



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



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

**KANSAS CITY KANSAS COMMUNITY COLLEGE  
Board of Trustees Special Meeting  
Tuesday, September 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 for consultation with an attorney for the public body or agency which would be deemed privileged in the attorney-client relationship with possible action to follow in open session (10-minute duration). Open session will take place in Upper Jewell Lounge and in the virtual meeting room.
4. **Adjournment**



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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, September 16, 2025 – 5:00 P.M.

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

### REVENUE NEUTRAL RATE HEARING AGENDA

1. Call to Order
2. Roll Call
3. **Hearing to Exceed the Revenue Neutral Rate:**
  - Revenue Neutral Rate Hearing. Presented by Dr. Greg Mosier, President, and Dr. Patrick Schulte, Vice President of Finance and Operations.
4. Audience to Patrons and Petitioners (3-minute limit)
5. **Resolution to Exceed the Revenue Neutral Rate.** Presented by Dr. Patrick Schulte, Vice President of Finance and Operations.
6. Adjournment



### BUDGET HEARING AGENDA

1. Call to Order
2. Roll Call

3. **Audience to Patrons and Petitioners** (3-minute limit)
4. **Approval of the 2025-2026 Budget:**
  - Proposed Budget FY2026. Presented by Dr. Patrick Schulte, Vice President of Finance and Operations.
5. **Adjournment**

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



**BOARD OF TRUSTEES MEETING**  
**AGENDA**

1. **Call to Order & Pledge of Allegiance**
2. **KCKCC Mission Statement**
3. **Roll Call**
4. **Approval of Agenda**
5. **Student/Alumni Successes:**
  - Skilled Machine Technician Panasonic Student Testimonials. Presented by Ms. Ashley Irvin, Interim Dean of Career and Technical Education.
6. **Audience to Patrons and Petitioners** (3-minute limit)
7. **Recognitions/Presentations:**
  - Police Chief's Commendations. Presented by Ms. Kacey Wiltz, Chief of College Police.
    - Sergeant John Anderson, Sergeant Cameron Roland, Officer Jesus Galvan, Officer Cory Havner, and Officer Daniel Pendleton.
  - Strategic Plan 2024-2027 Biannual Update. Presented by Dr. Scott Balog, Executive Vice President.
  - Marketing Plan Annual Update. Presented by Ms. Kris Green, Vice President of Marketing and Institutional Image.
8. **Communications:**
  - Reminder of Board of Trustees October Meetings on Tuesday, October 28, 2025, at 8:00 a.m. and 9:00 a.m., at Pioneer Career Center. Presented by Mr. Brad Isnard, Board Chairperson.

9. **Board Committee Reports**

10. **Consent Agenda:**

- (Item A) - Approval of Minutes of the August 19, 2025 Meeting
- (Item A1) - Approval of Minutes of the August 19, 2025 Special 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** – Ms. Sage Keefover, Student Senate President

12. **President's Report** – 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 Board of Trustees Handbook FY2026. Presented by Mr. Brad Isnard, Board Chairperson.
- Approval of Board of Trustees Goals FY2026. Presented by Mr. Brad Isnard, Board Chairperson.
- Approval of College Policies. Presented by Ms. Linda Hoskins Sutton, Chair of the Board Policy Committee.
  - Marketing Communication (Policy 1.03)
  - College Closings (Policy 1.04)

20. **Adjournment**

**Next Meeting of the Board of Trustees:**  
**Tuesday, October 28, 2025 - 9:00 a.m.**  
**Hybrid Meeting**  
**KCKCC–Pioneer Career Center and Zoom Virtual Meeting Room**



## **REVENUE NEUTRAL RATE**

### **RESOLUTION**

**A resolution expressing the property taxation policy of Kansas City Kansas Community College with respect to exceeding the Revenue Neutral Rate for financing the annual budget for 2025-2026.**

**Whereas**, K.S.A 79-2988, provides that a levy of property taxes to finance the 2025-2026 budget of Kansas City Kansas Community College exceeds the Revenue Neutral Rate to finance the 2025-2026 budget of Kansas City Kansas Community College, be authorized by a resolution; and

**Whereas**, the Board of Trustees of Kansas City Kansas Community College held a hearing on September 16<sup>th</sup>, 2025 allowing all interested taxpayers desiring to be heard an opportunity to give oral testimony; and

**Whereas**, the Board of Trustees of Kansas City Kansas Community College, having heard testimony, still finds it necessary to exceed the Revenue Neutral Rate.

**NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Kansas City Kansas Community College** that the 2025-2026 budget with a levy of property taxes exceeding the Revenue Neutral Rate calculated for 2025-2026, as adjusted pursuant to K.S.A 79-2988 is hereby adopted.

Adopted this 16<sup>th</sup> day of September, 2025 by the Board of Trustees of Kansas City Kansas Community College in Wyandotte County, Kansas.

Board Secretary Signature

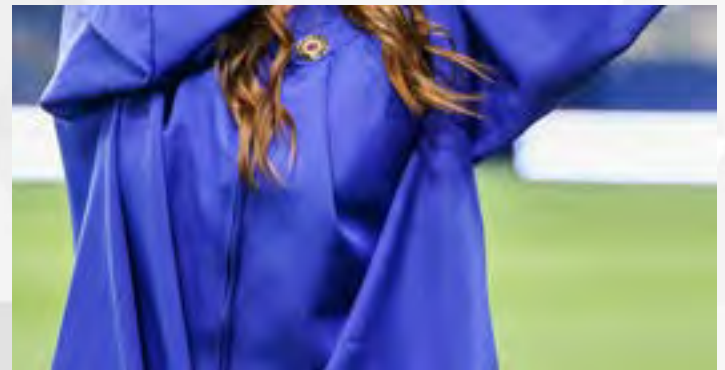
Board Chair Signature

\_\_\_\_\_

\_\_\_\_\_

Board Member Name	Vote	
	Yes	No
1. Brad Isnard		
2. Mary Ricketts		
3. Donald Ash		
4. Evelyn Criswell		

Board Member Name	Vote	
	Yes	No
5. Mark S. Gilstrap		
6. Linda Hoskins Sutton		
7. Dr. Brenda Scruggs Andrieu		



Kansas City Kansas  
Community College

# STRATEGIC PLAN

Biannual Update  
July 2025



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**Student  
Success**

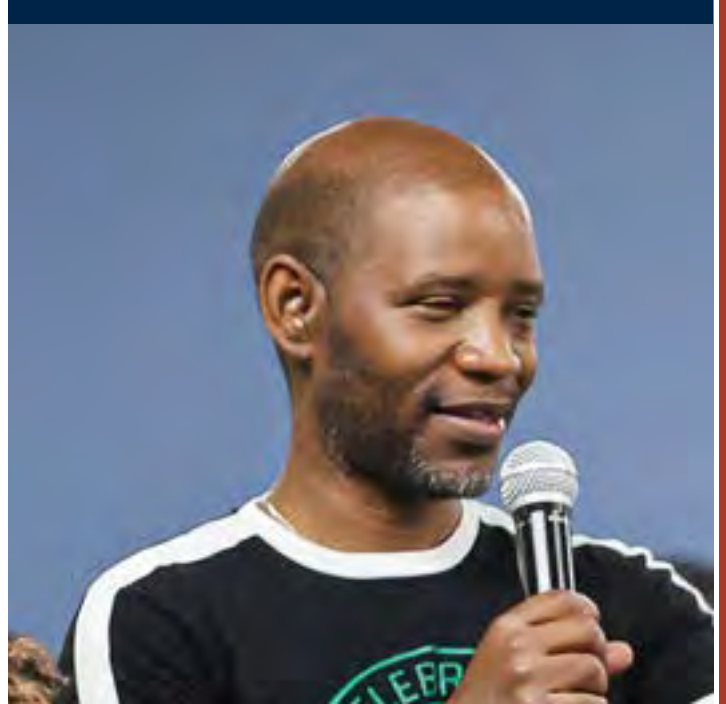


# 8

**Quality  
Programs  
& Services**



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Engagement



# 01

# Student Success

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



## GOAL 1

Enhance student-centered services and processes.

## KPI

Biennial Noel Levitz Student Satisfaction Inventory (SSI) survey score for student-centered services (baseline 2022)

KPI Update: Student satisfaction with SSI increased from 6.14 to 6.32 on a 7-point scale in the 2024 administration.

### Initiatives:

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

### July 2025 Status Updates:

- S1 | Ongoing.** KCKCC expanded its communications and engagement activities with Archer Education, driving growth in new student applications and the enrollment of admitted students. | Online Education Services is finalizing the Genius Continuing Education platform integration, with implementation underway and a fall launch planned.
- S2 | In Progress.** The Registrar's office launched an online graduation application, resulting in 77% of submissions online in December and 65% in May. | Adult and Continuing Education (ACE) created an application process for non-credit students. | The Student Success Center implemented virtual advising sessions to help students at Pioneer Career Center (PCC) with enrollment. The center leveraged phone calls and targeted text messaging to promote the persistence of first-time, full-time students who started fall 2024.
- S3 | Ongoing.** KCKCC offered 52 hybrid or hyflex courses in 2024-2025, which is a 33% increase from last year. | Students attended the college's first study abroad experience in Peru in July 2025. | To accommodate student needs, the Mortuary Science program submitted a request to its accreditor to transition to a blended/hyflex delivery modality. | The Medical Assistant program developed a new short-term phlebotomy certificate program in a hybrid format.
- S4 | In Progress.** The Career and Technical Education (CTE) division supported 55 Panasonic apprentices with Related Technical Instruction (RTI) in spring, and 24 enrolled in classes this summer. | KCKCC is actively developing apprenticeships partnerships with Cornerstone Aviation Academy, Piper High School, Medicalodges and area medical clinics. | The Math, Science, Business and Technology (MSBT) division received a three-year National Science Foundation grant to focus on undergraduate research. | Over 100 students from MSBT division programs participated in the Undergraduate Research Symposium hosted at the college in April 2025.

## GOAL 2

KPI

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

Year-over-year retention rate

KPI Update: The year-over-year retention rate was 55% in 2024-2025 compared to 50% in the 2023-2024 academic year.

### Initiatives:

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

### July 2025 Status Updates:

- S1 | In Progress.** The Student Success Center's Early Assist initiative generated a 25% increase over last year in submissions from KCKCC faculty members to provide immediate support for at-risk students.
- S2 | In Progress.** The Student Success Center continues to work with academic faculty and program coordinators to update program pathways maps that align with the college's course offerings. | The Title III: Strengthening Institutions Grant team partnered with Dr. Al Solano and the Continuous Learning Institute to advance the college's guided pathways and expand support services for at-risk students.
- S3 | Ongoing.** KCKCC provided first-generation students and federal student loan borrowers with essential financial information. | International studies support F-1 visa students affected by changes in employment and enrollment regulations from the U.S. Department of Homeland Security.
- S4 | In Progress.** MSBT increased dual and concurrent courses in math, biology, chemistry, physical science and business. | Online Education Services is implementing the Genius Continuing Education platform to enable dual and concurrent high school students to enroll in classes offered through their schools.



## GOAL 3

KPI

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

Year-over-year retention rate

KPI Update: The first-time, full-time degree seeking 150% graduate rate is 42% for 2024-2025 compared to 28% in 2023-2024.

### Initiatives:

### July 2025 Status Updates:

- I1** | Create and implement targeted initiatives that assist associate degree-seeking students to graduate in no more than three years.
- S1** | **Ongoing.** The Registrar's Office increased communication to eligible students to encourage more degree applications. | Paralegal degree audits were completed for current students and used by the coordinator to plan course offerings that support timely degree completion. | Academic Affairs is implementing the Kansas Board of Regents mandate to phase out stand-alone developmental education, enabling students to begin college courses sooner. Phase one began fall 2025, with full implementation by fall 2026.
- I2** | Develop and implement completion strategies under a guided pathways framework to empower students to complete certificate and degree programs within a 150% timeframe.
- S2** | **In Progress.** Program paths were created for every KCKCC program to provide students a road map for success. | Academic Affairs is implementing co-requisite math classes instead of developmental math classes, enabling students to begin college-level courses sooner. The first phase started fall 2025, with full implementation by fall 2026.
- I3** | Adopt a method to collect and measure student intent upon initial enrollment to serve individual student needs and goals better.
- S3** | **Ongoing.** The KCKCC application currently captures student intent upon admission.
- I4** | Develop a college-wide process to strategically schedule classes and implement a year-long schedule that allows students to see, plan and enroll in classes earlier in future semesters.
- S4** | **In Progress.** Institutional Effectiveness, Information Services, Admissions, Enrollment Management and Academic Affairs continue to collaborate in developing predictive enrollment analytics that support the creation of a multi-year course schedule. This project will be fully implemented once the Ellucian Colleague SaaS transition is complete.

## GOAL 4

### Increase student engagement and career-connected opportunities.

## KPI

Outcomes indicated  
in the first destination  
survey each year  
(baseline AY 2023)

The first destination survey in 2024-2025 shows 32.7% of graduates are working, 42.6% continued education, 22.3% are job hunting and .8% joined the military. The average yearly salary was \$54,143, with an average wage of \$44,846.

#### Initiatives:

- I1** | Expand career readiness and employment placement services to help students successfully transition to the workforce.
- I2** | Increase opportunities for academic programs and industry partners to educate students about career possibilities.
- I3** | Expand supplemental instruction to enhance active and collaborative learning.
- I4** | Implement a student engagement platform to enhance the student's experience.

#### July 2025 Status Updates:

- S1 | In Progress.** Workforce Innovation and Career Services are developing a career readiness micro-credential, scheduled to launch fall 2025. | In spring 2025, Career Services supported over 960 students and graduates through 190 individual appointments, 36 classroom presentations, workshops, career fairs and other events. The center also hosted more than 120 employers on campus for career development events. | Career Services collected over 370 first destination surveys from May 2025 graduates.
- S2 | In Progress.** Workforce Innovation, Career Services and High School Partnerships facilitated a summer college and career readiness program for freshmen to juniors, partnering with local employers for occupational learning experiences.
- S3 | Ongoing.** Health Professions and Public Safety (HPPS) students used virtual reality (VR) to learn and apply durable employability skills.
- S4 | Completed.** Blue Connect, KCKCC's new student engagement platform, is used to share information about college activities and services.

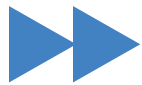




# 02

## Quality Programs & Services

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



### GOAL 1

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

### KPI

Maintain or increase the percentage of students who transfer

KPI Update: In 2023-2024, 30.4% of students transferred to four-year institutions compared to 36.2% in 2022-2023.

#### Initiatives:

#### July 2025 Status Updates:

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

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

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

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

**S1** | **Ongoing.** The business department is partnering with Donnelly College to finalize an articulation agreement for students to transfer into Donnelly's Bachelor of Arts in Business Leadership.

**S2** | **Ongoing.** The Student Success Center invited one four-year institution each month to present about their school, answer questions and discuss opportunities with the success team. | KCKCC hosted representatives from the University of Kansas Lawrence, Edwards, and Medical Center campuses for a student expo, and faculty and staff meet and greet. | The Paramedic program is working with the University of Kansas Edwards campus to establish a "technical transfer" pathway to offer approximately 30 credits to students transferring to the Bachelor of Health Sciences program or other options in the School of Professional Studies.

**S3** | **In Progress.** The CTE division collaborated with the University of Saint Mary (USM) on a dual-enrollment initiative. This pilot program allows USM students to attend KCKCC for trade programming offered at the PCC while completing their bachelor's degree.

**S4** | **Ongoing.** The math department received Perkins funding to develop Technical Math and Health Professions Math courses for fall 2026, with faculty beginning syllabi and course shells development in fall 2025. In spring 2025, the department finalized syllabi for corequisite courses in Contemporary Math, Statistics and College Algebra. These courses will replace previous developmental math offerings.

## GOAL 2

KPI

Align program and course offerings to meet workforce educational needs.

Maintain or increase the percentage of in-field placement rates in workforce educational programs based on Kansas Training Information Program Report

In 2024-2025, 64.2% of students in workforce educational programs were employed in related fields compared to 47.1% in 2023-2024.

### Initiatives:

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

### July 2025 Status Updates:

- S1 | Ongoing.** The CTE division offers new credentials, including a Certificate A in HVAC and Certificate B in Welding. Others are in the review process. | Industry advisory boards reviewed curriculum changes, and program coordinators will submit proposals to Academic Affairs in fall 2025 to add Certificate A and B options to Cybersecurity, Bio-manufacturing, Accounting, and Computer Science programs for Fall 2026. | Workforce Innovation created a non-credit stackable credential in CISCO/Networking. | The Medical Assistant program created a new phlebotomy short-term certificate program that is awaiting final approval from the Kansas Board of Regents.
- S2 | Ongoing.** All KCKCC academic programs remain in review through the four-year review cycle. | Institutional Effectiveness developed a new program evaluation process to guide data-driven decisions on launching and sunseting programs.
- S3 | Ongoing.** ACE offers General Education Development (GED) and English as a Second Language (ESL) classes at local businesses, including the University of Kansas Health System, Central Solutions and PPC Flexible Packaging.
- S4 | Ongoing.** Institutional Effectiveness and Academic Affairs attended the National Community College Benchmark Project conference, gaining insights on available data and best practices.



## GOAL 3

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

KPI

Increase the number of courses that utilize learner-centered instruction, and report annual investment and count of updated student-focused environments

The learning spaces committee renovated eight areas with \$400,000 in funding during 2024-2025. | KCKCC offered 25 hybrid courses and 27 hyflex courses in 2024-2025 compared to 17 and 21, respectively, for the prior year.

### Initiatives:

**I1** | Continue the multi-year plan to bring the physical environment of student learning spaces in alignment with industry and/or educational best practices.

**I2** | Engage external partners to provide additional resources to enhance the student learning environment.

**I3** | Develop common methodologies to measure and enhance the impact of learner-centered instruction for students.

**I4** | Increase learner-centered opportunities in lifelong learning and adult education classes.

### July 2025 Status Updates:

**S1 | Ongoing.** The CTE division upgraded several labs to enhance student learning. The division relocated the Automated Engineer Technology lab to a larger space and rebuilt its Heating, Ventilation and Air Conditioning (HVAC) labs at the Technical Education Center and PCC. Additionally, the Multimedia/Video Production lab was upgraded, the PCC Construction Lab remodeled, and the fully equipped Panasonic Energy Corporation of North America Training lab was added exclusively for Panasonic's apprenticeship training. | The Biomanufacturing program introduced new real-world technology labs this past year, allowing students to cultivate normal and cancer cell lines under controlled conditions. The team purchased a vacuum trainer and supplies to support additional nanotechnology labs.

**S2 | Ongoing.** The Electronics Engineering Technology program received six electronic lab tables from industry partner Garmin, enabling expansion to a second classroom.

**S3 | Ongoing.** Biology program faculty developed a new course shell and online labs for General Biology. The course shell is applicable for all class types and on-campus sections leverage labs like those used for online courses.

**S3 | Ongoing.** Continuing Education launched 26 new community education classes online and expanded its portfolio of online, self-paced career training programs through Ed2Go. Adult Education is actively expanding AO-K career pathways and working with credit departments to support co-enrollment and transitions into high-demand CTE programs. | Workforce Innovation developed two credit-based micro-credentials in financial literacy (embedded in BUS 105-Personal Finance) and basic career readiness (embedded in BUS 250-Obtaining Employment).

## GOAL 4

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

KPI

Increase success rates for traditionally underserved students

The persistence rate for traditionally underserved students was 67.2% for 2024-2025, up from 66.2% in 2023-2024.

### Initiatives:

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

### July 2025 Status Updates:

- S1 | Ongoing.** Upward Bound coordinated multiple college tours last year, including trips to Washington DC and Texas. | This summer, over 40 students participated in the Summer Academy. The Saturday Academy (K-12 initiative) hosted a summer Health Professions and STEM camp for high school students hosted at the University of Kansas Medical Center and KCKCC. Fall programming used the Assessment and Learning in Knowledge Spaces math placement platform to provide students with individualized, adaptive math enrichment.
- S2 | Ongoing.** ACE offers GED and ESL classes at local businesses including the University of Kansas Health System, Central Solutions, and PPC Flexible Packaging.
- S3 | Ongoing.** The Biology program is entering its third year of the National Science Foundation S-STEM grant which selects incoming biology students for need-based scholarships and mentoring support. | More than 30 students attended KCKCC's Fringe Benefits of Education (FBOE) each week. FBOE sessions addressed topics like mental health, career exploration, civic engagement, and entrepreneurship, with community leaders and professionals serving as mentors.
- S4 | In Progress.** Open-enrollment programs in the HPPS division are examining multiple measures to support traditionally underserved students better.



# 03

## Employee Engagement

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



### GOAL 1

Enhance employee satisfaction.

### KPI

Increased employee  
“Overall Satisfaction”  
score, indicated by the  
biennial Noel-Levitz CESS

KPI Update: Overall employee satisfaction was 3.5 in 2023-2024 compared to 3.6 in 2021-2022. The survey will be re-administered in 2025-2026.

#### Initiatives:

#### July 2025 Status Updates:

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

**S1 | In Progress.** Gallagher consultants are finalizing compensation data and preparing recommendations for the college’s compensation work group. The final report is expected in August 2025.

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

**S2 | In Progress.** A cross-college team has been created to develop recommendations for a succession plan.

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

**S3 | In Progress.** In March, Human Resources (HR) hosted the college’s first Admin Conference and received positive feedback. HR also facilitated professional development sessions on KCKCC performance data trends, stress management, art appreciation, customer service, team building, goal setting, time management and community resource utilization.

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

**S4 | Complete.** The college’s policy review process includes input from all senates and employee groups. Once approved by the Board of Trustees, policies are shared with all employees for awareness and review. This spring, the Board approved eight policies. Currently, nine policies are under review by KCKCC Cabinet or senates/council for implementation in fall 2025.



## GOAL 2

Increase employee engagement across the college.

KPI

Number of employees engaged in communication activities (baseline AY 2024)

Employees were engaged in communication activities more than 2,522 times in 2024-2025 through Convocation, Chat with the President and other activities.

### Initiatives:

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

### July 2025 Status Updates:

- S1 | In Progress.** KCKCC is implementing Ellucian Experience to serve as the institution's new intranet platform.
- S2 | In Progress.** Working with Human Resources, Marketing led the development of a draft internal communication plan in consultation with an Employee Communication Taskforce.
- S3 | Ongoing.** KCKCC hosts events each year to foster community, including the President's Holiday luncheon, Employee Recognition ceremony and Community College Awareness month. KCKCC also partnered with the Kansas City, Kansas community for a Juneteenth celebration held on campus. | MSBT division held its second annual faculty and staff picnic in May.
- S4 | Ongoing.** Institutional Effectiveness, the Registrar's office, Student Financial Aid, Enrollment Management, and Academic Affairs submitted required data for the Gainful Employment/Financial Value Transparency reporting and are now awaiting guidance on the next phase. | Eleven HPPS faculty and staff are voluntarily participating in a professional development series to learn more about the transition into a leadership role in higher education.





## GOAL 3

KPI

Attract and retain a high-performing workforce.

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

KCKCC turnover rate is 15.8% for 2024-2025 compared to a national benchmark of 15.8%.

### Initiatives:

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

### July 2025 Status Updates:

- S1 | Ongoing.** HR continues to use LinkedIn Recruit to boost the college's visibility online and attract top-tier talent. Increased traffic to KCKCC's LinkedIn job page reflects improved branding. HR also uses additional job boards to expand its outreach.
- S2 | In Progress.** HR continues to work with Marketing to develop materials to use at recruitment fairs and other events.
- S3 | In Progress.** HR is implementing enhancements to the Ellucian Human Resource Information System to streamline and improve personnel processes.
- S4 | Ongoing.** HR met with multiple benefit vendors to ensure KCKCC's benefits package remains competitive, cost-effective and comparable to those offered at peer institutions.

## GOAL 4

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

KPI

Results from the Noel Levitz College Employee Satisfaction survey question the college fosters an environment of belonging

In 2023-2024 the college scored 3.3 out of 5.0 on this question. The survey will be administered again in 2025-2026.

### Initiatives:

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

### July 2025 Status Updates:

- S1 | Ongoing.** The college uses a stakeholder survey calendar to ensure the regular administration of the Noel Levitz Campus Culture survey, with the next survey fall 2025.
- S2 | Ongoing.** The Student Affairs division is drafting components of an action plan following the launch of the Cultural Enrichment Center to ensure sustained impact through strategic programming.
- S3 | Ongoing.** The Cultural Enrichment Center provides training sessions and professional development opportunities to strengthen awareness of inclusivity and multiculturalism across the college, including offerings through New Employee Orientation, New Supervisor Training, KCKCC Blue Devil Institute and others.
- S4 | Ongoing.** The college facilitates cultural celebrations and events that promote cross-cultural learning and engagement, such as Hispanic Heritage Month, Black History Month, Juneteenth and other observances.





# 04 Community Engagement

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



## GOAL 1

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

## KPI

The number of events and activities where KCKCC engages the community with service and outreach projects

KCKCC participated in or sponsored more than 175 events or activities with its community.

### Initiatives:

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

### July 2025 Status Updates:

- S1 | Ongoing.** KCKCC employees consistently volunteer with professional and community organizations, making service a priority in groups such as Hope House, the Chamber of Commerce, Wyandotte County Election Office, Wayside Waifs, Kiwanis, local school districts and many others.
- S2 | In Progress.** KCKCC publicizes student and employee achievements through the Annual Report, presentations, newsletters, board reports, and biannual Strategic Plan updates. | KCKCC leads one of only six area coalitions who were awarded Kauffman Foundation Collective Impact Planning Grants this past year. Coalition members for the grant include Kansas City Kansas Community College (lead), Piper Schools, Kansas City Kansas Public Schools, University of Missouri – Kansas City, Babson College, The Porter House KC, and The Toolbox KC. A Director of Entrepreneurship Education was hired to lead the grant coalition's efforts. | Twenty-nine students and volunteers assisted 121 taxpayers through the Volunteer Income Tax Assistant program and filed 452 returns with federal tax refunds totaling \$386,073. | Eight chemistry students competed at Missouri Western State University's Chemathon, which included an online exam, quiz bowl, and lab Olympics. | In April, MSBT division hosted an open house to showcase staff and faculty expertise and recruit new students. Departments organized breakout rooms with activities highlighting their programs and degrees.
- S3 | Ongoing.** KCKCC strengthens its reputation through news stories, social media, community events, and sponsorships at various local events.
- S4 | Complete.** KCKCC's plan includes promoting volunteer opportunities for students and employees through Blue Connect and the On Campus newsletter.

## GOAL 2

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

KPI

The number of industry partnerships and contributions to implement shared goals

KCKCC has more than 110 partnerships with community groups and has received more than \$251,429 through in-kind gifts.

### Initiatives:

- I1** | Establish a physical presence in downtown Kansas City, Kansas, with holistic services for students and the community.
- I2** | Expand and enhance partnerships with businesses and civic organizations to better serve the region.
- I3** | Increase partnerships and public support to expand KCKCC programs and services in Leavenworth County.
- I4** | Celebrate KCKCC's centennial anniversary and recent achievements through outreach and community engagement.

### July 2025 Status Updates:

- S1 | In Progress.** Construction is advancing steadily, with key milestones being met. More than 100 attendees celebrated a Topping Out Ceremony for the Kansas City, Kansas Community Education, Health and Wellness Center.
- S2 | Ongoing.** As a registered apprenticeship intermediary, KCKCC partners with Panasonic Energy Corporation of North America, Orange EV, Marvin Windows, the Kansas Federation of Advanced Manufacturing Education, and others to create employer-paid custom apprenticeships. KCKCC also launched Skilled Maintenance and High Voltage Lineman Technician programs in collaboration with employer partners. | This past year, Career Services engaged over 150 local employers to connect them with KCKCC students.
- S3 | In Progress.** KCKCC and USM are growing their partnership with the enrollment of USM students in the college's trades programs at PCC. | The college is expanding its collaboration with the U.S. Army Transition Assistance Program and Army Education Center by attending career fairs, arranging employer partner presentations for soldiers and families, and hosting Army Education counselors for PCC tours. | In partnership with the Leavenworth-Lansing Chamber of Commerce and informed by the Council for Adult and Experiential Learning, KCKCC is creating education-to-employment pathways to support local workforce needs. As co-facilitator of the Leavenworth County CTE NextGen Symposium, the college is expanding access to CTE programs, apprenticeships and internships. KCKCC remains active in area Chambers of Commerce, Leavenworth County Development Corporation, service organizations, and the Leavenworth and Lansing Educational Foundations.
- S4 | Completed.** In May 2025, the college held its 100th Commencement Ceremony at Children's Mercy Park, featuring special decorations and photo backgrounds. Over 500 graduates participated in the event.

## GOAL 3

Increase the number of gifts and total financial contributions to the KCKCC Foundation annually.

KPI

The number of gifts and amount raised each year

KCKCC raised \$8,022,123 from 2,169 gifts in 2024-2025.

### Initiatives:

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

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

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

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

### July 2025 Status Updates:

**S1 | Ongoing.** The KCKCC Foundation (KCKCCF) selected FCI Advisors/ Midwest Trust Co. for endowment portfolio management. The Finance Committee for the KCKCCF updated its Investment Policy to maximize the investment of resources. | The Scholarship program for KCKCCF provided \$565,000 to 797 students, with about half of the scholarships assisting students enrolled in CTE programs. | The KCKCCF secured a \$75,000 grant from the Kansas ONE Gas Foundation to support gas infrastructure construction at the future downtown center. | The KCKCCF grants program secured a \$56,235 Jobs for Innovative Industry Skills Training grant through the Kansas Department of Commerce. | The KCKCCF Legacy Society grew to 22.

**S2 | In Progress.** The Family Fund added five new members, with 68 members and donations exceeding \$20,000. | Appeals are made during new Employee Orientations, academic divisional meetings, and at the Employee Christmas party via a reserved parking space drawing.

**S3 | Ongoing.** Alumni engagement included emailing 2,500 monthly birthday greetings, a quarterly e-newsletter reaching 32,000 alumni with a 15% open rate, and holiday greetings sent to 33,000 alumni and retirees. | In November 2024, 16,000 emails were targeted to 55+ constituents about tax-wise, year-end giving options through IRAs and other retirement funds. Emails highlighting three special college events were sent to 32,000 alumni in December, January and March. Two "Double the Donation" campaigns were sent to 45,000 alumni and donors in December and February. | An appeal to funeral professionals raised \$18,000 toward the \$25,000 Wiley Wright Endowed Scholarship goal, while an e-appeal to 12,000 Mortuary Science alumni added \$1,150.

**S4 | Ongoing.** KCKCCF met with 26 prospective and current donors among alumni, individuals, foundations, businesses, service organizations and corporations. | Staff with KCKCCF continues identifying top prospects through its database, with donor outreach conducted via visits, campus tours, calls and event invitations.

## GOAL 4

KPI

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

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

More than 2,700 new prospective students completed requests for information forms based on digital advertising or website outreach.

### Initiatives:

- I1 |** Enhance the website to focus on student recruitment and retention efforts.
- I2 |** Develop efficient processes to create increased quality recruitment leads through targeted marketing efforts.
- I3 |** Host more events in the community and at KCKCC locations to promote the college with key audiences.
- I4 |** Develop and implement strategies to work with business and industry partners to promote college academic programs and workforce training opportunities.

### July 2025 Status Updates:

- S1 | In Progress.** KCKCC redesigned its website to focus more on student recruitment. The college completed web pages for every academic program and produced 22 program videos to date.
- S2 | Ongoing.** KCKCC's digital marketing strategy exceeded its return on investment goal of 500%, reaching 544% and generating an estimated \$1.1 million in new and stop-out student revenue. Spring advertising leads increased to over 700, up from almost 200 leads in the fall. This is due to having leads collected directly from landing pages instead of the Onward portal.
- S3 | In Progress.** KCKCC continues to work with business and community partners to host open houses, transfer fairs, career fairs, community and education events at the college and in the community. KCKCC hosted more than 150 organizations and businesses in KCKCC event spaces since January.
- S4 | In Progress.** KCKCC partners with business and industry leaders to deliver cutting-edge career and technical education and workforce training. Key partners include Panasonic Energy Corporation of North America, Orange EV, Marvin Windows, BioNexus KC, Unified Government, and the Board of Public Utilities. | This past year, Career Services engaged over 150 local employers to connect them with KCKCC students via job postings, internships, campus events, classroom visits and advisory boards.







### *Vision*

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

### *Mission*

INSPIRE  
INDIVIDUALS &  
ENRICH OUR  
COMMUNITY ONE  
STUDENT AT A TIME



### *Purpose*

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

### *Values*

- Student Success
- Excellence
- Innovation
- Integrity
- Collaboration



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, August 19, 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 5:03 p.m. at KCKCC-Main Campus Upper Jewell Lounge and in the KCKCC Zoom meeting platform on Tuesday, August 19, 2025. The Pledge of Allegiance was led by Chair Isnard.
2. **KCKCC Mission Statement:** Chair Isnard read the college 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. Trustee Criswell made the motion. Vice Chair Ricketts seconded the motion. The Motion Carried.
5. **Special Presentation:**
  - Chair Isnard invited the Kansas City Kansas Community Education, Health and Wellness Center Update. Dr. Greg Mosier, President, presented the following –
    - Slides were shared with images about the downtown project update noting its transformation from blight to becoming a vibrant center and recognition through a keynote address at the National Institute for Construction Excellence (NICE) event.
    - Images were shared for the Topping Out Ceremony held on August 8. The ceremony was held with more than 100 attendees, including the Kansas Governor, the Mayor, a representative from Senator Moran's office, and the project partners. The event celebrated the progress of the \$75 million downtown Kansas City, Kansas project, the largest non-federal economic investment in the city's history. Over \$60 million has been raised through fundraising efforts, with no new

taxes, mill levies, or bonds. The ceremony marked an important milestone, symbolizing the long-term impact this development will have on the community for generations.

- McCownGordon Construction's Topping Out Ceremony highlight video was shared.
- Dr. Mosier highlighted the transformative impact of KCKCC's downtown project as a powerful part of the college's story, noting preparations to begin moving in by summer 2026 and opening for fall 2026, and expressed gratitude for the collective support that has made this milestone possible.

Chair Isnard shared that the ceremony was a great success and expressed happiness at attending, highlighting it as a wonderful celebration for the community.

- Chair Isnard invited the KCKCC Community Impact and Proposed FY2026 Budget Update. Dr. Greg Mosier, President, presented the following –
  - President Mosier emphasized the transformative impact of KCKCC on the community, noting that the downtown project and ongoing college initiatives are changing lives across Kansas City, Kansas (KCK) and the surrounding area. Recent articles highlighting the project demonstrate the significant attention and focus on the college's efforts to serve and strengthen the community.
  - KCKCC's Community Economic Impact – Highlighted KCKCC's tremendous economic impact on Wyandotte County and the Metro KC area, noting that in 2022, a \$115 million investment by the state of Kansas, local taxpayers, and other resources generated \$765 million in income, supported 11,633 jobs, and produced nearly \$880 million in total societal returns; this demonstrates the college's significant contribution to the region's ongoing economic growth.
  - Dr. Mosier shared updated information on KCKCC's impact, highlighting that a sampling of about a dozen academic programs generated \$30 million in new income for Wyandotte County and surrounding areas, with Panasonic students contributing an additional \$1 million. Emphasizing the college's role in economic growth, he noted that while KCKCC itself is not taxed, it creates new taxpayers each year.
  - Excitement was expressed about KCKCC's holistic impact on Wyandotte County and the surrounding area, noting that while the college has achieved great things, there is much more to accomplish. A World Bank Group quote from their Education Fact Sheet was shared: "Education is one of the strongest instruments for reducing poverty and improving health, gender equality, peace, and stability. It delivers large, consistent returns in terms of income, and is the most important factor to ensure equity. For individuals, education promotes employment, earnings, health, and poverty reduction. Globally, there is a 9% increase in hourly earnings for every extra year of schooling."
  - KCKCC Board of Trustees (BOT) Proposed Budget Update (as of August 12, 2025) as the budget continued to evolve due to changes at the state, federal, and local levels.

- Mill Levy History – KCKCC’s strong commitment to taxpayer savings was highlighted, noting that over the last three years the college has kept its mill levy flat or reduced it, resulting in \$16.5 million in cumulative tax relief. Additionally, through six years of fundraising, the college has earned and saved Wyandotte County residents over \$43 million in construction costs without a mill levy or revenue bond.
- Compounding Inflation and the Consumer Price Index (CPI) – From 2021 to 2025, KCKCC’s budget growth has lagged behind inflation, currently about 5.46% below CPI, and if the college went revenue neutral this year that would widen the gap to 8.5% versus inflation, equaling about \$8.5 million in lost revenue.
- FY26 Proposed State and Federal Revenue Cuts (July 2026) – Outlined recent adjustments to anticipated budget cuts since July, noting potential reductions and claw backs of funds with the expected total impact reduced from about \$8 million to about \$1.6 million.
- Updated Proposals from BOT May 2025 Meeting, Budget Scenarios: Flat Mill, -.5 Mill and Revenue Neutral Rate (RNR) (July 15, 2025) – It was noted that federal fund losses were less than anticipated and tuition and fees are now expected to increase by 5%. Reductions of about \$2.8 million in federal grants and contracts, and \$705,000 in state aid were reviewed. If the college were to do a half-mill reduction, that would be \$1.9 million, and revenue neutral would be \$4.8 million, in addition to the other cuts. Adjustments were made to reserves and master facility allocations within the \$100 million budget to maintain financial balance.
- Critical Considerations (August Data) – Possible federal reductions equal about \$1.6 million, and state cuts are \$705,000 for Fiscal Year (FY) 2026 and anticipated to be about \$1.5 million for FY 2027. Fixed expenses are increases in cost to the college with the only expense that could be controlled being salary increases; the cost of a 3% salary increase to faculty and staff would cost \$2.3 million. Other fixed expenses like health insurance, facilities insurance (pre-flood), utilities, vehicle leases and maintenance, and contractual expenses total about \$5.3 million.
- Preliminary Proposed Budget (August 2025) – Anticipated 5% growth in tuition and fees adds approximately \$500,000 to the budget. For reserves, the original starting point for the main reserves was \$7.3 million instead of \$5.2 million, and for the master facility plan reserves the original starting point was \$2.09 million versus \$1.6 million; this reflected no reductions as the funds had already been taken out of the proposed budget which calculates to a \$2.5 million deduction for those items. Strategic opportunity allocations for the last seven years started at \$1.25 million but were updated in previous versions of the proposed budget to begin at \$600,000; adding these amounts back to their regular starting points tells a truer picture. Dr. Mosier explained that with a flat mill levy, the proposed budget reflects a \$4.4 million reduction, compared to last year’s budget this is \$1.08 million less, and when including fixed expenses of \$5.3 million, the total negative impact amounts to \$6.4 million. He noted that a half-mill reduction would result in an \$8.7 million decrease compared to last year’s budget when including fixed expenses, and if the College were to go revenue neutral, the reduction would total

approximately \$11 million, including fixed expenses.

- Dr. Mosier reported that the budget will be reviewed again in September for the final decision and offered to answer any current or follow-up questions electronically or at a later time.

Vice Chair Ricketts asked for examples of the \$2.1 million in contractual expenses. Dr. Mosier explained those are companies that the college has contracts with for services like software and technology.

Trustee Hoskins Sutton announced that she had a statement and read the following:

*At the college convocation on Monday, August 11, 2025, the college president, Dr. Greg Mosier, presented the proposed budget for fiscal year 2025-2026 to employees, which is normal. President Mosier gave budget scenarios for remaining revenue neutral, or exceeding revenue neutral. President Mosier used this platform to give the perception to employees that the three Trustees who voted to remain revenue neutral was against the college. President Mosier stated the name of the four Trustees who voted to exceed revenue neutral, and the three Trustees who voted to remain revenue neutral, which included me. President Mosier went on to tell employees that they have a say in this. President Mosier then told employees that he will talk more about the new building that will be built in Leavenworth County after the election because it was being used politically.*

*To give the perception that I am against the college because I voted to remain neutral revenue is totally untrue. I retired from Kansas City Kansas Community College in 2014 after 30 years of service. All I have is love and concern for the community college and the community we serve.*

*After listening to questions and concerns from the citizens of Wyandotte County, here are three reasons that I voted to remain revenue neutral. The community is still outraged by President Mosier's salary, which I voted against. The community wants to know how the college had \$95,000 to purchase additional land in Leavenworth County, Lansing, Kansas. The community wants to know where the money is coming from to build a new building in Leavenworth County, Lansing, Kansas. At the Lansing City Council meeting on July 3, President Mosier told the Council that solid funding for this building project had not been identified. After that Lansing Council meeting, within a few days, a resident of Leavenworth County contacted me and inquired about how the college was going to pay for the new building in Lansing. Was it through revenue bonds? I had the college talk to Leavenworth officials about a possible mill levy. Although Leavenworth County is Kansas City Kansas Community College's service area, the building project in Leavenworth County, Lansing, Kansas, should not be financed on the back of Wyandotte County, even if other college funds are used instead of taxpayer dollars.*

*When I consider all the facilities that KCKCC already own, plus the new, beautiful location being built downtown, where is all this money going to come from for the college to remain financially sound for years to come?*



*In 2022, when the Higher Learning Commission, our accrediting agency, was on campus regarding our accreditation, and they met with the Board of Trustees, one of their questions for the Trustees was will the college have the resources to keep our downtown campus sustainable?*

*Our board meetings are open and public. Four Trustees voted to exceed the revenue neutral rate, and it's highly unlikely that those votes will change in September. I respect each Trustee's decision. So, for President Mosier to use scare tactics to employees with the various budget scenarios was nothing more than political theater. Whether or not I am re-elected to this Board of Trustees, I will always stand for integrity, accountability, and transparency, Linda Hoskins Sutton.*

President Mosier responded:

*So, thank you for that. I did mention the public vote, and who voted for what options. As I mentioned in the convocation, it's all public record, it was an open vote. I didn't use any scare tactics or anything like that. But we are an educational institution. I believe it's important that our employees are informed of what is taking place at the college. Not everyone gets to come to the board meetings, so that's perfectly good information to share, and in fact, we should be sharing that. And we always tell our folks, you have a voice, right? So if you want something to go a certain way, if you want to vote for revenue neutral, or if you want to vote for not revenue neutral, then you have a voice, and people from the community are told that they have a voice, and to come to the community college and speak their voice, and our employees have the same right to do that, so there were no ulterior motives there.*

*In Lansing, we did have that conversation on how we're going to pay for the building. The \$95,000 was not Wyandotte County money. Again, the \$95,000 was not Wyandotte County money. And the City Council was told, we don't have the plan to come up with all the money to build the facility yet, but when we do, if it includes a mill levy, or if it includes a gas tax, or a hotel tax, or anything like that, all of it has to be approved by the citizens of Leavenworth County or it won't happen. So, those are just different scenarios if we look at fundraising and such. So, all of those are perfectly good public conversations to have. I've always spoken the truth, and that's what I've done in this scenario, so thank you for your input.*

Trustee Hoskins Sutton: *But that perception for the president to say that and tell people that... tell employees that they have, a say in this...*

President Mosier: *They do.*

Additional conversation ensued. Chair Isnard noted that the discussion was becoming a back-and-forth and a campaign speech rather than staying on agenda items and reminded participants that personal attacks were inappropriate. Trustee Scruggs Andrieu emphasized keeping political innuendos out of the conversation, noting that concern for the college and

community is separate from politics. Trustee Ash clarified that the Board had only voted to publish a Notice of Intent to Exceed Revenue Neutral, which is a legal requirement, and that the actual vote on exceeding revenue neutral will occur at the September 16 public hearing. Trustee Hoskins Sutton reiterated that statements about how the Board voted were uncalled for. Trustee Criswell shared that the vote was made in a public meeting, and she was comfortable with her name being associated with the vote, as Trustees represent the county's citizens, while respecting differing opinions. Chair Isnard concluded the discussion and moved forward with the agenda.

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 Introduction of Dr. Devin Stroman, Vice President of Enrollment Management and Student Services. Dr. Greg Mosier, President, introduced Dr. Stroman noting his wealth of experience. Dr. Stroman expressed his appreciation for the warm welcome extended to him at KCKCC; the Board welcomed him.
- Chair Isnard invited the Introduction of Mr. Eché Okoye, Chief Information Officer. Dr. Patrick Schulte, Vice President of Finance and Operations, introduced Mr. Okoye noting his wealth of experience. Mr. Okoye expressed his appreciation for the warm welcome extended to him at KCKCC; the Board welcomed him.
- Chair Isnard invited the Academic Program Review Annual Report. Mr. Jerry Pope, Vice President of Academic Affairs, presented the following –
  - Program review at Kansas City Kansas Community College is a four-year continuous improvement cycle that's designed to strengthen academic programs, ensure alignment with the college's mission, and support student success. Each program participates.
  - Year 1: Programs complete a comprehensive self-study analyzing mission, enrollment, outcomes, curriculum, finances, and assessment, then present findings to the review committee for feedback. Year 2: Programs develop measurable action plans addressing two strengths to maintain and two challenges to improve, based on that self-study report and the program review committee feedback. Year 3: Programs submit a mid-cycle update, reassessing data and modifying action plans as needed. Year 4: Programs provide a final report summarizing outcomes, report on completed action plans, identify new strengths and challenges, and establish long-term goals. Oversight is provided by the Program Review Committee (PRC), which includes faculty representatives. All reports are reviewed sequentially by program coordinators, deans, the PRC, and then finally the Vice President of Academic Affairs. This process ensures that program-level insights inform institutional planning, resource allocation, and accreditation compliance.
  - In this cycle, the PRC oversaw activities across four cohorts, representing nearly 40 academic programs. Cohort 1 programs, including Emergency Medical Education,

Fire Science, Nursing, and others, completed their Year 3 mid-cycle reports, documenting progress on action plans. Each report was signed by the dean, archived by the PRC, and will move toward final reports next year. Cohort 2 programs, including Accounting, Business Administration, Cosmetology, and Digital Imaging Design, were in the action plan year. Most developed and completed action plans based on their self-studies, with dean-level review and PRC archiving. One or two programs that did not complete the process are receiving follow-up support. These programs will advance to the mid-cycle review next year. Cohort 3 programs, such as Addiction Counselor, Biomanufacturing, and Automotive Technology, completed their Year 1 self-study reports, analyzing student success data, curriculum, finances, and alignment with the college's strategic plan. Presentations and PRC feedback were scheduled for spring 2025, preparing these programs to create action plans in the upcoming academic year. The process continues to improve each cycle. Cohort 4 programs, including Computer Support Specialists, Mortuary Science, Nail Technology, and Welding Technology, submitted their final reports concluding their four-year review cycle. These reports evaluated progress made on action plans, identified new program challenges and strengths, and set long-term goals. These programs now re-enter the cycle with self-studies in the coming year.

- Key Achievements – The PRC oversaw 35 programs across four cohorts, ensuring consistent dean-level engagement and thorough documentation. Most submissions received both PRC review and dean-level feedback. The committee supported programs in linking self-study findings to measurable improvement plans, positioning them for successful progress through the review cycle. Looking ahead to 2025: Cohort 1 will submit final reports, Cohort 2 will complete mid-cycle reviews, Cohort 3 will develop action plans, and Cohort 4 will begin new self-studies.
- The Program Review Committee continues to provide KCKCC with this structured, evidence-based framework for academic quality and accountability. This year's progress demonstrates how faculty and administrators are working together to ensure programs remain strong, responsive to student and community needs, and align with the college's mission and strategic plan.
- Mr. Pope explained that the program review process was evaluated by the Higher Learning Commission (HLC), has been regularly reported on since their visit, and while it is continually refined, the college is committed to continuing the process as originally identified.

Trustee Hoskins Sutton expressed appreciation that the program review process continues to improve, noting this was a key focus of the HLC visit. She thanked the faculty, the assessment office, and Mr. Pope for his leadership for helping ensure the college is on the right track.

- Chair Isnard invited the 2024-2025 Kansas City Kansas Community College Annual Report. Ms. Kris Green, Vice President of Marketing and Institutional Image, presented the following –
  - Student Success – Key achievements included recognition for voter registration

efforts, celebrating first-generation trailblazers, and marking the 100th Commencement Ceremony at the Sporting KC venue. Centennial Hall remains in high demand and continues to foster community experiences. The award-winning music program earned seven “DownBeat” magazine awards this year, bringing the total to 69 over the past seven years. Overall, the college is “fueling the future” with many successes to be proud of.

- Community Engagement – The college deepened its community engagement over the past year. Special moments included honoring the 2019 National Championship women’s basketball team with a Hall of Fame induction, celebrating the 100th Candle Lighting Ceremony (which also raised scholarship funds), and hosting visits from area congressmen. The Automation Engineer Technology (AET) program drew over 100 attendees at open house events and partnered closely with industry to build a strong Federation for Advanced Manufacturing Education (FAME) cohort, supporting both apprentices and traditional students. This program also served as a foundation for the new Skilled Machine Technician (SMT) apprenticeship program with Panasonic. The strong community partnership around the new downtown community center was emphasized, noting the success of the Topping Out Ceremony attended by over 100 people. The Kansas Governor, partners, and community members made the event especially meaningful. Appreciation was expressed to all who attended, with anticipation for an even greater celebration at the ribbon cutting in about one year.
- College Success – There were several key accomplishments from the year. The college was named the only Kansas member of the national First-Generation Forward Network, recognizing its work supporting first-generation students. Workforce partnership initiatives expanded, including an American Association of Community Colleges (AACC) grant for apprenticeships and partnerships, with visits to Tesla and leadership in the Panasonic electric vehicle (EV) collaboration. New leadership joined KCKCC, positioning the college for future growth. “The 4 Disciplines of Execution” (4DX) initiatives produced strong results, particularly in improving customer service. Community and campus events included the President’s Holiday Party and a well-attended Juneteenth Celebration. President Mosier was recognized nationally as a top higher education leader for 2025, enhancing the college’s profile. These achievements reflect ongoing student support, community engagement, and national recognition and should make everyone involved “KCKCC proud.”

Chair Isnard thanked Ms. Green for the report, noting that it looked great and gave appreciation for the inclusion of a remembrance for former Trustee Pat Brune, who recently passed away; he expressed gratitude for having known and worked with her. Ms. Green acknowledged Ms. Brune’s significant contributions to the college as a Trustee.

Trustee Hoskins Sutton expressed appreciation for the leadership and efforts of Ms. Green, noting the marketing department’s growth and impact, and thanked Ms. Green and her staff for their work.

8. **Communications:**

- Reminder of Board of Trustees Retreat – Quarter 3. Mr. Brad Isnard, Board Chairperson, reminded the Board of the upcoming retreat scheduled for Saturday, August 23, from 9:00 a.m. to noon. The retreat would be held in a hybrid format, with in-person attendance in the Executive Boardroom (Room 3252) and public viewing rooms available in Rooms 3201 and 3202, as well as virtual participation for Trustees via Zoom. Trustees were asked to notify him if they had questions or were unable to attend.
- Chair Isnard invited the Reminder of Board of Trustees Candidate Forum. Dr. Greg Mosier, President, presented the following –
  - Dr. Mosier reminded the college community of the Board of Trustees Candidate Forum for college employees, scheduled for Wednesday, September 17, from 3:00 to 4:30 p.m. The forum would be held in a hybrid format, in Upper Jewell Lounge on the main campus and virtually via Teams. He hoped to have good participation at the event.

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 August 12. Trustee Criswell shared that most of the highlights had already been addressed by Dr. Mosier. She emphasized that the college continues to manage its financial resources very effectively, noting that any of the financial statements or reports are publicly available and they clearly demonstrate careful management. Trustee Criswell encouraged Trustees, employees, and citizens of the county to review these documents to understand how the college oversees its finances. She also commended Dr. Mosier for his ability to break down complex financial data and present it in a way that is comprehensive, understandable, and accessible to the layperson. Additionally, Trustee Criswell acknowledged that the committee had conducted a full meeting, reviewing the financial summary and reports, and recognized Dr. Mosier's update on the downtown location.

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, confirmed that the BPC will meet on September 11 noting that Ms. Mixon-Page would have policies ready for review, and that the students and the Senates would be back from the summer break. Trustee Hoskins Sutton encouraged the Student Senate, the Student Engagement Director, and the new Vice President to involve students in college policy discussions, noting that while students may initially feel policies do not affect them, participating offers a valuable learning experience. She emphasized the importance of student feedback in shared governance, highlighting that students can provide unique insights that enhance decision-making.



Trustee Criswell commended the Board Policy Committee, particularly Trustee Hoskins Sutton, for their effective work in managing and clarifying college policies, and making them understandable to members outside the committee. She expressed appreciation for the committee's competence and suggested that Trustee Hoskins Sutton consider presenting the committee's work at the Association of Community College Trustees (ACCT) conference, noting that the quality was excellent. Trustee Hoskins Sutton gave thanks for the recognition for the committee.

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

- On behalf of the **Board Community Engagement Committee** (BCEC), Vice Chair Ricketts, Chair of the BCEC, reported the BCEC did not meet in August as they were preparing for an in-person community engagement session with community members scheduled for September 8. Trustee Ash, Ms. Kris Green (Vice President of Marketing and Institutional Image), and Vice Chair Ricketts are coordinating the event, including providing community engagement team members with talking points to facilitate conversations and gather feedback from the community. The session aims to listen to community stories, address concerns, and clarify any misconceptions about the College. Efforts are also underway to recruit younger community members to join the engagement team.

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

- As the **Association of Community College Trustees** (ACCT) Delegate, Trustee Ash reported that the annual ACCT Leadership Congress will be held in October and noted that plans are underway for attendees. He noted that the college team will be presenting on public-private partnerships, successes from the capital campaign, and initiatives featured in the annual report, expressing excitement and anticipation for a well-attended and beneficial session.
- As the **Kansas Association of Community Colleges** (KACC) Delegate, Trustee Ash reported that KACC is in its "off-season," with relatively quiet activity and no significant new developments to share. President Mosier confirmed that nothing substantive had emerged from the presidents' meetings yet and that matters were still in development. Trustee Ash noted that the next quarterly meeting is scheduled for December 5–6 in Garden City. He explained there has been discussion, but no changes or votes yet, about potentially shifting the meeting format from Friday-Saturday to Thursday-Friday to accommodate presidents' and trustees' participation in college sporting events and family activities, but the December meeting will remain in the traditional Friday-Saturday format.

Trustee Hoskins Sutton asked about the Phi Theta Kappa (PTK) event format change of the colleges not all meeting in one location and what KCKCC's regional plan would be in April. Trustee Ash responded that he had not received any updates and noted that the

KACC Director reported no information either, explaining that KACC is no longer facilitating the event; he wondered if Dr. Stacy Tucker, Director of Honors Education/Phi Theta Kappa/Service Learning, would have information. President Mosier noted that, with classes just starting yesterday, the focus is on preparing for the semester, so planning for the spring PTK event is currently a lower priority. Trustee Ash concluded that updates will be shared as soon as they are available.

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

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

11. **Student Senate Report** – Not scheduled due to summer break.

12. **President's Report:** Chair Isnard called for the President's report. Dr. Greg Mosier presented the following –

- It is an exciting start to the new academic year. Convocation was held last Monday and featured the State of the College address, national speaker Mark C. Perna (who discussed connecting with younger generations), and discussions on “The 4 Disciplines of Execution” (4DX) successes and plans for the year ahead. Attendance was 456, 60 to 70 more than usual, and survey feedback was positive. Dr. Mosier also noted the college has full parking lots, hallways, and classes, including Centennial Hall being full, signaling a strong and vibrant start to the academic year.
- Flood update: ServiceMasters, in collaboration with facility staff including Facility Services Director Debbie Fangman, have done an exceptional job addressing the damage. Following the Board's approval at the previous meeting to allocate \$1 million to the contingency budget for emergencies, the next day heavy rainfall flooded 51,000 square feet of the main campus. The cleanup prioritized the lower-level of the Flint building (16–17 classrooms). This past Friday, three rooms had received occupancy approval from the city, and the remaining classrooms were cleared for occupancy today. Except for bathrooms, extensive work was completed, including the removal of everything, replacing sheetrock, flooring, and built-in cabinets, and new furnishings are being ordered. Classes have already resumed in the repaired spaces, with additional use planned in the coming weeks. Dr. Mosier commended everyone involved for their efforts.
- Announced that the Blue Devil Café opened yesterday and served food at convocation, praising the quality of the meals. Dr. Mosier noted that meals are affordable at \$10, and thanked Dr. Schulte for providing samples for the Board members at this meeting.
- President Mosier shared that at the upcoming Association of Community College Trustees (ACCT) conference, he will present on the college's electric vehicle (EV) hub partnership with American Association of Community Colleges (AACC), Tesla, and Panasonic. Additionally, due to the success of 4DX with FranklinCovey, he has been invited to participate on a panel discussing 4DX at the conference which is an exciting

- opportunity.
- Dr. Mosier noted that the KCKCC Annual Report was wonderful.

Trustee Hoskins Sutton anticipated good attendance for the EV hub panel session at ACCT since such initiatives are not commonly featured at the conference, highlighting the college's unique involvement.

Chair Isnard reflected on the recent flood damage, noting that seeing the affected areas in person highlighted the immense power of uncontrolled water beyond what photos conveyed. He toured the impacted rooms with Dr. Mosier and praised the crews for their rapid and extensive efforts to restore the spaces for students. Chair Isnard expressed appreciation for the team's work and emphasized the importance of implementing plans to prevent similar flooding in the future.

Chair Isnard called for a motion to accept the report. Vice Chair Ricketts made the motion. Trustee Criswell 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 is beginning its transition to Year 2 of the implementation of FranklinCovey's "The 4 Disciplines of Execution" (4DX), which helps shape KCKCC's strategy, approach to partnerships, and operations across the college. The initial year concluded with impressive outcomes, and FranklinCovey consultants noted that KCKCC is achieving faster momentum and results than any other higher education client, setting a new standard.
- The college exceeded its Wildly Important Goal (WIG), centered on the number of students who earned a certificate or a degree. The goal was a 3% increase over the prior year, and KCKCC experienced an 8% gain with 77 more students earning a credential year over year.
- The sub-WIGs for the year were focused on enrollment and persistence. The college exceeded the enrollment goal, a 2.5% increase year over year, with an actual 6.4% increase, an increase of 460 students over the prior year.
- The college came just short of the persistence goal of a 4.4% gain year over year, but still increased student persistence by 3.4% or 113 students persisting from the fall to the spring semester.
- These achievements reflect the dedication, focus, innovation, and collaboration that's happening within teams across the college. More students are enrolling and succeeding due to collective contributions. Many of our team's achievements at convocation were noted, ranging from student awareness, mental health services, and Centennial Hall resident grade point averages (GPA) to exceeding the annual fundraising goal in the foundation, increasing the use of the wellness and fitness center, and completing the development of a new college website. These are just a few examples of the contributions that teams are making across KCKCC.
- As Year 2 begins, the completion WIG will be retired, but monitoring student certificate

and degree completion will be continued as a byproduct of the other focus areas.

- The college's wildly important goal for Year 2 is to increase fall-to-spring student persistence from 71.96% to 72.5% by May 2026. Persistence means continuing enrollment from fall to spring and is a key indicator of student momentum. Teams across the college are encouraged to identify their own priorities to support this goal and help students continue their education.
- The college set three sub-goals for the upcoming year: 1) Increase enrollment from 7,055 to 7,255 students by May 2026; 2) Raise retention of first-time college students from 54.83% to 55.5% by October 2026, tracking student momentum and the effectiveness of engagement strategies, while aligning persistence definitions with national peers; and 3) Maintain an average stakeholder experience score of 3 out of 4 by June 2026, using surveys to assess and improve experiences. These goals aim to strengthen student success, engagement, and overall execution at KCKCC.

Vice Chair Ricketts congratulated the team on the work and the increases and asked if 4DX planning had started for the new downtown location, staff, and projects. Dr. Balog responded that 4DX is being implemented enterprise-wide, impacting the Technical Education Center, Pioneer Career Center, and will be implemented downtown.

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

Vice Chair Ricketts shared that while in Topeka, community members spoke very highly of Dr. Balog and Ms. Ashley Irvin, Interim Dean of Career and Technical Education, praising their leadership and reputation. She expressed pride in seeing college leaders recognized so positively outside the institution and thanked them both, noting how it reflects well on KCKCC as a whole. Dr. Balog gave thanks for the recognition, emphasizing that the success is a team effort. He noted that KCKCC is increasingly seen across the community, metro area, and nationally as a special institution that partners, supports, and attracts talent, with people from across the country now wanting to be part of the college.

**14. Vice President Academic Affairs Report:** Chair Isnard called for the Vice President of Academic Affairs report. Mr. Jerry Pope highlighted the following –

- Mr. Pope introduced several new interim leaders and staff changes: Ms. Ashley Irvin is serving again as the Interim Dean of Career and Technical Education, Mr. Adam Hadley, longtime English professor and former Faculty Senate President, is now the Interim Dean of Arts, Humanities, and Social Sciences, and Ms. Brianne Dawson, formerly executive assistant to Dr. Fabiola Riobé, is now serving as assistant to Interim Dean Hadley. Mr. Pope expressed gratitude and pride in all three for stepping into these roles and commended their strong contributions.
- The Office of Assessment advanced several key initiatives – produced annual institutional and division-level reports to guide data-informed planning, updated the assessment handbook and hosted Fall Assessment Day with training and a guest speaker, and supported continuous improvement across academic and co-curricular

programs. Additional division updates included final implementation of Genius Continuing Education Software, linking enrollment to Colleague, Anthology Illuminate went live, integrating Blackboard data with Student Information System (SIS) for better analytics, and faculty training now includes generative artificial intelligence (AI) tools in Blackboard, Panopto, and the Council for Adult and Experiential Learning (CAEL) for credit for prior learning. Dr. Cassandra Arnold joined as Institutional Technology Coordinator II. Faculty leadership in AI innovation continues, with Mr. Tom Grady, Faculty Director, presenting nationally and earning a micro-credential.

- Adult and Continuing Education reported (as of July 31) enrollments included 99 General Education Development (GED) students (slight decline) and 330 English as a Second Language (ESL) students (increase from last year); updated numbers will be shared next month. A new GED instructor was hired at Lansing Correctional Facility. The summer program of Kids on Campus served over 850 enrollments across six themed weeks, averaging 144 students per week, despite facility challenges.
- Arts and Humanities highlights – The Art Gallery will host “Nocturnes” by Kate Clements and community events such as a Kansas City Chiefs poster giveaway. In music, faculty and students continue to earn national recognition, with ensembles invited to perform at major state and national conferences. A faculty achievement included Dr. Justin Binek, Associate Professor of Music, receiving national recognition for jazz composition and he will direct multiple All-State Choirs in 2025–2026.
- In Career and Technical Education, new faculty attended the Kansas Council for Workforce Education seminar, reinforcing the college’s commitment to professional growth and instructional excellence.
- In Health Professions and Public Safety, nursing faculty are leading work on integrating AI ethics and training into student onboarding. Mortuary Science has 55 students enrolled, with a strong 90-plus percent board pass rate. The dean and the coordinator are working on a request to be submitted to expand offerings via distance education.
- Math, Science, Business, and Technology (MSBT) – First graduates from Electronics Engineering Technology program completed the Certificate A. Partnerships with Merck and the Animal Health Corridor were worked on to address some biomanufacturing workforce needs. With the Entrepreneurship Education Initiative department, development with the Kauffman Foundation continues with strong community and industry engagement. The MSBT division also hosted the Catholic Charities Refugee School Impact Summer Camp.
- Workforce Innovation – The Federation for Advanced Manufacturing Education (FAME) cohort was successfully filled with 25 students, showing strong employer partnerships. A new partnership was signed with Operation Uplift to expand training for underserved populations. KCKCC was selected for the National Science Foundation’s Built Academy, aligning Science, Technology, Engineering, and Mathematics (STEM) programs with employer needs. A Workforce Innovation Coordinator was hired to expand apprenticeships. Executive Director of Workforce Innovation Dr. Jack Henderson’s team is preparing for an Adult Education and Employment Fair on September 20 to support the downtown center launch.
- Academic Affairs is driving student success through assessment, technology innovation,



faculty development, and national recognition, especially in the arts. Much of this progress continued through the summer, as classes officially began just yesterday.

Chair Isnard expressed appreciation for the start of the year and for the hard work of the Academic Affairs team. Special thanks were given to Mr. Hadley and Ms. Irvin for stepping into important roles, and to Mr. Pope and his team for their flexibility and adaptability during recent changes.

Trustee Hoskins Sutton extended a welcome to students and faculty, with special recognition of the critical role faculty play in the classroom. Appreciation was expressed for the leadership of Academic Affairs in supporting both faculty and students.

Mr. Pope added that faculty negotiations were slightly behind schedule, but progress is being made. Training occurred in July, and the initial meeting was held today. Plans are in place for four to five sessions per month over the next few months, with the goal of completing negotiations soon.

Chair Isnard called for a motion to accept the report. Vice Chair Ricketts made the motion. Trustee Hoskins Sutton 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 –

- As of yesterday, enrollment and credit hours are showing strong growth. Fall 2025 unduplicated headcount is up 4.4% from fall 2024 and 9.6% from fall 2023. Credit hours are up 7.1% from fall 2024 and 9.9% from fall 2023. Dr. Stroman praised the dedication and skill of advisors and admissions counselors during this busy period.
- Advisors facilitated 424 virtual appointments in July of 2025, which was a 40% increase compared to July 2024 with 282 students. The college is doing a good job of educating students on how to utilize the virtual services.
- Registration and Records reported
- Registration and Records saw significant increases in enrollment verifications (+253.66%) and transcript requests (+19.09%), with a notable rise in graduation applications (+123.1%). This reflects students becoming more informed and proactive about their graduation process.
- The Blue Devils' Cupboard served 25 households in the month of July, including 87 adults, 20 children, and 2 people ages 65 plus for a grand total of 109 individuals.
- In July, student success advisors assisted 782 students with in-person advising and graduation checks for summer and fall enrollment. Overall student traffic increased 24% compared to 2024, reflecting proactive outreach and effective support by the advising team.
- From July 18–26, Dr. Candice Scott, Director of International Immigrant Student Services, and Dr. Todd Miles, Fire Science Coordinator, along with five students and two community members, participated in KCKCC's first study abroad program in Cusco,

Peru. Dr. Scott was invited to provide additional details about this opportunity.

- Photos were shared of the group that visited Cusco, Peru, and showcased their activities. The participants volunteered in local preschools, assisting with lessons and refurbishing playgrounds, including painting “KCKCC25” onto the playground. They visited an alpaca farm to learn traditional fur processing and explored the Sacred Valley and Machu Picchu, studying engineering, urban planning, and cultural traditions. The experience combined hands-on service, cultural learning, and immersive historical exploration, guided by local experts.

The Board expressed enthusiastic appreciation for Dr. Scott reporting on the study abroad experience. Vice Chair Ricketts expressed excitement about international travel and praised the amazing study abroad experience for students. She thanked the organizers for their efforts in making it happen. Dr. Mosier noted that it is life-changing to travel internationally, especially to developing countries. He thanked Dr. Scott and expressed anticipation for future student trips. Trustee Hoskins Sutton commented it was such an amazing experience for the students and gave thanks.

Chair Isnard called for a motion to accept the report. Vice Chair Ricketts made the motion. Trustee Ash 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 –

- Dr. Schulte recounted the extreme flooding on July 17 that affected the lower level, praising the rapid recovery and reopening of the space for students within a month. He highlighted the collaboration and leadership of President Mosier and the team, including Vice President Pope, Deans Bohm and Kremer, Nela Bruner (Events and Scheduling), and Debbie Fangman (Facility Services Director), along with vendor ServiceMaster, emphasizing their cohesive effort and dedication to students and the college.
- The college’s audit process, led by the Controller, is ongoing, with audit partners scheduled on campus September 8–19.
- Faculty negotiations are underway, with discussions informed by financial assessments and the pending budget. A productive meeting took place today, and further conversations with faculty are scheduled.
- Food service on campus opened on Monday with the Blue Devil Cafe and Brew Devil Coffee Shop, drawing excitement from the community. Additionally, a new pouring rights agreement, including vending and soda machines, was finalized, expected to generate over \$100,000 for the college over five years.
- Under the Chief Human Resources Officer’s leadership, 40 new hires (including faculty) have joined the college, focusing on attracting and retaining qualified staff. Despite a small team, the office continues to provide new employee and supervisory trainings and hosted the third annual Growth and Learning Opportunity Workshops (GLOW), emphasizing ongoing staff and faculty development to ensure high-quality service.
- Mr. Eché Okoye was welcomed as the new Chief Information Officer. Under his

leadership, the college will continue preparing for the transition of Colleague to Software as a Service (SaaS) in the cloud. A key focus will be developing standard operating procedures to ensure consistent, effective use of the system across campus, providing continuity regardless of leadership or staff changes.

- College Police – For leadership and succession planning, Sergeant Bailie and Sergeant Fryer attended FBI Law Enforcement Executive Development Association Supervisory and Disciplinary Training July 7–11. This training strengthens leadership skills and reinforces professional standards, supporting ongoing development opportunities within the department.
- The Wellness and Fitness Center is fully staffed and operating Monday–Friday from 5:30 a.m. to 7:00 p.m. Fitness On Demand is available both in the facility and on mobile devices, allowing students to participate in virtual workouts from the gym or their dorms.
- The focus remains on enhancing the student experience and providing high-quality service, with ongoing efforts to make the college the best possible environment for students.

Trustee Hoskins Sutton commented on how busy Dr. Schulte had been. Dr. Schulte responded there was much going on but credited the leadership around him and in partnership with him for making the work manageable. He emphasized that the success was due to the team.

Vice Chair Ricketts wondered about future issues with rain. Dr. Schulte noted that sandbags have been placed outside the affected door to mitigate and redirect water. He emphasized that a long-term solution would need to be presented to the Board, as repeated flooding is not sustainable. He also praised ServiceMaster and the team for the rapid and impressive cleanup and restoration work. President Mosier explained that the lower-level math-science hallway has been sandbagged multiple layers high, blocking water from entering. He noted that intermediate mitigation measures are in place while a permanent solution is developed, and flooding should not recur unless there is torrential rain.

Vice Chair Ricketts commended the team for their leadership during the crisis, emphasizing that true leadership is revealed when unexpected challenges arise. She quoted American memoirist and poet Maya Angelou, noting that such moments show people's true character. Dr. Schulte highlighted that the response involved leaders from across the campus, not just his immediate team, demonstrating the overall strength and collaboration of the college community.

Chair Isnard added that the flooding issues stem from longstanding design flaws in the building, not recent changes. He noted that Dr. Mosier is developing a plan to address the problem permanently and stressed the importance of investing to prevent future damage and insurance complications.

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 timelapse video of the downtown project was shared that was played at the Topping Out Ceremony on August 8. Ms. Green thanked Media Services for their dedication, noting their efforts in hosting the Board meetings, producing this timelapse video during the flood while working in temporary spaces, and covering events like the Topping Out Ceremony. Their contributions were highly appreciated.
- The marketing office has been very involved in finishing the annual report and are currently working on the 6-month strategic plan update.
- The Board would be invited to the Breidenthal Court dedication in the Fieldhouse on September 18 at 3 p.m. The court is being enhanced with vinyl installations to boost the home court experience. Athletes have returned to practice in the Fieldhouse, and the dedication event is being planned.
- The college is excited about the current enrollment cycle, noting increased numbers. Marketing has focused on enhanced digital advertising, communications efforts, and support for events like the recent back-to-school fair.
- Marketing will launch the new college website on August 25, following over two years of development. It is currently in final testing with the campus community. Ms. Green recognized her team for their hard work in bringing the project to reality.

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

18. **Unfinished Business:**

- Chair Isnard invited the Reminder of FY2026 Revenue Neutral Rate Hearing and FY2026 Budget Hearing. Dr. Greg Mosier, President, presented the following –
  - Regarding the budget, final decisions will be made in September. The 2026 revenue neutral rate hearing and budget hearing are scheduled for the next meeting at 5:00 p.m. in Upper Jewell and online in a hybrid format. The required notice will be submitted at least 10 days prior, and attendees were asked to keep the date on their calendars.

19. **New Business:**

- Chair Isnard invited the Bank Signatory Resolution. Dr. Greg Mosier, President, presented the following –
  - This bank signatory resolution adds Ms. Becky Barger, Controller, to the list of signers for the college's bank accounts.

Chair Isnard called for a motion to approve the Bank Signatory Resolution as presented. Trustee Criswell made the motion. Trustee Gilstrap seconded the motion. **The Motion Carried.**

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

The meeting adjourned at 7:06 p.m.

ATTEST:

\_\_\_\_\_  
Chairperson, Mr. Brad Isnard

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





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



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

**KANSAS CITY KANSAS COMMUNITY COLLEGE  
Board of Trustees Special Meeting  
Tuesday, August 19, 2025 – 4:30 P.M.**

**CONSENT AGENDA – Item A1**  
**Meeting Minutes**

1. **Call to Order:** Chairman Brad Isnard called the Kansas City Kansas Community College (KCKCC) Board of Trustees Special Meeting to order at 4:31 p.m. at KCKCC-Main Campus Upper Jewell Lounge and in the KCKCC Zoom meeting platform on Tuesday, August 19, 2025.
2. **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.
3. **Executive Session(s):** Chair Isnard announced there would be one executive session. Chair Isnard called for a motion for an executive session to discuss personnel matters of nonelected personnel for a 3-minute duration with possible action to follow in open session. Open session would take place in Upper Jewell Lounge and in the virtual meeting room. Trustee Criswell made the motion. Vice Chair Ricketts seconded the motion. **The Motion Carried.**

The Board was allowed time to travel to the executive session meeting room. They were joined by Dr. Greg Mosier, President, Dr. Scott Balog, Executive Vice President, and Mr. Greg Goheen, College Attorney.

The Board entered the executive session in Room 3397 and in the virtual meeting room at 4:34 p.m. and ended the executive session at 4:37 p.m.

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

At 4:40 p.m., Chair Isnard called for a motion to return to open session. Vice Chair Ricketts made the motion. Trustee Ash seconded the motion. **The Motion Carried.**

Chair Isnard called for a motion to release faculty member Melissa Gentzler from her contract and to waive the liquidated damages of \$500.00. Vice Chair Ricketts made the motion. Trustee Ash seconded the motion. **The Motion Carried.**

4. **Adjournment:** Chair Isnard called for a motion to adjourn the meeting. Vice Chair Ricketts made the motion. Trustee Gilstrap seconded the motion. **The Motion Carried.**

The meeting adjourned at 4:41 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**

**September 16, 2025**

1. Approval in the amount of **\$1,420,435.72** to **Servicemaster DSI** for the following:
  - **\$868,276.36** Flood Structure Repair Services to Flint Hallway.
  - **\$552,159.36** Flood Structure Repair Services – 1<sup>st</sup> Draw.Requested by Patrick Schulte. Funding Source – Facilities: Flood Damage Repair.
2. Approval in the amount of **\$41,666.63** to **TK Elevators** for flood damage to the Nursing elevator. Requested by Patrick Schulte. Funding Source – Facilities: Flood Damage Repair.
3. Approval in the amount of **\$52,265.00** to **The Hollis & Miller Group Inc** for Architectural, Civil, and Structural engineering services for Phase1 of exterior flood prevention modifications to main campus. Requested by Patrick Schulte. Funding Source – Architectural Cost.
4. Approval in the amount of **\$26,599.20** to **Axon Enterprise Inc** for software for College Police fleet vehicles. Requested by Patrick Schulte. Funding Source – College Police: Safety Expense.
5. Approval in the amount of **\$54,373.73** to **Titan Environmental Services** for Emergency Abatement. Field House mercury decontamination. Requested by Patrick Schulte. Funding Source – Capital Outlay: Repair and Remodel.
6. 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.
7. Approval in the amount of **\$80,000.00** to **Strada Collaborative LLC** for software for CAEL program for Fall 2025 and Summer 2026. Requested by Patrick Schulte. Funding Source – Finance & Administration: Contingency Fund.
8. Approval in the amount of **\$32,449.41** to **Timeclock Plus LLC** for time clock software for hourly (non-exempt) employees to clock in and out. Requested by Patrick Schulte. Funding Source – Information Services: Software Expense.
9. Approval in the amount of **\$37,905.00** to **The Registry** for Interim Vice President Placement fee for June 2025 and July 2025. Requested by Patrick Schulte. Funding Source – VP Student Affairs: Staff Salary.
10. Approval in the amount of **\$87,701.00** to **Rodina Company** for labor cost for the repair to the Deli Kitchen and Bookstore sewer line. Requested by Patrick Schulte. Funding source – Facilities: Emergency Maintenance.

11. Approval in the amount of **\$28,010.00** to **KJCCC** for the following:

- **\$16,170.00** for officials for Men's and Women's Soccer and Volleyball.
- **\$11,840.00** for membership dues for 2025-2026.

Requested by Patrick Schulte. Funding Source - Men's, Women's Soccer and Volleyball: Home Game Expense, and Athletics: Association Dues.

12. Approval in the amount of **\$65,793.00** to **Design Mechanical** for the following requested by Patrick Schulte:

- **\$10,276.00** for TEC 1 chiller repairs. Funding Source – TEC Operations: Equip Capitalized over \$5,000.
- **\$23,780.00** to mount dome type exhaust fan in chemical storage room. Funding Source – Capital Outlay: Repair and Remodel.
- **\$17,480.00** for HVAC repairs at Pioneer Career Center. Funding Source -LVC-PCC Operations: HVAC Repair.
- **\$14,257.00** for HVAC repairs at Pioneer Career Center. Funding Source -LVC-PCC Operations: HVAC Repair.

13. Approval in the amount of **\$35,500.00** to **Strada Collaborative LLC** for the following:

- **\$12,500.00** CAEL training for faculty.
- **\$23,000.00** CAEL Tool Pro implementation for 2025-2026.

Requested by Patrick Schulte. Funding Source - Finance and Administration: Contingency Fund

14. Approval in the amount of **\$32,650.00** to **Williams, Spurgeon, Kuhl, & Freshnock** for Business Administration restroom renovation project. Requested by Patrick Schulte. Funding Source – Capital Outlay: Architects.

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**.

## **Items for Ratification**

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

### **CONSENT AGENDA – Item C**

**September 16, 2025**

1. **\$20,964.67** to **Proquest LLC** for Library resources. Requested by Jerry Pope. Funding Source – Library: Computer Variable Costs.
2. **\$19,296.01** to **Turnitin LLC** for yearly license renewal. Requested by Patrick Schulte. Funding source – Information Services: Software Expense.
3. **\$11,300.00** to **Hudl** for streaming and video sharing of all sports. Requested by Jerry Pope. Funding Source – Media Services: Classroom Equipment.
4. **\$14,661.83** to **American Digital Security LLC** to update and add college police cameras. Requested by Patrick Schulte. Funding Source – College Police: Card Access-Videos-Fire.
5. **\$12,500.00** to **Economic Modeling LLC** for access to Title III Career Coach. Request by Jerry Pope. Funding Source – Title III Grant: Supplies and Expense.
6. **\$16,323.09** to **John A Marshall Company** for Student Engagement Furniture. Requested by Patrick Schulte. Funding Source – Student Organizations: Student Organization.
7. **\$19,987.97** to **Brady Industries of Kansas LLC** for entryway mats at main campus. Requested by Patrick Schulte. Funding Source – Capital Outlay: Furnishing and Equipment.
8. **\$17,425.00** to **Interplay Learning Inc** for student renewal fees for software and Virtual Reality Simulation Training. Requested by Jerry Pope. Funding Source – HTG & Ref: Course Related Expense.
9. **\$10,361.50** to **Titan Environmental Services, Inc** for mold remediation at Centennial Hall. Requested by Patrick Schulte. Funding Source – Student Housing: Apartment Expense.
10. **\$13,870.00** to **P1 Service LLC** for electrical renovations to choir room. Requested by Patrick Schulte. Funding Source – Learning Spaces: Repair and Remodel.
11. **\$10,582.50** to **McClure Engineering Co** for the Performing Arts Center storm sewer plans. Requested by Patrick Schulte. Funding Source – Capital Outlay: Construction.
12. **\$20,000.00** to **Continental Consulting Engineers Inc** for preparation of permit plans for re-grading of the rear lawn area. Requested by Patrick Schulte. Funding Source – Capital Outlay: Repair and Remodel.
13. **\$14,000.00** to **Print Management Partners Inc** for speaking engagement fee for Fall 2025 Convocation keynote. Requested by Patrick Schulte. Funding Source – Consulting: Consulting.
14. **\$13,495.00** to **Epoxy KC LLC** for epoxy flooring at Fieldhouse. Requested by Patrick Schulte. Funding Source – Athletics: Equip Capitalized over \$5,000.

15. **\$15,875.00** to **Arrowhead Franchising DBA Jani-King** for end of semester cleaning at Centennial Hall.  
Requested by Patrick Schulte. Funding Source – Student Housing: Apartment Expense.





## HUMAN RESOURCES - PERSONNEL ITEMS

### CONSENT AGENDA – Item D

**September 16, 2025**

### SEPARATION INFORMATION

ACTION	NAME	JOB TITLE	DEPT	DIVISION	EFF. DATE
Resignation	McIntosh, Joanne C.	EMS Lab Coordinator I	Emergency Medical Education	Academic Affairs	6/22/2025
Resignation	Runyon, Brandon	Officer	College Police	Finance and Operations	9/5/2025
Retirement	Ning, Michael	Staff Accompanist	Arts, Humanities, and Social Sciences	Academic Affairs	8/21/2025

### RECOMMENDATIONS / APPROVALS

ACTION	NAME	JOB TITLE	DEPT	DIV	DATE	SALARY
New Hire	Atanda, Adebola	Clinical Instructor	Nursing Education	Academic Affairs	8/22/2025	\$63.44/ scheduled student contact hour. Simulation and checkoffs are \$47.44/ scheduled student contact hour.
New Hire	Cradle, Verlisa	Recruiting Coordinator I - Non-Traditional Students	Admissions	Enrollment Management and Student Services	9/2/2025	\$56,000
New Hire	Fucinaro, Peter	Adjunct	Applied Music	Academic Affairs	8/18/2025	\$1,020.32 per credit hour
New Hire	Hogue, James W.	Officer	College Police	Finance and Operations	9/15/2025	\$64,480
New Hire	Peterson, Naomi	Adjunct	Art	Academic Affairs	8/18/2025	\$1,020.32 per credit hour
New Hire	Thompson, Julie	Adjunct	Art	Academic Affairs	8/18/2025	\$1,020.32 per credit hour
Rehire	Chance, Felecia	Staff Audio Engineer	Music	Academic Affairs	8/18/2025	\$32.47 per hour

<b>Rehire</b>	VanCise, Sandra	Adjunct	Elementary and Secondary Education	Academic Affairs	1/1/2026	\$1,020.32 per credit hour
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#### **Action Definitions**

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

# September 2025 Board of Trustees Report

## Executive Vice President

Dr. Scott Balog

### Executive Summary

The Executive Vice President's (EVP) Office presents its monthly update to Kansas City Kansas Community College's (KCKCC) Board of Trustees, centered on Institutional Strategy, Partnerships and Community Engagement, and Operational Execution.

#### Institutional Strategy

- **Talent Pipeline Management (TPM) Implementation:** Contributing to KC Rising's implementation of TPM to address key workforce demands in the Kansas City metro
- **Strategic Plan Audit and Update:** Reviewed activities contributing toward achieving the college's strategic priorities and prepared semi-annual update for the Board of Trustees
- **Transition to Year 2 with *The 4 Disciplines of Execution* (4DX):** Supported teams across the college in developing goals for Year 2 tied to the institution's Wildly Important Goals (WIGs)
- **Advocating for Kansas Community Colleges:** Engaged Speaker of the Kansas House of Representatives, Dan Hawkins at a recent Fairfax Industrial Association Luncheon
- **KCKCC Foundation Board Retreat:** Convened the Foundation Board of Directors to develop annual action plan based on the college's priorities, key initiatives and needs

#### Partnerships and Community Engagement

- **Non-Profits and Community-Based Organizations:**
  - Supporting two Kauffman Foundation Collective Impact Planning Grant coalitions: one led by KCKCC focusing on Entrepreneurship Education and another led by Workforce Partnership creating robust career pathways for incarcerated individuals re-entering society and entering the workforce
  - Advising Kanbe's Markets, a Kansas City, MO-based nonprofit that is planting store locations in Eastern Wyandotte County and connecting their leadership with KCKCC program and service offices
  - Exploring partnership and collaboration opportunities with Vine Hill Church, currently hosting weekly church services at the college's Technical Education Center
- **Business and Industry:**
  - Attended KCK Chamber of Commerce Executive Committee and Board of Directors meetings
  - Participated in the KCK Chamber Business 2 Business Expo hosted at Mark One Electric
  - Engaging representatives from the Kansas City Monarchs to grow the college's partnership with the organization
- **Education:**
  - Presented as part of the National Association for Community College Entrepreneurship (NACCE) 2025 Ratcliffe Pitch for the Skilled Trades competition – advanced to the competition finals

- Onboarding with the Aspen Institute’s Rising Presidents Fellowship, including attending the cohort orientation
- Engaging area school districts to advance dual and concurrent enrollment program pathways with Wyandotte and Leavenworth County high schools
- Advancing the college’s partnership with the University of Missouri – Kansas City, including implementation of an enhanced articulation agreement between our institutions

## **Operational Execution**

- ***Administrative Leadership:***

- Maintain leadership and oversight of Cabinet Operations and President’s Extended Cabinet
- Supporting contract negotiations with the Kansas National Education Association - KCKCC Chapter faculty bargaining unit

- ***Grant Direction and Administration:***

- Provide ongoing guidance for college grant activities

## **Full Report**

The Executive Vice President’s (EVP) Office is committed to advancing Kansas City Kansas Community College’s (KCKCC) strategic priorities and mission through comprehensive leadership, partnership cultivation, and operational excellence. This month’s report highlights significant activities and achievements in three key areas: Institutional Strategy, Partnerships and Community Engagement, and Operational Execution.

## **Institutional Strategy**

### ***Talent Pipeline Management (TPM) Implementation***

KCKCC continues its leadership role in KC Rising’s Talent Pipeline Management (TPM) initiative. This regional framework aligns employers, educators, and workforce partners to meet critical labor market demands in the Kansas City metro. The college’s contributions focus on building scalable and responsive training pathways that strengthen talent pipelines across high-demand industries, including healthcare, manufacturing and construction trades. By supporting the application of the TPM framework, KCKCC is helping ensure that the region remains competitive, directly addressing workforce shortages by connecting jobseekers with available opportunities.

### ***Strategic Plan Audit and Update***

The EVP’s office, with support from the Office of Institutional Effectiveness led a mid-cycle audit of KCKCC’s Strategic Plan, assessing progress toward institutional priorities in student success, quality programs and services, employee engagement and community engagement. Findings were compiled into a semi-annual update for the Board of Trustees, highlighting measurable outcomes achieved to date and identifying key areas for continued focus. This process reinforces the college’s culture of accountability and commitment to evidence-based decision-making.

### ***Year 2 Transition with The 4 Disciplines of Execution (4DX)***

KCKCC has officially entered Year 2 of its 4DX implementation. College teams have refined their Wildly Important Goals (WIGs) to ensure alignment with institutional WIGs and developed strategies to track progress through weekly huddles and scoreboards. The college's 4DX coaches provide direct support to reinforce execution disciplines across all units, promoting consistency, transparency, and momentum.

### ***Legislative Engagement and Advocacy***

The EVP engaged Speaker of the Kansas House of Representatives Dan Hawkins during a recent Fairfax Industrial Association Luncheon. This dialogue highlighted the role of community colleges in strengthening the Kansas economy by ensuring affordable access to postsecondary education and directly addressing employers' workforce needs. Continued engagement with lawmakers remains a primary strategy in securing state support for the college and system.

### ***KCKCC Foundation Board Retreat***

The KCKCC Foundation convened its Board of Directors for an annual planning retreat. The retreat focused on aligning the Foundation's action plan with the college's priorities and key initiatives, funding needs, and community partnerships. Discussions emphasized resource development strategies to support student scholarships, capital projects, and workforce programs. The retreat reinforced the Foundation's role as a vital partner in advancing institutional priorities.

### ***Partnerships and Community Engagement***

#### ***Non-Profits and Community-Based Organizations***

- **Kauffman Foundation Collective Impact Planning Grants:** The college is actively supporting two funded coalitions. The first, led by KCKCC, focuses on expanding entrepreneurship education, while the second, led by Workforce Partnership, is creating career pathways for formerly incarcerated individuals re-entering society. Both efforts highlight KCKCC's commitment to equity, access, and inclusive workforce development.
- **Kanbe's Markets:** The college is providing advisory support to Kanbe's Markets, a Kansas City, M)-based nonprofit addressing food waste and insecurity. As the organization expands into Eastern Wyandotte County, KCKCC is pursuing programmatic connections to support community health, workforce training, and student and employee engagement.
- **Vine Hill Church:** The EVP's office is exploring collaboration with Vine Hill Church, currently hosting weekly services at the KCKCC Technical Education Center. Opportunities under review include shared programming, community outreach, and expanded student support services.

#### ***Business and Industry Partnerships***

- **KCK Chamber of Commerce:** The EVP represents the college at both the Chamber's Executive Committee and Board of Directors meetings, reinforcing KCKCC's leadership role in the local business community. Participation in the Business 2 Business Expo hosted at Mark One Electric showcased KCKCC's programs and strengthened ties with area employers.
- **Kansas City Monarchs:** Engagement with the KC Monarchs baseball organization continues, with new opportunities emerging to expand student involvement, internship pathways, and promotional partnerships.

### ***Educational Collaborations***

- **NACCE Ratcliffe Pitch for the Skilled Trades:** KCKCC advanced to the finals of this national competition, which recognizes innovative approaches to building skilled-trades programs. The EVP represented the college at the pitch event, further elevating KCKCC's national reputation. The college's pitch – potentially worth \$25,000 – is part of a broader fundraising campaign that will support expansion of KCKCC's Automation Engineer Technology program.
- **Aspen Institute Rising Presidents Fellowship:** The EVP began onboarding with this prestigious national leadership fellowship, including participation in the fall orientation. This fellowship strengthens KCKCC's leadership bench and connects the institution with best practices in community college leadership and innovation.
- **School District Engagement:** KCKCC enrollment management and program leaders are coordinating with Wyandotte and Leavenworth County school districts to expand dual and concurrent enrollment opportunities, ensuring high school students gain early access to college pathways.
- **University of Missouri – Kansas City (UMKC):** The college is advancing implementation of a new enhanced articulation agreement with UMKC, creating more seamless transfer opportunities for students and strengthening the higher education ecosystem across the region.

### **Operational Execution**

#### ***Administrative Leadership***

The EVP maintains direct oversight of Cabinet and Extended Cabinet operations, ensuring coordination across all divisions and shared governance groups of the college. Current priorities include supporting the President's office, managing institutional decision-making processes, and advancing strategic initiatives. The EVP is also actively engaged in faculty contract negotiations, providing leadership and continuity in these critical discussions.

#### ***Grant Direction and Administration***

KCKCC's grant portfolio continues to grow, reflecting the college's strong reputation among funders. The EVP provides ongoing oversight and guidance to ensure grant-funded projects remain aligned with institutional strategy, compliant with regulations, and effective in meeting performance outcomes. Current efforts include strengthening cross-departmental collaboration to maximize impact and sustainability of funded initiatives.

### **Pioneer Career Center – Marcia Irvine, Director**

During August and early September, the Pioneer Career Center (PCC) and KCKCC teams engaged in a series of outreach, student support, and community partnership activities that strengthened connections with students, families, military partners, and community organizations. Key highlights include welcoming more than 250 students and parents to orientation, engaging with over 3,200 attendees at Fort Leavenworth's PAIR Day, celebrating TRIO's End of Summer Bash, hosting a multi-institution commencement ceremony for 20 graduates at USDB, and advancing partnerships with



military, civic, and community leaders. These efforts reflect KCKCC's ongoing commitment to student success, workforce development, and community engagement across Leavenworth and Wyandotte counties.

### ***Student and Family Engagement***

- **New Student and Parent Information Session:** Approximately 250 attendees participated in this orientation event, which included presentations from the High School Partnership Office and Disability Services. Students and parents toured facilities, met instructors, and accessed services such as ID card printing. The event served as a successful launch to the fall semester, helping new students and their families feel connected to the college and prepared for the semester start.
- **PAIR Day – Fort Leavenworth:** KCKCC representatives joined 172 vendors at this large-scale event hosted by Fort Leavenworth, where 3,200 participants attended. Staff provided information about academic and Career & Technical Education (CTE) opportunities available through PCC and KCKCC, engaging directly with military families and highlighting the college's role in supporting both education and workforce readiness.
- **End of Summer Bash – TRIO and Harvest Christian Center:** KCKCC staff participated in this community celebration at Wollman Park, which featured activities for children, local vendors, and food. This event enhanced community visibility for TRIO services and KCKCC programming while deepening relationships with local partners.

### ***Community and Military Engagement***

- **Fort Leavenworth Spouses Club Super Sign-Up:** KCKCC representatives engaged with spouses of military personnel to share program offerings available at the Leavenworth location. The event also generated interest in expanded class offerings and provided a valuable lead for filling a Certified Nursing Assistant (CNA) faculty vacancy.
- **USM Community Showcase (August 21):** As part of the Leavenworth-Lansing Chamber of Commerce, KCKCC participated in the University of Saint Mary's showcase event. This provided visibility with new and returning students and strengthened KCKCC's role as an educational and workforce partner in the community.
- **U.S. Army Combined Arms Center Engagements (September 3):** KCKCC leadership participated in the Commanding General's Community Social at Fort Leavenworth, maintaining the College's visibility with military leadership and regional partners. Attendance is also planned for General Beagle's **relinquishment of command and retirement ceremony**, underscoring KCKCC's commitment to supporting military partnerships.

### ***Student Success***

- **United States Disciplinary Barracks (USDB) Multi-College Commencement:** KCKCC joined partner colleges and universities on August 28 at the USDB to celebrate 20 graduates, 11 with honors, from programs including:
  - **Digital Imaging (Associate of Applied Science)**
  - **Liberal Arts (Associate of General Studies)**
  - **Liberal Arts and Science (Associate of Science)**
  - **Welding (Certificate)**

This commencement event highlights the transformative role of education in creating new opportunities for students in unique and challenging environments.

## **KCKCC Foundation – Mary Spangler, Executive Director**

During August and early September, the KCKCC Foundation advanced its mission to build a culture of philanthropy by raising \$183,251 (23% toward its \$800,000 annual fund goal) and awarding 276 scholarships totaling \$219,376 for the Fall 2025 semester. Fundraising efforts included major pledges such as a \$331,000 Athletics gift, four awarded grants totaling \$179,454, and active progress toward a \$7.5 million capital campaign goal to expand the college's Automation Engineering Technology program.

The Foundation also engaged the community - staffing booths at public events, hosting the Mary Ann Flunder Memorial Fish Fry, and planning upcoming donor gatherings expected to bring more than 1,000 guests to the college's main campus. Operationally, the Foundation processed 481 gifts, launched the annual audit process, and reported a 530% return on investment. These efforts reflect broad donor support from alumni, employees, businesses, civic groups, and corporations, directly benefiting students through scholarships and programs that align with KCKCC's mission.

### **Institutional Strategy**

#### ***Fundraising and Grants Progress***

- **Annual Fundraising:** Raised \$183,251, reaching 23% of the \$800,000 goal.
- **Targeted Capital Campaign:** Secured \$3,211,445 (44% of the \$7.5 million target) to support the new Automation Engineering Technology program, with an additional \$3.3 million in proposals pending.
- **Major Gift:** Secured a \$331,000 pledge for Athletics, marking the program's first naming rights commitment for a college facility.
- **Alumni Support:** KCKCC alumni contributed 69 gifts during the reporting period.
- **Grants:** Four awards were received totaling \$179,454; five additional proposals submitted valued at \$3,325,000.

#### ***Scholarship Awards***

- Awarded **276 scholarships** for Fall 2025 totaling **\$219,376**.
- Average award: \$800 per student.
- **50% of recipients are enrolled in Career & Technical Education programs.**

### **Partnerships and Community Engagement**

- Staffed information booths at community events including campus job fairs, back-to-school fairs, and the Night Out Against Crime outreach event.
- Distributed promotional materials and shared updates with **30,000 alumni** via electronic newsletter.
- Established **two new named scholarships**, bringing the total to 57 donor-supported scholarship funds.

- Planned or hosted five high-profile donor and community events expected to bring **1,000+ visitors to the main campus** this fall:
  - **Mary Ann Flunder Memorial Scholarship Fish Fry** (August 8)
  - **Foundation Board of Directors Annual Retreat** hosted with strategic partner Orange EV (September 11)
  - **Breidenthal Court Dedication Ceremony** (September 18)
  - **Foundation Community Coffee** (September 25)
  - **President's Leadership Circle Breakfast** (November 13)
  - **Foundation Scholarship Social & Luncheon** (December 3), following the college's annual Candle Lighting.
- Additionally, Foundation staff represented KCKCC at the **USDB Commencement Ceremony**, and the interests of Foundation donors in supporting justice-involved students.

### Operational Execution

- **Finance Committee:** Conducted monthly review of financial statements and investment portfolio (August 20).
- **Gift Processing:** Processed 481 individual gifts and provided acknowledgment to each donor.
- **Audit Preparation:** Initiated the annual audit process and financial report preparation.
- **Return on Investment:** Year-to-date income of **\$463,251** (gifts and pledges) compared to **\$73,511** in expenses, representing a **530% ROI** (\$5.30 received per \$1 spent).

### Student Impact

Because of donor generosity, the Foundation continues to light the path for KCKCC students. A recent scholarship recipient shared:

*"I am deeply grateful to have been selected as a recipient of this scholarship. This generous support will ease the financial burden of tuition and allow me to focus more fully on my nursing studies. By helping me complete my education, this scholarship brings me one step closer to achieving my goal of becoming a compassionate and skilled nurse who can make a meaningful difference in patients' lives." – Jalessa*

**September 2025 Board of Trustees Report**  
**Vice President of Academic Affairs**  
**Mr. Jerry Pope**

## **Executive Summary**

This report provides highlights from Academic Affairs, reflecting faculty innovation, student success, and community engagement across all divisions.

### **Academic Affairs Current Projects**

- ***Higher Learning Commission (HLC)***
  - Prison Education Program (PEP) site visit at Lansing Correctional Facility scheduled for October 21, 2025. The Vice President of Academic Affairs (VPAA) is writing the response document that must be completed 30 days prior to the visit.
  - Additional Location Visit scheduled for November 13, 2025, and includes the Thomas R. Burke Technical Education Center (TEC) and the United States Disciplinary Barracks (USDB) on Ft. Leavenworth. The VPAA is writing on the response document that must be completed 30 days prior to the visit.
  - Student Success Plan feedback included comments on confirming that faculty were engaged in the process. The 4 Disciplines of Execution (4DX) initiative at the college supports this plan.
  - Beginning initial meetings regarding the Assurance Argument for the comprehensive site visit scheduled for February 22 and 23, 2027.
  - Beginning initial meetings regarding the Academic Master Plan update.
  - Drafting second PEP application for the USDB and Joint Regional Correctional Facility (JRCF) at Ft. Leavenworth.
- ***Kansas Board of Regents (KBOR)***
  - The Excel in CTE fees collection opened on September 15, 2025, and closes on October 31, 2025. Many reporting parameters were changed by the Technical Education Authority (TEA) in spring of 2025.
  - Degree changes are due this year because of the math pathways project, including no longer allowing Intermediate College Algebra to satisfy math requirements in associate in applied science (AAS) degrees.
  - The deadline for no more stand-alone developmental English or math courses is Fall 2026.
- ***Other current projects***
  - Faculty negotiations.
  - Early College Academy on KCKCC's Main Campus beginning Fall 2026.
  - Reviewing the possible adoption of Anthology Milestones for micro-credentialing and digital badging.
  - Scheduling the large meeting for Council for Adult and Experiential Learning (CAEL) project for Credit for Prior Learning (CPL).
  - Reviewing syllabi solution software including Coursedog and Syllabi Solution software.

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- The National Council for State Authorization Reciprocity Agreements (NC-SARA) reporting requirements for non-credit offerings.

**Academic Support and Assessment**

- Institute for Teaching and Learning (ITL): Welcome Week 2025 saw a 47% increase in session participation over last year, with 324 attendees from faculty and staff.
- Assessment Office: Over 150 faculty and staff engaged in Assessment Day workshops led by guest speaker Dr. Larry Frazier, reinforcing Kansas City Kansas Community College's (KCKCC) culture of evidence-based student success.
- Library and Learning Services: Hosted the Student Athlete Open House, launched an Academic Glossary beta, and expanded outreach to veterans, first-year students, and community youth.

**Arts, Humanities and Social Sciences**

- Music: Faculty and students participated in major festivals, community concerts, and national publications, enhancing visibility of KCKCC's music program.
- Psychology: KCKCC was recognized at the 2025 American Psychological Association Convention for its Student Research Conference model.
- Art Gallery: Hosted the Nocturnes exhibit, co-sponsored community events such as Women's Equality Day, and expanded student and community engagement opportunities.

**Career and Technical Education**

- High Voltage Line Technician Program: Launched successfully with strong industry engagement and new equipment, preparing students for utility careers.
- Heating, Ventilation, Air Conditioning/Refrigeration Program: Enrolled nearly 100 students this fall, with a targeted 80% completion rate. Expanded curriculum and job placement support are underway.
- Cosmetology and Early Childhood Education: Strong enrollment and skill development, with flexible evening and online offerings to support working learners.

**Health Professions and Public Safety**

- Criminal Justice: Students engaged in real-world traffic stop simulations integrating legal and applied training.
- Nursing: Expanded use of virtual reality simulation to enhance flexibility and deepen student learning experiences.

**Mathematics, Science, Business and Technology**

- Faculty leadership includes service on Higher Learning Commission review teams, textbook authorship, and external grant collaborations.

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- Despite flood-related disruptions, the division relocated successfully and maintained instructional continuity.
- Division faculty participated in correctional facility graduation ceremonies and external partnerships, reinforcing the college's role in education across diverse settings.

**Workforce Innovation**

- Federation of Advanced Manufacturing Education (FAME) Program: Recruitment is underway for the Fall 2026 cohort with strong K–12 engagement.
- Apprenticeships: Expanding into new fields such as business and early childhood education.
- Career Readiness Micro-Credential: New project-based course currently at 50% capacity.
- Community Engagement: Hosting the Adult Education and Employment Fair on September 20, 2025, in preparation for the opening of the Kansas City Kansas Community Education, Health and Wellness Center.

**Adult and Continuing Education**

- Adult Education: Celebrated General Educational Development (GED) graduates at The University of Kansas Health System and expanded services at Lansing Correctional Facility.
- Continuing Education: Expanded workforce and community programming, including Commercial Driver's License (CDL), manufacturing training, and customized leadership courses. Pursuing grants and expanding partnerships to strengthen offerings.

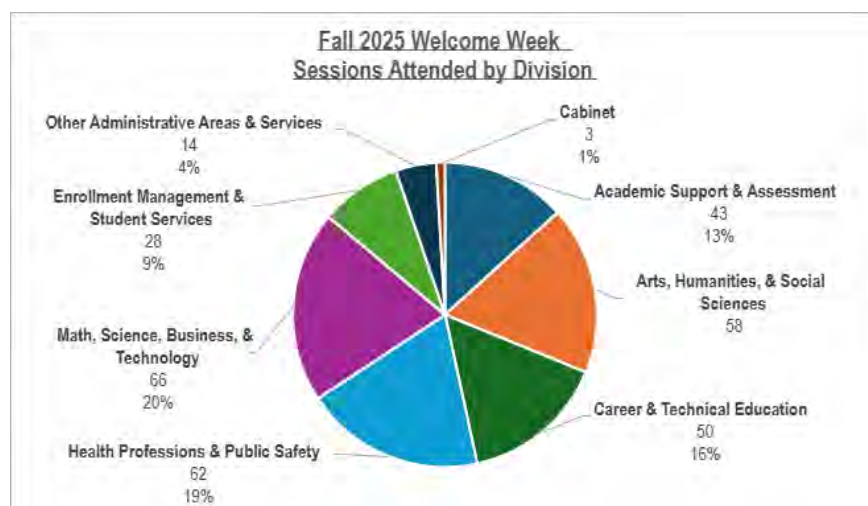
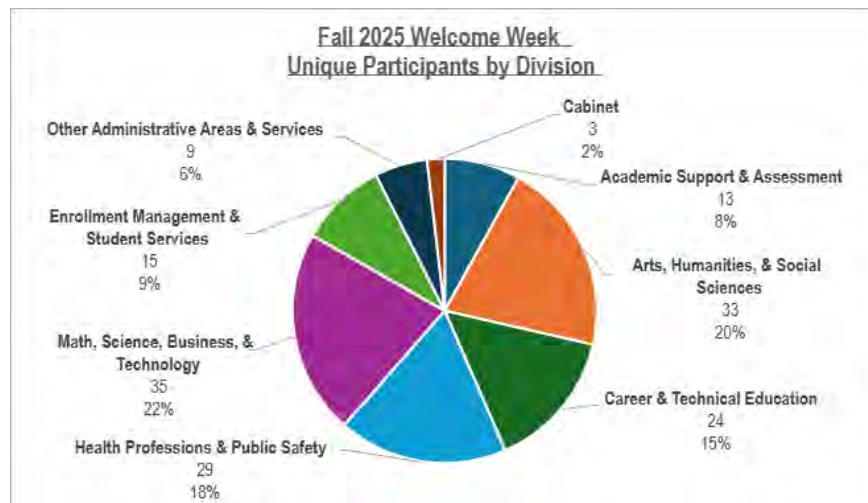
In summary, each division of Academic Affairs continues to advance student success, strengthen community and industry partnerships, and build innovative programs that enhance KCKCC's role as a leader in higher education and workforce readiness.

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

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

The Institute for Teaching and Learning (ITL) supported several sessions during Welcome Week in August 2025. When comparing rates of participation from Fall 2025 with Fall 2024, there was a 47.3% increase in the number of sessions attended. The sessions, scheduled throughout the week, included the Adjunct Faculty Professional Development Event and breakout sessions. Fall 2025 Welcome Week Sessions had 324 attendees (faculty and staff), of which 161 were unique participants. The pie charts included provide insights into the data collected from Welcome Week sessions.

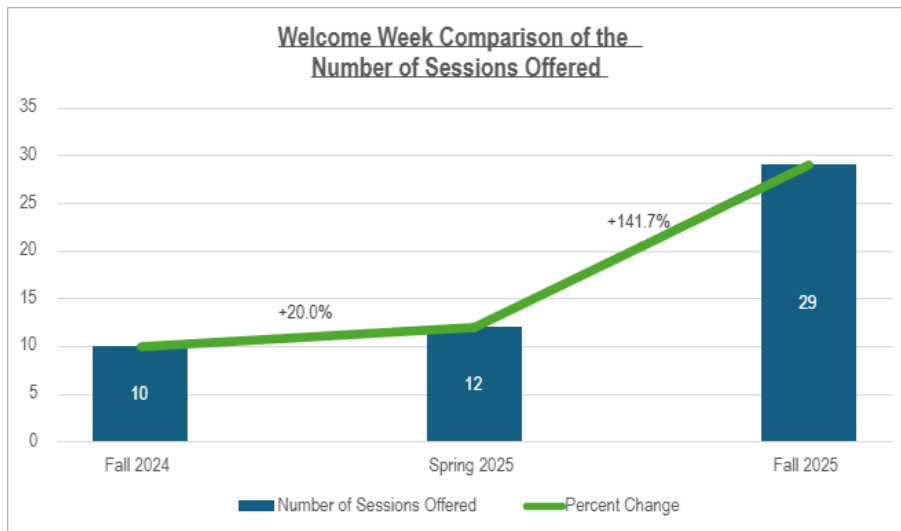
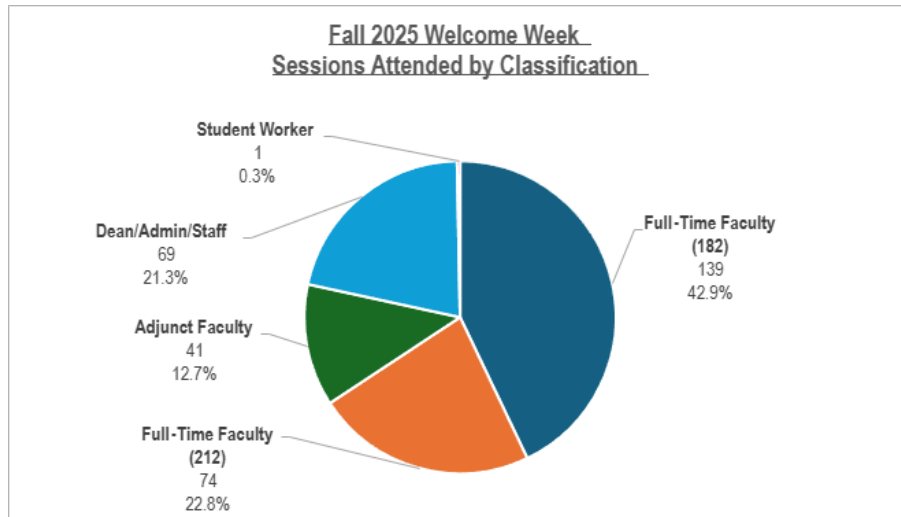




# September 2025 Board of Trustees Report

## Vice President of Academic Affairs

### Mr. Jerry Pope



### Honors, PTK, Service-Learning, Undergraduate Research - Dr. Stacy Tucker, Faculty Director

Phi Theta Kappa (PTK) took part in the Back-to-School Fair on August 13, 2025, in the Lower Jewell Center. Leaders had the chance to highlight the organization to students, parents, and community members. There was also a drawing for a free swag bag. Ariel Brown, swag bag winner, is in her first semester at KCKCC. Ariel graduated from Raytown South High School in Missouri and decided to attend KCKCC because her mother is an alum.

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During the School Year Kick-Off on Wednesday, August 27, 2025, PTK handed out inspirational stickers and recruitment information to students who want to become PTK members or provisional members. All PTK meetings are open to all students, which means some students are full members while others are working to achieve the GPA needed to become full members. At the kick-off event, PTK had a drawing for a “KCKCC Loaded and Ready” backpack. Evelyn Pelman, a first semester student at KCKCC, was the winner of the loaded backpack. Future events will include hosting the annual PTK Pink Ribbon Day on October 15, 2025, and attending the PTK Heartland Region Fall conference on October 17-19, 2025, at Butler Community College.

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

The Office of Assessment hosted its biannual Assessment Day during Welcome Week to provide updates on ongoing projects, share highlights from the annual assessment report, and build faculty knowledge and confidence in assessment practices.

In attendance at the opening session were 155 participants, where assessment staff highlighted institutional participation in assessment activities and recognized programs showing exemplary assessment strategies. During the concurrent session block, faculty could attend either a General Education Assessment Q and A session (41 participants) or a panel discussion with Rising Star Assessment Award winners (78 participants), featuring Ms. Karisse Whyte, Assistant Professor and Coordinator of BLUE, Ms. Sarah Cole, Coordinator of Math Tutoring, and Ms. Nicole Wilburn, Student Resident Life Director, as panelists. All academic divisions were represented throughout the day, underscoring the breadth of engagement across the college.



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The guest speaker this year was Dr. Larry Frazier from the University of North Texas at Dallas, who presented “A New Hope: Reframing Assessment as Story.” His presentation introduced a framework for clarifying the purpose of assessment and underscored the importance of keeping a strong focus on student success. KCKCC faculty, including Dr. Todd Miles, Fire Science Program Coordinator, Mr. Victor Ammons, Assistant Professor and Coordinator of Psychology, and Ms. Julia Bichelmeyer, Associate Professor of Exercise Science, collaborated with Dr. Frazier to apply this framework to the institutional learning outcome of Communication, sharing concrete examples of departmental practices that support student achievement and interventions for students needing additional support. The session was well-received, with several faculty noting that the approach provided a fresh and meaningful way to connect assessment work to student outcomes.



Assessment Day continues to prove the college’s growing culture of assessment. Each semester, participation levels, faculty confidence, and assessment ability expand. The event reinforces how evidence is used to guide decisions that directly support student learning and achievement.

**Library and Learning Services - Dr. Amanda Williams, Director**

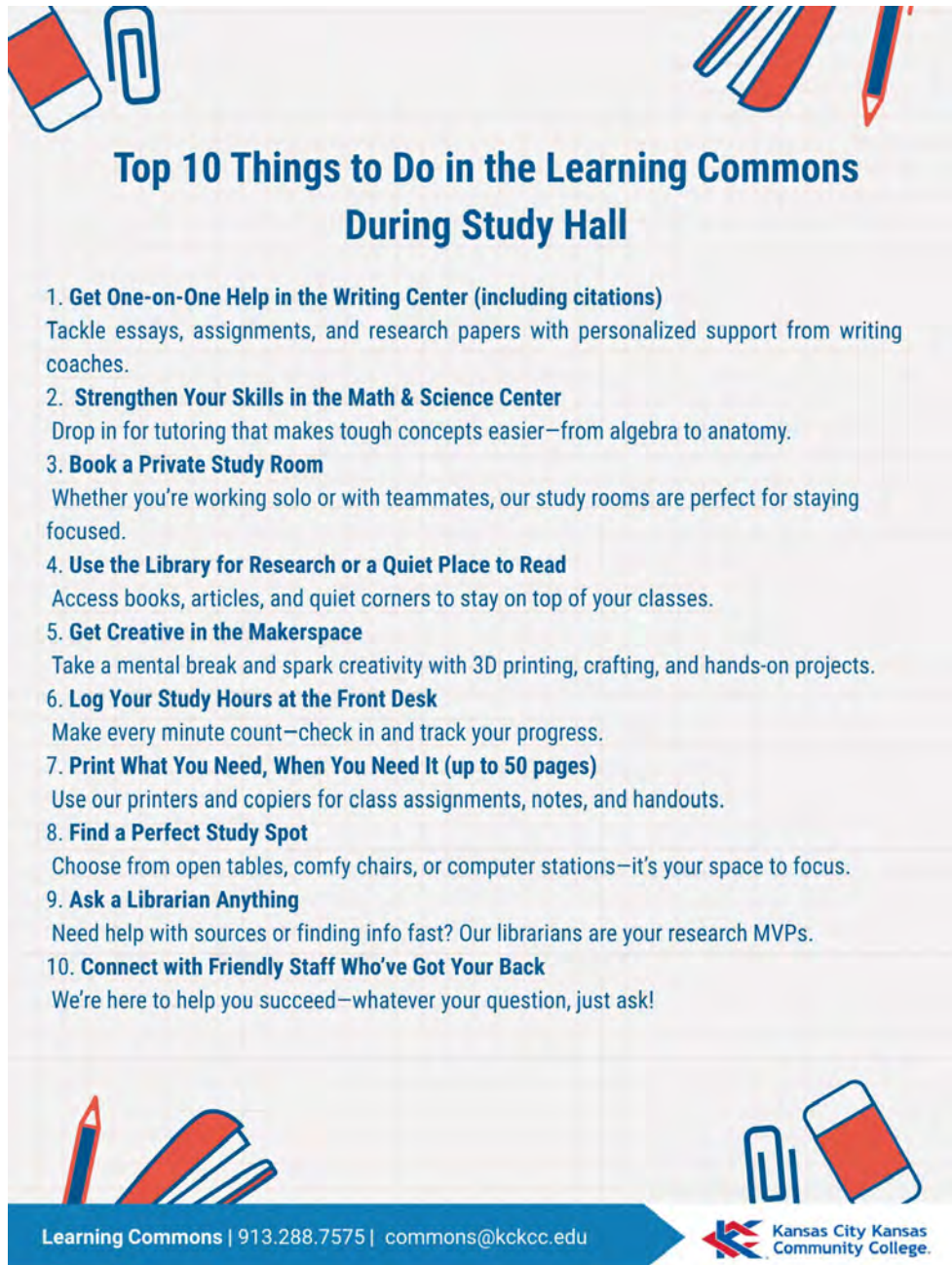
The Math and Science Center hosted the annual Math Workshop Series July 28 – August 7, 2025. The workshop series is a review of algebra and pre-algebra skills designed to reduce math anxiety and build confidence. The workshop series is open to all incoming and current KCKCC students in preparation for the fall semester.

Library and Learning Services (LLS) is partnering with the Student Senate to start a First-Time Students’ Needs Survey. Robert Powers, Research and Instruction Librarian, and Dr. Amanda Williams attended the first Student Senate meeting of the semester to enlist their support.

LLS hosted over 75 student athletes for the Student Athlete Open House on August 20 and 21, 2025. The theme was “The Top 10 Things to Do in the Learning Commons During Study Hall.”




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**Top 10 Things to Do in the Learning Commons  
During Study Hall**

- 1. Get One-on-One Help in the Writing Center (including citations)**  
Tackle essays, assignments, and research papers with personalized support from writing coaches.
- 2. Strengthen Your Skills in the Math & Science Center**  
Drop in for tutoring that makes tough concepts easier—from algebra to anatomy.
- 3. Book a Private Study Room**  
Whether you're working solo or with teammates, our study rooms are perfect for staying focused.
- 4. Use the Library for Research or a Quiet Place to Read**  
Access books, articles, and quiet corners to stay on top of your classes.
- 5. Get Creative in the Makerspace**  
Take a mental break and spark creativity with 3D printing, crafting, and hands-on projects.
- 6. Log Your Study Hours at the Front Desk**  
Make every minute count—check in and track your progress.
- 7. Print What You Need, When You Need It (up to 50 pages)**  
Use our printers and copiers for class assignments, notes, and handouts.
- 8. Find a Perfect Study Spot**  
Choose from open tables, comfy chairs, or computer stations—it's your space to focus.
- 9. Ask a Librarian Anything**  
Need help with sources or finding info fast? Our librarians are your research MVPs.
- 10. Connect with Friendly Staff Who've Got Your Back**  
We're here to help you succeed—whatever your question, just ask!

Learning Commons | 913.288.7575 | [commons@kckcc.edu](mailto:commons@kckcc.edu)

 Kansas City Kansas  
Community College.

LLS has signage throughout the Learning Commons so that students can take an interactive tour of the space. Each stop has signage with a QR code that will take the student to the LibGuide with information about the learning space. A virtual tour, filmed in partnership with Online Education Services, is also now posted in Blackboard for each of the BLUE first-year student experience courses.

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Learning Services' Wildly Important Goal (WIG) for the last academic year was to create a glossary of common academic terms that would serve as a reference for our students. The department is proud to announce that the Academic Glossary of Terms is in beta testing on the new KCKCC website.

Outreach to the various student populations is a priority for LLS this academic year. On August 6, 2025, LLS had a meeting with staff in the Military and Veterans Center to see how the department could better support those students. LLS was pleased to be invited to attend the first Student Orientation session the following Friday and looks forward to continuing the partnership to best serve students.

Ms. Amy Pace, Writing Center Coordinator, presented on Saturday, August 23, 2025, at the Midwest Greater Kansas City Writing Center Projects' Conference. Amy's presentation and workshop, "The Art of Welcome: Providing Service through the Lens of Hospitality," focused on training tutors and coordinators to shift service focus from the "transactional" to the "experiential." Following the session, there have been requests for Amy to provide more tutor training and support at Maple Woods Community College, University of Kansas, and Johnson County Community College (JCCC).

Anita Able, Librarian, has brought her love of arts integration to KCKCC. Through her efforts and collaboration across campus institutions, LLS is excited to host "Big Bang Boom!" in partnership with the Midwest Trust Center of JCCC at KCKCC's Performing Arts Center (PAC). This event is free and open to the community. There are currently more than 100 elementary school students from Wyandotte County planning to come to KCKCC for the show.

**Kansas City Kansas  
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**BIG BANG BOOM!**

**Fri. | Sep. 12 | 10 a.m.**  
**KCKCC Performing Arts Center**

PROVIDED BY:  **MIDWEST TRUST  
CENTER ARTS ED**  
JOHNSON COUNTY COMMUNITY COLLEGE

**Free concert for families of all ages!**

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

**Music – John Stafford, Professor of Music and Co-Coordinator**

***Instrumental Music***

Mr. Brett Jackson, Instructor of Music, performed with the Kansas City Jazz Orchestra as part of the annual Spotlight: Charlie Parker festival. The concert was the culmination of the festival which honors Kansas City, Kansas, native Charlie Parker each year on his birthday. The concert was held at the Folly Theater and featured guest artist Lonnie McFadden. Through a donation by the Jazz Orchestra, 12 KCKCC students were given free tickets to the event.

Adjunct Instructor of Saxophone, Pete Fucinaro, completed a Midwest tour promoting his newest album *Little Window*. The tour included performances in St. Louis, Kansas City, Wichita, Dallas, Denton, Texas, and Columbia, Mo., and included a performance and masterclass on the campus of KCKCC.

The KCKCC music department will be featured in the October 7th edition of "Happy Hour at the Piano Shop," held once a month at Upcycle Piano Craft in Westport. The performance will include faculty, students, and alumni of the music program and will be livestreamed as well as rebroadcast on local radio station KKFI. Supporters of the music department are encouraged to attend. The performance is free and includes complimentary beverages as well.

***Choral and Vocal Music***

Mr. John Stafford, Professor of Music, published an article in the September 2025 edition of the *Choral Journal* (official magazine publication of the American Choral Directors Association) entitled, "Strategies for the Vocal Jazz Ensemble." Professor Stafford currently serves as the National Vocal Jazz Chair of the American Choral Directors Association.

Professor Stafford has also published a new vocal ensemble arrangement of Grammy-Award winning artist Jacob Collier's composition "Feel." The arrangement was published on the website *Kerry Marsh: Vocal Jazz and Beyond*.

KCKCC's Chamber Choir performed as a part of a 200-person gospel choir in the Affirmations Concert at Church of the Resurrection in Leawood, Kan., on Saturday, September 6, 2025. The concert's featured guest artist was Grammy-Nominated Gospel Artist and Kansas City resident Oleta Adams

**Psychology – Victor Ammons, Assistant Professor and Coordinator of Psychology**

At the 2025 American Psychological Association (APA) Convention in Denver, KCKCC was formally recognized for its Student Research Conference in the Psychological Sciences. APA President Dr. Kawahara also discussed APA's High School Initiative [APA Presidential Initiative: Engaging Psychology's Future](#). The APA Executive Board was extremely impressed with KCKCC's model of Clinics in Psychological Sciences.



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***Upcoming Psychology Event: Dr. Jelena Ozegovic, Professor of Psychology, is planning a Study Abroad Program: Italy March 2026 (Spring Break)***

Travel Dates: Friday, March 13, 2026 – Monday, March 23, 2026

Based in Rome, Italy, with day trips to Florence and Tivoli

2 Course Offering options available for registration November 1, 2025.

- *PSYC 298 Special Topics in Psychology: Applied and Experiential Learning* (3 credit hours)
- *MATH 111 Contemporary Math* (3 credit hours)

Note: These are full semester blended/hybrid courses using Zoom Classroom with travel to Italy required as part of the course. Approximately 5 class meetings via Zoom or on campus meetings outside of travel to Italy.

**\*\*Both courses are part of the KBOR (Kansas Board of Regents) system-wide transfer**

**ART GALLERY – Ms. Shai Perry, Gallery Coordinator**

***Student Art Club:***

- The Art club held their first meeting on August 29, 2025, and 35 students attended.
- The Art club hosted a table at the School Year Kickoff on August 27, 2025.

***Art Gallery Upcoming Events:***

- Nocturnes exhibit
  - On display August 18, 2025, through November 14, 2025.
  - Reception September 19, 2025, from 5:00 pm – 7:30 pm.
- Wichita War Dancer
  - September 25, 2025, 11 am – noon in Lower Jewell

***Community Outreach:***

- Ms. Sarah Riser, Art Gallery Collection Specialist, attended the Elliptipar Lunch and Learn at the Nelson-Atkins Museum on August 14, 2025.
- Ms. Perry attended the Coffee Connect at Cortadito Cuban Coffee Show on August 26, 2025.
- Ms. Riser and Ms. Perry attended the “Over the Fence” presentation by David Prunte, hosted by the Kansas City, Kansas Chamber of Commerce on August 20, 2025.
- The Art Gallery co-sponsored the “Women’s Equality Day: Voting Rights for All” event on August 28, 2025.



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##### ***Art Employee Highlights:***

- Ms. Riser is in the GloWild “Time Flies” musical dance show at the Kansas City Zoo and Aquarium.
- Kammy Downs, Adjunct Instructor of Art, has a solo show opening at the Bunker Center for the Arts on September 5, 2025, from 5:00 pm – 9:00 pm (located on 19<sup>th</sup> and Troost, Kansas City, Mo.).



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

To begin the new academic semester, the Division of Career and Technical Education (CTE) hosted a student welcome back table at the front entrance of the Thomas R. Burke Technical Education Center (TEC) to greet and support students as they arrived. The table featured a variety of snacks, campus maps, and information on resources available to students, including financial aid, academic advising, food pantry and other support services. Staff members were on hand to answer questions and direct students to classrooms, ensuring a smooth and positive start to the fall semester.

CTE faculty and staff have come back in full force and are ready to begin a successful fall semester. Congratulations to Mr. DeShawn Bailly, Assistant Professor of Nail Technology, and Michael Rollen Multi-Media and Video Production Coordinator, recipients of CTE’s first “We See You” faculty/staff recognition. DeShawn and Michael were recognized for their outstanding contributions and dedication proven through active participation in the annual CTE fundraisers for the past two years.



The division is pleased to announce its next fund-raising event scheduled for October 31, 2025, at 11:00 a.m. at TEC. This year’s event is titled *The CTE Enchanted Fundraising Challenge* and will be a celebration of creativity, talent, and fun as teams compete in a magical Disney-themed competition. In addition to

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raising funds for scholarships, donation bins will be available for non-perishable food items, personal hygiene products and other useful essentials for students in need.

The new High Voltage Line Technician program began in August, and KCKCC is extremely excited about its launch. During August, students had the unique opportunity to gain experience directly from professionals from Kansas City's Board of Public Utilities (BPU), who brought out their bucket truck for a special demonstration. Not only did students see the equipment in action, but they also had the opportunity to step into the bucket themselves and experience being lifted into the air – just like real line technicians. This hands-on experience provided students with an exciting glimpse into the field and helped reinforce the skills and safety practices essential for this unique profession.



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The High Voltage Line Technician program has recently bought a new digger truck, a significant addition to training resources. This specialized vehicle is equipped with a hydraulic boom and auger, allowing students to gain real-world experience in utility pole installation, maintenance, and removal. The digger truck will be used to simulate field conditions, helping students develop critical skills in operating heavy equipment safely and efficiently. It also supports training in lifting and placing transformers, drilling holes for pole placement, and understanding hydraulic systems – essential competencies for careers in electrical line work and utility services. This investment enhances KCKCC's commitment to providing industry-relevant education and ensures students are well-prepared for the workforce upon graduation.



KCKCC's Heating, Ventilation, and Air Condition/Refrigeration (HVAC/R) Program has made significant changes over the past few years, including shop remodels at both TEC and Pioneer Career Center (PCC), changes to curriculum, and implementation of the first Certificate A program for HVAC/R. In academic year 2025, faculty taught both the old and new curriculum. This resulted in approximately 65 graduates from the HVAC/R program, which included students from the TEC and PCC locations. There is also great news for the coming FY26 school year, as the HVAC/R Program has approximately 100 students enrolled this semester! The department is setting a 4DX Goal of 80% successful completion and graduation rate for this year. In addition, department faculty are implementing changes to enhance student support in securing job opportunities, including collaboration with Career Services and through industry specific job fairs.

During August, HVAC/R students took part in ladder safety training. Students practiced ascending to and descending from the rooftop using ladders, gaining direct experience in proper techniques and safety protocols. This training included basic ladder safety, going up a vertical wall mounted ladder, setting up ladders, and going up an extension ladder to adapt and overcome fear of ladders and heights. These students are developing critical skills that will prepare them for careers in residential or commercial HVAC/R.



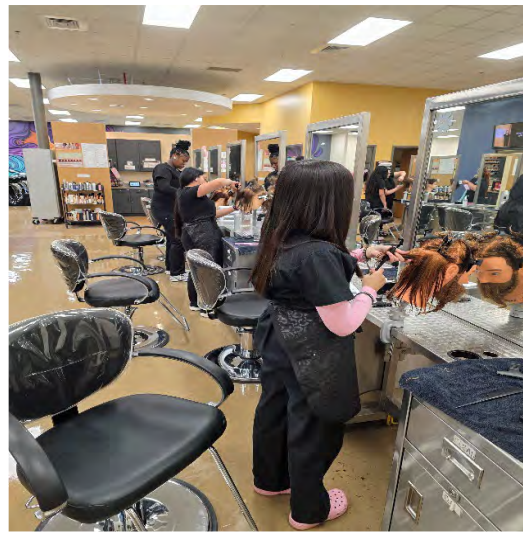
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During the second week of class, Cosmetology students were already showing impressive skills as they mastered the art of the bob cut. By practicing these precision cuts, students develop essential skills and techniques needed to succeed in the beauty industry.



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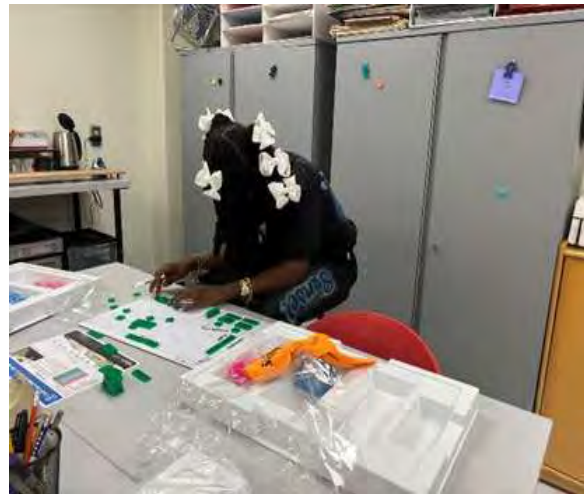


Enrollment for the Early Childhood Education and Development Program (ECED) was solid for Fall 2025. The department currently has a significant working population enrolled in online courses. This includes a diverse group of students: stay at home moms, Certified Nursing Assistants, Early Childhood Educators, and high school students. Offering online and evening courses for working individuals will support student retention and increase the likelihood of program completion.





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

Criminal Justice students engaged in real-world traffic stop simulations. These scenarios required them to practice officer approaches, driver contacts, and responses to a range of driver behaviors, including agitated, impaired, and uncooperative drivers. These role-play activities allowed students to translate textbook knowledge into applied skills, bridging the gap between theory and practice. Students also gained direct experience in handcuffing techniques, field sobriety testing, and officer safety protocols. In addition to practical exercises, students deepened their understanding of constitutional law as applied to traffic. This integration of legal framework and applied training reinforces the program's commitment to producing ethically sound, legally informed, and professionally prepared graduates.

Nursing students started the fall semester in virtual reality (VR) simulation, and it is going very well. Students can complete the simulations by sitting, standing, or using a laptop. They can also access open VR lab hours or download the device on a personal computer or headset for more practice.

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

Ms. Kris Ball, Associate Professor of Business, evaluated an educational program at a prison in eastern Kansas for the Higher Learning Commission (HLC) on August 22, 2025. She will serve on a virtual team in September and October to evaluate a community college in Minnesota for the HLC.

In late August Ms. Ball was invited to review a Personal Finance textbook for the McGraw-Hill Publishing Company and will be included in the front of the textbook as a reviewer.

Following the recent flood, nearly every Math, Science, Business and Technology (MSBT) division member had to move to begin the fall semester. Everyone banded together, worked hard, and made this quick transition work. Although things were a bit harried and sometimes a little bumpy, everyone has settled in rather nicely and things are now running smoothly. The division office has moved temporarily to office 1110 in the lower-level Humanities hallway. Division members are spread near here as well as doubled up in the Continuing Education Building (CEB). The division leadership is proud of the KCKCC pride shown by the team during this time!

Dr. Kremer attended the Joint Regional Correction Center (JRCC) graduation ceremony on July 29, 2025, with Mr. Wade Abel, Director of Veterans Affairs, and Dr. Shawn Derritt, Dean of Student Services, where several students graduated with their associate's degree.

Dr. Kremer attended the United States Disciplinary Barracks (USDB) graduation on August 28, 2025, along with Mr. Jerry Pope, Vice President of Academic Affairs, Ms. Marcia Irvine, Director of Pioneer Career Center, Dr. Greg Mosier, President, and Ms. Ginger Riddle, Adjunct Instructor of Math. Several students graduated with their associate's degree and two students with multiple degrees.

Dr. Kremer attended the BioKansas Innovation Festival on August 12, 2025, at the Overland Park Convention Center. He met with the BioKansas Chief Executive Officer Dr. Kevin Mills and several board members to discuss their support for a National Science Foundation (NSF) grant submission.

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

**FAME Program – Fall 2026 Cohort**

Recruitment is well underway for the Fall 2026 FAME cohort. A full schedule of recruitment activities has been mapped out through Spring 2026, showing both strong engagement with K-12 partners and the growing regional demand for “earn-and-learn” programs that connect students directly to high-demand careers.

**Scaling Apprenticeships Across Academic Disciplines**

This summer the workforce innovation team took part in the Kansas Office of Registered Apprenticeships' Champion Training in Emporia, Kansas. During this two-day intensive workshop staff

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gained strategies to expand employer partnerships across Wyandotte and Leavenworth counties and to strengthen the College's infrastructure for apprenticeships at scale. A key focus was on expanding apprenticeships into nontraditional fields, including business and early childhood education, and opening new pathways for students and employers alike.

**Career Readiness Course with Embedded Micro-Credential**

In partnership with the Department of Career Services, Workforce Innovation spearheaded the development of a new career readiness course, taught by Ms. Danielle Frideres, Coordinator of Career Services. This course uses project-based learning to equip students with competencies named by the National Association of Colleges and Employers (NACE). Students who complete the course will earn three credit hours toward their degree and a micro-credential in Career Readiness, enhancing both their employability and academic progress. The inaugural course is already at 50% capacity, signaling strong student interest.

**Wildly Important Goal (WIG)**

For fiscal year 2026, Workforce Innovation has established a Wildly Important Goal (WIG) centered on building strong employer partnerships through formal MOUs and employee training agreements. These agreements directly support the College's enrollment and student persistence goals by aligning employer needs with student success outcomes.

**Adult Education and Employment Fair**

In preparation for the launch of KCKCC's downtown location, Workforce Innovation, in partnership with the Downtown Campus Mentoring Subcommittee, will host the Adult Education and Employment Fair on September 20, 2025, from 10:00 am to 2:00 pm. This event is designed to serve adults pursuing higher education or seeking career advancement while also connecting them to local agencies that provide critical services to remove barriers to success. The fair will highlight KCKCC's role as both a community anchor and a gateway to opportunity.

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

**Adult Education**

***Funding Update***

After initial uncertainty regarding Adult Education funding, KCKCC received news that its program will receive Federal funding for FY26, including Integrated English Literacy and Civics Education (IELCE) funds. The overall funding increased by 7.26% from \$555,229 in FY25 to \$595,562 in FY26. At this time, it is anticipated that both Federal and State funding will be eliminated for FY2027.

***UKHS Graduation***

On August 28, 2025, five General Education Development (GED) graduates were celebrated at The University of Kansas Health System (UKHS) Graduation. Guest speaker Mitch Holthus, voice of the Kansas City Chiefs, provided an inspiring message to graduates and their families.

***Kansas Department of Corrections (KDOC) – Lansing Correctional Facility (LCF)***

Adult and Continuing Education welcomed Brian Fordlee to the GED instructional team. His math expertise will be instrumental in helping LCF residents prepare for and pass the GED Math test.

- 23 tests taken, with 18 passing scores recorded.
- 3 residents passed their final GED test and will graduate in October.
- Since July 1, 2025, eight residents have earned their GED credential.

***Partnerships***

Through KCKCC's partnership with Great Jobs KC, the college gained two GED students and four English Language Arts (ELA) students during August enrollment.

Adult Education staff began holding bi-monthly office hours at Workforce Partnership (downtown KCK) to connect with potential students and share program information.

KUDOS to KCKCC's GED and ESL instructors for their flexibility during the recent room flooding and temporary relocation of Arrowhead Middle School. Despite reduced classroom availability, staff created an alternate schedule and continued services with professionalism and dedication.

**Continuing Education**

***Enrollment Snapshot – August 2025***

- Basic Rider Course (BRC) 2 Wheel – 21.
- Ed2Go – 17.

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- Community Jazz Choir – 10.

***Program Highlights***

- Andrea Kolkmeier, Assistant Director of Adult and Continuing Education, has submitted the Character at Camp Grant application.
- Driver's Education - Scheduled 2026 courses with one part-time instructor.
- Motorcycle Training – Scheduled for 2026 classes.
- CDL Training - Ongoing review of programming needs.
- Adding Advanced Career Training courses to the Eligible Training Provider List (ETPL) for WIOA funding eligibility.
- Course development in Manufacturing 1 – TEC.
- Proposed Spanish for Leadership training with WyCo Manufacturing – awaiting approval.

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**By Vice President of Enrollment Management and Student Services**  
**Dr. Devin Stroman**

**Executive Summary**

- Fall 2025 unduplicated headcount is UP by 5.1% compared to Fall 2024, the unduplicated headcount is UP 10.4% compared to Fall 2023.
- Fall 2025 credit hours are UP by 7.9% compared to Fall 2024, the credit hours are UP 11.4% compared to Fall 2023.
- On August 8, the department held the 4th Annual Blue Devil Golf Outing at Dub's Dread Golf Club. Thirty- three teams competed in the event, raising \$15,000 to help support the operational and scholarship budgets of the department.
- On August 13, Student Services hosted KCKCC's Third Annual Back-to-School Fair. Students were able to enroll for fall semester classes, check out laptops, complete admissions applications, take placement tests, obtain supplies and books from the bookstore, connect with employers about job opportunities, sign up for meal plans, learn about student clubs and organizations, and meet with campus departments to explore available services. Over 450 students attended.
- Centennial Hall opened on August 15, for all students for the Fall 2025 semester. Move-in Day was a success welcoming over 100 students and families. Student Housing is at full capacity for the Fall semester with 258 residents. As of Monday, August 26, 2025, Student Housing residents are enrolled in a total of 3,538 credit hours – an average of 13.7 hours per resident.
- Key Achievements and Highlights of Upward Bound:
  - 0% percent Student drop out year to date.
  - 100% of seniors graduated and 94% enrolled in higher education—24 graduates to date.
  - 85% of students maintained a Grade Point Average (GPA) of 2.5 or higher; 62.5% had a GPA of 3.0+, and 12.5% received a 4.0 GPA or higher.
  - Average cumulative GPA: 3.102.
- International enrollment continues to show growth. The Spring 2024 enrollment was 87 students. Fall 2025 enrollment increased to 108 students. This represents a 24% growth in enrolled F1 student visas.
- On August 23, Head Volleyball Coach Mary Bruno Ballou recorded her 300th career win as a college volleyball coach. She has been the head coach of the program since 2011, and she has created a culture of toughness, family, and success.

KCKCC Unduplicated Headcount by Location								
CAMPUS (UNDUP at A Location & DUP Across Locations)	09.05.2023	09.09.2024	09.08.2025	23-25	23-25	24-25	24-25	Fall 2025
	Fall 2023 21 Days After Term Start	Fall 2024 21 Days After Term Start	Fall 2025 21 Days After Term Start	Diff - #	Diff - %	Diff - #	Diff - %	%
AMZN	-	-	-	-	-	-	-	-
BL	-	-	2	2	-	2	-	0.04%
DNTWN	-	-	-	-	-	-	-	0.00%
FRSC	36	31	36	-	0.00%	5	16.13%	0.68%
HS	861	917	958	97	11.27%	41	4.47%	18.14%
LCF	20	11	21	1	5.00%	10	90.91%	0.40%
MC	1,890	1,861	1,964	74	3.92%	103	5.53%	37.19%
OC	232	257	306	74	31.90%	49	19.07%	5.79%
OL	1,975	2,268	2,630	655	33.16%	362	15.96%	49.80%
PION	249	194	180	-69	-27.71%	-14	-7.22%	3.41%
TEC	781	811	805	24	3.07%	-6	-0.74%	15.24%
USDB	77	55	63	-14	-18.18%	8	14.55%	1.19%
VIRT	117	156	69	-48	-41.03%	-87	-55.77%	1.31%
<b>Total UNDUP Headcount</b>	<b>4,782</b>	<b>5,023</b>	<b>5,281</b>	<b>499</b>	<b>10.43%</b>	<b>258</b>	<b>5.14%</b>	<b>100.00%</b>
Note: Enrollment at each location is unduplicated. However, enrollment across locations (A student can be counted in two locations) is duplicated. The Total however, is unduplicated (unique counts) headcount.								
Status	Fall 23	Fall 24	Fall 25	23-25 #	23-25 %	24-25 #	24-25 %	Fa 2025 %
First-time	1,734	1,803	1,951	217	12.51%	148	8.21%	36.94%
Returning	3,048	3,220	3,330	282	9.25%	110	3.42%	63.06%
Full-Time or Part-Time	Fall 23	Fall 24	Fall 25	23-25 #	23-25 %	24-25 #	24-25 %	Fa 2025 %
Full-Time *	1,660	1,650	1,797	137	8.25%	147	8.91%	34.03%
Part-Time **	3,122	3,373	3,484	362	11.60%	111	3.29%	65.97%
Gender	Fall 23	Fall 24	Fall 25	23-25 #	23-25 %	24-25 #	24-25 %	Fa 2025 %
Unknown	41	51	51	10	24.39%	-	0.00%	0.97%
Female	2,693	2,899	3,050	357	13.26%	151	5.21%	57.75%
Male	2,048	2,073	2,180	132	6.45%	107	5.16%	41.28%
Race / Ethnicity	Fall 23	Fall 24	Fall 25	23-25 #	23-25 %	24-25 #	24-25 %	Fa 2025 %
American Alaska Native	16	26	23	7	43.75%	-3	-11.54%	0.44%
Asian	192	194	201	9	4.69%	7	3.61%	3.81%
Black or African American	841	915	953	112	13.32%	38	4.15%	18.05%
Hawaiian Pacific Islander	6	4	4	-2	-33.33%	-	0.00%	0.08%
Hispanic	1,319	1,368	1,404	85	6.44%	36	2.63%	26.59%
Multi-racial	271	303	320	49	18.08%	17	5.61%	6.06%
Unknown	237	257	303	66	27.85%	46	17.90%	5.74%
White	1,816	1,853	1,923	107	5.89%	70	3.78%	36.41%
Non Resident	84	103	150	66	78.57%	47	45.63%	2.84%
International	N/A	87	116	N/A	N/A	29	33.33%	N/A
KCKCC Credit Hours by Location								
CAMPUS	09.05.2023	09.09.2024	09.08.2025	23-25	23-25	24-25	24-25	Fall 2025
	Fall 2023 21 Days After Term Start	Fall 2024 21 Days After Term Start	Fall 2025 21 Days After Term Start	Diff - #	Diff - %	Diff - #	Diff - %	%
AMZN	-	-	-	-	-	-	-	-
BL	-	-	10	10	-	10	-	0.02%
DWNTN	-	-	-	-	-	-	-	0.00%
FRSC	342	282	339	-3	-0.88%	57	20.21%	0.69%
HS	5,036	5,560	5,846	810	16.08%	286	5.14%	11.89%
LCF	220	121	231	11	5.00%	110	90.91%	0.47%
MC	14,121	13,383	14,775	654	4.63%	1,392	10.40%	30.05%
OC	541	550	755	214	39.56%	205	37.27%	1.54%
OL	11,958	14,235	16,341	4,383	36.65%	2,106	14.79%	33.23%
PION	1,945	1,396	1,286	-659	-33.88%	-110	-7.88%	2.62%
TEC	9,077	9,123	9,015	-62	-0.68%	-108	-1.18%	18.33%
USDB	394	273	222	-172	-43.65%	-51	-18.68%	0.45%
VIRT	495	653	354	-141	-28.48%	-299	-45.79%	0.72%
<b>Total</b>	<b>44,129</b>	<b>45,576</b>	<b>49,174</b>	<b>5,045</b>	<b>11.43%</b>	<b>3598</b>	<b>7.89%</b>	<b>100.00%</b>
*Full-Time Students = 12 Credit Hours or Greater								
**Part-Time Students = Less Than 12 Credit Hours								

## Student Services – Dr. Shawn Derritt, Dean

- On August 13, Student Service hosted KCKCC's Third Annual Back-to-School Fair. Students were able to enroll for fall semester classes, check out laptops, complete admissions applications, take placement tests, obtain supplies and books from the bookstore, connect with employers about job opportunities, sign up for meal plans through the Blue Devil Cafe, learn about student clubs and organizations, and meet with campus departments to explore available services. Over 450 students attended.
- On August 29, Student Services met with Kanbe's Market to discuss student volunteer opportunities and potential donations to the campus food pantry. Kanbe Market specializes in salvaging produce items that major markets would otherwise discard.

## Counseling and Advocacy - Linda Warner, Director

### *Selected Activities, Programs and Updates*

- On August 28, the KCKCC Counselors hosted the Women's Equality Day program "Voting Rights for Everyone" presented to 28 participants by Dr. Ruth Cain from the League of Women Voters. Dr. Cain is a retired educator from Rockhurst University and UMKC.
- On August 6 and 13, the Counselors presented Title IX training to Residents Assistant RA's and new employees.
- On August 14, 15 and 19, the Counselors presented information on counseling services at orientation for RN's and LPN's and Student Athletes.
- On August 13, and 17, the Counselors held tabling events at the Back-to-School Fair and the School Year Kickoff events.
- On August 21, the Counselors made classroom presentations on suicide prevention to ten students.

The primary reasons for students initiating counseling in August were Stress, Anxiety and Academic Concerns.

### **August Counseling and Advocacy Utilization**

<b>Client Contact</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>
Individual Sessions	35	22	29
<b>Intakes</b>	14	7	16
Total # of Appointments	56	32	49
<b>Total # of Students Seen</b>	29	20	32

## Military Veterans Center - Wade Abel, Director

### *Selected Activities, Programs and Updates*

The Military and Veterans Center supported the KCKCC School Kickoff event on August 27. Recruiters from the Air Force National Guard and the Kansas Army National Guard also attended.

The Military and Veterans Center hosted multiple Veterans Administration (VA) Education Benefits Information sessions both in person and virtually for KCKCC students wanting to use, or learn more, about VA Education Benefits.

### *Upcoming Activities, Events and Programs*

- September 11: The Military and Veteran Center will host a 9/11 Remembrance Ceremony.
- September 10-14: The Military and Veteran Center will host a 9/11 Challenge.
- September 22-26: The Military and Veteran Center will host Military Suicide awareness pushup challenge.



### August 2025 Military and Veterans Center Visitors

Reason for Visit	Aug 2023	Aug 2024	Aug 2025
Study	34	16	12
Computer Use	3	3	3
Benefits Question	18	44	41
Enroll & App Question	3	8	11
Socialize	43	41	15
Veteran Service Rep	NA	36	12
Total	101	148	94



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

### ***Selected Activities, Programs and Updates***

- On August 5, Robert Beach, Assistive Technology Specialist, met with Faith Moody, KCKCC Placement Coordinator, and individuals from Johnson County Community College (JCCC) to discuss the accessibility of the new Aleks placement system. Johnson County Community College (JCCC) gave information about their road to accessibility for the product.
- On August 8, Robert Beach attended the virtual meeting of the Assistive Technology for Kansans Project Advisory Council. The meeting was called to discuss how to replace the Access Site for the Northeast region, which includes Wyandotte County. Plans were finalized, and our constituents will continue to receive services from this project.
- On August 12, and 14: Carly Eastling, Academic Support Facilitator, spoke with new high school students and their parents, during a High School Partnership event sharing helpful information about how to request accommodations here at KCKCC.
- On August 13, Robert Beach, Alex Twitty, Learning Specialist, and Linda Jordan, Administrative Assistant, participated in the Back-to-School Fair. The department hosted an information table to showcase the services and engage with students.
- On August 14, Robert Beach and Alex Twitty led three sessions during KCKCC's Welcome Back Week. One session highlighted SASS services, while the other two focused on the new Title II digital accessibility regulations issued by the Department of Justice.
- On August 14, Robert Beach and Alex Twitty gave a presentation to the first semester Registered Nursing (RN) class, highlighting the services available through Student Accessibility and Support Services (SASS).
- On August 15, Robert Beach and Alex Twitty gave a presentation to first semester Licensed Practical Nursing (LPN) class on services offered by SASS.
- On August 18, Carly Eastling presented the New Student Orientation to students at KCKCC's Technical Education Center (TEC).
- On August 19, Carly Eastling presented the New High School and Postsecondary Orientation to new students at KCKCC's Pioneer Center (PCC).
- On August 19, Robert Beach met with disability services personnel from Manhattanville University to provide them with suggestions for accommodating visually impaired students.
- On August 19, Robert Beach facilitated a discussion for the Blind and Low Vision K&PC for the Association on Higher Education and Disability (AHEAD). The topic was locating and providing alternative textbooks for visually impaired students.
- On August 20, and 21, Carly Eastling presented the New Student Orientation for high school students at TEC.

- On August 28, Alex Twitty gave a presentation to an accounting class on services offered by SASS.

DISABILITY	August 2025	August 2024	CHANGE	PERCENT OF CHANGE
Autism	11	11	0	0.0%
Attention Deficit Disorder	24	30	-6	-20.0%
Blind/Visional Impairment	5	6	-1	-16.7%
Deaf/Hard of Hearing	2	3	-1	-33.3%
Head Injury	0	0	0	0.0%
Intellectual Disability	3	3	0	0.0%
Learning Disability	44	46	-2	-4.3%
Medical	4	5	-1	-20.0%
Physical	1	0	1	0.0%
Psychiatric	14	18	-4	-22.2%
Other Health Impaired	7	8	-1	-12.5%
Total	115	130	-15	-11.5%

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

## Student Engagement - Haydee Reyes, Director

### *Selected Activities, Programs and Updates*

Student Engagement hosted a *School Supply Giveaway* event on the first and second day of classes (August 18th & 19th) during Welcome Back Week where students were able to pick up last-minute school supply items at the Main, TEC, and Pioneer Career Center campuses.



- "Sketch & Spray" Event took place on August 20, 2025, from 10:00am -1:00pm. Students enjoyed a popcorn bar, airbrush tattoos, and caricature artists. 38 students were in attendance.

- On August 25, 2025, from 10:00 am – 1:00 pm, Student Engagement hosted “*Donut Worry, Be Happy, and Get Involved!*” where students were able to enjoy free donuts and learn more about ways to get involved on campus. 153 students attended this event.
- Student Engagement hosted the *School Year Kick Off* (formerly Back-to-School Bash) on August 27, 2025, from 11:00am – 2:00 pm. 30 KCKCC Departments and Student Clubs/Organizations including 10 community partners participated in this event. A total of 330 students were in attendance.
- 118 students visited the Student Engagement Game Room during the month of August.



### ***Upcoming Activities, Events and Programs***

The Student Engagement Morning Blend Coffee program will restart on September 22, 2025.

- September 8: Grocery Bingo, Lower Jewell - Main Campus, 12:00 p.m.-4:00 p.m.
- September 10: Donut Worry, Be Happy & Get Involved, TEC Entrance, 10:00 a.m. - 12:00 p.m.
- September 17: Blue Devil Tailgate (in collaboration with KCKCC Athletics), outside of the Fieldhouse, 4:00 p.m. - 6:00 p.m.
- September 17: Constitution Day Programming
- September 23: Get the Scoop on Student Engagement, TEC Entrance, 10:00 a.m. - 12:00 p.m.

### **Basic Needs Center**

#### ***Selected Activities, Programs and Updates***

Blue Devils’ Cupboard served 144 households in the month of August, including 403 adults, 83 children and three people 65+ for a grand total of 489 individuals served.

Fyn Morrigan, Basic Needs Center Coordinator, participated in the School Year Kickoff event on August 27, 2025, where he shared with students’ information regarding the services provided through the Basic

Needs Center including hours of operation for Blue Devils' Cupboard, referral to community agencies, and the Student Relief Fund.

### **Fringe Benefits of Education (FBOE)**

On August 26, 2025, FBOE hosted the third annual DotteStock concert where eight local artists performed on campus. Forty students attended the concert.

During the month of August Fringe Benefits of Education (FBOE) hosted four official meetings:

- On August 7, the session focused on the theme of 'Rebuilding What You Have Knocked Down.' Students and community members listened to motivational speaker Eric Thomas and engaged in a healthy discussion on accountability and rebuilding one's brand to sustain a better lifestyle. 15 students were in attendance.
- On August 14, former NBA player and head coach of the Phoenix Suns — and local Kansas City, Kansas legend — Earl Watson Jr. delivered a powerful master class on succeeding through the storms of life. He emphasized discipline in school, making the best out of the hand you are dealt with, and shared personal NBA stories along with Wyandotte County history. Earl Watson Jr. stayed after the session to talk with students and take selfies, making the evening especially memorable. 40 students were in attendance.
- On August 21, included the Recruiting Night & Welcome Back. Both new and returning students came together to discuss their goals and expectations for the semester. Old F.B.O.E. session highlights and commercials were shown, and plans for the upcoming semester were laid out. 19 students were in attendance.
- On August 28, the focus of this session was 'The Power of the Right Influence.' Using another Eric Thomas video as inspiration, students discussed how the right influences can either make or break an individual. The discussion was very open, and students passionately voiced their opinions, making this a powerful and encouraging conversation. 15 students were in attendance.



## **Student Health - Toni Dickinson, Director**

### ***Selected Activities, Programs and Updates***

- Student Health Services participated in the Back-to-School Fair on August 13, creating hygiene bags for students, employees, and the community. The event was successful and helped establish a presence for Student Health Services among students throughout the academic year, ensuring they are aware of our ability to support them.
- On August 27, Student Health Services organized a tabling event titled "The Bright Side of Sun Safety." At this event, we provided information and supplies to students and employees to raise awareness about the importance of protecting their skin from the sun. We cleared up common myths and shared essential facts. Supplies included sunscreen, fans, water, and sunglasses, along with a colorful note card full of helpful information about skin hygiene.
- Kick-Off event by providing students with information about the services offered on August 27. Student Health Services participated in the School Year Kick Off event by providing students with information regarding services provided through our department.

### ***Upcoming Activities, Events and Programs***

- Student Health Services is making plans to host this year's Health Fair scheduled for October 8. This year's title is: *Healthy Habits for a Happy Fall*.
- Student Health's focus this year will be on Hygiene. We will stress the importance of hygiene. Hygiene is crucial for maintaining health, boosting confidence, and promoting a positive social image. Good hygiene practices, such as regular hand washing, bathing, and cleaning surfaces, help prevent the spread of germs, reduce the risk of infections, and create a more pleasant and hygienic environment.



<b>Services [September 2025] Report</b>	<b>2024 Aug</b>	<b>2025 Aug</b>
Blood Pressure Check	3	1
Tuberculosis Skin Test	71	70
Tuberculosis Skin Test Reading	59	55
TB Questionnaire Screening	197	171
TB Services- Other	1	14
Tuberculin (TST) Skin Test POSITIVE	9	3
Quantiferon (QFT) Blood Draw	57	48
Quantiferon (QFT)-POSITIVE results	1	3
Quantiferon (QFT) NEGATIVE results	56	48
OTC Medication Provided (persons)	30	40
COVID Test Kits Provided	14	3
COVID Contact Tracing	4	1
HCG Test Provided	1	0
Housing Immunization	75	44
Visit	8	4
Emergency on Campus	1	0
Referrals	*	5
<b>Totals</b>	<b>587</b>	<b>510</b>

New Clients = 150

## **Student Housing – Nicole Wilburn, Director**

### ***Selected Activities, Programs and Updates***

Centennial Hall opened on August 15 for all students for the Fall 2025 semester. Move-in Day was a success welcoming over 100 students and families. Special thanks to the several staff members from various departments in the Enrollment Management and Student Services EMSS who came over to help welcome our students! Student Housing is at full capacity for the Fall semester with 258 residents.



Student Housing hosted several events during “Welcome Weekend”.

- On August 15, Student Housing hosted a game night in the Centennial Hall game room where students played various games and engaged with other residents. Over 100 students participated.
- August 16, Backyard Bash, consisting of an inflatable obstacle course, ice cream truck, and a DJ in the Centennial Hall backyard. The Student Housing staff cooked hamburgers and hotdogs for the event.
- Centennial Hall hosted floor meetings where the Resident Assistants (RA) met with members of their floor to share more about expectations of living in Centennial Hall and answer students’ questions.
- Officer Garcia also stopped by each meeting to talk with students about safety on campus. The weekend events were a success for Centennial Hall residents!



As of August 26, Student Housing residents are enrolled in a total of 3,538 credit hours – an average of 13.7 hours per resident.

Nicole Wilburn, Director of Student Housing, attended the student-athlete orientation on August 19 to discuss behavior expectations in Student Housing, as well as offer resources and support for student-athletes.

On August 28, Student Housing hosted the annual event, House Calls, inviting various members of the KCKCC leadership team and Deans to pay the students a “house call” and welcome them to KCKCC.

## **Upward Bound - Veronica Knight, Director**

### ***Selected Activities, Programs and Updates***

- Upward Bound participated in the USD500 Back-to-School event at Homefield on August 9.
- Upward Bound attended the Family Advocacy Days hosted at Washington High School and F.L. Schlagle High School, recruiting and connecting with families while sharing resources to support student success.



### ***Upcoming Activities, Program and Events***

- The end of the fiscal year for Upward Bound is August 31 as we are anticipating the release of the grant award notifications (GANs) for Upward Bound programs. Upward Bound will continue to share summaries of activities over the past three-year life of the Program.

### ***Key Achievements and Highlights of Upward Bound***

#### ***Academic Success***

- 85% of students maintained a Grade Point Average (GPA) of 2.5 or higher; 62.5% had a GPA of 3.0+, and 12.5% received a 4.0 GPA or higher.
- 0% percent student drop out year to date.
- 100% of seniors graduated and 94% enrolled in higher education- 24 graduates to date.
- Average cumulative GPA: 3.102.

#### ***Student Engagement***

- Served 80 students, impacting 320+ individuals including families.
- 864+ hours of advising, 399+ hours of instruction, and 41 college visits.
- 47.5% of students participated in honors, Advanced Placement (AP), International Baccalaureate (IB), or dual enrollment.
- 2025 enrolled Upward Bound Students in 132 college credit hours

#### ***Support Services***

- Weekly advising and tutoring on-site at our target schools through Today's Promise Tomorrow.
- 24/7 online tutoring via Varsity Tutors.
- Strong partnerships with KCKCC departments and community organizations.
- Upward Bound serves as a partner in the 21st Century initiative at F. L. Schlagle High School.

#### ***Cultural And Career Enrichment***

- Students participated in 52 cultural/educational events, nine service-learning projects, and five micro-internships.
- Career exposure through partnerships with Garmin, JE Dunn, Spirit Life, the Federal Reserve, KU Medical Center, and others.

- First-time experiences for many students: flights, hotel stays, college dorms, music video creation, and ocean visits.

### ***Sumner Academy of Arts and Science***

- Rigorous coursework in math, science, English, and foreign language.
- Six-week immersive experience with workshops on academic skills, mental health, financial literacy, and college readiness.
- Residential component simulating college life.
- Seven of our students participated in the Kansas Micro-Internship Program.

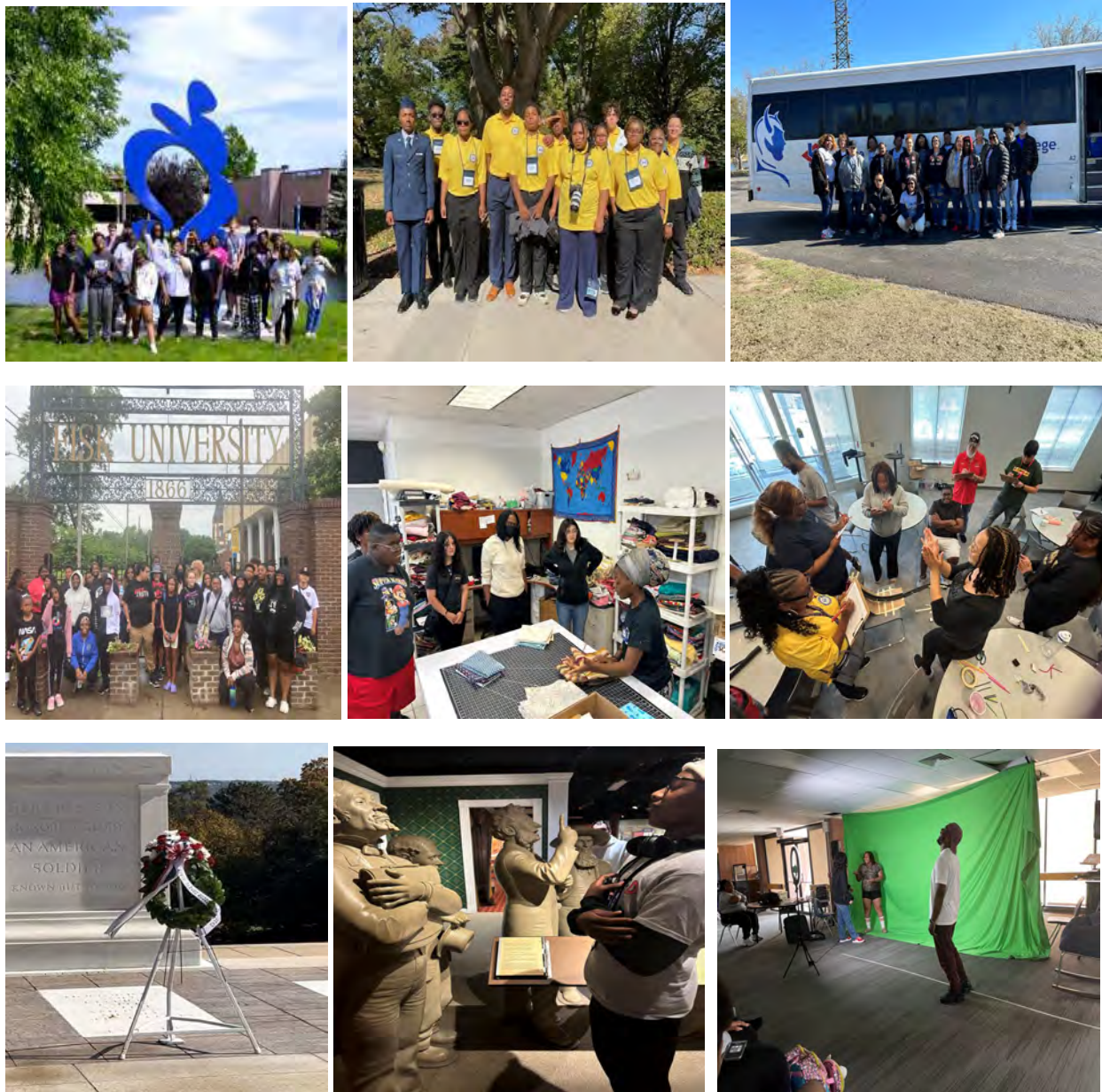
### ***Volunteerism***

Seven of our students participated in the Kansas Micro-Internship Program.

- Sewing pillows and blankets for children's hospitals
- Gardening
- Crafting for dialysis patients.
- Laying a wreath at the Tomb of the Unknown Soldier

### ***Items for Special Attention***

- High retention and graduation rates indicate strong program effectiveness.
- Micro-internships and career exploration are innovative and impactful.
- Cultural enrichment and travel experiences broaden student horizons.
- Community partnerships enhance wraparound support and mentorship.
- Student testimonials reflect deep appreciation and personal growth.



## Admissions and Recruitment – Teresa Collier, Director

### *Selected Activities, Programs and Updates*

The Admissions office is pleased to welcome Ms. Verlisa Cradle as the new Non-Traditional Recruiting I Coordinator, her first day was September 2. Verlisa brings a wealth of experience in relationship building and a deep commitment to supporting special populations. Her addition to the team brings excitement as the department continues to move forward, to strengthen enrollment, engagement, and access at KCKCC.

### *Campus Tours*

Vice President of Enrollment Management and Student Services

- **11 Individual Tours** – Personalized 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.

### ***Community Engagement***

- **14 Community Events Attended** – The Admissions and Recruitment team actively participated in college fairs, high school visits, and community-based recruitment efforts to connect with prospective students and stakeholders.
- August 2025, the Admissions and Recruitment office reached out with **575** phone calls to support scholars who applied but had not yet enrolled for Fall 2025.

The Office of Admissions and Recruitment has completed processing the following applications for the upcoming academic terms as of September 3, 2025.

- **Fall 2025** application volume currently stands at **5,600**, compared to a total of **5,616** applications for **Fall 2024**. Applications for Fall 2025 will continue to be processed through the start of the eight-week session in October 2025.
- **Spring 2026** application volume is 514.
- **Summer 2026** application volume is 45.

### ***Upcoming Activities, Events and Programs***

- On September 3, KCKCC will host “*Knowledge Is Power Program*” (KIPP) College and Career Advisors and scholars from Kansas KIPP St. Louis High School to strengthen partnerships and expand the college-going pipeline.
- On September 13, Admissions and Recruitment will participate in the **CASA JWC “Teen and Advocacy” Expo** (Court Appointed Special Advocates of Johnson and Wyandotte Counties) to connect with youth and community advocates.
- On September 20, representative from KCKCC will attend the “**Adult Education and Employment Fair**”, engaging with adult learners and prospective students seeking workforce advancement.
- On September 2, Admissions and Recruitment hosted a table at the **Wyandotte Community Fair** to be held at the West Wyandotte Library to increase community visibility and access.

## **Athletics – Greg McVey, Director**

### ***Selected Activities, Programs and Updates***

On August 23, Head Volleyball Coach Mary Bruno Ballou recorded her 300th career win as a college volleyball coach. She has been the head coach of the program since 2011, and she has created a culture of toughness, family, and success. In her 15th season, Mary has 14 consecutive Regional Tournament Appearances, 8 Region Final Appearances, 2 Region Championships, and three trips to the NJCAA D2

Women's Volleyball Tournament in 2012 (6th), 2014 (9th), and 2024 (4th). Her program has produced over 50 All-KJCCC performers and 3 NJCAA All-Americans. Beyond competition, she understands the importance of the academic development of her student-athletes. Academically, she has helped her team consistently achieve a team grade point average of above 3.0 which qualifies them for NJCAA All-Academic Team honors. We congratulate Mary on creating a program of excellence.



On August 8, the department held the 4th Annual Blue Devil Golf Outing at Dub's Dread Golf Club. Thirty Three teams competed in the event, raising \$15,000 to help support the operational and scholarship budgets of the department. Prizes were given for the teams shooting the low score and other contest games such as longest drive, closest to the pin, and longest made putt. Kudos to Assistant Director of Athletics, Jordon O'Brien for leading the golf committee and establishing a First-class event. The 5th Annual Blue Devil Golf Classic was held on August 7, at Dub's Dread.





On August 19, the department held Student-Athlete Orientation in the Fieldhouse. 170 student-athletes participated and heard from several different staff members from across the campus to ensure they are aware of the amazing resources that our campus provides.

Those staff members included ***Seargent Scott Bailie (KCKCC PD), Dr. Shawn Derritt (Dean of Student Services), Nicole Wilburn (Residence Life Director), Kathy Boeger (Student Success Advisor), Robert Roberson (Student Success Advisor), Tammy Reece (Director of Financial Aid), Lauren Martin (Financial Aid Coordinator), Dr. Amanda Williams (Director of Library and Learning Services), Dr. Tiffany Bohm (Dean of Health Professions and Public Safety), Linda Warner (Director of Counseling and Advocacy),*** and ***Danielle Frideres (Career Services Coordinator).***

The students were greeted by the new Vice President of Enrollment Management ***Dr. Devin Stroman*** who also shared his thoughts with the students about his time as a student-athlete. The event capped off with a Trivia Competition that included all student-athletes who participated in using the KAHOOT platform.



The Blue Devil Volleyball team is off to a great start this fall. The team opened the season ranked #4 in the NJCAA D2 Women's Volleyball Poll and after a perfect 9-0 start to the season, the team jumped to #2 in the nation. The team went on the road to start the season winning all four matches in the Opening Weekend Tournament in Rockford, Illinois defeating #6 Gulf Coast State College and #24 Rock Valley dropping 1 set on the weekend. The following week, the team traveled to Pensacola, Florida and duplicated their 4-0 start with another perfect weekend. While there, the team defeated the host and #10 ranked Pensacola State College in straight sets.

Several student-athletes are off to a hot start to the season including Sophomore **Sanoma Hunter (Independence, MO)** who leads the KJCCC in blocks per set with 1.60 and is second with a .500 hitting percentage. Sophomore **Veronica Rolando (Grossetto, Italy)** leads the KJCCC in service aces per set with 1.29. Her sister, freshman **Valentina Rolando (Grossetto, Italy)** is making a tremendous impact on the court averaging 2.77 kills per set. The team begins KJCCC play as the calendar turns to September.





### ***Upcoming Activities, Events and Programs***



## **Cultural Enrichment (CEC) – Dr. Reem Rasheed, Interim Director**

### ***Selected Activities, Programs and Updates***

- Dr. Reem Rasheed, Interim Director of Cultural Enrichment Center (CEC) participated in the Resident Assistant (RA) Campus Partner Tour hosted by Student Housing on August 5, introducing the new RAs to the role of the CEC and shared available resources.
- Participated in the Start of School Kickoff event on August 27, hosted by Student Engagement, bringing valuable opportunities to connect with students and share CEC resources.
- Cultural Enrichment Center (CEC) Partnered with the Counseling and Advocacy Center to host an education event for Women's Equality Day on August 28. The event was presented by the non-partisan League of Women Voters and discussed the SAVE Act and the John Lewis Voting Rights Advancement Act. The event welcomed all attendees to learn more about voter voting and civic engagement.
- Coordinating with Marketing and Institutional Image on creating Facebook page and a dedicated webpage on our college website for the CEC. The center has recently launched and is currently rebranding itself to better reflect its mission and vision. Facebook is intended to be a space for sharing updates, promoting events, and fostering community engagement. The webpage would serve as an informative hub, featuring an overview of the center, our mission and vision, and contact details.



### ***Upcoming Activities, Events and Programs***

- Planning is underway for Hispanic Heritage Month, which runs from September 15 to October 15. The CEC is coordinating events and activities that celebrate Latinx culture and heritage.
- Cultural Enrichment Center (CEC) collaborated with the Art Gallery team throughout August to plan the upcoming *Wichita War Dancer* event as part of Native American Heritage Month. The event will take place on September 25 and will showcase Indigenous culture through dance and storytelling.



## **Enrollment Management Information Systems – Samantha Landau, Coordinator**

### ***Selected Activities, Programs and Updates***

- Ellucian Intelligent Processes (EIP): Troubleshooting continues, building out our first process for updating a student record upon form submission.

- Virtual Advisor: Development of the Ellucian chatbot is ongoing. We are currently reviewing both the content management framework and Ellucian-provided responses, alongside planning for support strategies.

## High School Partnerships (HSP) – Julius Brownlee, Assistant Director

### ***Selected Activities, Programs and Updates***

The High School Partnership (HSP) Students are seeing encouraging growth in both headcount and credit hours when compared to the same date last year. Below is a year-to-year comparison for Fall 2024 and Fall 2025:

#### **Enrollment Update: Year-over-Year Comparison – Fall 2024 vs. Fall 2025 (as of August 4)**

- As of August 4, 2025, the High School Partnership Students are seeing encouraging growth in both headcount and credit hours when compared to the same date last year. Below is a year-to-year comparison between Fall 2024 and Fall 2025.

Term	Headcount	Credit Hours
8/4/2024 (2024FA)	1,098	8,202
8/4/2025 (2025FA)	1,287	10,353

This reflects a 17.2% increase in headcount and a 26.3% increase in credit hours over the same reporting period last year.

### ***Key Observation***

- The increase in headcount indicates a growing interest in the high school programs, suggesting that recent outreach and enrollment efforts are effectively reaching students and families.
- The substantial increase in credit hours suggests not only more students, but also a trend toward higher course loads per student. This could reflect improved retention, student engagement, or intentional advising strategies promoting full-time enrollment.
- These gains are particularly notable as they represent growth ahead of the start of the term, indicating positive momentum as the High School Partnership students move into the Fall semester.

### ***Next Steps***

- Continued monitoring of enrollment trends through the final registration period.
- Ongoing collaboration between academic departments, advising, and outreach teams to support sustained enrollment and retention.
- Review of classroom capacity, staffing, and resource allocation to ensure high-quality learning experiences as student numbers grow.

High School Partnership students are encouraged by this strong start and will provide continued updates as the term approaches.

The High School Partnership team is currently conducting a beginning-of-the-year outreach to building administrators across partner high schools. The purpose of these conversations and touchpoints is to:

- Gain perspective on growth opportunities at each school.
- Address pain points and identify any barriers impacting student participation.
- Determine which high school pathways could benefit from additional KCKCC Career & Technical Education (CTE) course offerings.

In addition to outreach efforts, HSP is collaborating with Workforce Development and Piper High School to develop a youth apprenticeship program that will be embedded within their Early Childhood Pathway.

This initiative will provide students with hands-on, real-world experience while earning college credit, ultimately supporting both student success and local workforce needs. These strategic efforts align with the mission to expand access, strengthen pathways, and support high school students in successfully transitioning to postsecondary opportunities at KCKCC.

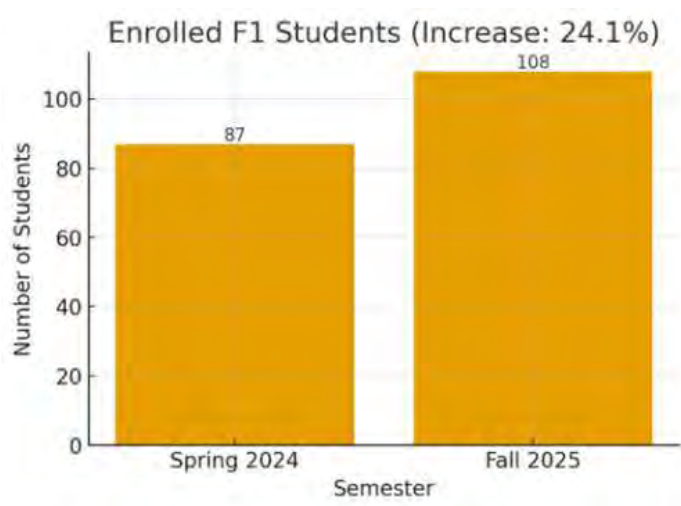
## **International and Immigrant Student Services (IISS) – Dr. Candice Scott, Assistant Director**

### ***Selected Activities, Programs and Updates***

International enrollment continues to show growth.

- The Spring 2024 enrollment was 87 students.
- Fall 2025 enrollment increased to 108 students.
- This represents a 24% growth in enrolled F1 International Students.

This increase demonstrates a commitment to increasing the F1 International student population at KCKCC.



- The month of August, the International Student Services Office assisted 75 walk-in students with enrollment, applications, and a variety of other needs.
- On August 5, Dr. Candice Scott Assistant Director of Intercultural and Immigrant Student Services (IISS) attended the National New Student Orientation with 24 students in attendance.
- On August 13, the International and Immigrants office hosted New Student Orientation. The event highlighted various campus offices, including the Learning Commons, which offers support, writing assistance, tutoring, and academic resources. A total of 24 students attended, bringing enrollment to 108 students.
- This represents a 24% growth in enrolled F1 students.
- On August 14, Co-presented with Dr. Todd Miles Fire Science Program Coordinator during "Welcome Week on *"From Kansas to Cusco, Peru: Beyond Borders"*, showcasing the study abroad program in Cusco, Peru.
- On August 19, Dr. Candice Scott presented an overview to the Board of Trustees regarding the study abroad program in Cusco, Peru.

### ***Upcoming Activities, Events and Programs***

Continuing efforts and final preparations are underway for the Faculty-Led Study Abroad Program to Rome, Italy. Planning efforts remain focused on ensuring strong student participation and the successful launch of the college's first faculty-led study abroad program. Two courses will be offered as part of this experience.

- **PSYC 298: Special Topics in Psychology** with Dr. Jelena Ozeovic
- **MATH 111: Contemporary Mathematics** with Professor Dagney Velazquez
- Continue to process applications for Spring 2026.
- Ongoing Wild Important Goal (WIG) is to implement the blackboard course with a goal of 80% completion rate.

Continued conversations with international students revealed that many are not fully aware of plagiarism guidelines. Addressing this issue will update the Blackboard course to include a dedicated module on plagiarism. This module will explain what constitutes plagiarism and offer resources to help students maintain academic integrity. Our aim is to ensure that international students fully understand these expectations and are set up for success during their time at KCKCC.

## Registration and Records – Theresa Holliday, Registrar

### *Selected Activities, Programs and Updates*

Registrar's August Board Report			
August	2025	2024	Difference
Enrollment Verification	27	25	+7.4%
Student Contact Information updates	354	108	+69.5%
Major or catalog changes	409	305	+25.42%
Residency Appeals	35	7	+80%
Student Schedule Adjustments	81	38	+53%
FERPA forms	34	N/A	
Transfer Credit Evaluations	20	25	-25%
Grade Changes	24	36	-50%
Program substitutions	2	8	-300%
Experiential Learning Credits	45	N/A	
Incoming Transcripts	710	599	+15.6%
Outgoing Transcripts	810	784	+3.21%
Transcript withholding	3	11	-266.67%
Unofficial Transcripts	12	7	+41.67%
Tuition Appeals	2	N/A	
Ineligible Graduation Applications	41	N/A	
Graduation Applications Processed	103	24	+76.69%
Student degrees/certificates conferred	110	N/A	
Diplomas ordered/mailed	19	N/A	

Registration and Records saw significant increases in student records and major changes due to application errors, preferred name changes, and financial aid compliance.

## Student Financial Aid – Tammy Reece, Director

### Selected Activities, Programs and Updates

#### Work Study Programs

Work Study positions from 60 areas across campus were posted for student placement. To date we have placed 40 students in those positions. We will begin reviewing additional waitlisted positions for placement beginning October 1. Supervisors will be notified when their job has been moved from the waitlist and is available for student placement. Of the 40 students who have been hired, 20 have been funded by federal work study and 20 by college work study funds.

#### TRIO EOC Grant Update

For over a decade, the TRIO Educational Opportunity Center (EOC) Grant sponsored by the University of Kansas has been a vital resource for students at Kansas City Kansas Community College (KCKCC). Each year, the program has supported more than 1,000 Free Application for Federal Student Aid (FAFSA) completions, offering walk-in assistance to students and families throughout our service area.

### Financial Aid Applications Received as of September 1, 2025

Academic Year	Total Number of FAFSA Records	Number of FAFSA Records Imported in August 2025
2025-2026	7237	1131
2024-2025	6815	850
2023-2024	6566	962
2022-2023	6552	981

### Financial Aid Disbursed to Student Accounts as of September 1, 2025

Academic Year	FALL	SPRING	SUMMER	TOTAL
2025-2026	Ant. 09/09/25			
2024-2025	\$5,636,664	\$5,169,996	\$889,181	\$11,695,842
2023-2024	\$5,254,883	\$4,432,169	\$761,826	\$10,448,879
2022-2023	\$4,978,071	\$4,268,818	\$652,635	\$9,899,524

\*\*Figures do not include KCKCC Foundation Scholarships or COVID Relief Funding.

### Satisfactory Academic Progress Appeals for Fall

Academic Term	Financial Aid Exclusion Appeals
Fall 2025	83
Fall 2024	50
Fall 2023	61
Fall 2022	66



## Student Success – Brady Beckman, Director

### ***Selected Activities, Programs and Updates***

- As of August 31, 56% of Fall 2024 first-time, full-time students were enrolled for the Fall 2025 semester. This is a 2% increase compared to Fall 2023 first-time, full-time students who enrolled in the Fall 2024 semester (54%).
- Student Success Center leadership is facilitating the creation of a First-Generation Student Organization to begin in Fall 2025. Seven first-generation student leaders were identified and assembled throughout June to discuss the organization's mission and goals.
- Career Services Coordinator II, Danielle Frideres, is teaching BUSN 0250, Obtaining Employment, during the Fall semester. This is the first time a career development course has been offered to all students as an elective.
- During Convocation Week, Career Services facilitated a breakout session titled “Career Services – Resources for Faculty & the National Association of Colleges and Employers (NACE) Assessment for Career Competencies” to help faculty further leverage career connected learning in their classrooms.
- August 2025: The Student Success Center, in collaboration with the Athletic Department and Registrar’s Office, assembled the student-Athlete Eligibility and Compliance Committee for the first time. This committee was created to enhance student-athlete success and serve as a monitoring group for compliance.
- August 2025: Student Success Advisors saw a significant increase in student volume for the month, serving 1684 students who signed in for in-person advising, graduation checks, or Fall enrollment. This was a 10% increase from August 2024 (1522).
- August 2025: Student Success Advisors continued to serve students via virtual appointments. Advisors facilitated 159 virtual appointments in August 2025, which was a 24% increase compared to August 2024 (128).

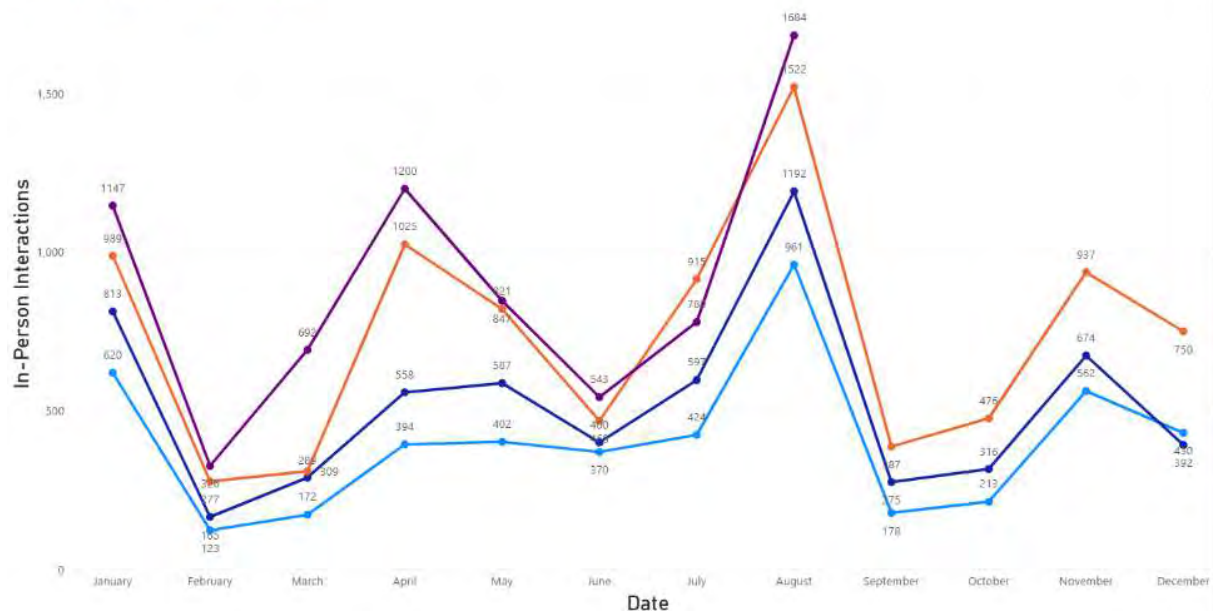
### Virtual Appointment Count By Month

Year ● 2023 ● 2024 ● 2025



### In-Person Advising Interactions (Student Success Center)

Year ● 2022 ● 2023 ● 2024 ● 2025



### ***Upcoming Activities, Events and Programs***

- Fall 2nd 8-week enrollment is open through October 13, and the Student Success Advisors will be offering virtual, in-person, and drop-in enrollment opportunities.
- On September 9, Kansas City (KC) Scholars Back-to-School Breakfast will collaborate with the Student Success Center.
- On September 16, Fall Career Fair will be held at the Technical Education Center (TEC).

### **Student Support for Program Success – Dr. Gena Ross, Director**

#### ***Selected Activities, Programs and Updates***

- On July 31, Steven Franklin concluded his role as a Student Retention Coach with the Title III Grant team. Effective August 1, he transitioned to the position of Student Success Advisor on the institutional side under the Master Faculty Contract.

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

## **Executive Summary**

### **Finance**

Preparation and budget revisions for the FY25-26 Budget continue. Publication of the Notice of Intent to Exceed Revenue Neutral Rate and Notice of Budget Hearing were publicized the first week of September.

### **Human Resources**

Annual compliance training was launched on August 11. All employees are required to complete five training courses by October 31. While awaiting final budget decisions for FY25-26, initial planning and preparation has begun for the 2026 Benefits Open Enrollment period.

### **Information Services**

The impending successful completion of the Colleague Software as a Service (SaaS) migration will position KCKCC for enhanced scalability, security, and operational efficiency while reducing long-term infrastructure maintenance costs.

### **Facility Services**

The successful completion of Lower Flint reconstruction following flood damage restoration positioned KCKCC to provide ample classroom space for our students in time for the first day of fall semester classes on August 18.

### **College Police**

The KCKCC Police Department attended multiple community engagement events, completed training modules, and assisted with Harvesters distributions while continuing the commitment to college policing and safety management.

### **Wellness and Fitness Center**

Using newly created payment forms through Nelnet Cashiering, the Wellness and Fitness Center (WFC) has effectively transitioned from using a tuition and fee model to a semester-by-semester membership model.

## Finance – Becky Barger, Controller

Preparation and budget revisions for the FY25-26 Budget continue. Publication of the Notice of Intent to Exceed Revenue Neutral Rate and Notice of Budget Hearing were publicized the first week of September. The eighth draw of New Markets Tax Credit (NMTC) funds for the downtown project was initiated in mid-August for payment to vendors in early September. Partner Invoice Billing and Statement Reconciliation for the downtown project continues.

## Jennifer Keffer, Director of Business and Auxiliary Services

Accounts Payable Specialist, Blake Hendrix, is on board and learning all AP processes in the Business Office. He has quickly become a trusted teammate in this fast-moving office.

Students continue to enroll in payment plans for the fall semester. There are currently 19 active payment plans for the fall semester. There are currently 80 active past due payment plans in place.

Financial Aid funds are currently being applied to student accounts, and the Business Office will soon begin processing Financial Aid refunds for students.

## *Food Service – The “Blue Devil Café” and The “Brew Devil Coffee Shop”*

The café and coffee shop successfully opened on the first day of fall semester classes, August 18, after significant effort from the Facility Services staff and food service partner, Consolidated Management Company. It is a joy to see students, faculty, and staff in the café and in the adjoining seating area on a daily basis.



Students, faculty, and staff have the ability to add meal funds to their ID cards to be used in the café and coffee shop. Students, faculty, and staff also have the ability to enroll in a meal plan for only \$20-30 per day, supplying them with 2-3 meals per day. Partnership efforts continue with the athletics department to encourage student-athletes to enroll in a meal plan.

In partnership with the marketing team and Consolidated Management Company, a grand opening celebration is being planned to highlight the café & coffee shop in late September. The marketing department provided support with design and placement of wayfinding signage, leading folks to the café and coffee shop.

In partnership with student housing at Centennial Hall, the café & coffee shop provided coupons for \$1.00 off one café or coffee shop item for Door Knock Welcome Calls at Centennial Hall on August 28.

### ***Vending & Pouring Rights***

PepsiCo and Allied Refreshments worked incredibly fast to ensure fully stocked beverage and snack machines were installed and available for the first day of fall semester classes, August 18. PepsiCo will have a fountain drink dispenser installed in The “Blue Devil Café” in September.

### ***Bookstore***

The bookstore at main campus and TEC have been busy helping students find their course materials and supplies for the fall semester using their financial aid funds. Inclusive Access charges for online course materials have been added to the student accounts. In partnership with PepsiCo, the bookstore has exchanged out their beverage service offerings and are adding new flavors weekly. In partnership with student housing at Centennial Hall, the bookstore provided coupons for 30% off one bookstore item for Door Knock Welcome Calls at Centennial Hall on August 28.

- August Customer Count: 7,953, a 10.4% decrease compared to 2024. This decrease is most likely due to all speech, history, and BLUE courses transitioning to “no text” course materials.
- August Sales: \$540,470, a 3.64% decrease compared to 2024. This decrease is most likely due to all speech, history, and BLUE courses transitioning to “no text” course materials.
- August Credits: \$68,005 in publisher credits available for sourcing books. Currently awaiting an \$8,715 credit for books returned.

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

The Human Resources team is working with several departments to finalize the outstanding staff performance reviews, which are still due after the process concluded on July 31.

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



The Human Resources team attended the Fort Leavenworth Career & Education Fair on August 5. Connections were made with 15 potential applicants interested in adjunct instructor roles and other full-time positions across the college.



## ***Employment***

Human Resources currently has 41 positions open and posted.

- Full-time faculty: 3
- Full-time staff: 6
- Part-time staff: 7
- Adjunct faculty: 25

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

### ***Annual Compliance Training***

Annual compliance training was launched on August 11. All employees are required to complete the following five training courses by October 31:

- Active Shooter: Surviving an Attack
- Clery Act Compliance
- EEO: Harassment, Discrimination, Retaliation (or Refresher)
- FERPA Compliance: Family Educational Rights and Privacy Act (or Refresher)
- Title IX Compliance: Federal Funded Education Programs and Activities (or Refresher)

### ***Welcome Week Training***

“Workplace Communication – Giving Constructive Feedback” was offered on August 13 as a Welcome Back breakout session. Five participants attended.

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

While awaiting final budget decisions for FY25-26, initial planning and preparation has begun for the 2026 Benefits Open Enrollment period.

Preparation activities are underway for the 2025 Annual Employee Health Fair. More details will be provided in the October board report.

The 2026 KPERS Life Insurance Open Enrollment was launched on September 1 and will remain open through September 30.

## **Information Services – Eché Okoye, Chief Information Officer**

The Information Services department continues to operate efficiently while managing multiple large-scale technological transformations. The successful completion of the Colleague Software as a Service (SaaS) migration will position KCKCC for enhanced scalability, security, and operational efficiency while reducing long-term infrastructure maintenance costs.

### ***Strategic Technology Initiatives***

The **Colleague Software as a Service (SaaS) Migration** project remains on schedule for successful completion after April 2026. The project is currently in week 45 of the 85-week implementation timeline

and at 53% completion. Major milestones achieved include successful database cloning and consultant-led migration to the SaaS development environment. Multiple specialized training sessions have been completed, including Colleague Saved List Fundamentals and SaaS Project Modules.

**Infrastructure Modernization** continues with Microsoft Intune computer management migration progressing ahead of schedule with 185 devices remaining, a 40% reduction from July. Target completion is set for October 1, with a hard deadline of October 14. In addition, network infrastructure enhancements have been completed, including new access points and upgraded network racks.

## **Peter Gabriel, Director of Information Services**

### ***Operational Excellence***

Service Delivery Metrics include:

- Maintained 99% availability across all critical systems (web applications, email, network infrastructure).
- Processed 434 helpdesk tickets in August with 322 resolved – a 74% resolution rate.
- Handled 770 phone calls through the helpdesk queue, demonstrating continued high demand for Information Services support.

In support of disaster response and business continuity, the Information Services (IS) team successfully converted four (4) Upper Flint classrooms to computer labs following flood damage. The IS team deployed network infrastructure to support temporary Media Services trailer operations and enhanced wireless coverage in affected areas to maintain educational continuity.

### ***Academic & Administrative Support***

Student Services Enhancement continues with implementation of new visual indicators (hybrid, hyflex, and blended) in Self-Service class schedules for an improved student experience. Additionally, the Information Services team completed the One Card system integration for the Wellness and Fitness Center and designed custom ID cards for student Meal Plans. Course catalogs were successfully integrated into the ArmyIgnitED system for military student access.

Business Process improvements include streamlined meal plan management with automated reporting to the Business Office, enhanced procurement approval workflows with internal commenting capabilities, improved timesheet approval processes and proxy management systems, and expanded Perceptive Content access to additional staff members for document management.

### ***Upcoming Strategic Initiatives***

Priorities include:

- Campus Works Kick-Off and Student Experience Workshop scheduled for September 24.
- The search for a project manager to help with the SaaS project process, with candidates released to the search committee on September 8.
- Continued focus on SaaS migration technical preparations and staff training.

## ***Key Technology Projects in Development***

Current Projects in Development:

- Ellucian Experience portal development to replace the current MyDotte system
- Ellucian Insight, a cloud-based analytics platform that will consolidate our data into a centralized system, delivering actionable insights through personalized dashboards and AI-driven analytics to improve student success and operational efficiency.
- Ellucian Smart Plan/Virtual Advisor integration for improved student advising.
- TeamDynamix, a centralized ticketing, assets, and project management platform to replace multiple systems used across the college.

## ***Risk Management***

All major projects include comprehensive testing protocols and rollback procedures. The proactive approach to the Microsoft Intune migration, flood and prolonged power outage responses demonstrate the department's ability to adapt to both planned initiatives and emergency situations while maintaining service levels.

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

The Facility Services team continues to provide exceptional service to the college community while also mitigating facility risk and providing emergency support in response to flood damage.

## ***Top Accomplishments***

- Lower Flint was reconstructed following flood damage restoration.
- Construction of the Workforce Innovation conference room at the Dr. Thomas R. Burke Technical Education Center was completed.
- Polyaspartic floor coating was installed at the Field House concession lobby and south entrances.
- Installation of commercial non-slip and grease resistant tile flooring was completed in the "Blue Devil Café."
- A new concrete pad was installed at the main entrance of the Field House to comply with ADA access to the building.
- Fire suppression inspection was completed for the kitchen culinary program at the Pioneer Career Center (PCC).
- A new fountain was installed in the courtyard pond at main campus.
- New "KCKCC Blue Devils" screen was installed on the Soccer Field fence.
- New entry mats were placed at main campus entrances.



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

The KCKCC Police Department attended multiple community engagement events, completed training modules, and assisted with Harvesters distributions while continuing the commitment to college policing and safety management.

### ***Community Engagement***

National Night Out, an annual community event to promote police-community partnerships and create safer neighborhoods, was held on August 5. The KCKCC Police Department provided National Night Out t-shirts for the event which was attended by over 700 community members.



Sergeant Swearingen presented medals at the Special Olympics Kansas State Bowling Tournament held on August 8-9 in Shawnee, KS and Olathe, KS.

Chief Kacey Wiltz, Sergeant Devin Fryer, Officer Giovanni Garcia, Dispatcher Sharon Harrell, and Administrative Assistant Katie Hulter served hot dogs to students during Welcome Week.

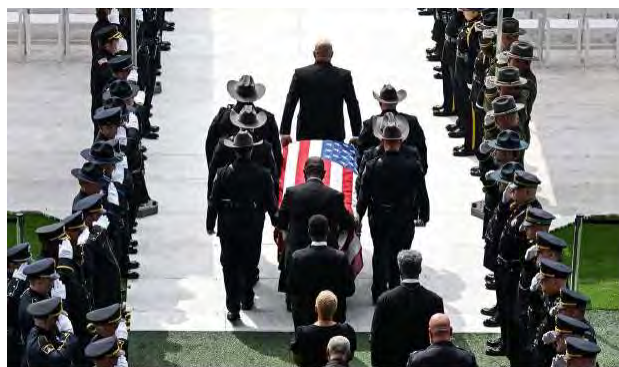




Officer Cara Bordewick and Officer Giovanni Garcia joined students at Centennial Hall for Game Night and the Backyard Bash during Welcome Week.



The KCKCC Police Department had the honor of assisting the Wyandotte County Sheriff's Office and Kansas City Kansas Police Department with support for Deputy Elijah Ming's funeral on August 11.



### ***Training***

All KCKCC Police Department officers and sergeants have received Intoxilyzer training, allowing them to process alcohol related offenses.

## **Wellness and Fitness Center – Rob Crane, Director of Wellness Center**

### ***Updates to Wellness and Fitness Center Memberships***

Using newly created payment forms through Nelnet Cashiering, the Wellness and Fitness Center (WFC) has effectively transitioned from using a tuition and fee model to a semester-by-semester membership model. With four payment forms available for community members, employees, and students to utilize, the WFC has captured 49 memberships for the Fall semester.

### ***Training***

All staff members of the WFC completed Cardiopulmonary Resuscitation (CPR) training in late August.

Aug-25				
Summary: Net Position	Jul-25	Aug-25	Monthly Change	Comments
Total Assets	\$ 182,721,792	\$ 173,167,549	\$ (9,554,243)	
Total Liabilities	\$ 38,137,618	\$ 37,586,317	\$ (551,301)	
Increase /(Decrease) in Net Position	\$ 144,584,174	\$ 135,581,232	\$ (9,002,942)	H1: Comparison of Monthly NP

Summary: Revenue and Expenses	Jul-25	Aug-25	Monthly Change	Comments
YTD Total Revenues	\$ 6,462,455	\$ 16,296,407	\$ 9,833,952	H2
YTD Operating Expenses	\$ 5,899,926	\$ 16,932,679	\$ 11,032,752	H3
Monthly Change in Net Revenue	\$ 562,529	\$ (636,271)	\$ (1,198,800)	
Current Month - Burn Rate			\$ 5,801,698	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. For August, net position was \$135,581,232 which was a decline of \$9.2M compared to last month. This was a result of regular operations, downtown construction activities, processed audit entries, and emergency repairs (flood).
H2	The revenue for the month included increase of \$1.07M in Tuition, increase of \$233k in Auxiliary revenue and \$4.6M in State Aid
H3	Expenditures for the month included \$2.04M in salaries, \$2.4M in operating expenses, \$1.3M in repair and maintenance, and general operating supplies rollover of \$187k.

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.



Kansas City Kansas Community College: Month of August 2025							
Estimate							
	BUDGET FISCAL YEAR FY 2026	YTD ACTUAL 8/31/2025	FORECAST FISCAL YEAR 2026	YTD ACTUAL 8/31/2024	VARIANCE ACTUAL TO BUDGET	YTD COMPARED TO TO BUDGET	
Operating Revenues:							
Student Tuition and Fees	\$ 10,837,608	\$ 5,801,480	\$ 10,837,608	\$ 5,248,032	\$ (5,036,128)	53.53%	
Tuition		\$ 4,274,657		\$ 3,825,888			
Student Fees		\$ 1,067,747		\$ 1,001,197			
Course Fees		\$ 459,076		\$ 420,947			
Federal Grants and Contracts	\$ 3,946,923	\$ 74,395	\$ 3,946,923	\$ 241,393	\$ (3,872,528)	1.88%	
State Contracts	\$ 9,141,307	\$ 702,652	\$ 9,141,307	\$ 3,051,767	\$ (8,438,655)	7.69%	
Private Gifts, Grants & Contracts	\$ 168,200	\$ -	\$ 168,200	\$ 98,834	\$ (168,200)	0.00%	
Auxiliary Enterprise Revenue	\$ 3,323,932	\$ 1,036,976	\$ 3,323,932	\$ 1,084,605	\$ (2,286,956)	31.20%	
Bookstore		\$ 233,210		\$ 300,017			
Housing		\$ 803,586		\$ 784,589			
Wellness		\$ 180		\$ -			
Other Operating Revenue	350,000	\$ 93,485	\$ 350,000	\$ 57,577	\$ (256,515)	26.71%	
Total Operating Revenues	\$ 27,767,970	\$ 7,708,988	\$ 27,767,970	\$ 9,782,208	\$ (20,058,982)	27.76%	
Nonoperating Revenues (Expenses)							
County Property Taxes	\$ 56,207,914	\$ -	\$ 56,207,914	\$ -	\$ (56,207,914)		
State Aid	\$ 9,148,553	\$ 4,564,979	\$ 9,148,553	\$ 4,574,277		49.90%	
SB155 AID	\$ 3,406,407	\$ -	\$ 3,406,407	\$ -	\$ (3,406,407)	0.00%	
Investment Income	\$ 940,000	\$ 40,421	\$ 940,000	\$ 172,030	\$ (899,579)	4.30%	
Interest Expense on Capital Asset Debt	\$ (993,532)	\$ (344,491)	\$ (993,532)	\$ (346,966)	\$ 649,041	34.67%	
Transfer from Reserves - Downtown	\$ 30,003,341	\$ 3,903,412	\$ 30,003,341	\$ 692,573	\$ (29,580,243)		
Transfer from Reserves - FY25 Rollovers	\$ 3,477,860	\$ 423,098	\$ 3,477,860	\$ 506,704	\$ 5,109,559		
Total Nonoperating Revenues	\$ 102,190,543	\$ 8,587,419	\$ 102,190,543	\$ 5,598,618	\$ (93,603,124)	8.40%	
Total Revenues	\$ 129,958,513	\$ 16,296,407	\$ 129,958,513	\$ 15,380,826	\$ (113,662,106)	12.54%	20.99%
Operating Expenses:							
Salaries & Benefits	\$ 49,103,299	\$ 5,929,178	\$ 49,103,299	\$ 5,787,828	\$ (43,174,121)	12.07%	
Contractual Services	\$ 4,092,005	\$ 480,526	\$ 4,092,005	\$ 453,458	\$ (3,611,479)	11.74%	
Supplies & Other Operating Expenses	\$ 13,600,968	\$ 2,714,869	\$ 13,600,968	\$ 3,289,752	\$ (10,886,099)	19.96%	
Contribution to Reserves	\$ 5,233,412	\$ 872,235	\$ 5,233,412	\$ -			
Master Facility Plan Reserves	\$ 1,614,319	\$ 269,053	\$ 1,614,319	\$ -			
Utilities	\$ 2,205,000	\$ 484,053	\$ 2,205,000	\$ 383,832	\$ (1,720,947)	21.95%	
Repairs & Maintenance to Plant	\$ 14,035,672	\$ 1,611,107	\$ 14,035,672	\$ 434,082	\$ (12,424,565)	11.48%	
Scholarships & Financial Aid	\$ 2,036,217	\$ 15,290	\$ 2,036,217	\$ 14,702	\$ (2,020,927)	0.75%	
Strategic Opportunities	\$ 616,420	\$ -	\$ 616,420	\$ -	\$ (616,420)		
Contingency	\$ 700,000	\$ 39,857	\$ 700,000	\$ 13,163	\$ (660,143)	5.69%	
Debt Service	\$ 3,240,000	\$ 190,000	\$ 3,240,000	\$ 165,000	\$ (3,050,000)		
Other expenses - Downtown	\$ 30,003,341	\$ 3,903,412	\$ 30,003,341	\$ 692,573			
Rollover from FY25 to FY26	\$ 3,477,860	\$ 423,098	\$ 3,477,860	\$ -			
Total Operating Expenses	\$ 129,958,513	\$ 16,932,679	\$ 129,958,513	\$ 11,234,390	\$ (78,164,701)	13.03%	11.95%
Increase/(Decrease) in Net Revenue	\$ -	\$ (636,271)	\$ -	\$ 4,146,436	\$ (35,497,404)		
Federal Financial Aid Revolving Fund							
Federal Financial Aid Funds In		\$ 20,051		\$ 616,507			
Federal Financial Aid Funds Out to Student Accounts		\$ 58,230		\$ 41,772			
Net Effect on Current Month		\$ (38,179)		\$ 574,735			
<sup>1</sup> \$0.00 of the strategic initiative funding utilized to date for AUDI.							
<sup>2</sup> \$423,098 of the FY25 rollover funds spent to date; expenses reported in applicable category							
<sup>3</sup> \$123,208 and \$3,780,204.34(NMTC) of Other Operating Expenses and Repair & Maint to Plant for Downtown							

**KANSAS CITY KANSAS COMMUNITY COLLEGE**  
**Information Regarding Net Position**  
**YTD AUGUST 2025**

**Summary Statement of Revenue & Expenses**

	<b>FY2026 Actual</b>	<b>Annual Budget</b>	<b>FY2025 Actual</b>	<b>Annual Budget</b>	<b>FY2024 Actual</b>	<b>Annual Budget</b>	<b>FY2023 Actual</b>	<b>Annual Budget</b>
Operating Revenues	\$ 7,708,988	\$ 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	8,587,419	102,190,543	75,463,092	102,190,543	72,357,732	78,930,292	6,683,089	64,014,032
<b>Total Revenues</b>	<b>16,296,407</b>	<b>129,958,513</b>	<b>95,363,671</b>	<b>129,958,513</b>	<b>89,363,650</b>	<b>105,729,578</b>	<b>13,322,731</b>	<b>88,875,817</b>
Operating Expenses	16,932,679	129,958,513	87,817,463	129,958,513	81,531,959	105,729,578	10,385,390	82,287,164
<b>Increase/(Decrease) in Net Revenue</b>	<b>\$ (636,271)</b>	<b>\$ -</b>	<b>\$ 7,546,208</b>	<b>\$ -</b>	<b>\$ 7,831,691</b>	<b>\$ -</b>	<b>\$ 2,937,341</b>	<b>\$ 6,588,653</b>

**Summary Statement of Net Position**

	<b>YTD FY2026</b>	<b>YTD FY2025</b>	<b>Unaudited Year-End FY2025</b>
<b>Assets</b>			
Transfer from Reserves - Downtown			
Current Assets	\$ 91,878,781	\$ 101,735,347	\$ 104,814,136
Noncurrent Assets	81,288,767	75,241,264	81,639,089
<b>Total Assets</b>	<b>\$ 173,167,549</b>	<b>\$ 176,976,611</b>	<b>\$ 186,453,225</b>
<b>Liabilities</b>			
Current Liabilities	\$ 9,582,243	\$ 10,268,139	\$ 9,876,609
Noncurrent Liabilities	28,004,074	29,658,091	31,775,770
<b>Total Liabilities</b>	<b>37,586,317</b>	<b>39,926,230</b>	<b>41,652,379</b>
<b>Net Position</b>	<b>135,581,232</b>	<b>137,050,381</b>	<b>144,800,846</b>
<b>Total Liabilities and Net Position</b>	<b>\$ 173,167,549</b>	<b>\$ 176,976,611</b>	<b>\$ 186,453,225</b>

KANSAS CITY KANSAS COMMUNITY COLLEGE						
BANK BALANCES PER GENERAL LEDGER						
FINANCIAL INSTITUTION	FUND NO.	FUND	CHECKING	INVESTMENTS	YTD 31-Aug-25	PRIOR YEAR 31-Aug-24
<b>Unrestricted</b>						
SECURITY BANK	11	GENERAL FUND	\$ 14,377,981		\$ 14,377,981	\$ 54,435,425
SECURITY BANK	15	TECHNICAL ED FUND	\$ 765,591		\$ 765,591	\$ 765,591
UMB BANK *	17	PAYROLL	\$ -		\$ -	\$ -
<b>Unrestricted Cash</b>			\$ 15,143,572	\$ -	\$ 15,143,572	\$ 55,201,016
<b>Restricted</b>						
BANK OF LABOR	25	FEDERAL PROGRAMS	\$ 582,283		\$ 582,283	\$ 563,068
BANK OF LABOR	61	CAPITAL OUTLAY	\$ 8,913,247		\$ 8,913,247	\$ 9,373,700
BANK OF LABOR	74	BOARD SCHOLARSHIP	\$ 1,377,077		\$ 1,377,077	\$ 1,092,256
BANK OF LABOR CD	<sup>8</sup> n/a	Investment		\$ 3,000,000		\$ -
COUNTRY CLUB BANK	13/14	ABE-CONT. EDUCATION	\$ 159,933		\$ 159,933	\$ 87,366
COUNTRY CLUB BANK	72	INCIDENTAL (AGENCY)	\$ 392,099		\$ 392,099	\$ 1,081,363
SECURITY BANK	16	STUDENT UNION (AUXILIARY SERVICES)	\$ 4,104,704		\$ 4,104,704	\$ 3,340,196
SECURITY BANK	64	DOWNTOWN PROJECT (CONSTRUCTION)	\$ 37,682,045		\$ 37,682,045	\$ -
SECURITY BANK CD	<sup>3</sup> n/a	Investment		\$ 3,672,106	\$ 3,672,106	\$ 3,672,106
SECURITY BANK CD	<sup>5</sup> n/a	Investment		\$ 4,005,536	\$ 4,005,536	\$ 3,770,000
ACADEMY BANK CD	<sup>7</sup> n/a	Investment		\$ 3,000,000	\$ 3,000,000	\$ -
COMMERCE BANK CD	<sup>9</sup> n/a	Investment		\$ 3,000,000		\$ -
UMB Bank	n/a	Investment		\$ -	\$ -	\$ 3,770,000
<b>Restricted Cash</b>			\$ 53,211,387	\$ 16,677,642	\$ 63,889,030	\$ 26,750,056
<b>TOTAL</b>			<b>\$ 68,354,959</b>	<b>\$ 16,677,642</b>	<b>\$ 79,032,601</b>	<b>\$ 81,951,071</b>
* Payroll clearing account normally carries a \$-0- balance unless tax payment deadline falls after the close of the current month.						
<sup>3</sup> CD matured 4/27/24 and was reinvested until 10/27/25 at 4.80%						
<sup>5</sup> CD Reinvested 6/10/2025, Maturity Date 12/10/2025 @ 4.04%						
<sup>7</sup> CD Maturity Date 10/1/2025 @ 4.55%						
<sup>8</sup> CD Maturity Date 1/29/2026 @ 4.25%						
<sup>9</sup> 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	Operational	Operational	Operational	Net	Net	Transfers	Transfers	Cash	Cash
	Cash	Cash	Cash	Cash	Change	Change	In/Out	In/Out	Balance	Balance
	Inflow	Inflow	Outflow	Outflow						
June									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	8,375,043	8,375,043	(8,428,951)	(8,428,951)	(53,908)	(53,908)		-	15,089,664	55,146,603
October	10,893,829	10,893,829	(12,912,789)	(12,912,789)	(2,018,961)	(2,018,961)		-	13,070,703	53,127,642
November	1,845,010	1,845,010	(8,076,379)	(8,076,379)	(6,231,368)	(6,231,368)		-	6,839,335	46,896,274
December	3,975,743	3,975,743	(11,854,403)	(11,854,403)	(7,878,660)	(7,878,660)		-	(1,039,326)	39,017,613
January	49,103,568	49,103,568	(23,046,870)	(23,046,870)	26,056,698	26,056,698		-	25,017,372	65,074,311
February	14,634,200	14,634,200	(13,066,894)	(13,066,894)	1,567,305	1,567,305		-	26,584,677	66,641,616
March	4,332,700	4,332,700	(8,709,152)	(8,709,152)	(4,376,453)	(4,376,453)		-	22,208,225	62,265,164
April	3,448,360	3,448,360	(13,843,824)	(13,843,824)	(10,395,463)	(10,395,463)		-	11,812,761	51,869,700
May	2,433,930	2,433,930	(7,913,873)	(7,913,873)	(5,479,944)	(5,479,944)		-	6,332,818	46,389,757
June	40,590,613	35,346,600	(59,713,613)	(58,162,623)	(19,123,000)	(22,816,023)		-	(12,790,182)	23,573,733
Totals	148,172,281	148,172,281	(184,362,585)	(184,362,585)	(36,190,304)		(173,611)	(72,538)		
Bold = Actual										
	8,539,286		(16,795,836)							
GL Balance	General Fund	\$ 14,377,981								
	TEC Fund	\$ 765,591								
		\$ 15,143,572								

**KANSAS CITY KANSAS COMMUNITY COLLEGE**  
Debt Summary  
YTD August 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	<sup>1</sup>	3/1/2014	5/1/2029	\$8,045,000	\$4,025,000	4/1/2026	\$680,000	\$700,740	\$20,740	\$0
	<sup>2</sup>	3/1/2020			\$11,095,000	4/1/2026	\$2,050,000	\$2,132,000	\$82,000	\$0
	<sup>3</sup>	3/1/2020			\$4,270,000	4/1/2029	\$3,270,000	\$562,035	\$82,035	\$2,790,000
Revenue Bond Oblig	<sup>4</sup>	1/27/2021	1/31/2053	\$19,840,000	NA	NA	\$19,530,000	\$875,781	\$685,781	\$19,340,000
				<u>\$27,885,000</u>	<u>\$19,390,000</u>		<u>\$25,530,000</u>	<u>\$4,270,556</u>	<u>\$870,556</u>	<u>\$22,130,000</u>

<sup>1</sup> Energy Efficiency Renovations

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

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

<sup>4</sup> Student Housing

**Predictive Model of Significant Annual Cash Flows - FY2026**

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)
	Tiered	\$ 2,078,366	(Principal and Interest)	
	Non-tiered	\$ 2,486,614		
September	Tax Distribution	\$ 2,715,200	Financial Aid Refunds	(\$3,150,000)
	Current Tax	\$ 842,700	COP - Interest on Debt	(\$126,605)
	Heavy Truck	\$ 1,000	(Certificates of Participation)	
	Motor Vehicle	\$ 1,500,000		
	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		
October	Tax Distribution	\$ 801,157	COP - Interest on Debt	(\$10,370)
	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)
			Financial Aid Refunds	(\$2,650,000)
March	Tax Distribution	\$ 2,237,600	COP - P & I	(\$2,612,018)
	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)
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		

Housing bond = 1/2 interest + Principal

Series 2020 A & B = 1/2 Interest

Series 2014 = 1/2 Interest

Housing bond = 1/2 interest

Series 2020 A & B = 1/2 Interest + Principal

Series 2014 = 1/2 Interest + Principal

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.

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

<sup>2</sup> 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	<u>524,192</u>	<u>\$72,943</u>	13.92	12/30/2020	<u>595,900</u>	<u>\$77,901</u>	13.07
<b>year 2019</b>	<b>6,188,892</b>	<b>\$852,891</b>	<b>13.84</b>	<b>year 2020</b>	<b>5,355,424</b>	<b>\$789,932</b>	<b>14.94</b>
1/28/2021	581,940	\$75,663	13.00	1/31/2022	678,586	\$89,277	13.15
2/25/2021	664,720	\$76,586	11.52	2/25/2022	585,600	\$81,504	13.91
3/30/2021	568,580	\$73,401	12.90	3/30/2022	624,643	\$80,879	12.94
4/29/2021	516,220	\$64,693	12.53	4/28/2022	521,442	\$76,167	14.60
5/27/2021	446,300	\$57,583	12.90	5/31/2022	527,597	\$74,075	14.04
6/29/2021	529,020	\$58,806	11.11	6/29/2022	571,473	\$75,749	13.25
7/29/2021	484,980	\$61,788	12.73	7/28/2022	453,355	\$70,775	15.61
8/31/2021	551,720	\$70,049	12.69	8/30/2022	619,347	\$83,785	13.52
9/29/2021	521,420	\$68,641	13.16	9/29/2022	511,384	\$83,310	16.29
10/31/2021	522,405	\$70,567	13.50	10/28/2022	507,700	\$76,258	15.02
11/29/2021	570,895	\$74,484	13.04	11/29/2022	591,378	\$83,176	14.06
12/31/2021	<u>471,750</u>	<u>\$68,536</u>	14.52	12/29/2022	<u>684,310</u>	<u>\$94,139</u>	13.75
<b>year 2021</b>	<b>6,429,950</b>	<b>\$820,797</b>	<b>12.80</b>	<b>year 2022</b>	<b>6,876,815</b>	<b>\$969,094</b>	<b>14.18</b>
1/30/2023	640,596	\$88,908	13.87	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	<u>502,302</u>	<u>\$74,188</u>	14.79	12/30/2024	<u>688,247</u>	<u>\$86,735</u>	12.60
<b>year 2023</b>	<b>6,418,386</b>	<b>\$951,268</b>	<b>14.88</b>	<b>year 2024</b>	<b>6,634,847</b>	<b>\$926,482</b>	<b>14.06</b>
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				

**September 2025 Board of Trustees Report**  
**by Vice President of Marketing and Institutional Image**  
Kris Green

## **Executive Summary**

### ***The 4 Disciplines of Execution: Achieving Your Wildly Important Goals (4DX)***

This year, the Marketing and Institutional Image (MII) Division will focus on increasing enrollment communications by creating four new enrollment communications each week. The content will frequently feature videos and student testimonials, and include messaging on student testimonials, program content, enrollment, and financial aid. The Events and Scheduling department will continue to examine customer service by looking at timeliness and other factors in serving the community.

### **Student Success**

MII, Athletics and the KCKCC Foundation planned the Breidenthal Court Dedication, which will be held on September 18. KCKCC invites the KCKCC Board of Trustees to help celebrate this event.

The start of the fall semester is a hectic time for the MII division. This month, the team focused on completing several key projects, including the annual report, strategic plan update, 8-week enrollment pieces, digital advertising campaigns, photography, and video for the welcome back events, as well as marketing materials for the Blue Devil Café.

### **Community Engagement**

The new KCKCC website launched on August 25. The site continues to be reviewed and updated as more people use the site. Overall, MII has heard many positive comments on the new design and navigation structure. Website total users continued to grow in August and surpassed 53,000 users, which is 10,000 more than last year.

The Vice President of Marketing and Institutional Image (VPMII) participated in the first session of the Kansas Community College Leadership Institute in September at Butler Community College. This is part of a 10-month commitment to learn more about leadership, the Kansas Community College system, and network with other community college leaders.

VPMII serves as the awards chair and conference host for the National Council on Marketing and Public Relations. The conference will be hosted in Kansas City in October.

## Enrollment Marketing

Marketing began the 2025 fall 8-week enrollment campaign, with postcards, posters, and website and social media posts prepared.

### *Fall 8-week Enrollment Social Media Post*



## Graphic Design and Content Specialist

Graphic design and marketing were provided for the new main campus café and coffee shop, as well as the KCKCC School Year Kick Off and Club Rush. The Annual Report received final edits and was prepared for printing. Designs for upcoming Foundation events have been completed. The Content Specialist proofread the 2024-27 Strategic Plan Bi-Annual Update and the Annual Security Report.

### *Blue Devil Café and Brew Devil Coffee Shop Flyers*



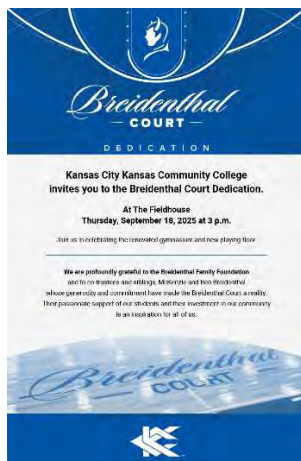
### *KCKCC School Year Kickoff and Club Rush*



## Digital Design, Photography and Video

Digital design continued promoting fall 2025 8-week enrollment, the Blue Devil Café and Brew Devil Coffee Shop, and the KCKCC School Year Kick Off and Club Rush. Meal plan information for the café was prepared for the college community and included QR codes for loading money onto accounts. A social media video was created in advance of the School Year Kick Off and Club Rush and ran during the event to boost awareness and attendance. Marketing created and published a social media video highlighting the Topping Out Ceremony to build community support for the new Education, Health and Wellness Center. For the upcoming Breidenthal Court Dedication, the Multimedia Designer created an email invitation, a looping slideshow and a presentation for one of the speakers. Marketing photographed many events in September, including the first day of fall classes, events for Student Engagement and Career and Counseling Services, and fall sports.

### ***Breidenthal Court Dedication Email Invitation***



### ***First Day of Fall Classes***



## Student Engagement Events – School Year Kick Off and Club Rush, DotteStock and Caricature Artist



## Women's Equality Day Event

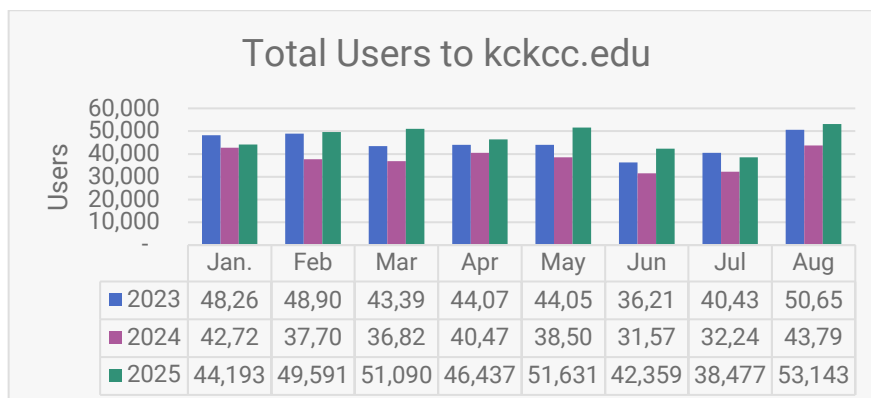


## KCKCC Fall Sports

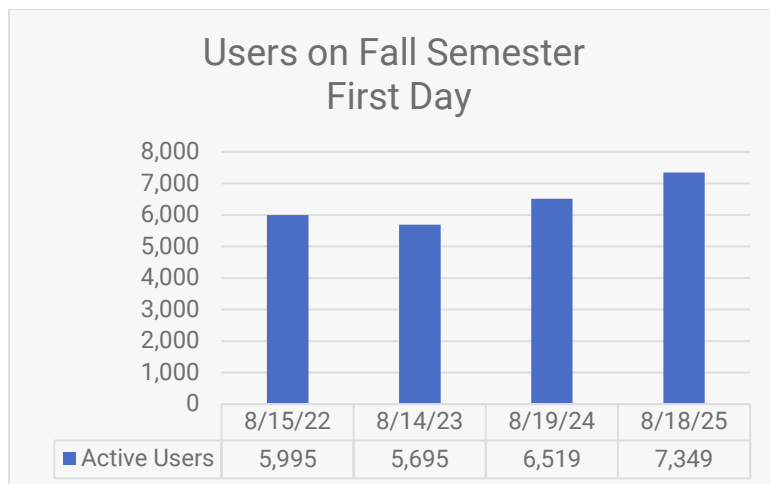


## Website

Marketing launched a redesigned kckcc.edu website on August 25, re-focusing on the needs of future and current students. Sites for new items, such as the Study Abroad program, the Blue Devil Café and Brew Devil Coffee Shop, and the High Voltage Line Technician program, continue to be added and refined.







The top five most visited webpages for Aug 1 through Aug 24, before the new website was published:

- Steps to Enrollment
- Accessibility
- Degree and Certificates Webpage
- Admissions
- 2025-2026 Academic Calendar

## Social Media

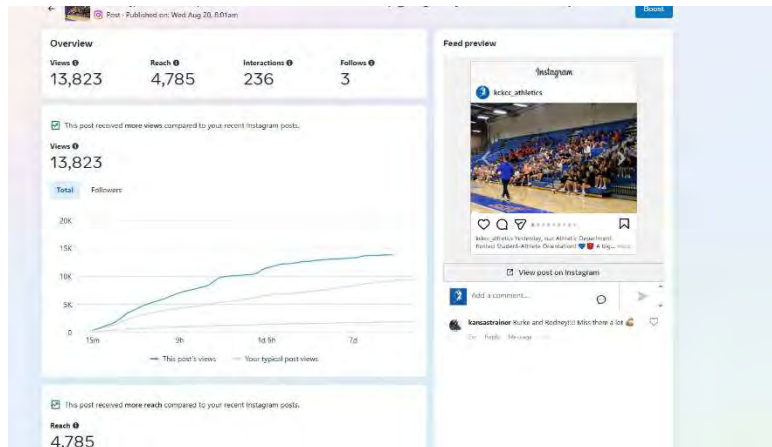
With the start of the new semester and students back on campus, reach on the college's social media channels skyrocketed in August. Reach on the KCKCC Facebook page increased from 16,400 to 122,000, with almost all this growth coming from organic reach. Similarly, on Instagram, reach rose from 2,600 to 7,000. The page also gained nearly 100 new followers. Reach on the athletics Facebook account decreased slightly, in part because no sports were yet active. However, reach on the athletics Instagram account increased from 22,000 to 29,400. Follows on both athletics' social media accounts increased in August, the largest being on Instagram (moving from 1,713 to 1,821).

### *Highest Performing Post on KCKCC's Social Media Channels*

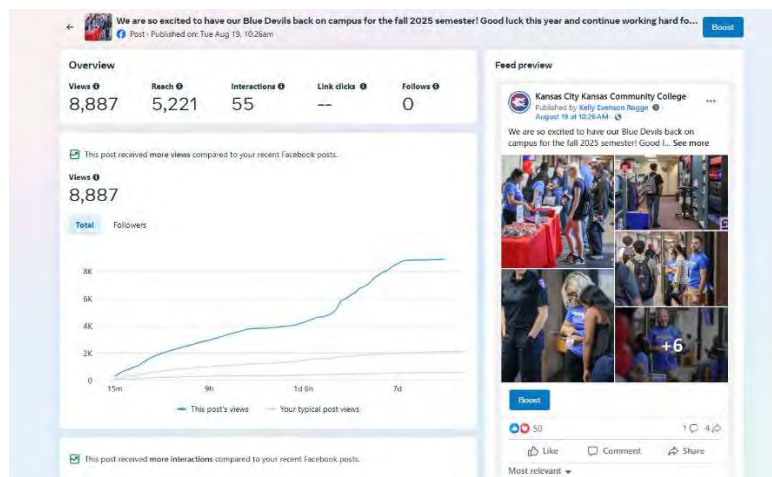




## KCKCC Athletics Highest Performing Post



## First Day of Fall Semester Post



## Fall Career Fair Post



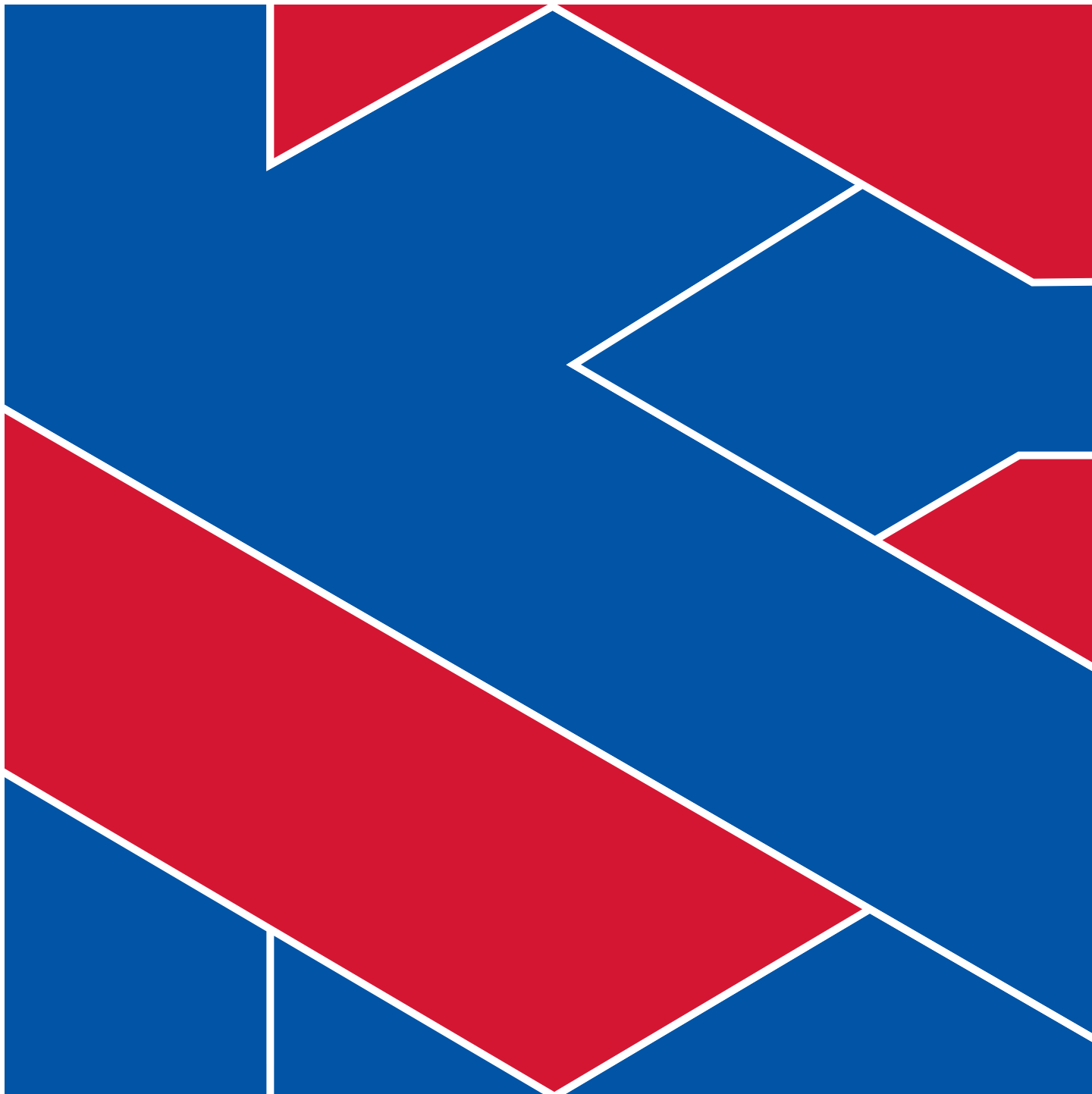
## Support Services

**Media Services** kept busy with on and off-campus events, virtual meetings, and the Board of Trustees Meeting. Virtual meetings included the Board Finance Committee Meeting and faculty and staff training. Live streaming included the Board of Trustees Meeting and the Women's Equality Day event. Media Services completed recording and pre-production of a time-lapse video of the downtown project for the Topping Out Ceremony, as well as pre-production videos for Convocation and upcoming events. Preparations were made for the sound system and replay system in the fieldhouse.

**Print Shop** engaged in numerous projects, including the production of the new annual report, updating the Strategic Plan flyer, and several athletic items to prepare for the fall sports seasons. A high demand for faculty handouts, brochures, and booklets also prevailed.

**Events and Scheduling** hosted 57 external events and waived approximately \$24,470 in fees for Wyandotte County residents and nonprofit organizations.

KCKCC hosted the Annual Night Out Against Crime on the KCKCC main campus and the Wyandotte County primary election at the KCKCC Dr. Thomas R. Burke Technical Education Center.



# **BOARD OF TRUSTEES HANDBOOK**

**2025-2026**

# TRUSTEESHIP AT A GLANCE

## A GUIDE TO SUCCESS

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

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

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# INTRODUCTION

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

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

## History

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

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

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

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



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

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

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

## **Kansas Association of Community Colleges (KACC)**

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

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

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

## **The Kansas Higher Education Coordination Act – 1999**

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

## **Culture of Collegiality – College Senate**

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

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

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

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

# Statement of KCKCC Trustee Mission and Commitment

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

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

## KCKCC Mission

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

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

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

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

## KCKCC Vision

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

## KCKCC Values

Kansas City Kansas Community College commits itself to:

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

# **ARTICLE I – ORGANIZATION OF THE COLLEGE**

## **Section I – Organization**

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

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

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

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

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

## **Section II – Legal Designation**

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

## **Section III – Election**

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

## **Section IV – Officers**

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

## **Section V – Board Functions**

### **Set Policy**

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

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

### **Employ the Chief Executive Officer – President**

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

The Board:

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



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

## **ARTICLE II – MEETINGS OF THE BOARD OF TRUSTEES**

### **Section I – Meetings**

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

### **Section II – Quorum**

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

### **Section III – Order of Business**

At all regular and adjourned meetings, the following orders shall be observed in disposing of business before the Board of Trustees: (1) Call to order and Pledge of Allegiance; (2) KCKCC Mission statement; (3) Roll call; (4) Approval or amendment of the meeting agenda; (5) Audience to patrons and petitioners; (6) Recognitions and presentations; (7) Reading of communications; (8) Report of Board Committees; (9) Approval of consent agenda, which shall include the approval of the minutes, approval of recommendations from the Vice President of Finance and Operations, and approval of Human Resources actions; (10) Report of Student Senate; (11) Report of the President; (12) Report of the Executive Vice President; (13) Report of Vice President of Academic Affairs; (14) Report of Vice

President of Enrollment Management and Student Services; (15) Report of Vice President of Finance and Operations; (16) Report of Vice President of Marketing and Institutional Image; (17) Unfinished Business; (18) New Business; (19) Adjournment.

## **Section IV – Call to Order**

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

## **Section V – Budget**

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

## **Section VI – Adoption, Suspension or Amendment of Policies**

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

## **Section VII – Rules of Order**

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

# ARTICLE III – DUTIES OF TRUSTEES/ADMINISTRATION

## Duties and Responsibilities of the Board of Trustees

### Responsibilities

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

#### General responsibilities include:

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

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

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

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

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

## **Legal Responsibilities (Refer to Appendix C)**

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

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

July:	Approve Notice of Public Hearings Approve Proposed Budget for Publishing Approve Designation of Official Depositories Receive Academic Master Plan Annual Update Receive Information Technology Master Plan Annual Update Plan Biannual Board Retreat
August:	Biannual Board Retreat (Quarter 3) Review Draft Board Handbook Review Board Goals Hold Public Revenue Neutral Rate Hearing Hold Public Budget Hearing Formal Approval of Budget Publish Approved Budget Receive KCKCC Annual Report Receive Academic Program Review Annual Report
September:	Approve Board Handbook Approve Board Goals Approve Master Contract Board and Student Senate Annual Meet and Greet Receive Strategic Plan Biannual Update Receive Ruffalo Noel Levitz College Employee Satisfaction Survey (Odd Years) Receive Marketing Plan Annual Update Receive Office of Institutional Effectiveness Annual Update
October:	ACCT Leadership Congress Conference Approve SB155 Special Course Fees Receive Assessment Annual Report Receive Athletic Teams Annual Update Receive Student Holds Annual Report Receive Preliminary Audit and Financial Compliance Annual Reports Receive Benefits Annual Update Receive Security and Safety Annual Report
November:	Board Annual Food Drive Receive Academic Affairs Biannual Program Highlight Receive Community College Survey of Student Engagement (Odd Years) Receive Community College Faculty Survey of Student Engagement (Odd Years) Receive Ruffalo Noel Levitz Student Satisfaction Inventory (Even Years) Approve Audit and Financial Compliance Reports

December:	Chair Begins Evaluation Process for President Approve Academic Calendar Receive Higher Learning Commission Annual Update (As Needed) Candle Lighting Ceremony President's Annual Open House & Holiday Party
January:	Board Officer Elections Appointment of Secretary and Treasurer Employment of Legal Representation Designation of Official College Newspaper Designation of Freedom of Information Officer Signature of Ethical Conduct Policy Signature of Confidentiality and Non-Disclosure Obligations Policy Discussion of Board and College Committees, and Delegate Assignments Plan Biannual Board Retreat Exchange Letters for Master Contract Negotiations Receive KBOR Academic Year Performance Annual Report Receive Proposed Budget Calendar Receive KCKCC Foundation Biannual Update
February:	Board and College Committees, and Delegate Assignments Establish Board Committees' Annual Meeting Schedules ACCT National Legislative Summit Conference Discussion of President's Evaluation and Contract Board Biannual Retreat (Quarter 1) – Review Annual Board Progress on Goals and Data Reports Approve Tuition, General Fees and Student Housing Fees Approve Special Course Fees Receive Strategic Plan Biannual Report Receive Academic Affairs Biannual Program Highlight Receive Budget Mid-Year Adjustment (As Needed) Receive Applicant and Hires Data Annual Update
March:	Finalize President's Contract with Compensation Receive Student Affairs Division Annual Update Receive Cultural Enrichment Center Annual Update
April:	Phi Theta Kappa (PTK) Honors Banquet Receive Next Fiscal Year Budget Considerations Introductory Discussion of Possible-Intent to Non-Renew Professional Employees
May:	Approve Strategic Plan (Every Three Years) Intent to Non-Renew Professional Employees (Final Notice Due 3rd Friday of May) Board and College Senate Annual Luncheon Review Proposed Annual Board Meeting Schedule Engagement of Auditor to Audit All Accounts
June:	Board Budget Annual Workshop (Held as June Board Finance Committee Meeting) Board Chair Begins Board Self-Evaluation Process Approve Annual Board Meeting Schedule Approve Preapproved Contracts Discussion of Mill Levy Rate Receive Strategic Enrollment Management Plan Annual Update Receive KCKCC Foundation Biannual Update



## The Role of the Trustee

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

Further responsibilities include:

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

## Statutory Authority and Responsibility

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

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

## **Establish Policy**

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

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

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

## **Defining Policy**

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

## **Policies and Other Documents**

KCKCC policies can be found at: [www.kckcc.edu/about/policies-procedures](http://www.kckcc.edu/about/policies-procedures)

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

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

## **The Use of Policy**

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

## Board Organization and Practices

### Committees – Standing and Ad-hoc

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

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

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

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

### Filling Vacancies

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

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

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

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

## **The Board Chair**

### **Selection**

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

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

### **Role of the Board Chair**

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

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

**The Chair shall:**

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

**Specific areas of responsibility include:**

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



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

## **Community Relations**

### **Community Linkage Strategies**

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

### **Public Relations**

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

### **Advocacy**

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

## **Ethics and Laws**

### **Special interests**

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

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

## **Trustee Conduct**

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

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

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

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

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

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

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

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

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

### **Dilemmas and Unethical Conduct**

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

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

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

### **Legal Advice**

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

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

## Executive Sessions

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

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

## Board/President Relationship

### Developing Shared Purpose

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

## Mutual Respect and Support

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

## Ongoing and Open Communication

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

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

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

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

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

## **President Evaluation**

### **Purposes and Outcomes**

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

The President evaluation process should be designed to:

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

The outcomes of an assessment should be:

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

### **Evaluation Sessions**

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

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



## **Addressing Problems**

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

## **Relationship to Contracts and Compensation**

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

## **Board Effectiveness and Evaluation**

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

## **Common Pitfalls**

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

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

## **Human Resources**

### **Board Policies and Practices**

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

### **Board/Employee Relationships**

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

### **Creating a Positive Environment**

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

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

## **The Fiscal Environment**

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

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## **Budgets and Budgeting**

### **Purposes and Nature of Budgets**

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

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

### **Budget Development Process**

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

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

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

### **Board Review and Approval**

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

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

## **Long-Range Projections**

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

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

## **Fiscal Management Policies and Accountability**

### **Fiscal and Cash Flow Management**

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

## Compensation and Employee Agreements

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

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

## Monitoring Fiscal Status

### Financial Statements

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

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

### The External Audit

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

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

### **Hiring an Auditor**

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

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

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

### **Post Service and Expectations**

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



# APPENDIX A

## Confidentiality and Non-Disclosure Obligations of Trustees

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

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

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

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

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

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

## **Definitions:**

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

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

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

# APPENDIX A

## Confidentiality and Non-Disclosure Obligations of Trustees

### Certification:

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

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Name

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Signature

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Date

# APPENDIX B

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

# APPENDIX C

## Kansas City Kansas Community College Board of Trustees Ethical Conduct Policy

### General Statement of Trustee Duties:

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

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

### Authority of Individual Trustees:

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

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

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Date

## Duty of Loyalty/Conflicts of Interest

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

### Definition and Criteria:

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

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

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

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

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

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

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

**d) Disclosure Requirements**

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

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

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

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

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

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

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

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

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

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

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

## **Process:**

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

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

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

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

## **Duty of Care**

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

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

# APPENDIX C

## Kansas City Kansas Community College Board of Trustees Ethical Conduct Policy

### Certification:

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

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Name

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Signature

---

Date



# APPENDIX D

## Procedure for Reviewing Applications and the Appointment for Midterm Vacancy

### Timeline:

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

### Procedure:

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

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

Revised July 31, 2019

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

## Ballot Examples:

### **Kansas City Kansas Community College BOARD OF TRUSTEES VACANCY**

#### **First Nominating Ballot**

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

**Candidate Name 1**

**Candidate Name 4**

**Candidate Name 2**

**Candidate Name 5**

**Candidate Name 3**

**Candidate Name 6**

# **Kansas City Kansas Community College BOARD OF TRUSTEES VACANCY**

## **Final (as indicated in section 2) Nominating Ballot**

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

**Candidate Name 1**

**Candidate Name 4**

**Candidate Name 2**

**Candidate Name 5**

**Candidate Name 3**

**Candidate Name 6**

# APPENDIX E

## Presidential Evaluation Timeline and Performance Appraisal Instrument

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

# Kansas City Kansas Community College Board of Trustees

## Presidential Performance Appraisal

**For: President's Name Year**

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

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

Please provide comments as you desire in the comments section.

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

**Total \_\_\_\_\_**

**COMMENTS:**

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

**Total** \_\_\_\_\_**COMMENTS:**

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

**Total** \_\_\_\_\_

**COMMENTS:**

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

**Total** \_\_\_\_\_

**COMMENTS:**



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

**Total** \_\_\_\_\_

**COMMENTS:**

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

9. Provides effective support						
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Total \_\_\_\_\_

Grand Total \_\_\_\_\_

COMMENTS:

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

# APPENDIX F

## Resolution 2015

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

#### Recitals

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

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

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

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

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

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

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

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

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

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

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

THE BOARD OF TRUSTEES OF THE  
KANSAS CITY KANSAS COMMUNITY COLLEGE

---

Chairperson, Board of Trustees

ATTEST:

By: \_\_\_\_\_

Trustee Signatures

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

# APPENDIX G

## **Kansas City Kansas Community College Board Members and CEO/College Staff Communication Protocol**

“The Board and President should discuss and reach agreement on protocols for Trustee contact with other college administrators, faculty, and staff. Ethical Trustees support the authority of the President and respect the established lines of communication.”

To be in compliance with policy in the KCKCC Trustee Handbook, to uphold standards of good practice that contribute to Board effectiveness, ensure the notion of the Governing Board as a team/unit, ensure the reliability of information to be communicated, and to comply with accreditation standards, the Board upholds the following communication protocols.

- Open and general communication between individual Board members and the President is encouraged and appropriate.
- Student and employee complaints to Trustees should be referred directly through appropriate channels or to the President in a timely fashion. The president should share the results with the reporting trustee and to the entire Board if appropriate.
- Communications from individual Board members which are a request to the President to perform special services, provide information/special reports, etc. should be directed through the Board Chair.
- Communications from individual Board members which are a request of College personnel to perform special services, prepare information/special reports, etc. should be directed through the Board Chair or the President, who will assign appropriate staff to address the request.
- With Board approval, a Board member may speak on behalf of the Board to staff members and students.

Board Approved: August 13, 2019

Approved to add to Board Handbook: February 22, 2025

# GLOSSARY OF TERMS

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

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

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

**NACUBO:** National Association of College and University Business Officers

**President:** Chief Executive Officer

**President's Cabinet:** President, Executive Vice President (EVP), Vice President of Academic Affairs (VPAA), Vice President of Enrollment Management and Student Services (VPEMSS), Vice President of Finance and Operations (VPFO), Vice President of Marketing and Institutional Image (VPMII)

# REFERENCES

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

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

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

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

## Trustee Resources and Suggested References:

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

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

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

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

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

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

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

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

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

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

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

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

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





*Kansas City Kansas Community College Board of Trustees - September 16, 2025*

*KCKCC is an Equal Opportunity Educational Institution.*

## Kansas City Kansas Community College-FY 2025-26 Board Goals-FINAL

FY 2026 Board Goals	Board Tasks/Actions to which policy recommendations should be made as needed
1. Support KCKCC Strategic Plan Priorities, Goals and Initiatives.	<p>1.1 Monitor progress on HLC related activities that lead the College to eliminate any accreditation deficiencies.</p> <p>1.2 Monitor strategic plan progress and meeting of Key Performance Indicators (KPIs).</p>
2. Monitor student progress and satisfaction.	<p>2.1 Monitor following KCKCC performance measures.</p> <ul style="list-style-type: none"> <li>• first to second year retention rate of first-time fulltime college ready students;</li> <li>• number of certificates and degrees awarded;</li> <li>• percent of students employed or transferred;</li> <li>• success rate in non-developmental courses enrolled by students who were successful in developmental courses;</li> <li>• number/percentage of Hispanic students enrolled at KCKCC; and</li> <li>• fall to spring retention of non-college ready students.</li> </ul> <p>2.2 Review results of student satisfaction surveys as they are conducted. - See report – KCKCC.edu / Institutional Effectiveness.  <a href="https://www.kckcc.edu/about/organization/institutional-effectiveness/index.html">https://www.kckcc.edu/about/organization/institutional-effectiveness/index.html</a></p> <p>2.3 Identify and monitor student success in programs that historically enroll the majority of their students from underserved socioeconomic demographics.          (New)</p>
3. Monitor employee, student, and community data.	<p>3.1 Review demographic data and county residency of employee applicant pools. Receive data on final hires in management, faculty, and staff positions. (Updated)</p> <p>3.2 Monitor and support College efforts that create learning and work environments that reflect the communities we serve.          (Updated)</p> <p>3.3 Stay informed of the number of students and employees impacted by current public health related trends of concerns.</p> <p>3.4 Monitor student enrollment trends and related fiscal impacts on the College and support necessary adjustments to the College's Academic Catalog.</p> <p>3.5 Review results of Employee Surveys.</p>

# Kansas City Kansas Community College-FY 2025-26 Board Goals-FINAL

(Continued)

<p>4. Further develop positive relationship with president to ensure success for the Board, the president, and the college.</p>	<p>4.1 Continue to provide assistance in connecting the president with the community in Wyandotte and Leavenworth Counties.</p> <p>4.2 Provide clear direction to the president as a unit not as individuals.</p> <p>4.3 Support president to ensure he is enabled to dedicate sufficient time to accomplish key strategic priorities.</p>
<p>5. Support strategies that ensure the long-term fiscal health, safety, and physical maintenance of the college.</p>	<p>5.1 Ensure that allocation of financial and human resources best serves students.</p> <p>5.2 Ensure a sustainable economic future for the college through policy adoption and monitoring, ongoing review of short and long-range budgets and expenditures, and supporting necessary adjustments to college class portfolio.</p> <p>5.3 Review capital outlay projects and expenditures and the deferred maintenance plan.</p> <p>5.4 Receive regular updates during the negotiation process, monitor and provide input to the president on faculty negotiations.</p> <p>5.5 Advocate on behalf of the College to maintain appropriate state and federal funding, grow philanthropic resources, provide high quality education and support services to the community while maintaining affordable student tuition.</p> <p>5.6 Support and monitor planned college expansion initiatives.</p> <p>5.7 Monitor / track advancement / completion of new college safety plan.</p>
<p>6. Create and maintain a high-functioning Board unit by adhering to principles of effective Boardship.</p>	<p>6.1 Conduct Board self-evaluation.</p> <p>6.2 Annually, familiarize, update and review Trustee Handbook.</p> <p>6.3 Initiate and commit to continued Trustee professional development, for example, with expansion of budget and finance training.</p> <p>6.4 Continue to provide and update a uniform Trustee Candidate and new Trustee orientation and mentorship process.</p> <p>6.5 Adhere to Trustee Conduct provision in the Trustee Handbook.</p>

## Kansas City Kansas Community College-FY 2025-26 Board Goals-FINAL

(Continued)

<p>7. Enhance image of the college in the community.</p>	<p>7.1 Enhance the College Mission and Vision through strategic advocacy with:</p> <ul style="list-style-type: none"><li>• local, state and federal government entities;</li><li>• individual community members and community/civic organizations; and</li><li>• philanthropic entities.</li></ul> <p>7.2 Ensure development and distribution of annual report from the Board to the community.</p> <p>7.3 Engage and support the work of the KCKCC Foundation.</p> <p>7.4 Maintain a Community Engagement Plan.</p>
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## **Policy: 1.03**

### **Marketing Communication**

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#### **Purpose**

Kansas City Kansas Community College (KCKCC) is expected to provide accurate and effective marketing and communication consistent with the College mission and strategic priorities. Coordination of all internal and external marketing and communication is key to the success of KCKCC's branding efforts.

#### **Scope**

This policy applies to all College programs, departments, offices, faculty, staff, and students.

#### **Policy Statement**

The Marketing and Institutional Image division is charged with the leadership and oversight of all official college marketing and communication channels. Specifically, this policy is subject to any activity related to logos and visual identity, style, advertising, public relations, crisis communication, distribution of mass email, printing, and graphic design. The Vice President of Marketing and Institutional Image, or their designee, must approve all items and designs prior to purchase, publication, or posting by College programs, departments or offices. All entities will follow the official branding guidelines when creating materials for the College. The Marketing and Institutional Image division is responsible for media relations and working with news media. Media inquiries about the College and its operations should be referred to the Vice President of Marketing and Institutional Image, or their designee, to coordinate with the media outlet and determine the appropriate spokesperson. The Marketing and Institutional Image division publishes all official media releases to news outlets.

Employees may directly respond to requests from the media regarding their research, teaching, or professional expertise. In such cases, the Marketing and Institutional Image division should be notified as soon as possible.

Board Approved: 11/20/2019

Board Updated: XX/XX/XXXX

## **Policy: 1.04**

### **College Closings**

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#### **Purpose**

To address how certain conditions may impact the operations of Kansas City Kansas Community College (KCKCC) and establish guidelines for how decisions will be made to cancel classes, close the College, and/or to cancel or postpone college events and activities.

#### **Scope**

This policy applies to all faculty, staff, students, and visitors of the College when closing due to inclement weather or any College closing due to unforeseen events that may impact the safety and accessibility of the campus.

#### **Policy Statement**

It is the policy of KCKCC to remain open at all times possible to maintain the College's commitment to providing service to students and community members. However, the College reserves the right to interrupt or reduce services in such a way as to limit negative impact for sustained periods of time.

Only the President or designee has the authority to close any and all locations of the College; and their judgment, considering input from others, is the sole criterion upon which such a decision can be made.

In the event of KCKCC closing, all employees should check the KCKCC homepage, text alerts, email, and local television channels for the latest information regarding the College closing. If the College is open as per schedule and individuals cannot report to their daily assignments, these days will be counted as workdays and individuals will be expected to report, barring unsafe risks, even though they may be late. Each employee should call their supervisor/ office informing the person on duty of such a delay and then plan to reach the College as soon as circumstance and conditions allow.

Employees who do not report to work on days the College is open, during these events, shall report such absence to their supervisor and take and report the appropriate leave or take the time off without pay.

This Policy will not conflict with any provisions outlined in the Master Contract. Please see Procedure 1.04.1 for additional information.

Board Approved: 06/18/2019

Board Updated: XX/XX/XXXX

## **Procedure: 1.04.1**

### **College Closing Procedure**

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Below are procedures that will be followed in relation to the College Closing Policy (1.04).

1. The President or their designee directs the College Chief of Police and/or other individuals to assess current and forecasted weather conditions for the College's service area, including road conditions in proximity to all KCKCC locations, and to confer with the designated Facilities representatives regarding conditions on KCKCC property.
2. Concurrently, the KCKCC Chief of Police, President and/or designee communicates with KCK Public Safety and other area College representatives or School District superintendents as needed.
3. College Police, Facilities, and the President or their designees share their assessments.
4. Based on the shared assessments, the President or their designee determines whether to maintain normal operating hours, close, or implement a delayed opening of the College.
5. If the decision is made to close, or delay the opening of the College, the President or their designee communicates with College Police and/or the Vice President of Marketing and Institutional Image to utilize the Emergency Notification System (ENS) to communicate a predetermined communication to faculty, staff and students. College Police implements the ENS. The Vice President of Marketing and Institutional Image ensures the message is posted to the KCKCC website home page, and predetermined television and radio stations.
6. College Police contacts the Vice President of Finance and Operations to arrange for snow removal services, or other treatments, as necessary.
7. Faculty shall notify their students of changes to class schedules, including transitioning to remote learning where applicable. Faculty should make reasonable accommodations for rescheduling missed classes or assignments.
8. Students are expected to stay informed of closure decisions through the College's official channels and to follow any instructions provided by their instructors or the College.

#### Daytime Considerations for Possible Afternoon or Evening Early Closings:

When the College geographic area is experiencing or expecting inclement weather conditions that would present travel conditions for students/employees/community members coming to KCKCC locations or leaving College locations at the conclusion of their normally scheduled activities that would make travel unsafe, the College will close earlier than its normally scheduled hours.

At all times possible, a decision to close the College early that would impact evening classes will be made by 4:00p.m. and communicated via the ENS via text, phone, and email messages. Messages delivered via these medias are to be considered the only official KCKCC announcement.

#### Overnight Timetable for Possible Late Start or College Closings:

If forecasted weather conditions are determined to produce unsafe travel conditions for the following day, when possible, a decision to implement a delayed start or to close KCKCC locations will be made the night before. At all times possible the decision will be made in a timely fashion so ENS alerts and



announcements to television and radio stations can be made by 10:00pm.

If forecasted weather conditions are still uncertain for the following day, at all times possible, the following schedule is followed.

3:00 - 3:45 AM - College Police, Facilities, the College President, or their designees(s) drive a variety of road types and locations in the metro and college service area and consult with KCK Public Safety and other official sources to best determine weather and road conditions in the region.

3:45 AM - The President or their designee, KCKCC College Police, and Facilities consult to best determine current and forecasted weather and road conditions.

4:00 AM - A decision is made whether the College will maintain normal operational hours, close for the day, or implement a delayed start.

Methods used to communicate the official College decision are identical to the method described above.

#### College Closing Additional Information:

For inclement weather, the following are primary, *but not all*, factors to decide whether to close, open regular time, open with a delayed start, or close early.

- Does the storm have a wide breadth or is it a narrow band that will not be over the area for an extended time?
- The time the storm is anticipated to arrive and depart from the area.
- The projected outcome and accumulation for the storm, ice, and/or snow.
- If it can be determined the night before that it is a large storm or it will continue to impact the area the following day, the decision may be able to be made the day prior.
- If the impact of the storm will have on the area is not clear, the timing is uncertain, and/or the next day forecast calls for clear weather, the decision will not be made until the next morning. (This course of action provides the most accurate and up-to-date information to make an informed decision.)

Board Approved: 06/18/2019

Board Updated: XX/XX/XXXX