
1 copy to President
1 copy to the appropriate Vice President or Chief Officer
1 copy to Administrator
1 copy to Association President
1 copy retained by Grievant          Date_____Time_____

**GRIEVANCE FORM LEVEL FIVE: BOARD OF TRUSTEES**

(Attach copies of Levels Two, Three, and Four of grievance and responses)

    I.      Why is grievance being appealed to Formal Level 5?

    II.     Remedy: Specify the action sought to remedy the alleged problem.

_____

Grievant's Signature                                     Date

_____

Received      by      Board Chairman

Distribution

    1 copy to Board Chairman 1 copy to President

    1 copy to the appropriate Vice President or Chief Officer

    1 copy to Administrator

    1 copy to Association President

1 copy retained by Grievant            Date_____Time_____

# CONTRACT JULY 1, 2024 2025 – JUNE 30, 20252026

# BETWEEN

# BOARD OF TRUSTEES, Kansas City Kansas Community College

# and

# PROFESSIONAL EMPLOYEES, Kansas City Kansas Community College

# approved and ratified this

# 185th day of October November 20242025

_____

**for the Board of Trustees**

_____

**for the Professional Employees**

Memorandum of Understanding

Salary Schedule Study

Board of Trustees, Kansas City Kansas Community College and KCKCC Faculty Association

This MOU to the 2025~~4~~-2026~~5~~ Master Contract Agreement is entered into by and between the Board of Trustees, Kansas City Kansas Community College and KCKCC Faculty Association on ~~October 15, 2024~~November 18, 2025.

Article I: Mission

Composed of the KCKCC Administration and Faculty Representatives, the mission is to ensure responsible use of funds, simplify the Professional Employees' salary schedule, better recruit and retain professional employees, reward current faculty, provide a sustainable salary schedule, and ensure salary increases for those professional employees who are at step 21.

Article II: Purpose—through a collaborative process between the administration and faculty association the following items will be completed:

• Benchmark comparable community college Professional Employee salaries by reviewing proposals for a salary study of Professional Employees and recommend the best firm for Board of Trustees approval (completed). Suggested timeline below:

o Issue RFP January 2024 – completed February 19, 2024
o Interview firms April 2024 – completed May 3, 2024
o Recommend to Board of Trustees in May 2024 for funding approval – completed June 18, 2024

• Research Professional Employee salary structure models
• Determine potential effects of possible salary schedule change on existing employees and develop a process to ensure no one is negatively impacted
• Determine a salary schedule that will allow for competitive recruitment of new professional employees
• Estimate potential cost to college to determine feasibility
• Educate stakeholders about and report on progress of MOU
• Report non-binding recommendations to the Negotiations Team

Article III: Membership

Co-Chairs will be the Vice President of Academic Affairs (VPAA) and KCKCC Faculty Association President or designee. The Administration and the KCKCC Faculty Association will each select ~~three~~ two additional constituents from their groups to serve.

Article IV: Meetings

~~After the committee selects the firm, the group will reconvene as needed prior to the commencement of 2025-2026 negotiations date.~~ The Administration and Association will endeavor to meet twice monthly and as needed to continue Salary Schedule Study MOU discussions.

43

Memorandum of Understanding

Joint Letter of Commitment

Board of Trustees, Kansas City Kansas Community College and KCKCC Faculty Association

This MOU to the 2024-2025 Master Contract Agreement is entered into by and between the Board of Trustees, Kansas City Kansas Community College and KCKCC Faculty Association on October 15, 2024.

Upon ratification and until jointly agree to remove, so as to complete negotiations in a timely manner, the parties agree to the following goals:

1.  Exchange letters no later than January 31 when applicable.
2.  Begin bargaining in February.

# 2027-2028 ACADEMIC CALENDAR
## 2027 Fall Semester

| | | |
|---|---|---|
| **August** | 4-6 | Faculty Available |
| | 9-13 | Welcome Week for Faculty & Staff (Faculty Contract Days) |
| | 15 | Last day for regular enrollment |
| | 16 | Classes Begin Fall and Fall 1(A) |
| | 16-22 | Late Enrollment |
| | 22 | End of 100% refund period for Fall and Fall 1(A)11:59pm |
| | 29 | End of 50% refund period 11:59pm |
| | 30 | Fall and Fall 1(A) Auditor's Roster due |
| **September** | 6 | Labor Day Holiday – College Closed |
| | 13 | Fall 1(A) Midterm grades due |
| | 23 | Last day to withdraw from Fall 1(A) classes |
| **October** | 7 | Final Exams for Fall 1(A) Tues/Thurs classes |
| | 8 | Final Exams for Fall 1(A) Mon/Wed/Fri classes<br>Fall 1(A) ends |
| | 11 | Fall 1(A) grades due.<br>Fall Midterm grades due.<br>Fall 2(B)classes begin.<br>Late enrollment Fall 2(B) |
| | 17 | End of 100% refund period for Fall 2(B) 11:59pm |
| | 18 | Fall 2(B) Auditor's Roster due |
| **November** | 1 | Enrollment for Spring 2028 Begins |
| | 8 | Fall 2(B) Midterm grades due |
| | 16 | Last day to withdraw from Fall classes |
| | 20-28 | Thanksgiving Holiday - College Closed |
| | 29 | Last day to withdraw from Fall 2(B) classes |
| **December** | 1 | KCKCC Candle Lighting Ceremony – 11:00am - 12:15pm |
| | 6 | Last day of classes |
| | 7-13 | Finals Week |
| | 13 | Fall Semester Ends |
| | 15 | Grades Due by 11:59pm |
| | 17 | Winter Break – College Closed @ 2pm |

# 2028 Spring Semester

| Month | Date | Event |
|---|---|---|
| **January** | 3 | All Staff Report |
| | 6-7 | Faculty Available |
| | 10-14 | Welcome Week for Faculty & Staff (Faculty Contract Days) |
| | 17 | Martin Luther King Day - College Closed.<br>Last day for regular enrollment |
| | 18 | Classes Begin Spring and Spring 1(A) |
| | 18-24 | Late enrollment |
| | 24 | End of 100% refund period for Spring and Spring 1(A) 11:59pm |
| | 31 | End of 50% refund period full term only – 11:59pm |
| **February** | 1 | Spring and Spring 1(A) Auditor's Roster due |
| | 14 | Spring 1(A) Midterm grades due |
| | 21 | Presidents' Day – Classes in session |
| | 24 | Last day to withdraw from Spring 1(A) classes |
| **March** | 9 | Final Exams for Spring 1(A) Tues/Thurs classes |
| | 10 | Final Exams for Spring 1(A) Mon/Wed/Fri classes<br>Spring 1(A) ends |
| | 12 | Spring 1(A) Grades Due.<br>Spring Midterm grades due |
| | 13-19 | Spring Break – No Classes – Offices Open March 13-16 |
| | 17 | College Closed |
| | 20 | Spring 2(B) classes begin.<br>Late enrollment Spring 2(B) |
| | 26 | End of 100% refund for Spring 2(B) 11:59pm |
| **April** | 1 | Enrollment for Summer and Fall 2028 Begins |
| | 3 | Spring 2(B) Auditor's Roster due |
| | 17 | Spring 2(B) Midterm grades due |
| | 18 | Last day to withdraw from Spring |
| | 25 | Last day to withdraw from Spring 2(B) classes |
| **May** | 8 | Last day of classes |
| | 9-15 | Finals Week |
| | 15 | Spring Semester Ends |
| | 17 | Grades Due by 11:59pm |
| | 18 | Graduation |

## 2028 Summer Semester

| | | |
|---|---|---|
| **May** | 29 | Memorial Day – College Closed |
| **June** | 4 | Last day to enroll |
| | 5 | Classes begin |
| | 5-6 | Late enrollment |
| | 11 | End of 100% refund period 11:59pm |
| | 12 | Auditor's Roster due |
| | 19 | Juneteenth Holiday observed with a college-wide celebration. Offices open and classes in session |
| | 26 | Midterm grades due |
| **July** | 4 | Independence Day Holiday Observed – College Closed |
| | 6 | Last Day to Withdraw from Summer |
| | 19 | Last Day of Classes |
| | 20 | Finals |
| | 20 | Summer Semester Ends |
| | 24 | Grades Due by 11:59pm |

1st Draft 10/20/25

December 2025 Board Report
KCKCC Academic Affairs
New Program Submissions Summary

1. Automation Engineer Technology (AET)

Credentials: Certificate A (16), Certificate B (30), Certificate C (45–46), AAS (60–61)
The Automation Engineer Technology program underwent a comprehensive realignment in collaboration with the Kansas Board of Regents (KBOR) to enhance workforce relevance, strengthen alignment with FAME partnerships, and streamline pathways. The redesign introduces two additional stackable certificate levels, refines course sequencing, reduces overall course redundancy, and incorporates industry-focused experiences, including Workplace Experience and a new CCST Exam Review course. Industrial Mathematics has been added to enhance quantitative readiness, and Total Productive Maintenance has been expanded to a four-credit course, reflecting a deeper integration of content. Certificate C now includes elective options for either an internship or exam preparation. Overall, the program now offers clearer exit points, updated content aligned with industry standards, and enhanced preparation for careers in automation.

2. Commercial Construction (New Program)

Credentials: Certificate A (20), Certificate B (41)
This newly developed program addresses significant regional workforce shortages in the commercial construction industry, particularly in Wyandotte County and the broader Kansas City metropolitan area. Backed by more than $2.1 million in federal funding, the program integrates NCCER accreditation, extensive employer engagement (Burns & McDonnell, JE Dunn, McCownGordon, Trades Council, etc.), and a curriculum covering safety, concrete, heavy equipment, materials and methods, welding, blueprint reading, codes, and project management. Although not currently tied to a formal apprenticeship, advisory boards strongly support eventual alignment with apprenticeship. The program includes a parallel schedule for high school dual enrollment students.

3. Residential Construction (Construction Technology Program Revision)

Credentials: Certificate A (18), Certificate B (37)
Revisions align the program with KBOR's Business and Industry Committee guidance and modernize curriculum sequencing. Key changes include restructuring and renaming multiple courses (e.g., Safety/OSHA Orientation), updating descriptions for Carpentry I & II, introducing early exposure to concrete, electrical, and plumbing, and adding a new Cabinet Fabrication course. Certificate C and several outdated framing and finishing courses have been eliminated. The redesign produces two clearly defined certificate exit points, updated content, and a more streamlined path through construction fundamentals.

4. Welding Program Revision

Credentials: Certificate A (20), Certificate B (40)
Employer feedback and student demand led to a redesign emphasizing safety and materials science. The former two-credit safety course is now split into Welding Safety (1 credit) and OSHA 10 (1 credit) to allow deeper coverage. A new Metallurgy course has been added to Certificate B to enhance students' understanding of material behavior, weld quality, and industry applications. No facilities expansion is needed; existing labs remain sufficient. Faculty professional development in materials science supports alignment with industry expectations. AWS SENSE participation continues.

5. Early Childhood Education & Development – AS (Transfer)

Total Credits: 61
Changes are grounded in the NAEYC Professional Standards, the Kansas Early Childhood Higher Education Collaborative recommendations, and analyses from the transfer institution. The program adds two critical requirements—ECED 0295, Survey of Exceptionalities, and EDUC 0161, Studying Children and Adolescents in Schools—and changes Observation & Assessment from an elective to a required course. Additional ECE and interdisciplinary electives expand transfer flexibility. The degree remains 61 credits, but substantially strengthens foundational skills as are necessary for teacher licensure pathways.

6. Early Childhood Education & Development – AAS (Career Degree)

Total Credits: 65
Major restructuring improves clarity, skill building, and field readiness. Infant/Toddler I & II and Preschool I & II are consolidated into ECED 0109 and ECED 0114, reducing redundancy and unnecessary textbook expenditures. Observation & Assessment is inserted as a required course with an associated practicum, replacing scattered observation hours formerly embedded in unrelated courses. A new course in Social-Emotional Development meets employer demand for stronger classroom management fundamentals. A second practicum (Teaching Strategies) enhances hands-on preparation. ECED 0200 Program Planning & Administration is reactivated to strengthen administrative and entrepreneurship skills. CDA holders may earn up to 11 credits via experiential learning.

7. Early Childhood Education & Development – Certificates A & B

Certificate A: Increased from 16 to 17 credits to include ECED 0141 Observation Practicum I.

Certificate B: Revised in parallel with AAS updates.
Changes reflect the restructuring of the AS/AAS, including the consolidation of infant/toddler and preschool course sequences, the insertion of Observation & Assessment with a practicum, the addition of Social-Emotional Development, and the removal of portfolio requirements in favor of authentic, practicum-based demonstrations. Certificates now align more closely with CDA competency requirements and the expectations of employers for entry-level providers.

## 8. Computer Science AAS & Certificates A/B

Revisions create a modernized, stackable system responsive to employer needs in programming, systems, and cloud technologies. Certificate A provides rapid workforce entry, focusing on foundational programming, database competencies, basic cloud tools, and hardware/software fundamentals. Certificate B adds advanced data structures, object-oriented programming, discrete structures, and an IT capstone, serving both workforce advancement and transfer preparation. Redundancies have been eliminated, and course content has been reorganized to reflect modern development practices. No new facilities or budget increases are required.

## 9. Networking Technology AAS

Total Credits: 64
This degree replaces the former Computer System Networking & Telecommunications AAS and updates all networking courses to align with the newest Cisco Networking Academy curriculum. The three core networking courses are modernized and renamed (Introduction to Networks; Switching, Routing & Wireless Essentials; Enterprise Networking, Security & Automation). Employer feedback supports additional emphasis on cloud computing, scripting, and server administration. Minor lab updates may occur, but no new facilities or staffing are required.

## 10. Networking Technology Certificates A & B

Certificate A: 28 credits
Certificate B: 42 credits
These programs reintroduce short-term credentials that prepare students for networking support roles and readiness for the CCNA exam. Certificate B adds further coursework in programming, scripting, cybersecurity, and cloud/server administration. Extensive industry partner engagement (Veridian Consulting, Ntiva/The Purple Guys, Kansas City Cyber, Binary Noggin, and others) informed curriculum revisions.

11. Cybersecurity AS – 62 Credits

The degree has been redesigned to strengthen transfer alignment. Networking I is expanded to 4 credits; Networking II is replaced by Programming Fundamentals (Python); Enterprise Security Management is replaced by Unix Scripting & Utilities. The total number of specialized credits increases from 28 to 29. The curriculum better prepares students for upper-division cybersecurity programs and modern workforce expectations.

12. Cybersecurity Certificates A (27 credits) & B (39 credits)

The former single 28-credit certificate is expanded into two stackable credentials. Certificate A provides foundational experience in networking, scripting, and security. Certificate B includes advanced courses in Information Assurance, Enterprise Security, Server Administration, and Advanced Security Practitioner content, aligning with advanced industry certifications such as CySA+ and CASP+. No additional facilities or funding are required.

13. Accounting AAS, Certificate A, Certificate B

AAS: 61–63 credits
Certificates: 16 and 31 credits
These credentials prepare students for employment in accounting support, bookkeeping, financial data management, and business operations. The program supports employment across diverse sectors and creates foundational pathways for students pursuing the CPA route through bachelor-level transfer. No structural curriculum changes were listed, but the program is included as part of the consolidated report.

Collectively, these curriculum updates expand stackable credentials, strengthen employer alignment, modernize instructional content, and ensure students are prepared for both immediate employment and further education.

# Career &Technical Education – Ashley Irvin, Interim Dean

**Automation Engineer Technology**
**Certificate A – 16 credit hours**
**Certificate B – 30 credit hours**
**Certificate C – 45-46 credit hours**
**AAS – 60-61 credit hours**

The Automation Engineer Technology (AET) program at Kansas City Kansas Community College has undergone a significant transformation as a result of a comprehensive program realignment coordinated with the Kansas Board of Regents (KBOR). This realignment was initiated to ensure the program remains responsive to evolving educational standards and workforce needs within the state of Kansas. A key aspect of this revision involves the introduction of two additional award levels, thereby broadening the range of credentials available to students and enhancing the program's overall flexibility.

The primary objective of these proposed changes is to optimize the use of both student time and institutional resources. This will be accomplished by streamlining course content, refining curricular requirements, and adjusting the total number of courses necessary for program completion. These updates are directly aligned with the latest KBOR program guidelines, which emphasize the importance of establishing clear exit points and providing structured pathways for student progression.

Importantly, the AET program will continue to maintain strong alignment with key industry partners, most notably the Kansas Chapter of the Federation for Advanced Manufacturing Education (FAME), as well as other stakeholders in the advanced manufacturing sector. These partnerships ensure that program graduates are equipped with the relevant skills and knowledge needed to succeed in a rapidly evolving technological landscape. By implementing these strategic changes, Kansas City Kansas Community College reaffirms its commitment to providing high-quality, industry-aligned education that meets the current and future needs of its students and the broader community.

Within the framework of the newly established structure, the Automation Engineer Technology (AET) program will offer a more streamlined and purpose-driven educational pathway for its students. The curriculum redesign is informed by the AET Articulated Credit framework, as well as the alignment between the Kansas State Department of Education (KSDE) and the Kansas Board of Regents (KBOR) as outlined in their official crosswalk. This ensures that the program remains aligned with both state educational standards and industry expectations.

A key part of the program revision is the addition of two new certificate options. Certificate A will now consist of 16 credit hours and include a freshman seminar course and a dedicated

workplace experience, giving students the chance to apply theoretical knowledge in a real-world industrial setting. Additionally, Certificate A will include an industrial mathematics course, providing students with essential quantitative skills needed in modern automation environments.

Conversely, Certificate B will require 30 credit hours, offering a more comprehensive foundation in automation engineering technology.

Certificate C is also being enhanced to better serve student needs and industry demands. The revised Certificate C will feature two elective components: an automation internship, enabling students to gain valuable hands-on experience within the industry, and a preparatory course specifically designed to support students in their preparation for the Certified Control Systems Technician (CCST) Exam. These additions not only provide practical skills but also prepare students for recognized professional certification, further strengthening their employability. In addition to these modifications, the existing Total Productive Maintenance course will be expanded from three to four credit hours. This adjustment reflects the inclusion of new instructional content, allowing for deeper exploration of key maintenance principles and practices that are essential in advanced manufacturing and automation settings.

**Demand for the Program in Kansas**

According to the Kansas Department of Labor's Long Term Occupational Outlook, there are 71 projected annual openings for the SOC code 17-3023 for the 2022-2032 period in Kansas. Currently, there are 75 advertised. The median annual wage is $73,060. According to the Kansas Department of Labor, most occupations in the zone require training in vocational schools, related on-the-job experience, or an associate's degree.

According to the Kansas Department of Labor's Long Term Occupational Outlook, the projected annual openings for the SOC code 17-3024 for the 2022-2032 period in Kansas is not available. Currently, there are 3 advertised. The median annual wage is listed as confidential on the KS Dept. of Labor website. According to the Kansas Department of Labor, a 2-year degree is required.

**Catalog Descriptions**

*Certificate A*

**BLUE-0101      Freshman Seminar – Bettering Life Utilizing Education**
**1 credit hour**
This course will include topics designed to acquaint the student with KCKCC resources and the campus community, classroom expectations, goal setting, time management, and other experiences incidental to a successful adjustment to college life. Also covered are study skills, notetaking, stress management, and personal/interpersonal development. BLUE 0101

Freshman Seminar is a required course for all freshmen except those who meet one of the eight (8) exemptions listed in the KCKCC catalog. BLUE 0101 Freshman Seminar is a Graduation requirement. Should a student not pass this one-hour orientation course, they assume the responsibility to re-enroll each semester until the course is satisfactorily completed.

**AMFT-0100 Safety OSHA 10**
**2 credit hours**
Through a variety of classroom and/or lab learning and assessment activities, students in this course will: explain job/site safety and precautions for job/site hazards; determine the uses of personal protective equipment (PPE); identify the safety equipment and procedures related to safe work practices and environment; identify fire prevention and protection techniques; and explore Hazardous Communications (HazCom) including Material Safety Data Sheets (MSDS).

**AMFT-0101    AC/DC Circuits**
**4 credit hours**
AC/DC circuits addresses the basics of direct and alternating current circuits. (KBOR ALIGNED)

**AMFT-0102    Workplace Experience in Engineering**
**3 credit hours**
This course provides students with employability skills in engineering and technological environments. Emphasis is placed on effective communication between technicians and engineers, proper methods for identifying and reporting technical issues, and maintaining professionalism in the workplace. Students will apply classroom knowledge to real-world projects while developing essential interpersonal, teamwork, and communication skills required for success in engineering careers.

**AMFT-0105    Industrial Math**
**3 credit hours**
This course develops the mathematical foundation essential for success in automation engineering technology. Topics include algebra, trigonometry, calculus, linear algebra, and statistics, with an emphasis on practical problem-solving and direct applications to circuits, robotics, and automated systems. Students will learn to apply mathematical methods to real-world engineering challenges and use computational tools to support analysis, modeling, and decision-making in automation environments.

**AMFT-0112    Industrial Fluid Power**
**3 credit hours**
The course examines theory, applications and operation of industrial hydraulic and pneumatic systems. The inspection, maintenance and repair of the various components are covered in this

course. Interpretation of the various schematic symbols used in hydraulic and pneumatic circuit diagrams will be discussed. (KBOR aligned)

***Certificate B***

**AMFT-0160    Total Productive Maintenance**
**4 credit hours**
This course aims to introduce process tools and software designed to analyze machine reliability and the impact of downtime costs on manufacturing operations and production outcomes. It will

cover the principles of Total Productive Maintenance (TPM), which focuses on maintaining equipment at optimal performance levels to minimize unexpected and catastrophic failures. The course will offer a comprehensive overview of the four stages of TPM program implementation.

**AMFT-0115    AutoCAD Concepts**
**2 hours credit**
The purpose of this class is to use AutoCAD as a means of learning fundamental 2D computer aided drafting design and modification. This course will cover opening and saving CAD files according to standard CAD Library methodologies. This course will show how to navigate tools to create and modify drawing files. The course will cover layer and object properties, Hatching, Attributes, as well as creating and importing from black libraries. Several trade specific and engineering CAD files will be created and modified such as electrical, mechanical and architectural. This course will instruct how to move from model space to paper space and utilize viewports to create drawings to specification that will be printed. Instruction will be provided on the various styles and approaches of adding dimensions to CAD files.

**AMFT-0121    Programmable Logic Controllers**
**3 credit hours**
This course examines types, installation and troubleshooting of programmable logic controllers (PLC). Hardware and programming aspects, as well as ladder logic symbols and operations necessary to develop a PLC program are covered in this course. (KBOR aligned)

**AMFT-0150    Electric Motor Controls**
**3 credit hours**
This class examines the principles and theory of AC and DC electrical motors as well as electrical controls circuitry. Utilizing wring principles and wiring from Schematic Diagrams to controls operational specification will be covered in this course. Wiring electrical components for control such as switches, relays, contactors, motor starters and variable frequency drives will be utilized to create and troubleshoot Motor Control systems. This class will cover controls components and wiring to disable, enable Motor Control as well as changing speed on variable

frequency drives. The students will create useful schematic from specification and test in lab for correct operation.

*Certificate C*

**AMFT-0130    GMAW**
**3 credit hours**
Through classroom and/or shop/lab learning and assessment activities, students in this course will: explain gas metal arc welding process (GMAW); demonstrate the safe and correct set up of the GMAW workstation.; correlate GMAW electrode classifications with base metals and joint criteria; demonstrate proper electrode selection and use based on metal types and thicknesses; build pads of weld beads with selected electrodes in the flat position; build pads of weld beads with selected electrodes in the horizontal position; produce basic GMAW welds on selected weld joints; and conduct visual inspection of GMAW welds.

**AMFT-~~0130~~ 0131        Actuator and Sensor Systems**
**3 credit hours**
This course examines types, installation and troubleshooting of industrial actuators and sensors. Contemporary control methods in process control and proportional-integral-derivative (PID) process loops are covered in this course. (KBOR aligned)

**AMFT-0141    Industrial Robotics**
**3 credit hours**
This course examines types, applications and troubleshooting of industrial robots and subsystems. Included in this course is the programming of industrial robotic control software. (KBOR aligned)

**AMFT-0170    TQM and Lean Manufacturing Principles**
**3 credit hours**
The purpose of the course is to discover process improvement methodologies using Total Quality Management (TQM) and Lean Manufacturing. Discover the history of process development in global manufacturing. Identify the different characteristics of Quality Assurance versus Quality Control. Introduce process tools such as 5S, Six-Sigma, Kaizen as well as value stream mapping for overall continuous improvement and quality standards. Best practice modeling and implementation will be used in real world examples using working manufacturing lab equipment. Process tools will be covered for the machine side as well with Process tools such as Ishikawa fishbone diagram for root cause analysis, downtime and resource management. And finally, the class will explore the fundamental differences between Process Management and Project Management.

*Certificate C Electives*

**AMFT-0108      Machinist I**
**3 credit hours**
This course will introduce the learner with the skills to properly identify, set-up, and operate metal turning and milling equipment safely. This course will emphasize hands on approach as well as classroom activities to familiarize the student with the process to complete job task analysis. This course will also cover common mathematical formulas that will be implemented into the curriculum to achieve expected learner outcomes.

**AMFT-0199      Automation Industrial Internship**
**3 credit hours**
Students will work closely with engineers and Automation Technicians on-site to acquire the skills essential for a successful career as a technician. The course will provide a comprehensive understanding of roles in mechanical, electrical, software, machine safety, and process areas. Ideal candidates will be proactive, comfortable working both independently and collaboratively, and possess strong communication skills. A passion for learning about the latest automation solutions is essential.

**AMFT-~~0199~~ 0299      Certified Control Systems Technician CCST Exam Review**
**3 credit hours**
The Control Systems Technician Associate Exam Review Course (TS08M) is a self-paced, modular program designed for entry-level control systems technicians. The course focuses on fundamental, job-ready skills required to succeed in industrial automation and control systems' environments. Comprising 47 modules, the program provides comprehensive preparation for the Control Systems Technician Associate Exam. Upon successful completion, participants will receive a certificate of completion from ISA, indicating the total number of Continuing Education Units (CEUs) earned.

**Program of Study/Degree Plan**

**Semester 1 (13 Credit hours)**
Required courses:
BLUE 0101                                      (1 Credits)
AFMT 0100 Osha 10                        (2 Credits)
AFMT 0101 AC/DC                          (4 Credits)
AFMT 0150 Electric Motor Controls        (3 Credits)
**AFMT 0105 Industrial Math              (3 Credits)

**Semester 2 (12 Credit hours)**
Required Courses:
AMFT 0121 Programmable Logic Controllers  (3 Credits)
AFMT 0112 Industrial Fluid Power              (3 Credits)

AMFT 0108  Machinist 1                              (3 Credits)
AFMT 0131  Actuators and Sensors Systems    (3 Credits)

**Semester 3 (3 Credit hours)**
Required Courses:
AFMT 0141  Industrial Robotics                (3 Credits)

**Semester 4 (11 Credit hours)**
Required Courses:
AMFT 0130   GMAW                              (3 Credits)
AMFT 0115 AutoCAD                             (4 Credits)
AMFT 0160 -Total Productive Maintenance     (4 Credits)

**Semester 5 (10 Credit hours)**
 Required Courses:
**AFMT 0102 Workplace Experience in Engineering    (3 Credits)
AMFT 0170-TQM and lean manufacturing principles     (3 Credits)
**AMFT 0299-ISA-TS08M Certified Control Systems Technician CCST Exam Review   (4 Credits)


**A.A.S. Degree (49 Credit hours + 15 Gen. Ed. 60)**
ENGL 0101 - Composition I (3 Credit hours)
COMS 0151 - Public Speaking (3 Credit hours)
COMS 0201 - Interpersonal Communication (3 Credit hours)
Electives:
Complete 6 hours in 2 of the 3 areas: Humanities, Social & Behavioral Sciences, and/or
Natural/Physical Science

**Commercial Construction**
**Certificate A – 20 credit hours**
**Certificate B - 41 credit hours**

**Program Rationale**

Kansas City Kansas Community College ("KCKCC") seeks to develop a Commercial Construction Technology Training Program to meet regional workforce demands in Wyandotte County, Kansas. This program will foster an employment pipeline to address the significant shortage of construction laborers, plumbers, carpenters, electricians, and other construction trade
workers currently experienced both locally and nationally. Specifically, Wyandotte County has a total demand of approximately 56,000 jobs in the construction trades (JobsEQ). Moreover, according to a recent Cushman & Wakefield U.S. Industrial Marketbeat report, the Kansas City market has 12,355,549 sq. ft. of industrial space under construction, with 8,432,564 sq. ft. being
speculative construction. While this explosive growth in the regional need for construction trade
workers is a positive sign of economic development; there are not enough trained technicians to
meet the demand. This critical shortage stimulates the economic growth and development of the
region and leads to prolonged and expensive construction timelines. KCKCC's Commercial Construction Technology Training Program aims to bolster the local workforce pipeline in an in-demand technical field, benefiting local companies in eastern Kansas and larger national companies leading projects across the United States.

Under this proposal, KCKCC will utilize $2,142,000 from Employment Training Administration (ETA) Community Project Funding Program to purchase equipment for the Commercial Construction Technology Training Program. This equipment, as described in the Project Budget, will allow students to take part in innovative coursework that directly aligns with
technical skills needed in the field. Through this hands-on coursework, students will practice and
perform basic commercial construction services and execute technical and theoretical skills learned in the classroom. As demonstrated by the attached Letters of Commitment, KCKCC maintains strong relationships with local leaders in the construction industry, enabling KCKCC to prepare workers to fit local needs and connect them with suitable employment opportunities.

The business and industry partners involved in the project include Burns & McDonnell, the Greater Kansas City Chamber of Commerce, the Greater Kansas City Building and Construction Trades Council, JE Dunn Construction, McCown Gordon Construction, and the National Institute

for Construction Excellence Kansas City. Each organization provided a letter of commitment to the program.

If the recommended program is duplicative of other programs in the area, please specifically address why the new, additional program is necessary.

**Program Learning Outcomes**

1. Interpret basic construction drawings, specifications, and materials standards used in commercial projects.
2. Apply fundamental construction safety practices consistent with OSHA and NCCER standards to maintain a safe job site.
3. Demonstrate knowledge of basic construction materials, tools, and equipment used in steel framing, concrete, and other commercial systems.

**Program Description and Requirements**

*Certificate A*

**COMC-0100    NCCER Core**
**3 credit hours**
This is an introduction to the construction trades. It is in alignment with NCCER and the Kansas Board of Regents. It is also a component (in part) of the core curriculum for the Commercial Construction program as well as a part of the KCKCC Construction Technology program. The course topics include basic safety, introduction to construction math, introduction to hand tools, introduction to power tools, construction drawings, basic rigging, basic communication skills, basic employability skills, and introduction to materials handling.

**COMC-0101    OSHA 10**
**1 credit hour**
This course provides an essential introduction to construction site safety and health, designed for entry-level workers and professionals in the commercial construction industry. Students will gain foundational knowledge of OSHA standards, regulations, and best practices, with an emphasis on hazard recognition, prevention, and safety culture. Topics include personal protective equipment (PPE), fall protection, electrical safety, hazard communication, and other key construction hazards. Through interactive instruction and real-world scenarios, participants will develop the skills to identify risks, follow OSHA requirements, and maintain a safe working environment.

**COMC-0102    Construction Safety**
**1 credit hour**
This is the basic safety course. It is in alignment with NCCER and the Kansas Board of Regents. It is also a component of the Core Curriculum for the KCKCC Construction Technology program.

The course topics include OSHA 10 certification, introduction to safety orientation, hand and power tool safety, hazard recognition, evaluation and control, elevated work and fall protection, construction health, work permit systems, personal protective equipment, trenching safety, signs, signals and barricades, materials handling and storage, housekeeping, emergency response, electrical hazards, specialty work, and fire protection and prevention, hazard communication, work zone safety, high-voltage hazards, welding safety, steel erection, walking and working surfaces, ladders and scaffolding, horizontal directional drilling hazards, heavy-equipment, crane, and rigging safety, trenching safety, forklift safety, lockout/tagout, confined spaces, and concrete and masonry.

**COMC-0103    Introduction to Commercial Construction Technology**
**2 credit hours**
This course provides a study of materials, techniques, and best practices used in commercial construction. Building on foundational knowledge, students will explore many construction methods, including material selection and handling, installation, and maintenance. All structures start with a foundation, which includes concrete and steel. For this course, the emphasis will be on building the steel frame above the foundation for a commercial building. *Pre-requisites: COMC-0100 NCCER Core, COMC-0101 OSHA 10, and COMC-0102 Construction Safety.*

**COMC-0104    Commercial Materials and Methods I**
**3 credit hours**
This course provides a study of materials, techniques, and best practices used in commercial construction. Building on foundational knowledge, students will explore many construction methods, including material selection and handling, installation, and maintenance. All structures start with a foundation, which includes concrete and steel. For this course, the emphasis will include wall framing, ceiling, and roof framing. Through hands-on exercises and case studies, students will develop the skills needed to apply construction methods effectively, ensuring project compliance and durability. *Pre-requisites: COMC-0100 NCCER Core, COMC-0101 OSHA 10, and COMC-0102 Construction Safety.*

**CONS-0110    Concrete**
**3 credit hours**
This is the basic concrete finishing course. It is in alignment with NCCER (selected modules) and the Kansas Board of Regents. The course topics include environmental sustainability, introduction to concrete construction and finishing, safety requirements, properties of concrete, tools and equipment, preparing for placement, placing concrete, finishing, part one, curing and protecting concrete, and introduction to troubleshooting. *Pre-requisites: COMC-0100 NCCER Core, COMC-0101 OSHA 10, and COMC-0102 Construction Safety.*

**COMC-0106    Heavy Equipment**
**3 credit hours**

This course provides students with the knowledge and hands-on training required to safely and effectively operate heavy equipment used in commercial construction. Emphasis is placed on equipment types, functions, and applications, including Bobcat excavators, loaders, backhoes, and Telehandlers. Students will learn basic operating techniques, site preparation, safety protocols, equipment inspections, and maintenance practices in line with OSHA and industry standards. By the end of the course, students will be prepared to demonstrate safe operation, apply proper procedures on active jobsites, and understand the role of heavy equipment in commercial construction projects. *Pre-requisites: COMC-0100 NCCER Core, COMC-0101 OSHA 10, and COMC-0102 Construction Safety.*

**COMC-0111 Electrical, Plumbing, and HVAC for Commercial Construction**
**4 credit hours**
This is the basic electrical, plumbing, and HVAC course. It is in alignment with NCCER (selected modules) and the Kansas Board of Regents. The course topics include fasteners and anchors, electrical theory one, electrical test equipment, Introduction to the National Electrical Code®, boxes and fittings, conductors, and wiring. Other course topics include introduction to the plumbing profession, plastic pipe and fittings, copper pipe and fittings, fixtures and faucets, introduction to drain, waste, and vent (DWV) systems, and introduction to water distribution systems. And finally this course requires the student to disconnect and install a new air conditioning unit, remove all refrigerant and liquids, completely dismantle an existing unit, determine proper amperage and ohm readings, test for existing amperage and ohm readings, install proper electrical disconnect and wiring, size the wire and electrical fixtures properly, and have the ability to apply basic fundamental code requirements. *Pre-requisites: COMC-0100 NCCER Core, COMC-0101 OSHA 10, and COMC-0102 Construction Safety.*

*Certificate B*

**COMC-0105    Blueprint Reading for Commercial Construction**
**3 credit hours**
This course provides an in-depth study of sketches and drawings used in commercial construction. Building on foundational knowledge, students will explore several types of commercial drawings, including those manufactured from steel or wood.

**COMC-0108    Commercial Applications**
**3 credit hours**
This course provides a study of materials, techniques, and best practices used in commercial construction. Building on foundational knowledge, students will explore many construction methods, including material selection and handling, installation, and maintenance. All structures start with a foundation, which includes concrete and steel. For this course, the emphasis will include millwork, suspended ceilings, and CadCam will be used. Through hands-on exercises and case studies, students will develop the skills needed to apply construction methods effectively, ensuring project compliance and durability. *Pre-requisites: COMC-0100 NCCER Core, COMC-0101 OSHA 10, and COMC-0102 Construction Safety.*

**COMC-0210    Advanced Concrete**
**3 credit hours**
This is the basic concrete finishing course. It is in alignment with NCCER (selected modules) and the Kansas Board of Regents. The course topics include environmental sustainability, introduction to concrete construction and finishing, safety requirements, properties of concrete, tools and equipment, preparing for placement, placing concrete, finishing, part one, curing and protecting concrete, and introduction to troubleshooting. ***Pre-requisites: COMC-0100 NCCER Core, COMC-0101 OSHA 10, COMC-0102 Construction Safety, CONS-0110.***

**COMC-0204    Commercial Materials and Methods II**
**3 credit hours**
This course provides a study of materials, techniques, and best practices used in commercial construction. Building on foundational knowledge, students will explore many construction methods, including material selection and handling, installation, and maintenance. All structures start with a foundation, which includes concrete and steel. For this course, the emphasis will include drywall, drywall finishing, and painting. Through hands-on exercises and case studies, students will develop the skills needed to apply construction methods effectively, ensuring project compliance and durability. ***Pre-requisites: COMC-0100 NCCER Core and COMC-0101 OSHA 10, and COMC-0102 Construction Safety***

**COMC-0109    Commercial Codes and Regulations**
**3 credit hours**
This course introduces students to the codes, standards, and regulations governing commercial construction projects. Emphasis is placed on understanding federal, state, and local building codes, zoning requirements, fire and life safety regulations, accessibility standards, and environmental compliance. Students will learn how to interpret code documents, apply regulatory requirements to construction plans, and ensure that commercial projects meet legal, safety, and quality standards. Through case studies and applied exercises, students develop the skills necessary to navigate regulatory frameworks, identify potential compliance issues, and implement solutions that maintain code adherence throughout the project lifecycle. ***Pre-requisites: COMC-0100 NCCER Core, COMC-0101 OSHA 10, and COMC-0102 Construction Safety.***

**COMC-0130    Introduction to Commercial Construction Welding**
**3 credit hours**
Through classroom and/or shop/lab learning and assessment activities, students in this course will: explain various welding techniques, demonstrate the safe and correct setup of the welding workstation.; correlate electrode classifications with base metals and joint criteria; demonstrate proper electrode selection, build pads of weld beads with selected electrodes in the flat position; build pads of weld beads with selected electrodes in the horizontal position.

*Pre-requisites: COMC-0100 NCCER Core, COMC-0101 OSHA 10, and COMC-0102 Construction Safety.*

**COMC-0112 Commercial Construction Project Management**
**3 credit hours**
This course introduces students to the principles, methods, and practices of commercial construction. Topics include industry structure, building materials, construction processes, blueprint reading, safety, and basic trade skills. Emphasis is placed on understanding how commercial projects are planned, coordinated, and executed, providing a foundation for advanced study in commercial construction technology. *Pre-requisites: COMC-0100 NCCER Core, COMC-0101 OSHA 10, and COMC-0102 Construction Safety.*

**Work-Based Learning**

Currently, KCKCC does not have definitive plans to align the program with a registered apprenticeship or formal internship. However, registered apprenticeship and practicum opportunities were presented at the fall 2025 advisory meeting. The advisory board, in the case of offering a work-based learning opportunity, registered that an apprenticeship is more beneficial to students.

**Admissions and Graduation Requirements**

There are no program-specific admissions requirements for the commercial construction program.

To meet Kansas City Kansas Community College requirements for graduation, a student must meet the requirements of the degree or certificate and the following:
1. Maintain an overall cumulative grade-point average of 2.00.
2. A minimum of 15 credit hours must be earned from KCKCC.
3. Apply no more than 30 credit hours of nontraditional studies credit to graduation requirements. (Please refer to the Academic Catalog for nontraditional studies description and procedure)
4. Earn the minimum amount of credit hours required for the degree or certificate.

**Demand for the Program in Kansas**

According to the Kansas Department of Labor's Long Term Occupational Outlook, there are 664 annual openings for the SOC code 47-1011.00 for the 2022-2032 period in Kansas. Currently, there are 48 advertised openings with a projected 664 annual openings. The median annual wage is $75,730, and the required education is typically a post-secondary certificate.

According to the Kansas Department of Labor's Long Term Occupational Outlook, there are 116 annual openings for the SOC code 17-3022.00 for the 2022-2032 period in Kansas. Currently,

there are 35 advertised openings with a projected 116 annual openings. The annual median wage is $58,700, and the required education is typically a post-secondary certificate.

| Education level proposed | Data Source utilized – include only Kansas data | # of job openings corresponding to the level of education | Hourly wage/annual salary for jobs for each level of education |
|---|---|---|---|
| CERTB (30-44 CH) | | | |
| 47-1011.00 | **Data unavailable (source: klic.dol.ks.gov)** | | |
| 17-3022.00 | **Data unavailable (source: klic.dol.ks.gov)** | | |
| CERTA (16-29 CH) | | | |
| 47-1011.00 | **Data unavailable (source: klic.dol.ks.gov)** | | |
| 17-3022.00 | **Data unavailable (source: klic.dol.ks.gov)** | | |

The CIP code 46.0415, Building Construction Technology/Technician, was not referenced in the most recent Comprehensive Local Needs Assessment (CLNA) report submitted by Kansas City Kansas Community College (KCKCC). Initially, during the program's planning stage, enhancing the existing construction curriculum by integrating a pathway specifically focused on commercial construction was considered. After conducting a thorough evaluation of industry needs and reviewing the core competencies required for workforce success, it was determined that simply adding a new pathway would not sufficiently address the unique demands and skillsets associated with commercial construction. As a result, the decision was made to develop an entirely new program dedicated to Building Construction Technology. This approach ensures that students will receive specialized training, better equipping them to meet industry standards and respond effectively to current labor market expectations.

Kansas City Kansas Community College's Commercial Construction partners, The National Institute for Construction Excellence, JE Dunn, Greater Kansas City Building & Construction Trades Council, McCownGordon Construction, and Burns & McDonnell provided letters in support, which outlined the companies' participation in the program advisory board. KCKCC's partner, The Greater Kansas City Chamber of Commerce, provided a letter of support which outlined committed activities to promote the benefits and highlight KCKCC's Commercial Construction program. Through these letters of support, each entity has demonstrated its support and commitment to specific partnerships with the program.

**Duplication of Existing Programs**

Institution: Butler Community College

Program Title: Building Construction Technology/Technician (Website: Construction Technology)
# of Declared Majors: 76
Annual Median Wage for Graduates: Data unavailable
https://submission.kansasregents.gov/ibi_apps/portal/BIP_Public2/KTIP

Institution: Dodge City Community College
Program Title: Building Construction Technology
# of Declared Majors: 47
Annual Median Wage for Graduates: Data unavailable
https://submission.kansasregents.gov/ibi_apps/portal/BIP_Public2/KTIP

The Interim Dean of Career and Technology contacted the community colleges listed. Awaiting follow-up from the respective institutions. Currently, there is no indication that community

colleges are unable to partner. KCKCC's follow-up activities include emailing the program coordinators and academic leadership to engage further.

In addition to the programs listed above, the Interim Dean of Career and Technical Education engaged in discussion with the Technical Center Director regarding their construction program and curriculum related to commercial construction. Topics of discussion included courses with commercial construction content, employer engagement, and populations served.

**Program Information**
The CIP code associated with KCKCC's Commercial Construction program does not have a state alignment.

**Program Study/Degree Plan – Full Time Schedule**

Certificate A – **20 credit hours**
**Semester 1**

| | |
|---|---|
| NCCER Core | 3 |
| OSHA 10 | 1 |
| Construction Safety | 1 |
| Introduction to Commercial Construction | 2 |
| Construction Materials and Methods I | 3 |
| Concrete | 3 |
| Heavy Equipment | 3 |
| Electrical, Plumbing, and HVAC for Commercial Construction | 4 |
| Total | 20 |

Certificate B – **21 credit hours**
**Semester 2**

| | |
|---|---|
| Blueprint Reading for Commercial Construction | 3 |
| Commercial Applications | 3 |
| Concrete II | 3 |
| Construction Materials and Methods II | 3 |
| Commercial Codes & Regulations | 3 |
| Welding for Commercial Construction | 3 |
| Commercial Construction Project Management | 3 |
| Total | 21 |

**Program Study/Degree Plan – Dual Enrolled High School/Part-Time Schedule**

Certificate A – **20 credit hours**
**Semester 1**

| | |
|---|---|
| NCCER Core | 3 |
| OSHA 10 | 1 |
| Construction Safety | 1 |
| Introduction to Commercial Construction | 2 |
| Construction Materials and Methods I | 3 |

**Semester 2**

| | |
|---|---|
| Concrete | 3 |
| Heavy Equipment | 3 |
| Electrical, Plumbing, and HVAC for Commercial Construction | 4 |
| Total | 20 |

Certificate B – **21 credit hours**
**Semester 3**

| | |
|---|---|
| Blueprint Reading for Commercial Construction | 3 |
| Commercial Applications | 3 |
| Concrete II | 3 |
| Construction Materials and Methods II | 3 |

**Semester 4**

| | |
|---|---|
| Commercial Codes & Regulations | 3 |

| | |
|---|---|
| Welding for Commercial Construction | 3 |
| Commercial Construction Project Management | 3 |
| Total | 21 |

**Multiple Curricula**

The Commercial Construction program has one similar course to the existing Construction Technology program, which is Concrete. Below is an outline of the unique courses for both proposed programs.

| Commercial Construction Program | Construction Technology |
|---|---|
| NCCER Core | Safety/OSHA Orientation |
| OSHA 10 | Introductory Craft Skills |
| Construction Safety | Construction Basics |
| Introduction to Commercial Construction | Electrical |
| Commercial Materials and Methods I | Carpentry I |
| Heavy Equipment | Scaffolding |
| Electrical, Plumbing, and HVAC for Commercial Construction | Plumbing |
| Blueprint Reading | Cabinet Fabrication |
| Commercial Applications | Carpentry II |
| Advanced Concrete | Insulating |
| Commercial Materials and Methods II | Drywall |
| Commercial Codes and Regulations | Painting |
| Welding for Commercial Construction | |
| Commercial Construction Project Management | |
| | |
| | |

**Accreditation**
KCKCC pursued and received accreditation through NCCER. The reason for seeking accreditation is NCCER's reputation and standards for construction trades training programs. KCKCC achieved initial accreditation and anticipates onsite visits within the first 6 months of NCCER accreditation approval.

**Faculty**
NCCER standards indicate that the faculty have three to five years of experience in construction. Institutional faculty qualifications to teach in the proposed program are a college certificate or degree in an aligned industry and three years of industry experience.

**Cost and Funding for Proposed Program**

The Commercial Construction Technology program will be located at KCKCC's new Downtown Center. The funding sources for the physical facility is primarily the funding sources related to the Downtown Center fundraising campaign. Year one equipment, supplies, and instruction material funding source is a Department of Labor Workforce Innovation and Opportunity grant. The NCCER accreditation and student support services funding source is the institution's operational funds.

- **CA-1a form attached.**

**Associated Grants**

In July of 2025, KCKCC was awarded a Workforce Innovation and Opportunity grant through the Department of Labor. The grant funding allocates $1,620,000.00 for equipment and $522,000 in supplies.

KCKCC has a comprehensive program review cycle and assessment process. Programs are placed on a program review schedule and will be reviewed in 4-year cycles. Each program completes a self-study with the help of a mentor, presents its findings to the program review committee, discusses an action plan, and implements a final action plan to address challenges and maintain the program's strengths. Programs submit annual reports on the progress of the

review with any changes, updates, and new data results. The committee aims to make recommendations for improvement and/or sunset programs.

The college has an online management tool for gathering, updating, and maintaining assessment items. The Assessment Team at KCKCC works with each program to assess program outcomes, create assessment plans, report findings, and create action plans. The assessment process occurs annually at the course and program level and is monitored by the academic deans and the Office of Assessment.

**Residential Construction – Program Revision**
**Certificate A – 18 credit hours**
**Certificate B – 37 credit hours**

**Criterion I: Rationale for Program Revision**

The proposed changes to the Construction Technology program at Kansas City Kansas Community College aim to closely follow the guidance and recommendations from the Kansas Board of Regents State Business and Industry Committee. In line with the committee's directives, the program will now officially include two of the four designated exit points— specifically, Certificate A and Certificate B in Construction Technology. These updates are meant to better support student progress and industry readiness.

**Criterion II: Curriculum**

To ensure the program aligns well with both state guidelines and the changing needs of the construction industry, the proposed updates to the Construction Technology curriculum will include a thorough review and revision of course titles, descriptions, and the overall degree plan.

Within Certificate A, the course previously titled "Safety Orientation" will be renamed "Safety and OSHA Orientation" to better reflect the inclusion of Occupational Safety and Health Administration requirements. Additionally, the program description for "Introductory Craft Skills" has been updated to more accurately capture the course's objectives and learning outcomes. The "Carpentry Basics" course will also undergo both a title change and a revision of its program description to ensure greater clarity and relevance to current industry practices. To introduce additional skills early on, courses in Concrete, Electrical, and Plumbing will be incorporated into Certificate A. A new class, "Cabinet Fabrication," will also be added.

For Certificate B, "Carpentry I" will be reduced by one credit hour, and its course description will be updated to reflect a more focused scope of instruction. "Carpentry II" will have an updated program description and will be increased by one credit hour to allow for a deeper exploration of advanced carpentry skills. Drywall will undergo a name change and will no longer include levels I and II. The Electrical, Concrete, Painting, and Plumbing courses will also remove levels from their titles.

Furthermore, the Construction Technology program will exclude Certificate C requirements and electives. Additionally, it will discontinue Floors, Walls, and Ceiling Framing, Roof Framing, and Windows, Doors, and Stairs.

A detailed outline of the revised program structure, including these and other updates, is provided in the following section.

*Certificate A*

**CONS-0101    Safety/OSHA Orientation**
**1 credit hour**
This is the basic safety course. It is in alignment with NCCER and the Kansas Board of Regents. It is also a component of the Core Curriculum for the KCKCC Construction Technology program. The course topics include OSHA 10 certification, introduction to safety orientation, hand and power tool safety, hazard recognition, evaluation and control, elevated work and fall protection, construction health, work permit systems, personal protective equipment, trenching safety, signs, signals and barricades, materials handling and storage, housekeeping, emergency response, electrical hazards, specialty work, and fire protection and prevention, hazard communication, work zone safety, high-voltage hazards, welding safety, steel erection, walking and working surfaces, ladders and scaffolding, horizontal directional drilling hazards, heavy-equipment, crane, and rigging safety, trenching safety, forklift safety, lockout/tagout, confined spaces, and concrete and masonry.

**CONS-0106    Introductory to Craft Skills**
**3 credit hours**
This is an introduction to the construction trades. It is in alignment with NCCER and the Kansas Board of Regents. It is also a component (in-part) of the core curriculum for the KCKCC Construction Technology program. The course topics include building your future in construction, basic safety, introduction to construction math, introduction to hand tools, introduction to power tools. *Pre-requisites: CONS-0101 Safety/OSHA Orientation.*

**CONS-0108    Construction Basics**
**3 credit hours**
The Construction Basics course is in alignment with NCCER and the Kansas Board of Regents. It is (in-part) a component of the Core Curriculum for the KCKCC Construction Technology program. The course topics include construction drawings, basic rigging, basic communication skills, basic employability skills, and introduction to materials handling. *Pre-requisites: CONS-0101 Safety/OSHA Orientation.*

**CONS-0110    Concrete**
**3 credit hours**
This is the basic concrete finishing course. It is in alignment with NCCER (selected modules) and the Kansas Board of Regents. The course topics include introduction to concrete construction and finishing, safety requirements, properties of concrete, tools and equipment, preparing for placement, placing concrete, finishing, part one, curing and protecting concrete, and introduction to troubleshooting. *Pre-requisites: CONS-0101 Safety/OSHA Orientation, Math Level 3 Recommended.*

**CONS-0115   Electrical**
**3 credit hours**
This is the basic electrical course. It is in alignment with NCCER (selected modules) and the Kansas Board of Regents. The course topics include fasteners and anchors, electrical theory one, electrical theory two, electrical test equipment, Introduction to the National Electrical Code®, boxes, and fittings, conductors, and wiring: residential. ***Pre-requisites: CONS-0101 Safety/OSHA Orientation.***

**CONS-0109   Carpentry Level I**
**3 credit hours**
This course is the basic carpentry course. It is in alignment with NCCER and the Kansas Board of Regents. It is (in-part) a component of the Core Curriculum for the KCKCC Construction Technology program. The course topics include orientation to Carpentry, building materials, fasteners, construction plans documents, and principles of site and building layout. ***Pre-requisites: CONS-0101 Safety/OSHA Orientation.***

**CONS-0151   Scaffolding**
**2 credit hours**
This is the course in scaffolding. It is in alignment with NCCER (selected modules) and the Kansas Board of Regents. The course topics include introduction to the trade, trade safety, trade tools and equipment, trade math, stationary scaffolds, mobile scaffolds, and suspension scaffolds. ***Pre-requisites: CONS-0101 Safety/OSHA Orientation.***

***Certificate B***

**CONS-0142   Plumbing**
**3 credit hours**
This is the basic plumbing course. It is in alignment with NCCER (selected modules) and the Kansas Board of Regents.  The course topics include introduction to the plumbing profession, plastic pipe and fittings, copper pipe and fittings, fixtures and faucets, introduction to drain, waste, and vent (DWV) systems, and introduction to water distribution systems. ***Pre-requisites: CONS-0101 Safety/OSHA Orientation.***

**CONS-0111   Cabinet Fabrication**
**3 credit hours**
The Cabinet / Millwork program provides the student with the knowledge and skills necessary to plan and complete cabinetry, furniture and millwork. Students learn to work with prints, specifications and shop drawings, power tools, and equipment in design, layout, and construction of projects. Emphasis is placed on selecting proper materials, determining the best procedures, manufacturing parts to specification, and assembling and finishing. Students work

individually and in teams to plan, estimate and execute these projects. ***Pre-requisites: CONS-0101 Safety/OSHA Orientation.***


**CONS-0208     Carpentry Level II**
**4 credit hours**
This is the advanced course in Carpentry. It is aligned with NCCER and the Kansas Board of Regents. The course topics include floor systems, wall and ceiling framing, roof framing, windows and exterior doors, and basic stair layout, and building envelope. ***Pre-requisites: CONS-0101 Safety/OSHA Orientation.***


**CONS-0123     Insulating**
**3 credit hours**
This is the course in Insulating. It is in alignment with NCCER (selected modules) and the Kansas Board of Regents. The course topics include orientation, trade relations, tools of the trade, material handling, storage, and distribution, and installing mineral wool insulation. ***Pre-requisites: CONS-0101 Safety/OSHA Orientation.***


**CONS-0112     Drywall**
**3 credit hours**
This is the course in drywall. It is in alignment with NCCER (selected modules) and the Kansas Board of Regents. The course topics include orientation to the trade, construction materials and methods, thermal and moisture protection, drywall installation, and drywall finishing. ***Pre-requisites: CONS-0101 Safety/OSHA Orientation.***


**CONS-0140     Painting**
**3 credit hours**
This is the basic course in painting. It is aligned with NCCER (selected modules) and the Kansas Board of Regents. The course topics include careers in the painting trade, safety, ladders, scaffolds, lifts, and fall protection, identifying surface/substrate materials and conditions, protecting adjacent surfaces, basic surface preparation, sealants and repair/fillers, introduction to paints and coatings, brushing, rolling paints and coatings. ***Pre-requisites: CONS-0101 Safety/OSHA Orientation.***

**Welding – Program Revision**
**Certificate A – 20 credit hours**
**Certificate B – 40 credit hours**

**Criterion I: Rationale for Program Revision**

The proposed revision to the current educational program is motivated by both student demand and employer feedback. Students have shown a desire for more focused and specialized instruction in safety-related topics, especially as they pertain to welding. In response, the existing Safety/OSHA course will be divided into two separate courses: Welding Safety (1 credit hour) and OSHA Training (1 credit hour). This division will enable more in-depth coverage of each subject, better aligning the curriculum with industry standards and employer expectations.

Additionally, a new Metallurgy course will be added to Certificate B. This change directly responds to employer feedback, which highlights that understanding metal properties and behaviors is crucial for success and growth in the welding and manufacturing sectors. Including this course will better equip graduates to meet industry needs and improve their chances of employment.

**Criterion II: Curriculum**

The revised program differs from the current one in the following ways:

- The existing combined *Safety/OSHA* course (2 credit hours) will be split into:
    - *Welding Safety* – 1 credit hour
    - *OSHA Training* – 1 credit hour
- A new course, *Metallurgy*, will be added to Certificate B. This course will focus on the physical and chemical behavior of metals, metal identification, and implications for welding processes.

*Certificate A*

**WELD-0100    OSHA 10**
**1 credit hour**
Through a variety of classroom and/or lab learning and assessment activities, students in this course will explain job/site safety and precautions for job/site hazards, determine the uses of personal protective equipment (PPE), identify the safety equipment and procedures related to safe work practices and environment, identify fire prevention and protection techniques, and explore Hazardous Communications (HazCom) including Material Safety Data Sheets (MSDS).

**WELD-0101 Welding Safety**
**1 credit hour**

Through a variety of classroom and/or lab learning and assessment activities, students in this course will explain accidents, general shop safety, safety in the welding environment, oxyfuel gas welding and cutting safety, arc welding and cutting safety, resistance welding safety, safety around welding robots, and special welding process safety.

**WELD-0105    Welding Blueprints**
**3 credit hours**
Through a variety of classroom and/or shop/lab learning and assessment activities, the students in this course will: identify basic lines, views and abbreviations used in blueprints; interpret basic 3D sketches using orthographic projection and blueprints; solve applicable mathematical equations; use basic measuring tools; interpret scale ratios on a blueprint; identify basic welding joints and structural shapes; interpret a bill of materials; and identify standard AWS weld symbols.

**WELD-0110    Cutting Processes**
**3 credit hours**
Through classroom and/or shop/lab learning and assessment activities, students in this course will: distinguish several types of mechanical and thermal cutting equipment and processes used in the welding trade; demonstrate the safe and correct set up, operation and shut down of the Oxy-fuel (OFC) workstation; demonstrate the safe and correct set up, operation and shut down of the Plasma Arc (PAC) workstation; demonstrate the safe and correct set up, operation and shut down of the Carbon Arc Cutting with Air (CAC-A) workstations; demonstrate safe and proper operation of several types of mechanical cutting equipment; and inspect quality and tolerance of cuts according to industry standards. ***Pre-requisites: WELD-0100 OSHA 10 and WELD-0101 Welding Safety.***

**WELD-0130    GMAW**
**3 credit hours**
Through classroom and/or shop/lab learning and assessment activities, students in this course will: explain gas metal arc welding process (GMAW); demonstrate the safe and correct set up of the GMAW workstation.; correlate GMAW electrode classifications with base metals and joint criteria; demonstrate proper electrode selection and use based on metal types and thicknesses; build pads of weld beads with selected electrodes in the flat position; build pads of weld beads with selected electrodes in the horizontal position; produce basic GMAW welds on selected weld joints; and conduct visual inspection of GMAW welds. ***Pre-requisites: WELD-0100 OSHA 10 and WELD-0101 Welding Safety.***

**WELD-0230    Advanced GMAW**
**4 credit hours**
Through classroom and/or shop/lab learning and assessment activities, students in this course will: explain gas metal arc welding process (GMAW); demonstrate the safe and correct set up of the GMAW workstation.; correlate GMAW electrode classifications with base metals and joint criteria; demonstrate proper electrode selection and use based on metal types and thicknesses;

build pads of weld beads with selected electrodes in the vertical position; build pads of weld beads with selected electrodes in the overhead position; produce basic GMAW welds on selected weld joints; and conduct visual inspection of GMAW welds. ***Pre-requisites: WELD-0100 OSHA 10, WELD-0101 Welding Safety, and WELD-0130 GMAW.***

**WELD-0280    Welding Codes and Advanced Inspection**
**4 credit hours**
Through a variety of classroom and/or shop/lab learning and assessment activities, the students in this course will: learn destructive and nondestructive testing methods, how to interpret them to code, and how to use a code to set up welding procedures and qualification tests. ***Pre-requisites: WELD-0100 OSHA 10 and WELD-0101 Welding Safety.***

**BUSN-0250    Obtaining Employment**
**1 credit hour**
This course explains the techniques used to successfully obtain a job. Areas covered include locating job openings, completing application forms, writing an application letter, resume, and follow-up letter, preparing for interviews, and interviewing.

**Pre-requisites:** None. Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.

***Certificate B***

**WELD-0140    GTAW**
**3 credit hours**
Through classroom and/or lab/shop learning and assessment activities, students in this course will: explain the gas tungsten arc welding process (GTAW); demonstrate the safe and correct set up of the GTAW workstation; relate GTAW electrode and filler metal classifications with base metals and joint criteria; build proper electrode and filler metal selection and use based on metal types and thicknesses; build pads of weld beads with selected electrodes and filler material in the vertical position; build pads of weld beads with selected electrodes and filler material in the overhead position; perform basic GTAW welds on selected weld joints; and perform visual inspection of GTAW welds. ***Pre-requisites: WELD-0100 OSHA 10 and WELD-0101 Welding Safety.***

**WELD-0120    SMAW**
**3 credit hours**
Through classroom and/or lab/shop learning and assessment activities, students in this course will: describe the Shielded Metal Arc Welding process (SMAW); demonstrate the safe and correct set up of the SMAW workstation; associate SMAW electrode classifications with base metals and joint criteria; demonstrate proper electrode selection and use based on metal types and thicknesses; build pads of weld beads with selected electrodes in the flat position; build pads of weld beads with selected electrodes in the horizontal position; perform basic SMAW

welds on selected weld joints; and perform visual inspection of welds. ***Pre-requisites: WELD-0100 OSHA 10** and WELD-0101 Welding Safety.*

### WELD-0240     Advanced GTAW
**4 credit hours**
Through classroom and/or lab/shop learning and assessment activities, students in this course will: explain the gas tungsten arc welding process (GTAW); demonstrate the safe and correct set up of the GTAW workstation; relate GTAW electrode and filler metal classifications with base metals and joint criteria; build proper electrode and filler metal selection and use based on metal types and thicknesses; build pads of weld beads with selected electrodes and filler material in the flat position; build pads of weld beads with selected electrodes and filler material in the horizontal position; perform basic GTAW welds on selected weld joints; and perform visual inspection of GTAW welds. ***Pre-requisites: WELD-0100 OSHA 10**, WELD-0101 Welding Safety, and WELD-0140 GTAW.*

### WELD-0220     Advanced SMAW
**4 credit hours**
Through classroom and/or lab/shop learning and assessment activities, students in this course will: describe the Shielded Metal Arc Welding process (SMAW); demonstrate the safe and correct set up of the SMAW workstation; associate SMAW electrode classifications with base metals and joint criteria; demonstrate proper electrode selection and use based on metal types and thicknesses; build pads of weld beads with selected electrodes in the flat position; build pads of weld beads with selected electrodes in the horizontal position; perform basic SMAW welds on selected weld joints; and perform visual inspection of welds. ***Pre-requisites: WELD-0100 OSHA 10**, WELD-0101 Welding Safety, and WELD-0120 SMAW.*

### WELD-0245     Metallurgy
**2 credit hours**
Through classroom and/or shop/lab learning and assessment activities, students in this course will: provide an in-depth exploration of the fundamental principles of metallurgy as they relate to welding. Students will gain a comprehensive understanding of the structure, properties, and behaviors of metals and alloys used in welding processes. Emphasis will be placed on how different materials respond to heat, stress, and welding techniques, ensuring welders can select appropriate materials, prevent common welding defects, and improve the quality and strength of welded joints. ***Pre-requisites: WELD-0130 GMAW.***

*Certificate B Electives*

### WELD-0201     Oxy-Fuel Welding
**1 credit hour**
Through a variety of classroom and/or shop/lab learning and assessment activities, the students in this course will: learn to set up, operate, and shut down OFW equipment, and learn to

perform basic welds with the OFW and TB processes. ***Pre-requisites: WELD-0100 OSHA 10 and WELD-0101 Welding Safety.***

**WELD-0202     Intermediate Welding Techniques**
**1 credit hour**

Through a variety of classroom and/or shop/lab learning and assessment activities, the students in this course will: develop skills in areas that have been difficult for them. If students have no trouble areas, they will use this class to explore the basics of advanced classes they may have an interest in to help decide on welding electives. ***Pre-requisites: WELD-0100 OSHA 10 and WELD-0101 Welding Safety.***

**WELD-0255     Aluminum Welding**
**4 credit hours**
Through a variety of classroom and/or shop/lab learning and assessment activities, the students in this course will learn metal preparation, GMAW, GTAW, safety, and metallurgy as they apply to aluminum welding. ***Pre-requisites: WELD-0100 OSHA 10 and WELD-0101 Welding Safety.***

**WELD-0260     Stainless Steel Welding**
**4 credit hours**
Through a variety of classroom and/or shop/lab learning and assessment activities, the students in this course will learn metal preparation, GMAW, GTAW, safety, and metallurgy as they apply to stainless steel welding. ***Pre-requisites: WELD-0100 OSHA 10 and WELD-0101 Welding Safety.***

**Criterion III: Admission and Graduation Requirements**

The modified program will maintain the existing admissions and graduation requirements.

**Criterion IV: Facilities**

No additional facilities are necessary following the program revision. The existing welding lab and classroom areas sufficiently support instruction for Welding Safety, OSHA Training, and Metallurgy.

**Criterion V: Resources**

The funding for the updated program will stay aligned with the current one. The institution already has the instructional capacity and facilities to support the revised curriculum.

Minimal additional costs may be associated with instructional materials for the new Metallurgy course. Existing departmental budgets will cover these expenses.

**Criterion VI: Faculty**

The revised program will still be taught by qualified faculty members who are currently meeting or exceeding credential requirements for technical welding instruction.

To support the new Metallurgy course, faculty will participate in a professional development workshop on materials science relevant to welding, ensuring instructional quality and relevance.

No new certifications are required, but continuing education and curriculum alignment will be facilitated through internal professional development.

**Criterion VII: Outside accreditation**

The program currently adheres to industry-recognized safety standards, including OSHA. It also participates in the AWS SENSE program. Although formal outside accreditation is not presently required, the department remains dedicated to upholding these standards. If additional accreditation or certification opportunities become advantageous or necessary in the future, the department will create an implementation plan and allocate a budget accordingly.

**Early Childhood Education & Development – AS**
**61 Credit Hours**

Information to create these changes was derived from discussions with KCKCC stakeholders, the competitive research analysis of other Kansas community colleges, the Supportive Action Plan, and information from the labor department. The decision to make changes to the curriculum and program was made to ensure that students receive the basic foundational knowledge of courses required by the National Association of Education Professional Standards and Competencies for Early Childhood Educators, as led by the National Association for the Education of Young Children (NAEYC). Review Exhibit A.

These changes will create opportunities for students to earn and transfer credits toward a bachelor's degree. The core courses in this degree differ from the Early Childhood Education and Development Associate of Applied Science. The goal is to support future educators desiring a teacher certification or a non-certified degree at a four-year institution.

This data helped us to review our local competitors and their courses in the area (Metropolitan Community College and Johnson County Community College) and labor statistics nationally. Additionally, access to other data through membership in the Early Childhood Higher Education Collaborative in Kansas provided information from a state-wide survey, indicating what the actual population needs from their local community colleges.

Primarily, Observation and Assessment were included but not required in this degree. The program change is necessary for the appropriate skill development and knowledge of our students.  In Early Childhood Education and Development, A.S., we are increasing *program requirements* from one credit to three credit hours (9), and the electives in Early Childhood Education and Development will become one- and five-credit electives.

The number of credits remains unchanged. The degree will remain at 61 credits, consisting of 34 general education courses and 27 program requirements.

**Criterion II Curriculum Changes**

EDUC 0161 Studying Children and Adolescents in Schools will become a mandated program requirement. This observation course aims to support students' basic understanding of observation, but from a different perspective, namely, public or private schools. Most students in this degree desire to transfer and earn a bachelor's degree to become a certified teacher, behavior specialist, special education teacher, counselor, or other role. This course was an elective in the previous curriculum. It has been made a requirement to fulfill the need for all students to possess this fundamental skill and knowledge in the profession.

ECED 0295 Survey of Exceptionalities (T) will be added as a program requirement for the degree. As students grow in their careers and work, they will encounter diverse populations of abilities. This course will prepare them to understand the process and skills needed to support individuals and families with exceptionalities.

Early Childhood Education and Development electives are drawn from courses within the Early Childhood Education and Development program. We have added ECED 0210, Family, Community, and Professional Partnership, and ECED 0200, Early Childhood Program Planning and Administration, to the list of early childhood education and development electives.

Under the Elective category, the following courses were added: BUSN 0210 Introduction to Business (T), BUSN 0262 Introduction to Entrepreneurship, and EXSC 0205 Personal School Community Health. They offer more transfer credit options.  The potential map:

| Fall | Cr | Spring | Cr |
|---|---|---|---|
| BLUE 101 Freshman Seminar | 1 | PYSC 0101 Psychology | 3 |
| ECED 0100 Intro to Early Childhood * | 3 | ECED 0295 Survey of Exceptionalities (T) | 3 |
| ENGL 101 Composition I (T) | 3 | ENGL 102 Composition II (T) | 3 |
| ANTH 101 Introduction to Cultural Anthropology | 3 | ECED Elective | 3 |
| EDUC 0161 Studying Children and Adolescents in Schools | 3 | Elective | 3 |
| Coms 0151 Public Speaking or Coms 0201 Interpersonal Communication | 3 | | |
| Total | 16 | Total | 15 |

| Fall | Cr | Spring | Cr |
|---|---|---|---|
| MATH 0111 Contemporary Math | 3-5 | NASC with Lab Credit | 5 |
| HIST 0104 United States to 1877 (T) or HIST United States since 1877 (T) | 3 | MUSC 0101 Music Appreciation | 3 |
| Elective | 3 | Elective | 3 |
| Natural and Physical Science Core: BIOL Elective | 4 | Elective | 3 |
| Elective | 3 | | |
| Total | 16 | Total | 14 |

**Early Childhood Education & Development – AAS**
**65 Credit Hours**

The decision to make changes to the curriculum and program was to ensure the students receive the basic foundational knowledge of courses required by the National Association of the Education Professional Standards and Competencies for Early Childhood Educators led by the National Association of the Education of Young Children (NAEYC) and previously mentioned national assessments or organizations. Review Exhibit A.

Information to create these changes derived from above and discussions with KCKCC stakeholders, the competitive research analysis of other Kansas community colleges, the Supportive Action Plan and the information from the labor department. These changes will create an opportunity for students to earn a well-rounded associate degree serving young children in positions as an infant or preschool teacher, mentor, future micro-enterprise (family childcare) business owner or center director.

Research indicated we needed a program based on current trends, skills required and needs in the field. This data helped us to review our local competitors and their courses in the area (Metropolitan Community College and Johnson County Community College) and labor statistics nationally. Additionally, data through membership in the Early Childhood Higher Education Collaborative in Kansas provided a state-wide survey indicated what the actual population needs from their local community colleges.

We request that ECED 0200 Early Childhood Program Planning and Administration be reactivated and added to the Early Childhood and Development Associate of Applied Science (A.A.S.) degree, which is terminal. This will create a more well-rounded degree, expanding their knowledge of management and administration in the field of early learning. This course allows students to see another aspect and potential career pathway option.

**Criterion II Curriculum**

Proposed changes in Certificate A include a structural change in the following courses: ECED 0110 Infant/Toddlers I, ECED 0111 Infant/Toddlers II, ECED 0112 Preschool I and ECED 0113 Preschool II. These courses are to be combined respectively into ECED 0109 Infant/Toddlers and ECED 0114 Preschool Child. Each course should be a single three-hour credit course rather than six hours with the observation course content sprinkled into it. There is no need for these classes to be in two parts, as we charge students for the same book twice and students only transfer half of the knowledge. That is why we are recommending the removal of parts I and II and combining them accordingly.

ECED 0140, Observation and Assessment has never been included in the previous certificate/degree or required. This hindered course enrollment and did not prepare students

with essential employment skills. It is the bedrock of knowledge as we make educated, evidence-based decisions for children regarding activities, referrals and curriculum planning.

ECED 0140 Observation & Assessment in Early Childhood class will include birth to 8 years of age in an early learning environment. In ECED 0140 Observation and Assessment in Early Childhood students learn the fundamentals of observing and assessment. The book chosen for this class is combined with child development to support Certificate A and B students not pursuing more education. Also, it creates awareness of child developmental growth before they enroll in their Child Development course, a 200-level course.

ECED 0141 Observation and Assessment in Early Childhood Practicum I will help students to apply their observation and assessment skills. The course allows students to have documented evidence of observation hours and field experience in any age group they choose. Students will be required to create a child portfolio through various notes and methods, a daily function of their job, collecting observations for program and activity planning, referrals and reflection. Also, they will observe the classroom environment and role play in a mock conference for competency.

We added ECED 0130, Social-Emotional Development to support educators in guiding self-regulation and challenging behaviors. Most teachers need this skill for retention in the field. Many of the working population are unprepared for behavior, trauma and classroom management. Thus, it was identified as a lower-level course rather than a 200-level course. Employers need individuals who are prepared to deal with these issues from day one.

We created the second practicum. ECED 0181, Teaching Strategies in Early Childhood Practicum II. This course was created to support students' teaching experience, improving book knowledge to actual experience, providing opportunities to solve problems. It allows students to have documented experience in any age group they want to demonstrate with. Students will be given feedback and coached for proper implementation methods, teaching techniques and the skill of self-reflection.

This is an opportunity for growth in the immediate. Immersion of practice and theory allows for true adaptation. What we determined was students needed opportunities to practice and receive feedback regarding their teaching practices sooner with the content studied. For other students, it supports their ease in a classroom if they are not working with children directly and helps provide confidence. In Internship, the capstone course, many students commented that they wished this had happened during the educational journey.

The second practicum allows for the removal of mandated observation hours in the following courses: ECED 0143 and ECED 0170.

ECED 0200, Early Childhood Program Planning and Administration will focus on program administration and management, the content of personnel, budgets, the law, and the skills needed to become a director to run a family childcare or small center. People in early learning

love children. However, they need the business side to ensure it is a viable business and can run it as an administrator or micro-enterprise owner.

Additionally, those with a current Child Development Associate Credential from the Council of Recognition, an independent agency, will have the option of applying for Lifetime Experiential Credit for up to 11 credit hours. The courses related to this are ECED 110 or ECED 0112, ECED 0150, ECED 0140, and ECED 0141.

Early Childhood Education and Development, AAS degree required no change in the number of credits. The total number of program credits required is 43 +22 General education=65 hours.

The Course map is as follows:

| Fall | Cr | Spring | Cr |
|------|----|--------|----|
| BLUE 101 Freshman Seminar | 1 | Nat. Physical Science Core | 3 |
| ECED 0100 Intro to Early Childhood * | 3 | ECED 0109 Infant/Toddlers or 0114 Preschool Child | 3 |
| ENGL 101 Composition 1 | 3 | ENGL 102 Composition II | 3 |
| ECED 130 Social Emotional Development & Behavior | 3 | ECED 0140 Observation and Assessment in Early Childhood | 3 |
| ECED 0150 Health, Safety and Nutrition in Early Childhood* | 3 | ECED 0141 Observation and Assessment in Early Childhood Practicum I | 2 |
| Coms 0151 Public Speaking or Coms 0201 Interpersonal Communication | 3 | PYSC 0101 Psychology | 3 |
| Total | 16 | Total | 17 |

| Fall | Cr | Spring | |
|------|----|--------|----|
| ECED 0109 Infants/ Toddlers or ECED 0114 Preschool Child | 3 | ECED 0200 Early Childhood Program Planning and Administration | 3 |
| ECED 0143 Creative Activities for Young Children | 3 | MATH 0111 Contemporary Math | 3 |
| ECED 170 Early Childhood Curriculum | 3 | ENGL 107 Children's Literature or HIST 0105 | 3 |

| | | | |
|---|---|---|---|
| ECED 180 Developing Language and Literacy in Early Childhood | 3 | ECED 0210 Family, Community and Professional Partnerships | 3 |
| ECED 0181 Teaching Strategies in Early Childhood Practicum II | 2 | ECED 0260 Early Childhood Internship | 3 |
| PYSC 0202 Child Development | 3 | | |
| Total | 17 | | 15 |
| | | | |

**Early Childhood Education and Development**
**Certificate A – 17 Credit Hours**
**Certificate B –**

Certificate A
The decision to make changes to the curriculum and program was to ensure the students receive the basic foundational knowledge of courses required by the National Association of the Education Professional Standards and Competencies for Early Childhood Educators led by the National Association of the Education of Young Children (NAEYC). Review Exhibit A. The changes will also meet the requirements of the Child Development Associate Credential, our national standardized credential administered by the Council of Professional Recognition.

Information to create these changes derived from above and discussions with KCKCC stakeholders, the competitive research analysis of other Kansas community colleges, the Supportive Action Plan and the information from the labor department. These changes will create an opportunity for students to earn a well-rounded entry level certificate serving young children in positions as a provider, an assistant, childcare worker or future micro-enterprise (family childcare/small center) business owner.

The research indicated we needed to create a program based on current trends, skills required and needs in the field. This data helped us to review our local competitors in the area (Metropolitan Community College and Johnson County Community College) and labor statistics nationally. Additionally, data from membership in the Early Childhood Higher Education Collaborative in Kansas provided a state-wide survey indicating what the actual population needs from their local community colleges.

Unfortunately, ECED 0140 Observation and Assessment in Early Childhood has never been part of any degree plan, which is unacceptable as this skill is required by most employers and positions. Also, they are crucial aspects of our professional standards set by the two previously mentioned organizations. Our competitor review indicated we were one of the only colleges missing this essential course.

We request adding two crucial courses, a change in the identification number of one course, the way two courses are structured, and the removal of observation requirements from other courses, as this will be completed in the practicums.

**Criterion II Curriculum**

Proposed changes in Certificate A include a structural change in the following courses: ECED 0110 Infant/Toddlers I, ECED 0111 Infant/Toddlers II, ECED 0112 Preschool I, and ECED 0113 Preschool II should be combined respectively into ECED 0109 Infant/Toddlers and ECED 0114 Preschool Child. Each course should be a single three-hour credit course rather than six hours with the observation content sprinkled into it. There is no need for these classes to be in two

parts, as we charge students for the same book twice and students only transfer half of the knowledge. That is why we are recommending the removal of parts I and II and combining them accordingly.

ECED 0140, Observation and Assessment has never been included in the certificate/degree or required which hindered the course enrollment and did not prepare students for an essential employment skill. The message previous coordinators sent was that this skill is not important, which is not the case. It is the bedrock of knowledge as we make educated, evidence-based decisions for children regarding activities, referrals and curriculum planning.

Focus of the ECED 0140 Observation & Assessment in Early Childhood class will include birth to 8 years of age in an early learning environment. In ECED 0140 Observation and Assessment in Early Childhood students learn the fundamentals of observing and assessment. The book chosen for this class is combined with child development to support Certificate A students not pursuing more education. They will receive a foundation of knowledge regarding child growth and development.

We created ECED 0141 Observation and Assessment in Early Childhood Practicum I concurrently with the academic content of ECED 0140. It will help students to apply their observation and assessment skills to children and the environment. They will be required to create a child portfolio, a daily function of their job, collecting observations for program and activity planning, referrals and reflection.

We removed the mandated observation hours in ECED 0100 and ECED 0140 as we have added ECED 0141 for the observation practicum in Certificate A courses. Quantity of hours is not quality. The practicum allows students to have documented evidence of observation hours and field experience in any age group they choose (Infant/Toddlers or Preschool or School Age) to observe with academic instruction. Students will be given feedback and coached for proper implementation methods and techniques to participate in a mock conference.

We added ECED 0130, Social-Emotional Development to support educators in guiding self-regulation and challenging behaviors. Most teachers need this skill for retention in the field. Many of the working population are unprepared for behavior, trauma and classroom management. Individuals leave due to the lack of classroom management skills. Thus, it was identified as a lower-level course rather than a 200-level course. Employers need individuals who are prepared to deal with these issues from day one.

We made the decision to remove ECED 0120 Portfolio from the certificate/degree to make room for practicums for students, actual application of skill and competence. Over the years, we have prepared students to recognize and save their artifacts for the personal CDA portfolio needed for the industry standard credential. However, we will continue to offer the course, a 3-hour credit rather than a 4-hour credit. It will not be attached to Certificate A.

The program prerequisites* for Certificate A are ECED 0100 Intro to Early Childhood and ECED 0150 Health, Safety, and Nutrition. Students will enroll in ECED 0109 Infant Toddlers or ECED 0114 Preschool Child for Certificate A. This allows working students the freedom to focus on the age they teach or work within their daily lives. The capstone course is ECED 0140 Observation and Assessment and ECED 0141 Observation and Assessment Practicum I. Certificate A should take a year. The addition of a practicum for 2 credits raised the certificate from 16 to 17 credits. This creates a manageable load for part-time and high school students to complete and graduate with Certificate A.

The potential first-year map has been added to the document below.

Potential First Year Map

| Fall | Cr | Spring | Cr |
|---|---|---|---|
| ECED 0100 Intro to ECE* | 3 | ECED 0109 Infant Toddlers or ECED 0114 Preschool Child | 3 |
| ECED 130 Social Emotional Development | 3 | ECED 0140 Observation and Assessment | 3 |
| ECED 0150 Health, Safety and Nutrition* | 3 | ECED 0141 Observation and Assessment Practicum I | 2 |
| | 9 | | 8 |
| | | Total | 17 |

Based on the course map, students will have the option to take the course that applies to the age they teach in their second semester. For example, if I am a preschool teacher, I will enroll in ECED 0114, Preschool Child. I will enroll in ECED 0109 when I continue in Certificate B. This allows students the freedom to earn certificates relevant to the age they teach and still complete the required courses later. It supports their educational preparation for the Child Development Associate credential, as they are age-specific, based on employment.

Additionally, those with a current Child Development Associate Credential from the Council of Recognition, the national credentialing agency, will have the option of applying for Lifetime Experiential Credit for up to 11 credit hours. The courses related to this are ECED 0114 or ECED 109, ECED 0150, ECED 0140, and ECED 0141 which will provide quicker access to complete a certificate or the Early Childhood Education and Development A.A.S. degree.

**Criterion III Admissions and Graduation Requirements**

The admission requirements will remain the same:

- Reading and Writing scores of 250 on the Accuplacer tests
- Contact program coordinator for program-specific advising or CTE advisors.

**Certificate B**

The decision to make changes to the curriculum and program was to ensure the students receive the professional foundational knowledge of courses required by the National Association of Education Professional Standards and Competencies for Early Childhood Educators, led by the National Association of Education of Young Children (NAEYC). Review Exhibit A. The changes meet the requirements of best practices in teaching, as outlined in the Classroom Assessment Scoring System, a national evaluation tool designed to create better outcomes for children and enhance teacher practice.

Information to create these changes was derived from the above and discussions with KCKCC stakeholders, as well as competitive research analysis of other Kansas community colleges, the Supportive Action Plan, and information from the labor department. These changes will create an opportunity for students to earn a well-rounded, advanced-level certificate serving young children in positions such as provider, infant or preschool assistant, childcare worker, or future micro-enterprise (family childcare) or director of a small center.

The research indicated that we needed to create a program based on current trends, the skills required, and the needs in the field. This data helped us to review our local competitors and their courses in the area (Metropolitan Community College and Johnson County Community College) and labor statistics nationally. Additionally, data from the Early Childhood Higher Education Collaborative in Kansas provided a statewide survey that indicated what the actual population needs from their local community colleges.

We request ECED 0181 Teaching Strategies in Early Childhood Practicum II in Certificate B. This course is a documented practicum, where students will gain hands-on experience in practicing and implementing teaching strategies, interactions, and observations at a field location partner or their place of employment.

Criterion II Curriculum

Proposed changes in Certificate A include a structural change in the following courses: ECED 0110 Infant/Toddlers I, ECED 0111 Infant/Toddlers II, ECED 0112 Preschool I and ECED 0113 Preschool II. These courses are to be combined respectively into ECED 0109 Infant/Toddlers and ECED 0114 Preschool Child. Each course should be a single three-hour credit course rather than six hours with the observation course content sprinkled into it. There is no need for these classes to be in two parts, as we charge students for the same book twice and students only transfer half of the knowledge. That is why we are recommending the removal of parts I and II and combining them accordingly.

ECED 0140, Observation and Assessment, has never been included in the previous certificate/degree or required, which hindered the course enrollment and did not prepare

students for an essential employment skill. It is the bedrock of knowledge as we make educated, evidence-based decisions for children regarding activities, referrals and curriculum planning.

ECED 0140 Observation & Assessment in Early Childhood class will include birth to 8 years of age in an early learning environment. In ECED 0140 Observation and Assessment in Early Childhood, students learn the fundamentals of observing and assessment. The book chosen for this class is combined with child development to support Certificate A and B students who are not pursuing further education. Also, it creates awareness of child growth and development before students enroll in their PSYC 0202, Child Development course.

ECED 0141 Observation and Assessment in Early Childhood Practicum I will help students to apply their observation and assessment skills. They will be required to create a child portfolio through various notes and methods, a daily function of their job, collecting observations for program and activity planning, referrals and reflection.

We added ECED 0130, Social-Emotional Development to support educators in guiding self-regulation and challenging behaviors. Most teachers need this skill for retention in the field. Many of the working population are unprepared for behavior, trauma and classroom management. Individuals who enter the field need this content as Covid, child abuse and neglect, social media and technology have impacted attentiveness and social development skills in children. Thus, it was identified as a lower-level course rather than a 200-level course. Employers need individuals who are prepared to deal with these issues from day one.

ECED 0181, Teaching Strategies in Early Childhood Practicum II will support students' teaching experience, improving book knowledge to actual experience, providing opportunities to problem-solve when things do not work in a classroom. It allows students to have documented experience in any age group they choose to demonstrate with. Students will be given feedback and coached for proper implementation methods, teaching techniques and self-reflection.

This is an opportunity for growth in the immediate. Immersion of practice and theory allows for true adaptation. What we determined was students needed opportunities to practice and receive feedback regarding their teaching practices sooner with the content studied.

For other students, it supports their ease in a classroom if they are not working with children directly and helps provide confidence. The practicum courses will replace the mandated requirement of observation in: ECED 143, and ECED 0170.

Potential First Year Map
Fall Cr Spring Cr
ECED 0100 Intro to ECE* 3 ECED 0109 Infant/Toddlers or 0114 Preschool Child 3
ECED 130 Social Emotional
Development & Behavior 3 ECED 0140 Observation and Assessment in Early Childhood 3
ECED 0150 Health, Safety and

Nutrition in Early Childhood* 3 ECED 0141 Observation and Assessment in Early Childhood Practicum I 2

9 8

Total 17

Second Year Map for Certificate B

Fall Cr Spring

ECED 0109 Infants/ Toddlers or

ECED 0114 Preschool Child 3

ECED 0143 Creative Activities

for Young Children 3

ECED 170 Early Childhood

Curriculum 3

ECED 180 Developing

Language and Literacy in Early

Childhood 3

Teaching Strategies in Early

Childhood Practicum II 2

14

Total 31

Students will have the option to take the course that applies to the age they teach in their second semester. For example, if I am a preschool teacher, I will enroll in ECED 0114, Preschool Child. Then, in my third semester, I will enroll in ECED 0109 or vice versa. This allows students to earn their Certificates relevant to the age they teach and still pick up the required courses later in the third semester. It supports their preparation for the Child Development Associate credential, as they are age-specific based on their employment position. Students need flexibility.

The capstone course is ECED 0181, Teaching Strategies in Early Childhood Practicum II, in the Certificate B program. Students can enroll in a single course concurrently with Teaching Strategies in Early Childhood Practicum II. Certificate B should take three semesters as it does now. The number of hours for the degree has not changed. It will remain 31 credit hours.

# Math, Science, Business and Technology – Dr. Edward Kremer, Dean

**Computer Science**
**AAS – 62 credit hours**

The proposed revision updates the *Computer Software Technology, A.A.S.* program to a newly titled *Computer Science, A.A.S.* program that more accurately represents the program's content and the expectations of today's computing professions. The revised program establishes a unified, clearly defined sequence of courses—removing electives to ensure that every graduate develops the same core competencies in programming, systems, and emerging technologies. Several courses have been updated for relevance, and three new courses—***Introduction to Artificial Intelligence***, ***Cloud Computing***, **and** ***Information Technology Capstone***—have been added to reflect the growing importance of these areas in the workforce.

The overall credit requirement is now **62 credit hours**, streamlined from the previous **66 credit hours**, while maintaining the **Associate of Applied Science (A.A.S.)** award level. The program's computing core is now 40 credits, balanced by general education coursework that strengthens communication, problem solving, and professional readiness. This structure provides a focused, industry-aligned pathway to completion.

**Rationale — Academic and Curricular Alignment**

1. **Modernized Program Identity.** The change from *Computer Software Technology* to *Computer Science* aligns the program title with contemporary terminology used by both industry and higher education. The term "Computer Science" better conveys the program's integration of algorithmic thinking, software engineering, and applied computing skills.

2. **Streamlined, Coherent Curriculum.** The removal of electives and creation of a prescribed course sequence ensures consistent and efficient progression toward degree completion. Students now follow a clear, intentional pathway that minimizes duplication, supports proper course sequencing, and helps reduce time to graduation.

3. **Integration of Emerging Technologies.** The addition of courses in *Artificial Intelligence* and *Cloud Computing* introduces students to high-demand skills shaping modern computing. These areas are central to many current and future technological roles, and their inclusion ensures that graduates possess relevant, up-to-date knowledge.

4. **Capstone Experience for Applied Learning.** The *Information Technology Capstone* course provides a culminating, project-based learning experience that integrates programming, systems, and database knowledge. It mirrors real-world professional practice and allows students to demonstrate readiness for employment or transfer.

**Rationale — Student Demand and Success**

1. **Improved Program Clarity and Marketability.** Prospective students are more likely to recognize and value a degree titled "Computer Science," as it directly communicates relevance to the software and IT industry. The updated title and streamlined curriculum enhance recruitment and retention.

2. **Stronger Support for Completion.** A required, well-sequenced curriculum simplifies advising and eliminates confusion around elective choices. Students can plan their entire program from start to finish, reducing barriers to graduation and improving overall success rates.

3. **Preparation for Industry Certifications and Advanced Study.** The revised curriculum introduces skills that align with key industry certifications such as CompTIA, AWS, and Microsoft credentials. This alignment helps students build stackable credentials that increase employability.

4. **Career-Relevant Applied Skills.** The updated coursework provides hands-on experience in programming, databases, system maintenance, scripting, and emerging technologies—skills that employers identify as critical in software and IT roles.

**Rationale — Employer and Workforce Alignment**

1. **Responsive to Employer Feedback.** Local and regional employers have expressed strong demand for graduates who possess both fundamental computing knowledge and exposure to cloud environments, artificial intelligence, and systems integration. The revised curriculum responds directly to these workforce needs.

2. **Alignment with Industry Practices.** Updating the Object-Oriented Programming course to use C# reflects the technologies most commonly employed in business and enterprise development environments. Likewise, the introduction of Cloud Computing ensures graduates understand deployment and scalability concepts central to modern IT operations.

3. **Applied, Work-Ready Outcomes.** The new capstone project provides opportunities for collaboration, documentation, and presentation of completed projects—skills employers consistently emphasize as essential for entry-level professionals.

**Program Quality, Assessment, and Continuous Improvement**

1. **Defined Learning Outcomes.** The revised curriculum supports clear, measurable outcomes in programming, algorithmic reasoning, systems management, and applied technologies.

2. **Assessment through Capstone and Employer Feedback.** The capstone course will serve as a primary vehicle for assessing student learning and employer satisfaction.

3. **Ongoing Industry Engagement.** The program will continue to collaborate with its advisory board and local employers to ensure that course content remains current and that graduates are prepared for evolving workforce demands.

**Anticipated Benefits**

- A modernized, industry-recognized program title that improves student recruitment and employer understanding.
- Streamlined degree requirements (reduced from 66 to 62 credits) that promote timely completion.
- Integration of high-demand content areas—AI, cloud computing, and applied project experience.
- Enhanced graduate employability through alignment with current technologies and certifications.
- Improved program assessment and clearer measurement of learning outcomes.

**Conclusion**

The transition from *Computer Software Technology, A.A.S.* to *Computer Science, A.A.S.* represents a forward-looking update that strengthens academic integrity, responds to workforce needs, and enhances student success. By streamlining the curriculum, modernizing course content, and incorporating emerging technologies, this program will produce graduates who are better equipped for immediate employment and lifelong learning in a rapidly evolving computing landscape.

**Computer Science – AS**
**61 Credit Hours**

The updated program shifts focus from networking, web development, and computer maintenance toward programming and software development. Courses such as Networking I, HTML Web Page Development, Computer Repair/Maintenance, and CIST electives have been removed. In their place, new courses including Unix Scripting & Utilities, Database Management, Discrete Structures I, Object-Oriented Programming using C#, and Data Structures & Algorithms have been added. Core courses, such as Computer Concepts and Applications, Programming Fundamentals, and Programming Algorithms, remain, maintaining a foundation in computer concepts while emphasizing coding, algorithms, and software-focused skills.

**Courses removed from the new program**

- Networking I (CIST-0117) – 3 Credits
- HTML Web Page Development (CIST-0137) – 3 Credits
- Computer Repair/Maintenance (CIST-0214) – 4 Credits
- CIST Computer Information Systems Electives – 6 Credits

**Courses added to the new program**

- Unix Scripting & Utilities (CIST-0232) – 3 Credits
- Database Management (CIST-0236) – 3 Credits
- Discrete Structures I (CIST-0191) – 3 Credits
- Object-Oriented Programming using C# (CIST-0256) – 3 Credits
- Data Structures & Algorithms (CIST-0240) – 4 Credits

**Courses retained**

- Computer Concepts and Applications (CIST-0101) – 3 Credits
- Programming Fundamentals (CIST-0120) – 4 Credits
- Programming Algorithms (CIST-0180) – 4 Credits

**Summary of focus shift**

- Old program: Emphasized networking, web development, and hardware/maintenance.
- New program: Emphasizes programming, scripting, databases, and data structures, moving toward software development and algorithm-focused curriculum.

**Computer Science Certificates**
**Certificate A – 27 credit hours**
**Certificate B – 40 credit hours**

**Overview of the change:**

The curriculum is being restructured into two stackable certificates that together preserve the program's breadth while improving clarity, alignment with employer needs, and student flexibility. The proposed structure places foundational, applied, and current-technology courses in **Computer Science Cert A (27 credits)** and concentrates on deeper theory, programming, and a capstone in **Computer Science Cert B (13 credits)**. Combined, the two certificates equal a 40-credit pathway that leads to workforce entry or further study.

**Why is this change needed?**

- **Short, stackable credentials:** Students increasingly prefer credentials they can earn quickly and stack toward a larger credential (certificate → advanced certificate → degree). The A certificate provides an employable entry point; the B certificate builds toward higher-level technical roles or transfer.

- **Clear progression and reduced duplication:** Splitting the program into foundational (A) and advanced (B) sequences reduces course overlap and helps students see a logical path from basics (Computer Concepts, Programming Fundamentals) to advanced topics (Data Structures, Discrete Structures, Capstone).

- **Hands-on and career-ready skills:** Students want coursework that leads directly to jobs— practical classes (Computer Repair & Maintenance, Unix Scripting, Database Management, Cloud Computing) and a capstone project provide demonstrable skills and portfolio work.

- **Modern content and relevancy:** Including courses such as **Introduction to AI**, **Cloud Computing**, and up-to-date database and programming courses, addresses student expectations for learning contemporary technologies.

- **Technical breadth required by employers:** Local and regional employers seek graduates who can both troubleshoot systems and develop/maintain software. The revised course map provides a balanced skill set.

- **Specific, in-demand skills:** Employers have growing needs for personnel with competency in **databases (SQL/DBMS)**, **Linux/Unix scripting**, **cloud platforms**, and **basic AI concepts**—all explicitly included.

- **Faster onboarding and certification alignment:** The A certificate prepares students for entry-level IT roles and industry certifications, while the B certificate readies students for software developer roles where knowledge of algorithms, discrete math, and structured programming is essential.

- **Capstone demonstrates workplace readiness:** The Information Technology Capstone provides employers with evidence of a student's ability to deliver a project from requirements through implementation—highly valued in hiring.

## How courses map to program goals

- *Foundational & applied (A, 27 credits):* Computer Concepts and Applications; Programming Fundamentals; Computer Repair & Maintenance; Unix Scripting & Utilities; Database Management; Programming Algorithms; Introduction to AI; Cloud Computing. These courses deliver immediate practical skills for entry roles and certifications.

- *Advanced & transferable (B, 13 credits):* Discrete Structures I; Data Structures & Algorithms; Object-Oriented Programming; Information Technology Capstone. This group strengthens students' theoretical grounding and development skills, suitable for developer positions or as preparation for transfer to a bachelor's program.

## Program benefits

- **Greater employability immediately after A,** while B provides upward mobility.

- **Reduced redundancy and improved efficiency**—content reorganized so students complete fewer repetitive tasks and can finish targeted credentials faster.

- **Alignment with labor market trends**—database skills, cloud literacy, scripting, and basic AI concepts are emphasized.

- **Pathways to certification and transfer**—courses support preparation for industry exams and align with common junior-level employer expectations.

## Implementation & next steps

- Finalize course sequencing and term offerings so students can complete A independently or continue immediately into B.

- Partner with local employers and advisory boards to validate course outcomes and identify internship opportunities.

- Map selected courses to industry certifications and provide optional exam preparation modules.

- Publicize the stackable pathway to prospective students, emphasizing quick credentialing (A) and the option to advance (B + capstone).

- No significant facility changes, or new construction are required to support the revised Computer Science Certificate A and B programs. Existing KCKCC computer labs and classrooms already provide the necessary hardware, networking, and instructional technology to support coursework in programming, database management, cloud computing, and artificial intelligence. The current infrastructure accommodates industry-standard software and development environments, ensuring students can complete all

hands-on activities effectively. Only minor updates—such as installing the latest versions of Visual Studio, SQL Server, and access to cloud-based learning platforms like AWS or Microsoft Azure—may be required as part of the college's normal technology refresh cycle. All revised and new courses, including the Information Technology Capstone, can be delivered within current facilities using on-campus labs and online learning systems.

- The revised Computer Science Certificate A and B programs do not require any additional funding beyond current budget allocations. Existing instructional resources, faculty, computer labs, and software licenses are sufficient to support the updated curriculum. The revision primarily restructures and modernizes existing courses rather than adding new cost elements. Routine software updates and cloud access will continue to be covered under existing departmental technology budgets. Therefore, no new funding or additional resources are needed to implement or sustain the revised program.

**Conclusion**

This restructuring creates a flexible, modern, and employer-aligned program that better serves students' preferences for stackable credentials and meets employers' demand for practical skills in programming, databases, cloud computing, scripting, and systems maintenance. The two-certificate model balances rapid workforce entry with a clearly defined path toward advanced technical competency.

**Networking Technology, AAS**
**64 Credit Hours**

The proposed revision from **Computer System Networking & Telecommunications, A.A.S.**, to Networking Technology, A.A.S., reflects a comprehensive update designed to align the program with **current industry standards, employer expectations, and changes to the Cisco Networking Academy curriculum**. This update ensures that students are trained in the latest networking technologies, tools, and methodologies currently used in professional IT environments.

The revision does **not introduce new networking courses**; rather, it updates the existing sequence — **Networking I, II, and III** — to reflect the **new Cisco Networking Academy course framework**. These courses have been renamed and revised as follows to match Cisco's global curriculum updates and current CCNA certification competencies:

- **CIST 0117 – Introduction to Networks** (formerly Networking I)

- **CIST 0158 – Switching, Routing, and Wireless Essentials** (formerly Networking II)

- **CIST 0216 – Enterprise Networking, Security, and Automation** (formerly Networking III)

These changes ensure students develop skills consistent with today's networking environments, including enterprise-level routing and switching, wireless networking, automation, and security integration. The content reflects updates made by Cisco to include modern topics such as **network programmability, software-defined networking, and cybersecurity fundamentals**.

In addition to the Cisco-aligned updates, the revised program adds **two new courses** — **Cloud Computing (CIST 0238)** and **Server Administration (CIST 0242)** — that expand the student learning experience to include cloud infrastructure, virtualization, and enterprise server management. These areas represent rapidly growing fields in the IT industry and respond to **employer feedback** indicating a need for graduates with hands-on experience in cloud technologies and hybrid network environments.

The **Information Technology Capstone (CIST 0295)** replaces the previous **Industrial Internship (CIST 0299)** to provide a more consistent and measurable final experience for all students. The capstone course allows students to demonstrate mastery of program learning outcomes through a comprehensive, project-based assessment that integrates networking, security, and systems administration skills.

From the **student perspective**, the revised program provides a more streamlined and up-to-date curriculum that supports both **employment readiness and transferability** to four-year institutions. The total credit hours are reduced from **66 to 64**, improving program efficiency without sacrificing instructional quality or technical depth. The program now aligns more closely with **national networking and cybersecurity education frameworks**, improving students' ability to pursue **industry certifications, such as the Cisco Certified Network Associate (CCNA) and CompTIA Network+ certifications**.

From the **employer perspective**, these changes address the increasing demand for IT professionals with skills in **cloud computing, enterprise automation, network security, and systems integration**. Local and regional employers report difficulty finding entry-level networking technicians and administrators who are prepared for modern, cloud-based infrastructures. The revised program directly addresses these needs by offering hands-on, industry-relevant coursework that emphasizes practical application and adaptability to emerging technologies.

In summary, this program change modernizes course content, enhances alignment with current Cisco and industry standards, strengthens student employability, and ensures that graduates are well-prepared to meet the evolving demands of the networking and information technology workforce.

The revised **Networking Technology A.A.S.** program does **not require significant changes** to current facilities. The existing computer labs, networking labs, and classrooms used for the **Computer System Networking & Telecommunications A.A.S.** program are sufficient to support the revised curriculum. All courses, including the updated networking courses (*Introduction to Networks*, *Switching, Routing, and Wireless Essentials*, *Enterprise Networking, Security, and Automation*), programming courses, and systems courses (Unix Scripting, Programming Fundamentals, Computer Repair/Maintenance), can be delivered using the current lab workstations, networking equipment, servers, and software platforms already available on campus.

No entirely new facilities are required; however, **minor adjustments or updates** to existing labs may be needed to support the added emphasis on **Cloud Computing (CIST 0238)** and **Server Administration (CIST 0242)**. Overall, the program revision leverages existing facilities with minimal updates, ensuring the campus infrastructure continues to meet both instructional and student learning needs without the need for additional building or major capital investment.

The funding required for the Networking Technology A.A.S. program is largely consistent with the current Computer System Networking & Telecommunications A.A.S. program. The majority of courses continue to utilize existing faculty, classrooms, and lab equipment, so no significant increase in base funding is required. Minor additional costs may be associated with updates to lab equipment or software licenses to support Cloud Computing (CIST 0238), Server Administration (CIST 0242), and the Information Technology Capstone (CIST 0295), but these are expected to be minimal and can be accommodated within current operational budgets or instructional technology funds.

If any additional resources are needed, such as updated server hardware or cloud platform subscriptions, the source of funding would come from existing instructional technology budgets, departmental allocations, or grants supporting IT program development. Overall, the program revision is designed to maintain cost efficiency while updating the curriculum to meet current

industry standards, ensuring that no significant new funding is required to successfully implement the revised program.

The revised Networking Technology A.A.S. program will continue to align with existing industry and educational standards to maintain current accreditation. With the addition of Cloud Computing (CIST 0238) and Server Administration (CIST 0242) courses, the program may seek alignment with relevant cloud and server industry certifications to enhance credential recognition. Any necessary accreditation updates or reviews will follow the institution's standard cycle, with costs covered through existing departmental or institutional budgets. The timeline for maintaining or obtaining additional recognition will align with the regular reporting and review periods established by accrediting bodies and industry partners.

**Networking Technology**
**Certificate A – 28 Credit Hours**
**Certificate B - 42 Credit Hours**

The institution identified a significant need for training in computer networking and related technologies within our service area. The proposed Networking Technology Certificate program is designed for individuals interested in acquiring the technical skills necessary for entry-level networking roles and preparing for the Cisco Certified Network Associate (CCNA) exam, without the requirement of completing an Associate of Applied Science (AAS) degree.

This program was previously offered at Kansas City Kansas Community College (KCKCC) but was discontinued. Since then, both local industry trends and enrollment patterns have demonstrated a strong and continuing demand for focused, credential-based networking education. Updating and reinstating this certificate aligns with the latest CCNA curriculum and addresses the needs of employers and students directly.

The idea to reinstate the Networking Technology Certificate program came from observing a measurable decline in enrollment across KCKCC's Computer Information Systems and Technology (CIST) programs following the discontinuation of the prior certificate. Many prospective students specifically sought short-term, certification-driven pathways leading to recognized industry credentials such as the CCNA.

Reintroducing and updating this program is expected to restore that lost enrollment and strengthen overall participation in the CIST program. This initiative reflects the institution's commitment to providing workforce-aligned training that supports local employment opportunities and career advancement in the growing IT and cybersecurity sectors.

**Industry and Business Partnerships**

The development of the updated Networking Technology Certificate was informed and supported by feedback from regional business and industry partners that actively hire and train networking professionals. These partners include:

- Veridian Consulting Services, LLC
- The Purple Guys — Managed IT Services Provider (now part of Ntiva, a National Managed IT and Cloud Services Provider)
- Kansas City Cyber — Managed Security and Cybersecurity Services Provider
- Binary Noggin — Custom Software Engineering & Consulting Firm
- Onsite Logic — Cybersecurity-Focused Managed  IT & Technology Services Provider
- Kansas City Managed IT — Managed IT & Cybersecurity Services Provider
- Clarit i Solutions — Technology Consulting & Managed IT Services Provider

Each of these organizations provided valuable insights into current workforce skill gaps, preferred certifications, and evolving technology trends, ensuring the curriculum aligns with industry standards and hiring expectations.

**Program Description and Requirements**

The Networking Technology Certificate program prepares students for entry-level and intermediate careers in computer networking, systems administration, and information technology. The program emphasizes hands-on learning in network configuration, troubleshooting, cloud technologies, programming, and IT support. Students gain the foundational knowledge and technical skills necessary to install, configure, manage, and secure networked systems in business and organizational environments.

This program also aligns with the core objectives of the Cisco Certified Network Associate (CCNA) certification, providing students with the opportunity to prepare for the CCNA exam and enter the IT workforce without completing a full associate degree.

The proposed Network Technology Certificate program is a new program. While there is a similar Network Technology program within the region, at this stage, no formal collaboration has occurred. The program has been fully developed and is aligned with the Cisco CCN curriculum. We plan to engage with the existing program and other institutions to identify opportunities for collaboration, including sharing best practices, coordinating recruitment and retention strategies, providing curriculum guidance, and exploring potential work-based learning partnerships with local businesses and industry partners.

**Cybersecurity Certificate**
**AS – 62 Credit Hours**
 **Certificate A – 27 Credit Hours**
**Certificate B - 39 Credit Hours**

The updated Cybersecurity A.S. program has been revised to better support students transferring to four-year colleges. Core courses such as Computer Concepts and Applications, Network Security, Ethical Hacking & Penetration Testing, Digital Forensics, Information Assurance & Data Protection, and Advanced Security Practitioner remain. Changes include increasing Networking I to 4 credits, replacing Networking II with Programming Fundamentals (Python), and replacing Enterprise Security Management with Unix Scripting & Utilities. These adjustments increase the total credits from 28 to 29 and ensure that students complete courses required for transfer degrees, aligning the program with four-year curriculum requirements.
.
The proposed revision from the **Cybersecurity Certificate** to **Cybersecurity Certificate A & B** is designed to strengthen program outcomes, better align with current industry standards, and meet the demands of both students and employers for advanced cybersecurity skills.
**Rationale for Change:**
The current 28-credit certificate provides a foundational understanding of networking, security, and ethical hacking. However, as cybersecurity has evolved rapidly, employers increasingly expect graduates to demonstrate competencies across network administration, scripting, and enterprise-level security management. The proposed changes expand the curriculum to 39 total credits, split into two stackable credentials—Certificate A (27 credits) and Certificate B (12 credits). This structure enables students to acquire marketable skills earlier, while providing a pathway toward advanced study and employment.

**Key Enhancements and Industry Alignment:**
- **Updated Networking Curriculum:** The introduction of *CIST 0117 – Introduction to Networks* and *CIST 0158 – Switching, Routing, and Wireless Essentials* aligns with updated Cisco and CompTIA standards, ensuring students acquire current skills relevant to **Network+** and **CCNA** certifications.
- **Expanded Technical Proficiency:** The addition of *CIST 0232 – Unix Scripting & Utilities* and *CIST 0120 – Programming Fundamentals* addresses employer requests for graduates who can automate tasks, write scripts, and manage system-level operations.
- **Advanced Security Competencies:** Certificate B includes *CIST 0225 – Information Assurance & Data Protection*, *CIST 0235 – Enterprise Security Management*, *CIST 0242 – Server Administration*, and *CIST 0245 – Advanced Security Practitioner*. These courses prepare students for higher-level certifications such as **CompTIA CySA+** and **CASP+**, meeting workforce demand for cybersecurity professionals capable of securing enterprise networks.

**Student and Employer Demand:**

Employers in the cybersecurity field continue to express a need for graduates who possess both practical technical skills and a solid understanding of enterprise security management. Many organizations report challenges in filling roles that require expertise in scripting, network configuration, and security monitoring—skills emphasized in the revised curriculum.

The two-tiered certificate structure offers students flexibility, allowing them to complete Certificate A for immediate entry into the workforce or continue to Certificate B for more

advanced career opportunities. This approach supports a range of learners while ensuring alignment with current industry expectations and national cybersecurity education frameworks. Additionally, the inclusion of courses in programming, scripting, and network management enhances students' academic preparation and can facilitate credit transfer toward bachelor's degree programs. This dual focus supports long-term career and educational goals, improves employability, and ensures that the program remains relevant to evolving industry standards.

The proposed revision to the Cybersecurity Certificate program does not require any major changes to existing facilities. The current computer labs, classroom spaces, and network infrastructure already meet the instructional needs of both the current and revised programs. Existing cybersecurity and networking labs are fully equipped with the necessary hardware, software, and virtual environments.

No new facilities are required for the implementation of the revised Cybersecurity Certificate A & B programs. All courses can be delivered using the college's current technology infrastructure, computer labs, and online learning platforms. The existing cybersecurity lab environment provides sufficient capacity to accommodate additional students and course offerings associated with the expanded program.

The revised Cybersecurity Certificate program will continue to be funded through existing institutional resources, with no significant changes to the current budget structure. The reorganization of courses and addition of *Programming Fundamentals* and *Unix Scripting & Utilities* can be supported using current faculty, lab spaces, and software systems already in place for cybersecurity instruction. Existing budgets for instructional materials, software licensing, and technology maintenance are sufficient to sustain the revised program. While minor updates to software or lab configurations may be needed to support the new coursework, these costs are minimal and can be absorbed within existing departmental funds. No additional staffing, facilities, or new funding sources are required to implement or maintain the revised program.

**Accounting – AAS**
**61-63 Credit hours**
**Accounting – Certificate A**
**16 Credit hours**
**Accounting – Certificate B**
**31 Credit hours**

The Associate in Applied Science in Accounting degree program is designed for students who seek employment opportunities in the general accounting field or other areas that require specialized finance-related business knowledge and skills. Since all businesses track expenses and income, accounting majors have opportunities to work in a variety of industries, including finance, health care, real estate, insurance, retail, government, and non-profit organizations. Employment opportunities include positions such as a business manager who manages organization sales and production decisions; a clerk who maintains accounting records and financial data; and a technician who works with automated systems. Additionally, students with an accounting education may elect to continue their education and earn a CPA certification, which prepares them for next-level career opportunities.

The Accounting Program includes a comprehensive curriculum that has real-world applications that can immediately be applied to a variety of business settings. KCKCC's Accounting Program provides students with accounting principles and procedures as well as critical thinking skills, decision-making skills, and business knowledge that local employers
are seeking to maintain their financial information and help their businesses be successful.

**Program Rationale**

KCKCC's accounting program was a Carl Perkins funded program before changes were made with the reclassification of career and technical education (CTE) programs. As a result of the latest revision, KCKCC is requesting for this program to once again be a Carl Perkins program.

**Program Description and Requirements**

**Catalog Description**

This program is designed to prepare students for immediate employment in the fields of accounting. While many of the courses listed below will transfer to several four-year colleges and universities, students who plan to transfer for a bachelor's degree in Accounting should follow the Associate in Science transfer degree for Business. These students should also contact the Business program coordinator and the four-year college of their choice to obtain a list of course requirements of the transfer institution. Any deviation from the program must be approved by the Dean of Math, Science, Business and Technology.

**Program Objectives**

1. Demonstrate proficiency in recording economic transactions and preparing financial statements in accordance with accounting principles.


2. Demonstrate knowledge in setting up and maintaining a computerized set of accounting books.
3. Be able to use the Internal Revenue Code as it relates to individual income taxes or laws governing business operations.
4. Demonstrate the ability to utilize critical and creative thinking in business, operational, or capital decision-making.
5. Demonstrate the ability to communicate and utilize technology in a business environment.


**<u>Demand for the Program in Kansas</u>**

Based on the Kansas Department of Labor (KDOL) Occupational Outlook, the estimated number of Bookkeeping, Accounting, and Auditing Clerks employment for 2023 Q1 is 20,282 with a projected 20,175 for 2025 Q1, reflecting a drop of 107. There is a projected annual opening of 2,289 due to exits and transfers. The long-term projection in 2022 for projected year 2032 is a total opening of 21,706 for the ten-year period. The wages annual mean is $43,810 and median is $43,580. KDOL –Today's Occupations, Tomorrow's Opportunities (TOTO) has 1,945 job openings in business and financial operations currently.

The Comprehensive Regional Needs Assessment Carl D. Perkins V – Strengthening Career and Technical Education for the 21st Century Act conducted in 2022 by the Regional Team for Kansas City – Wyandotte/Leavenworth area reported that 572 job openings in the accounting field existed.  This supports the need for KCKCC's accounting program to continue helping prepare students for these positions.

The program partners with KC Cash and the Internal Revenue Service (IRS) to provide a hands-on tax preparation experience which features real-time preparation of income tax filings for low-income members of the community, IRS certification in the use of IRS tax filing software, and college credit. This program has led to private sector employment opportunities, self-employment opportunities, and on-going volunteer opportunities. Advisory committee members have provided job shadowing experiences, served as classroom guest speakers, and direct employment opportunities.

https://www.bls.gov/oes/current/oes433031.htm
Occupational Employment and Wages, May 2023
43-3031 Bookkeeping, Accounting, and Auditing Clerks

National estimates for Bookkeeping, Accounting, and Auditing Clerks:
Employment estimate and mean wage estimates for Bookkeeping, Accounting, and Auditing Clerks:

| Employment (1) | Employment RSE (3) | Mean hourly wage | Mean annual wage (2) | Wage RSE (3) |
|---|---|---|---|---|
| 1,501,910 | 0.4 % | $ 23.84 | $ 49,580 | 0.1 % |

Percentile wage estimates for Bookkeeping, Accounting, and Auditing Clerks:

| Percentile | 10% | 25% | 50% (Median) | 75% | 90% |
|---|---|---|---|---|---|
| Hourly Wage | $ 15.61 | $ 18.65 | $ 22.81 | $ 27.90 | $ 33.11 |
| Annual Wage (2) | $ 32,460 | $ 38,790 | $ 47,440 | $ 58,040 | $ 68,860 |

Industries with the highest levels of employment in Bookkeeping, Accounting, and Auditing Clerks:

| Industry | Employment (1) | Percent of industry employment | Hourly mean wage | Annual mean wage (2) |
|---|---|---|---|---|
| Accounting, Tax Preparation, Bookkeeping, and Payroll Services | 97,770 | 8.88 | $ 23.72 | $ 49,330 |
| Management of Companies and Enterprises | 75,060 | 2.71 | $ 24.45 | $ 50,850 |
| Local Government, excluding Schools and Hospitals (OEWS Designation) | 61,990 | 1.12 | $ 24.78 | $ 51,530 |
| Real Estate | 52,730 | 2.91 | $ 24.70 | $ 51,380 |
| Building Equipment Contractors | 41,630 | 1.71 | $ 24.51 | $ 50,970 |

Industries with the highest concentration of employment in Bookkeeping, Accounting, and Auditing Clerks:

| Industry | Employment (1) | Percent of industry employment | Hourly mean wage | Annual mean wage (2) |
|---|---|---|---|---|
| Accounting, Tax Preparation, Bookkeeping, and Payroll Services | 97,770 | 8.88 | $ 23.72 | $ 49,330 |
| Office Administrative Services | 27,910 | 5.02 | $ 24.50 | $ 50,960 |
| Insurance and Employee Benefit Funds | 460 | 4.06 | $ 28.24 | $ 58,730 |
| Lessors of Nonfinancial Intangible Assets (except Copyrighted Works) | 860 | 3.90 | $ 25.66 | $ 53,370 |
| Sound Recording Industries | 760 | 3.58 | $ 26.97 | $ 56,100 |

Top paying industries for Bookkeeping, Accounting, and Auditing Clerks:

| Industry | Employment (1) | Percent of industry employment | Hourly mean wage | Annual mean wage (2) |
|---|---|---|---|---|
| Postal Service (Federal Government) | 320 | 0.05 | $ 37.75 | $ 78,530 |
| Metal Ore Mining | 100 | 0.24 | $ 32.76 | $ 68,150 |
| Rail Transportation | 560 | 0.31 | $ 30.89 | $ 64,240 |
| Scientific Research and Development Services | 5,030 | 0.55 | $ 29.96 | $ 62,310 |
| Other Pipeline Transportation | 50 | 0.59 | $ 29.91 | $ 62,210 |

Employment and salary data for the state of Kansas

| Occupation code | Occupation title (click on the occupation title to view its profile) | Level | Employment | Employment RSE | Employment per 1,000 jobs | Location quotient | Median hourly wage | Mean hourly wage | Annual mean wage | Mean wage RSE |
|---|---|---|---|---|---|---|---|---|---|---|
| 43-3031 | Bookkeeping, Accounting, and Auditing Clerks | detail | 15,490 | 3.2% | 11.126 | 1.08 | $17.35 | $17.59 | $36,580 | 0.8% |

https://www.accounting.com/states/kansas/ - ACCOUNTING SALARIES BY CAREER

| CAREER | KANSAS EMPLOYMENT | KANSAS AVERAGE ANNUAL SALARY | NATIONAL AVERAGE ANNUAL SALARY |
|---|---|---|---|
| **Associate Degree Recommended** | | | |
| Bookkeeping and Auditing Clerks | 18,230 | $40,960 | $47,440 |
| Credit Counselors | 40 | $51,470 | $51,650 |
| Payroll Clerks | 1,440 | $48,670 | $52,300 |

Source: BLS OEWS (US Bureau of Labor Statistics)

**Duplication of Existing Programs**

**Program names**: Accounting / Accounting Technology / Accounting Technician and Bookkeeping (CIP Code 52.0302)

| Institution | Declared Majors | Concentrators | Pursuing Additional | Graduates | Graduates Exited | Graduates Exited & | Average Wage | Median Wage |
|---|---|---|---|---|---|---|---|---|

| | | | **Education** | | | **Employed** | | |
|---|---|---|---|---|---|---|---|---|
| Barton Community College | 14 | 7 | 7 | * | * | * | * | * |
| Butler Community College | 46 | 7 | 22 | * | * | * | * | * |
| Cowley Community College | 13 | * | 5 | * | * | * | * | * |
| Highland Community College | 192 | 15 | 91 | * | * | * | * | * |
| Hutchinson Community College | 31 | 11 | 14 | 7 | 7 | 5 | $45,758 | $34,770 |
| Johnson County Community College | 291 | 97 | 152 | 27 | 17 | 12 | $42,904 | $40,364 |
| Manhattan Area Technical College | 29 | 11 | 15 | 8 | 7 | 7 | $27,511 | $25,574 |
| Neosho County Community College | 32 | 12 | 19 | 11 | * | * | * | * |
| Seward County Community College | 65 | * | 39 | * | * | * | * | * |

* Not reported

There are seven community colleges in the State of Kansas offering a similar program. Although a number of common courses between the programs exist, there are several differences in the program requirements at KCKCC. The indirect collaboration between the colleges includes transferability of some courses and collegial collaboration regarding curriculum updates, course content, student assessments, and faculty

qualifications. Some programs have a required internship which is not suitable for KCKCC students, many of whom already hold full-time jobs and are unable to quit their job relocate.

**Program Information**

**ACCOUNTING - Accounting Assistant Certificate (Cert A)**
Recommended program schedule (**16 credits)**

| 1ˢᵗ *Semester* | *Credits* |
|---|---|
| BLUE-0101 Better Life Utilizing Education | 1 |
| MATH-0103 Business Math (make sure at prerequisite is removed) or MATH-0106 or higher (not MATH-0111 or MATH-0112) | 3 |
| ENGL-0101 Composition 1 | 3 |
| BUSN 0101 Accounting I (correct placement score for direct placement into | 3 |
| Composition I) | 3 |
| BUSN-0210 Introduction to Business | 3 |
| BUSN-0211 Business Communication | |

*\* Course has a prerequisite*

*NOTE:  Students may consider taking classes during the summer session to better manage the course load.*

**ACCOUNTING - Accounting Specialist Certificate (Cert B)**
Recommended program schedule (**31 credits)**

| 1ˢᵗ *Semester* | *Credits* |
|---|---|
| BLUE-0101 Better Life Utilizing Education | 1 |
| MATH-0103 Business Math (make sure at prerequisite is removed) or MATH-0106 or higher (not MATH-0111 or MATH-0112) | 3 |
| ENGL-0101 Composition 1 | 3 |
| BUSN 0101 Accounting I (correct placement score for direct placement into | 3 |
| Composition I) | 3 |
| BUSN-0210 Introduction to Business | 3 |
| BUSN-0211 Business Communication | |

| | |
|---|---|
| *2nd Semester* | |
| | |
| COMS-0151 Public Speaking or COMS-0201 Interpersonal Communication | 3 |
| BUSN-0102 Accounting II * | 3 |
| BUSN-0204 Business Law 1 | 3 |
| CIST-0166   Microcomputer Applications I: (Spreadsheets)* | 3 |
| BUSN-0209 Computerized Accounting | 3 |

*\* Course has a prerequisite*

*NOTE:  Students may consider taking classes during the summer session to better manage the course load.*

**ACCOUNTING - AAS**
Recommended program schedule (**61 - 63 credits)**

| *1st Semester – Fall* | |
|---|---|
| BLUE 0101  Bettering Life Utilizing Education | 1 |
| ENGL 0101 Composition I* | 3 |
| BUSN 0101 Accounting I* | 3 |
| MATH-0103 Business Math* or MATH-0105* or higher | 3 |
| BUSN 0210 Introduction to Business | 3 |
| *Elective (from list below)* | 3 |
| Total credits | **16** |
| *2nd Semester - Spring* | |
| | |
| BUSN 0204 Business Law I* | 3 |
| BUSN 0211 Business Communications* | 3 |
| SPCH 0151 Public Speaking **or** SPCH 0201 Interpersonal Communication | 3 |
| BUSN 0102 Accounting II * | 3 |
| CIST 0166 Microcomputer Applications I: (Spreadsheets)* | 3 |
| Total credits | **15** |
| *3rd  Semester – Fall* | |
| | |
| ECON 0202 Principles of Microeconomics **or** PSYC 0101 Psychology | 3 |
| BUSN 0164 Income Tax Procedures (Only offered in fall) | 3 |
| BUSN 0205 Intermediate Accounting* (Only offered in fall) | 3 |
| *Humanities Core Elective* | 3 |
| *Elective (from list below)* | 3 |
| Total credits | **15** |

| *4th Semester - Spring* | |
|---|:---:|
| BUSN-0286 Principles of Management **or** BUSN-0113 Principles of Marketing | 3 |
| BUSN 0203 Managerial Accounting* | 3 |
| BUSN 0209 Computerized Accounting* (Only offered in spring) | 3 |
| BUSN-0166 AND Volunteer Income Tax Assistance (VITA) Tax Preparation and BUSN-0167 Volunteer Income Tax Assistance **or** BUSN- 0104 Small Business Management **or** BUSN-0262 Entrepreneurship | 3 |
| *Natural and Physical Science Core Elective* | <u>3-5</u> |
| Total credits | **15-17** |
| **EXIT POINT – AAS Accounting** | |

*\* Course has a prerequisite*

*NOTE:  Students may consider taking classes during the summer session to better manage the course load.*

**Electives**
ENGL-0102 Composition II (3 hours)
ECON-0201 Principles of Macroeconomics (3 hours)
ECON-0202 Principles of Microeconomics (3 hours)
PSYC-0101 Psychology (3 hours)
BUSN-0105 Personal Finance (3 hours)
BUSN-0108 Human Relations in Business (3 hours)
BUSN-0206 Business Law II (3 hours)
BUSN-0216 E-Marketing (3 hours)
BUSN-0280 Human Resource Management (3 hours)
BUSN-0298 Business/Marketing/Accounting Internship (3 hours)
CIST-0111 Microcomputer Business Software (3 hours)

## Accounting course descriptions

**BLUE-0101 FRESHMAN SEMINAR – BETTERING LIFE UTILIZING EDUCATION** – 1 hour credit
This course will include topics designed to acquaint the student with KCKCC resources and the campus community, classroom expectations, goal setting, time management, and other experiences incidental to a successful adjustment to college life. Also covered are study skills, notetaking, stress management, and personal/interpersonal development. BLUE 0101 Freshman Seminar is a required course for all freshmen except those who meet one of the six (6) exemptions listed in the KCKCC catalog. BLUE 0101 Freshman Seminar is a Graduation requirement. Should a student not pass this one-hour orientation course, they assume the responsibility to re-enroll each semester until the course is satisfactorily completed.
Pre-requisites: None.

**MATH-0103 BUSINESS MATH** – 3 Credit Hours
Fundamentals of math as they relate to accounting, banking, finance, merchandising, and business are studied. Students develop computational knowledge and applied skills in areas including arithmetical operations, price setting, simple and compound interest, time value of money, banking, payroll, insurance, budgeting, and other consumer-related topics.
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**ENGL-0101 COMPOSITION I** – 3 Credit Hours
Composition 101 is the first of two required composition courses. It is designed to help students achieve language proficiency and write paragraphs and essays which demonstrate unity, coherence, and levels of usage appropriate to the topic, purpose, and audience.
Pre-requisites: Accuplacer scores of 75 in reading and 70 or better in writing or completion of ENGL 0099 with a "C" or higher.

**BUSN-0101 ACCOUNTING** I – 3 hours credit
The course introduces the principles of accounting, analyzing and recording events, and preparing financial statements for service providers and merchandisers with emphasis on sole proprietorship. It focuses on the accounting cycle, inventory valuation, accounting systems and internal controls, and accounting for current assets, plant assets, natural resources, and intangible assets. A grade of C or better in BUSN-0101 is needed for advanced work in accounting.

**BUSN-0210 INTRODUCTION TO BUSINESS** – 3 hours credit
The main goal of this introductory course is to communicate an understanding of a business world characterized by change, variety, and interaction. The course introduces students to the various functional areas of business. It can help students become familiar with current business practices and terms. Pre-requisite: None. KBOR approved Core Curriculum. Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.
Pre-requisites: None.

**BUSN-0211 BUSINESS COMMUNICATIONS** – 3 hours credit
Business Communications emphasizes correct business procedures, English, and psychology as they are related to business letters, reports, and other forms of business communication. Pre-requisite: Completion of ENGL-0101 (Composition I) with a passing grade. Keyboarding skills are also recommended. Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.
Pre-requisites: None

**COMS-0151 PUBLIC SPEAKING** – 3 Credit Hours
This is a basic speech course dealing with the oral communication process through the study of public speaking.  Students will learn to select topics, analyze their audience, organize and gather support for a speech, improve delivery skills and reduce communication apprehension, listen for information and evaluation purposes, and distinguish between different types of speeches.  Each student will develop and deliver a minimum of four speeches during the course.
Pre-requisites: None.


**COMS-0201 INTERPERSONAL COMMUNICATION** – 3 Credit Hours
This is a basic speech course dealing with the oral communication process through the study of interpersonal communication. Interpersonal communication is the study of communication that takes place between two or more persons in day-to-day life. This course will help you understand what works and what doesn't in your communication with friends, families, and coworkers. Areas of study includes: perception, verbal and nonverbal messages, listening, relationship development, relationship maintenance, repair, and/ or dissolution, and the differences in these things between cultures.
Pre-requisites: None.


**BUSN-0102 ACCOUNTING II** – 3 hours credit
The course covers the treatment of current liabilities and payroll taxes, ownership for partnerships and corporations, long-term debt, securities, and an introduction to product costing in managerial accounting. There is a strong emphasis on the preparation and analysis of financial statements to include ratio analysis for a corporation. The course is designed to satisfy students who desire a terminal course and those who need a preparatory course
to taking more advanced accounting courses.
Pre-requisites: Completion of BUSN 0101 - Accounting I, with a grade of "C" or better.


**BUSN-0204 BUSINESS LAW I** – 3 hours credit
Business Law I acquaints students with the legal framework that regulates business activity in the United States. It includes a brief introduction to the history and philosophy of law and the American legal system as it relates to business activity. The course concentrates on the essential elements of legally enforceable contracts. The course also introduces students to the legal rules governing agency, partnerships, employment, and insurance. Pre-requisite: Placement score sufficient to test out of READ-0092 or READ-0092 with a grade of "C"

or higher. Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.

**CIST-0166 MICROCOMPUTER APPLICATIONS: (SPREADSHEETS)** – 3 hours credit
Spreadsheet applications will cover the fundamental aspects of any popular software package. Typically, those subjects that will be presented are: 1) spreadsheet uses in business, 2) commands dealing with spreadsheet construction and editing, 3) typical business applications and 4) numerous practical projects.
Pre-requisites: CIST 0101 - Computer Concepts and Applications or CIST- 0111, Microcomputer Business Software or BUSN-0101 Accounting I.

**BUSN-0209 COMPUTERIZED ACCOUNTING** – 3 hours credit
This course provides hands-on experience in setting up a company, recording accounting events, troubleshooting entry errors, and preparing reports within an accounting software. Students will relate the workings of the journals and ledgers to the behind-the-scenes functions and structure of an accounting software..
Pre-requisites: Grade of "C" or higher in BUSN 0101 - Accounting I.

**ECON-0202 PRINCIPLES OF MICROECONOMICS** – 3 Credit Hours
This course is designed to familiarize students with the basic concepts, methods and theories in the field of economics. As a social science, economics is concerned with scarcity of resources (its central assumption) and all of the problems and concerns as a result. Beginning with an introduction to the field of economics, history of economic thought, economic theories and methodology, this course examines microeconomics topics such as consumer demand theory, utility analysis, production process, cost of production, market and market structures, competition and the notion of efficiency, wage determination, regulation, unionization, and selected contemporary issues.
Pre-requisites: None.

**PSYC-0101 PSYCHOLOGY** – 3 Credit Hours
This course is an introduction to the basic concepts, theories, and research findings in the evolving field of psychology. By learning to think psychologically, students gain insight into themselves and the dynamics of human thinking, behavior, and emotions.
Pre-requisites: Take ENGL 0099 and READ 0092 with grade of C or better OR test out of developmental reading and writing courses.
Pre-requisites: Take ENGL 0099 and READ 0092 with grade of C or better OR test out of developmental reading and writing courses.

**BUSN-0164 INCOME TAX PROCEDURES** – 3 hours credit
Income Tax Procedures is designed to provide an overview of our Federal income tax system. Students will learn about their rights and responsibilities as taxpayers. This course will emphasize both income tax theory and practical application of income tax laws for individuals and small businesses. Pre-requisite: None Effective Spring 2005, if you are a Business major,

you must have a "C" or better in all business courses to meet the requirements of the business degree program.
Pre-requisites: None.

**BUSN-0205 INTERMEDIATE ACCOUNTING** – 3 hours credit
The course covers the history of standards setting and the conceptual framework in accounting to include solving of problems that arise in the presentation of cash, receivables, inventories, and tangible and intangible assets on the balance sheet and its impact on the statement of earnings in accordance with the generally accepted accounting principles and the international financial reporting standards.
Pre-requisites: Completion of BUSN 0101 - Accounting I and BUSN 0102 - Accounting II with a grade of "C" or higher in each.

**BUSN-0286 PRINCIPLES OF MANAGEMENT** – 3 hours credit
The latest major approaches and techniques of management are presented. Consideration is given to the functions of management planning, organizing, leading, and controlling. Other areas of consideration are communication, motivation, dealing with change, decision making, quantitative tools, and production. Pre-requisites: None Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.
Pre-requisites: None.

**BUSN-0113 MARKETING** – 3 hours credit
This course is designed to introduce students to the fundamentals of contemporary marketing. Students will learn how a marketing manager interacts with diverse areas of business; and they will learn basic marketing principles, including product strategy, promotion, pricing, and distribution, and their interrelationship. The student will view various internet addresses that are included in our text in proximity to relevant text discussions on the World Wide Web. Pre-requisite: None Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.
Pre-requisites: None.

**BUSN-0203 MANAGERIAL ACCOUNTING** – 3 hours credit
The course focuses on cost behavior and the contribution format income statement to include cost flow and product costing, budgeting and control, and operational and capital decision making. The course is designed to satisfy students who desire a terminal course and those who need a preparatory course to taking more advanced accounting courses.
Pre-requisites: Completion of BUSN 0101 - Accounting I and BUSN 0102 - Accounting II with a grade of "C" or higher in each.

**BUSN-0166 VOLUNTEER INCOME TAX ASSISTANCE (VITA) TAX PREPARATION I** – 2 hours credit

This course incorporates the concept of service learning by providing an opportunity for the student to obtain practical experience in the preparation of federal and state income tax returns for individuals. Students will complete tax returns for persons who are at a low to moderate income level. Pre-requisite: None Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.
Pre-requisites: None.


**BUSN-0167 VOLUNTEER INCOME TAX ASSISTANCE (VITA) TAX PREPARATION INTERNSHIP II** –
1 hour credit
This course incorporates the concept of service learning by providing an opportunity for the student to obtain practical experience in the preparation of federal and state income tax returns for individuals. Students will complete tax returns for persons at a low to moderate income level. Pre-requisite: Grade of "C" or higher in BUSN-0166 VITA Tax
Preparation Internship I or consent of instructor. Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree programs.
Pre-requisites: Grade of "C" or higher in BUSN 0166 - Volunteer Income Tax Assistance (Vita) Tax Preparation I or consent of instructor.



**BUSN-0104 SMALL BUSINESS MANAGEMENT** – 3 hours credit
Small Business Management presents a thoroughly contemporary treatment of the startup and management of small firms. Strong emphasis is placed on entrepreneurial opportunities and new-venture activities needed for the successful operation of small firms. Emphasis will be on current issues affecting the start-up and operation of a small business. Pre-requisite: None Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.
Pre-requisites: None.


**BUSN-0262 INTRO TO ENTREPRENEURSHIP** – 3 hours credit
This course provides a thoughtful, practical guide to the process of successfully launching and growing an entrepreneurial firm. To do this, the course provides you with a thorough analysis of the entrepreneurial process. Pre-requisites: None Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.
Pre-requisites: None.


**ECON-0201 PRINCIPLES OF MACROECONOMICS** – 3 Credit Hours
This course is designed to familiarize students with the basic concepts, methods and theories in the field of economics. As a social science, economics is concerned with scarcity of resources and all of the problems and concerns as a result. Beginning with an introduction to the field of economics, history of economic thought, economic theories and methodology, this course

examines macro-structural issues such as Gross Domestic Product (GDP), unemployment, inflation, stagflation, Fiscal policy, Keynesian economics, Money and Banking, Monetary policy, Monetarism, economic growth and development, international trade and finance, and selected contemporary issues.

**BUSN-0105 PERSONAL FINANCE** – 3 Credit Hours
Personal Finance is a survey course on personal financial planning. Topics covered include personal budgeting, investments, insurance, credit, housing, and retirement planning. Pre-requisite: None Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.

**BUSN-0108 HUMAN RELATIONS IN BUSINESS** – 3 Credit Hours
Human Relations involves the way people interact with the social, organizational, and human elements they encounter in the work environment. Emphasis is placed on the role and foundation of first-line supervision and management factors found in most work environments that have profound effect on the working lives of individuals.

**BUSN-0206 BUSINESS LAW II** – 3 Credit Hours
Business Law II further acquaints students with the legal framework that regulates business activity in the United States. A continuation of Business Law I (BUSN204), this course introduces students to the legal rules governing commercial papers, credit, sales, property (both real and personal), bailments, secured transactions and bankruptcy. Business Law II covers chapters 9-24, and 28-32 in the required text as well as additional material provided by the instructor.

**BUSN-0216 E-MARKETING** – 3 Credit Hours
This course explores how marketers use the Internet and social media to engage and listen to customers and how to use what they learn to improve the goods and services they offer. The course will focus on how the Internet and other technologies, including mobile devices, are integrated with traditional marketing principles to generate revenue while delivering customer value. Topics include e-marketing practices in the United States; global e-marketing; ethical and legal issues; e-marketing planning; e-marketing strategy; online management of the marketing mix; and customer relationship management.

**BUSN-0280 HUMAN RESOURCE MANAGEMENT** – 3 Credit Hours
Personnel Management considers the major activities in personnel or "Human Resources" management. Instruction includes the interdependence of such topics as federal and state laws, technological change, manpower planning and forecasting, job design and analysis, selection, training and development, motivation, wage and salary administration, performance appraisal, discipline, personnel records, research, and equal employment opportunity.

**BUSN-0298 BUSINESS/MARKETING/ACCOUNTING INTERNSHIP** – 3 Credit Hours
The purpose of the business/marketing/accounting internship is to bridge the gap between work and school by ensuring workplace skills meet the needs of the student's career goals. This

internship provides practical, hands-on experience and learning in business, marketing, and/ or accounting. A minimum of 15 hours per week on-the-job training is required.

**CIST 0111 - Microcomputer Business Software** – 3 Credit Hours
Microcomputer Business Software explores the use of microcomputers in business.  The four most common programs of spreadsheets, database management, presentation and word processing are used as models.

## Accreditation

The program will seek its 10-year reaffirmation of its accreditation with the Accreditation Council for Business Schools and Programs (ACBSP) in fall 2024 by submitting its self-study report and arranging for a site visit in spring 2025. ACBSP accreditation is pursued as it is the only specialized accreditor for business programs at associate degree level.

"Founded in 1988, the Accreditation Council for Business Schools and Programs (ACBSP) is a global business education accrediting body and the first organization to offer accreditation to all levels of collegiate business educational degree programs from associate to doctoral.

ACBSP ignites a standard of excellence with an accreditation process based on the Baldrige Education Criteria for Performance Excellence. By evaluating aspects of leadership, strategic planning, relationships with stakeholders, quality of academic programs, faculty credentials, and educational support, ACBSP assesses whether or not business programs offer a rigorous educational experience and commitment to continuous quality improvement." – acbsp.org

## Faculty Requirements
- Master's or doctorate degree in the teaching field, or master's or higher degree with a minimum of 18 graduate credit hours in the discipline taught.
- 2 years of industry experience in the teaching field.

## Cost and Funding for Proposed Program
- Provide a detailed budget narrative that describes all costs associated with the proposed program (physical facilities, equipment, faculty, instructional materials, accreditation, etc.).
- Provide detail on **CA-1a form.**
- Describe any grants or outside funding sources that will be used for the initial startup of the new program and to sustain the proposed program.

## Program Review and Assessment

KCKCC has a comprehensive program review cycle and assessment process for class level, course level, program level, institutional level, and assessment of general education and co-curricular areas with the intent to improve student learning. The Office of

Assessment accomplishes this by assisting areas throughout the college in developing appropriate assessment methodologies and success indicators which can be used to support, enhance, report, and/or improve the quality of teaching and learning. The Office provides training, analysis, and support for on-going assessment of student learning and development.

Academic programs are on a 4-year review cycle with a yearly update report due and a mid-cycle review due at the end of the second year. Every program completes a self-study in Year 4 with the help of their dean and a mentor, presents their findings to the Program Review Committee (PRC), discusses an action plan to address challenges and maintain strengths identified in the program, and then implements the plan. Programs are required to submit annual reports addressing the progress made, changes, updates, and new data results to the PRC. The purpose of the PRC is to is to review all existing academic programs leading to the completion of a degree or certificate, to ensure that the mentioned programs are engaged in ongoing self-evaluation and assessment to examine their academic quality, vitality, and responsiveness to student, community, and industry needs. Information collected through the review process is also used to ensure alignment between institutional and program goals. The PRC makes recommendations for program improvements and/or to sunset programs when needed.

The college adopted TaskStream by WaterMark as the online management tool for gathering, updating, and maintaining assessment artifacts, data, and reports. An Assessment Council was established to assist and oversee the academic assessment process and serve as a resource for all involved with academic assessment at the course, program, and institutional levels. The Assessment Team at KCKCC works with each program to assess program outcomes, create assessment plans, report assessment findings and create action plans. The process of assessment occurs annually, at the course and program level, and is monitored by the academic deans and the Office of Assessment.