



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 Agenda**  
**January 19, 2022 – 5:00 P.M.**

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

Agenda

1. Call to Order & Pledge of Allegiance
2. KCKCC Mission Statement
3. Roll Call
4. Board Elections for 2022 Calendar Year:
  - Board Chairperson
  - Board Vice Chairperson
5. Board Appointments for 2022 Calendar Year:
  - Board Secretary
  - Board Treasurer
  - Representing Law Firm
  - Freedom of Information Officer
  - Official College Newspaper
6. Approval of Agenda
7. Audience to Patrons and Petitioners (5-minute limit)
8. Recognitions/Presentations – None scheduled.
9. Communications – None scheduled.
10. Board Committee Reports

**11. Consent Agenda:**

- (Item A) - Approval of Minutes of the December 14, 2021 Meeting
- (Item A1) - Approval of Minutes of the December 14, 2021 Special Meeting
- (Item A2) - Approval of Minutes of the January 5, 2022 Special Meeting
- (Item B) - Approval of Recommendations for Payment
- (Item C) - Approval of Ratification Items
- (Item D) - Approval of Personnel Items (H.R.)

12. **Student Senate Report** – No report this month.

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

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

15. **Vice President Student Affairs Report** – Dr. Delfina Wilson

16. **Vice President Strategic Initiatives & Outreach Report** – Dr. Tami Bartunek

17. **Chief Financial Officer Report** – Mr. Michael Beach

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

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

**20. Unfinished Business:**

- HLC Update. Presented by Mr. Jerry Pope.

**21. New Business:**

- Naming of the New Student Housing Facility. Presented by Dr. Greg Mosier.
- Presentation of 2022 Strategic Plan Biannual Report (January).  
Presented by Dr. Tami Bartunek.
- KCKCC AY 2020 Performance Report from KBOR. Presented by Mr. Jerry Pope.
- Approval of Budget Calendar for FY 2023. Presented by Mr. Michael Beach.
- Signature of KCKCC Board of Trustee Ethical Conduct Policy.  
Presented by new Board Chairperson (newly elected).
- Signature of KCKCC Board of Trustee Confidentiality and Non-Disclosure Obligations  
of Trustees Policy. Presented by Board Chairperson (newly elected).

22. **Executive Session(s)** – None scheduled.

21. **Adjournment**

**Next Meeting of the Board of Trustees:**

**Tuesday, February 15, 2021 - 5:00 p.m. – Hybrid Meeting**

**(KCKCC – Main Campus & Zoom Virtual Meeting Room)**



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 Minutes**  
**December 14, 2021 – 5:00 P.M.**

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

**CONSENT AGENDA – Item A**  
**Meeting Minutes**

1. **Call to Order & Pledge of Allegiance:** Chairman Ray Daniels called the meeting to order at 5:05 p.m. The Pledge of Allegiance was led by Trustee McIntyre.
2. **KCKCC Mission Statement:** Chair Daniels read the College mission statement.
3. **Roll Call:** Indicated the following trustees present – Ash, Brown, Brune, Criswell, Daniels, Hoskins Sutton and McIntyre. All members were present.
4. **Approval of Agenda:** Chair Daniels shared the following updates to the meeting agenda –
  - Climate Action KC Presentation will be postponed to a later date and
  - Policy 3.06 - Student Holds will be postponed and brought back at a later time for Board approval.

Vice-Chair Criswell made the motion to approve the agenda with the amendments. Trustee Brown seconded the motion. **The Motion Carried.**

5. **Audience to Patrons and Petitioners:** Chair Daniels invited any patrons or petitioners, both virtual and in-person to address the Board and reminded all to be respectful of the 5-minute time limit. Ms. Andrica Wilcoxon, 2807 N. 109<sup>th</sup> Street, Kansas City, Kansas, 66109, spoke to publicly thank Ms. Sheri Seeman and Nurse Sylvia Gillis for their tremendous contributions and “hearts of gold” in service to students and community of KCKCC. Ms. Wilcoxon shared about their many deeds and caring acts for the faculty, staff and students and expressed that they each will be greatly missed.

The Board echoed their appreciation for the great service of Ms. Seeman and Ms. Gillis and wished each of them well in their respective ventures.

6. **Recognitions/Presentations:** Chair Daniels invited Dr. Mosier to lead the new trustees in the Oath of Office. Trustees Evelyn Criswell, Linda Hoskins Sutton and Brad Isnard (Elect) each stood and pledged the oath as led by Dr. Mosier.

The Board thanked Dr. McIntyre for sharing her great knowledge of education and success in the classroom, passion, and care for the people at the college and community during her term as trustee. The Board and KCKCC community wished her well.

7. **Communications:** There were no communications scheduled.

8. **Board Committee Reports:**

- On behalf of the Board Finance Committee, Vice Chair Criswell shared an overview of the Monthly Financial Report presented at the Board Finance Committee on Tuesday, December 7<sup>th</sup>. She extended kudos to the Finance department for the promotion of practices that support the healthy cash position of the College such as zero-based budgeting, questioning cost drivers and promoting a culture of financial accountability.
- Trustee Ash shared feedback from the KACCT Quarterly meeting in December at Pratt Community College. He noted great training for new trustees was presented and all information received from the Director of KACCT was shared with all KCKCC Board members. The next KACCT Quarterly meeting will be in April 2022 for Phi Theta Kappa scholarships. Trustee Ash concluded that the Board plans to attend the 2022 ACCT National Legislative Summit in Washington, D.C. in February 2022.

9. **Consent Agenda:** Chair Daniels called for a motion to approve the Consent Agenda. Trustee Ash made the motion. Trustee McIntyre seconded the motion.

**The Motion Carried.**

10. **Student Senate Report:** There was no report due to winter break.

11. **President's Report:** Chair Daniels called for the President's report. Dr. Mosier began by thanking Trustee McIntyre for her guidance during her term as trustee and welcoming Trustee Isnard. He also thanked the Board for their continued support in the advancement of the College. Dr. Mosier continued in expressing his gratitude to the faculty and staff who are on the front lines everyday with our students.

In the monthly COVID Incidents Report, since the last Board meeting, Dr. Mosier shared for employees, there have been 10 COVID-related incidents with 5 employees testing COVID positive, 2 of those were vaccinated. For the students, there were 20 COVID-related incidents, with 11 students testing COVID positive. None of the students were living in student housing or were student athletes.

As a follow up from the SPARKS Executive Committee meeting on Thursday, November 18<sup>th</sup>, Dr. Mosier met with Kansas Senate president, Mr. Ty Masterson, who flew from Wichita for lunch, a tour of the downtown site and to talk about plans for downtown. He revisited the College plans to submit a \$30 million request for SPARKS funding with the Health and Education Subcommittee to be used for the Downtown project. The award would possibly pass in March or June 2022. Additional discussions are in progress to submit to Sen. Moran's and Sen. Marshall's offices regarding Congressional Discretionary spending for 2022, which is similar to the \$2 million request submitted by Rep. Davids on behalf of the College.

Dr. Mosier continued by sharing information regarding an additional federal funding opportunity the College is pursuing as part of a \$10 million KC Civic Council consortium proposal for the EDA Good Jobs Challenge Grant. KCKCC plans to submit for \$1.5 to \$2-million for a High Voltage/Lineperson Program to be housed at KCKCC -TEC-1.

Dr. Mosier shared other federal grant opportunities the College is working on in partnership with Merchant McIntyre such as the NSF Scholarship Grant; National Humanities Grant (for infrastructure and capacity); Initiatives in Humanities at Community Colleges; Mental Health Awareness Grant; NSF Advanced Technology Grant.

Dr. Mosier was pleased to attend the inauguration of the Wyandotte County elected officials on Monday, December 13<sup>th</sup>, and mentioned that he looks forward to working with Mayor Garner, once Trustee Garner at KCKCC, who proved to be a strong advocate of education and the community college in his service as a board member.

The Board thanked Dr. Mosier, the administration, faculty and staff for their efforts around the COVID pandemic.

Chair Daniels mentioned that Dr. Bartunek would make her Board report next in order to attend another engagement later on behalf of the College.

12. **Vice President Strategic Initiatives & Outreach Report:** Chair Daniels called for the Vice President of Strategic Initiatives & Outreach report. Dr. Tami Bartunek began by reporting that the social media following remains strong. She offered kudos to Ms. Kris Green, the new Executive Director of Marketing and Institutional Image, who is off to a great start and working in the preparation of the KCKCC Strategic Plan Update for January 2022.

Dr. Bartunek shared footage from the following events and broadcasts -

- The "Make It Count" event broadcasted on KMBC 9 News with KCKCC in partnership with the Spencer C. Duncan Foundation. The event was recorded at the KCKCC-TEC location.
- Mr. Jerry Pope, Vice President of Academic Affairs, who was featured on KC Spotlight with Lauren Scott sharing updates on the Student Housing Project,

programs and class offerings and the Downtown Community Education, Health and Wellness Center.

Dr. Bartunek concluded her report by sharing the College seeks to do one feature with KC Spotlight each semester.

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

13. **Vice President Academic Affairs Report:** Chair Daniels called for the Vice President of Academic Affairs (VPAA) report. Mr. Jerry Pope highlighted the following items from the report:

- The Art Department hosted a tour with USD 500 high school art instructors and discussed potential partnership and program collaboration.
- The Drama Club presented two plays that were directed by students.
- On November 18<sup>th</sup>, the Construction Technology program hosted a tour of a house that students have completed this semester; the students shared the processes of the work completed in each of the rooms.
- Italian chef, Jasper Mirabile from Jasper's Italian Restaurant, visited for the Culinary Arts students for a demonstration class.
- Kudos to the Automotive Collision Repair program students who were featured in a segment on KMBC 9 News for community services provided to a U.S. Marine veteran, Mr. Justin Murray, who needed autobody work after a car wreck.
- Welding and GED classes have begun at Lansing Correctional Facility. Additionally, GED classes will be offered at Wyandotte High School in the spring 2022.
- A grant was received to allow the College to offer Business English classes at a local plastic packaging company in January 2022.
- Kudos to Dr. Ishfaq Ahmed who earned a Certificate in Inclusive Instruction for Equitable Learning from Association of College and University Educators (ACUE).
- The Wellness and Fitness Center continues to collect coats, hats, gloves and scarves for charity. After meeting their initial goal to provide coats to Afghan refugees, the Center donates all items collected to local charities in need.
- MSBT faculty and staff have come together to support Blue's Kitchen Cabinet Food Pantry by collecting 130 non-perishable food items as of December 3.
- Congratulations to Dr. Ewa Unoke, Professor and Political Science Coordinator, who was an invited panelist to the 2021 Biafra Education Awareness Dissemination held on Thursday, November 18<sup>th</sup>. This event was hosted by Radio Biafra London.
- Dean Cleon Wiggins, of Social and Behavioral Sciences & Public Services, and Dr. Hira Nair, Professor and Secondary Education Coordinator participated in a K-STEP Up presentation to bi-lingual paraprofessionals.

Trustee Hoskins Sutton, on behalf of the Board, expressed gratitude in seeing all the deans and faculty are doing.

Trustee Ash made the motion to accept the report. Trustee Brown seconded the motion. **The Motion Carried.**

14. **Vice President Student Affairs Report:** Chair Daniels called for the Vice President of Student Affairs (VPSA) report. Dr. Delfina Wilson highlighted the following items from the report:

- Congratulations to Mr. Wade Abel, Director of Military and Veteran Student Services, who has been elected as the Regent VI Delegate for the National Association of Veterans' Program Administrators (NAVPA) Board of Directors. In this role he will serve as a contact for program administrators who are advocating for military and veterans.
- Expressed many thanks to the Spencer C. Duncan Foundation from whom KCKCC received \$10K in scholarships for veteran students.
- Enrollment Management Department is working hard to promote enrollment and retention. Current strategies include working with academic departments to increase number of seats in classes, working with high schools for enrollments, keeping track of courses that students are requesting, the Financial Aid Department has been reaching out to students who have funding but who have not enrolled, added virtual placement testing, contact student athletes to ensure enrollment and have extended hours to support students.
- The Student Affairs Division has begun a Student Loan Repayment Awareness Campaign to inform students that all student loan payments are set to resume on February 1, 2022.

Chair Daniels, on behalf of the Board, thanked the Student Affairs division for supporting the students and congratulated them on the strategies for enrollment and retention.

Trustee Hoskins Sutton inquired about student housing being open during winter break and whether there was an update on the mold issue in the dorms. Dr. Wilson answered that there would be students staying the dorms during winter break. She added that there were no issues with mold for the last 3 weeks. Dr. Wilson concluded her remarks by wishing Ms. Seeman and Nurse Gills well.

Vice Chair Criswell made the motion to accept the report. Trustee Brown seconded the motion. **The Motion Carried.**

15. **Chief Financial Officer Report:** Chair Daniels called for the Chief Financial Officer report. Mr. Michael Beach highlighted the following from the report:

- Echoed Ms. Wilcoxon's kind words for Ms. Seeman and shared she understood the students and provided generous services from the Blue Devil Deli. Ms. Seeman will be deeply missed.

- In spring 2022, food options will be available when students return to campus. The College is currently seeking a contract food services provider.
- The Student Housing project is on schedule. The roof is nearly 100% complete. Several stages of metal framing, electrical, plumbing and HVAC work are nearing completion. The sheet rock is being installed and the windows have all been installed.
- The annual audit for the KCKCC Foundation is complete. The College should have the final report soon. Other compliance filing is also in progress.
- The College's midyear budget process will begin in January 2022 for the fiscal year 2023 budget.
- The request for application for an extension in the use of HEERF Funds will be sent to us for completion. The application will be submitted by February 2022.
- The bookstore's revenues are \$1K over what they were last year, and new products have been brought in.
- Facility Services working on projects. Kudos to the team for the completion of the upgrade project in the Flint and Math/Science building projects with new lighting, paint and carpeting.
- New furniture was provided via Learning Spaces for the new lab in Flint.
- Congratulations to D'Angelo Bushnell, a newly commissioned officer in College Police. New hire paperwork is being completed by 2 additional officers as well.

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

16. **Chief Human Resources Officer Report:** Chair Daniels called for the Chief Human Resources Officer report. Ms. Christina McGee highlighted the following from the report:
- The final stages of updating HRIS system have been completed and is in compliance with Fair Labor Laws ahead of schedule, in December 2021!
  - Welcome to two new employees to the Human Resources Department, Ms. Sheila Joseph, Talent Development Manager, and Mr. Yoel Tekle, Human Resources Specialist.
  - Hosted Onboarding and Hiring Process Listening Session with employees on Friday, December 10<sup>th</sup>. There was a great turnout of 61 participants who provided really good feedback. There will be more sessions to come.
  - Currently working with the Center for Equity, Inclusion and Multicultural Engagement (CEIM) to develop plans and diversity and inclusion strategies around talent acquisition.

Trustee McIntyre made the motion to accept the report. Vice-Chair Criswell seconded the motion. **The Motion Carried.**

17. **Chief Information Officer Report:** Chair Daniels called for the Chief Information Officer report. Mr. James Bennett, Director of Computing Services on behalf of Mr. Peter Gabriel, shared the following highlights from Mr. Gabriel's report:

- All services in WebAdvisor have now been redirected to the new Staff and Student Self-Service Center.
- Over 300 laptops had been checked out during fall 2021. IT is now receiving returns and reimaging in time for spring check outs. Spring 2022 semester check outs will begin January 8<sup>th</sup>.
- Thanked Media Services for their work this semester.
- Announced upgrade of the AccuTrak, Synoptic, and Perceptive Content system.
- All computers on campus, about 2,500 machines, will be updated during winter break. Many thanks to Computing Services!

Trustee Hoskins Sutton asked about the active administrator on each College-issued device. Mr. Gabriel shared the strategy and explained the technical best practices for the College system based on the assessment completed at the beginning of 2021.

Vice-Chair Criswell commended Mr. Gabriel on taking the necessary preventative steps to protect the College's virtual infrastructure.

Vice-Chair Criswell made the motion to accept the report. Trustee Brune seconded the motion. **The Motion Carried.**

#### 18. Unfinished Business:

- Chair Daniels invited Mr. Pope to present an HLC update. Mr. Pope shared the following details -
  - Provided feedback for Criteria 4 and 5 from consultant. The lock down date for submission is Jan. 31<sup>st</sup>, 2022.
  - An HLC Campus-wide Update meeting was held on Wednesday, December 1<sup>st</sup>.
  - The HLC Committee will host meetings in the spring semester to help inform about the College about HLC.
  - In February 2022, there will be HLC criteria specific meetings to discuss in detail each criterion.
  - In March 2022, there will be constituent meetings to ensure all involved with each criterion are aware of their respective sections of the argument and can speak to the KCKCC story.
  - The final HLC meeting for the College will be held on Wednesday, March 2<sup>nd</sup>.
  - The College will be creating a student survey regarding HLC.
  - Recently received an email sharing the members of the HLC Review Team who will be conducting our visit.

Chair Daniels asked about the criteria 1-3. Mr. Pope answered the focus has been on criteria 4 and 5 due to the concerns shared by HLC. The feedback is minimal on criteria 1 through 3. The work on criterion 4 is progressing and criterion 5 is in the works. The first 3 criteria were met without concerns.

- Chair Daniels invited Dr. Mosier to present regarding COVID-19 Safety Protocols and House Bill 2001.
  - Dr. Mosier recommended to the Board that KCKCC continue with masks being required at all locations until the first Board meeting in January 2022. The expectation is at that time more information about the Omicron variant will better inform safe practices for the College. He asked the Board to approve the recommendation.

Chair Daniels asked the Board for any discussion. Hearing none, he called for a motion to approve the COVID Protocol Update.

Trustee Brown made the motion. Vice Chair Criswell seconded the motion.

**The Motion Carried.**

- Chair Daniels invited Dr. Mosier to present regarding House Bill 2001 (HB2001). Dr. Mosier shared that the bill was signed into law recently and it changes the way organizations can collect medical or religious exemption. Sincere requests regarding religious exemptions must be honored by employers. The process at KCKCC will change. For healthcare providers, if the provider receives Medicare and Medicaid, they can deny religious exemptions. If they do not receive Medicare or Medicaid, they must honor HB2001 in the state of Kansas. Dr. Mosier clarified, this means if a student does not get a COVID vaccination, they currently would not be able to complete their degree. The administration is currently working on the language with the College attorney and Dean Bohm for students in special situations. New students will be required to be vaccination.

**19. New Business:**

- Chair Daniels invited Mr. Pope to present the Academic Calendar for 2024-2025 for approval. Mr. Pope shared that the section numbers have been updated to reference 1<sup>st</sup> and 2<sup>nd</sup> 8-week classes and the summer schedule has been adjusted.

Vice Chair Criswell made the motion to approve the academic calendar for 2024-2025.

Trustee McIntyre seconded the motion. **The Motion Carried.**

- Chair Daniels invited Mr. Pope to present the New and Revised Academic Programs for approval. Mr. Pope pointed the Board to the document in the Board Packet and asked for any questions.
  - Culinary Arts – New Certificate
  - Welding – Program Realignment
  - Electronics Engineering Technology – New Program
  - Legal Administrative Assistant – New Program
  - Corrections (AAS) – Program Modification
  - Corrections (Certification) – Program Modification
  - Police Science (Certificate A) – Program Modification

- Homeland Security (Certificate A) – Program Modification

Hearing no questions, Chair Daniels called for a motion to approve the new and revised academic programs. Trustee Ash made the motion. Trustee Brown seconded the motion.

**The Motion Carried.**

- Chair Daniels invited Trustee Hoskins Sutton to present for Approval the following College Policies. Trustee Hoskins Sutton pointed the Board to the document in the Board Packet and asked for any questions.
  - Faculty Qualifications (2.15)
  - Student Records Retention and Disposal (3.05)
  - Jury Duty (5.37)
  - Immigration Law Compliance (5.55)

Hearing no questions, Chair Daniels called for a motion to approve the college policies as listed. Vice Chair Criswell made the motion. Trustee McIntyre seconded the motion.

**The Motion Carried.**

The Board congratulated former Sheriff Ash on a great career in law enforcement. They thanked Media Services for their technology support with the meeting.

20. **Executive Session(s):** Chair Daniels acknowledged that there were no actions to be taken from the executive sessions for the general meeting.

21. **Adjournment:** Chair Daniels invited Trustee McIntyre to make the motion to adjourn the meeting. Trustee McIntyre made the motion. Vice Chair Criswell seconded the motion.

**The Motion Carried.**

The meeting of the Board of Trustees adjourned at **7:00 p.m.**

ATTEST: \_\_\_\_\_  
Chairperson, Dr. Ray Daniels

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



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



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

**KANSAS CITY KANSAS COMMUNITY COLLEGE  
Board of Trustees Special Meeting Minutes  
December 14, 2021 – 4:00 P.M.**

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

**CONSENT AGENDA – Item A1**

**Meeting Minutes**

The Board of Trustees held a hybrid meeting hosted both in the Upper Jewell Lounge at KCKCC – Main Campus and in the KCKCC Zoom meeting platform on Tuesday, December 14, 2021.

Members present were Chairman Ray Daniels, Mr. Donald Ash, Ms. Rosalyn Brown, Ms. Pat Brune, Ms. Linda Hoskins Sutton and Dr. Janice McIntyre. Vice-Chairwoman Evelyn Criswell joined the meeting at 4:24 p.m.

The meeting was called to order at 4:03 p.m. by Board Chairman, Dr. Ray Daniels.

Dr. Mosier shared that there were no College updates to be shared. He asked to amend the agenda to increase the time allotted for the fourth executive session to 10-minutes instead of 6-minutes.

Chair Daniels called for a motion to enter executive session for 5-minutes session to discuss data relating to financial affairs or trade secrets of corporations, partnerships, trusts, and individual proprietorships with possible action to follow in open session. All action would take place during open session in the Upper Jewell Lounge and Zoom public meeting room. Trustee Ash made the motion. Trustee Brown seconded the motion. **The Motion Carried.**

The Board entered into the first executive session in Room 3397 at 4:12 p.m. The Board ended the first executive session at 4:17 p.m.

Returning to open session at 4:18 p.m., Chair Daniels called for a motion for a second executive session for 12-minutes for consultation with an attorney for the public body or agency which would be deemed privileged in the attorney-client relationship with possible action to follow in open session. All action would take place during open session in the Upper Jewell Lounge and

main Zoom session. Trustee Brown made the motion. Trustee McIntyre seconded the motion. **The Motion Carried.**

The Board ended the second executive session at 4:30 p.m.

Returning to open session at 4:31 p.m., Chair Daniels called for a motion for a third executive session for 10-minutes for consultation with an attorney for the public body or agency which would be deemed privileged in the attorney-client relationship with possible action to follow in open session. All action would take place during open session in the Upper Jewell Lounge and main Zoom session. Vice-Chair Criswell made the motion. Trustee McIntyre seconded the motion.

**The Motion Carried.**

The Board ended the third executive session at 4:41 p.m.

Returning to open session at 4:41 p.m., Chair Daniels called for a motion for a fourth executive session for the amended 10-minutes to discuss personnel matters of nonelected personnel with possible action to follow in open session. All action would take place during open session in the Upper Jewell Lounge and main Zoom session. Trustee Brown made the motion. Trustee McIntyre seconded the motion. **The Motion Carried.**

At 4:51 p.m., The Board ended the fourth executive session. The Board members returned to the main Zoom session and to the Upper Jewell Lounge for open session.

Chair Daniels called the meeting to order for open session. He asked for a motion to approve the general release agreement as discussed in the executive session. Trustee Ash made the motion. Trustee Brown seconded the motion. **The Motion Carried.**

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

The meeting adjourned at 4:58 p.m.

ATTEST:

\_\_\_\_\_  
Chairperson, Dr. Ray Daniels

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



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



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

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

Meeting Location: Virtual – KCKCC Zoom Meeting

**CONSENT AGENDA – Item A2**

**Meeting Minutes**

The Board of Trustees held a virtual meeting hosted on the KCKCC Zoom meeting platform on Wednesday, January 5, 2022.

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

The meeting was called to order at 5:32 p.m. by Board Chairman, Dr. Ray Daniels. All welcomed Trustee Isnard to his first meeting as a KCKCC Board member.

Chair Daniels shared that there would be an amendment to the agenda. The “Update” section would be changed to “Old Business” so that action may be taken on the topic of COVID-19 Update.

Trustee Isnard made a motion to approve the amended agenda. Trustee Brune seconded the motion. **The Motion Carried.**

Chair Daniels began with the first item on the agenda, the letter of support for the ACCT Diversity, Equity & Inclusion Committee Member nomination of Trustee Linda Hoskins Sutton. The letter must state the Board’s of Trustee Hoskins Sutton’s participation and commitment of the Board to support her financially to attend the three (3) annual meetings.

Trustee Sutton shared her reasoning and motivation for pursuing the nomination. Her passion and commitment to service with regards to the diversity, equity & inclusion. Trustee Ash shared

KCKCC's board history in serving on this national committee and the importance in having members from the Midwest serving on these national committees.

Chair Daniels asked for any discussion or questions. Hearing none, Trustee Ash made a motion to approve a letter of support for Trustee Hoskins Sutton. Trustee Isnard seconded the motion.

**The Motion Carried.**

Chair Daniels invited Dr. Mosier to present regarding the COVID-19 updates. Dr. Mosier shared upon return from winter break, there were some increases in COVID cases and close contacts among employees. The College administration took action to update the COVID-19 protocols with recommendations to the Board. This recommendation, if approved, would be effective beginning Thursday, January 6, 2022, through Wednesday, February 16, 2022. Dr. Mosier shared the updates with the Board members, highlighting importance of vaccinations, the need to wear face coverings, physical distancing, travel and participation in the higher risk College activities, the vaccination intake system, medical and religious exemptions, no longer allowing food gatherings and the quarantine protocols.

The Board discussed the dissemination of the information to the students in addition to email and posting. Dr. Mosier and College administration will explore additional options for sharing information with students.

The Board inquired about other adjustments needed for the semester to include Spring Break and graduation. Dr. Mosier shared that there would be none at this time.

With no further discussion, Trustee Hoskins Sutton made a motion to approve the new protocols. Trustee Brune seconded the motion. **The Motion Carried.**

Chair Daniels called for a motion to adjourn the meeting. Trustee Ash made the motion. Trustee Hoskins Sutton seconded the motion. **The Motion Carried.**

The meeting adjourned at 5:58 p.m.

ATTEST:

\_\_\_\_\_  
Chairperson, Dr. Ray Daniels

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

## **Recommendations for Payment**

### **CONSENT AGENDA – Item B**

**January 19, 2022**

- 1) The amount of **\$64,104.81** to **MBS Textbook Exchange, Inc.** for textbooks. Requested by Michael Beach. *Pre-approved by the BOT; July 2021.*
- 2) Approval in the amount of **\$26,545.00** to **Lenovo, Inc.** for ThinkSmart software licensing. Requested by Peter Gabriel.
- 3) The amount of **\$30,204.50** to **Basehor-Linwood High School** for CTE funding for fall 2021. Requested by Michael Beach. *Pre-approved by the BOT; July 2021.*
- 4) The amount of **\$51,264.21** to **Cengage Learning** for textbooks. Requested by Michael Beach. *Pre-approved by the BOT; July 2021.*
- 5) Approval in the amount of **\$65,928.24** to **Rigdon Floor Coverings** for new carpeting in Flint Building (first floor). Requested by Michael Beach.
- 6) The amount of **\$44,151.97** to **MPS - Accounts Receivable** for textbooks. Requested by Michael Beach. *Pre-approved by the BOT; July 2021.*
- 7) The amount of **\$ 1,025,807.36** to **Christie Development Associates, LLC** construction payment for new student housing (Draw 14 – January 2022). Requested by Michael Beach. *Pre-approved by the BOT; July 2021.*
- 8) The amount of **\$40,360.89** to **Seifert's Flooring Inc.** for flooring in the Math and Social Science buildings. Requested by Michael Beach.
- 9) Approval in the amount of **\$154,455.00** to **Blacktop Paving Maintenance, Inc.** for overlay on Campus Boulevard (KCKCC-MC). Requested by Michael Beach.
- 10) Approval in the amount of **\$403,983.26** to **ConvergeOne Inc.** for WiFi system hardware and software for the new KCKCC Student Housing. Requested by Peter Gabriel.

**December bills totaling \$3,523,184.52 includes November VISA bills of \$225,827.96.**

## Items for Ratification

### CONSENT AGENDA – Item C

January 19, 2022

1. \$12,854.16 to **MVP Law** (McAnany, Van Cleave & Phillips) for 1/12th annual flat fee payment of \$8,666.66 plus \$4,187.50 total of itemized services (for November 2021).  
Requested by Michael Beach. *Pre-approved by the BOT; July 2021.*
2. \$11,610.00 to **Chmura Economics & Analysts LLC** for annual subscription for JobsEQ job market data.  
Requested by Jerry Pope.
3. \$10,000.00 to **Byrne Pelofsky + Associates** for December 2021 payment for capital campaign consultation. Requested by Michael Beach. *Pre-approved by the BOT; July 2021.*
4. \$10,080.00 to **Midwest Alarm Services, Inc** for annual fire alarm inspection for all buildings.  
Requested by Michael Beach.
5. \$18,249.75 to **Leavenworth Senior High School** for CTE funding for fall 2021 semester. Requested by Michael Beach. *Pre-approved by the BOT; July 2021.*
6. \$17,409.75 to **Turner High School** for CTE funding for fall 2021 semester. Requested by Michael Beach. *Pre-approved by the BOT; July 2021.*
7. \$23,012.75 to **Automationdirect.com Inc.** for classroom equipment for Automation Engineering Technology Program. Requested by Jerry Pope.
8. \$12,649.00 to **Turnitin LLC** for annual software licensing. Requested by Peter Gabriel.
9. \$11,314.16 to **Kansas Lawn & Garden** for lawn services at KCKCC – MC for December 2021. Requested by Michael Beach. *Pre-approved by the BOT; July 2021.*
10. \$14,715.50 to **P1 Group Inc** for final payment for HVAC services for Science Building (Rm 3403).  
Requested by Michael Beach.
11. \$24,512.00 to **MTZ Foundation Walls LLC** for classroom equipment for Building Engineering and Maintenance Technology Program. Requested by Jerry Pope.

12. \$14,092.00 to **Novak Birks PC** for audit services and single audit procedures. Requested by Michael Beach.
13. \$22,260.00 to **Watermark Insights, LLC** for subscription items for December 15, 2021, through December 14, 2022. Requested by Jerry Pope.
14. \$14,925.00 to **Laven Electric, LLC** for installation of new breakers at KCKCC-PCC.  
Requested by Michael Beach.
15. \$20,010.41 to **Rittenhouse Book Distributors, Inc** for textbooks. Requested by Michael Beach.  
*Pre-approved by the BOT; July 2021*
16. \$11,900.00 to **Mid America Productions** for KCKCC Choir Carnegie Hall Performance on June 3, 2022 (2<sup>nd</sup> payment). Requested by Michael Beach.
17. \$14,588.50 to **Epic Concrete Construction Company** for classroom equipment for Building Engineering and Maintenance Technology Program. Requested by Jerry Pope.
18. \$11,445.23 to **DLT Solutions** for annual maintenance renewal for KACE System Management software. Requested by Peter Gabriel.
19. \$12,687.84 to **Omnigo Software LLC** for software bundle for College Police department.  
Requested by Peter Gabriel.
20. \$12,897.35 to **Arrowhead Scientific Inc** for Classroom Equipment for Biomanufacturing Program.  
Requested by Jerry Pope.
21. \$13,645.75 to **MBS Textbook Exchange, Inc** for retail book buyback. Requested by Michael Beach.  
*Pre-approved by the BOT; July 2021.*
22. \$12,638.51 to **City Wide Maintenance** for KCKCC - TEC janitorial/porter services (V0277602).  
Requested by Michael Beach. *Pre-approved by the BOT; July 2021.*

## HUMAN RESOURCES - PERSONNEL ITEMS

**CONSENT AGENDA – Item D**  
**January 19, 2022**

### SEPARATION INFORMATION

<b>ACTION</b>	<b>NAME</b>	<b>JOB TITLE</b>	<b>DEPT</b>	<b>DIVISION</b>	<b>EFF. DATE</b>
Resignation	Freeman, Dianna	Administrative Assistant I	Career and Technical Education	Academic Affairs	01/17/2022
Resignation	Golden, Michael	Officer	College Police	Financial & Facility Services	01/31/2022
Resignation	Jenkins, Natasha	Part-Time GED Instructor	Adult and Continuing Education	Academic Affairs	01/10/2022
Resignation	Jones, Melissa	Bursar	Business Office	Financial & Facility Services	01/21/2022
Resignation	Olivares-Baker, Maria Lourdes	Advisor	Student Success Center	Student Affairs	01/18/2022
Resignation	Wilson, Delfina	Vice President of Student Affairs	Student Affairs	Student Affairs	02/11/2022
Retirement	Winterringer, Dan	Officer	College Police	Financial & Facility Services	12/31/2021

### RECOMMENDATIONS / APPROVALS

<b>ACTION</b>	<b>NAME</b>	<b>JOB TITLE</b>	<b>DEPT</b>	<b>DIV</b>	<b>DATE</b>	<b>SALARY</b>
New Hire	Acosta- Carrillo, Vanessa	Adjunct	Nursing	Academic Affairs	1/18/2022	\$61 / student contact hour. *
New Hire	Avery, Kendell	Adjunct	HVAC	Academic Affairs	1/10/2022	\$933 per credit hour
New Hire	Barnes, Anna	Part-Time GED Instructor	Adult and Continuing Education	Academic Affairs	1/18/2022	\$21.00 per hour
New Hire	Bergen, Christopher	Adjunct	Automotive Technology	Academic Affairs	1/16/2022	\$933 per credit hour
Promotion	Brier, Krystal	Recruiting Coordinator I	Admissions	Student Affairs	1/1/2022	\$44,579 annually
Promotion	Burton, Allison	Director of Student Success and Retention	Student Services	Student Affairs	2/1/2022	\$82,500 annually

Rehire	Epperson, Yvette	Adjunct	Nursing	Academic Affairs	1/1/2022	\$61/ student contact hour. *
New Hire	Ferguson, Michelle	Adjunct	Nursing	Academic Affairs	1/18/2022	\$61/ student contact hour. *
New Hire	Hanson, Ruth	Adjunct	Nursing	Academic Affairs	1/18/2022	\$61/ student contact hour. *
New Hire	Kirkwood, Michael	Adjunct	Criminal Justice	Academic Affairs	1/6/2022	\$933 per credit hour
Promotion	Larson, Sarah	Instructor	Nursing	Academic Affairs	1/10/2022	\$64,493.83 annually
New Hire	Loucks, Leena	Administrative Assistant I	Military and Veterans Center	Student Affairs	1/18/2022	\$38,000 annually
Promotion	McCluney, Jeremiah	Advisor	Student Success Center	Student Affairs	1/16/2022	\$60,423.24 annually
Rehire	Miller, Susan	Adjunct	Psychology	Academic Affairs	1/10/2022	\$933 per credit hour
New Hire	Molina, Victor	Officer	College Police	Financial & Facility Services	1/3/2022	\$44,364.94 annually
New Hire	Motl, Janine	Adjunct	Psychology	Academic Affairs	1/10/2022	\$933 per credit hour
New Hire	Nichols, Yasmienne	Officer	College Police	Financial & Facility Services	1/25/2022	\$44,364.98 annually
Promotion	Rasheed, Reem	CEIM Coordinator I	Center for Equity, Inclusion, and Multicultural Engagement	Student Affairs	1/3/2022	\$55,500 annually
New Hire	Sturdevant, Noah	Academic Technology and Training Coordinator II	Online Education Services	Academic Affairs	1/6/2022	\$61,761 annually
New Hire	Tapia, Marco	Adjunct	Criminal Justice	Academic Affairs	1/10/2022	\$933 per credit hour
New Hire	Todd, James	Adjunct	Sociology	Academic Affairs	1/10/2022	\$933 per credit hour

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

#### **Action Definitions**

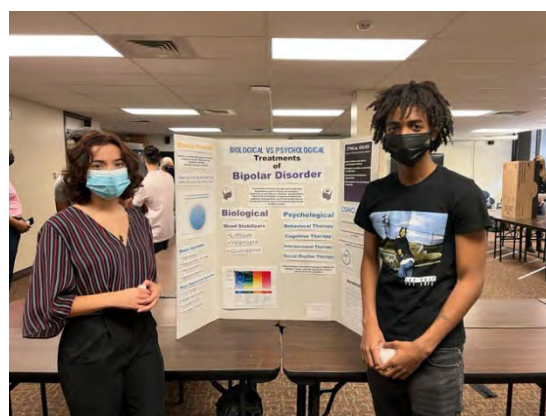
- **New Hire**- an individual who enters their first employment relationship with the College.
- **Rehire** – an individual that reenters into an employment relationship with the College.
- **Transfer** - a staff transfer to another position that does not result in an increase to a higher job grade. A faculty transfer is from the 182 to 212 designation and vice versa.
- **Promotion**- is the advancement of a staff's grade or increase to their salary.
- **Retirement**- refers to permanently leaving one's job in conjunction with KPERS.

- **Reassignment-** a change to an employee's current position. It may result in movement within the same organizational unit or another unit, a change in duties, work location, days of work, salary, or hours of work.
- **Resignation-** a formal way an employee is voluntarily ending their employment.
- **Separation-** a formal way an employee is involuntarily ending their employment.
- **Interim -** an employee filling a vacant position on a temporary basis until a competitive search process is completed.
- **Additional Position** – an additional position that is given to someone that is actively employed at the college.
- **Non-Renew** – a professional employee's contract will not be renewed at the end of their term.
- **Master Contract** - completion of degree changing the faculty member's class on the contract.
- **Back Pay** – the difference between what the College paid an employee and the actual amount owed to the employee.

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

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

**Undergraduate Research:** The fall 2021 semester wrapped up with an Undergraduate Research Poster Presentation that featured student work in the Honors Psychology class. Under the instruction of Dr. Jelena Ozegovic, the students presented on topics including Generalized Anxiety Disorder Biological vs. Psychological, Biological vs. Psychological Treatment of Bipolar Disorder, Medicated Treatment and the Underlying Issues of Bulimia Nervosa, Dissociative Identity Disorder, Comparison of Biological and Psychological Treatment of Schizophrenia, and Ethical Concerns of Exposure Therapy in Obsessives Compulsive Disorder.



**Phi Theta Kappa:** Each year Phi Theta Kappa teams up with Student Activities to host Campus Wonderland. This event helps KCKCC students and their families by providing toys, stocking stuffers, and food items for the holiday season. This year 53 students registered for the event to receive items. Some toys were provided by Toys for Tots, and Phi Theta Kappa members shopped for toys with funds provided by Student Activities. Food baskets were given out by the Counseling and Advocacy Center Pantry, while volunteers from throughout campus acted as elves to spread holiday cheer.

January 2022 Board of Trustees Report  
Vice President of Academic Affairs



**Arts, Communication and Humanities – Dr. Aaron Margolis**

Professors John Stafford and Justin Binek, along with 30 students from the KCKCC Music Department, attended and performed at the 2022 Jazz Education Network conference in Dallas, TX, January 5-8. Highlights of the conference are as follows:

- Fusion Vocal Jazz Ensemble, directed by Professor Stafford, performed on Thursday the 6th as part of the JENerations Jazz Festival.
- Professor Binek performed as a guest artist on both voice and piano with Hutchinson Community College's Badinage Vocal Jazz Ensemble on Thursday the 6th.
- Professor Binek also performed on both piano and voice with the MERGE Jazz Collective featuring Randy Brecker (GRAMMY-winning jazz trumpeter and composer) on Thursday the 6th.
- KCKCC students Jordan Faught (bass) and Jaylen Ward (drum set) performed with Kirkwood Community College's Jazz Transit on the ensemble's performance as part of the JENerations Jazz Festival on Friday the 7th.
- The KCKCC Blue Devil Funk Band, directed by Professor Binek, performed on Friday the 7th as part of the JENerations Jazz Festival. The group received an extended (hour-and-a-half long) clinic from trombonist Roland Barber (Nashville Jazz Workshop) and New York City jazz/neo-soul singer Tahira Clayton.
- Instrumentalists from the Blue Devil Funk Band also received an additional three-and-a-half-hour clinic/hang with Ronald Barber at his invitation on Saturday the 8th.
- Professor Binek worked with the University of North Texas' Third Street Vocal Jazz Ensemble as a clinician as part of the JENerations Jazz Festival on Saturday the 8th.
- Professor Stafford led the panel discussion "The Black Misunderstanding: A Panel Discussion About Improving African-American Performance Practice

January 2022 Board of Trustees Report  
Vice President of Academic Affairs

Throughout Music Education" on Saturday the 8th. The panel consisted of Stafford, Triniece Robinson-Martin, Anchor Music Publishing co-owner Jessica Falker, and UMKC Jazz Trombone Professor Marcus Lewis.

- KCKCC student drummer Jaylen Ward performed as a last-minute sub on the main conference stage with the Kansas City-based Marcus Lewis Big Band on Saturday the 8th.
- The Standard Vocal Jazz Ensemble performed a full concert on the main vocal stage on Saturday the 8th.

**Career and Technical Education – Dean Cheryl Runnebaum**

Kansas City Kansas Community College (KCKCC) Technical Education Center (TEC) evening HVAC students got hands-on experience working on a furnace install before the holiday break with HVAC instructor Herman Lloyd.



The KCKCC-TEC Culinary Arts Program instructors and students joined the KCKCC Foundation at Mr. D's Coffee for the Donut'cha Stop Walking 5K on November 7. The event raised money for student scholarships in the Culinary Arts Program. The KCKCC Foundation announced in December that the owners of Mr. D's Coffee, Johnny Chen and Boggie Otgonbayer, added their own money to the funds raised at the 5K walk. The owners have also committed to start a \$5000 scholarship for Culinary Arts students. Representing the Culinary Arts Program at the 5K were Chef Richard McPeake, Chef Melissa Martinez, and students Charmaine Gilkey and Samuel Chavez.

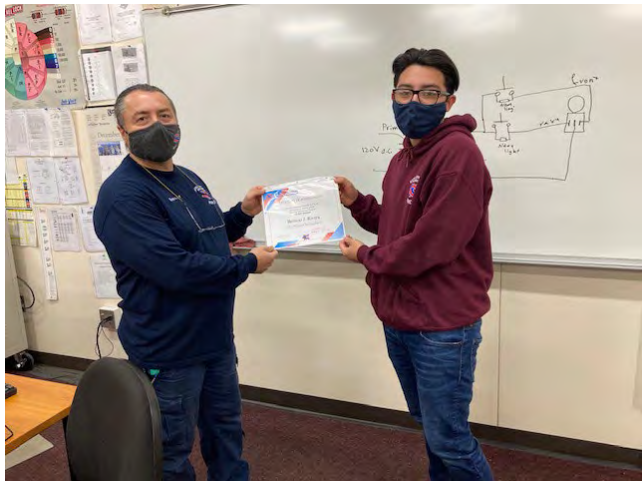
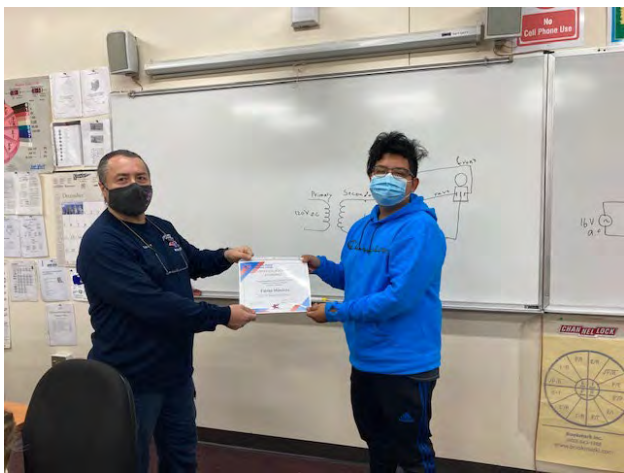
January 2022 Board of Trustees Report  
Vice President of Academic Affairs



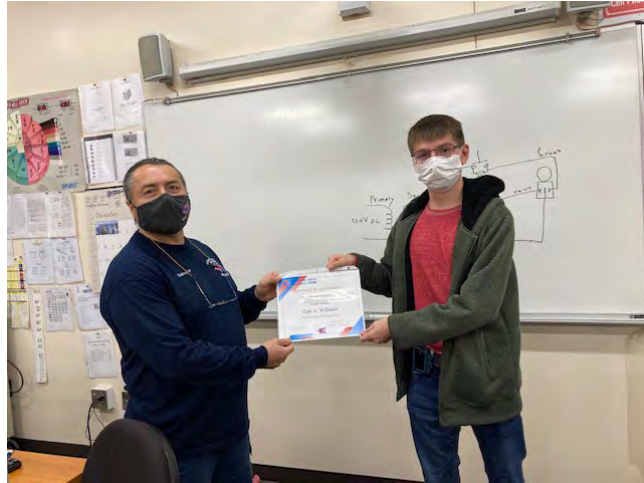
The KCKCC-TEC Electrical Technology Program introduced a new student awards program in the fall semester. Students were recognized for achieving straight A's, perfect attendance, or both. Those students achieving perfect attendance were postsecondary student Weston Price and high school students Fabian Mendoza and David Mwatuka. Students receiving top grades were postsecondary students Weston Price and John Guzman, and high school students David Mwatuka, Benicio Rivera, Jose Sosa, and Tate Williams. Students are pictured below with Electrical Technology Instructor Ammar Ali.



January 2022 Board of Trustees Report  
Vice President of Academic Affairs



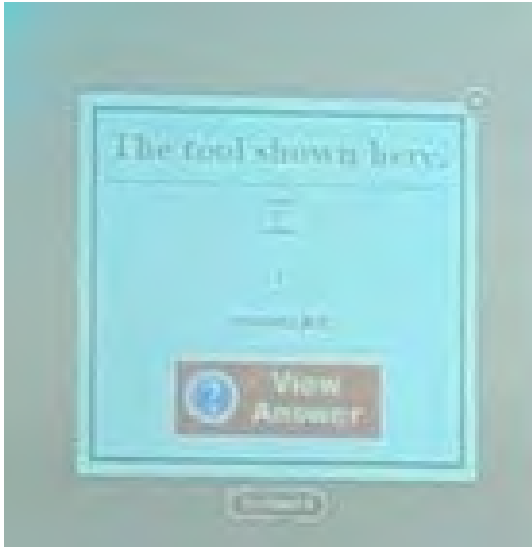
January 2022 Board of Trustees Report  
Vice President of Academic Affairs



The KCKCC-TEC Construction Technology Program used an innovative twist to its semester finals in December by incorporating some testing into a Jeopardy-style game. Students were divided into teams and answered construction-related questions as if playing Jeopardy. Students answered questions or were shown items and tools to identify depending on what “category” was chosen by the team. Instructors kept score for each team. The mock game kept students engaged in the learning and testing process.



January 2022 Board of Trustees Report  
Vice President of Academic Affairs



KCKCC-TEC graduated its fourth Industrial Maintenance Technician (IMT) cohort in December. This program was started to provide a beginning IMT talent pipeline for Wyandotte County and Kansas manufacturers in collaboration with KCKCC, Kansas Department of Commerce, Kansas Manufacturing Solutions, Workforce Partnership and Wyandotte Economic Development Council. The following companies sponsor individuals through the program to get them ready to be productive team members: Amsted Rail, Stryten, SunOpta, Empire Candle, and Kellogg's. Lee Perez, Director of Maintenance at Kellogg's plant in the Fairfax District, congratulated KCKCC on a very successful class and "for organizing a terrific program that Kellogg's is proud to be a supporting member." Kellogg's has pledged to send more students to the upcoming fifth cohort starting in the spring semester.

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

- a. Congratulations to all the December graduates in the Health Professions division! They are entering their chosen profession at a difficult time but are well prepared to do so. We are proud of all the KCKCC alums who are representing the college well during this global pandemic!
- b. Clinical guidelines continue to fluctuate regarding vaccination status, masking requirements, care of COVID patients, etc. We are managing these the best with can to ensure our students have adequate opportunities to engage in clinical learning experiences during preparations for their program.
- c. Nursing
  - i. Able to have a live pinning despite power outages and wildfires. Students and faculty met by flashlight and the police department did an outstanding job at managing the unexpected challenges of the event.

January 2022 Board of Trustees Report  
Vice President of Academic Affairs

- ii. Working with two area hospitals to provide clinicals in an acute care setting for the first time for our practical nursing students. This will provide opportunities to have more hands-on training for IV therapy.
  - iii. Received high praise for effective implementation of the MOKAN Clinical Student System for ADN students. The new Clinical Compliance Coordinator, Christy Fornal, is doing an excellent job maintaining compliance in this system and identifying new clinical site placements for our students.
  - iv. Kathy Eblen, sim coordinator, and all sim faculty have been working with a consultant (Diana Breed) from Phoenix. Kathy has led the development of a comprehensive sim curriculum and Diana is helping develop and implement evidence-based sim teaching and policies.
- d. Respiratory Therapy
- i. Nine students graduated in December and 100% have employment!
  - ii. On December 10, 2021, the graduating students presented their capstone case studies for continuing respiratory care education, CRCE CEUs. Sixty-seven Respiratory Therapists attended virtually, some from as far away as Florida.
  - iii. The self-study for reaccreditation through CoARC is due May 6, 2022.
- e. Physical Therapist Assistant
- i. Seventeen students graduated in December and sat for their board exam on January 5, 2022. The results should be available this week.
  - ii. Sixteen new students will begin the program this spring.
- f. Mortuary Science
- i. The self-study for reaccreditation through ABFSE is due February 24, 2022. The faculty are working diligently to get everything submitted for a pre-review by accreditation staff and finalized by the due date.
  - ii. The ABFSE site visit will be April 24-26, 2022.
- g. Paramedic
- i. Jeff Smith and Dr. Bohm are working through new state regulations (KBEMS) required for all sponsoring institutions (i.e., KCKCC).

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

The organic chemistry labs require heating mantle for warming the chemicals without flame. Sets of heating mantle were purchased last semester to enhance the efficiency of laboratory experiments.

Accurate measurement is one of the hallmarks of good lab practices. We purchased new digital scales to help students in smooth experimental work.

In spring 2022, the Bio-Manufacturing program will begin holding labs two days each week on the main campus in the new physics lab room 3405 and in room 3459. The remodel of 3405 is quickly being completed.

January 2022 Board of Trustees Report  
Vice President of Academic Affairs



Dr. Kremer completed training as a Certified Evaluator for the Basic Core Skills Institute. This will allow evaluation of students and technicians completing Micro-badges in the Biosciences. The Bioscience Micro-badges are being adopted regionally and in several states, including California, Louisiana, and Texas.

The Kauffman Foundation is providing support to pay for high school students to obtain the BCSI Micro badges.

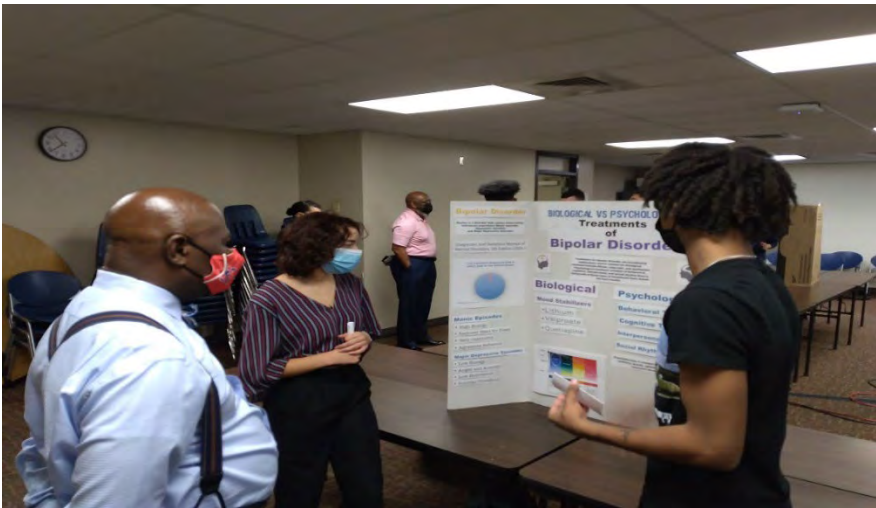
**Social and Behavioral Sciences & Public Services – Dean Cleon Wiggins**

Dr. Ron Malcolm, adjunct professor of American Sign Language, was recognized as the “2021 Top Education Writer” for Autism Parenting Magazine. As noted in his write-up, Dr. Malcolm is the Assistant Director of Special Education for a public school district and has worked with autistic students in school and community-based settings for roughly 40 years.

Dean Wiggins and Dr. Hira Nair are working with Dr. Tim Peterson of KBOR to explore a potential initiative related to the new Kansas Micro-Internship (KMI) program. According to Dr. Peterson, the hope is that the KMI program might help increase the K-12 Hispanic educators’ pipeline in the KC metro area. his exploration is in the initial stage, and more will be reported as this initiative progresses.

On December 2<sup>nd</sup>, Dr. Ozegovic’s Honors Psychology course participated in a poster presentation event modeled after poster presentations held at academic conferences. Deans and Psychology Department faculty attended the event, interacted with students, and posed questions about their research project. Students worked in teams to expand on a previously written research paper over a mental illness. Students were asked to further research either an ethical issue related to the treatment of the illness or a relevant forensic issue (forensic psychology studies the interaction between psychology, mental illness, and the legal system).

January 2022 Board of Trustees Report  
Vice President of Academic Affairs



January 2022 Board of Trustees Report  
Vice President of Academic Affairs



STUDENT AFFAIRS  
JANUARY 2022 - KCKCC BOARD REPORT

VICE PRESIDENT OF STUDENT AFFAIRS - DR. DELFINA WILSON

ENROLLMENT MANAGEMENT - DR. STEPHEN TERRY, DEAN

- Spring 2022 unduplicated headcount is UP by 3% compared to Spring 2021. KCKCC needs 314 more students enrolled to meet Spring 2021 1<sup>st</sup> day of classes.
- Spring 2022 credit hours are UP by 3% compared to Spring 2021. KCKCC needs 2,372 more credit hours to meet Spring 2021 1<sup>st</sup> day of classes.

KCKCC Unduplicated Headcount by Location				
CAMPUS	01.11.2021	01.10.2022	21-22	21-22
	Spring 2021	Spring 2022	Diff - #	Diff - %
BL	131	13	-118	-90.08%
DNTWN	-	1	1	-
FRSC	20	18	-2	-10.00%
HS	784	810	26	3.32%
LCF	-	20	20	-
MC	1,058	1,299	241	22.78%
OC	244	252	8	3.28%
OL	1,656	1,626	-30	-1.81%
PION	175	167	-8	-4.57%
TEC	574	634	60	10.45%
USDB	27	56	29	107.41%
VIRT	618	313	-305	-49.35%
Total	3,709	3,806	97	2.62%

KCKCC Credit Hours by Location				
CAMPUS	01.11.2021	01.10.2022	21-22	21-22
	Spring 2021	Spring 2022	Diff - #	Diff - %
BL	900	39	(861)	-95.67%
DWNTN	-	3	3	-
FRSC	187	177	(10)	-5.35%
HS	4,220	4,417	197	4.67%
LCF	-	200	200	-
MC	6,636	9,151	2,515	37.90%
OC	748	654	(94)	-12.57%
OL	11,169	10,447	(722)	-6.46%
PION	1,487	1,338	(149)	-10.02%
TEC	6,792	7,797	1,005	14.80%
USDB	153	291	138	90.20%
VIRT	2,153	1,069	(1,084)	-50.35%
Total	34,445	35,583	1,138	3.30%

Status	Spring 21	Spring 22	21-22 %	21-22 %
First-time	415	517	102	24.58%
Returning	3,294	3,289	(5)	-0.15%

Headcount Compared to 1st Day of Term Prior 3 Years			
01.22.2019	01.21.2020	01.19.2021	01.10.2022
Spring 2019	Spring 2020	Spring 2021	Spring 2022
5,088	4,873	4,120	3,806
1,282	1,067	314	

Credit Hours Compared to 1st Day of Term Prior 3 Years			
01.22.2019	01.21.2020	01.19.2021	01.10.2022
Spring 2019	Spring 2020	Spring 2021	Spring 2022
47,006	45,390	37,955	35,583
11,423	9,807	2,372	

Enrollment data provided by Institutional Effectiveness.

ENROLLMENT STRATEGIES:

- Extended all Enrollment Management office hours to 8:00am-6:00pm Monday-Thursday and 8:00am-5:00pm on Fridays to accommodate students
- Academic Affairs increased seat capacity where possible within compliance with Covid-19 restrictions
- Requesting additional courses from Academic Deans due to being full

- Advisors contacted their assigned students for virtual/phone advising appointments
- Financial Aid sent a communication to all students already approved for financial aid for Spring 2022
- Requested to activate course waitlists for full courses

OFFICE OF ADMISSIONS - DR. TINA CHURCH LEWANDOWSKI, DIRECTOR

December Monthly Report-Applications Processed			
	2019	2020	2021
High School/Dual	45	74	69
First Time Freshman	186	202	182
Transfer	135	113	112
Returning	100	95	77
Visiting	28	20	43
Wellness Only	3	0	1
Special/Non-HS Grad	3	7	10
Total	500	511	494

Recruitment Opportunities		
Event Category	Number of Activities	Number of Engagements
Onsite Visit	10	12
Virtual Presentation	7	2
Off-campus recruitment activities	7	10

DOWNTOWN WYANDOTTE LOCATION

- The Downtown website is currently live - <https://www.kckcc.edu/downtown/index.html>
- Courses are on the schedule for the second 8-week session
  - Flyers announcing the course offerings have been dismantled to El Centro, Catholic Charities, Project Eagle (Head Start), local Libraries, Workforce Partnerships, The Family Conservancy, Social Rehabilitation Services, and the Labor Placement Company.
  - Regular radio advertisements on La Mega 1340 AM and a live interview on 1/5.
  - A Facebook interview was conducted, and the information was posted on social media

HIGH SCHOOL PARTNERSHIP PROGRAM

- The enrollment for the high schools has been completed. Minor add/drops are expected over the next few weeks.

INTERNATIONAL AFFAIRS

- KCKCC received a visit from the SEVP Field Representative on 1/5 to review our current practices at KCKCC and share new international guidance updates.

## STUDENT FINANCIAL AID - MARY DORR, DIRECTOR

### Financial Aid Applications Received as of January 6

Academic Year	Total Number of Records	Records Received in December
2021-2022	7958	333
2020-2021	8529	319
2019-2020	9580	296

### Financial Aid Disbursed to Student Accounts

	FALL	SPRING	SUMMER	TOTAL
2021-2022	\$7,552,793			\$7,552,793
2020-2021	\$5,850,442	\$5,150,304	\$1,358,445	\$12,359,191
2019-2020	\$6,162,491	\$5,660,330	\$986,894	\$12,809,715

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

### KCKCC COVID HEERFIII Relief Funds

COVID Relief Funds	Number of Students	Total Amount Disbursed
Fall 2021	1774	\$2,625,000

### Fall 2021 Satisfactory Progress Calculated

Academic progress was reviewed for students who received federal financial aid for the Fall 2021 semester resulting in the following:

- 287 students on "Warning"-completion rate below 66% and/or GPA below 2.0
- 81 students on "Exclusion"-completion rate below 66% and/or GPA below 2.0 after a warning semester.
- 44 students on "Exclusion"-attempted over 97 credit hours.
- 35 students - on "No More Aid"-students have appealed their exclusion status and did not complete approved appeal conditions.

Students were notified through their personal and student e-mails and provided information on how to appeal.

### Return to Student Loan Repayment

Borrowers expecting to resume making payments on their student loans have received another reprieve as the Department of Education announced another extension of the payment pause for federally held student loans through May 1, 2022.

The Student Financial Aid Office will continue to raise awareness of this issue to student borrowers. Student Connections will continue to reach out to KCKCC borrowers to encourage them to become familiar with their loan servicer and to set up a payment plan.

STUDENT SUCCESS CENTER - SHAY DODSON, STUDENT SUCCESS ADVISOR

Student Success Center Monthly Report

Virtual Advising (phone or video TEAMS/zoom)	MAIN	PION	TEC
Graduation Checks	50	0	1
No Show Outreach	0	0	0
Virtual Advising	229	0	61
Early Assist / SOS interventions	0	0	0
Recruiting	0	1	0
Contacts re Cancelled classes	0	0	0
Contacts re Unsatisfactory Grades	0	0	0
Fin Aid Exclusion Appeals	7	0	0
Reverse Transfer Grad Checks	1	0	0
Reinstatements (after dismissal)	3	0	0
TOTAL	290	1	62

On-Campus Advising	MAIN	PION	TEC
General Advising	63	16	13
Graduation Checks	14	1	0
New Enrollments	51	2	14
Returning Enrollments	229	59	0
Schedule Adjustments	20	2	0
Withdrawal Advising/Drops	1	5	0
Fin Aid Exclusion Appeals	1	0	1
Program Changes	0	0	0
Reinstatements (after dismissal)	0	0	0
TOTAL	379	85	28

No Withdrawal Reasons were reported for December.  
 No Early Alerts were reported for December.

SSC Advising Retention initiatives:

The Ellucian ADVISE CRM communication plan is running for the Fall and Spring semesters. Advising communications and enrollment reminders went out to students from their assigned advisor/s December 1, Dec 15, January 3, January 10 and the Spring 2022 communication and retention plan will begin in January with regular outreach to students based on their Student Success Score (success scores are based on demographics, enrollment history, and satisfactory academic progress.)

Student Success Advisors are currently assisting students with Spring enrollment, general advising, degree planning, reinstatement appeals, financial aid exclusion appeals, late graduation applications, and outreach to students with canceled Spring classes.

Student Self-Service and Student Planning is in effect; students are submitting graduation plans to their assigned Student Success Advisors for review, approval, and discussion. Students are enrolling online via Student Self-Service, which will replace WebAdvisor Spring 2022.

From Self-Service, students can access Student Planning (enrollment and graduation planning, course search, unofficial transcripts, degree progress, and more), Financial information (including financial aid counseling and forms), Transcript requests, Apply for graduation, review the course catalog, and much more. Student tutorials for Self-Service are planned to go live Spring 2022.

#### PLACEMENT TESTING - FAITH MOODY, COORDINATOR

##### December Placement Test sessions

Year	Main Campus	PCC	TEC	High Schools	Distance Education	Total
December 2021**	78	6	11	95	0	190
December 2020	109	8	9	21	0	147
December 2019	98	8	10	56	0	172

\*\*Due to COVID, 7 of the students who tested at main campus did so virtually over ZOOM.

#### CAREER SERVICES - ANA LIMA, COORDINATOR

##### CAREER SERVICES MONTHLY REPORT

REASON FOR VISIT	December 2021
Initial career consult	4
Resume assistance	0
Cover letter assistance	0
Job search	0
Career guidance	0
Personal Statement review	0
Scholarship Statement review	1
<b>TOTAL:</b>	<b>5</b>

##### Community Collaboration:

- Met with Goodyear, Workforce Partnership, YMCA of Greater Kansas City, Worlds of Fun, and Sunflower Health plan to discuss job openings, benefits, and salary at their locations.
- Met with Rise & Shine to discuss their internship opportunities for KCKCC students. Discussed educational component requirements and process for external internship request application.

Presentations:

- Attended and presented at the ESOL Completion Celebration.

Projects:

- Project status: Met with Matt to revise website content & display - Executive Director of Marketing is proofreading content; continuing to modify internship program and handbooks to incorporate discussed changes to the program; taking E-Verify training modules, learning how to utilize programs to continue taking over the internship hiring process.

Professional/Career Services Development:

- Attended the Kansas Association of College and Employers (KACE) annual conference at K-State from December 1<sup>st</sup> through December 3<sup>rd</sup>.

MILITARY AND VETERAN STUDENT SERVICES - WADE ABEL, DIRECTOR

Veteran Center Visitors					
	AY18-19	AY19-20	AY 20-21	AY 21-22	
August		281	103	174	
September	48	313	58	202	
October	185	307	37	154	
November	132	245	25	155	
December	105	124	10	52	
January	189	173	67		
February	218	216	79		
March	159	101	109		
April	209	0	115		
May	104	0	41		
June	56	17	132		
July		74	100		
					Total
Total	1479	1790	876	737	4882

Students Using VA Educational Benefits

Term Certified	Number of Students Certified	Hours Certified	Amount certified
Fall 19	173	1542	\$195,060.00
Spring 20	150	1653	\$202,332.00
Summer 20	29	182	\$21,608.00
Fall 20	117	1148	\$141,919.00
Spring 21	95	1020	\$127,048.00
Summer 21	43	228	\$25,801.00

Fall 21	111	1224	\$145,235.00
Spring 22 as of 5 Jan	53	623	\$75,444

Students Using Military Tuition Assistance (TA) during SP22 as of 5 Jan 22

Type of Tuition Assistance	Number of Students	Hours Enrolled	Amount Invoiced
Army (GoArmyEd)	2	22	** \$2,420.00**
Army State TA			
Air Force			
MyCAA (Army Dependent)			
Total			

\*\*Invoicing for TA starts when 20% of the class is complete\*\*

December Events:

- The Veterans Center and the Student Veterans Organization (SVO) supported an Adopt a Veteran event where small gifts were given to Veterans in a local nursing home. Eight Veterans were identified and items that were donated included puzzles, body wash, gym shorts, blankets, and pajamas.
- The Veteran Center supported the Wreaths Across America at the Veterans National Cemetery in Leavenworth.
- The Veterans Center and SVO are sponsoring "Operation Cards From Home" where nearly 200 Christmas Cards were sent to deployed Military Service members.

January Events:

- Two members of the KCKCC SVO represented KCKCC at the Student Veterans of America (SVA) National Convention in Orlando, Florida 6-8 January.

REGISTRATION AND RECORDS - THERESA HOLLIDAY, REGISTRAR

Registrar Services	
Degree Verifications	
Graduation Clearinghouse Enrollment/Degree Verifications	25
E-mail, fax, mailed Degree verifications	14
Enrollment verifications	
In-person	5
On-Line	4
Scholarships	1
Letter of non-attendance	
Governmental Agency/Court Requests	2
Student Record Services	
FERPA forms	1
Information Updates	
In-person	33
On-line	25
Major Changes	
In-Person	72
On-line	63

Record Edit Checks	23
Edit Checks- Chris Day	21
Grade Changes	32
Notary Assistance	2
Residency	
Veterans/Military In-State	1
Regular	1
Withdrawal Processing	
Students Administratively Withdrawn	4
Online requests	1
Dean Approved Enrollment Changes	2
No shows	55
Tuition Appeals	
Tuition Appeals by class	2
Graduation Services	
December 2021 graduation applications processed	40
Backdated graduates 5/18/2020 - 2 5/19/2008 - 1	3
Diplomas Mailed	22
Duplicate/late diploma orders	3
Gen Ed Waivers	2
Deviation/Substitution forms	9
Transcript Services	
Checked in Transcripts	265
Outgoing transcripts Processed	442
Student copy transcripts	3
Transcript needed research	59
Advisor Transcript Requests	5
Transfer credit applied to student records	38

PIONEER CAREER CENTER - MARCIA IRVINE, DIRECTOR

12/2/21 Elaine "Laney" Melott started at PCC as the part-time afternoon/evening Administrative Assistant. Laney owned and operated a tailoring business in Leavenworth for 30 years.



12/2-3/21 PCC Culinary students held a bake sale, where all money raised went towards a Dillons Gift Card for the Adopted Family. \$250.00 was raised.



12/3/21 Austin White, former KCKCC PCC Construction student, spoke to the current Construction students about his time at KCKCC and his job as a Firefighter and construction business owner.



12/3 /21 Richard Taylor, Jr., spoke at KCKCC Main Campus and was live-streamed to KCKCC PCC. Students enjoyed hearing him speak on how to protect our mental/emotional health and how to deal with challenges in his book, 31 Days of Power.

12/21 Marcia Irvine and Kim Taylor were visible in the community ringing bells for the Salvation Army with Leavenworth United Way and Leavenworth Lions Club.



12/7/21 Construction students began installing carpet squares in the renovation room. Students learned about different layout patterns (monolithic, 1/4 turn, ashlar, brick, and random).



12/7/21 Chris Cakes was at KCKCC PCC tossing pancakes to students to kick off FINALS WEEK! Along with a FREE breakfast, the students were able to chat with the KCKCC President and Cabinet members.



Jordan Speidel, Leavenworth High School and KCKCC HVAC student, was the PCC Pancake CHAMP! He ate 31 pancakes at the Finals Breakfast!



12/7/21 Amy Mathews, Community Development Executive, was at KCKCC PCC talking to students about transfer opportunities at Ottawa University.



12/10/21 Cookies with Santa event. Volunteers from Leavenworth High School, and the PCC Culinary program made the fabulous cookies! The Leavenworth community enjoyed writing letters to Santa and to the troops, decorating a cookie, getting a picture for our Ugly Sweater Contest, getting a picture with Santa, creating some crafts, wrapping a gift, and enjoying some AWESOME tacos from the Wild Cactus food truck!



12/10/21 We had cookie kits leftover so KCKCC PCC Culinary students dropped off the remaining cookies from Cookies with Santa to the homeless shelter.



12/13/21 Salvation Army Adopt-A-Family- KCKCC PCC students, faculty, and staff donated to our Adopt-A-Family through the Salvation Army this holiday season. The family will be enjoying a wonderful holiday with lots of goodies, gift cards, and more!



12/3/21 KCKCC PCC participated in the door decorating contest.



#### UNITED STATES DISCIPLINARY BARRACKS and JOINT REGIONAL CORRECTIONAL FACILITY

JRCF - There will be three classes in session for Spring 22 at the JRCF; Composition 2, Psychology, and Intro to Humanities. Two JRCF students graduated Fall 2021 (1 Magna Cum Laude)

USDB - An updated MOU was signed with the Military Corrections Complex, which now includes students that are in the graphic design shop using that knowledge/skills/credit to work towards a Digital Imaging Design, Associate in Applied Science. Approximately 15 students applied to KCKCC to be a part of the program. With this added MOU an Art Appreciation class was added to be offered in Spring 2022, and it has closed with maximum enrollment. In addition, we will have six other classes, Accounting 1, Composition 2, College Algebra, Macroeconomics, Business Law and Small Business Management. Five USDB students graduated in Fall 2021 (3 with honors, 1 PTK, and 1 certificate in Welding)

## STUDENT SERVICES

DR. SHAWN DERRITT, DEAN OF STUDENT SERVICES

### Student Services Fulfills!

#### COUNSELING & ADVOCACY CENTER- LINDA WARNER, DIRECTOR

Blue's Kitchen Cabinet provided food baskets for 53 students who participated in the Winter Wonderland, in collaboration with KCKCC student activities. Items provided include a wide variety of child friendly snack including applesauce, cookies, snack bars, fresh oranges and apples, pretzels, chips and crackers, trail mix and the student choice of turkey, ham, chicken or pulled pork for the holiday table.

OQS Diversity club is making preparation to attend Creating Change: The National Conference for LGBT Equality in New Orleans in January. Students have registered, reserved rooms, purchased airline tickets, reserved shuttles, requested per diems, submitted proof of vaccination forms and taken Title IX training. Students are very excited to be able to attend a conference in person.

## STUDENT ACCESSIBILITY AND SUPPORT SERVICES

### Students Requesting Accommodations:

Disability	December 2021	December 2020	December 2019
Autism Spectrum Disorder	19	9	14
Attention Deficit Disorder	39	32	35
Blind/Visual Impairment	13	8	9
Deaf/Hard of Hearing	11	7	2
Head Injury	5	3	2
Intellectual Disability	3	4	3
Learning Disability	66	57	77
Medical	9	1	13
Physical	7	3	6
Psychiatric	18	8	18
Other Health Impaired	1	1	0
Total	191	133	179





Student Activities, Counseling and Advocacy Center, Phi Theta Kappa, Latinx Student Organization, KCKCC Bookstore and Toys for Tots partnered to provide toys, food, and stocking stuffers to 53 of our KCKCC students with families. The students were able to pick out gifts for their children.



FBOE hosted the Throwback Silent Dance Party. We had 27 students participate. Students were able to dress to impress. DJ Joe Straws (KCKCC Alum) provided the music and headphones for the Silent Dance.



## STUDENT HOUSING - NICOLE WILBURN, DIRECTOR OF STUDENT RESIDENCE LIFE

The new Director of Student Housing began in December and is getting acquainted with the buildings and processes. Students were busy studying for final exams. Student Housing remained open during Winter Break with a few students choosing to remain for the entirety of the break and others staying for a few days at the beginning or end of the break depending on the students' needs with at least one RA remaining on-campus every day of the break.

## STUDENT HEALTH CENTER-, NURSE PRACTITIONER

- Currently we have a full-time LPN working in the office
- We are currently working with a temp agency to hire either an RN or Nurse Practitioner while we continue to examine the possibility of out sourcing Student Health Services

In the month of December, we had the following:

- Dec Blood drive with Community blood center
- 31 TB test done in office
- 10 Covid test in office.

## OFFICE OF EQUITY AND INCLUSION (Formerly ICC) - GABRIELA FLORES, DIRECTOR

### Operations

The CEIM Coordinator role has been filled by Dr. Reem Rasheed. She currently serves as ESOL Adjunct faculty and will join as full-time Coordinator on January 3, 2022. She brings a wealth of experiences from abroad and has well established relationships with students. During her first 30-60 days in the role, we will schedule her with key stakeholders across the college (outside of Academics).

The Equity and Inclusion Council (EIC) held its second meeting on December 13, 21 at 11am at Main Campus, which proved to be the best availability for the majority of the Council

members. The agenda included: planning for Spring meeting dates, Revision of Council charter and priorities, Review of diversity and inclusion programming at other schools, followed by a strategic planning activity to add items and prioritize activities for the beginning shape of a three year plan. Moving forward, the EIC will meet on the Third Monday of each month at 11am (minus January which falls on MLK).

### Programming

Student Organization of Latinos (SOL): SOL students continue to meet in the Center every two weeks, although attendance and membership has been light. There are some leadership challenges that we will navigate through after winter break (e.g. communication, workload, equity, follow-through). The Club participated in some recent volunteer events (Breakfast with Santa on 12/11/21 and Winter Wonderland on 12/15-16/21). SOL has also decided to host a scholarship workshop on 1/25/22, in collaboration with HDF, the KCKCC Foundation, and Career Services. The planning is underway and logistics are secured. One strong student has really stepped up to fill in the lead role and has already planned for the first meeting next semester on 1/20/22 at 3:30 in CEIM.

Refugee/Immigrant High School Student Open House: Planning is underway for a Spring 'Open House' event with prospective high school students who are of refugee and/or immigrant backgrounds. We envision partnering with area High Schools, specifically ESOL programs, and area refugee resettlement and immigrant-serving organizations to convene a "New American Open House" that would be open to students (HS Juniors and Seniors) and their families. We propose doing this type of Open House in mid-April (April 14 tentatively) at Main Campus, with representatives from all areas: Admissions, Financial Aid, Trio, Student Services, Academic and Tech Programs. This would be an evening event from 5:30 - 7:30 and would conclude with small tours. We could engage current KCKCC students as Interpreters for this evening event to help with families' language needs. We could leverage existing HS relationships (with USD 500) and even go into Leavenworth, Lansing and Piper school districts. We envision a similar event at TEC (with relevant stakeholder involvement) which we have tentatively held for April 20<sup>th</sup>.

### Initiatives & Consultation

Luna Fest 2022: CEIM staff met again (via Teams) with representatives of Girls on the Run KC (GOTR-KC) to begin planning logistics for Luna Fest in March 2022. Historically, Luna Fest has been held here at KCKCC in collaboration with AAUW as a fundraiser for a local charity. Gary Mosby joined our meeting as well to finalize the date and think through the logistics. The date is confirmed for Friday 3/11/22 at 6pm at the Performing Arts Center. We will have ticket purchase registration open by January 15 and begin marketing it to various student organizations as well as to the GOTR-KC donor community. We will have an adult ticket price, a student rate as well as a virtual option. All proceeds would go back to GOTR-KC. We anticipate partnership with AAUW, SOL and Drama Club Student organizations on this event.

DEI Consultation Request: CEIM completed the DEI consultation with the Kansas Bureau of Investigation's Bias Review Advisory Committee team on December 3, from 2:00 - 3:30. Director Kirk Thompson requested assistance with some strategy planning and sharing lessons learned. CEIM staff shared about 45 mins of updates on programming and structure we have developed at KCKCC, then worked with their team to evaluate their charter and help them think through stakeholders and mapping out a plan. A tool was shared that will help serve as a roadmap for their planning and implementation process. The session was well received and the Director followed up to thank KCKCC for leading the conversation. He asked if we might

be willing to review their work once they begin action planning after the holidays. We offered to come back to the team if needed and to help review any written plans or concepts they come up with.

## ART GALLERY - SHAI PERRY-COORDINATOR

### Gallery Shows

Closing Reception Exhibition "Expressions" Attendance 12  
Below artist, Alex Fraser posing with his digital work "Caged"



### Student Engagement

Professor Maria Ogedengbe invited Curator Shai Perry to join the final critic for sculpture 1 class. Afterward, two students were surprised with the purchase of their wire hand sculptures by KCKCC staff Pat Kelly for a Christmas gift.



Campus Art Collection

State Ave. Mural by Vania Soto will be featured in an interview on KCUR by Julie Denesha, publication date January 2022.



Historical Mural - repairs

Currently, the Historical Mural is being reinstalled with new material. For longevity of this masterpiece, it will be hangup and better than before just in time for the spring semester.



Jarrold Carton Collection Donation

The Campus Art Collection has grown by 22 original works of art. Art Committee members lent a helping hand to secure the transportation of the works to campus. (Dr. Curtis Smith,

Dr. Edward Kremer, and Shai Perry) Plans are in place to hang them around the campus within the 2022 to 2023 fiscal year. Blow the donor Mrs. Jeanne Elder Miller sits in front of work by the artist.



#### Athletics:

COVID: Athletics is still requiring masks for all spectators for indoor contests. We have decided not to offer concessions at home events until the recent surge trends downward.

ACADEMICS: The overall GPA for the student-athletes for the fall 2022 semester was a 2.93. There were 98 student-athletes that earned a 3.0 GPA, which was 60% of the total number of athletes. If everything goes well with COVID we plan on having our Academic Success Night on February 9, 2022, after the conclusion of the women's basketball game.

MEN'S BASKETBALL: The team is playing very well right now and has a record of 9-6 going into the conference season. They played a very tough schedule up to this point, which should prepare them for the rest of the season.

WOMEN'S BASKETBALL: Currently 8-5 on the season and is also ranked #16 in the latest poll. They have a bad stretch of injuries, but we are hopeful they can rebound as two other teams in the conference are ranked in the top 5.

DEVELOPMENT: The Athletic Director met the KCK CVB Sports Manager to discuss how KCKCC Athletic Facilities could host championship sporting events to bring in revenue to the county, while also looking reviewing our facility needs.

<b>KCKCC Unduplicated Headcount by Location</b>										
CAMPUS (UNDUP at A Location & DUP Across Locations)	01.13.2020	01.11.2021	01.10.2022	20-21	20-21	21-22	21-22	Spring 2022	20-22	20-22
	Spring 2020	Spring 2021	Spring 2022	Diff - #	Diff - %	Diff - #	Diff - %	%	Diff - #	Diff - %
BL	-	131	13	131	-	-118	-90.08%	0.34%	13	-
DNTWN	14	-	1	-14	-	1	-	0.03%	-13	-92.86%
FRSC	26	20	18	-6	-23.08%	-2	-10.00%	0.47%	-8	-30.77%
HS	898	784	810	-114	-12.69%	26	3.32%	21.28%	-88	-9.80%
LCF	-	-	20	-	-	20	-	0.53%	20	-
MC	1,992	1,058	1,299	-934	-46.89%	241	22.78%	34.13%	-693	-34.79%
OC	263	244	252	-19	-7.22%	8	3.28%	6.62%	-11	-4.18%
OL	1,456	1,656	1,626	200	13.74%	-30	-1.81%	42.72%	170	11.68%
PION	233	175	167	-58	-24.89%	-8	-4.57%	4.39%	-66	-28.33%
TEC	648	574	634	-74	-11.42%	60	10.45%	16.66%	-14	-2.16%
USDB	32	27	56	-5	-15.63%	29	107.41%	1.47%	24	75.00%
VIRT	-	618	313	618	-	-305	-49.35%	8.22%	313	-
<b>Total UNDUP Headcount</b>	<b>4,339</b>	<b>3,709</b>	<b>3,806</b>	<b>-630</b>	<b>-14.52%</b>	<b>97</b>	<b>2.62%</b>		<b>-533</b>	<b>-12.28%</b>

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

Status	Spring 20	Spring 21	Spring 22	20-21 #	20-21 %	21-22 #	21-22 %	Sp 2022 %	20-22 #	20-22 %
First-time	577	415	517	-162	-28.08%	102	24.58%	13.58%	-60	-10.40%
Returning	3,762	3,294	3,289	-468	-12.44%	-5	-0.15%	86.42%	-473	-12.57%
Gender	Spring 20	Spring 21	Spring 22	20-21 #	20-21 %	21-22 #	21-22 %	Sp 2022 %	20-22 #	20-22 %
Unknown	2	1	9	-1	-50.00%	8	800.00%	2.88%	7	350.00%
Female	2,632	2,351	2,296	-281	-10.68%	-55	-2.34%	60.33%	-336	-12.77%
Male	1,705	1,357	1,501	-348	-20.41%	144	10.61%	39.44%	-204	-11.96%
Race / Ethnicity	Spring 20	Spring 21	Spring 22	20-21 #	20-21 %	21-22 #	21-22 %	Sp 2022 %	20-22 #	20-22 %
American Alaska Native	27	19	17	-8	-29.63%	-2	-10.53%	0.45%	-10	-37.04%
Asian	216	161	176	-55	-25.46%	15	9.32%	4.62%	-40	-18.52%
Black or African American	756	642	687	-114	-15.08%	45	7.01%	18.05%	-69	-9.13%
Hawaiian Pacific Islander	11	9	5	-2	-18.18%	-4	-44.44%	0.13%	-6	-54.55%
Hispanic	947	842	854	-105	-11.09%	12	1.43%	22.44%	-93	-9.82%
Multi-racial	198	220	217	22	11.11%	-3	-1.36%	5.70%	19	9.60%
Unknown	189	179	154	-10	-5.29%	-25	-13.97%	4.05%	-35	-18.52%
White	1,805	1,492	1,558	-313	-17.34%	66	4.42%	40.94%	-247	-13.68%
Non Resident	190	145	138	-45	-23.68%	-7	-4.83%	3.63%	-52	-27.37%

<b>KCKCC Credit Hours by Location</b>										
CAMPUS	01.13.2020	01.11.2021	01.10.2022	20-21	20-21	21-22	21-22	Spring 2022	20-22	20-22
	Spring 2020	Spring 2021	Spring 2022	Diff - #	Diff - %	Diff - #	Diff - %	%	Diff - #	Diff - %
BL	-	900	39	900	-	-861	-95.67%	0.11%	39	-
DWNTN	51	-	3	-51	-	3	-	0.01%	-48	-94.12%
FRSC	247	187	177	-60	-24.29%	-10	-5.35%	0.50%	-70	-28.34%
HS	4,890	4,220	4,417	-670	-13.70%	197	4.67%	12.41%	-473	-9.67%
LCF	-	-	200	-	-	200	-	0.56%	200	-
MC	15,499	6,636	9,151	-8,863	-57.18%	2,515	37.90%	25.72%	-6,348	-40.96%
OC	943	748	654	-195	-20.68%	-94	-12.57%	1.84%	-289	-30.65%
OL	8,855	11,169	10,447	2,314	26.13%	-722	-6.46%	29.36%	1,592	17.98%
PION	1,903	1,487	1,338	-416	-21.86%	-149	-10.02%	3.76%	-565	-29.69%
TEC	7,994	6,792	7,797	-1,202	-15.04%	1,005	14.80%	21.91%	-197	-2.46%
USDB	201	153	291	-48	-23.88%	138	90.20%	0.82%	90	44.78%
VIRT	-	2,153	1,069	2,153	-	-1,084	-50.35%	3.00%	1,069	-
<b>Total</b>	<b>40,583</b>	<b>34,445</b>	<b>35,583</b>	<b>-6,138</b>	<b>-15.12%</b>	<b>1,138</b>	<b>3.30%</b>		<b>-5,000</b>	<b>-12.32%</b>



## **Strategic Initiatives and Outreach**

*Dr. Tami Bartunek Vice President*

*Kris Green Executive Director Marketing and Institutional Image*

*Omar Brenes Web Architect*

*Joy Cicero Production Assistant*

*Matt Fowler Web Designer*

*Kim Lutgen Printshop Manager*

*Kelly Rogge Public Information Manager*

*Dana Sambol Executive Assistant*

*Tyler Scott Athletics and Activities Media Specialist*

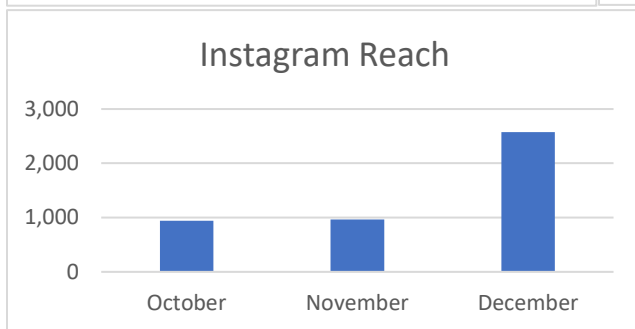
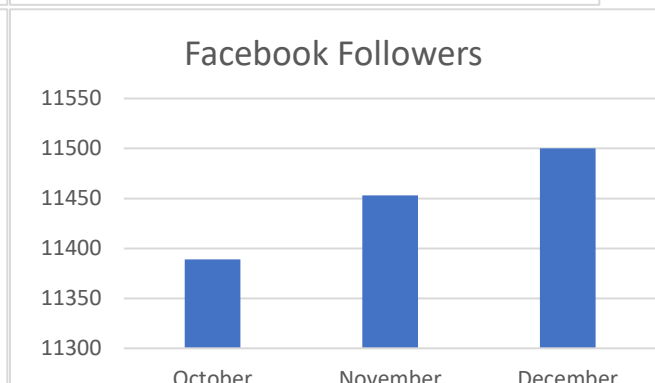
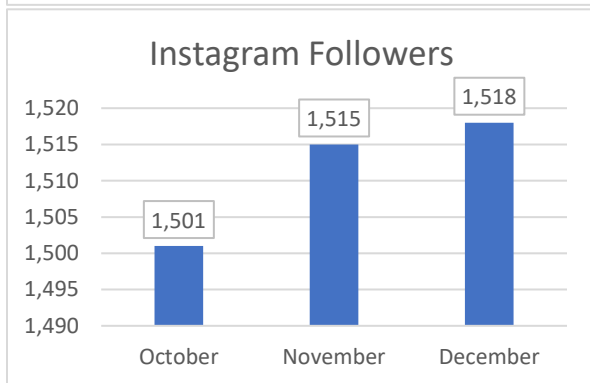
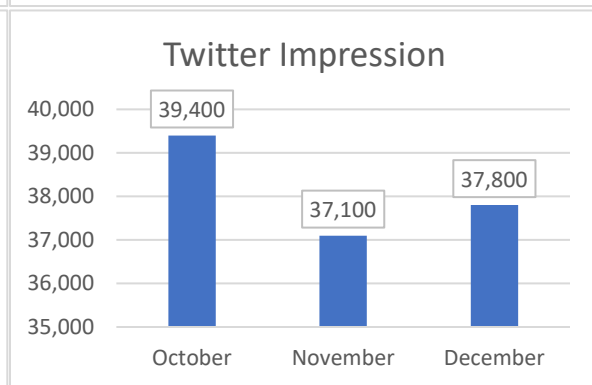
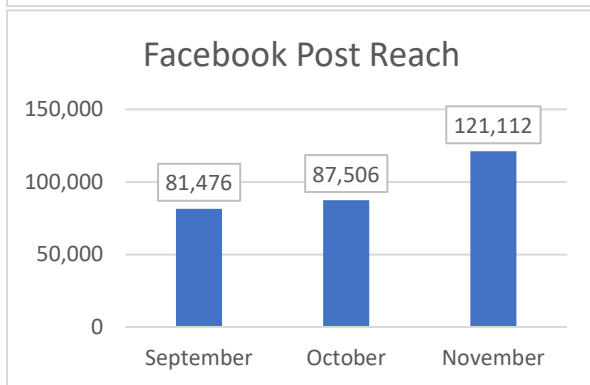
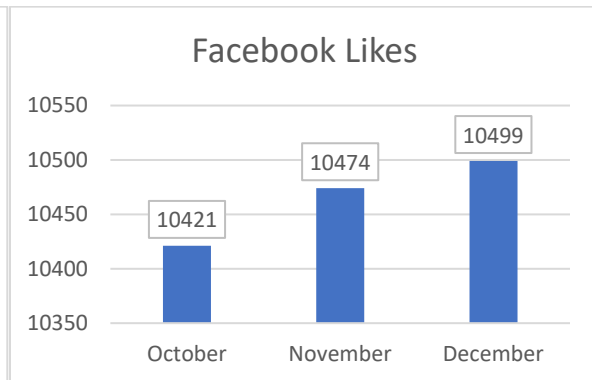
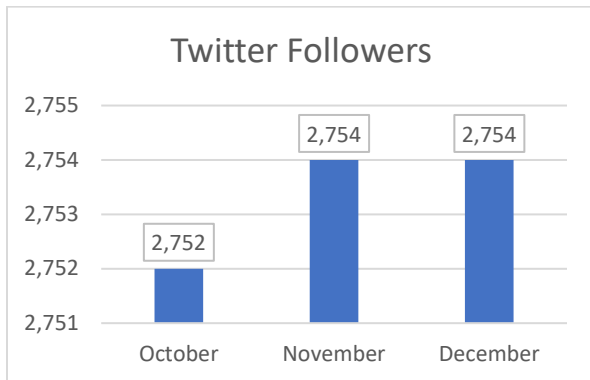
### **Strategic Initiatives and Outreach**

- Recorded the first two videos of the downtown mini-series. The first video focused on “Why KCKCC is working with partners to build the new downtown center”, and the second video focused on “How will the downtown center be funded”.
- Drafted and shared new COVID-19 guidance. Updated website to reflect changes to guidance.
- Working with the Center for Equity, Inclusion and Multicultural Engagement (CEIM) to plan an Indigenous Landmark Celebration in 2022 to mark the 25<sup>th</sup> anniversary of the monument that was erected in November 1997 commemorating the 1843 land sale and purchase between the Wyandot and Delaware tribes.

### **Select Marketing Initiatives**

- Implemented an advertising campaign to promote evening classes at the Wyandotte High School with ads on local Spanish-speaking radio stations and in Dos Mundos.
- Completed the strategic plan progress report through January 2022.
- Updated video advertisements promoting KCKCC on local TV and streaming services.
- Working with Academic Affairs, the Marketing department has created an ‘HLC Golden Nuggets’ email series blast that will share HLC facts with faculty, staff and students. Participants who submit correct answers are eligible for random gift drawings.

## Social Media Stats and Select Posts



Post details

**Kansas City Kansas Community College**  
 ★ Favorites · December 27, 2021 · 🌐

KCKCC is now offering evening classes at Wyandotte High School! 📖 To see a full list of classes being offered and for more information, please visit [kckcc.edu/downtown](http://kckcc.edu/downtown) or contact Nora Brown at 913-601-7660. #EveningClasses #KCKCCProud

¡KCKCC ahora ofrece clases nocturnas en Wyandotte High School! 📖 Para ver una lista completa de las clases que se ofrecen y para obtener más información, visite [kckcc.edu/downtown](http://kckcc.edu/downtown) o comuníquese con Nora Brown al 913-601-7660. #EveningClasses #KCKCCProud

See Translation

available at

## Wyandotte High School!

Math, Business, and GED classes are available!

For more information, visit [kckcc.edu/downtown](http://kckcc.edu/downtown)

disponible en

## Wyandotte High School!

Las clases ofrecidas incluyen matemáticas, negocios y GED

**Performance for your post**

1,406 People Reached

14 Reactions, Comments & Shares

9 Like	9 On Post	0 On Shares
1 Love	1 On Post	0 On Shares
1 Comments	1 On Post	0 On Shares
3 Shares	3 On Post	0 On Shares

71 Post Clicks

20 Photo views	27 Link clicks	24 Other clicks
----------------	----------------	-----------------

**NEGATIVE FEEDBACK**

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

Reported stats may be delayed from what appears on posts.

Post details

**Kansas City Kansas Community College**  
 ★ Favorites · December 9, 2021 · 🌐

KCKCC celebrated the holidays Thursday with the annual President's Open House. Thank you to everyone who made this event successful and helped the KCKCC community ring in the holidays! #KCKCCProud #HappyHolidays

**Performance for your post**

1,422 People Reached

17 Reactions, Comments & Shares

13 Like	13 On Post	0 On Shares
1 Love	1 On Post	0 On Shares
0 Comments	0 On Post	0 On Shares
3 Shares	3 On Post	0 On Shares

109 Post Clicks

64 Photo views	0 Link clicks	45 Other clicks
----------------	---------------	-----------------

**NEGATIVE FEEDBACK**

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

Reported stats may be delayed from what appears on posts.

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

1,422      126

Post details



Kansas City Kansas Community College

★ Favorites · December 14, 2021 · 🌐

All KCKCC locations will be closed for Winter Break starting at 2 p.m. Dec. 17. KCKCC will reopen at 8 a.m. Jan. 3, 2022. We hope all Blue Devils have a safe and happy holiday season. #KCKCCProud #HappyHolidays

# Winter Break

Dec 18, 2021 - Jan 2, 2022

▶ College Closed Starting Dec 17, 2021 @ 2 p.m.

▶ Reopens Jan 3, 2022



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

1,711  
People reached

60  
Engagements

Boost post

### Performance for your post

1,711 People Reached

38 Reactions, Comments & Shares

24 Like 4 On Post 20 On Shares

1 Love 0 On Post 1 On Shares

3 Comments 0 On Post 3 On Shares

10 Shares 10 On Post 0 On Shares

22 Post Clicks

5 Photo views 0 Link clicks 17 Other clicks

#### NEGATIVE FEEDBACK

1 Hide post 0 Hide all posts

0 Report as spam 0 Unlike Page

Reported stats may be delayed from what appears on posts

Post details



Kansas City Kansas Community College

★ Favorites · December 1, 2021 · 🌐

KCKCC celebrated its 97th-annual Candle Lighting Ceremony Wednesday morning. Thank you to all the faculty, staff and students who made this special event possible. #KCKCCProud #Candlelighting #Holidays



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

2,193  
People reached

61  
Engagements

Boost post

### Performance for your post

2,193 People Reached

13 Likes, Comments & Shares

10 Likes 8 On Post 2 On Shares

0 Comments 0 On Post 0 On Shares

3 Shares 2 On Post 1 On Shares

48 Post Clicks

30 Photo views 0 Link clicks 18 Other clicks

#### NEGATIVE FEEDBACK

2 Hide post 0 Hide all posts


0 Report as spam 0 Unlike Page

Reported stats may be delayed from what appears on posts

**Post details**

**Kansas City Kansas Community College**  
 ☆ Favorites · December 9, 2021 · 🌐

Are you ready to continue your education? Enrollment for the Spring 2022 semester is happening NOW! With affordable tuition rates and flexible class schedules, KCKCC is here to help you achieve your career goals. For more information, visit <http://kckcc.edu/getready> or call 913-288-7600. Learn, Lead, Achieve at KCKCC! #KCKCCProud #EnrollNow #BecomeaBlueDevil



**Kansas City Kansas Community College**  
 Kansas City Kansas Community College focuses on inspir...

**21,006** People reached      **538** Engagements      **Boost again**

Boosted on Dec 9, 2021  
 By Kelly Evenson Rogge      Completed

People Reached	<b>20.7K</b>	Link clicks	<b>192</b>
----------------	--------------	-------------	------------

[View results](#)

---

**Performance for your post**

**21,006** People Reached

**26** Reactions, Comments & Shares

<b>23</b> Like	<b>23</b> On Post	<b>0</b> On Shares
<b>3</b> Love	<b>3</b> On Post	<b>0</b> On Shares
<b>0</b> Comments	<b>0</b> On Post	<b>0</b> On Shares
<b>0</b> Shares	<b>0</b> On Post	<b>0</b> On Shares

**512** Post Clicks

<b>0</b> Photo views	<b>193</b> Link clicks	<b>319</b> Other clicks
----------------------	------------------------	-------------------------

**NEGATIVE FEEDBACK**

<b>1</b> Hide post	<b>0</b> Hide all posts
<b>0</b> Report as spam	<b>0</b> Unlike Page

Reported stats may be delayed from what appears on posts

**Evening Classes now available at Wyandotte High School!**

Math, Business, and GED classes are available!



For more information, visit [KCKCC.EDU/DOWNTOWN](http://KCKCC.EDU/DOWNTOWN)

**kansascitykcc**

kansascitykcc KCKCC is now offering evening classes at Wyandotte High School! 📖 To see a full list of classes being offered and for more information, please visit [kckcc.edu/downtown](http://kckcc.edu/downtown) or contact Nora Brown at 913-601-7660. #EveningClasses #KCKCCProud #kckcc #bluedevils #enrollnow #ged #classes #learning #endlessopportunities #youbelonghere

¡KCKCC ahora ofrece clases nocturnas en Wyandotte High School! 📖 Para ver una lista completa de las clases que se ofrecen y para obtener más información, visite [kckcc.edu/downtown](http://kckcc.edu/downtown) o comuníquese con Nora Brown al 913-601-7660. #EveningClasses #KCKCCProud

5w

[View Insights](#)

👍 Liked by swopehealth and 15 others

DECEMBER 8, 2021



kansascitykccc

kansascitykccc KCKCC celebrated its 97th-annual Candle Lighting Ceremony Wednesday morning. Thank you to all the faculty, staff and students who made this special event possible. #KCKCCProud #Candlelighting #Holidays #singing #kckccjazz #theater #bluedevils #kckcc #holidayseason #tradition #proud #studentlife #community #seasonsgreetings #happyholidays #students

6w

officialLrdx05 Promote it on @theuniversalmusic

6w Reply

View Insights

Liked by kckccchoir and 19 others

DECEMBER 2, 2021

Tweet activity

**KCKCC** @KansasCityKSCC  
 Happy Holidays Blue Devils! We wish you and your family a joyous and festive holiday season! #KCKCCProud #HappyHolidays  
[pic.twitter.com/MXoKXUC0Yy](https://pic.twitter.com/MXoKXUC0Yy)

Impressions	784
Total engagements	23
Detail expands	16
Likes	4
Profile clicks	2
Retweets	1

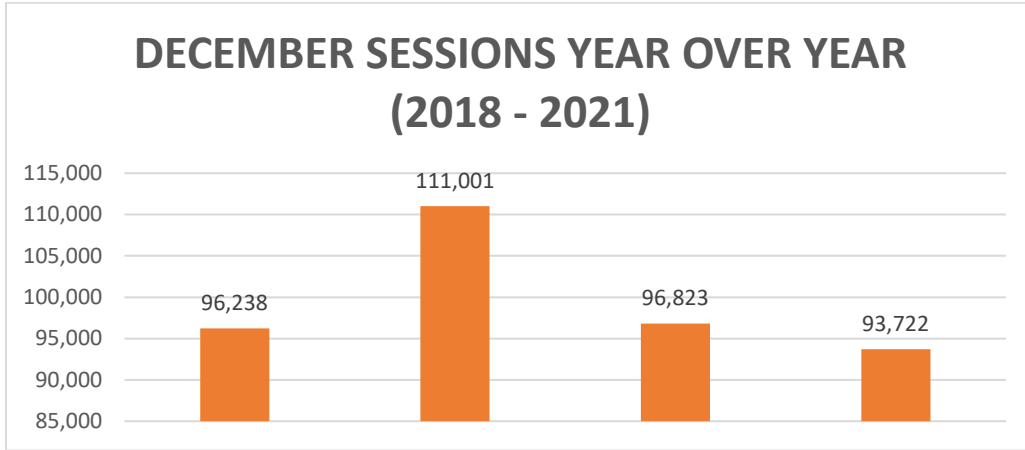
Tweet activity

**KCKCC** @KansasCityKSCC  
 The Pioneer Career Center had a wonderful Cookies with Santa event Dec. 10! The Leavenworth community enjoyed writing letters to Santa Claus & to the military, decorating cookies, getting a picture for the Ugly Sweater Contest, crafts, wrapping a gift & much more! #KCKCCProud  
[pic.twitter.com/kjYRapyUy](https://pic.twitter.com/kjYRapyUy)

Impressions	1,057
Total engagements	9
Media engagements	4
Likes	2
Retweets	1
Hashtag clicks	1
Detail expands	1

General Website Traffic

- Year over year, website pageviews and unique visitors have stayed just about the same as in December 2020. Further review is needed as to why 2019 was such an outlier when it comes to sessions.



Webpage	Pageviews
Degree / Certificate Webpage	9,208
Get Ready Page	6,617
Class Schedule	4,215
Steps to Enrollment	3,478
2021-2022 Academic Calendar	3,036



BOARD OF TRUSTEES REPORT  
FINANCE & FACILITY SERVICES  
MICHAEL BEACH, CHIEF FINANCE OFFICER  
JANUARY 2022 REPORT

FINANCE - MICHAEL BEACH, CFO

- The FY2023 budgeting process is officially underway. Budget worksheets, instructions, and rubric were provided to all departments and budget managers. The FY2023 Budget Calendar was updated and discussed with the Board Finance Committee on January 11<sup>th</sup>. Budget workshops/trainings were held during the week of January 10<sup>th</sup>. Departments and budget managers will be working on budget requests over the next several weeks.
- Mid-year budget review has started in connection with the FY2023 budget process.
- As previously noted, our vendor for the Blue Devil Deli resigned in December. Alternative fresh food and other options will be offered through the bookstore. Microwaves will be installed to offer a source to heat and cook food. Students and employees will be able to take meals and snacks into the deli area to eat or to their offices, breakrooms, or workstations to eat. This option provided the best supervision of microwaves including cleaning. It also allows for bookstore employees to assist with cashiering without displacing a worker over in the Deli. This approach will be monitored for efficiency and if necessary, adjustments will be made to better serve students, employees, and visitors.
- Accounting is preparing and reconciling all the calendar year-end tax documents for the college and employees.
- Student Housing continues to make great progress. The project continues on schedule. Drywall on first floor is nearly complete. Drywall on second floor will be complete in the next couple weeks, and the third floor will begin. Site work continues as weather allows. For the most part the college has been very fortunate with the weather.

BOOKSTORE - MIKE GOWING, DIRECTOR

- We had a very successful buyback period.
  - We purchased 244 books back from students for resale at \$11,152.00.
  - We purchased 365 books back from students for wholesale at \$3,888.00.
- Sales for December were low, due to the way that we return student athlete rentals.
  - Sales revenue was \$17,692.91

Returns were \$31,609.06

- We have installed one of our microwaves (waiting on facilities to run new power lines to get both in) and brought in many different food options for our students and staff.
- Credits - We have \$8,651.96 in credits waiting to use.

#### CENTRAL SCHEDULING - EVERETT FLETCHER, SUPERVISOR

- 201 Campus related activities held (i.e., meetings, workshops, events, exams).
- 2 Co-sponsored/Community events held at NO charge.
- 4 Outside Business/Community events held FOR charge.
- \$562.50 received in rental payments.
- 12 requests/invoices prepared for upcoming events to be held on the campus of KCKCC.

#### FACILITY SERVICES - CHRIS GARDNER, DIRECTOR

##### ACCOMPLISHMENTS: partial list

- **Installed new brooms on Kubota's.**
- Installed the last shade structure at Soccer field.
- Completed First Aid, CPR, AED, and BBP training for the department.
- Repaired TEC 3 gate damaged by break in.
- Cleaned up storm debris around all locations.
- Installed stage for nurses pinning.
- Handled snow removal for 12/31 storm.
- Repaired and filled numerous potholes at all locations.
- Completed high level estimate to place high voltage/linesman program in the wash barn.
- Completed replacement of all dispensers for paper towels, sanitizer, soap, etc. and completed implementation of vendor serviced janitorial supplies program.
- Completed plan to tag all locations with a QR code that will bring up cleaning SOP's for all locations. Installation taking place in January.
- Due to water outage at TEC 1, blew out the entire sprinkler system in the building. Verified how the water lines are run and set up and completed marking them so we can address any water outages in the future without creating sprinkler system issues.
- Completed revision of Facility Services org chart.
- Started plans for Student Services remodel.
- Completed carpet installation for Social Services hallway and offices.
- Completed Media Services waterproofing.
- Completed removal and repair of Historical Mural in preparation for new mural installation.
- Completed installation and set-up of furniture in 3405 science room.
- Completed Installation of both adjacent sheds for Child Care Center.
- Lighting was removed and upgraded in room 1910.
- Workstations and conveyor belts were assembled and completed for TEC1 program.
- **Lockers were removed for new locker installation in men's basketball locker room.**
- Roofs campuswide were inspected after strong windstorm; no damage noted.
- Windows were boarded up again at downtown buildings owned by the college.
- New supply duct was installed in room 3319 at main campus.
- AHU being replaced at upper and lower Nursing hallway.

- Blower motor replaced at TEC2 breakroom.
- Cooling towers were winterized.
- Light pole by main road was replaced.
- Conduit and wire ran for UV lights at Learning Commons machine room.
- HVAC and exhaust were installed in room 3403.
- AED and bloodborne pathogens training completed by maintenance staff.
- Removed carpet and demolished walls in media Studio for waterproofing company.
- New shelves were installed in game room per director request.
- Set-up for all indoor as well as outdoor events.

#### GOALS FOR NEXT MONTH:

- Complete PPE policy.
- Complete scope of responsibilities & staffing plan for in-house landscaping needs.
- Pour pads for BPU switch gear replacement project.
- Put together scope and a high-level schedule for asset tagging.
- Order shades for upper & lower Jewell.
- Roof maintenance at main campus and TEC buildings.
- Complete high level FS building expansion drawings and submit to city for review.
- Complete clean up and organization of storage space in the Facility Services building.
- Complete update of Facility Services SWOT.
- Continue repairs on streets, lots, and potholes.
- Create ADA access concrete work from bus stop leading to main sidewalk.
- Complete road leading to PAC dock.
- Make repairs to parking lot around the drains at TEC 1.
- Remove dead trees and debris from around the pond area.
- Continue repair of exterior banners damaged by windstorms.
- Wall repair, window framing, and sheet rock installation 3403.
- Ceiling grid installation in 3403.
- New data lines installed for PAC.
- Continue updating building measurements in CAD.
- Get building signage updated campuswide.
- Replace TEC1 AHU.
- Upgrade Media Services lights.
- Roll out new janitorial SOP program.

#### CAMPUS POLICE - ROBERT PUTZKE, CHIEF

##### Summary:

- Provided coverage and parking control for the Nurse's Pinning ceremony December 15.
- New Hire D'Angelo Bushnell graduated from the Kansas Law Enforcement Training Center in Hutchinson, KS December 10.
- Officer Dan Winterringer retired from the police department effective December 31, 2021.
- Assisted Cintas with sprinkler testing December 3.

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

December - YTD FY2022		
	Results	Comments
Total Assets	\$ 112,060,509	Net decrease of \$4.0M for the month; See H1 below
Total Liabilities	\$ 45,730,090	Net decrease of \$477K for the month; See H1 below
Net Position	\$ 66,330,419	Net decrease of \$3.52M; See H4 below

Summary: Revenue and Expenses	Results	Comments
Total Revenues	\$ 31,110,385	\$1.22M in revenues for the month; See H2
Operating Expenses	\$ 35,756,718	\$4.62M in expenses for the month; See H3
Increase /(Decrease) in Net Positions	\$ (4,646,333)	YTD decrease in Net Position is expected for December See H4 below
Current Month - Burn Rate	\$ 4,619,116	Monthly burn rate is \$759K less than November. CY Budgeted monthly burn rate = \$7.14M
PRIOR YEAR MONTH - Burn Rate	\$ 5,188,043	

Highlights / Key Financial Initiatives	
H1	The net decrease in total assets is largely due to net cash received from operating revenues, less cash used to pay operating expenses and liabilities. Total liabilities decreased during the month due to normal timing differences of accrued expenses and other accounts payable in the amount of \$477K. The College's total YTD operating cash position is approximately \$12.3M better than last year's YTD cash position. The college transferred \$2.3M for two months of student housing construction draws from the construction account during December.
H2	Revenue received during the month of \$1.22M is largely due to tuition and fees received for Spring Semester in the amount of approximately \$1.16M.
H3	Operating Expenses during December were \$4.62M. This monthly burn is consistent with expectations but is also approximately \$759K less than total monthly expenses during December 2020. Monthly expenses are well below the average monthly burn rate and 8.27% below the YTD budget to actual expenditure rate.
H4	The College's overall net position decreased \$3.52M during December. This decrease is the result of operating expenses exceeding revenues for the month. This decrease is expected for December because revenues are not sufficient to cover operating expenses. The college will receive its largest property tax payment for the year in the 3rd week of January.

Risks / Issues	
R1	The top risk continues to be the status of our enrollments due to COVID-19. Enrollment for Spring 2022 started November 1st. While enrollments are up compared to last year, they still trail Spring 2020. The College has received "one-time" HEERF revenues to cover increased costs due to COVID.
R2	Recent direction from the Department of Education indicates that all Federal HEERF Funds expire in May 2022 (this is one year after the College received its HEERF III award through ARPA). However, there is the ability to file for a one-year extension, making the effective expiration date May 2023. The college has requested the extension form for consideration. The recommendation from the Department of Education is to submit the extension 90 days prior to expiration date of the current grant.

**KANSAS CITY KANSAS COMMUNITY COLLEGE**  
**Interim Summary Financial Statements - December 2021**  
**Year to Date Fiscal Year 2022, with comparison to Fiscal Year Ended June 30, 2021**

**Summary Statement of Net Position**

	<b>YTD FY2022</b>	<b>Audited Year-End FY2021</b>
Assets		
Current Assets	\$ 45,540,421	\$ 67,239,992
Noncurrent Assets	<u>66,520,088</u>	<u>57,715,075</u>
Total Assets	<u>\$ 112,060,509</u>	<u>\$ 124,955,067</u>
Liabilities		
Current Liabilities	\$ 8,096,906	\$ 12,533,388
Noncurrent Liabilities	<u>37,633,184</u>	<u>37,633,184</u>
Total Liabilities	45,730,090	50,166,572
Net Position	<u>66,330,419</u>	<u>74,788,495</u>
Total Liabilities and Net Position	<u>\$ 112,060,509</u>	<u>\$ 124,955,067</u>

**Summary Statement of Revenue Expenses and Changes in Net Position**

	<b>YTD FY2022 Actual</b>	<b>Annual Budget</b>	<b>Annual Variance</b>	<b>YTD FY2021 Actual</b>	<b>Percent Used Actual to Budget</b>
Operating Revenues	\$ 19,707,661	\$ 34,420,330	\$ (14,712,669)	\$ 17,196,328	57.26%
Non-Operating Revenues, Net	<u>11,402,724</u>	<u>57,762,262</u>	<u>(46,359,538)</u>	<u>8,779,886</u>	<u>19.74%</u>
Total Revenues	31,110,385	92,182,592	(61,072,207)	25,976,214	33.75%
Operating Expenses	<u>35,756,718</u>	<u>85,687,565</u>	<u>49,930,847</u>	<u>33,507,616</u>	<u>41.73%</u>
Increase/(Decrease) in Net Positions	<u>\$ (4,646,333)</u>	<u>\$ 6,495,027</u>	<u>\$ (11,141,360)</u>	<u>\$ (7,531,402)</u>	

KANSAS CITY KANSAS COMMUNITY COLLEGE							
STATEMENT OF REVENUES AND EXPENSES							
YTD DECEMBER 2021							
		BUDGET	YTD	FORECAST	ACTUAL	VARIANCE	PERCENT
		FISCAL YEAR	ACTUAL	FISCAL YEAR	YTD	ACTUAL	PERCENT
		FY 2022	12/31/2021	2022	12/31/2020	TO BUDGET	USED ACTUAL
							TO BUDGET
Operating Revenues:							
	Student Tuition and Fees	\$ 10,913,730	\$ 8,114,930	\$ 10,913,730	\$ 7,933,832	\$ (2,798,800)	74.36%
	Federal Grants and Contracts	19,875,000	9,643,161	19,875,000	7,705,778	(10,231,839)	48.52%
	State Contracts	568,000	579,773	568,000	279,416	11,773	102.07%
	Private Gifts, Grants & Contracts	263,000	148,100	263,000	140,000	(114,900)	56.31%
	Auxiliary Enterprise Revenue	2,525,000	1,022,815	2,525,000	1,083,111	(1,502,185)	40.51%
	Other Operating Revenue	275,600	198,882	275,600	54,191	(76,718)	72.16%
	<b>Total Operating Revenues</b>	<b>34,420,330</b>	<b>19,707,661</b>	<b>34,420,330</b>	<b>17,196,328</b>	<b>(14,712,669)</b>	<b>57.26%</b>
Nonoperating Revenues (Expenses)							
	County Property Taxes	44,900,250	3,536,831	44,900,250	4,014,214	(41,363,419)	7.88%
	State Aid	10,359,582	5,179,792	10,359,582	5,188,683	(5,179,790)	50.00%
	SB155 AID	3,004,750	2,976,540	3,004,750	-	(28,210)	99.06%
	Investment Income	100,000	10,716	100,000	16,902	(89,284)	10.72%
	Interest Expense on Capital Asset Debt	(602,320)	(301,155)	(602,320)	(439,913)	301,165	50.00%
	Transfer from Capital Reserves	-	-	-	-	-	0.00%
	<b>Total Nonoperating Revenues</b>	<b>57,762,262</b>	<b>11,402,724</b>	<b>57,762,262</b>	<b>8,779,886</b>	<b>(46,359,538)</b>	<b>19.74%</b>
	<b>Total Revenues</b>	<b>92,182,592</b>	<b>31,110,385</b>	<b>92,182,592</b>	<b>25,976,214</b>	<b>(61,072,207)</b>	<b>33.75%</b>
Operating Expenses:							
	Salaries & Benefits	44,166,500	20,102,921	44,166,500	19,896,146	(24,063,579)	45.52%
	Contractual Services	1,646,482	848,067	1,646,482	803,776	(798,415)	51.51%
	Supplies & Other Operating Expenses	14,617,063	6,090,435	14,617,063	5,508,637	(8,526,628)	41.67%
	Utilities	1,972,500	790,753	1,972,500	754,807	(1,181,747)	40.09%
	Repairs & Maintenance to Plant	5,290,020	973,797	5,290,020	1,484,761	(4,316,223)	18.41%
	Scholarships & Financial Aid	13,775,000	6,930,701	13,775,000	4,955,655	(6,844,299)	50.31%
	Strategic Opportunities	1,250,000	-	1,250,000	-	(1,250,000)	0.00%
	Contingency	250,000	20,044	250,000	103,834	(229,956)	8.02%
	Debt Service	2,720,000	-	2,720,000	-	(2,720,000)	0.00%
	<b>Total Operating Expenses</b>	<b>85,687,565</b>	<b>35,756,718</b>	<b>85,687,565</b>	<b>33,507,616</b>	<b>(49,930,847)</b>	<b>41.73%</b>
	<b>Increase in Net Position</b>	<b>\$ 6,495,027</b>	<b>\$ (4,646,333)</b>	<b>\$ 6,495,027</b>	<b>\$ (7,531,402)</b>	<b>\$ (11,141,360)</b>	
* We have utilized \$150,685 of the strategic initiative funding to date. The expenses were expended out of various Supplies & Expense accounts.							

**KANSAS CITY KANSAS COMMUNITY COLLEGE**  
**Summary Statement of Revenue Expenses and Changes in Net Position**  
**YTD DECEMBER 2021**

	<b>FY2022 Actual</b>	<b>Amended Budget</b>	<b>FY2021 Actual</b>	<b>Annual Budget</b>	<b>FY2020 Actual</b>	<b>Annual Budget</b>	<b>FY2019 Actual</b>	<b>Annual Budget</b>
Operating Revenues	\$ 19,707,661	\$ 34,420,330	\$ 17,196,328	\$ 26,816,600	\$ 16,176,342	\$ 27,315,064	\$ 16,851,679	\$ 29,246,544
Non-Operating Revenues, Net	11,402,724	57,762,262	8,779,886	57,320,243	8,160,225	57,959,925	8,682,993	53,604,198
Total Revenues	31,110,385	92,182,592	25,976,214	84,136,843	24,336,567	85,274,989	25,534,672	82,850,742
Operating Expenses	35,756,718	85,687,565	33,507,616	79,144,659	34,997,575	80,812,679	35,249,317	79,979,223
Increase/(Decrease) in Net Positions	\$ (4,646,333)	\$ 6,495,027	\$ (7,531,402)	\$ 4,992,184	\$ (10,661,008)	\$ 4,462,310	\$ (9,714,645)	\$ 2,871,519

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

<b>FINANCIAL INSTITUTION</b>	<b>FUND NO.</b>	<b>FUND</b>	<b>CHECKING</b>	<b>INVESTMENTS</b>	<b>YTD 31-Dec-21</b>	<b>PRIOR YEAR 31-Dec-20</b>
BROTHERHOOD BANK	25	FEDERAL PROGRAMS	\$ 507,018		\$ 507,018	\$ 520,025
BROTHERHOOD BANK	61	CAPITAL OUTLAY	\$ 2,753,623		\$ 2,753,623	\$ 1,686,371
BROTHERHOOD BANK	61	CAPITAL OUTLAY		\$ 3,180,637	\$ 3,180,637	\$ 3,174,284
BROTHERHOOD BANK	74	BOARD SCHOLARSHIP	\$ 281,035		\$ 281,035	\$ 278,666
LIBERTY BANK			\$ 508,271		\$ 508,271	\$ 505,849
COUNTRY CLUB BANK**	13/14	ABE-CONT. EDUCATION	\$ 385,693		\$ 385,693	\$ 229,800
COUNTRY CLUB BANK**	72	INCIDENTAL (AGENCY)	\$ 677,901		\$ 677,901	\$ 536,282
SECURITY BANK***	11	GENERAL FUND	\$ 21,592,108		\$ 21,592,108	\$ 9,303,235
SECURITY BANK	15	TECHNICAL ED FUND	\$ 820,911		\$ 820,911	\$ 821,391
SECURITY BANK	16	STUDENT UNION	\$ 1,138,350		\$ 1,138,350	\$ 975,199
		(AUXILIARY SERVICES)				
SECURITY BANK	63	STUDENT HOUSING	\$ 17,332,162		\$ 13,541,661	\$ -
		(CONSTRUCTION FUND)				
<b>UMB BANK *</b>	<b>17</b>	<b>PAYROLL</b>	\$ -		\$ -	\$ -
<b>TOTAL</b>			<b>\$ 45,997,072</b>	<b>\$ 3,180,637</b>	<b>\$ 45,387,208</b>	<b>\$ 18,031,100</b>
	<b>Current</b>	<b>Previous Month</b>	<b>Previous Year</b>			
<b>91-day Treasury Rate</b>	<b>0.050</b>	<b>0.050</b>	<b>0.090</b>			
* Payroll clearing account normally carries a \$-0- balance unless tax payment deadline falls after the close of the current month.						
** No interest paid, no fees charged.						
***No Fees assessed by Security Bank and Brotherhood Bank.						

Kansas City Kansas Community College										
Cashflow Analysis (General & TEC Funds)										
July 1, 2021 to June 30, 2022										
July 1, 2020 to June 30, 2021										
Month	FY2022	FY2021	FY2022	FY2021	FY2022	FY 2021	FY2022	FY2021	FY2022	FY2021
	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									33,389,214	20,787,707
July	2,723,922	3,429,836	(6,357,332)	(5,377,634)	(3,633,410)	(1,947,798)			29,755,804	18,839,909
August	10,086,186	7,193,429	(10,957,213)	(6,050,200)	(871,027)	1,143,229	(1,712)	(21,297)	28,883,065	19,961,841
September	9,451,036	9,565,036	(11,990,740)	(8,587,336)	(2,539,704)	977,700	1,580		26,344,941	20,939,541
October	10,893,451	3,690,944	(4,301,288)	(5,631,319)	6,592,163	(1,940,375)			32,937,104	18,999,166
November	2,223,477	2,867,892	(8,911,138)	(7,238,935)	(6,687,661)	(4,371,043)			26,249,443	14,628,123
December	3,934,558	1,098,189	(7,770,982)	(5,601,686)	(3,836,424)	(4,503,497)			22,413,019	10,124,626
January	29,633,372	29,633,372	(7,094,270)	(7,094,270)	22,539,102	22,539,102			44,952,121	32,663,728
February	5,455,993	5,455,993	(6,433,678)	(6,433,678)	(977,685)	(977,685)			43,974,436	31,686,043
March	4,568,105	4,568,105	(9,345,892)	(9,345,892)	(4,777,787)	(4,777,787)			39,196,649	26,908,256
April	5,013,271	5,013,271	(8,372,819)	(8,372,819)	(3,359,548)	(3,359,548)			35,837,101	23,548,708
May	1,080,147	1,080,147	(6,094,356)	(6,094,356)	(5,014,209)	(5,014,209)			30,822,892	18,534,499
June	23,392,021	25,572,380	(10,717,664)	(10,717,664)	12,674,357	14,854,716			43,497,248	33,389,214
<b>Totals</b>	<b>108,455,539</b>	<b>99,168,594</b>	<b>(98,347,373)</b>	<b>(86,545,790)</b>	<b>10,108,166</b>		<b>(132)</b>	<b>(21,297)</b>		
<b>Bold = Actual</b>										
	<b>39,312,630</b>		<b>(50,288,693)</b>							
GL Balance	General Fund	\$ 21,592,108								
	TEC Fund	\$ 820,911								
		<b>\$ 22,413,019</b>								

**KANSAS CITY KANSAS COMMUNITY COLLEGE**  
**Debt Position**  
**YTD DECEMBER 2021**

<b>Debt Issuance</b>	<b>Original Issue Date</b>	<b>Original Maturity Date</b>	<b>Original Principal Issued</b>	<b>Refinance Principal Issued</b>	<b>New Maturity Date</b>	<b>Balance 6/30/2021</b>	<b>Payments FY22 Due Date</b>	<b>Amount</b>	<b>Less Interest</b>	<b>Balance 6/30/2022</b>
<b>COP-Capital Lease Oblig</b>	7/1/2013	6/1/2027	\$5,750,401	\$1,585,000	4/1/2023	\$815,000	6/1/2022	\$425,988	\$25,988	\$415,000
	3/1/2014	5/1/2029	\$8,045,000	\$4,025,000	4/1/2026	\$3,040,000	5/1/2022	\$633,140	\$93,140	\$2,500,000
	3/1/2020			\$11,095,000	4/1/2029	\$9,480,000	4/1/2022	\$2,129,200	\$379,200	\$7,730,000
	3/1/2020			\$4,270,000	4/1/2029	\$4,260,000	4/1/2022	\$133,990	\$103,990	\$4,230,000
<b>Revenue Bond Oblig</b>	1/27/2021		\$19,840,000	NA	NA	\$19,840,000	9/1/2021	\$763,847	\$763,847	\$19,840,000
			<u>\$33,635,401</u>	<u>\$20,975,000</u>		<u>\$37,435,000</u>		<u>\$4,086,165</u>	<u>\$1,366,165</u>	<u>\$34,715,000</u>

**Predictive Model of Significant Annual Cash Flows - FY2022**

Inflows		Outflows		
	Description	Amount	Description	Amount
<b>July</b>				
<b>August</b>	State Aid - Disbursement 1	\$ 5,179,791	Insurance	(\$450,000)
	Covid Student Relief Funds	\$ 800,000	<i>(Down Payment)</i>	
	Covid Institutional Funds	\$ 2,299,660	Financial Aid Refunds	(\$800,000)
<b>September</b>	Tax Distribution	\$ 2,845,034	Financial Aid Refunds	(\$3,050,000)
	<i>Current Tax</i>	\$ 982,000	COP - Interest on Debt	(\$241,595)
	<i>Heavy Truck</i>	\$ 992	<i>(Certificates of Participation)</i>	
	<i>Motor Vehicle</i>	\$ 1,550,000		
	<i>Commercial Motor Vehicle</i>	\$ 11,500		
	<i>Motor Vehicle Excise</i>	\$ 10,792		
	<i>RV</i>	\$ 7,000		
	<i>Delinquent</i>	\$ 282,750		
	Financial Aid Draw	\$ 3,200,000		
	Covid Student Relief Funds	\$ 1,750,000		
<b>October</b>	Tax Distribution	\$ 808,695	COP - Interest on Debt	(\$46,570)
	<i>Current Tax</i>	\$ 2,750		
	<i>Motor Vehicle</i>	\$ 582,600		
	<i>Commercial Motor Vehicle</i>	\$ 2,500		
	<i>RV</i>	\$ 1,489		
	<i>Delinquent</i>	\$ 219,356		
	SB 155 Funding - Disb	\$ 3,200,000		
<b>November</b>			COP - Interest on Debt	(\$12,994)
			Insurance Payment	(\$300,000)
<b>December</b>				
<b>January</b>	Tax Distribution	\$ 22,536,268		
	<i>Current Tax</i>	\$ 20,823,779		
	<i>Heavy Truck</i>	\$ 6,700		
	<i>Motor Vehicle</i>	\$ 830,000		
	<i>Commercial Motor Vehicle</i>	\$ 18,153		
	<i>Motor Vehicle Excise</i>	\$ 11,332		
	<i>RV</i>	\$ 3,518		
	<i>Industrial Revenue Bonds</i>	\$ 477,786		
	<i>Delinquent</i>	\$ 365,000		
	State Aid - Disbursement 2	\$ 5,179,791		
<b>February</b>	Financial Aid Draw	\$ 3,000,000	Financial Aid Refunds	(\$2,550,000)
	Covid Student Relief Funds	\$ 1,250,000		
<b>March</b>	Tax Distribution	\$ 1,679,021	COP - P & I	(\$2,021,595)
	<i>Current Tax</i>	\$ 986,300	<i>(Principal and Interest)</i>	
	<i>Heavy Truck</i>	\$ 3,260		
	<i>Motor Vehicle</i>	\$ 373,500		
	<i>Commercial Motor Vehicle</i>	\$ 119,600		
	<i>RV</i>	\$ 1,061		
	<i>Delinquent</i>	\$ 195,300		
<b>April</b>			COP - P & I	(\$586,570)
<b>May</b>			COP - P & I	(\$412,994)
<b>June</b>	Tax Distribution	\$ 17,031,232		
	<i>Current Tax</i>	\$ 15,600,000		
	<i>Heavy Truck</i>	\$ 2,230		
	<i>Motor Vehicle</i>	\$ 980,000		
	<i>Commercial Motor Vehicle</i>	\$ 27,500		
	<i>RV</i>	\$ 6,200		
	<i>Industrial Revenue Bonds</i>	\$ 192,302		
	<i>Delinquent</i>	\$ 223,000		

**ELECTRICAL USAGE**

<b>DATE</b>	<b>KWH</b>	<b>DOLLARS</b>	<b>CENTS</b>	<b>DATE</b>	<b>KWH</b>	<b>DOLLARS</b>	<b>CENTS</b>
			<b>PER KWH</b>				<b>PER KWH</b>
<b>year 2014</b>	9,693,245	\$1,038,839	11.14	<b>year 2015</b>	7,217,301	\$832,768	11.79
1/28/2016	686,808	\$71,914	10.47	1/30/2017	669,778	\$67,660	10.10
2/26/2016	612,126	\$66,398	10.84	2/27/2017	520,873	\$59,658	11.45
3/30/2016	589,650	\$64,725	10.97	3/30/2017	571,377	\$66,275	11.59
4/29/2016	510,454	\$58,720	11.50	4/27/2017	488,937	\$62,282	12.73
5/27/2016	490,058	\$64,489	13.15	5/30/2017	519,433	\$63,673	12.25
6/30/2016	499,129	\$61,192	12.25	6/29/2017	493,221	\$63,308	12.83
7/28/2016	471,206	\$61,206	12.98	7/28/2017	517,966	\$69,963	13.50
8/30/2016	555,317	\$63,996	11.52	8/30/2017	509,347	\$65,091	12.77
9/29/2016	488,177	\$54,543	11.17	9/28/2017	471,352	\$68,199	14.45
10/28/2016	463,380	\$52,462	11.32	10/30/2017	510,088	\$66,797	13.09
11/29/2016	521,442	\$55,189	10.58	11/29/2017	440,328	\$72,722	16.51
12/29/2016	<u>614,663</u>	<u>\$58,846</u>	9.57	12/28/2017	<u>543,884</u>	<u>\$75,020</u>	13.79
<b>year 2016</b>	<b>6,502,410</b>	<b>\$733,680</b>	<b>11.36</b>	<b>year 2017</b>	<b>6,256,584</b>	<b>\$800,648</b>	<b>12.79</b>
1/30/2018	693,552	\$89,219	12.86	1/30/2019	609,645	\$83,726	13.73
2/28/2018	607,766	\$81,656	13.43	2/27/2019	625,832	\$80,202	12.81
3/28/2018	523,914	\$76,238	14.55	3/28/2019	554,141	\$78,123	14.09
4/27/2018	543,350	\$80,058	14.73	4/29/2019	510,325	\$73,381	14.37
5/30/2018	489,912	\$69,589	14.20	5/30/2019	441,276	\$66,651	15.10
6/28/2018	465,616	\$66,247	14.22	6/27/2019	436,477	\$63,796	14.61
7/30/2018	508,674	\$65,879	12.95	7/31/2019	537,680	\$64,553	12.00
8/30/2018	519,245	\$66,724	12.85	8/29/2019	494,320	\$67,133	13.58
9/28/2018	441,010	\$67,393	15.28	9/27/2019	485,749	\$63,507	13.07
10/30/2018	523,678	\$74,199	14.16	10/30/2019	528,274	\$73,213	13.85
11/29/2018	553,893	\$79,005	14.26	11/26/2019	440,981	\$65,663	14.89
12/28/2018	<u>566,892</u>	<u>\$80,894</u>	14.27	12/30/2019	<u>524,192</u>	<u>\$72,943</u>	13.91
<b>year 2018</b>	<b>6,437,502</b>	<b>\$897,101</b>	<b>13.98</b>	<b>year 2019</b>	<b>6,188,892</b>	<b>\$852,891</b>	<b>13.83</b>
1/30/2020	501,163	\$72,729	14.51	1/28/2021	581,940	\$75,663	13.00
2/28/2020	507,458	\$71,243	14.03	2/25/2021	664,720	\$76,586	11.52
3/30/2020	488,515	\$73,813	15.10	3/30/2021	568,580	\$73,401	12.90
4/30/2020	279,539	\$47,494	16.90	4/29/2021	516,220	\$64,693	12.53
5/28/2020	296,200	\$53,723	18.13	5/27/2021	446,300	\$57,583	12.90
6/30/2020	412,142	\$61,005	14.80	6/29/2021	529,020	\$58,806	11.11
7/30/2020	456,500	\$64,387	14.10	7/29/2021	484,980	\$61,788	12.73
8/28/2020	417,396	\$58,039	13.90	8/31/2021	551,720	\$70,049	12.69
9/29/2020	478,281	\$67,910	14.10	9/29/2021	521,420	\$68,641	13.16
10/29/2020	479,090	\$75,859	15.80	10/31/2021	522,405	\$70,567	13.50
11/25/2020	443,240	\$65,829	14.85	11/29/2021	570,895	\$74,484	13.04
12/30/2020	<u>595,900</u>	<u>\$77,901</u>	13.07	12/31/2021	<u>471,750</u>	<u>\$68,536</u>	14.52
<b>year 2020</b>	<b>5,355,424</b>	<b>\$789,932</b>	<b>14.94</b>	<b>year 2021</b>	<b>6,429,950</b>	<b>\$820,797</b>	<b>12.80</b>

# BOARD OF TRUSTEES REPORT

## HUMAN RESOURCES

### JANUARY 2022

#### **Training and Development**

- Our new Talent Development Manager offered a training session during Welcome Week about *Giving Constructive Feedback*.
- Human Resources is in the process of planning Supervisor Training for new supervisors. Current supervisors will also be invited to sign up for refresher training. The training is tentatively scheduled for the mornings of February 23<sup>rd</sup>, 24<sup>th</sup>, and 25<sup>th</sup>, and topics will include:
  - Diversity, Equity and Inclusion
  - Workplace Communication
  - Understanding & Managing Leave
  - The Hiring Process
  - FMLA, ADA, and Worker's Compensation
  - The Performance Management Process

#### **Employment**

As a follow-up to the 2021 Employee Satisfaction Survey results, HR invited all employees to join for a second listening session on the hiring process at KCKCC this month. Brief updates were provided on upcoming process improvements and individuals were able to provide any issues related to the process and suggestions for improvement.

#### **Employee Relations**

The Employee Engagement Committee hosted four (4) listening sessions on January 13<sup>th</sup> and 14<sup>th</sup> on the topics below to gather additional feedback related to the Employee Satisfaction Survey. We will host additional listening sessions throughout the semester.

- There are effective lines of communication between departments
- There is good communication between employees and the administration at this institution
- This institution involves its employees in planning for the future

#### **Quarterly Employee Survey Reports**

##### New Employee Follow-Up (October - December)

Item:	Q1	Q2	Q3	Q4
The position description was well defined and representative of the position for which I interviewed.	4.71	4.1	4	4.58

I was introduced to team members appropriately.	4.57	4.6	3	4.33
I was given a clear understanding of my department's objectives.	4.57	4.2	4	4.33
I was given a clear understanding of my personal performance objectives.	4.57	4.2	3	4.36
I understand the requirements and expectations of my new position.	4.57	4.0	4	4.42
My interactions with my supervisor and coworkers are appropriate.	4.86	4.3	4	4.58
Satisfaction with overall communication within KCKCC.	4.71	4.2	4	4.25

What has KCKCC done well?

- A clear focus on the students and giving them the tools they need to succeed.
- expressing the mission of the college, which helps guide employee priorities. I appreciate that we have a student-first model and strive to address the needs of each student.
- People have been inviting, supportive, and more than welcoming.

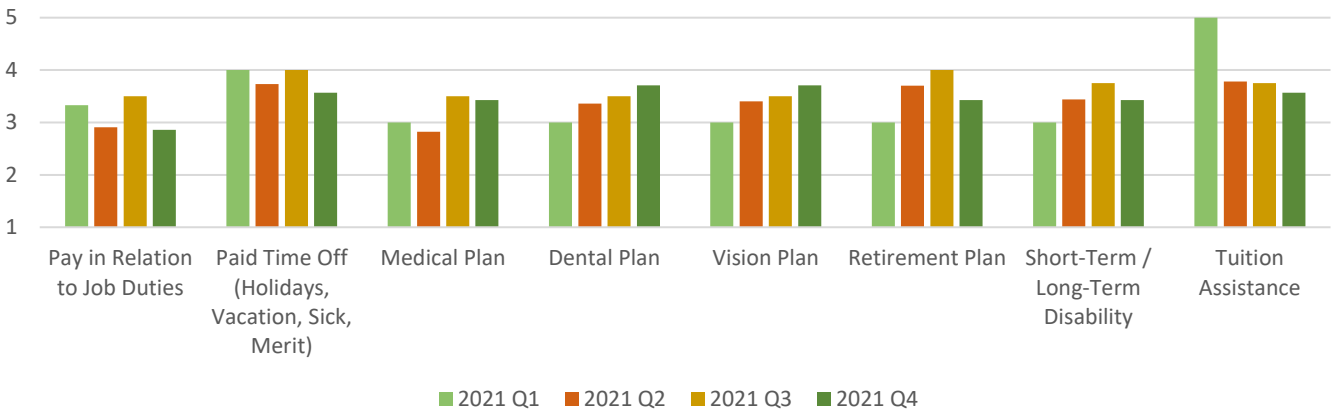
What areas can KCKCC improve?

- KCKCC can improve on inter-departmental communication.

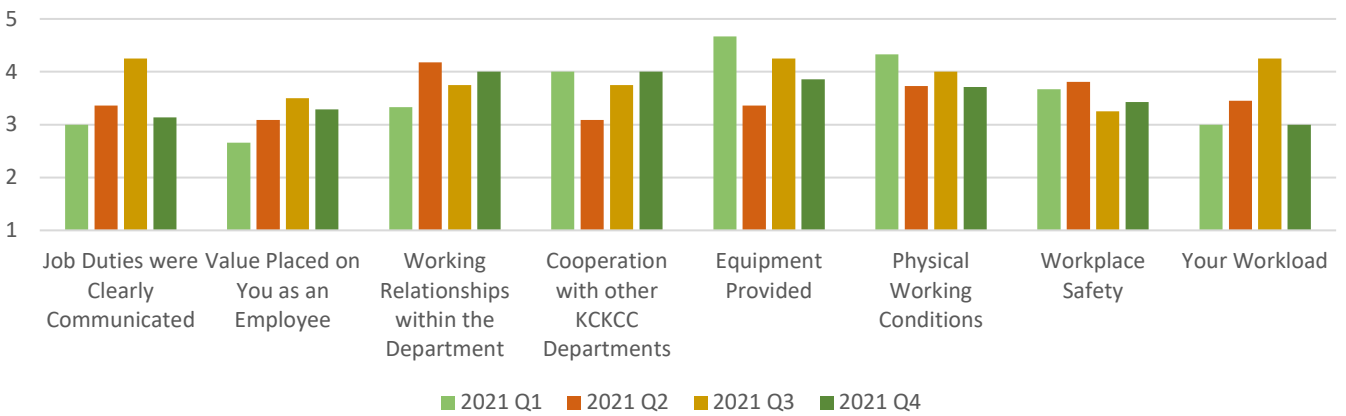
Exit Survey (October - December)

<b>Reasons for leaving your current position</b>	Q1	Q2	Q3	Q4
Amount of Work Required	2	0	0	2
Type of Work Required	0	2	0	1
Compensation	1	6	0	3
Relocating	1	0	0	1
Working Conditions	1	3	1	1
Quality of Supervision	1	2	1	2
Career Advancement	1	7	3	2
Personal Reasons	1	2	1	2
Retirement	0	0	0	1

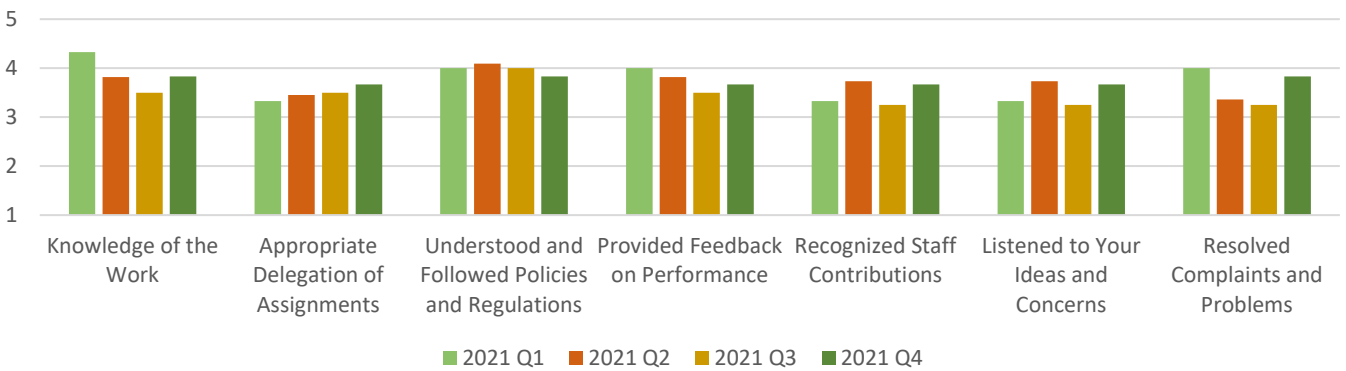
Rate the following benefits at KCKCC  
(5 = excellent, 1 = very poor)



Rate the following regarding your position and department  
(5 = excellent, 1 = very poor)



Rate your immediate supervisor in the following areas:  
(5 = excellent, 1 = very poor)



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

### Equity and Inclusion Council

The second meeting was held on 12/13/21 at 11am. The agenda included planning for Spring meeting dates, introduction of Dr. Rasheed (new CEIM Coordinator) in January, review of other schools and programs, then a strategic planning activity to add items and prioritize activities. Overall, it was a very productive meeting with invaluable feedback from staff and students.

### Professional Development Week & Assessment Day

Gabriela Flores, director, submitted applications for two sessions during the Professional Development sessions slated for January 13th and have been confirmed to deliver these professional development offerings. One session will focus on 'Unconscious Bias' and the other would be on 'Cross-Cultural Communication'.

### Development of a Diversity, Equity and Inclusion Hiring/Training Plan

A draft plan was shared with Christina McGee, CHRO, prior to Thanksgiving break and reviewed together for edits/changes on 12/10/21. The proposal aligns with two key elements of KCKCC Strategic Plan: 1) Improve employee equity to create a one team culture and 2) Attract and retain a high-performing workforce that reflects the internal and external communities we serve. Several small edits and changes were incorporated into the draft and re-submitted for review and elevation to the President's Cabinet for consideration.

## BOARD OF TRUSTEES REPORT

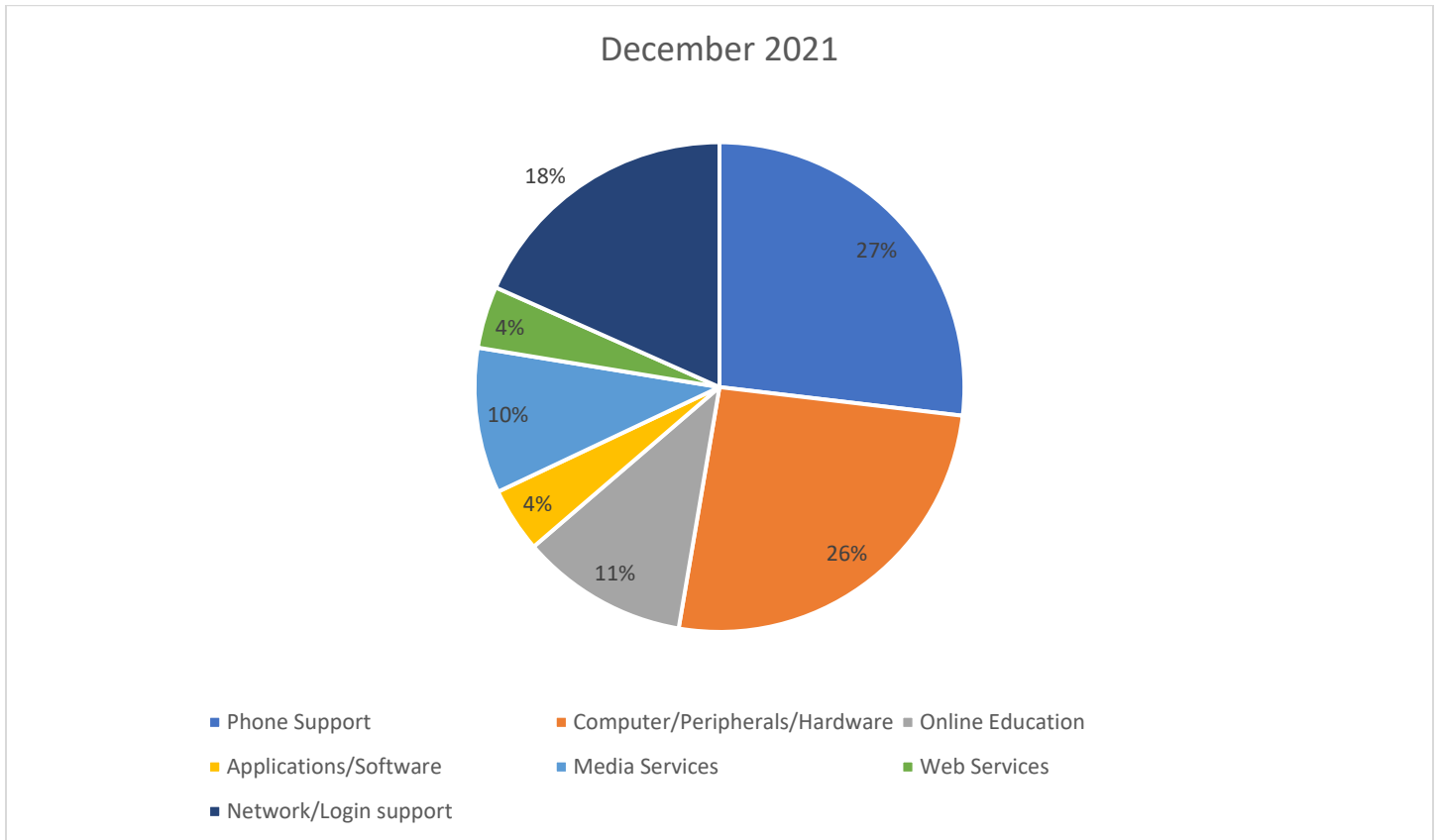
Peter Gabriel, Chief Information Officer

### ACADEMIC SUPPORT

- Assisted in Technology Plan Review
- Reviewed implementation of Self Service for Students

### COMPUTING SERVICES

- 173 tickets were issued during the month of December - 246 tickets were resolved.
- The average time spent on each ticket was 1.35 days
- 373 helpdesk calls were taken in December - average time per call was 3.75 minutes.



### MEDIA SERVICES

- Setup, and recorded the monthly Board of Trustees Meeting. Made a broadcast copy for the college's cable channel, and a video archival of the Board of Trustees Meeting.
- Setup via zoom a virtual Board of Trustees Meeting.
- Setup, recorded, and live streamed Monthly Finance Committee Meeting.
- Live Streamed Men's and Women's Basketball games.

## NETWORK SERVICES

- Student Recruiter Web App Availability - 98%
- MyDotte Web App Availability - 98%
- Email Availability for employees and students - 99%
- WebAdvisor Web App Availability - 98%
- Network Switch and Phone and Availability - 98%
- Microsoft updates and security patches were installed on 131 servers.
- Upgrade of all computers to Windows 10 Version 21H2, project still in progress.
- Monthly (or as needed) computer software updates in progress: Chrome, FireFox, Java, Adobe Acrobat Reader DC, this is only a small list that comes from our Microsoft Defender Vulnerability list.
- Computers that still have Microsoft Office 2016 are being updated to the latest version of Office 365. This project is very near completion.
- Server upgrades and software version upgrades for the AccuTrak and Synoptix systems have started, we will be upgrading the server from 2008R2 to 2019 and the software to the latest version available from the vendor. We will also be working on the servers for the Perceptive Content environment, our first upgrade meeting is scheduled on January 19<sup>th</sup>.
- WebAdvisor will be shutdown by the end of January. All links currently in WebAdvisor for students and employees have been pointed to Self Service.
- Laptop Checkouts to students for the Spring Semester will begin January 10<sup>th</sup>.

# Kansas City Kansas Community College Performance Report AY 2020

AY 2020 FTE: 3,587  
Date: 7/15/2021

Contact Person: Mr. Jerry Pope  Phone: 913-288-7100 email: jpope@kckcc.edu	Foresight Goal	3 yr. History	Reporting AY 2020 (SU19, FA19, SP20)		Reporting AY 2021 (SU20, FA20, SP21)	
			Institution Result	Baseline Comparison	Institution Result	Baseline Comparison
<b>1</b> Increase the First to Second Year Retention Rate of First-time Full-time College Ready students	1 <i>KBOR data</i>	Fall 2012 Cohort: 154/327 = 47.1% Fall 2013 Cohort: 167/302 = 55.3% Fall 2014 Cohort: 161/307 = 52.4% <b>Baseline: 482/936 = 51.5%</b>	246/407 = 60.4%	↑		
<b>2</b> Increase the Number of Certificates and Degrees Awarded	1 <i>KBOR data</i>	AY 2013: 1,270 AY 2014: 1,217 AY 2015: 1,324 <b>Baseline: 1,270</b>	1,135	↓		
<b>3</b> Increase the Percent of Students Employed or Transferred	2 <i>KBOR data</i>	AY 2012: 725/1,365 = 53.1% AY 2013: 694/1,257 = 55.2% AY 2014: 677/1,201 = 56.4% <b>Baseline: 2,096/3,823 = 54.8%</b>	764/1,272 = 60.1%	↑		
<b>4</b> Increase the success rate in non-dev courses enrolled by students who were successful in dev courses	1	AY 2013: 1,534/2,337 = 65.6% AY 2014: 1,544/2,314 = 66.7% AY 2015: 1,301/1,888 = 68.9% <b>Baseline: 4,379/6,539 = 67.0%</b>	896/1,370 = 65.4%	↓		
<b>5</b> Increase the Number of Hispanic Students Enrolled at KCKCC	1	AY 2013: 1,295 AY 2014: 1,310 AY 2015: 1,440 <b>Baseline: 1,348</b>	2,095	↑		
<b>6</b> Increase Fall to Spring Retention of Non-College Ready Students	1	AY 2013: 833/1,223 = 68.1% AY 2014: 717/1,052 = 68.2% AY 2015: 666/960 = 69.4% <b>Baseline: 2,216/3,235 = 68.5%</b>	(191/291) = 65.6%	↓		

## Kansas City Kansas Community College Performance Report AY 2020

### **Indicator 1: Increase First to Second Year Retention of First-time, Full-time College Ready Students**

**Description:** The First to Second Year Retention Rate measures the percentage of the college-ready cohort as reported by KHEDS, and is defined as the first-time, full-time, degree-seeking students who enrolled at KCKCC for two consecutive fall terms and tested into credit-bearing classes during the initial term of enrollment.

**Result:** This is an increase of almost 10% over the baseline from 51.5% to 60.4%. Strategies we have implemented recently include the utilization of a mobile booking application for students to meet with advisors; email campaigns to encourage students to get advised and registered for the next semester; extending options to enroll with an advisor by phone, email, or face-to-face; more consistent assignment of students to advisors; and increased activity for our veterans through Military and Veteran Students Services staff.

### **Indicator 2: Increase the Number of Certificates and Degrees Awarded**

**Description:** The total number of certificates and degrees awarded is a three-year count of awards as reported by KHEDS; the baseline represents an average of these. The number of awards does not include programs with fewer than 16 credit hours.

**Result:** This is a decline from the baseline of 1,270 to 1,135. Unfortunately, we have not been able to increase the number of certificates and degrees awarded. It should be noted that enrollment has steadily declined since reaching a post-recession high near the beginning of the baseline years. While the absolute number of certificates and degrees awarded has declined, the number of degrees awarded compared to FTE enrollment as a ratio has increased. For example, the average number of credentials for the baseline years was 1,270 and divided by the average FTE for those same years, 4,350, you get 29.2. The current year is 1,135 credentials for 3,587 FTEs, or 31.6. We are instituting more effective advising processes to help increase this number.

### **Indicator 3: Increase the Percentage of Students Employed or Transferred**

**Description:** The percent of students employed or transferred in Kansas is defined as the percentage of students who are employed or transferred within a year of graduation from KCKCC.

**Result:** We are especially proud of this increase from 54.8% to 60.1%. Intentional items include the hiring of an admissions coordinator to conduct outreach in the local community and establish relationships with businesses to create possible internships/employment opportunities; more targeted career fairs such as the Boutique Hiring Fair where employers interview students at the campus; establishing a Transfer Club for students; improving the college's transfer website so it can be a primary resource for students; publicizing employment opportunities for students through email, TV display, and bulletin boards; college transfer fairs; and the Military and Veteran Student Services staff reaching out to transfer schools and connecting veterans to employers. It should also be noted that prior to April 2020, the unemployment rate in Wyandotte County was at 3.8%, so in general, there were numerous local job opportunities for KCKCC graduates.

### **Indicator 4: Increase the success rate in non-developmental courses enrolled by the students who successfully complete the developmental courses**

**Description:** The denominator is the total number of class enrollments or number of grades in the non-developmental classes by the students who successfully completed in MATH0099, READ0092, and ENGL0099 with a grade of C or better. The numerator is the number of grades that are C or better in the non-developmental courses enrolled by the students who completed developmental courses successfully. The non-developmental courses are MATH-0104, ENGL-

0101, ENGL-0102, PSYC-0101, SPCH-0151, MATH-0105, SOSC-0107, BIOL-0141, PHIL-0206. These are the top nine most frequently taken courses by the students after completing developmental courses.

**Result:** We are disappointed this indicator has decreased from 67% to 65.4%. We have instituted multiple measures in both developmental math and reading/writing placement and have worked to create a corequisite model in developmental writing. This year, the college is pursuing a Title III Strengthening Institutions grant with some objectives around increasing this indicator. If awarded the grant, the college will hire a tutor coordinator to help recruit, manage, and train student tutors for developmental education support. We will also hire consultants from the Accelerated Learning Program from Baltimore County to help the college create a robust corequisite model that will work for KCKCC.

#### **Indicator 5: Increase the Number of Hispanic Students Enrolled at KCKCC**

**Description:** This indicator represents the total number of unduplicated Hispanic students enrolled in an academic year, including both first-time and returning students. It is related to the strategic goal in KBOR's Foresight 20/20, "Increasing Higher Education Attainment Among Kansans."

**Result:** We are very proud of this dramatic increase from 1,348 to 2,095 at the same time enrollment is declining overall. Intentional acts include the following; (1) providing a Spanish-Speaking college operation for all general questions via phone and chat; (2) each department in Enrollment Management has at least one fluent Spanish-speaking employee; (3) all recruiting and financial aid materials are being converted to Spanish; (4) partnering with the Hispanic Development Fund to host an advising and registration day for Bishop Ward High School, which has a high enrollment of Hispanic students; (5) bilingual staff in the Financial Aid Office assist Spanish-speaking students and parents; and (6) the Registrar's office assisting Hispanic students in completing HB 2145 forms to ensure they are receiving Kansas in-state tuition if qualified, and assisting students with obtaining their SSN or TIN number in the system for 1098T forms.

#### **Indicator 6: Increase Fall to Spring Retention of Non-College Ready Students**

**Description:** Non-college ready students are defined as those testing into one or more developmental classes, regardless of enrollment in said classes; retention is the re-enrollment of students from fall to the consecutive spring semester.

**Result:** We are disappointed this indicator has decreased from 68.5% to 65.6%. Action steps we have taken recently include the following; (1) more intentional advising; (2) increase and streamline the process surrounding and the effectiveness of our early alert system for students in academic jeopardy; (3) applying for a Title III grant as described above; (4) dedicating an employee in the Financial Aid office to work exclusively with monitoring and reaching out to students on financial aid warnings; (5) development of multiple measures to make sure students are appropriately placed in developmental education courses; and (6) the Registrar's office working with students to correct issues that may cause delay in enrollment such as updating a student's full legal name, correcting date of birth, and requesting high school transcripts.

## KCKCC

### FY 2022-23 Annual Budget Calendar

<b>Due Date</b>	<b>Task/Process Description</b>
1/7/2022	Detailed GL Budget Comparison Reports sent to each Department
1/7/2022	Disburse Budget worksheet template and Instructions
1/13/2022	Conduct ZBB Process Training for all Budget Managers & Responsible Persons
2/7/2022	Draft Budget & "New Asks/Strategic Opportunities" due - On Budget worksheet Template
2/15/2022	Budget Hearings to President's Extended Cabinet
5/10/2022	Prioritization of "Strategic Opportunities" by President's Extended Cabinet
5/10/2022	Presentation of Draft Budget to Extended Cabinet
6/14/2022	Presentation of Draft Budget to Finance Committee
6/21/2022	Presentation & Approval of "Draft" Budget to Board of Trustees, Intent to Exceed Revenue Neutral Rate
7/19/2022	Approval of "Notice of Public Hearing" on Revenue Neutral Rate and Mill Levy
8/23/2022	Public Hearing & Approval of Mill Levy (Revenue Neutral Rate), and FY2023 Annual Budget



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

### **Ethical Conduct Policy**

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

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

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

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

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

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

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

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

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

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

**Definition and Criteria:**

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

---

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

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

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

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

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

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

d) Disclosure Requirements:

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

---

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

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

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

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

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

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

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

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

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

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

**Process:**

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

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

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

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

## **II. Duty of Care**

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

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

## **III. Certification:**

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

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
January 19, 2022  
Date



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

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

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

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

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

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

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

### **Definitions:**

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

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

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

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

**Certification:**

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

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

January 19, 2022  
\_\_\_\_\_  
Date

Revised January 30, 2020