Board of Trustee Handbook

Table of Contents

Introduction
   a. Board of Trustees ............................................................. 1
   b. Appointments ....................................................................... 1
   c. Board Contact Information .................................................. 2

Section I: Statement of Mission, Vision, and Core Values
   a. Mission Statement, Vision Statement, Core Values, Strategic Theme and Priorities ........ 3
   b. Accrediting Bodies .................................................................. 4
   c. College Organizational Structure ........................................... 5

Section II: Board Member Basics
   a. Welcome to the Board .......................................................... 6
   b. Role of the Trustees ................................................................ 6
   c. Trustee Code of Ethics .......................................................... 6
   d. Three Rules for President’s and Trustees ................................. 9
   e. Trustee Duties and Responsibilities ......................................... 9
   f. Kansas Statutes Regarding Community Colleges .................... 19
   g. Guide to Policy Governance .................................................. 19
   h. New Trustee Orientation ....................................................... 21
   i. Roberts Rules 101 ................................................................. 23
   j. Trustees Legal Duties and Avoiding Liability .......................... 25
   k. Kansas Open Meetings Act ..................................................... 28

Section III: Functions and Organization of the Board of Trustees
   a. Election of Officers ............................................................. 29
   b. Advisory Committees .......................................................... 29
   c. Creation and Amendment of Policies ...................................... 30
   d. Attorney and Auditor ........................................................... 30
   e. Authorization: Corporate Status; Name .................................. 30
   f. Board Agenda ...................................................................... 30
Section IV: Fiscal Operations

a. Fiscal Year ......................................................39
b. Financial Accounting ..................................................39
c. Monthly Report ..................................................................39
d. Audit ..............................................................................39
e. Revenue ...........................................................................39
f. Investments .....................................................................40
g. Purchasing – General Policies ...........................................40
h. Bill Payment .....................................................................41
i. Depository Banks ................................................................41
j. Budget ..............................................................................41
k. Financial Stability ................................................................42
l. Disposal of Records ..........................................................43
m. Disposal of College Property ............................................43
n. Inventory ...........................................................................43
o. Health Insurance ................................................................44
p. Risk Management Insurance ............................................44

Section V: Reference Materials, Tables, Charts and Data

a. Kansas Degree Stat Data ..................................................45
b. Cowley College Properties .................................................48
# Board of Trustees

Mr. Robert “Bob” Juden ........................................................... Chair  
(January 2018-January 2022)

Mrs. Nancy Burger .............................................................. Vice Chair  
(January 2020-January 2024)

Mrs. Jill Long................................................................. Past Chair  
(January 2020-January 2024)

Dr. Harold W. Arnett ................................................... Trustee  
(January 2020-January 2024)

Mr. Ned Graham .............................................................. Trustee  
(January 2018-January 2022)

Mr. Brian Sanderholm................................................... Trustee  
(January 2018-January 2022)

Mr. Gary Wilson .............................................................. Trustee  
(January 2018-January 2022)

Mrs. Glennis Zimmerman ........................................... Trustee  
(January 2020-January 2024)

---

# Appointments

Dr. Dennis C. Rittle .............................................................. President

Dr. Dennis C. Rittle .............................................................. Interim Board Treasurer

Mrs. Tiffany Vollmer ............................................................... Board Clerk

Mr. David Andreas .............................................................. Board Attorney
## Board Contact Information

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone Number</th>
<th>Address</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Harold W. Arnett</td>
<td></td>
<td></td>
<td><a href="mailto:Harold.arnett@cowley.edu">Harold.arnett@cowley.edu</a></td>
</tr>
<tr>
<td>Nancy Burger</td>
<td></td>
<td></td>
<td><a href="mailto:Nancy.burger@cowley.edu">Nancy.burger@cowley.edu</a></td>
</tr>
<tr>
<td>Ned Graham</td>
<td></td>
<td></td>
<td><a href="mailto:Ned.graham@cowley.edu">Ned.graham@cowley.edu</a></td>
</tr>
<tr>
<td>Bob Juden</td>
<td></td>
<td></td>
<td><a href="mailto:Bob.juden@cowley.edu">Bob.juden@cowley.edu</a></td>
</tr>
<tr>
<td>Jill Long</td>
<td></td>
<td></td>
<td><a href="mailto:Jill.long@cowley.edu">Jill.long@cowley.edu</a></td>
</tr>
<tr>
<td>Brian Sanderholm</td>
<td></td>
<td></td>
<td><a href="mailto:Brian.sanderholm@cowley.edu">Brian.sanderholm@cowley.edu</a></td>
</tr>
<tr>
<td>Gary Wilson</td>
<td></td>
<td></td>
<td><a href="mailto:Gary.wilson@cowley.edu">Gary.wilson@cowley.edu</a></td>
</tr>
<tr>
<td>Glennis Zimmerman</td>
<td></td>
<td></td>
<td><a href="mailto:Glennis.zimmerman@cowley.edu">Glennis.zimmerman@cowley.edu</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone Number</th>
<th>Address</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Dennis Rittle</td>
<td>W: 620-441-5234</td>
<td>125 S. 2nd Street, Arkansas City</td>
<td><a href="mailto:Dennis.rittle@cowley.edu">Dennis.rittle@cowley.edu</a></td>
</tr>
<tr>
<td>President</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tiffany Vollmer</td>
<td>W: 620-441-5234</td>
<td>125 S. 2nd Street, Arkansas City, KS</td>
<td><a href="mailto:Tiffany.vollmer@cowley.edu">Tiffany.vollmer@cowley.edu</a></td>
</tr>
<tr>
<td>Board Clerk</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>David Andreas</td>
<td>W: 620-221-1610</td>
<td>104 ½ West 9th Suite 303, Winfield, KS</td>
<td><a href="mailto:dwalaw@andreaslaw.kscoxmail.com">dwalaw@andreaslaw.kscoxmail.com</a></td>
</tr>
<tr>
<td>Board Attorney</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Disclaimer* the Kansas Open Meetings Act states that the majority of the Board cannot participate in interactive communications outside of a public meeting. Therefore, **please do not send an email or text message, or reply to an email or text message that will be sent to a majority of the Board.**
Section I: Statement of Mission, Vision and Core Values

**Mission Statement**
Cowley College is committed to providing opportunities for learning excellence, personal achievement, and community engagement.

**Vision Statement**
Champion the relevance of two-year colleges in higher education through holistic learning and workforce development opportunities.

**Core Values**
Cowley County Community College and Area Vocational-Technical School is dedicated to the continual pursuit of excellence by embracing our Core Values, the fundamental principles that guide our actions.

**People**
- We emphasize the importance of human relationships, diversity, and a sense of community.
- We provide student-centered instruction.
- We provide a safe, learning environment where joy, humor, and teamwork are embraced.
- We encourage open communication and the sharing of ideas.

**Accountability**
- Our students will receive a quality education.
- The College will provide students the opportunity to take an active role in their success.
- All employees are responsible and committed to excellence.
- We are accountable to the community to educate students and to sustain and improve society.

**Integrity**
- We regard honesty, trust, and respect as essential principles in our academic, personal and professional standards.

**Leadership**
- We provide a positive atmosphere that fosters personal and professional growth.
- We empower students and employees to be innovative and visionary.
- We are an ethical leader in the field of education.

**Strategic Theme**
With integrity and passion, Cowley College advances its mission and vision by supporting the attainment and demonstration of life skills in the areas of critical thinking and problem solving, communications, citizenship, computation, and technology.

**Institutional Priorities**

**Priority 1: Student Success**
Cowley College is focused on the design, deployment, and effectiveness of teaching-learning processes.
Priority 2: Student and Stakeholder Needs
Cowley College is focused on determining, understanding and meeting needs of current and prospective students and other key stakeholders such as alumni and community partners.

Priority 3: Value People
Cowley College is committed to the hiring, development, and evaluation of faculty, staff, and administrators.

Priority 4: Knowledge Management
Cowley College is focused on the management of the technological and information infrastructure designed to provide an environment to support learning, including how data, information, and performance results are used in decision-making processes at all levels and in all parts of the institution.

Priority 5: Resource Stewardship
Cowley College is focused on how the resource base of an institution supports and improves its educational programs and operations.

Priority 6: Plan and Lead
Cowley College is focused on its mission and lives its vision through direction setting, goal development, strategic actions, threat mitigation, and leveraging opportunities.

Cowley College Accreditation and Recognition
Cowley College is accredited by the Higher Learning Commission and a member of the North Central Association. (230 North LaSalle Street, Suite 7-500, Chicago, IL 60604; 312.263.0456; or info@hlcommission.org) It is also accredited by the Kansas State Board of Education.

Individual Program Accreditations
The Cosmetology program is accredited by the Kansas State Board of Cosmetology.

The EMS Education program is accredited by the Committee on Accreditation of Educational Programs for EMS Professions.

The College is a member in good standing of the Kansas Association of Community Colleges, the Council of North Central Junior Colleges and the American Association of Community and Junior Colleges.
Section 1: Statement of Mission, Vision, Core Values, Strategic Theme and Priorities
Welcome to the Board

Dear Board of Trustee,

Please allow me to be among the first to say, “Congratulations!” on your election. As an elected Trustee, your first inclination may be to immerse yourself in the complexities of College. If you will permit me to offer some advice, instead of immersion, please spend time getting to know your fellow Trustees and visit the Office of the President as you take time to listen and learn. Cowley College is more than 95 years old with tens of millions of dollars in assets and more than 400 full-time and part-time employees located on four campuses, a virtual campus, and a campus under construction. The College is a premiere, comprehensive two-year institution of higher education which consistently ranks in the top 15 nationally in overall athletic program excellence and in the top 25 nationally in best valued colleges regarding cost, quality programs, and return on investment to the student. Our graduates earn in the top 15% of all two-year college graduates. The College offers more than 80 programs of study and touts some of the highest completion rates in the region. We also have a senior administrative team (i.e. VPs and President) which collectively have more than 130 years of higher education experience and all members have both two-year college and University work experience.

As we consider the role of a Trustee, it is falls into three broad camps: policy, property, and person. Trustees establish and review board policies, acquire and ensure fiscal stewardship of properties, and supervise/partner with the President. The President is the sole employee of the Trustees and this relationship is built upon trust, transparency, and mutual respect and support. All of us are only successful when we work together and support one another. In addition, an individual Trustee does not have authority in and of himself/herself. However, when a majority of the Trustees speaks with one voice, the authority of the Board is supreme.

In the upcoming weeks, months, and years, you will learn much. The most common phrase I hear from a relatively new College Trustee is, “Wow! I had no idea how complex the College is to include the endless laws and regulations.” The College is a city within a city. And, each of our campuses have both similarities and important differences. You may be tempted early to become involved in the operations of the College. Please avoid succumbing to this temptation as such actions jeopardize our accreditation. We have outstanding employees who are hired to operate the College. However, what Trustees focus upon is “governance.” Trustees govern, rather than manage. I will do my best to help you know the difference as we travel this exciting road together so that you can fulfill this very unique role of governance, which you have proudly been elected to do.

I wish you great success as you govern with dignity, respect, professionalism, and collegiality.

Your Colleague and Chief Supporter,

~dcr
Role of the Trustees

The primary role of the Board of Trustees is policy making. The Board may operate with authority only when legally in session. Individuals or groups may at times confront a single Board member with issues which usually should be handled by the President of the college. In these cases, the Board member should withhold comment and/or opinion until he/she has had the benefit of hearing the issue discussed by the President and the Board in session where all aspects of the problem may be aired. A Board member should not compromise other members of the Board or the President of the college by predicting what action may be taken.

Trustee Code of Ethics

As a governing board member, I am responsible to:

1. devote time, thought and study to the duties and responsibilities of a community college board member, so that I may render effective and creditable service;

2. work with my fellow board members in a spirit of harmony and cooperation in spite of differences of opinion that arise during vigorous debates of points of issue;

3. base my personal decision upon all available facts in each situation; vote my honest conviction in every case, unswayed by partisan bias of any kind; and abide by and uphold the final majority decision to the board;

4. remember at all times that as an individual I have no legal authority outside the meetings of the board, and to conduct my relationships with the community college staff, the local citizenry, and all media of the community on the basis of this fact;

5. resist every temptation and outside pressure to use my position as a community college board member to benefit myself or any other individual or agency apart from the total interest of the community college district;

6. recognize that it is as important for the board to understand and evaluate the educational program of the community college as it is to plan for the business of college operation;

7. bear in mind under all circumstances that the primary function of the board is to establish the policies by which the community college is to be administered;

8. welcome and encourage active cooperation by citizens, organizations, and the media of communication in the district with respect to establishing policy on current college operations and proposed future developments;
9. support the state and national community college trustee associations;

10. Finally, strive step by step toward ideal conditions for the most effective community college board service to my community, in a spirit of teamwork and devotion to public education as the greatest instrument for the preservation and the perpetuation of our representative democracy.

**What Ethical Concepts Might the Board of Trustees Address?**

Codes of ethics, which are also called standards of practice, codes of conduct, or standards for excellence, cover three general areas.

- Promoting the public trust.
- Roles and responsibilities of trustees and governing board
- How trustees should treat others and conduct themselves?

**Promoting the Public Trust**

**Represent the Common Good.** Represent the common good.

Trusteeship is an expression of civic leadership. Governing boards derive their authority from, and are accountable to, the community as a whole. As public officials, trustees fulfill the core value of responsibility to society by acting on behalf of the entire community. They express the value of benevolence by seeking wellbeing of the entire community. They represent the interests of the community in their board decisions.

**Considering special interests.** Single and special interest groups play an important part in representing various segments of our diverse society, such as political parties, racial and ethnic groups, employee associations, religious groups, neighborhood associations, and taxpayer groups. While all of these interests are important, trustees must remember that the first and foremost obligation of every trustee is to represent the general interests of the College's service area. Ethical behavior involves being aware of a wide variety of public and community needs, and integrating them into the interests of the whole.

**Open meetings.** Most states have laws that address open meetings for public governing boards. Part of the responsibility of public service is that issues affecting the public are shared and debated in public. Doing so promotes trustworthiness and reliability. College boards may hold executive or closed sessions to protect the rights of personnel and the college; respect for the rights of others means that ethical trustees do not reveal discussions in those sessions.

**Conflicts of interest/personal gain.** Public service as a trustee is intended to benefit the College and the community, not the individual trustee or his or her relatives and friends. Preventing trustees from abrogating this responsibility is why many states have laws that define conflicts of interests for public officials. The laws may prohibit trustees from making decisions that would benefit their income, personal investments, and businesses owned by the trustee or family members. Trustees should review the specific implications of those laws and regulations to ensure they avoid problems.

Beyond legal implications, trustees should be aware of activities that create the perception of favoritism or personal gain. Examples of potential problem areas are preferential treatment of other
trustees or college staff, selectively sharing information with only certain people, or informally steering business to or seeking to have friends hired. Public perceptions that board members are furthering their own interests rather than those of the district harm the College. Being sensitive to situations for potential conflicts and understanding their negative impact will help avoid problems.

Four Questions to Ask Yourself
To help determine ethical behavior, ask:

a. Am I doing to others what I would want done to me?
b. Would I mind seeing what I am doing on the front page of a newspaper?
c. Am I comfortable with members of my family knowing what I am doing?
d. Do I want to encourage employees and students to do this?

What Happens When Boards or Trustees Are Not Ethical?
Questionable or unethical behavior by a trustee or by the board hurts the College, and its reputation suffers. Trustees have harmed the very thing—the institution—that they were supposed to protect.

Time and energy is wasted addressing the behavior in question; time better spent ensuring students are educated. Community members, college employees and students lose respect. College employees and students may lower their own standards for ethical behavior based on the message they are receiving from the board. Community members and politicians may be less likely to support the College, including funding, if they believe that the board does not act with integrity and with the best interests of the College and community in mind.

Three Rules for Presidents and Trustees

1. Board Members and the President should not take each other by surprise, especially in public.
2. Board members and the President should support each other—at least in public because the institution always loses when internal battles go public.
3. Board Members and the President must communicate: effectively, openly and often.

Trustee Duties and Responsibilities

K.S.A. 71-201 The Cowley College Board of Trustees, in accordance with the provisions of law and the rules and regulations of the state Board of Regents, shall have custody of and be responsible for the property of the community college and shall be responsible for the operation, management and control of the college. The Board of Trustees shall hold at least one regular meeting each month at a time prescribed by the board. The board shall make an annual report in the manner prescribed by the state Board of Regents. Members of the Board of Trustees shall be paid subsistence allowances, mileage and other actual and necessary expenses incurred in the performance of their official duties.

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

1. To select its own chairperson and such other officers as it may deem desirable, from among its own membership. The secretary may be chief administrative officer of the college.
2. To sue and be sued.
3. To determine the educational program of the college subject to prior approval thereof as provided in this act and to grant certificates of completion of courses or curriculum.
4. To appoint and fix the compensation and term of office of a president or chief administrative officer of the college.
5. To appoint upon nomination of the president or the chief administrative officer members of the administrative and teaching staffs, to fix and determine within state adopted standards their specifications, define their duties and to fix their compensation and terms of employment. No community college teacher shall be required to meet licensure requirements greater than those required in the state educational institutions.
6. Upon recommendation of the chief administrative officer, to appoint or employ such other officers of the college, agents and employees as may be required to carry out the provisions of law and to fix and determine within state adopted standards their qualifications, duties, compensation, terms of office or employment and all other items and conditions of employment.
7. To enter into contracts.
8. To accept from any government or governmental agency, or from any other public or private body, or from any other source, grants or contributions of money or property which the board may use for or in aid of any of its purposes.
9. To acquire by gift, purchase, lease-purchase, condemnation or otherwise, and to own, lease, use and operate property, whether real, personal, or mixed, or any interest therein, which is necessary or desirable for community college purposes. Any lease-purchase agreement entered into under authority of this subsection shall be subject to the conditions set forth in K.S.A. 10-1116c, and amendments thereto. The term of any lease entered into under authority of this subsection may be for not to exceed 10 years. Such lease may provide for annual or other payment of rent or rental fees and may obligate the community college to payment of maintenance or other expenses. Any lease or lease-purchase agreement entered into under authority of this subsection shall be subject to change or termination at any time by the legislature. Any assignment of rights in any lease or lease-purchase made under this subsection shall contain a citation of this section and a recitation that the lease or lease-purchase agreement and assignment thereof are subject to change or termination by the legislature. To the extent that the provisions of the cash-basis and budget laws conflict with this subsection in such a manner as to prevent the intention of this subsection from being made effective, the provisions of this subsection shall control. This provision is subject to the
provisions of subsection (d).

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

11. To determine that any property owned by the college is no longer necessary for college purposes and to dispose of the same in such manner and upon such terms and conditions as provided by law.

12. To exercise the right of eminent domain, pursuant to chapter 26 of the Kansas Statutes Annotated, and amendments thereto.

13. To make and promulgate such rules and regulations, not inconsistent with the provisions of law or with rules and regulations of the state board of regents, that are necessary and proper for the administration and operation of the community college, and for the conduct of the business of the board of trustees.

14. To exercise all other powers not inconsistent with the provisions of law or with the rules and regulations of the state board of regents which may be reasonably necessary or incidental to the establishment, maintenance and operation of a community college.

15. To appoint a member to fill any vacancy on the board of trustees for the balance of the unexpired term. When a vacancy occurs, the board shall publish a notice one time in a newspaper having general circulation in the community college district stating that the vacancy has occurred and that it will be filled by appointment by the board not sooner than 15 days after such publication.

16. To contract with one or more agencies, either public or private, whether located within or outside the community college district or whether located within or outside the state of Kansas for the conduct by any such agencies of education for students of the community college, and to provide for the payment to any such agencies for their contracted educational services from any funds or moneys of the community college, including funds or moneys received from student tuition and fees, funds received from the state of Kansas or the United States for education, or taxes collected under K.S.A. 71-204, and amendments thereto. Any contract made under this subsection with an institution of another state shall be subject to the provisions of K.S.A. 71-202, and amendments thereto.
17. To authorize by resolution, the establishment of a petty cash fund in an amount not to exceed $1,000, and to designate in such resolution an employee to maintain such petty cash fund. The employee designated in any resolution provided for in this subsection receiving such funds shall keep a record of all receipts and expenditures from the fund, and shall from time to time, and at the end of the fiscal year, prepare a statement for the board showing all receipts, expenditures, and the balance in the petty cash fund. The Board of Trustees may authorize the employee designated to maintain any petty cash fund to make a claim for replenishment of the fund to its original amount in advance of approval by the Board of Trustees if, at any time during the period between regular monthly meetings of the Board of Trustees, the balance remaining in the fund is insufficient to make needed expenditures for any purpose for which the petty cash fund is maintained. No petty cash fund may be replenished more than one time during each period between regular monthly meetings of the Board of Trustees. If a petty cash fund is replenished prior to the end of the fiscal year in accordance with the foregoing authorization, the employee authorized to maintain the petty cash fund shall keep an accurate record of all expenditures made therefrom, and the purpose therefor, and shall submit the record to the Board of Trustees at the next regular monthly meeting thereof. The petty cash fund shall be replenished by payment from the appropriate funds of the community college to the petty cash fund upon proper claim. The fund shall be kept separate from all other funds and shall be used only for authorized expenditures and itemized receipts shall be taken for each expenditure. No part of such fund may be loaned or advanced against the salary of an employee. All employees entrusted with such funds under this subsection shall be bonded by the community college district. (c) Subject to the provisions of subsection (d), the Board of Trustees may purchase or otherwise acquire land or land and improvements and may acquire, construct, reconstruct, repair or remodel improvements thereon or additions thereto, including furnishings, equipment, and architectural and incidental expense related thereto, and for such purposes the Board of Trustees is authorized to issue and sell general obligation bonds, the cumulative total not to exceed the following amounts: Where the community college district has a taxable tangible valuation of less than $90,000,000 or is located in a county designated as urban under the provisions of K.S.A. 19-3524, and amendments thereto, not to exceed 5% of the taxable tangible property of the community college district, and where the community college district has a taxable tangible valuation of more than $90,000,000 not to exceed 3% except as provided above for any community college district located in a county designated as urban under the provisions of K.S.A. 19-3524, and amendments thereto, of the taxable tangible property of the community college district. If any increase in the valuation of a community college district results in an outstanding bonded indebtedness in excess of that provided in this subsection, such increase shall not constitute a violation of this subsection. No such bonds shall be issued until the question of their issuance shall have been submitted to a vote of the electors of the community college district at a regular election or at a special election called for that purpose and the majority of the electors voting on the proposition in such community college district shall have voted in favor of the issuance of the bonds. Such election shall be called, noticed and held and the bonds issued, sold, delivered and retired in accordance with the provisions of the general bond law except as herein otherwise expressly provided. (d) (1) Except as provided in K.S.A. 2016 Supp. 72-4488, and amendments thereto, the board
of trustees of a community college may purchase or otherwise acquire land or land and improvements within: (A) The community college district; or (B) the service area of the community college. Nothing in this subsection shall be construed or operate in any manner to require a board of trustees to sell, convey or otherwise dispose of land or land and improvements located outside the community college district or the service area of the community college and owned or being acquired by the community college on the effective date of this act.

(2) For the purposes of this subsection, "service area" means a designated geographic area of the state established pursuant to agreement of the presidents of the community colleges and adopted in policy by the state Board of Regents.

The Cowley College Board of Trustees is responsible for ensuring that the college is an integral part of the community and serves its ever-changing needs. The Board is accountable to the community for the performance and welfare of the institution.

An effective Board consists of people who come together to form a cohesive group to articulate and represent the public interest, establish a climate for learning and monitor the effectiveness of the institution. The Board does not do the work of the institution; it establishes standards for the work through the policies it sets. The Board’s specific responsibilities are to:

**Act as Unit**

The board is a corporate body. It governs as a unit, with one voice. This principle means that individual trustees have authority only when they are acting as a board. They have no power to act on their own or to direct college employees or operations.

In order for boards to be cohesive and well-functioning units, trustees must work together as a team toward common goals. Boards should have structures and rules for operating that ensure they conduct their business effectively and efficiently, board agendas are clear and informative, and board meetings are run in an appropriate manner.

The power of governance is expressed through one voice. As individuals, trustees make no commitments on behalf of the board to constituents, nor do they criticize or work against board decisions.

To be effective, the Board must:

- Integrate multiple perspectives into board decision-making
- Establish and abide by rules for conducting board business
- Speak with one voice, and support the decision of the board once it is made
- Recognize that power rests with the board, not individual trustees

**Represent the Common Good**

The Board of Trustees exists to represent the general public. They are responsible for balancing and integrating the wide variety of interests and needs into policies that benefit the common good and the future of the region.
Section II: Board Member Basics

Therefore, board members should learn as much as they can about the communities they serve. They gain this knowledge by studying demographic, economic and social trends, by being aware of issues facing the community, and by talking with other community leaders and members of other boards. They use what they learn to make decisions that respond to community interests, needs and values.

Boards discuss multiple viewpoints and issues in public, and have strategies to include the public in the policy-making process. Effective trustees and boards:

- Know community needs and trends
- Link with the community
- Seek out and consider multiple perspectives when making policy decisions
- Debate and discuss issues in public
- Serve the public good

Set the Policy Direction
Our governing Board establishes policies that provide direction and guidance to the president and staff of the College. A major board responsibility is to define and uphold our vision and mission which clearly reflect student and community expectations. This responsibility challenges the Board to think strategically, concentrate on the "big picture," and focus on the future learning needs of the community. It requires that boards consult widely with community groups as well as the administration, faculty, staff, and students of the college. Trustees engage in exciting, creative, thoughtful discussions as they explore the future and envision what they want their communities to be. They:

- Are proactive, visionary and future-oriented
- Learn about and communicate with many different groups
- Focus on community needs and trends
- Establish the vision, mission and broad institutional goals as policy

Employ, Evaluate and Support the Chief Executive Officer
Successful governance depends on a good relationship between the board and the chief executive officer (CEO). The chancellor or president is the single most influential person in creating an outstanding institution. Therefore, selecting, evaluating and supporting the CEO are among the board’s most important responsibilities.

The CEO and board function best as a partnership. The CEO implements board policies, while the board depends on the CEO for guidance and educational leadership. This occasionally paradoxical relationship works best when there are clear, mutually agreed-on expectations and role descriptions. The partnership thrives on open communication, confidence, trust, and support. To be effective, trustees and boards must:

- Select and retain the best CEO possible
- Define clear parameters and expectations for performance
- Conduct periodic evaluations; provide honest and constructive feedback
- Act ethically in the relationship with the CEO
• Support the CEO; create an environment for success

**Define Policy Standards for College Operations**
A successful Board will adopt policies that set standards for quality, ethics, and prudence in college operations. Once policy standards are established, the Board will delegate significant authority to the CEO, allowing the CEO and staff the flexibility they need to exercise professional judgement.

The policies:

- Define expectations for high quality educational programs
- Define expectations for student achievement and fair treatment of students
- Require wise and prudent use of funds and management of assets
- Set parameters to attract and retain high quality personnel and ensure fair treatment of employees

**Create a Positive Climate**
Boards set the tone for the entire system or institution. Through their behavior and policies, successful boards establish a climate in which learning is valued, professional growth is enhanced, and the most important goals are student success and adding value to the community. Alternatively, boards fail their institutions when they act in such a way that they create a stifling, negative, or dysfunctional atmosphere.

Boards of trustees create a positive climate when they look to the future, act with integrity, support risk-taking, and challenge the CEO and college staff to strive for excellence. Effective boards and trustees:

- Model a commitment to learning for students
- Focus on outcomes
- Support professional growth
- Seek consultation in developing policy
- Are ethical and act with integrity

**Monitor Performance**
Boards are responsible for holding colleges accountable for serving current and future community learning needs. The board adopts the college direction and broad goals as policy, and then monitors the progress made toward those goals.

Boards also monitor adherence to their policies for programs, personnel, and fiscal and asset management. They receive periodic reports from staff and review reports by and for external agencies, such as accreditation, audit, and state and federal accountability reports.

A board's ability to monitor its institution is enhanced when it defines the criteria and standards to be used well in advance of when reports are required, so that the CEO and staff are clear about what is expected. Effective boards and trustees:

- Monitor progress toward goals
- Monitor adherence to operational policies
• Use pre-established criteria for monitoring

**Support and Be Advocates for the College**
Trustees are essential links with their communities. They govern on behalf of the public and ensure that the College meets the needs of external constituents. They are also advocates and protectors of the College. They promote the College in the community, and seek support for the college from local, state, and national policymakers. They support the college foundation in seeking community contributions.

Competent boards protect the College from undue pressure on the institution from political and special interests. They support the professional freedom of administrators and faculty to create quality learning environments that incorporate many different perspectives. They protect the ability of the College to fulfill its mission and promise to their communities. Effective trustees and boards:

• Promote the College in the community
• Foster partnerships with other entities in the community
• Advocate the needs of the College with government officials
• Support the foundation and fundraising efforts
• Protect the College from inappropriate influence

**Lead as a Thoughtful Educated Team**
Good trusteeship requires the ability to function as part of a team, and a team functions best when all members are encouraged to contribute their unique strengths and are committed to working together.

Effective boards are thoughtful and educated. Trustees on those boards listen well, ask good questions, analyze options, think critically, and clarify their most important values and priorities. They explore issues thoroughly and make policy decisions based on thorough deliberation and comprehensive understanding.

The best boards are future-oriented. They recognize that today's world requires flexible institutions and personnel who are willing to adapt and grow in response to the changing needs of society. Trustees who act with vision, with intelligence, with curiosity and with enthusiasm create a board that is an agent for positive change. Effective boards and trustees:

• Engage in ongoing learning about board roles and responsibilities
• Are curious and inclusive
• Are positive and optimistic
• Support and respect each other

**Roles and Responsibilities of Trustees and Governing Boards**

**Student success.** The college's purpose is to educate students and produce people who contribute to society. Boards should expect their members to uphold the welfare and success of students as a primary concern.
Quality of education. In order to fulfill the trust granted them by being appointing or elected, ethical boards spend a significant amount of time identifying and discussing the results of the College’s educational program. Through establishing broad outcome goals and monitoring progress, boards ensure the Colleges contribute to society. Boards may wish to have an ethical standard that they focus on educational goals in their meetings.

Promoting the College. Ethical trustees promote and support the College in the community. They do not denigrate staff, programs or courses. They take advantage of opportunities to speak well of the College and advocate its interests to public officials and community leaders. They are interested in the College’s welfare and effectiveness, and expect the College to be the best it can be.

Board as a unit. One of the most basic tenets of effective trusteeship is the recognition that governing authority rests with the entire board, not with any individual trustee. As individuals, trustees have no authority to direct staff, determine programs and procedures or represent the college, and ethical trustees do not try to do so.

Making decisions; making policy. Making ethical decisions means applying core values in decision-making. Making good decisions also means seeking and considering all available facts and perspectives. It means studying and asking questions to clarify board agenda materials. Being ethical and responsible to the public means not making any promises about how one will vote prior to discussions at open meetings.

Delegation. Board responsibilities include establishing policies that direct the operations of the College and assuring that the College performs according to policies. Ethical trustees engage wisely in policy making and respect the delegation of authority to the chief executive to administer the College.

Micromanagement. One of the most sensitive areas facing trustees is the difference between their policy role and the roles of the college staff. Trustees set broad policy direction and monitor adherence to policy. Problems occur when trustees become involved in the day-to-day operations and try to second-guess or direct staff activities; Although often well intentioned, these trustees are performing acts that are both harmful to the College and to the office of the chief executive.

Board/CEO Relationship. Respect, reliability, trustworthiness and justice are all key values in the board/CEO relationship. Specific ethical practices include committing to:

- Thoughtful, thorough CEO search processes
- Open and clear communication (including "no surprises")
- Clear delegation, expectations and direction
- Support for the CEO

Communications with staff and students. The board and CEO should discuss and reach agreement on protocols for trustee contact with other college administrators, faculty and classified staff members. Ethical trustees support the authority of the CEO position and respect established lines of communication.
Student and employee complaints to trustees should be referred directly to the Clerk of the Board or to the chief executive officer.

**Communicating with community members and media.** A code of ethics may include statements about protocols for communicating with community members and media personnel. The protocols usually state that individual trustees do not speak for the board unless specifically delegated to do so, and that they refer and/or follow up with community members through appropriate channels. These protocols ensure reliability of information, and respect the board as a unit and the roles of those designated as spokespeople for the College.

**Compensation and expenses.** Trustees should accurately account for their expenses and follow local protocols and laws about receiving compensation of any kind. There should be appropriate reimbursement criteria and procedures, which define fair reimbursement for trustee expenses. Ethical trustees always ask themselves if their expenses are authorized, legitimate, direct, and reasonable.

**How Trustees Should Treat Others and Conduct Themselves**

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

**Function as a team member.** Being a good board member requires the ability to function as part of a team. Board members differ in personality, motivation, knowledge, attitude, experience, background, community stature, and capability. Differing points of view help develop alternatives, stimulate the imagination, and lead to creative solutions. Being open to, and respectful of, other members' viewpoints are skills that are necessary to reach consensus. Trustees often bring specialized knowledge to the board by virtue of their backgrounds and professions. However, trustees are not on the board to be "experts" in their fields - they are there to represent broad community interests and do not play other roles while acting as a trustee.

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

**Consideration for others.** An important consideration in maintaining harmonious operations is to respect fellow board members' opinions and those of other stakeholders. Remaining courteous and open-minded and treating others with honesty, decency, and mutual respect are characteristic of ethical trustees. Avoiding bitter arguments and using courteous, non-inflammatory language at board meetings help create an atmosphere for solving problems, and provides a good example for college employees and community members. Criticizing or belittling other trustees hurts the reputation of the entire board.
Commitment. Commitment relates to the core ethical value of responsibility, which requires trustees to devote time and attention to the position. There is a great deal to learn about the role of trustees and the governing board, the colleges, and educational issues and trends. This learning requires much effort and thought. Learning occurs through reading, studying agendas and other resource materials, engaging in study sessions and discussions; and conference attendance.

Standards of Good Practice
By the American Association of Community College Trustees

in support of effective community college governance, the board believes:

- That it derives its authority from the community, and that it must always act as an advocate on behalf of the entire community;
  a. That it must clearly define and articulate its role;
  b. That it is responsible for creating and maintaining a spirit of true cooperation and a mutually supportive relationship with its CEO;
  c. That it always strives to differentiate between external and internal processes in the exercise of its authority;
  d. That its trustee members should engage in a regular and ongoing process of in-service training and continuous improvement;
  e. That its trustee members come to each meeting prepared and ready to debate issues fully and openly;
  f. That its trustee members vote their conscience and support the decision or policy made;
  g. That its behavior, and that of its members, exemplify ethical behavior and conduct that is above reproach;
  h. That it endeavors to remain always accountable to the community;
  i. That it honestly debates the issues affecting its community and speaks with one voice once a decision or policy is made.

Kansas Statutes Regarding Community Colleges
(Please see Section V – Reference Materials, for a full listing of the Kansas Statutes)

Policy Governance

By the American Association of Community College Trustees

Policy Governance is a conceptual model of boardsmanship that provides a framework for strategic leadership by governing boards. The model enables boards to free themselves from unnecessary, time-consuming details and to focus on the major purpose of governance - creating and sustaining a vision of what the organization contributes to the community. Boards are primarily concerned with the "ends" of the organization (what good is produced for what people) and delegate the "means" (programs, services, and operations) used to achieve the ends to the staff. Boards govern on behalf of an identifiable "ownership" and are externally and future-oriented.
In fulfilling their role, boards essentially perform three jobs. They link with the communities that "own" the institution, they make policy, and they assure institutional performance through CEO performance.

The model is based on ten principles of trusteeship:

1. Boards exist to represent the "ownership" of the institution. The first job responsibility of the board is to define and connect with the ownership.
2. Boards have authority only as corporate units; individual trustees have no individual power to govern the institution or direct staff.
3. Board decisions and directions are expressed as policy, which is the expression of the values and perspectives of the board. The second job responsibility for a board is to make policy.
4. In making policy, boards start with large policy statements and systematically narrow their policy statements a step at a time, until they are comfortable with any reasonable interpretation staff may make.
5. Boards proactively define and delegate authority to staff for the means of the organization, rather than reacting to and ratifying staff proposals. They are not involved in managing operations, staff, or facilities.
6. A pivotal duty of governance is to determine the ends (the desired results) of the organization. Ends define what good will be produced for which people, at what cost. The Ends policies will be based on external needs and should be linked to strategic planning.
7. Boards address the means used by staff to achieve the ends by defining as policy the boundaries beyond which staff must not go. The definitions comprise the Executive Limitations policies.
8. Boards are responsible for designing their own job responsibilities and standards for board practice.
9. Boards define relationships with management that are empowering, responsible, and clear.
10. Institutional performance is monitored against policy criteria. The third job responsibility of the board is to assure executive and institutional performance through monitoring progress toward ends and adherence to limitations.

**Policy Categories**

Boards that use the Policy Governance approach set policy in the following four areas:

**Ends:** The board's most important job is to devise the mission and mission-related statements that clearly state what the desired results (the ends) of the organization's actions are to be. What needs are to be met, for whom, and at what cost? How will the world be different as a result of the organization's actions? What are the expected outcomes of the institution's programs for those it serves?

**Executive Limitations:** While the board prescribes the ends for the institution, it only sets limits on the means with which the staff operates. These limits are principles of prudence and ethics that form a boundary of staff practices, activities, circumstances and methods.

**Board-CEO Relationship:** In addition to setting a vision and defining what constitutes inappropriate staff practices, the board must set policies about how it relates to staff. The CEO is the board's sole
Section II: Board Member Basics

employee and the link between the board and staff. 

**Governance Process:** The board sets policies for its own workings—its responsibilities, its structure, how meetings will be conducted, and standards for the board. The policies reinforce the board's responsibilities to provide vision and governing leadership.

*Adopted from material prepared by Cindra J. Smith, Community College League of California

New Trustee Orientation

*By the American Association of Community College Trustees*

Becoming a member of the Cowley College Board of Trustees is an important and challenging responsibility. Thorough and ongoing orientation and education about trustee and board roles is essential to success. New trustees, chief executive officers, board chairs and other trustees play important roles in this orientation process.

**New Trustee Learning Guide**

**Learn About Trustee Roles and Responsibilities**

- Attend trustee orientation workshops sponsored by state associations and ACCT.
- Read the local trustee handbook, if there is one.
- Study the board's policies on the governing board, particularly the code of ethics or standards of practice for the board.
- Meet with the chief executive officer, board chair and other members of the board to discuss trustee roles and responsibilities.
- Seek out someone from the board to use as a resource or mentor.
- Discuss with the CEO and other trustees the difference between policy making and administration.
- Be aware of the legal and ethical constraints on trustees, including open meeting provisions, confidentiality, conflicts of interest, and role in collective bargaining or setting staff salaries.
- Arrange your schedule to be able to attend state and national conferences for trustees.

**Learn about the College’s Programs, History and Culture**

- Work through the CEO to arrange to talk with key people about major programs and accomplishments of the district.
- **Contact Tiffany Vollmer, Board Clerk, to schedule a tour of the campus**
- Peruse the college catalog, accreditation self-study and team report, key planning documents, and annual report.
- Know the district and College mission, vision, and policy goal statements, and the board's policies related to educational programs and services.
- Read about the history of the College. Plan to attend major district events, such as convocations, opening days and graduations.
- Read about the community colleges in general, including chapter 1 in Trusteeship in
Learn About External Trends and Issues
  • Read local newspapers and listen to the news for trends that might affect the College.
  • Strengthen links with key people and groups in the communities served by the College.
    Attend community events. Listen for issues that are pertinent to the College.
  • Read about local demographic and economic trends that affect the College.
  • Read about state legislative, fiscal, and other policy issues that affect the colleges.

Learn About College Planning Processes and Budgets
  • Working through the CEO, meet with appropriate people to explore the policy goals in the
    strategic and master plans.
  • Working through the CEO, meet with the appropriate personnel to review the policy aspects
    of the budget, its parameters and restrictions, the process for developing the budget, its
    relationship to strategic and master plans, and how the board monitors the fiscal health of
    the district.

Learn About Board Meetings and Board Operations
  • Review past agendas and minutes.
    a. Thoroughly read the agenda for each meeting.
    b. During the first few months, don't hesitate to call or meet with the CEO, mentors or other
       trustees, and/or the board chair before each meeting to seek clarification on agenda items.
    c. Become knowledgeable about basic parliamentary procedures and other practices related to
       participating in effective meetings.
    d. Be willing to observe and learn for the first few months to understand how things have
       been operating. Call the board chair or CEO when there are questions.
    a. Understand the key conditions of open meeting laws and laws and regulations related to
       conflicts of interest.

Practice Good Human Relations Skills
  b. Get to know other members of the board as individuals.
  c. Learn and respect communication protocols with other trustees, the CEO, and staff
     members.
  d. Work to be a member of the board team. Wisely contribute ideas and opinions.

Rely on the Following Resources
  a. The Chief Executive Officer
  b. The Clerk of the Board
  c. The Board Chair and other experienced trustees
  d. Kansas Association of Community College Trustees
  e. Association of Community College Trustees
Robert's Rules of Order - Summary Version

Introduction to Robert’s Rules of Order

What Is Parliamentary Procedure?
- It is a set of rules for conduct at meetings that allows everyone to be heard and to make decisions without confusion.

Why is Parliamentary Procedure Important?
- Because it's a time tested method of conducting business at meetings and public gatherings. It can be adapted to fit the needs of any organization. Today, Robert's Rules of Order newly revised is the basic handbook of operation for most clubs, organizations and other groups. So it's important that everyone know these basic rules.

Organizations using parliamentary procedure usually follow a fixed order of business.

The method used by members to express themselves is in the form of moving motions. A motion is a proposal that the entire membership take action or a stand on an issue.

How are Motions Presented?
1. Obtaining the floor
   a. Wait until the last speaker has finished.
   b. Rise and address the Chair by saying, "Mr./Mrs. Chair, or Mr./Mrs. President."
   c. Wait until the Chair recognizes you.
2. Make Your Motion
   a. Speak in a clear and concise manner.
   b. Always state a motion affirmatively. Say, "I move that we ..." rather than, "I move that we do not ..."
   c. Avoid personalities and stay on your subject.
3. Wait for Someone to Second Your Motion
4. Another member will second your motion or the Chair will call for a second.
5. If there is no second to your motion it is lost.
6. The Chair States Your Motion
   a. The Chair will say, "it has been moved and seconded that we ..." Thus placing your motion before the membership for consideration and action.
   b. The membership then either debates your motion, or may move directly to a vote.
   c. Once your motion is presented to the membership by the chair it becomes "assembly property", and cannot be changed by you without the consent of the members.
7. Expanding on Your Motion
   a. The time for you to speak in favor of your motion is at this point in time, rather than at the time you present it.
b. The mover is always allowed to speak first.
c. All comments and debate must be directed to the chairman.
d. Keep to the time limit for speaking that has been established.
e. The mover may speak again only after other speakers are finished, unless called upon by the Chair.

8. Putting the Question to the Membership
a. The Chair asks, "Are you ready to vote on the question?"
b. If there is no more discussion, a vote is taken.
c. On a motion to move the previous question may be adapted.

Voting on a Motion:
The method of vote on any motion depends on the situation and the by-laws of policy of your organization. There are five methods used to vote by most organizations, they are:

9. By Voice -- The Chair asks those in favor to say, "aye", those opposed to say "no". Any member may move for an exact count.
10. By Roll Call -- Each member answers "yes" or "no" as his name is called. This method is used when a record of each person's vote is required.
11. By General Consent -- When a motion is not likely to be opposed, the Chair says, "if there is no objection ..." The membership shows agreement by their silence, however if one member says, "I object," the item must be put to a vote.
12. By Division -- This is a slight verification of a voice vote. It does not require a count unless the Chair so desires. Members raise their hands or stand.
13. By Ballot -- Members write their vote on a slip of paper, this method is used when secrecy is desired.

There are two other motions that are commonly used that relate to voting.

1. Motion to Table -- This motion is often used in the attempt to "kill" a motion. The option is always present, however, to "take from the table", for reconsideration by the membership.
2. Motion to Postpone Indefinitely -- This is often used as a means of parliamentary strategy and allows opponents of motion to test their strength without an actual vote being taken. Also, debate is once again open on the main motion.

Parliamentary Procedure is the best way to get things done at your meetings. But, it will only work if you use it properly.

1. Allow motions that are in order.
2. Have members obtain the floor properly.
3. Speak clearly and concisely.
4. Obey the rules of debate.
5. Most importantly, BE COURTEOUS.
For Fair and Orderly Meetings & Conventions
Provides common rules and procedures for deliberation and debate in order to place the whole membership on the same footing and speaking the same language. The conduct of ALL business is controlled by the general will of the whole membership - the right of the deliberate majority to decide. Complementary is the right of at least a strong minority to require the majority to be deliberate - to act according to its considered judgment AFTER a full and fair "working through" of the issues involved. Robert's Rules provides for constructive and democratic meetings, to help, not hinder, the business of the assembly. Under no circumstances should "undue strictness" be allowed to intimidate members or limit full participation.

The fundamental right of deliberative assemblies requires all questions to be thoroughly discussed before taking action. The assembly rules - they have the final say on everything. Silence means consent.

Trustees' Legal Duties and Avoiding Liability

Legal Duties
A board member's central purpose is to ensure that the organization's resources are used to achieve its purposes. This includes the duties of care, loyalty and obedience.

Duty of care: A trustee has a responsibility to participate in decision-making on behalf of the organization, and must exercise independent judgment while doing so. These decisions must be informed. For example, members should require management to provide sufficient information to make an independent decision. If board members find that the information is invalid or incomplete, they are expected to ask questions about it. Independent advice is required if the nonprofit is buying or selling significant assets, or is entering into a material contract. This is especially important if the organization is entering into a joint venture, sale or merger, or if the company presenting the information stands to benefit from the transaction. With respect to corporate compliance, the duty of care requires that board members "attempt in good faith to assure that (1) a corporate information and reporting system exists, and (2) this reporting system is adequate to assure the board that appropriate information as to compliance with applicable laws will come to its attention in a timely manner as a matter of ordinary operations," according to information published by the Office of the Inspector General and the American Health Lawyers Association.

Duty of loyalty: When acting on behalf of an organization, board members must set aside their own interests, whether professional or personal, or the interests of any other organization. Simply put, the nonprofit organization must come first. A board member cannot seize an opportunity for his or her own gain. Even if it is only part of the organization's future plans, the opportunity must be presented to the organization first. Similarly, it is a breach of the duty of loyalty to fail to preserve the confidentiality of the organization's affairs. Disclosing opportunities to outside individuals may lead to loss of opportunity for the organization.
**Duty of obedience:** Board members have a responsibility to be faithful to the organization's stated mission and not to act or use its resources in incompatible ways or purposes.

Complying with these obligations can protect a nonprofit board. As long as decisions of the trustees are made on an independent and informed basis, in good faith and in the best interests of the corporation, they are not subject to challenge in court. This presumption is called "the business judgment rule," and applies unless there is evidence showing a board member has an interest in the transaction or dispute or was otherwise disloyal, uninformed or lacked independence.

**Reliance on experts:** Unless an officer or director has knowledge that makes reliance unwarranted, an officer or director, in performing his or her duties to the organization, may rely on written or oral information, opinions, reports, or statements prepared or presented by: (i) officers or employees, legal counsel, public accountants, or other persons as to matters which the officer or director believes in good faith to be within the person's professional or expert competence; or in the case of reliance by directors, a committee of the board on which the director does not serve if the director believes in good faith that the committee merits confidence.

**Willful ignorance and intentional wrongdoing:** Directors cannot remain willfully ignorant of the affairs of the association. A director appointed as treasurer, for example, with limited knowledge of finance cannot simply rely on the representations and reports of staff or auditors that "all is well" with the association's finances. Moreover, officers and directors acting outside of or abusing their authority as officers and directors may be subject to personal liability arising from such actions. Furthermore, officers or directors who, in the course of the association's work, intentionally cause injury or damage to persons or property may be personally liable, even though the activity was carried out on behalf of the association.

**The Consequences**
If a board member breaches any of these duties or otherwise harms the college or its stakeholders, he or she may be personally liable for failing to comply. However, The Kansas General Corporation Code (KGCC) allows the indemnification of officers, directors, employees, or agents for attorney's fees and other expenses, as well as judgments or amounts paid in settlement in civil cases if the person acted in good faith and in a manner he reasonably believed to be in the best interests of the corporation.

The KGCC permits indemnification in third party actions and also allows limited indemnification in derivative actions (i.e., only expenses and not judgments or settlement amounts). K.S.A. § 17-6305(c) mandates indemnification of reasonable expenses, including attorney fees.
Avoiding Liability
Board members can meet these duties and avoid liability by taking the following four actions.

1. **Establish appropriate policies.** To avoid breaching the duty of loyalty due to conflicts of interests, boards should adopt and follow a written conflict-of-interest policy that prohibits members from engaging in either business or financial transactions with anyone directly connected to the organization. Alternatively, the policy should clearly state the conditions under which it would be acceptable to conduct business with an organization with which there is a conflict. It can be helpful to have board members sign a disclosure form on an annual basis that identifies potential conflicts.

2. If a conflict of interest still arises, the board member should make a full disclosure of the conflict to the rest of the board. It may be appropriate for that member to withdraw from any discussion concerning the transaction; however, there are instances when he or she might be particularly knowledgeable on the subject and in a position to impart information that will help board members who are not conflicted to reach a decision. However, the conflicted board member should abstain from voting on the issue in all cases. The Internal Revenue Service has adopted rules applicable to certain transactions that create an assumption that the nonprofit organization acted appropriately in a conflict situation unless that assumption is contested with evidence.

Board members also may wish to develop a confidentiality policy. Although the duty of confidentiality already exists, having a formal policy in place may help members analyze how that duty applies in their organization. The policy may include provisions about how to define what matters are confidential or when or if to make statements to the press or public.

3. **Establish appropriate committees.** In addition to policies, the board should consider establishing committees that will allow a detailed review of board-level matters that time would not allow during a board meeting. This may include other committees such as:

   - Academic committee
   - Finance committee
   - Policy committee

4. **Establish measures for effective board performance.** The board also should schedule strategic planning and mission evaluation on a regular basis. This will require the board first to define what constitutes success of the nonprofit organization’s mission. The board may conduct a self-evaluation, but also may choose to survey the organization’s staff or members about the metrics to measure success and the best use of resources.
5. **Review organizational and external resources.** Board members should maintain copies of the organization's mission statement, budget, strategic plan and an overview of programs and staff. These resources can be a useful reference when considering how to fulfill the chartable purpose of the nonprofit.

**Organization Comes First**

The standards to which a fiduciary is held are the highest imposed by law, and nonprofit board members are required to meet them. To do so, and to ensure the continuing success of the nonprofit, trustees must understand both the mission and the operations of the organization and take practical steps to uphold their fiduciary duty.

**Kansas Open Meetings Act**

*(Please see Section V – Reference Materials, for the complete Kansas Open Meetings Act)*
Section III: Functions and Organization of the Board of Trustees

Election of Officers

According to the policies adopted by the Board of Trustees and laws of the state of Kansas, officers shall be elected annually at a regular Board meeting. Positions to be filled include:

A Chairperson, who shall:
- preside at all meeting of the Board;
- sign all warrants ordered by the Board to be drawn by the Treasurer;
- call special meetings of the Board;
- perform any other duty required by law or assigned by the Board

A Vice Chairperson, who shall perform the duties of the Chairperson in the absence of the Chairperson or in the event of his inability to serve.

A Past-Chairperson, who shall serve as an advisor to the Chairperson of the Board.

A voting delegate to the Kansas Association of Community College Trustees (KACCT).

An alternate delegate to the Kansas Association of Community College Trustees (KACCT).

A voting delegate to the Association of Community College Trustees (ACCT).

An alternate delegate to the Association of Community College Trustees (ACCT).

A Trustee Representative for professional negotiations.

A Trustee Representative designated to open bids received for college purchases.

A Trustee representative to the Cowley College Foundation Association.

A Trustee representative to the Tiger Booster Club.

Three Trustees to serve on the Finance Sub-Committee.

Three Trustees to serve on the Academic Sub-Committee.

Three Trustees to serve on the Policy Sub-Committee.

Advisory Committees

Citizens advisory committees are utilized by the faculty and administration to assure that College programs and services are sensitive to community needs and resources, and to provide two-way communication with citizens possessing special expertise and interest in College programs and services. In addition, ad hoc advisory committees may be appointed by the Board of Trustees for certain specified purposes.

1. An advisory committee will be appointed for each General Education department and each occupational program of the College. Advisory Committees for other areas may be approved as needed.

2. Presidential institutional advisory committee members will be appointed by the President. Department advisory committee members will be appointed by the Department Chairs.

3. A chairperson of each committee will be elected by the appointed membership of the committee.

4. The committee will meet at least once each semester, upon call by the chairperson.
5. Notice of meetings including an agenda, will be distributed to each member at least two weeks in advance.
6. Minutes will be prepared and submitted to the appropriate administrator and the President within two weeks following each meeting.
7. Reports will be submitted to the appropriate administrator concerning any recommendations for significant changes in a program and/or any evaluative information prepared by an advisory committee.

Creation and Amendment of Policies

It is necessary for the College to revise and update current policies from time to time, as well as adopt new policies and procedures to support operations.

1. All new policies and changes or revisions to current policies and procedures must first be submitted to the Administrative Council for review and approval.
2. Upon approval by the Administrative Council, the policy/change will be submitted to the Board of Trustees for a first reading.
3. The policy/change is then presented to the Board of Trustees at the following meeting for a second reading. At this time the Board will take final action on the new policy or change and, upon approval, it will become effective immediately.

Attorney and Auditor

The Board of Trustees selects and/or retains an attorney on an annual basis. The amount of the attorney’s retainer fee is to be determined by the attorney and the Board.

Specifications for an annual audit shall be approved by the Board of Trustees before bids are solicited. The audit shall be approved by the Board of Trustees before the bids are solicited. The audit bid document may provide for audit contract specifications determined by the Board.

Authorization: Corporate Status; Name

Cowley College shall be governed by a Board of Trustees which shall constitute a body corporate and politic, possessing the usual powers of a corporation for public purposes, under name and style of “The Board of Trustees of Cowley County Community College of the State of Kansas.”

Board Agenda

It is the practice of the Board to expect the President, in conjunction with the Chairperson or vice chairperson of the Board, to prepare a written agenda for each public meeting. This agenda will be sent out to the Board members along with any other citizen who has submitted a request, at least 72 hours in advance of the meeting. Members of the Board are privileged to ask that items of his or her special
interest be included on the agenda. The request should be made to the President or the Chairperson of the Board of Trustees.

**Organization of the Board**

At the regular meeting each January, the Board shall organize by election of a chairperson from its members, who shall serve for one year or until his/her successor is elected and qualified. The Board shall also elect a vice chairperson from its members, who shall serve for one year or until his/her successor is elected and qualified. All members of the Board are encouraged to consider service as a chairperson and/or vice-chairperson. No chairperson shall serve more than two (2) consecutive 1-year terms. The Board will select other such officer as it may deem desirable from among its own membership or from other qualified individuals.

**Board Chairperson Duties**

The responsibilities of the Chair are: (a) the integrity of the board’s process and (b) occasional representation of the Board to outside parties. The Chair is the only Board member authorized to speak for the Board (beyond simply reporting Board decisions) other than in rare and specifically authorized circumstances.

1. The Chair shall ensure that the Board and individual Board members consistently act in accordance with the Board’s own policies and laws legitimately imposed upon the Board by Kansas Statute.
2. The Chair of the Board of Trustees shall preside in an efficient and effective manner and shall set the general tone through positive leadership.
3. The Chair or the Vice-Chair shall participate in the formulation of all board agendas.
4. Deliberation will be fair, open, and thorough, but also efficient, timely, orderly and to the point.
5. The Chair will stimulate discussion among the Board members and will attempt to arrive at Board decisions through consensus.
6. The Chair has no authority to supervise or direct the President without the consent of the full Board.
7. The Chair shall ensure that the other Board members are informed of current and pending Board issues and processes.
8. The Chair shall call special meetings.
9. The Chair and the Vice Chair shall appoint members of committees established by the Board.
10. No member shall serve as Chair for more than two (2) consecutive 1-year terms.
11. The Chair shall be empowered to execute all legal documents, including deeds to convey title to properties owned by the Board of Trustees for which the Board of Trustees has authorized the sale.
12. The Chair is the spokesperson for the Board of Trustees. As such, he/she shall serve as the major conduit between the trustees and the general public, including the media, and between the trustees and the college administration.
13. The Chairperson shall not have the authority to make a policy or commit the Board in any way without authorization of the Board.
Section III: Functions and Organization of the Board of Trustees

Vice Chairperson Duties

In the absence of the Chair, the Vice-Chairperson shall assume the duties of the Chair.

Selection of the President

Pursuant to K.S.A. 71-201 and as indicated in #4 of the responsibilities of the Board of Trustees, the Board of Trustees will employ the president. The Board, at such time as it may deem expedient, shall appoint and fix the compensation and term of office of a president, who shall not be a member of the Board. The President’s term of office shall begin on the first day of July, or such other date as the Board may determine. The President shall have charge and control of the college, subject to the orders, rules and regulations of the Board.

The Board may extend the President’s contract each year for a period not to exceed three years. Reappointment of the President and extension of the President’s contract shall be as provided in the contractual agreement between the President and the Board of Trustees. Any contract or extension shall be in writing and shall specifically state the beginning and end dates of the contract or extended contract term.

The Board may adopt and observe an emergency Chief Executive succession plan, which plan shall be maintained as part of the records of Cowley College.

Monitoring Presidential Performance

Monitoring Executive performance is the role of the Board of Trustees. The Board carries out this critical function through the hiring and support of a president. Together, the Board and the President create a system of focus and mutual accountability goals using the tenets of policy governance. In this collaborative relationship, the Board provides clarity on and is responsible for the determination of presidential focus and objectives. The President provides clarity on and is responsible for determining the “Means” to accomplish these foci and objectives.

The President is evaluated on an annual basis at the regularly scheduled meeting in June, where he/she will give the Board an assessment of his/her performance as President, as measured against the goals and objectives previously agreed upon by the Board and the President. Members of the Board will review the comments of the president and formulate feedback for the President. The Chair of the Board will consolidate comments of individual Board Members into a “single” response for each category; that is, a majority of the Board members agree with the written evaluation ranking and the recorded comment for the area of evaluation. Comments or rankings which do not reflect the majority view of the Board of Trustees will not be included in the written evaluation.

Note: Because presidents are typically high performing professionals, evaluations of senior leaders commonly serve as a communication piece for Boards to share their satisfaction with high performance in key areas and to identity one or two areas which can be adjusted for greater performance.
Section III: Functions and Organization of the Board of Trustees

The written annual evaluation is written by the Chair of the Board of Trustees or his/her Board designee. *Under no circumstances* is the presidential evaluation shared with or written by an individual outside of the Board of Trustees or the President.

**Clerk of the Board Duties**

The Clerk of the Board shall attend all meetings of the Board; shall keep an accurate journal of its proceedings; and shall have the care and custody of the records, books, and documents of the Board. The records of the Board shall, at reasonable times, be open for and available to public inspection. The clerk shall countersign all warrants drawn upon the treasurer by order of the Board and shall keep an accurate account of all monies paid to the treasurer for the account of said Board. Before entering upon the discharge of these duties, the clerk shall furnish a corporate surety bond, in an amount fixed by the Board, to be approved and paid by the Board. The Board Clerk is also the Executive Administrative Assistant to the President, and as such, reports directly to the President, acting as a liaison between the President and the Board of Trustees.

**Treasurer Duties**

The Treasurer shall deposit all monies belonging to the Board in accordance with the provisions of Chapter 9, Article 14, of the Kansas Statutes annotated. The Treasurer shall attend all meetings of the Board; shall prepare and submit in writing monthly reports of the finances of the Board; and shall pay money belonging to the Board only upon warrants signed by the Chairman and countersigned by the clerk. Before entering upon the discharge of these duties, the treasurer shall furnish a corporate surety bond, in an amount fixed by the Board, to be approved and paid by the Board.

**Board Meetings**

The Board of Trustees shall hold at least one regular meeting each month at a time and place prescribed by the Board. Special meetings may be held from time to time as circumstances may demand. Special meetings may be called by the Chairperson of the Board or by two or more members of the Board when it is determined that circumstances warrant a special meeting. All members of the Board must be notified either in person, by telephone, or in writing of the day, and time of such special meetings. The provisions of K.S.A. 75-4317 through 75-4320 regarding open meetings shall be observed.

**Board Minutes**

Board minutes will be recorded at each meeting by the Board Clerk. Copies of the minutes will be provided in the following regular monthly Board meeting packet for review and approval.
Constitution of a Passing Vote

All official actions of the Board shall be taken by a quorum of members, and a majority affirmative vote is required for the motion to pass.

Election and Terms of Office

The Board of Trustees shall consist of seven (7) members from the home district and one (1) member from Sumner County in accordance with K.S.A. 71-1403. As a rule, members shall be elected for four-year terms in accordance with K.S.A. 71-1412.

Elections will be held on the Tuesday following the first Monday in November in each odd-numbered year in a general election. If necessary, primary elections will be held on the first Tuesday in August of odd-numbered years. Laws applying to such elections shall be applicable. Elected members shall be sworn into office during the Board meeting immediately following the second Monday in January, following the general school election.

Executive Session

Upon formal motion made, seconded and carried, the Board may recess, but not adjourn, to a closed or executive session. Any motion to recess for a closed or executive meeting shall include: (1) a statement describing the subjects to be discussed during the closed or executive meeting; (2) the justification for closing the meeting; and (3) the time and place at which the open meeting shall resume. The complete motion shall be recorded in the minutes of the meeting and shall be maintained as part of the permanent records of the college.

Recent legislation introduced new language which changes the definition of what used to be “subject” to now be defined as “justification.” The term “subjects” now appears to mean the matter or issue presented for discussion and the Board must include a brief description of the subject(s) to be discussed while still protecting important privacy interests.

With these changes to the open meetings Act, the Board should be aware that the KASB legal staff recommends that school boards go into executive sessions for one justification at a time.

No subjects shall be discussed at any closed or executive meeting, except the following:

1. Personnel matters of nonelected personnel;
2. consultation with an attorney for the body or agency which would be deemed privileged in the attorney-client relationship;
3. matters relating to employer-employee negotiations whether or not in consultation with the representative or representatives of the body or agency;
4. confidential data relating to financial affairs or trade secrets of corporations, partnerships, trusts, and individual proprietorships;

5. matters relating to actions adversely or favorably affecting a person as a student, patient or resident of a public institution, except that any such person shall have the right to a public hearing if requested by the person;

6. preliminary discussions relating to the acquisition of real property;

7. matters permitted to be discussed in a closed or executive meeting pursuant to K.S.A. 74-8804, and amendments thereto;

8. matters permitted to be discussed in a closed or executive meeting pursuant to subsection (d)(1) of K.S.A. 38-2212, and amendments thereto, or subsection (e) of K.S.A. 38-2213, and amendments thereto;

9. matters permitted to be discussed in a closed or executive meeting pursuant to subsection (j) of K.S.A. 22a-243, and amendments thereto;

10. matters permitted to be discussed in a closed or executive meeting pursuant to subsection (e) of K.S.A. 44-596, and amendments thereto;

11. matters permitted to be discussed in a closed or executive meeting pursuant to subsection (g) of K.S.A. 39-7,119, and amendments thereto;

12. matters required to be discussed in a closed or executive meeting pursuant to a tribal-state gaming compact;

13. matters relating to security measures, if the discussion of such matters at an open meeting would jeopardize such security measures, that protect: (A) Systems, facilities or equipment used in the production, transmission or distribution of energy, water or communications services; (B) transportation and sewer or wastewater treatment systems, facilities or equipment; (C) a public body or agency, public building or facility or the information system of a public body or agency; or (D) private property or persons, if the matter is submitted to the agency for purposes of this paragraph. For purposes of this paragraph, security means measures that protect against criminal acts intended to intimidate or coerce the civilian population, influence government policy by intimidation or coercion or to affect the operation of government by disruption of public services, mass destruction, assassination or kidnapping. Security measures include, but are not limited to, intelligence information, tactical plans, resource deployment and vulnerability assessments;

14. matters permitted to be discussed in a closed or executive meeting pursuant to subsection (f) of K.S.A. 65-525, and amendments thereto;

15. matters permitted to be discussed in a closed or executive meeting pursuant to K.S.A. 2013 Supp. 75-7427, and amendments thereto; and
16. matters permitted to be discussed in a closed or executive meeting pursuant to K.S.A. 2013 Supp. 46-3801, and amendments thereto. (c) No binding action shall be taken during closed or executive recesses, and such recesses shall not be used as a subterfuge to defeat the purposes of this act. (d) (1) Any confidential records or information relating to security measures provided or received under the provisions of subsection (b)(13), shall not be subject to subpoena, discovery or other demand in any administrative, criminal or civil action. (2) (A) Except as otherwise provided by law, any confidential documents, records or reports relating to the prisoner review board provided or received under the provisions of subsection (b)(16) shall not be subject to subpoena, discovery or other demand in any administrative, criminal or civil action. (B) Notwithstanding any other provision of law to the contrary, any summary statement provided or received under the provisions of subsection (b)(16) shall not be subject to subpoena, discovery or other demand in any administrative, criminal or civil action.

Filling of Board Vacancies

Pursuant to K.S.A. 71-201, the Board shall have the power to fill any vacancy which may occur in its membership not sooner than fifteen (15) days after it has properly published notice of such vacancy. The vacancy shall be filled by appointment, and the appointed member will serve the balance of the unexpired term.

Governance

Governing Style: In its governance, the Board will emphasize outward vision, encourage a variety of viewpoints, provide strategic leadership with collective decision-making, and remain proactive about the future success of the college. More specifically, the Board will:

1. Direct, control and inspire the organization through the careful establishment of the broadest organization policies reflect the Board's values and perspectives. The Board's major focus will be on results and their long-term impact.

2. Seek input from various sources including staff, students, faculty, employers, and other community members as necessary.

3. Make decisions, to the extent possible, on a consensus basis.

4. Monitor, evaluate and discuss the Board’s process and performance regularly.

5. Honor the division of responsibility between the Board and the CEP/President and staff, and contribute to creating a spirit of true cooperation and a mutually supportive relationship in support of our stakeholders.

Board Planning and Agenda
The Board will carry out its responsibilities using a governance style consistent with Board policies by: (a) re-examining Ends policies annually; (b) holding an annual planning session; (c) following an agenda at
its regular monthly meetings that implements the Board policy on Governing Style; and (d) continually improving its performance through Board education, enriching input and deliberation.

At the first regular meeting each January, the Board will establish a Board meeting calendar, listing the dates and places for the regular monthly Board meetings for the ensuing year.
The agenda for each Board meeting will be sent to the Board at least three (3) days before the meeting. Education, input and deliberation will be paramount in structuring meetings and other Board activities. The Board will provide an opportunity for public input at each regular Board meeting.
An annual planning session will be held each year.
The Board will approve the College budget. The College will submit revised budgets to the Board for approval.
The Board normally will not adopt policies and policy revisions until they have been considered at a minimum of two (2) meetings.

Guidelines for Public Comment
All official Board meetings are open to the public except executive sessions, which are convened in compliance with State law. The Board of Trustees welcomes the attendance of citizens at regular meetings.

1. Citizens should attempt to resolve any concerns with appropriate College personnel prior to addressing the Board. This process can be achieved by completing the Tell it to the President form on the College public website. Concerns will then be routed to the appropriate personnel.

2. Persons having matters to be brought before the Board must submit those items in writing, including the full written testimony. The Board Clerk must receive such testimony at least 72 hours in advance of the meeting. Requests may be mailed to: Board Clerk, P.O. Box 1147, Arkansas City, KS 67005, or emailed to boardclerk@cowley.edu.

3. Persons authorized to speak shall identify themselves to the Board Clerk and state whether they represent the opinion of a group. The Board Chair may ask groups with the same special interest to appoint a spokesperson.

4. Each person may speak no longer than 3 minutes.

5. Presentations containing information or comments related to College personnel or students may be deferred for consideration in executive session.

6. The Chair reserves the right to stop the proceedings at any time and refer the speaker to follow up with the Office of the President.

Order of Business
In all regular meetings of the Board, the following order of business will be observed: (1) call to order; (2) invocation; (3) approval of meeting minutes; (4) financial Reports; (5) bills and claims; (6) communications; (7) board reports; (8) administrative reports; (9) personnel transactions; (10) other business; (11) adjournment.
Reimbursement for Expenses

Pursuant to K.S.A. 71-201 (a), members of the Board of Trustees shall be paid subsistence allowances, mileage and other actual and necessary expenses incurred in the performance of their official duties. For an expense reimbursement form, contact the Board Clerk.
Section IV: Fiscal Operations

Introduction

Acceptance of the responsibility for administering the business affairs of a public community college implies on the part of the President and the Board of Trustees recognition of a commission of trust from the taxpayers of the district. As a protection to the Board of Trustees, which is the agency responsible to the taxpayers for all phases of the educational program, the fiscal policies herein have been established.

Fiscal Year

Cowley College’s fiscal year shall begin on the first day of July and end on the last day of June in the succeeding year (July 1-June 30.)

Financial Accounting

The Chief Financial Officer shall develop and implement a chart of accounts, a system of financial accounting called fund accounting and procedures to insure that all funds received and disbursed by the college are in accordance with Board policies, state and federal laws and regulations. The operating budgets are based upon the legal budget adopted by the Board.

Monthly Report

The Chief Financial Officer shall make a monthly report to the President and the Board summarizing the operating fund revenues and expenditures comparative to the college’s operating budget of the various funds maintained as part of the college’s accounting system. The Board may request other ad hoc reports.

Audit

The Board of Trustees will be provided the audited financial statements, annually, and at the close of each fiscal year. Additionally, the Board of Trustees may request an audit of college accounts at any time the Board deems necessary.

Revenue

The college will generate revenues from various sources including students’ tuition and fees, state appropriations, and mill levy. Tuition and fees will be charged to students enrolled in classes/programs, and shall not exceed the limit set forth by Kansas State Statute. The college’s mill levy will be established based upon estimated assessed valuations produced by the County Clerk of Cowley County. The
Section IV: Fiscal Operations

Board of Trustees will set the students’ tuition and fee rates and the mill levy, annual. The Board of Trustees will approve the students’ tuition and fee rates in the annual operating budget. The mill levy is approved through the college’s state appropriation budget, and will not exceed the limits set by the Kansas State Statutes.

Investments

The Board has authorized investments within statutory limitations set by K.S.A. 12-1675 from any and/or all funds. Interest earned from those investments will be placed in the college’s general operating fund except for investments derived from bond-related funds, which shall be invested in accordance with the covenant of the bond. Interest earned on student activities funds derived from commission vending sales or other activities, etc. shall be placed in the out-of-district scholarship fund of the general operating fund unless otherwise required by law or designation of donor, provided such funds are not agency account funds, which are not invested.

Purchasing

It is the duty and responsibility of the College Business Office to make purchases of goods and services for the College at the best possible cost, quality of product, and timeliness of service in accordance with the Kansas State Statutes. To facilitate the purchase for the College, the following procedure will be followed:

1. The College has no liability of a purchase until a purchase requisition has been approved through the appropriate approval channel, and a purchase order is produced by the Business Office. Items ordered without a purchase order will be the responsibility of the person who was responsible for the unauthorized purchase. Special recurring items such as utility invoices, credit card statements, insurance renewals, and professional services invoices will not require a purchase order. Invoices approved by the Chief Business Officer will be authorized for payment by the Business Office, subject to final approval by the Board of Trustees.
2. All purchases for single items or multiples of like items with a purchase price in excess of $2,500.00 shall be coordinated with the College purchasing agent who shall obtain verbal price quotes, and determine the final vendor for the purchase.
3. The Board of Trustees shall authorize purchases in excess of $10,000 after receiving bids or proposals. The Chairperson of the Board of Trustees, or designate, will certify those bids or proposal. Bids or proposals may be accepted by sealed bids or proposal, FAX, or internet/email.
4. Purchasing transactions for goods and services in excess of $25,000 in response to requests for bids/proposals/quotes will be presented to the full Board of Trustees for approval. The board has the authority to waive this provision or assign authority to designee.
5. The provisions of .02, .03 and .04 do not apply to expenditures by the Board of Trustees for the purchase of:
   a. Articles, products, or services that are produced, manufactured, or provided by inmates under the prison-made goods act of Kansas.
b. Services, materials, goods or wares required for reconstructing, remodeling, repairing or equipping buildings, vehicles and/or equipment when such purchase has been necessitated by the occurrence of a loss against which the Board of Trustees has purchased property or casualty insurance or for emergency repairs.

c. Materials, goods, wares or services which are purchased from vendors who have entered into contracts with the State Director of purchases pursuant to state purchasing statutes for purchases by state agencies and under the same pricing provisions established in the state contracts or from vendors with federal GSA purchasing contracts if the pricing is consistent with the GSA contract.

d. Educational materials directly related to curriculum and secured by copyright.

e. Contracts possessing a high degree of professional skills or services, may be exempted from the bidding or proposal requirements, but will require Board of Trustees or board designee approval if they exceed $10,000.

f. Other items deemed appropriate by the Chief Business Officer where quality of product or services, prior experience with vendor, availability of goods and/or services and timeliness of delivery, and a negotiated price, and approved by the Board of Trustees.

6. Bidding. When appropriate, the bid shall state brand name, equal, or interchangeable descriptions. Copies of all bid shall be provided to the Board of Trustees or board designee. Preference may be given to Cowley and Sumner County Businesses, when feasible.

7. Maintenance Contracts. The Business Office shall secure maintenance contracts on needed equipment and shall review these contracts with the Board of Trustees on an annual basis as to cost and services provided.

8. Purchase of Real Estate. The Board of Trustees shall purchase real estate for further needs of the College after a duly appointed representative of the Board has completed negotiations with the seller(s) for the purchase price, subject to ratification by the Board of Trustees.

**Bill Payment**

The Board of Trustees authorizes the College Business Office to pay invoices in a timely manner, and in accordance with Kansas State Statues, to take advantage of any a cash discount or to avoid late payment charges. List of all checks issued shall be presented to the Board for approval at the regular Board meeting.

Pursuant to K.S.A. 12-105b, the Chief Financial/Business Officer is authorized to pay bills in advance of the presentation to and approval by the Board of Trustees under the following circumstances: 1) the college will benefit from a discount provided for early payment or it will avoid assessment of a penalty; 2) reimbursement of employee travel expenses if submitted more than fifteen (15) days prior to the next regular Board meeting. Funds are drawn down as a reimbursement after the vendors are paid.

The college will utilize payment methods that expedite the payment of invoices for goods and services received to minimize the time elapsing between the transfer of funds from the United States Treasury or the pass-through entity, and the disbursement by the college whether the payment is made by electronic funds transfer, or issuance or redemption of checks, warrants, or payment by other means.
Section IV: Fiscal Operations

Depository Banks

Kansas Statute Annotated 9-1401 requires that depositories for municipal and quasi-municipal funds be designated by the governing body by official action, and recorded in the minutes of the governing board. The Board of Trustees may make this designation as early as the first (July) regular board meeting of the college’s fiscal year. The college currently utilizes RCB Bank, Union State Bank, Sunflower Bank/Wichita and Carson Bank/Mulvane as depository banks.

Budget

The Chief Business/Financial Officer shall prepare the college’s annual budget consisting of estimated revenues and expenses for each fiscal year. The President and Chief Business/Financial Officer shall recommend, annually, to the Board the students’ tuition and general fee rates, housing and meal plan rates, and mill levy. The President and Chief Business/Financial Officer shall recommend to the Board of Trustees a mill levy sufficient to cover the expenditures of the budget which is not sufficiently covered by anticipated state appropriation and other state aid, students’ tuition and general fee revenues, federal aid, and other sources of revenues. (See Section V – Reference Materials, for the current fiscal year budget).

The President and Chief Business/Financial Officer shall present the state appropriation budget in the form prescribed by the Department of Administration, Division of Accounts and Reports of the State of Kansas, at the July Board meeting. In July of each fiscal year, the proposed budget is tentatively adopted for publication of public hearing. The Board of Trustees shall set the time and place of a public hearing on the proposed state appropriation budget, which is published in the official newspaper of the college. Public notification of the public hearing of the proposed state appropriation budget shall be at least ten (10) days prior to the date set for the public hearing, and accordance with the State of Kansas Statues.

As late as the August Board of Trustees meeting and subsequent to the public hearing, the Board of Trustees shall adopt the state appropriation budget. On or before the 25th days of August each year, a copy of the adopted budget along with proof of public publication shall be filed with the Cowley County Clerk and the Kansas Board of Regents.

Financial Stability

It is the policy of Cowley College to be financially stable, and to meet the financial obligations of the College.

The College shall make a recommendation to the Board of Trustees to set aside a specific amount or percentage of earned general operating revenues to be placed in the general fund balance reserves at the end of each fiscal year (June 30 of each fiscal year). General operating revenues will include funds received from state appropriations, Ad Valorem taxes (mill levy), tuition, general fees, and local income.

This policy will enable the College to manage revenue shortfalls and cash flows, ensure continued operations, and provide for unforeseen contingencies without impairing the level or quality of services.
needed to respond to its customers, i.e., students, employees, and external stakeholders. Should exigencies occur or result in the college not able to make a recommendation of a specific amount or percentage of earned general operating revenues into the general fund balance reserves, cautionary review and consideration of the college’s financial position both long term and short term will be required of the Board of Trustees, and efforts focused therein.

Disposal of Records

In the absence of Kansas State Statue stating otherwise, it shall be the policy of Cowley College to retain a record no longer than seven (7) years beyond the date of last activity, with the following exceptions:

- Student transcripts – Permanent
- Board of Trustee minutes – Permanent

Permanent records may be maintained through digitization or electronic.

Disposal of College Property

Cowley College Board of Trustees authorizes the Vice President of Finance and Administration/Chief Business/Finance Officer or designee to dispose of unneeded (surplus) and/or obsolete college property periodically and in accordance with the appropriate procedures for disposal of college property.

When a department or work area within the college determines equipment or material property is no longer needed or obsolete by the department or work area, the Department Chair (Head), Director, or Work Area Supervisor will submit Cowley College Fixed Asset Inventory Form for the item to their division head: Vice President, Executive Director, i.e., Administrative Council (AC) Member.

When a department no longer has need of capital assets, the department will complete the Cowley College Fixed Asset Inventory Form “Deletions, Disposal, Transfers, and Sales”.

Once the Cowley College Fixed Asset Inventory Form is approved by the appropriate department head and AC member, the Vice President of Finance and Administration or designee will distribute a communication asking for requests for the item(s) identified on the Cowley College Fixed Asset Inventory Form. If more than one department or work area requests the item, a letter-of-need will be required from all interested departments or work areas. The letter will include need and planned use of the item. The letters-of-need will be reviewed by Vice President for Finance and Administration or Administrative Council, and a determination made for which department or work area will receive the item.

If no other department or work area within the college requests the item within a two-week period, the item may be disposed. The college reserves the option to dispose the item(s) by bids or auction as provided by Board Policy, and Federal and State law.
**Inventory**

A detailed listing of furniture, vehicles and equipment, including computers is maintained through the Chief Business/Financial Officer. Capital assets are recorded and marked with a Cowley College inventory tag at the time of purchase. The personnel responsible for fixed asset inventory for the department will be provided, by the Fixed Asset Coordinator or Chief Business/Financial Officer, a list of fixed assets under his/her purview. He/she will conduct a complete visual inspection of each asset at least once annually. Once fixed asset inventory is completed at the department level, those lists of inventory will be returned to the Fixed Asset Coordinator who will work with the Director of Accounting to ensure the financial statement report accurate valuation of all fixed assets. The fixed assets not accounted for will be appropriately documented and disposed of through the disposal of asset procedures.

**Health Insurance**

All full-time employees are required, as a condition of employment, to participate in the college-sponsored group health and dental insurance program at the single participation level. Coverage for family members under both insurance programs is available, and optional for the full-time employee.

The Board of Trustees shall pay $540 per month to full-time employees as a benefit stipend for their required participation in the college’s health and dental insurance program.

**Risk Management Insurance**

The Board of Trustees shall carry appropriate property and casualty insurance to cover and protect the college’s assets and resources from business interruptions and catastrophic liabilities. The Board of Trustees shall also carry mandated Worker’s Compensation Insurance in addition to general liability commercial automobile physical damage and liability; profession legal liability insurances.
Section V: Reference Materials and Data

Kansas Degreestat Preliminary Data analysis 2016
Degreestat will be live on Saturday. The Data is still in flux within Community College. This analysis was based on the preliminary data published on the KBOR Website as on Monday afternoon.

The data is a combination of 3 years financial and cost reports from 2014-2016. Please keep this in mind when looking at the reports it is based on 2016.

Residential Tuition
Cowley College has the 4th most affordable residential tuition among Community Colleges in our state with an average of 1398. Cloud CC was the highest with an average of 2330 for residential tuition. Average High resident tuition was 2218 and average low residential tuition was 1683.

Fees
Cowley College came in 7th in Fees with an average of 1208. We are just behind Butler with 1186. Kansas City CC was 1st with 740.5. Neosho was the highest with 2634.5.

Room and Board
Cowley is in 1st place for affordable Room and Board. Our Average is 4195. The next lowest is Fort Scott at 4736. The highest is Colby at 9074. Butler came in at 7403.

Books and Supplies
Cowley comes in 6th in average Books and supplies with an average of 1202. The lowest for books and supplies was Allen with an average of 339. Butler was the highest at 2244.5.

Scholarships and Grants
Cowley comes in 7th in average Scholarship and Grants provided with an average of 4589. The highest average was 6769 from Labette. Butler had an average of 5320.

Loans
Cowley was 2nd lowest in loans students take with an average of 4733. Independence was 1st with 4620. Butler came in 6th highest at 6614.5. This shows that our students are not being overly burdened with expenses.
Section V: Reference Materials and Data

Personal Investment
Cowley came in 1st in lowest personal investment with 729. Cloud was 2nd at 759. There are three schools that reported 0 on this. Butler came in as the highest at 3361.5. The Average is 2653.7 among the Community College in the state. Our NDT Program has a Personal Cost average at 729.

Kansas Degreestat Preliminary Data analysis 2015
Degree stat is live on Saturday. The Data is still in flux within Community College. This analysis was based on the preliminary data publish on the KBOR Website as on Late Monday afternoon. The data is a combination of 3 years financial and cost reports from 2014-2016. Please keep this in mind when looking at the reports it is based on the 2015.

Residential Tuition
Cowley College has the 3rd most affordable residential tuition among Community Colleges in our state with an average of 1392. Cloud CC was the highest with an average of 2327 for residential tuition. Average High resident tuition was 2207 and average low residential tuition was 1689.

Fees
Cowley College came in 7th in Fees with an average of 1208. We are just behind Butler with 1186. Kansas City CC was 1st with 740.5. Labette was the highest with 2642.5.

Room and Board
Cowley was 1st for affordable Room and Board. Our Average is 4158. The next lowest is Labette at 4736. The highest is Colby at 11736.5. Butler came in at 7378.

Books and Supplies
Cowley comes in 7th in average Books and supplies with an average of 1202. The lowest for books and supplies was Allen with an average of 339.Butler was the highest at 2244.5.

Scholarships and Grants
Cowley comes in 7th in average Scholarship and Grants provided with an average of 4589. The highest average was 5565 from Neosho. Butler had an average of 5320.

Loans
Cowley was 2nd lowest in loans students take with an average of 4733. Independence was 1st with 4620. Butler came in 11th highest at 6613. This shows that our students are not being overly burdened with expenses.
Section V: Reference Materials and Data

Personal Investment
Cowley came in 1st in lowest personal investment with 729. Cloud and KC were tied for 2nd at 759. There are four schools that reported 0 on this. Butler came in 3rd highest at 3376. The Average was 2556.2 among the Community College in the state.
Our NDT Program has a Personal Cost average at 729.

Kansas Degreestat Preliminary Data analysis 2014
Degreestat is live on Saturday. The Data is still in flux within Community College. This analysis was based on the preliminary data publish on the KBOR Website as on Late Monday afternoon. The data is a combination of 3 years financial and cost reports from 2014-2016. Please keep this in mind when looking at the reports it is based on the 2014.

Residential Tuition
Cowley College was the 2nd most affordable residential tuition among Community Colleges in our state with an average of 1398. Cloud CC was the highest with an average of 2327 for residential tuition. Average High resident tuition was 2206 and average low residential tuition was 1676.

Fees
Cowley College came in 7th in Fees with an average of 1208. We are just behind Butler with 1186. Kansas City CC was 1st with 740.5. Neosho was the highest with 2634.5.

Room and Board
Cowley was in 2nd for affordable Room and Board. Our Average is 4149. Highland was 1st with 3817. The highest is Labette at 11736. Butler came in at 7365.

Books and Supplies
Cowley came in 9th in average Books and supplies with an average of 1202. The lowest for books and supplies was Allen with an average of 339. Butler was the highest at 2244.5.

Scholarships and Grants
Cowley came in 7th in average Scholarship and Grants provided with an average of 4516. The highest average was 5421 from Kansas City. Butler had an average of 4436.

Loans
Cowley was 3RD lowest in loans students take with an average of 4733. Independence was 1st with 4620. Butler came in 14th highest at 6863. This shows that our students are not being overly burdened with expenses.
Personal Investment
Cowley came in 1st in lowest personal investment with 729. Cloud and KC were tied for 2nd at 759. There are four schools that reported 0 on this. Butler came in 5th highest at 3376. The Average was 2696 among the Community College in the state.
Our NDT Program has a Personal Cost average at 729.

Cowley College Properties

Main Campus

1. Ben Cleveland Wellness Center – 201 West 5th Avenue, Arkansas City
2. Bowman Estate Donated Property – 415 West Washington Ave., Arkansas City
3. Brown Center – 201 South 2nd Street, Arkansas City
4. Central Avenue Dorm – 102 South 5th Street, Arkansas City
5. Criminal Justice Training House – 210 West Washington, Arkansas City
6. College Recreation Building – 617 West Washington Avenue, Arkansas City
7. D. Robert Storbeck Dormitory – 101 South 3rd Street, Arkansas City
8. Fleet vehicle Parking Lot – 303 South 2nd Street, Arkansas City
9. Galle Johnson Hall – 125 South 2nd Street
10. Ireland Hall – 300 West Central Avenue, Arkansas City
11. Kerr Technology Building – 100 South 3rd Street, Arkansas City
12. Kirke W. Dale Dormitory – 110 South 4th Street, Arkansas City
13. Lady Tiger Softball Field – 700 West Washington Avenue, Arkansas City
14. McAtee Dining Center – 200 South 4th Street, Arkansas City
15. Nelson Student Center – 101 South 3rd Street, Arkansas City
16. Oscar Kimmel Dormitory – 101 South 4th Street, Arkansas City
17. Renn Memorial Library – 131 South 3rd Street, Arkansas City
18. Shipping and Receiving Building – 299 South 3rd Street, Arkansas City
19. Sid Regnier Bookstore – 207 West 5th Avenue, Arkansas City
20. Vacant Lot 1 – 416 West Washington, Arkansas City
21. Vacant Lot 2 – 101 North 4th Street, Arkansas City
22. Vacant Lot 3 – 109 North 4th Street, Arkansas City
23. Vacant Lot 4 – 115 North 4th Street, Arkansas City
24. Vacant Lot 5 – 226 South 4th Street, Arkansas City
25. Vacant Lot 6 – 220 West Washington, Arkansas City
26. Vacant Lot 7 – 303 South 3rd Street, Arkansas City
27. Vacant Lot 8 – 311 South 3rd Street, Arkansas City
28. Walker Industrial Technology Building – 201 South 4th Street, Arkansas City
29. Webb-Brown Building – 300 South 3rd Street, Arkansas City
30. William R. Docking Dormitory – 100 South 4th Street, Arkansas City
31. W.S. Scott Auditorium – 200 West 5th Avenue, Arkansas City
Additional Properties

32. Allied Health Center – 1406 East 8th, Winfield
33. Baseball Field – 1500 S Summit Street, Arkansas City
34. Travis Hafner Center – 1600 South Summit, Arkansas City
35. Sumner Campus Short General Education Center - 2208 Davis-White Loop, Wellington
36. Sumner Campus Technology and Innovation Center - 2205 Shurtz-Juden Loop, Wellington
37. The Lodge Dormitory – 2575 Greenway, Arkansas City
38. Vacant House – 1426 South A Street, Arkansas City
39. Vacant Lot 9 – 325 East Filmore, Arkansas City
40. Vacant Lot 10 – 315 East Filmore, Arkansas City
41. Vacant Lot 11 – 0 South Summit, Arkansas City
42. Vacant Lot 12 – 1800 South Summit, Arkansas City
71-120. Community colleges; official designation. (a) On and after the effective date of this act, every public community junior college, established and existing under the laws of this state, is hereby officially designated as a community college.
(b) Whenever the community colleges officially designated as such in subsection (a) are referred to or designated by the terms "community junior college" or "junior college" in a statute, contract or other document, such reference or designation shall be deemed to apply to said community colleges.
History: L. 1980, ch. 207, § 1; July 1.
71-201. Boards of trustees; powers and duties. (a) The board of trustees, in accordance with the provisions of law and the rules and regulations of the state board of regents, shall have custody of and be responsible for the property of the community college and shall be responsible for the operation, management and control of the college. The board of trustees shall hold at least one regular meeting each month at a time prescribed by the board. The board shall make an annual report in the manner prescribed by the state board of regents. Members of the board of trustees shall be paid subsistence allowances, mileage and other actual and necessary expenses incurred in the performance of their official duties.

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

1. To select its own chairperson and such other officers as it may deem desirable, from among its own membership. The secretary may be chief administrative officer of the college.
2. To sue and be sued.
3. To determine the educational program of the college subject to prior approval thereof as provided in this act and to grant certificates of completion of courses or curriculum.
4. To appoint and fix the compensation and term of office of a president or chief administrative officer of the college.
5. To appoint upon nomination of the president or the chief administrative officer members of the administrative and teaching staffs, to fix and determine within state adopted standards their specifications, define their duties and to fix their compensation and terms of employment. No community college teacher shall be required to meet licensure requirements greater than those required in the state educational institutions.
6. Upon recommendation of the chief administrative officer, to appoint or employ such other officers of the college, agents and employees as may be required to carry out the provisions of law and to fix and determine within state adopted standards their qualifications, duties, compensation, terms of office or employment and all other items and conditions of employment.
7. To enter into contracts.
8. To accept from any government or governmental agency, or from any other public or private body, or from any other source, grants or contributions of money or property which the board may use for or in aid of any of its purposes.
9. To acquire by gift, purchase, lease-purchase, condemnation or otherwise, and to own, lease, use and operate property, whether real, personal, or mixed, or any interest therein, which is necessary or desirable for community college purposes. Any lease-purchase agreement entered into under authority of this subsection shall be subject to the conditions set forth in K.S.A. 10-1116c, and amendments thereto. The term of any lease entered into under authority of this subsection may be for not to exceed 10 years. Such lease may provide for annual or other payment of rent or rental fees and may obligate the community college to payment of maintenance or other expenses. Any lease or lease-purchase agreement entered into under
authority of this subsection shall be subject to change or termination at any
time by the legislature. Any assignment of rights in any lease or lease-
purchase made under this subsection shall contain a citation of this section
and a recitation that the lease or lease-purchase agreement and assignment
thereof are subject to change or termination by the legislature. To the extent
that the provisions of the cash-basis and budget laws conflict with this
subsection in such a manner as to prevent the intention of this subsection
from being made effective, the provisions of this subsection shall control. This
provision is subject to the provisions of subsection (d).
(10) To enter into lease agreements as lessor of any property, whether real,
personal, or mixed, which is owned or controlled by the community college.
Any such agreement may specify the purposes for which the property may be
used, require that the property be maintained and operated by the lessee, and
may contain such restrictions or limitations on the use of the property, be
entered into for such period of time, and include such other terms and
conditions as the board of trustees determines to be necessary and proper.
Every such agreement shall be subject to change or termination at any time
by the legislature. Any assignment of rights under any such agreement shall
be subject to approval by the board of trustees and shall contain a citation of
this section and a recitation that the lease agreement and assignment of
rights thereunder are subject to change or termination by the legislature.
(11) To determine that any property owned by the college is no longer
necessary for college purposes and to dispose of the same in such manner
and upon such terms and conditions as provided by law.
(12) To exercise the right of eminent domain, pursuant to chapter 26 of the
Kansas Statutes Annotated, and amendments thereto.
(13) To make and promulgate such rules and regulations, not inconsistent
with the provisions of law or with rules and regulations of the state board of
regents, that are necessary and proper for the administration and operation
of the community college, and for the conduct of the business of the board of
trustees.
(14) To exercise all other powers not inconsistent with the provisions of law
or with the rules and regulations of the state board of regents which may be
reasonably necessary or incidental to the establishment, maintenance and
operation of a community college.
(15) To appoint a member to fill any vacancy on the board of trustees for
the balance of the unexpired term. When a vacancy occurs, the board shall
publish a notice one time in a newspaper having general circulation in the
community college district stating that the vacancy has occurred and that it
will be filled by appointment by the board not sooner than 15 days after such
publication.
(16) To contract with one or more agencies, either public or private,
whether located within or outside the community college district or whether
located within or outside the state of Kansas for the conduct by any such
agencies of education for students of the community college, and to provide
for the payment to any such agencies for their contracted educational
services from any funds or moneys of the community college, including funds
or moneys received from student tuition and fees, funds received from the
state of Kansas or the United States for education, or taxes collected under
K.S.A. 71-204, and amendments thereto. Any contract made under this
subsection with an institution of another state shall be subject to the
provisions of K.S.A. 71-202, and amendments thereto.
To authorize by resolution the establishment of a petty cash fund in an amount not to exceed $1,000, and to designate in such resolution an employee to maintain such petty cash fund. The employee designated in any resolution provided for in this subsection receiving such funds shall keep a record of all receipts and expenditures from the fund, and shall from time to time, and at the end of the fiscal year, prepare a statement for the board showing all receipts, expenditures, and the balance in the petty cash fund. The board of trustees may authorize the employee designated to maintain any petty cash fund to make a claim for replenishment of the fund to its original amount in advance of approval by the board of trustees if, at any time during the period between regular monthly meetings of the board of trustees, the balance remaining in the fund is insufficient to make needed expenditures for any purpose for which the petty cash fund is maintained. No petty cash fund may be replenished more than one time during each period between regular monthly meetings of the board of trustees. If a petty cash fund is replenished prior to the end of the fiscal year in accordance with the foregoing authorization, the employee authorized to maintain the petty cash fund shall keep an accurate record of all expenditures made therefrom, and the purpose therefor, and shall submit the record to the board of trustees at the next regular monthly meeting thereof. The petty cash fund shall be replenished by payment from the appropriate funds of the community college to the petty cash fund upon proper claim. The fund shall be kept separate from all other funds and shall be used only for authorized expenditures and itemized receipts shall be taken for each expenditure. No part of such fund may be loaned or advanced against the salary of an employee. All employees entrusted with such funds under this subsection shall be bonded by the community college district.

Subject to the provisions of subsection (d), the board of trustees may purchase or otherwise acquire land or land and improvements and may acquire, construct, reconstruct, repair or remodel improvements thereon or additions thereto, including furnishings, equipment, and architectural and incidental expense related thereto, and for such purposes the board of trustees is authorized to issue and sell general obligation bonds, the cumulative total not to exceed the following amounts: Where the community college district has a taxable tangible valuation of less than $90,000,000 or is located in a county designated as urban under the provisions of K.S.A. 19-3524, and amendments thereto, not to exceed 5% of the taxable tangible property of the community college district, and where the community college district has a taxable tangible valuation of more than $90,000,000 not to exceed 3% except as provided above for any community college district located in a county designated as urban under the provisions of K.S.A. 19-3524, and amendments thereto, of the taxable tangible property of the community college district. If any increase in the valuation of a community college district results in an outstanding bonded indebtedness in excess of that provided in this subsection, such increase shall not constitute a violation of this subsection. No such bonds shall be issued until the question of their issuance shall have been submitted to a vote of the electors of the community college district at a regular election or at a special election called for that purpose and the majority of the electors voting on the proposition in such community college district shall have voted in favor of the issuance of the bonds. Such election shall be called, noticed and held and the bonds issued,
sold, delivered and retired in accordance with the provisions of the general bond law except as herein otherwise expressly provided.

(d) (1) Except as provided in K.S.A. 74-32,433, and amendments thereto, the board of trustees of a community college may purchase or otherwise acquire land or land and improvements within: (A) The community college district; or (B) the service area of the community college. Nothing in this subsection shall be construed or operate in any manner to require a board of trustees to sell, convey or otherwise dispose of land or land and improvements located outside the community college district or the service area of the community college and owned or being acquired by the community college on the effective date of this act.

(2) For the purposes of this subsection, "service area" means a designated geographic area of the state established pursuant to agreement of the presidents of the community colleges and adopted in policy by the state board of regents.

71-201a. Contracts; indemnification or hold harmless provision, void. (a) It is the public policy of the state of Kansas that all contracts entered into by the board of trustees of a community college, or any officers or employees thereof acting on behalf of the board, provide that the community college and board of trustees shall be responsible solely for the community college's or board's actions or failure to act under a contract.
(b) The board of trustees of a community college and any officers or employees thereof acting on behalf of the board shall not have the authority to enter into a contract under which the community college or board agrees to, or is required to, indemnify or hold harmless against damages, injury or death resulting from the actions or failure to act on the part of any party to a contract other than the board or the community college.
(c) The provisions of any contract entered into in violation of this section shall be contrary to the public policy of the state of Kansas and shall be void and unenforceable.

71-201b. **Contracts; governed by Kansas law.** (a) It is the public policy of the state of Kansas that all contracts entered into by the board of trustees of a community college, or any officers or employees thereof acting on behalf of the board, shall be governed by and interpreted in accordance with the laws of the state of Kansas.

(b) The board of trustees of a community college and any of its officers or employees acting on behalf of the board shall have no power to enter into a contract which provides that the contract shall be governed by or interpreted in accordance with the laws of a state other than the state of Kansas.

(c) The board of trustees of a community college and any officers or employees thereof acting on behalf of the board shall have no power, pursuant to a contract, to submit to the jurisdiction of any court other than a court of the state of Kansas.

(d) The provisions of any contract entered into in violation of this section shall be contrary to the public policy of the state of Kansas and shall be void and unenforceable.

**History:** L. 2005, ch. 158, § 5; July 1.
71-201c. Contracts; mandatory provisions. (a) Except as provided by subsection (c), any contract entered into by the board of trustees of a community college or any of its officers or employees acting on behalf of the board shall contain the mandatory contract provisions prescribed by the department of administration in form DA-146a, as amended.
(b) Except as provided by subsection (c), any contract entered into after the effective date of this act shall be deemed to have incorporated the mandatory contract provisions prescribed by the department of administration in form DA-146a, as amended, even if such provisions are not specifically contained in such contract.
(c) The board of trustees of a community college may omit any of the mandatory contract provisions prescribed by the department of administration in form DA-146a, as amended, upon the affirmative recorded vote of a majority of the members of the board. The board shall not have the authority to waive or omit from the provisions of any contract the provisions of K.S.A. 71-201a or 71-201b, and amendments thereto.
71-203. Scholarships; limitations on use of public funds. The board of trustees of a community college shall not authorize or permit the expenditure of any public funds, either directly or indirectly, for scholarships for students who reside outside of the community college district. No public funds shall be expended for athletic scholarships. For the purpose of this section, moneys received from sale of admissions to activities which the community college sponsors and moneys received from private sector persons or organizations shall not be deemed to be public funds. Notwithstanding any provision of law to the contrary, a community college may use student fees to grant student scholarships if such use is approved by the board of trustees and acknowledged by student government representatives.

71-204. **Tax levy authorization; determination of amount; budget.** (a) For the purpose of community college maintenance and operation, the board of trustees is authorized to levy a tax on the taxable tangible property of the community college district. Such tax levy shall be the amount determined by the board of trustees to be sufficient to finance that part of the budget of the community college which is not financed from any other source provided by law. The budget of the community college shall be prepared and adopted as provided by law, and the tax levy therefor shall be certified to the county clerk of every county a part of the territory of which is in the community college district.

(b) The tax levy authorized by subsection (a) shall be reduced (1) in the 2001 fiscal year by an amount equal to 80% of the amount of the difference between the amount of state aid received by the community college in the 2000 fiscal year less an amount equal to 25% of the amount of out-district tuition received by the community college in such fiscal year and the amount of the state grant to which the community college is entitled in the 2001 fiscal year and (2) in fiscal years 2002, 2003 and 2004 by an amount equal to 80% of the amount of the difference between the amount of the state grant received by the community college in the preceding fiscal year less an amount equal to 25% of the amount of out-district tuition received by the community college in the 2000 fiscal year and the amount of the state grant to which the community college is entitled in the current fiscal year and (3) in each fiscal year after the 2004 fiscal year by an amount equal to 80% of the amount of the difference between the amount of the state grant received by the community college in the preceding fiscal year and the amount of the state grant to which the community college is entitled in the current fiscal year.

2019 Kansas Statutes

71-205. Off-campus instruction at Fort Leavenworth military reservation. For the purpose of offering and providing off-campus instruction and courses of study at the Fort Leavenworth military reservation, any community college board of trustees is hereby authorized to enter into agreements with the United States of America or any department or agency thereof. Credit for such study shall be given and accredited in the same manner and to the same extent as other community college credit is given and accredited.

71-206. Same; disposition of funds. Any community college board shall receive, deposit and disburse all funds due or to become due for off-campus instruction at Fort Leavenworth military reservation in the same manner as other funds belonging to the board, and all funds so received, or which have been so received, shall be available and expended for such off-campus instruction and other lawful purposes of the board without regard to any restrictions or limitations contained in the budget law.

71-210. Affiliation with certain organizations and associations; payment of dues, membership fees authorized. The board of trustees of any community college, upon majority vote of the members thereof, is hereby authorized to pay dues or membership fees from the general fund of such community college for affiliation with any organization or association the purpose and function of which is to provide for: (a) Accreditation necessary to enable the community college to fulfill its educational mission; or (b) eligibility for participation by the community college in formal athletic competition; or (c) the exchange of information and cooperation among community and junior colleges for the strengthening of programs for the benefit of its member community and junior colleges; or (d) information, education and assistance to boards of trustees on curriculum or in solving problems peculiar to community and junior college operation.

71-211. **Standardized and uniform chart of accounts; use required.** The director of accounts and reports, with the advice of the state board of regents, the senate committee on education and the house of representatives committee on education, shall prescribe a standardized and uniform chart of accounts for use by all community colleges. Such chart of accounts shall be compatible with the revenues and expenditures classification system developed by the national association of college and university business officers. The chart of accounts shall be adaptable to manual or automated systems, and use of such chart of accounts is hereby required for all community colleges.

2019 Kansas Statutes

71-212. Early retirement incentive programs; establishment authorized; purposes; payment limitations; program report required. (a) The board of trustees of any community college may establish an early retirement incentive program for the benefit of the employees of the community college for retirement of employees prior to the normal retirement age of 65 years. As used in this act, an "early retirement incentive program" is a program that provides cash payments, either in the form of a lump-sum payment at the beginning of the fiscal year, or in regular payments during the fiscal year. No payment pursuant to an early retirement incentive program as provided in this section shall be made prior to the retirement under the provisions of the Kansas public employees retirement system of any such employee of the community college.

(b) Commencing in the fiscal year that commenced in calendar year 2002 and every three years thereafter, each board that has established an early retirement incentive program shall prepare and submit a report to the state board of regents related to such early retirement incentive program. Such report shall contain: (1) Three years of budget data of such program, including actual costs, and a current year and future years' budget data for three to five years; (2) current costs and benefits of such program and projected costs and benefits of such program for three to five years; (3) current and projected number of participants in such program; and (4) such other information as required by the state board of regents. The state board of regents shall design and distribute forms to carry out the provisions of this act to the board of trustees of each community college that has established an early retirement incentive program. The state board of regents shall compile and prepare a summary report which shall be submitted to the joint committee on pensions, investments and benefits no later than January 1 of the year that follows the end of the fiscal year in which the reporting is required as provided in this subsection.

71-213. Same; budget authorization. The board of trustees is hereby authorized to budget and expend such amounts for early retirement incentive programs as the board may deem to be necessary and desirable.

History: L. 1981, ch. 267, § 2; July 1.
Nothing in this act shall be construed to create any right, or to authorize the creation of any right, which is not subject to amendment or nullification by act of the legislature.

History: L. 1981, ch. 267, § 3; July 1.
2019 Kansas Statutes

71-215. Evaluation of employees; definitions. As used in K.S.A. 71-216 through 71-218, and amendments thereto:
(a) "Board" means the board of trustees of a community college.
(b) "Employees" means all full-time employees of community colleges.
(c) "Full-time employees of community colleges" means instructional and administrative employees who are under contract for services to a community college for a term of not less than nine months and whose services to a community college are considered their principal employment.
(d) "School year" means the period from July 1 to June 30.

History: L. 2006, ch. 45, § 3; July 1.
71-216. Policy of personnel evaluation; adoption; forms; contents; time. Each board shall adopt a written policy of personnel evaluation procedure in accordance with this act. Every policy so adopted shall:
(a) Be prescribed in writing at the time of original adoption and at all times thereafter when any amendments are adopted.
(b) Include evaluation procedures applicable to all employees.
(c) Provide that all evaluations are to be made in writing and that evaluation documents and responses thereto are to be maintained in a personnel file for each employee for a period of not less than three years from the date each evaluation is made.
(d) Except as provided herein, provide that every employee in the first two consecutive school years of employment shall be evaluated at least one time per semester. Any employee who is not employed for the entire semester shall not be required to be evaluated. During the third and fourth years of employment, every employee shall be evaluated at least one time each school year. After the fourth year of employment every employee shall be evaluated at least once in every three years.

Evaluation policies adopted under K.S.A. 71-216, and amendments thereto, shall meet the following guidelines or criteria:

(a) Consideration shall be given to the following employee attributes: Efficiency, personal qualities, professional deportment, ability, results and performance and such other matters as may be deemed material.

(b) Community attitudes toward, support for and expectations with regard to educational programs shall be reflected.

(c) The original policy and any amendments thereto shall be developed by the board in cooperation with the persons responsible for making evaluations and the persons who are to be evaluated, and, to the extent practicable, consideration shall be given to comment and suggestions from other community interests.

(d) Evaluations of the chief administrator employed by a board shall be made by the board. The board shall place primary responsibility upon members of the administrative staff in making evaluations of other employees.

(e) Persons to be evaluated shall participate in their evaluations, and shall be afforded the opportunity for self-evaluation.

(f) The contract of any person subject to evaluation shall not be nonrenewed on the basis of incompetence unless an evaluation of such person has been made prior to notice of nonrenewal of the contract and unless the evaluation is in substantial compliance with the board's policy of personnel evaluation procedure.

71-218.  Same; evaluation documents; presentation to employee; acknowledgment; limited availability. Whenever any evaluation is made of an employee, the written document thereof shall be presented to the employee, and the employee shall provide written acknowledgment of such presentation. At any time not later than two weeks after such presentation, the employee may respond thereto in writing. Except by order of a court of competent jurisdiction, evaluation documents and responses thereto shall be available only to the evaluated employee, the board, the appropriate administrative staff members designated by the board, the community college attorney upon request of the board, the board and the administrative staff of any community college to which such employee applies for employment, and other persons specified, in writing, by the employee to the employee's board.  

2019 Kansas Statutes

71-301.  Student tuition. The board of trustees shall charge to and collect from each student tuition at rates per credit hour enrolled which shall be established by the board of trustees. In addition to tuition, the board of trustees may charge to and collect from each student fees at rates which shall be established by the board of trustees.

71-406. State residence; determination for state entitlements; rules and regulations. (a) Subject to the provisions of K.S.A. 71-407, and amendments thereto, persons enrolling in a community college who, if adults, have not been, or if minors, whose parents have not been residents of the state of Kansas for at least six months prior to enrollment for any term or session are nonresidents of the state for the purpose of determining state entitlements. (b) For the purpose of determining the residence of persons enrolling as a student in a community college, residence of minors shall be determined as provided in K.S.A. 72-1046, and amendments thereto, and of adults as provided in subpart Twenty-third of K.S.A. 77-201, and amendments thereto. The state board of regents may adopt rules and regulations governing the determination of residence of students.

2019 Kansas Statutes

71-407. Same; certain persons considered state residents; definitions; eligibility criteria. (a) The following persons, or any class or classes thereof, and their spouses and dependents, may be considered residents of the state of Kansas by the state board for the purpose of determining state entitlements of community colleges: (1) Persons who are in active military service of the United States; (2) persons who are domiciliary residents of the state, who were in active military service prior to becoming domiciliary residents of the state, who were present in the state for a period of not less than two years during their tenure in active military service, whose domiciliary residence was established in the state within 30 days of discharge or retirement from active military service under honorable conditions, but whose domiciliary residence was not timely enough established to meet the residence duration requirement of K.S.A. 71-406, and amendments thereto; (3) persons who are employees of a community college; (4) persons having special domestic relations circumstances; (5) persons who have lost their resident status within six months of enrollment; (6) persons who are not domiciliary residents of the state, who have graduated from a high school accredited by the state board of education within six months of enrollment at a community college, who were domiciliary residents of the state at the time of graduation from high school or within 12 months prior to graduation from high school, and who are entitled to admission at a state educational institution pursuant to K.S.A. 72-116, and amendments thereto; and (7) persons who are domiciliary residents of the state, whose domiciliary residence was established in the state for the purpose of accepting, upon recruitment by an employer, or retaining, upon transfer required by an employer, a position of full-time employment at a place of employment in Kansas, but the domiciliary residence of whom was not timely enough established to meet the residence duration requirement of K.S.A. 71-406, and amendments thereto.

(b) As used in this section:
(1) "Domiciliary resident" means a person who has present and fixed residence in Kansas where the person intends to remain for an indefinite period and to which the person intends to return following absence.
(2) "Full-time employment" means employment requiring at least 1,500 hours of work per year.

(c) The state board shall prescribe criteria and guidelines for determination of the eligibility of persons specified in subsection (a) to be considered residents of the state and shall specify the evidence necessary to be submitted by such persons as proof of eligibility. Evidence submitted by a person as proof of eligibility claimed under subsection (a)(7) must include, but not by way of limitation, certification of the claim by the employer of the person.

History: L. 1997, ch. 11, § 3; L. 1999, ch. 147, § 38; July 1.
71-501.  Tax levy; authorization; purposes; conditions; protest; election; additional levy; renewal procedures; definition.  (a) The board of trustees of any community college is authorized to make an annual tax levy for a period of not to exceed five years of not to exceed two mills upon all taxable tangible property in the community college district for the purpose of construction, reconstruction, repair, remodeling, additions to, furnishing and equipping of community college buildings, architectural expenses incidental thereto, and the acquisition of real property for use as building sites or for educational programs. No levy shall be made under this section until a resolution authorizing the levy is passed by the board of trustees and published once each week for three consecutive weeks in a newspaper having general circulation in the community college district. The resolution shall specify the mill rate of the tax levy and the period of time for which the tax levy shall be made under authority thereof. After adoption of the resolution, the levy may be made unless, within 60 days following the last publication of the resolution, a petition in opposition to the levy, signed by not less than 5% of the qualified electors of the community college district, is filed with the county election officer of the county in which the main campus of the community college is located. If a petition is filed, the levy shall not be made without the question of levying the same having been submitted to and approved by a majority of the qualified electors of the district voting at an election called for that purpose or at the next general election. If a petition is filed and no election is held, a new resolution authorizing a levy for the purposes specified in this section may not be adopted for a period of one year after the filing of the petition.

(b) Whenever an initial resolution has been adopted under subsection (a) and the resolution specified a lesser mill rate than two mills, the board of trustees of the community college may adopt a second resolution under the same procedure as is provided in subsection (a) for the initial resolution and, subject to the same conditions and for the same purposes as provided in subsection (a), shall be authorized to make an additional tax levy in an amount to be specified in the second resolution for the remainder of the period of time specified in the initial resolution for the making of the levy under authority thereof. Any second resolution shall be limited in amount as specified in subsection (a), less such amount as was authorized in the initial resolution, and not to exceed an aggregate amount of two mills in any one year. If any such resolution is adopted and the tax levy therein specified is authorized under the conditions specified in subsection (a), the amount of bonds which may be issued under K.S.A. 71-502, and amendments thereto, may be increased accordingly.

(c) The board of trustees of any community college which has made a tax levy under this section may initiate, at any time after the final levy is certified to the county clerk under any current authorization, procedures to renew its authority to make a like annual tax levy in the amount, upon the conditions, and in the manner specified in subsection (a).

(d) As used in this act, "unconditionally authorized to make a tax levy under authority of article 5 of chapter 71 of Kansas Statutes Annotated" means that the board of trustees of the community college has adopted a resolution under this section, has published the same, and either that such resolution
was not protested or that it was protested and an election was held by which the tax levy of the community college was approved.

There is hereby established in every community college of the state a fund which shall be called the capital outlay fund, which fund shall consist of all moneys deposited therein in accordance with law. The proceeds of any tax levied under K.S.A. 71-501, and amendments thereto, shall be deposited in the capital outlay fund of the community college making such levy. Any proceeds derived from the sale of oil or gas or other minerals by a community college may be deposited in the capital outlay fund of the community college. To the extent that any other statute conflicts with this section, this section shall control.

History: L. 1977, ch. 232, § 2; L. 1980, ch. 211, § 1; July 1.
71-502. Bonds in lieu of capital outlay levy; limitations. (a) Any moneys in the capital outlay fund of any community college district and any moneys received from issuance of bonds under this section may be used for the purposes specified in K.S.A. 71-501, and amendments thereto. The board of trustees of any community college district which is unconditionally authorized to make a tax levy under authority of article 5 of chapter 71 of Kansas Statutes Annotated, in lieu of making all or part of such tax levy, may issue and sell general obligation bonds as now provided by law for the issuance of general obligation bonds for buildings by such board of trustees, except that such bonds shall be issued to mature in not more than five (5) years and except that no election shall be required. In the event that bonds are issued under authority of this section, the amount of such bonds which may be issued shall be determined as follows:

1. The amount of such bonds shall not exceed the amount of the product which results from multiplying the remaining number of years provided in the resolution authorizing the capital outlay fund tax levy and adopted under K.S.A. 71-501, and amendments thereto, times the mill rate provided in said resolution times the assessed valuation of the taxable tangible property of the district at the time the bonds are issued, less the sum of all amounts specified in paragraphs (2) and (3) of this subsection.

2. The maximum amount of bonds authorized by this section to be issued shall be reduced by all amounts which have been or will be received by such community college district from any tax levy made under authority of said resolution prior to the issuance of such bonds, and such maximum amount shall be further reduced by the estimated amount of interest to be paid on such bonds.

3. The maximum amount of bonds authorized by this section to be issued shall be reduced by an amount equal to the amount of unpaid principal on bonds which have theretofore been issued under this section.

(b) Bonds issued under the authority conferred by this section by the board of trustees of any community college shall not be subject to or within any bonded debt limitation prescribed by law and, in determining the amount of bonded indebtedness of any such community college in applying any such bonded debt limitation, bonds issued under this section shall not be considered.

71-507. Refraining from making authorized levy; effect. If any community college is unconditionally authorized to make a tax levy under authority of article 5 of chapter 71 of Kansas Statutes Annotated, but the board of trustees of the community college chooses, in any year, not to make the levy, or chooses to make a lesser levy than authorized, the board of trustees may do so. If the board of trustees of the community college refrains from making a levy in any one or more years or from making the full levy which it is authorized to make under K.S.A. 71-501, and amendments thereto, and the resolution adopted thereunder, the authority of the community college to make a tax levy under K.S.A. 71-501, and amendments thereto, shall not thereby be extended beyond the period of time specified in the resolution, nor shall the mill rate of the tax levy authorized for any succeeding year be increased thereby.

History: L. 1986, ch. 258, § 2; May 15.
71-508. **Validity of prior tax levies and bonds not affected.** This act shall not in any manner be construed as affecting the validity of any tax levies authorized to be made under article 5 of chapter 71 of Kansas Statutes Annotated prior to the effective date of this act, nor shall this act in any manner be construed as affecting the validity of any bonds issued or authorized to be issued under article 5 of chapter 71 of Kansas Statutes Annotated prior to the effective date of this act.

**History:** L. 1986, ch. 258, § 3; May 15.
71-601. Definitions. (a) "Credit hour" means the basic unit of collegiate level instruction, as determined by the state board, in a subject or course offered at a level not higher than those subjects or courses normally offered to freshmen and sophomores in four-year institutions of postsecondary education which subject or course is approved by the state board.

(b) The term "credit hour" does not include instruction in a subject or course taken by a student enrolled for audit or in any subject or course not approved by the state board.

(c) The state board shall determine whether the subjects and courses offered in the community colleges are at the level of freshmen and sophomore subjects and courses offered in the state educational institutions and shall not approve for funding any subject or course offered at a higher level.

71-603. Certification to state board of credit hour enrollments and property valuations. (a) On or before November 1 and on or before March 1 of each year, the chief administrative officer of each community college shall certify under oath to the state board the total number of duly enrolled credit hours of students of the community college during the current session who meet the state residence requirement or who are considered residents of the state pursuant to the provisions of K.S.A. 71-407, and amendments thereto. Each November 1 and March 1, certification for payment shall set forth separately the credit hour enrollment for preceding sessions and for the current fall session. The state board may require the community college to furnish any additional information deemed necessary by it to carry out the provisions of this act, and shall prescribe such forms and policies as may be necessary for making such reports.

(b) In November of each year, the county clerk of each county shall certify to the state board with respect to each community college district in the county, the current assessed valuation of taxable tangible property within each such district. As used in this subsection, the term "taxable tangible property" means all real and tangible personal property which is subject to general ad valorem taxation.

2019 Kansas Statutes

71-604. State aid; proration of insufficient appropriation; overpayments; underpayments. (a) If the amount of any appropriation for state aid is insufficient to pay in full the amount each community college is otherwise eligible to receive, the amount appropriated shall be prorated among all community colleges in proportion to the amount each is eligible to receive. (b) If any community college is paid more than the amount it is eligible to receive, the state board shall notify the community college of the amount of the overpayment and the community college shall remit the same to the state board and the state board shall deposit the same in the state treasury to the credit of the general fund, and if any such community college fails to remit, the state board shall deduct the excess amount so paid from future payments becoming due to such community college. (c) If any community college is paid less than the amount it is eligible to receive, the state board shall pay the additional amount due at any time within the fiscal year in which the underpayment was made or within 60 days after the end of such fiscal year.

71-605. Same; distribution, when; credit to general fund. The distribution of the appropriation for state grants shall be made in substantially equal payments on August 1 and January 1 of each fiscal year, or as soon thereafter as possible. The state board shall certify, on or before July 20 and December 20 of each fiscal year, to the director of accounts and reports the amount due on August 1 or on January 1, as the case may be, to each community college entitled to a state grant from such appropriation, and the director of accounts and reports shall draw a warrant upon the state treasurer in favor of the community college for such amount. Upon receipt of the warrant, the treasurer of the community college shall credit the amount of the warrant to the general fund of the community college.

2019 Kansas Statutes

71-606. Curriculum limitation. The provisions of this act shall apply only to community colleges accredited by the state board whose collegiate credit curriculums are limited to a program of not more than two (2) years.

71-609. Same; subjects and courses taught outside home county, certain authorizations required. (a) No amount of state funding shall be based upon enrollment in any subject or course the principal part of which is taught at a location outside the county of the main campus of the community college, unless the location of such subject or course is specifically authorized by the state board of regents.

(b) (1) No amount of state funding shall be based upon enrollment in any subject or course which is taught in a county in which the main campus of a state educational institution is located, unless the teaching of such subject or course is specifically authorized by the chief executive officer of the state educational institution or by a designee of the chief executive officer. The chief executive officer of each state educational institution may designate and authorize a person or committee to act on behalf of the chief executive officer in granting the authorizations required by this subsection.

(2) For the purposes of this subsection, the term "main campus of a state educational institution" as applied to Kansas state university of agriculture and applied science means and includes the campus of the university located in Riley county and the campus of the university's college of technology located in Saline county.

71-609a. Same; disallowance for certain credit hours. No amount of the state operating grant of a community college shall be based upon any credit hour for which the community college is receiving or is eligible to receive postsecondary tiered technical education state aid.

71-611. Definitions; operating expenses; legally adopted budget; general fund.
(a) "Operating expenses" means the total expenditures and lawful transfers from the general fund of a community college during a fiscal year for all purposes.
(b) "Legally adopted budget of operating expenses" means the amount legally authorized and budgeted for operating expenses in the general fund of a community college.
(c) "General fund" means the fund of a community college from which operating expenses are paid and, subject to the provisions of K.S.A. 71-613a, and amendments thereto, to which all amounts of state entitlements, property taxes for general purposes, student tuition, and other moneys provided for by law are credited.

71-612. Budget authority. In any fiscal year, each community college may budget and expend for operating expenses any amount the board of trustees determines necessary to be budgeted therefor.

71-614. General fund; transfer authorizations; operating expense; certain expenditures prohibited. Any lawful transfer of money from the general fund of a community college to the career technical education fund, adult education fund, adult supplementary education fund or motorcycle driver safety fund shall be an operating expense in the year the transfer is made. The board of trustees of any community college may transfer moneys from its general fund to its career technical education fund, adult education fund, adult supplementary education fund or motorcycle driver safety fund. Expenditures for career technical education, adult basic education, adult supplementary education and motorcycle driver safety shall not be made from the general fund of a community college.

2019 Kansas Statutes

71-615. Exceeding budget; penalty. If a community college expends in any fiscal year an amount for operating expenses which exceeds its legally adopted budget of operating expenses, the state board of regents shall determine the excess and deduct the same from amounts payable to the community college during the next fiscal year.

2019 Kansas Statutes

71-617. Adult basic education; tax levy authorized, limitations, protest; fund, sources; expenses. (a) The board of trustees of any community college may levy a tax in each year for a period of not to exceed five (5) years of not to exceed one-fourth (1/4) mill on all taxable tangible property within the district to maintain and operate an adult basic education program at a level approved by the state board. In no event shall the tax levy authorized hereunder be at a rate which will produce an amount in excess of fifty thousand dollars ($50,000). Such tax levy shall be in addition to all other tax levies authorized or limited by law. Proceeds from such tax levy shall be deposited in the adult education fund of the community college which fund is hereby established. All moneys received by a community college for adult basic education shall be deposited in the adult education fund. The expenses of a community college attributable to adult basic education shall be paid from the adult education fund.

(b) No tax levy shall be made under authority of this section until a resolution authorizing such a levy is passed by the board of trustees and published once a week for three (3) consecutive weeks in a newspaper having general circulation in the community college district, and such resolution shall specify the millage rate of such tax levy and the period of time for which such tax levy shall be made under authority thereof. After the adoption of such resolution such levy may be made unless, within ninety (90) days following the last publication of the resolution, a petition in opposition to such levy, signed by not less than five percent (5%) of the qualified electors of such community college district, is filed with the county election officer of the county in which the main campus of the community college is located. In the event such a petition is filed, such levy shall not be made without the question of levying the same having been submitted to and been approved by a majority of the qualified electors of the district voting at an election which shall be called for that purpose or at the next general election.

2019 Kansas Statutes

71-620. Grants; eligibility and amount; disallowance for certain credit hours; determination of residency. (a) In each fiscal year, commencing with the 2012 fiscal year, each community college is eligible for a grant from the state general fund, in an amount to be determined by the state board, for non-tiered course credit hours, as defined in K.S.A. 71-1802, and amendments thereto, approved by the state board and delivered by the community college. The method of distribution of such funds shall be established by the state board after dialogue with the community college presidents.

(b) No amount of grant under this section shall be based upon any credit hour for which the community college is receiving or is eligible to receive postsecondary tiered technical education state aid in accordance with K.S.A. 71-1803, and amendments thereto. Only the credit hours of students who are residents of the state of Kansas enrolled in courses for postsecondary credit shall be considered for funding.

(c) For purposes of this section, residency for all community college students shall be determined in accordance with K.S.A. 71-406 and 71-407, and amendments thereto.

2019 Kansas Statutes

71-701. Definitions. As used in this act:
(a) "Board of trustees" means the governing body of a community college.
(b) "Campus" means the location of all or part of the buildings and facilities of a community college.
(c) "Chief administrative officer" means the president or one so appointed by the board of trustees.
(d) "Community college" means a public community college established under the provisions of this act. The official name of a community college shall be "the _____ community college" and the blank shall be filled with the name of the city or county.
(e) "Community college district" means the taxing district of a community college.
(f) "State board" means the state board of regents.
(g) "Student tuition" means the charge made to and paid by students for the privilege of attending a community college and participating in the institutional program.

71-702. Citation of act. This act shall be known and may be cited as the "community college act."

Supervision; core indicators of quality performance; data management system.

(a) Community colleges are under the supervision of the state board of regents.

(b) The state board of regents shall identify and approve core indicators of quality performance for each of the community colleges separately, after considering core indicators recommended by the board of trustees of each respective community college, and shall establish and implement a data management system that includes a process and format for collecting, aggregating and reporting common and institution-specific information documenting effectiveness of the colleges in meeting the role and mission thereof.

71-802. Loss of approval of college; loss of state aid. At any time, if the state board of regents finds that a community college previously approved or deemed approved has failed to comply with the provisions of this act or with any provision of a rule or regulation adopted pursuant to this act, or fails to meet the standards contained in this act, the state board of regents shall so advise the board of trustees. If after 12 calendar months after any such notification such board of trustees has failed to correct the deficiency noted, the state board of regents shall withdraw approval of the community college and it shall not be eligible for state aid during the continuance of any such period of withdrawal. Any action of the state board of regents in granting, denying or withdrawing approval of a community college shall be subject to review by the legislature.

2019 Kansas Statutes

71-1101. Application to organize; preparatory study. (a) Any one or more interested school districts may make a preparatory study of the need and feasibility of establishing a community college in its or their area. The state board may provide professional advice and technical assistance in the study. Such study shall include evidence and analysis of each of the following:

1. The present concentration of population and population trends and projections within the area;
2. Total school enrollment in grades one (1) through twelve (12) and in grades nine (9) through twelve (12) in such area;
3. The number of high-school graduates during the preceding ten-year period in such area, and a classification of them by their post high-school educational experience;
4. Types and capacities of educational facilities beyond the high-school level present in such area;
5. Educational services needed within such area;
6. Ability of such area to contribute to the financial support of a community college;
7. Such other data as the state board may by rule and regulation or otherwise require.

(b) The preparatory study shall include recommendations concerning the establishment of the community college and programs of instruction which would be most appropriate for such area at the time of establishment of the college. The preparatory study shall include recommendations for method of election and voting plan.

(c) After due consideration of the preparatory study, the boards of education of any one or more school districts in such area may file a petition in writing with the state board that the establishment of a community college be approved. Such petition shall be accompanied by a certified copy of the resolution of the petitioning board or boards authorizing the request; a copy of the preparatory study; a statement in such form and detail as the state board may require setting forth a plan of financing and the student potential for the proposed community college; and any other information which may assist in explaining or supporting the request.

2019 Kansas Statutes

71-1102. Standards for approval. Every community college shall meet the following standards: 
(a) At least all of the territory of the petitioning district or districts or all of one county shall be included in the proposed community college district.
(b) Any contiguous compact territory in the area in which the petitioning districts are located may be included in the proposed community college district.
(c) The proposed community college district shall have taxable property valuation in an amount not less than twenty million dollars ($20,000,000). Any community college the campus of which is located in a county having a taxable property valuation of less than twenty million dollars ($20,000,000) and if the same contains the territory of an existing college shall only be required to include all of such county.
(d) The community college shall have a potential student attendance volume within commuting distance in the area of at least nine hundred (900) students enrolled in grades nine (9) to twelve (12) inclusive, in the opinion of school officials of the petitioning district or districts and in the opinion of the state board. The advisory council shall state its opinion of the student potential in the proposed district in making its recommendation to the state board.
(e) The overall intention of the legislature shall be controlling in the interpretation of the requirements for approval of the community colleges.

71-1103. Establishment; approval by state board; approval at election. (a) Upon receiving any petition under K.S.A. 71-1101, the same shall be submitted to the advisory council for its advice and recommendations, which together with the petition shall be presented to the state board, which, after considering the same, may approve the establishment of the community college as proposed in the request, subject to the approval thereof by electors of the proposed community college district. In no event shall the state board give approval unless it finds that the establishment and operation of the proposed community college is consistent with the state plan as then in force, or unless the state board finds that special circumstances warrant an exception from the state plan and details reasons therefor. Such finding and the reasons of the state board in support thereof shall constitute an amendment of the state plan.

(b) Unless the writing by which the state board communicates approval specifically states otherwise, such approval of the request shall be in the terms contained in such request. The state board may condition approval upon the modification of the plan for the proposed community college, or upon modification of the plan of financing.

(c) No community college shall be established pursuant to this or any other act, nor shall any community college be entitled to or receive state aid unless its establishment has been approved as provided by law.

(d) Upon approval by the state board of any community college petition for establishment, the state board shall order an election for approval thereof to be held in the territory comprising the proposed community college district and shall specify the time of such election. The expenses of such election shall be paid by the county or counties in which territory of the proposed community college is located proportionately to the amount of territory in such counties. Election laws applying to elections for approval of a special question shall apply insofar as the same may be made applicable. The question submitted shall be: "Shall the proposed _____ community college be approved?," and the blank shall be filled with the name of such proposed community college as approved by the state board.

71-1104. Establishment; election for approval; determination of result. Whenever an election for approval of the establishment of a community college is held as provided in subsection (d) of K.S.A. 71-1103, and amendments thereto, the results of such election shall be certified to the state board by the election officer of each county in which there is located any part of the territory of the proposed community college. The state board shall tabulate and canvass the vote if more than one county is involved, and shall examine the vote if only one county is involved. After such examination or canvass the state board shall announce the result of the election and if it finds that a majority of those voting at the election voted in favor of the proposition to establish the community college, it shall so announce and issue an order establishing the same.

2019 Kansas Statutes

71-1105. Order establishing new college; contents. The order of the state board establishing any community college shall contain the following:
(a) A description of the territory of the community college district.
(b) A statement of the legal name of the community college.
(c) The effective date of the establishment of the community college for the purpose of taxation.
(d) The date that courses may first be offered by the community college.
(e) The date of the first election of members of the board of trustees, and a date two weeks prior thereto upon which the primary election, if needed, shall be held.
(f) A designation of the voting plan and method of election which shall initially apply in such community college district, and the voting plan and method of election shall be selected from those specified in chapter 71 of Kansas Statutes Annotated. If a member district method is selected the boundary of each member district shall be set forth.
(g) A specification of the election officer or officers who shall be locally responsible for conduct of the first election of trustees, and if more than one election officer is involved, the order shall also provide for certification of the results in each county to the state board for canvass of the vote and announcement and certification of the final result thereof, both in the primary and general elections.
(h) The date and place of the first meeting of the board of trustees.

2019 Kansas Statutes

71-1106. Same; certification of order establishing. The order establishing any new community college shall be certified to the election officer or officers of the county or counties in which any part of the territory of the community college is located, and to the board of education of any sponsoring school district, and a copy of such order shall be filed in the records of the state board.

71-1107. Election laws applicable to this article. The provisions of chapter 71 of Kansas Statutes Annotated shall apply to all elections conducted under authority of this act.

71-1108. Moratorium on new community colleges. No community college shall be established after the effective date of this act until this section of this act is repealed.

History: L. 1968, ch. 211, § 3; L. 1980, ch. 207, § 60; July 1.
2019 Kansas Statutes

71-1201. Territory attachment; elections, when; limitations and approvals.
Territory may be added to any community college district which has been established under this act either by deemed approval or by election approval by one of the following methods:
(a) The board of education of any unified district a part of which is in the community college district or which touches and adjoins a community college district may petition the state board for attachment of the territory of such unified district to the community college district for community college purposes. Upon receiving any petition under this subsection, the same shall be submitted to the state board. After considering the petition, the state board may approve such attachment. The state board may seek the recommendation of the board of trustees of the community college involved as to such attachment. If such request is made and if such board of trustees recommends such attachment, the same may be approved by the state board. Upon granting any approval for attachment of territory the state board shall so inform the county election officers of counties in which the territory to be attached is located, and such county election officers shall conduct an election for approval of such attachment in the area petitioned for attachment. Such election shall be conducted in accordance with the procedure for approval for establishment of a community college as specified in this act. The question submitted shall be: "Shall the proposed attachment of territory to the ________ community college district be approved?", and the blank shall be filled with the name of the community college. The expenses of the election shall be paid by the community college. In the event that such attachment is so approved by such election the state board shall issue an order attaching the same to the community college district. The provisions of subsection (b) of K.S.A. 71-1102, and amendments thereto, shall also apply to this subsection.
(b) Any board of trustees may petition the state board for the attachment of any adjoining territory to the community college district. Such petition shall be processed as set forth in subsection (a). If the state board approves such petition, the state board shall notify the county election officers of counties in which the territory to be attached is located, and such county election officers shall conduct an election for approval of such attachment in the area petitioned for attachment. No attachment of territory shall be made under this subsection unless such attachment has been approved by a majority of those voting in the territory to be attached. Such election shall be conducted in accordance with the procedure for approval of the establishment of community colleges as specified in this act. The question submitted shall be: "Shall the proposed attachment of territory to the ________ community college district be approved?", and the blank shall be filled with the name of the community college. In the event that such attachment is so approved by such election the state board shall issue an order attaching the same to the community college district. The expenses of the election shall be paid by the community college.
(c) No territory shall be attached to any community college district within 120 days prior to the general election of members of the board of trustees.
(d) If the community college attaching territory under subsection (a) or (b) has member district method of election, no approval thereof shall be given by
71-1301. **Authorization to agree to consolidate.** In accordance with the provisions of article 13 of chapter 71 of Kansas Statutes Annotated the boards of trustees of any two (2) or more community college districts are hereby authorized to enter into agreements to form one consolidated community college district.

**History:** L. 1968, ch. 77, § 1; L. 1980, ch. 207, § 62; July 1.
the state board and no proposition for approval thereof shall be submitted to any election until new proposed member districts for the community college territory as the same will exist after the addition of territory have been established by the state board.

71-1302. Agreement to consolidate; content. Any agreement entered into under authority of article 13 of chapter 71 of Kansas Statutes Annotated shall specify the following:
(a) The name of the community college district.
(b) The date of election for approval of consolidation.
(c) Composition of the board of trustees.
(d) The method of election and voting plan.
(e) A description of member districts, if needed.
(f) The membership of a temporary board of trustees to serve until a board of trustees is elected as provided in K.S.A. 71-1306, and amendments thereto.

71-1303. Same; state board approval of agreements. Agreements to consolidate under authority of article 13 of chapter 71 of Kansas Statutes Annotated shall provide that such agreement shall be of no force or effect unless first approved by the state board and is thereafter approved at a special election called for the purpose in the territory which will comprise the consolidated community college district.

2019 Kansas Statutes

71-1304. Election for approval of consolidation. The territory of the consolidated community college district shall be all of the territory of the community college districts being consolidated. All of the electors residing in the community college districts being consolidated shall be entitled to vote at such election. The proposition submitted shall be stated on the ballot and in the notice of election in substantially the following words: "Shall _____ community college and _____ community college form a consolidated community college district?" and the blanks shall be filled with the names of each of the community colleges being consolidated. The question shall be followed by the words: "To vote in favor of the consolidation make a cross × mark in the square after the word 'yes'. To vote against the consolidation make a cross × mark in the square after the word 'no'." The proposition shall be deemed approved if a majority of those voting thereon in each community college district being consolidated shall vote "yes." The county election officer of the county of the community college having the greatest population shall conduct the election. Laws applicable to question submitted elections in community college districts shall be applicable in the conduct of the elections provided for under this section to the extent that the same are not in conflict herewith.

2019 Kansas Statutes

71-1305. Same; certification of election results; state board's order of establishment. Before any consolidated community college district is finally approved under article 13 of chapter 71 of Kansas Statutes Annotated the results of the election shall be certified by the responsible county election officer in accordance with the determination of the county board of canvassers of such county to the state board, and if such election was favorable to consolidation of the school districts, it shall issue an order establishing the new community college district. Such order shall describe the boundaries thereof.

71-1306. Election of board of trustees after consolidation approved. (a) If a proposition to consolidate is approved as provided in K.S.A. 71-1304, and amendments thereto, the election of trustees at the next following community college election shall be by the method of election and voting plan provided in the agreement for the consolidated community college district.

(b) Subject to the provisions of subsection (c), at an election next following the approval of a proposition to consolidate, six new trustees shall be elected. The three candidates receiving the highest number of votes at the general community college election shall serve as trustees for four-year terms commencing on the July 1 following such election and the three candidates receiving the next highest number of votes shall serve for two-year terms commencing on the July 1 following such election, except where a member-district method of election is in effect in which case persons elected to even-numbered trustee positions shall serve for two-year terms commencing on the July 1 following such election and persons elected to odd-numbered member positions shall serve for four-year terms commencing on the July 1 following such election. At community college elections in odd-numbered years thereafter, successor trustees shall be elected to serve for four-year terms.

(c) At an election next following the approval of a proposition to consolidate when a seven member board of trustees has been provided for in the agreement for the consolidated community college district, seven new trustees shall be elected. The four candidates receiving the highest number of votes at the general community college election shall serve as trustees for four-year terms commencing on the July 1 following such election and the three candidates receiving the next highest number of votes shall serve for two-year terms commencing on the July 1 following such election, except where a member-district method of election is in effect in which case persons elected to even-numbered trustee positions shall serve for two-year terms commencing on the July 1 following such election and persons elected to odd-numbered member positions and to the at-large position shall serve for four-year terms commencing on the July 1 following such election. At community college elections in odd-numbered years thereafter, successor trustees shall be elected to serve for four-year terms.

(d) Trustees shall hold office until a successor is elected or appointed and qualified.

71-1307. Bond debt assumption or retention upon consolidation. Upon the consolidation of community college districts the consolidated community college district shall assume and agree to pay all of the bonded indebtedness of the former community college districts of which it is comprised, unless the agreement to consolidate provides otherwise as hereinafter provided. Any consolidation agreement entered into under authority of article 13 of chapter 71 of Kansas Statutes Annotated may provide that in lieu of the consolidated community college district assuming the bonded indebtedness, such indebtedness shall remain a charge upon the territory of the community college districts being disorganized. If such agreement provides for bonded indebtedness to remain a charge upon the territory of the community college districts being disorganized, the provisions of K.S.A. 10-119 shall apply with the date of the disorganization of such community college districts being the date to be used in making such application.

2019 Kansas Statutes

71-1308. Transfer of property and funds upon consolidation. The assets of the community college districts being consolidated shall be transferred to the consolidated community college district on a day agreed upon in the consolidation agreement but not sooner than the first day of the first month after the election approving such consolidation. The property, records and all funds on hand and to be collected of each of the community college districts being consolidated shall be turned over and paid to the consolidated community college district and shall become the property thereof, and the consolidated community college district shall thereupon be entitled to possession thereof. The consolidated community college district shall thereupon become liable for and pay all lawful debts of the community college districts which were consolidated except as may be otherwise provided by the consolidation agreement for bonded indebtedness. It shall be the duty of all county officers and officers of the community college districts being consolidated to transfer the funds (including state financial aid funds and funds collected from federal aid, taxes, interests and penalties subsequent to such consolidation), records and property of the community college districts being consolidated in accordance with the provisions of this section and the consolidation agreement. Any county treasurer or community college district officer or former officer having in his possession any property, records or funds of any of the community college districts being consolidated who shall fail or refuse to turn over such property, records or funds to the consolidated community college district shall be ordered to do so by the state board. Upon the request of the state board the attorney general is authorized to file a mandamus, quo warranto or other appropriate action to accomplish the proper transfer of such property, records and funds.

71-1309. Definitions. As used in article 13 of chapter 71 of Kansas Statutes Annotated: (a) "State board" means the state board of regents.  
(b) "County election officer" means the election commissioner in counties which have an election commissioner, and the county clerk in counties which do not have an election commissioner.  

2019 Kansas Statutes

71-1401. Citation of act. This act shall be known and may be cited as the "community college election act."

71-1402. Definitions. As used in this act: (a) "Community college" means a community college established under the community college act. 
(b) "Community college district" or "college district" means the taxing district and territory of a community college. 
(c) "Trustee" or "member" means a member of the board of trustees of a community college. 
(d) "Board" or "board of trustees" means the governing body of a community college. 
(e) "Campus" means all or part of the buildings and facilities of a community college. 
(f) "Member district" means one of the subdistricts into which a community college district is or may be divided for the purpose of a district method of election of trustees. 
(g) "Member position" means one of the positions of members of a board of trustees when a district method of election is used. 
(h) "Method" or "method of election" means one of the methods of election provided for in this act. 
(i) "District method" means a six-district method, a three-district method, or a two-district method. 
(j) "Election-at-large method" means an election at large of trustees of a community college without a division of the college district into member districts. 
(k) "Election officer" or "county election officer" means the election commissioner of the county in which the community college is located, or the county clerk in counties not having an election commissioner. 
(l) "Election at large" means an election of trustees at which all electors of a community college district vote on all candidates.

71-1403. Board of trustees; composition; methods of election; membership prohibited for college employees. (a) The governing body of a community college is and shall be a board of trustees.

(b) (1) Subject to paragraphs (2) and (3), the board of trustees of a community college shall be composed of six members.

(2) If a community college adopts and implements a seven member board of trustees plan, the board of trustees of the community college shall be composed of seven members.

(3) If a community college adopts and implements an additional member board of trustees plan pursuant to K.S.A. 71-1422, and amendments thereto, the board of trustees of the community college may be composed of seven or eight members.

(c) The members of a board of trustees may be elected:

(1) By any one of the four methods provided for in this act which are: (A) Election-at-large method; (B) six-district method; (C) three-district method; or (D) two-district method; or

(2) in accordance with paragraph (1) and the provisions of K.S.A. 71-1422, and amendments thereto.

(d) No member of the board of trustees of a community college shall be an employee of the community college.

71-1403a. Same; seven member plan, adoption and implementation authorized; procedure; protest petition, election. (a) Any board of trustees may adopt and implement, in the manner provided in this section, a seven member board of trustees plan. The board of trustees may resolve upon its own motion its intention to adopt a seven member board of trustees plan. The resolution shall be published once each week for three consecutive weeks in a newspaper having general circulation in the community college district. The board of trustees may adopt the plan and provide for implementation thereof at the next community college elections unless, within 30 days after the last publication of the resolution, a petition in opposition to the plan, signed by not less than 5% of the qualified electors of the college district, is filed with the board of trustees. If such a petition is filed, the board of trustees shall request the county election officer to submit the question of whether a seven member board of trustees plan should be adopted to the qualified electors of the college district at an election which shall be called for such purpose. All qualified electors of the college district may vote at the election. If a majority of those voting at the election are in favor of adopting the plan, the board of trustees shall adopt and implement the same at the next community college elections. If a majority of those voting at the election are not in favor of adopting the plan, the same shall not be adopted and no like plan shall be proposed by the board of trustees within a period of two years from the date of the election.

(b) In college districts where a district method of election is in effect, a seven member board of trustees plan shall provide for the seventh member to be an at-large member.

History: L. 1990, ch. 252, § 16; May 17.
71-1404. Change of method of election. Any community college may change its method of election from any one of the methods which it now or hereafter has to any one of the other methods authorized by this act.

71-1405. **Change to district method of election.** Any board desiring to change an at-large method of election to a district method of election or from one district method of election to another shall first prepare a plan of change showing the proposed member districts into which the college district will be divided. Each member district shall be comprised of one contiguous compact area. The member districts shall have equal population as nearly as practicable. All of the territory in the college district shall be assigned to and made a part of one of the member districts, and no territory shall be included in more than one member district. The proposed member districts shall be so planned that no member of the board of trustees holding office at the time the change is made will be displaced by establishment or rearrangement of the member districts or by inclusion of more members in a single proposed member district than is authorized by law.

**History:** L. 1967, ch. 407, § 5; L. 1990, ch. 252, § 7; May 17.
2019 Kansas Statutes

71-1406. Change of method of election, how determined. (a) Determination of any community college to change from one method of election to another method of election shall be by either one of the following:

(1) The board, by a majority vote of the members-elect thereof, may adopt a resolution to change the method of election. Such resolution shall specify the existing method of election, and the proposed method of election, together with a statement that the change will be made only after the proposed change and plan for change are first approved by the state board.

(2) The board, by a majority vote of the members-elect thereof, may adopt a resolution to change the method of election. Such resolution shall specify the existing method of election and the proposed method of election, together with a statement that the change will not be made unless approved by a majority of the electors of the community college district voting at an election at which the question is submitted. Such resolution shall state that the plan of change is filed in the office of the clerk of the board.

(b) Every plan of change shall also state the existing and proposed voting plan of the community college district, and such voting plan shall be one of the three voting plans specified in K.S.A. 71-1420, and amendments thereto.

2019 Kansas Statutes

71-1407. Member districts and member positions; numbering; residence of member. (a) When a community college has a member district method of election, the college district shall be divided into two member districts for the two-district method, into three member districts for the three-district method, and into six member districts for the six-district method. Each member district shall be represented on the board by one or more persons residing in the member district. In the six-district method, one member shall reside in each member district. In the three-district method two members shall reside in each member district. In the two-district method three members shall reside in each member district. In the two-district method the member district numbers assigned shall be "one" and "two." In the three-district method the member district numbers assigned shall be "one," "two," and "three." In the six-district method the member district numbers assigned shall be "one," "two," "three," "four," "five" and "six." In the six-district method the member position numbers shall correspond to the member district numbers. In the two-district method the member position numbers shall be "one," "two" and "three" for member district one, and "four," "five" and "six" for member district two. In the three-district method member position numbers shall be "one" and "four" for member district one, and "two" and "five" for member district two, and "three" and "six" for member district three.

(b) If a community college adopts and implements a seven member board of trustees plan, the at-large member may be a resident of any member district. The at-large member position shall not be numbered.

Method of election; when change may be made. Change of method of election in any community college district may be made in the manner provided in this act at any time during the period beginning on the first Wednesday in November of each odd-numbered year and ending on the first Tuesday in June of each even-numbered year, if such change is also approved in a manner authorized in this act before the end of such period. The new method of election in such district shall be followed in the election of trustees next following such change and shall continue in force until again changed in the manner provided in this act. Change of method of election shall not shorten the term of any trustee serving on the board at the time the change is made.

71-1409. **Election for approval of change.** Upon the determination of the county election officer that a valid petition has been filed as provided herein, an election shall be called and held upon the proposition as provided herein and if the proposition is approved the method of election or voting plan or both shall be changed as provided in the plan of change voted upon at such election.

**History:** L. 1969, ch. 341, § 2; July 1.
Petition for change of method of election; plan of change; approval by state board; number of required signatures. (a) Ten or more electors of any community college district may prepare a plan of change and submit the same to the state board. If any such plan of change is so filed, the state board may consider the same, and if it finds such plan of change is complete, lawful and timely, it may promptly so certify to the county election officer of the college district.

(b) Upon receipt of a plan of change with the certified approval of the state board, the county election officer shall notify the first person listed as having submitted such plan of change of such approval. Upon receiving such notice, the person so notified may cause petitions to be prepared which set out in full the plan of change approved, and if such petitions are then approved as to form by the county election officer, such petitions may be distributed among interested electors of the community college district in as many copies as seem suitable to the person preparing the same as provided in this section.

Any elector residing in the community college district may sign any such petition, and one elector signing each petition shall subscribe a certificate thereto that such elector personally observed each signer place such signer's signature thereon, and that such petition is valid as such subscribing elector verily believes. Only electors who are duly registered to vote may sign such a petition.

(c) If such petitions are filed with the county election officer and the county election officer determines that such petitions are validly signed by the number of electors provided in subsection (d) of this section, the county election officer shall upon making such determination call an election for approval of the plan of change in the manner provided in K.S.A. 71-1411, and amendments thereto.

(d) The number of valid signatures on petitions filed as provided in subsection (c) of this section shall be determined as follows:

1. In any college district which had the election-at-large method in effect at the last preceding general election of members, a number equal to 10% of the total number of ballots cast and counted at such preceding election shall be the number of signatures required for a valid petition.

2. In any college district which had a member district method in effect at the last preceding general election of members, the number of signatures required for a valid petition shall be computed as provided in subpart (1) of this subsection if one or more members were elected in each of the member districts of the college district or if voting plan-A or voting plan-B was in effect. In any college district which had a member district method in effect at the last preceding general election of members, if members were not elected in all the member districts of the college district and if voting plan-C was in effect at such preceding general election, the number of valid signatures required shall be computed as follows: Divide the total number of ballots cast and counted in the general election by the number of member districts in which members were elected and multiply the result by the number of member districts in the college district; then, multiply the amount so determined by .10.

(e) Within 10 days after the filing of petitions as provided in this section, the county election officer shall determine the validity thereof.
71-1410. Petition for change of method of election; plan of change; approval by state board; number of required signatures. (a) Ten or more electors of any community college district may prepare a plan of change and submit the same to the state board. If any such plan of change is so filed, the state board may consider the same, and if it finds such plan of change is complete, lawful and timely, it may promptly so certify to the county election officer of the college district.

(b) Upon receipt of a plan of change with the certified approval of the state board, the county election officer shall notify the first person listed as having submitted such plan of change of such approval. Upon receiving such notice, the person so notified may cause petitions to be prepared which set out in full the plan of change approved, and if such petitions are then approved as to form by the county election officer, such petitions may be distributed among interested electors of the community college district in as many copies as seem suitable to the person preparing the same as provided in this section. Any elector residing in the community college district may sign any such petition, and one elector signing each petition shall subscribe a certificate thereto that such elector personally observed each signer place such signer's signature thereon, and that such petition is valid as such subscribing elector verily believes. Only electors who are duly registered to vote may sign such a petition.

(c) If such petitions are filed with the county election officer and the county election officer determines that such petitions are validly signed by the number of electors provided in subsection (d) of this section, the county election officer shall upon making such determination call an election for approval of the plan of change in the manner provided in K.S.A. 71-1411, and amendments thereto.

(d) The number of valid signatures on petitions filed as provided in subsection (c) of this section shall be determined as follows:

(1) In any college district which had the election-at-large method in effect at the last preceding general election of members, a number equal to 10% of the total number of ballots cast and counted at such preceding election shall be the number of signatures required for a valid petition.

(2) In any college district which had a member district method in effect at the last preceding general election of members, the number of signatures required for a valid petition shall be computed as provided in subpart (1) of this subsection if one or more members were elected in each of the member districts of the college district or if voting plan-A or voting plan-B was in effect. In any college district which had a member district method in effect at the last preceding general election of members, if members were not elected in all the member districts of the college district and if voting plan-C was in effect at such preceding general election, the number of valid signatures required shall be computed as follows: Divide the total number of ballots cast and counted in the general election by the number of member districts in which members were elected and multiply the result by the number of member districts in the college district; then, multiply the amount so determined by .10.

(e) Within 10 days after the filing of petitions as provided in this section, the county election officer shall determine the validity thereof.
71-1411. Same; notice of election; ballots; canvas and report of election. In the event that an election is to be called as determined in K.S.A. 71-1410, in not less than forty-five (45) days and not more than sixty (60) days the county election officer shall make one publication notice calling such election, and stating the ballot title and proposition to be voted upon. Each ballot used in such election shall contain a ballot title giving a brief and clear description of the proposed change, specifying the existing and proposed method of election and voting plan. The ballot title shall be followed by the proposition which shall be stated as follows: "Shall a change in the method of election, as described in the ballot title above, be approved?" When the results of any such election are determined by the county board of canvassers as provided by law, the county election officer shall promptly notify the state board thereof.

71-1412. Terms of members. Each member of the board of trustees of a community college shall be elected for a four-year term commencing on the second Monday in January following election. Members shall serve until their successors are elected or appointed and qualified.

71-1413. Duties of county election officer; dates of primary and general elections specified. (a) Elections of trustees of community colleges shall be conducted by the county election officer of the county in which the main campus of the college is located. In any college district having territory in more than one county, the county election officers of all such counties shall cooperate with the county election officer of the county in which the main campus is located, and upon establishing any new community college or adding territory to any of the community college districts, the state board, in accordance with this section, shall specify the county in which the main campus shall be located for the purpose of this section. General community college elections shall be held on the Tuesday following the first Monday in November of each odd-numbered year.
(b) Any primary community college election shall be held on the first Tuesday of August of each odd-numbered year in accordance with K.S.A. 25-205, and amendments thereto.
(c) Notice of the time and place of holding each primary and general election shall be published by the county election officer in a newspaper published in the county in accordance with K.S.A. 25-105 and 25-209, and amendments thereto.
71-1414. Candidacy for election to board of trustees; petition or declaration of intent; filing fee; deadline. (a) (1) In college districts where a district method of election is in effect, a person may become a candidate for election to trustee of a community college by any one of the following methods:

(A) Any person who is an elector of any member district may petition to be a candidate for member from the member district in which such person resides. Any such person shall file with the election officer a petition for such person's candidacy signed by not less than 50 electors residing in such person's member district.

(B) Any person who is an elector of any member district may become a candidate for member from the member district in which such person resides by filing with the election officer a declaration of intent to be such a candidate, and payment therewith of a filing fee in the amount of $20.

(C) If a community college adopts and implements a seven member board of trustees plan, any person who is an elector of the college district may petition to be a candidate for the at-large member position. Any such person shall file with the county election officer a petition for such candidacy signed by not less than 50 electors residing in such college district.

(D) If a community college adopts and implements a seven member board of trustees plan, any person who is an elector of the college district may become a candidate for the at-large member position by filing with the county election officer a declaration of intent to be such a candidate, and payment therewith of a filing fee in the amount of $20.

(2) Every petition or declaration of intent filed under this subsection must specify the member position for which the person is a candidate.

(b) In college districts where the election-at-large method of election is in effect, a person may become a candidate for election to trustee of a community college by either one of the following methods:

(1) Any person who is an elector of the college district may petition to be a candidate for trustee. Any such person shall file with the election officer a petition for such person's candidacy signed by not less than 50 electors residing in the college district.

(2) Any person who is an elector of the college district may become a candidate for trustee by filing with the election officer a declaration of intent to be such a candidate, and payment therewith of a filing fee in the amount of $20.

(c) Every petition or declaration of intent filed under this section must be filed on or before 12 noon on June 1 of each odd-numbered year as provided in K.S.A. 2019 Supp. 25-21a03, and amendments thereto, and K.S.A. 25-205, and amendments thereto.

2019 Kansas Statutes

71-1415. Primary election, when; write-in candidates. (a) In college districts in which a district method of election is in effect, if there are more than three qualified candidates for any member position, the county election officer shall call, and there shall be held, a primary election in each such member district. The names of the two candidates receiving the greatest number of votes for any member position at the primary election shall appear on the ballots in the general election. If there are three or fewer qualified candidates for any member position, there shall not be a primary election and the names of the candidates shall be placed on the ballots in the general election.

(b) In college districts in which the election at large method of election is in effect, if there are more than three times the number of candidates as there are trustees to be elected, the county election officer shall call, and there shall be held, a primary election. The names of twice the number of candidates as there are trustees to be elected who receive the greatest number of votes at the primary election shall appear on the ballots in the general election. If there are not more than three times the number of candidates as there are trustees to be elected, there shall not be a primary election and the names of the candidates shall be placed on the ballots in the general election.

(c) If a member is to be elected to fill an unexpired term, the office shall be listed separately on the ballots. If there are more than three candidates for such unexpired term, the county election officer shall call, and there shall be held, a primary election. The names of the two candidates for such unexpired term receiving the greatest number of votes shall appear on the ballots in the general election. If there are three or fewer qualified candidates for the unexpired term of any member position, there shall not be a primary election and the names of the candidates shall be placed on the ballots in the general election.

(d) On the ballots in general college district elections, blank lines for the names of write-in candidates shall be printed at the end of the list of candidates for each different office. The number of blank lines for each elected office shall be equal to the number of candidates to be elected thereto. The purpose of such blank lines shall be to permit the voter to insert the name of any person not printed on the ballot for whom such voter desires to vote for such office. No lines for write-in candidates shall appear on primary college district election ballots.

71-1416. Correlation with other local elections. Primary and general elections of members shall be conducted jointly with other local elections insofar as is practicable. Any officer or board having responsibility for any other local election held on the date of a primary or general election of members shall cooperate with the election officer, and if a difference arises which cannot be agreed upon, determination of the difference shall be made by the election officer, unless such difference involves a question the determination of which is provided by law to be made by the secretary of state, in which case the determination shall be made by the secretary of state. Any determination of a difference made by the officer responsible under this section shall be conclusive.

71-1418. Notices of election, publication. The election officer shall prescribe the form and time of every publication notice applicable to any primary or general member election. One publication notice shall be made before the primary election, if any, and one publication notice shall be made before the general election.

71-1419. **Elections to be nonpartisan; application of other laws.** The election of trustees of community colleges shall be nonpartisan and laws applicable only to partisan elections shall not apply in such elections. All laws applicable to elections, the violation of which is a crime, shall be applicable to election of trustees of community colleges.

Voting plans. Any of the three voting plans described in this section may be used in the election of trustees. The three voting plans are:
(a) Voting plan-A: All qualified electors who reside in the college district may vote in both the primary and general elections of trustees.
(b) Voting plan-B: All qualified electors who reside in a member district may vote in the primary election of trustees for the member position or positions of such member district and, if the community college adopts and implements a seven member board of trustees plan, for the at-large member position. All qualified electors who reside in the college district may vote in the general election of trustees.
(c) Voting plan-C: All qualified electors who reside in a member district may vote in both the primary and general elections of trustees for the member position or positions of such member district and, if the community college adopts and implements a seven member board of trustees plan, for the at-large member position.
Board of trustees of Cowley county community college; additional member from Sumner county authorized; elections; candidacy; terms; financial support contingency. (a) As used in this section:

(1) "Cowley county community college district" means the taxing district of Cowley county community college.
(2) "Sumner county election officer" means the county clerk of Sumner county.
(3) "Additional member" means the additional trustee position on the board of trustees of Cowley county community college elected by the qualified electors residing in Sumner county.

(b) Subject to the provisions of subsection (e):

(1) The board of trustees of Cowley county community college shall be composed of board members from Cowley county community college elected pursuant to K.S.A. 71-1401 et seq., and amendments thereto, and an additional member elected by the qualified electors of Sumner county. The board of trustees of Cowley county community college shall adopt and implement an additional member plan as provided in this section. The board's additional member plan shall include a determination as to whether the board has adopted a six or seven member plan for member elections in the Cowley county community college district. The provisions of K.S.A. 71-1401 et seq., and amendments thereto, shall apply to the member elections in the Cowley county community college district.

(2) The general election for the additional member shall be conducted as an at large election in Sumner county and held on the Tuesday following the first Monday in November of each odd-numbered year.

(3) Any primary election for the additional member shall be conducted as an at large election in Sumner county and held on the first Tuesday of August of each odd-numbered year in accordance with K.S.A. 25-205, and amendments thereto.

(4) Notice of the time and place of holding each primary and general election shall be published by the Sumner county election officer in accordance with K.S.A. 25-105 and 25-209, and amendments thereto.

(5) If there are more than three candidates for the additional member, the Sumner county election officer shall call and hold a primary election. The names of the two candidates who receive the greatest number of votes at the primary election shall appear on the ballots in the general election. If there are three or fewer candidates, there shall not be a primary election and the names of the candidates shall be placed on the ballots in the general election.

(6) If an additional member is to be elected to fill an unexpired term, the Sumner county election officer shall call and hold a primary election if there are more than three candidates for such unexpired term. The names of two candidates for such unexpired term receiving the greatest number of votes shall appear on the ballots in the general election. If there are three or fewer candidates for the unexpired term of the additional member, there shall not be a primary election and the names of the candidates shall be placed on the ballots in the general election.

(7) In general elections for the additional member, one blank line for the names of write-in candidates shall be printed on the ballots at the end of the list of candidates. The purpose of such blank line shall be to permit the voter
71-1502.  Retention of retirement benefits; Kansas school retirement law. All employees of the community college who may have been employed by a board of education and who were included in a retirement system of such board shall retain all rights, privileges and obligations of such membership so long as they continue as employees of the community college. All provisions of law governing such retirement system, including contributions and benefits, shall continue to apply except that the community college shall annually pay to the retirement system an amount equal to that which would have been paid on behalf of said employees had they remained in the employ of such board of education. Personnel employed by the board of trustees of a community college shall come under the provisions of the Kansas school retirement law as set forth in article 55 of chapter 72 of Kansas Statutes Annotated.

to insert the name of any person not printed on the ballot for whom such
desires to vote for such position. No lines for write-in candidates shall
appear on primary election ballots for the additional member.
(8) All qualified electors who reside in Sumner county may vote in both the
primary and general elections for the additional member.
(9) The provisions of K.S.A. 71-1419, and amendments thereto, shall apply
to elections for the additional member.
(c) (1) A person may become a candidate for election to the additional
member trustee of the Cowley county community college board of trustees by
either one of the following methods:
(A) Any person who is an elector of Sumner county may petition to be a
candidate for the additional member trustee by filing with the Sumner county
election officer a petition for such person's candidacy signed by not less than
50 electors residing in Sumner county; or
(B) any person who is an elector of Sumner county may become a candidate
for the additional member trustee by filing with the Sumner county election
officer a declaration of intent to be such a candidate and payment of a filing
fee in the amount of $20.
(2) Every petition or declaration of intent filed under this subsection shall be
filed on or before 12 p.m. on June 1 of each odd-numbered year as provided
in K.S.A. 2019 Supp. 25-21a03, and amendments thereto, and K.S.A. 25-205,
and amendments thereto.
(d) The first additional member shall be elected for a two-year term
commencing on the second Monday in January, 2018, following the election.
All subsequent additional members shall be elected for a four-year term
commencing on the second Monday in January following the election.
(e) The Cowley county community college board of trustees shall be
composed of those members elected pursuant to K.S.A. 71-1401 et seq., and
amendments thereto, and the additional member, for so long as Sumner
county provides financial support for the benefit of Cowley county community
college in the form of a countywide retailers' sales tax or an ad valorem
property tax levied on all taxable tangible property located in Sumner county.
If Sumner county terminates such financial support or if the financial support
lapses:
(1) The Cowley county community college board of trustees shall
discontinue implementation of the additional member plan at the expiration
of the additional member's term or upon the vacancy of the additional
member position;
(2) the Cowley county community college board of trustees shall send notice
discontinued financial support to the Sumner county election officer;
(3) upon receipt of such notice, the Sumner county election officer shall not
conduct or authorize any general or primary election to fill the expiring term
of the additional member or to fill any vacancy of the additional member
position; and
(4) the additional member may continue to serve as the additional member
on the Cowley county board of trustees until the expiration of such member's
term of office or until a vacancy occurs in the additional member position.
(f) Elections for the board of trustee members from the Cowley county
community college district shall continue to be conducted pursuant to K.S.A.
71-1401 et seq., and amendments thereto.
History:  L. 2017, ch. 13, § 1; Apr. 13.
71-1503. Severability of 1965 act. If any clause, paragraph, subsection or section of this act shall be held invalid or unconstitutional it shall be conclusively presumed that the legislature would have enacted the remainder of this act without such invalid or unconstitutional clause, paragraph, subsection or section.

History: L. 1965, ch. 417, § 34; Apr. 30.
2019 Kansas Statutes

71-1504. Severability of 1968 act. If any clause, paragraph, subsection or section of this act shall be held invalid or unconstitutional it shall be conclusively presumed that the legislature would have enacted the remainder of this act without such invalid or unconstitutional clause, paragraph, subsection or section.

71-1507. Career technical education programs; agreements for transfers authorized, conditions. (a) The board of trustees of any community college and the board of any technical college or the institute of technology at Washburn university, may make and enter into agreements providing for the transfer from the technical college or the institute of technology to the community college of any approved career technical education program being offered and taught at the postsecondary level in the technical college or the institute of technology.

(b) In the event the board of trustees of a community college and the board of any technical college or the institute of technology at Washburn university enter into an agreement authorized under subsection (a), the following conditions shall apply:

(1) The state board of regents shall be notified of the agreement at the time the agreement is executed.

(2) The agreement shall be effective only after approval by the state board of regents.

(3) Any career technical education program transferred in accordance with the agreement shall be offered and taught in the community college only after approval of the program by the state board of regents.

(4) The agreement shall be subject to change or termination by the legislature.

(5) (A) The duration of the agreement shall be perpetual unless terminated in accordance with provision (B).

(B) Termination of the agreement may be accomplished only upon approval by the state board of regents of a joint petition to it for termination by the contracting boards after adoption of a resolution to that effect by each such board. The state board of regents shall consider the petition and approve or disapprove termination of the agreement. Upon termination of the agreement, any program transferred thereunder shall be discontinued.

2019 Kansas Statutes

71-1508. Motorcycle driver safety; fund, sources, use; state entitlements for courses disallowed. (a) There is hereby established in every community college conducting a motorcycle driver safety course a fund which shall be called the motorcycle driver safety fund. The motorcycle driver safety fund shall consist of all moneys deposited therein or transferred thereto according to law. All moneys received by community colleges from distributions made from the motorcycle safety fund and from tuition, fees or charges for motorcycle driver safety courses shall be credited to the motorcycle driver safety fund. The expenses of community colleges directly attributable to motorcycle driver safety courses shall be paid from the motorcycle driver safety fund.
(b) No amount of the state entitlement of a community college shall be based upon a motorcycle driver safety course conducted by the community college.

History: L. 1989, ch. 39, § 1; L. 1999, ch. 147, § 52; July 1.
71-1509. Truck driver training courses at community colleges; establishing truck driver training course fund. There is hereby established in every community college conducting a truck driver training course a fund which shall be called the "truck driver training course fund." The truck driver training course fund shall consist of all moneys deposited therein or transferred thereto according to law. All moneys received by community colleges from distributions made from the truck driver training course fund and from tuition, fees or charges for truck driver training courses shall be credited to the truck driver training course fund. The expenses of community colleges directly attributable to truck driver training courses shall be paid from the truck driver training course fund.

71-1510. Hutchinson community college authorized to acquire certain land and construct public radio repeater station. Notwithstanding any provision of law to the contrary, the board of trustees of Hutchinson community college is authorized to acquire land which is located in Barton county, Kansas, to construct a public radio repeater station on such land, and to do all things necessary in order to provide for interconnection between public radio station KHCC and such repeater station.
History: L. 1991, ch. 211, § 1; Apr. 25.
71-1601. **Student insurance; personal property, loss, theft, damage; purchase authorized.** The board of trustees of any community college may purchase insurance contracts for the benefit of students, to insure against loss resulting from loss, theft of, or damage to, the personal property of students while on college premises, or during college sponsored activities.

**History:** L. 1973, ch. 303, § 3; L. 1980, ch. 207, § 82; July 1.
The board of trustees of any community college may purchase insurance contracts to insure against loss resulting from sickness or bodily injury or death by accident, on the part of students who are injured on college premises, or during college sponsored activities.

71-1701. Authorization to consolidate; approval by state board of regents required, when; operation, management and control of community college not affected; applicability of statutes. (a) Any area vocational school or area vocational-technical school may consolidate with and be made a part of any community college under the provisions of this act. No merger involving an area vocational school or area vocational-technical school located in any county in which there is also located the campus of a state educational institution shall occur unless the merger is specifically approved by the state board of regents.
(b) Except as otherwise specifically provided in this act, nothing in this act shall be applied or construed in any manner so as to change or affect the operation, management and control of any community college or to change or affect any existing power, duty or function of a board of trustees with respect to such operation, management and control. The provisions of all statutes of general application to community colleges shall apply to every community college affected by this act to the extent that such statutory provisions are not in conflict with the provisions of this act.
History: L. 1992, ch. 248, § 1; July 1.
71-1702. Agreements; required provisions; notification of state board of regents; review and approval; conflict resolution. (a) The governing body of an area vocational school or area vocational-technical school which is consolidated with and made a part of a community college in accordance with the provisions of this act shall enter into a consolidation agreement with the board of trustees of the community college with which such area vocational school or area vocational-technical school is consolidated.

(b) Every consolidation agreement entered into under this section shall provide for:

(1) The disposition of all real property of the affected area vocational school or area vocational-technical school, which disposition shall not be in contravention of the provisions of subsection (d) of K.S.A. 71-201, and amendments thereto;

(2) the disposition of all personal property, records and moneys, including state and federal financial aid, of the affected area vocational school or area vocational-technical school;

(3) the payment of all lawful debts of the affected area vocational school or area vocational-technical school, including any outstanding bonded indebtedness attributable to the operation thereof;

(4) the payment of all accrued compensation or salaries of all personnel of the affected area vocational school or area vocational-technical school;

(5) the transfer of personnel, if such personnel are deemed necessary, in the employment of the affected area vocational school or area vocational-technical school to the employment of the community college; and

(6) such other matters as may need to be addressed as the result of such consolidation by the affected area vocational school or area vocational-technical school and the community college.

(c) Immediately upon execution of each consolidation agreement entered into under this section, the state board of regents shall be notified thereof by the board of trustees of the affected community college. The state board shall review and approve such consolidation agreement.

(d) When any conflict arises as to the proper disposition of property, records or funds or as to the assumption and payment of any debts as a result of any consolidation effected under this act, such conflict shall be determined and resolved by the state board of regents and such determination and resolution shall be final.

2019 Kansas Statutes

71-1703. Advisory boards, establishment upon consolidation, duties, meetings; program area advisory councils, appointment, qualifications, terms. Upon execution of each consolidation agreement entered into under this act:
(a) The governing body of the affected area vocational school or area vocational-technical school shall become and hereby is established as an advisory board to the board of trustees of the community college with which such area vocational school or area vocational-technical school is consolidated. Each such advisory board shall be responsible for making recommendations to the board of trustees to which it is advisory on all matters relating to vocational education including, but not by way of limitation, matters relating to personnel, programs, budget and budget allocations. Each advisory board shall meet at least monthly at a time and place determined by it.
(b) Every community college consolidated with an area vocational school or area vocational-technical school under the provisions of this act may have program area advisory councils comprised primarily of persons in industry appointed by the board of trustees of the community college and having the qualifications and terms approved by the state board.

History: L. 1992, ch. 248, § 3; July 1.
71-1704. Judicial, administrative and criminal actions; rights preserved. (a) No suit, action or other proceeding, judicial or administrative, lawfully commenced, or which could have been commenced, by or against any area vocational school or area vocational-technical school consolidated with a community college in accordance with the provisions of this act, or by or against any personnel of any such area vocational school or area vocational-technical school, shall abate by reason of such consolidation. The court may allow any such suit, action or other proceeding to be maintained by or against the community college with which such area vocational school or area vocational-technical school is consolidated.  
(b) No criminal action commenced or which could have been commenced by any area vocational school or area vocational-technical school consolidated with a community college in accordance with the provisions of this act shall abate by the taking effect of this act.  
71-1801. Postsecondary tiered technical education state aid act; citation. K.S.A. 71-1801 through 71-1810, and amendments thereto, shall be known and may be cited as the postsecondary tiered technical education state aid act. History: L. 2011, ch. 97, § 1; July 1.
71-1802. Same; definitions. As used in K.S.A. 71-1801 through 71-1810, and amendments thereto:

(a) "Community college" means any community college established in accordance with chapter 71 of the Kansas Statutes Annotated.

(b) "Community college operating grant" means the operating grant provided for under subsection (a) of K.S.A. 71-620, and amendments thereto, prior to fiscal year 2012.

(c) (1) "Credit hour" means the basic unit of collegiate level instruction, as determined by the state board, in a subject or course offered by an eligible institution at a postsecondary level not higher than those programs or courses normally offered to freshmen and sophomores in four-year public institutions of postsecondary education, in a program that has been approved by the state board.

(2) The term "credit hour" does not include instruction in a program or course taken by a student enrolled for audit or not for postsecondary credit, or in any program or course not approved by the state board.

(3) The state board shall determine whether the programs and courses offered are at the level of freshmen and sophomore programs and courses offered in the state educational institutions and shall not approve for funding any program or course offered at a higher level.

(d) "Eligible institution" or "institution" means any community college, technical college or the institute of technology.

(e) "Institute of technology," "institute" or "Washburn institute of technology" means the institute of technology at Washburn university.

(f) "Non-tiered course" means any postsecondary credit-bearing course offered by an eligible institution and identified by the state board as not meeting the definition of a tiered technical course. Non-tiered courses include courses that are generally designed to: (1) Contribute to academic knowledge or skills across multiple disciplines and occupations, such as communication, writing, mathematics, humanities, social or behavioral science and natural or physical science courses, some of which may be considered for transfer as general education credit toward a baccalaureate degree; (2) contribute to general knowledge or skills in areas such as critical thinking and reasoning, problem solving, use of technology and teamwork skills; (3) provide instruction in basic or foundational skills necessary for individuals to effectively participate in technical programs; (4) prepare individuals for certification or licensure exams or re-certifications and skill updates; or (5) allow individuals to explore various career opportunities. Seminars, workshops or other courses that are supplemental to the primary instruction required for the occupationally specific technical program shall be considered non-tiered courses, unless otherwise specified by the state board.

(g) "State board of regents" or "state board" means the state board of regents provided for in the constitution of this state and established by K.S.A. 74-3202a, and amendments thereto.


(i) "Technical program" means any program of study comprised of a sequence of tiered technical courses and non-tiered courses, which program
is identified by the state board as a technical program for funding purposes. Technical programs must: (1) Be designed to prepare individuals for gainful employment in current or emerging technical occupations requiring other than a baccalaureate or advanced degree; (2) lead to technical skill proficiency, an industry-recognized credential, a certificate or an associate degree; and (3) be delivered by an eligible institution.

(j) "Tiered technical course" means a postsecondary credit-bearing course included in the sequence of courses comprising a technical program, which course is itself designed to provide competency-based applied instruction to prepare individuals with occupationally specific knowledge and skills necessary for employment, and which the state board has identified as a tiered technical course.

(k) "Tiered technical course credit hour" means a credit hour in a tiered technical course.

(l) "Washburn institute of technology operating grant" means any legislative appropriation designated for non-tiered courses delivered by the Washburn institute of technology.

History: L. 2011, ch. 97, § 2; July 1.
71-1803. Same; eligibility for state aid; determination of residency. (a) In each fiscal year, commencing with the 2012 fiscal year, each community college, technical college and the Washburn institute of technology is eligible for postsecondary tiered technical education state aid from the state general fund for postsecondary tiered technical course credit hours approved by the state board and delivered by the institution to students who are residents of the state of Kansas, in an amount to be determined by the state board using a credit hour cost calculation model that: (1) Is tiered to recognize and support cost differentials in providing high-demand, high-tech training; (2) takes into consideration target industries critical to the Kansas economy; (3) is responsive to program growth; (4) takes into consideration local taxing authority for credit hours generated by in-district students; and (5) includes other factors and considerations as deemed necessary or advisable by the state board. The state board shall establish the rates to be used as the state’s share in a given year, as well as in the actual distribution. 
(b) For purposes of K.S.A. 71-1801 through 71-1810, and amendments thereto, residency for all community college students shall be determined in accordance with K.S.A. 71-406 and 71-407, and amendments thereto, and residency for all technical college and Washburn institute of technology students shall be determined in accordance with laws or policies applicable to those institutions.
(c) In fiscal year 2012, any portion of the appropriation for postsecondary tiered technical education state aid that an institution actually receives that is in excess of the amount of community college operating grant or postsecondary aid that the institution received for fiscal year 2011 shall be considered new state funds for purposes of K.S.A. 74-3202d, and amendments thereto.

History: L. 2011, ch. 97, § 3; July 1.
71-1804. Same; certification of information provided. In accordance with deadlines established and published by the state board of regents, the chief administrative officer of each eligible institution shall certify under oath to the state board any information the state board deems necessary to carry out the provisions of K.S.A. 71-1801 through 71-1810, and amendments thereto, in such form as required by the state board.

History: L. 2011, ch. 97, § 4; July 1.
71-1805. Same; distribution, when; credit to appropriate fund. One-half of the distribution of the appropriation for postsecondary tiered technical education state aid shall be made on August 1, and the remaining one-half shall be made on January 1 of each fiscal year, or as soon thereafter as possible. The state board shall certify, on or before July 20 and December 20 of each fiscal year, to the director of accounts and reports the amount due on August 1 or on January 1, as the case may be, to each institution eligible for postsecondary tiered technical education state aid from such appropriation, and the director of accounts and reports shall draw a warrant upon the state treasurer in favor of the eligible institution for such amount. Upon receipt of the warrant, the treasurer of each community college and the institute of technology shall credit the amount of the warrant to the postsecondary technical education fund of the community college or institute, and the treasurer of each technical college shall credit the amount of the warrant to the general operating fund of the technical college.

History: L. 2011, ch. 97, § 5; July 1.
71-1806. Same; no state aid for certain credit hours. No amount of postsecondary tiered technical education state aid shall be based upon any credit hour for which the eligible institution is receiving or eligible to receive state aid for non-tiered course credit hours.

History: L. 2011, ch. 97, § 6; July 1.
71-1807. Same; failure to comply with law, penalty. At any time, if the state board of regents finds that an eligible institution previously approved or deemed approved has failed to comply with the provisions of K.S.A. 71-1801 through 71-1810, and amendments thereto, or with any provision of a policy adopted pursuant to K.S.A. 71-1801 through 71-1810, and amendments thereto, or otherwise fails to meet the standards contained in K.S.A. 71-1801 through 71-1810, and amendments thereto, the state board of regents shall so advise the institution. If such institution fails to correct the deficiency within 12 months from the date such institution was so notified, the state board of regents shall withdraw approval of the institution and the institution shall not be entitled to postsecondary tiered technical education state aid during any such period of withdrawal. Any action of the state board of regents in denying or withdrawing approval of an institution shall be subject to review by the legislature.

History: L. 2011, ch. 97, § 7; July 1.
71-1808. Same; establishment of funds for deposit of state aid; use of money; accounting procedures. (a) There is hereby established a postsecondary technical education fund in each community college and at Washburn university for the Washburn institute of technology. All moneys received by a community college or for the institute of technology for establishing, conducting, maintaining and administering any technical program shall be deposited in the postsecondary technical education fund, unless required by federal or state law to be deposited in the institution’s general fund. The expenses of a community college or the institute of technology that are attributable to career technical education shall be paid from the postsecondary technical education fund.
(b) There is hereby established a general operating fund in each technical college budget. All moneys received by a technical college for delivering tiered technical course credit hours and non-tiered course credit hours shall be deposited in the general operating fund of the college. The expenses of a technical college that are attributable to career technical education shall be accounted for separately from the expenses of the college that are not attributable to career technical education.
(c) Community colleges, technical colleges and the Washburn institute of technology shall maintain fund accounting procedures as may be necessary to assure proper accounting for funds for career technical education courses, whether received directly from the federal government or any of its agencies, or received through the state or any of its agencies.

History: L. 2011, ch. 97, § 8; July 1.
71-1809. Same; transfer of money from general fund; limitation on expenditures. Any lawful transfer of money from the general fund of a community college or the Washburn institute of technology to the postsecondary technical education fund of such institution shall be an operating expense in the year the transfer is made. The board of any community college or the Washburn institute of technology may transfer moneys from its general fund to its postsecondary technical education fund. Expenditures for career technical education shall not be made from the general fund of a community college or the Washburn institute of technology.

History: L. 2011, ch. 97, § 9; July 1.
71-1810. Same; policies adopted by state board. The state board may adopt such policies as are necessary or desirable to implement and administer this act.

History: L. 2011, ch. 97, § 10; July 1.
2012 Kansas Statutes

75-4317. Open meetings declared policy of state; citation of act. (a) In recognition of the fact that a representative government is dependent upon an informed electorate, it is declared to be the policy of this state that meetings for the conduct of governmental affairs and the transaction of governmental business be open to the public.

(b) It is declared hereby to be against the public policy of this state for any such meeting to be adjourned to another time or place in order to subvert the policy of open public meetings as pronounced in subsection (a).

(c) K.S.A. 75-4317 through 75-4320a shall be known and may be cited as the open meetings act.

History: L. 1972, ch. 319, § 1; L. 1975, ch. 455, § 1; L. 1999, ch. 96, § 1; July 1.
2012 Kansas Statutes

75-4317a. Meeting defined. As used in the open meetings act, "meeting" means any gathering or assembly in person or through the use of a telephone or any other medium for interactive communication by a majority of the membership of a body or agency subject to this act for the purpose of discussing the business or affairs of the body or agency.

History:  L. 1977, ch. 301, § 1; L. 1994, ch. 64, § 1; L. 2008, ch. 178, § 1; July 1.
2012 Kansas Statutes

75-4318. Meetings of state and subdivisions open to public; exceptions; secret ballots; notice; agenda, cameras, photographic lights, recording devices. (a) Subject to the provisions of subsection (g), all meetings for the conduct of the affairs of, and the transaction of business by, all legislative and administrative bodies and agencies of the state and political and taxing subdivisions thereof, including boards, commissions, authorities, councils, committees, subcommittees and other subordinate groups thereof, receiving or expending and supported in whole or in part by public funds shall be open to the public and no binding action by such bodies shall be by secret ballot. Meetings of task forces, advisory committees or subcommittees of advisory committees created pursuant to a governor's executive order shall be open to the public in accordance with this act.

(b) Notice of the date, time and place of any regular or special meeting of a public body designated hereinabove shall be furnished to any person requesting such notice, except that:

(1) If notice is requested by petition, the petition shall designate one person to receive notice on behalf of all persons named in the petition, and notice to such person shall constitute notice to all persons named in the petition;

(2) If notice is furnished to an executive officer of an employees' organization or trade association, such notice shall be deemed to have been furnished to the entire membership of such organization or association; and

(3) the public body may require that a request to receive notice must be submitted again to the body prior to the commencement of any subsequent fiscal year of the body during which the person wishes to continue receiving notice, but, prior to discontinuing notice to any person, the public body must notify the person that notice will be discontinued unless the person resubmits a request to receive notice.

(c) It shall be the duty of the presiding officer or other person calling the meeting, if the meeting is not called by the presiding officer, to furnish the notice required by subsection (b).

(d) Prior to any meeting hereinabove mentioned, any agenda relating to the business to be transacted at such meeting shall be made available to any person requesting the agenda.

(e) The use of cameras, photographic lights and recording devices shall not be prohibited at any meeting mentioned by subsection (a), but such use shall be subject to reasonable rules designed to insure the orderly conduct of the proceedings at such meeting.

(f) Except as provided by section 22 of article 2 of the constitution of the state of Kansas, interactive communications in a series shall be open if they collectively involve a majority of the membership of the body or agency, share a common topic of discussion concerning the business or affairs of the body or agency, and are intended by any or all of the participants to reach agreement on a matter that would require binding action to be taken by the body or agency.

(g) The provisions of the open meetings law shall not apply:

(1) To any administrative body that is authorized by law to exercise quasi-judicial functions when such body is deliberating matters relating to a decision involving such quasi-judicial functions;

(2) to the prisoner review board when conducting parole hearings or parole violation hearings held at a correctional institution;

(3) to any impeachment inquiry or other impeachment matter referred to any committee of the house of representatives prior to the report of such committee to the full house of representatives; and

(4) if otherwise provided by state or federal law or by rules of the Kansas senate or house of representatives.

2012 Kansas Statutes

75-4319. Closed or executive meetings; conditions; authorized subjects for discussion; binding action prohibited; certain documents identified in meetings not subject to disclosure. (a) Upon formal motion made, seconded and carried, all bodies and agencies subject to the open meetings act may recess, but not adjourn, open meetings for closed or executive meetings. Any motion to recess for a closed or executive meeting shall include a statement of (1) the justification for closing the meeting, (2) the subjects to be discussed during the closed or executive meeting and (3) the time and place at which the open meeting shall resume. Such motion, including the required statement, shall be recorded in the minutes of the meeting and shall be maintained as a part of the permanent records of the body or agency. Discussion during the closed or executive meeting shall be limited to those subjects stated in the motion.

(b) No subjects shall be discussed at any closed or executive meeting, except the following:

(1) Personnel matters of nonelected personnel;
(2) consultation with an attorney for the body or agency which would be deemed privileged in the attorney-client relationship;
(3) matters relating to employer-employee negotiations whether or not in consultation with the representative or representatives of the body or agency;
(4) confidential data relating to financial affairs or trade secrets of corporations, partnerships, trusts, and individual proprietorships;
(5) matters relating to actions adversely or favorably affecting a person as a student, patient or resident of a public institution, except that any such person shall have the right to a public hearing if requested by the person;
(6) preliminary discussions relating to the acquisition of real property;
(7) matters permitted to be discussed in a closed or executive meeting pursuant to K.S.A. 74-8804, and amendments thereto;
(8) matters permitted to be discussed in a closed or executive meeting pursuant to subsection (d)(1) of K.S.A. 38-2212, and amendments thereto, or subsection (e) of K.S.A. 38-2213, and amendments thereto;
(9) matters permitted to be discussed in a closed or executive meeting pursuant to subsection (j) of K.S.A. 22a-243, and amendments thereto;
(10) matters permitted to be discussed in a closed or executive meeting pursuant to subsection (e) of K.S.A. 44-596, and amendments thereto;
(11) matters permitted to be discussed in a closed or executive meeting pursuant to subsection (g) of K.S.A. 39-7,119, and amendments thereto;
(12) matters required to be discussed in a closed or executive meeting pursuant to a tribal-state gaming compact;
(13) matters relating to security measures, if the discussion of such matters at an open meeting would jeopardize such security measures, that protect: (A) Systems, facilities or equipment used in the production, transmission or distribution of energy, water or communications services; (B) transportation and sewer or wastewater treatment systems, facilities or equipment; (C) a public body or agency, public building or facility or the information system of a public body or agency; or (D) private property or persons, if the matter is submitted to the agency for purposes of this paragraph. For purposes of this paragraph, security means measures that protect against criminal acts intended to intimidate or coerce the civilian population, influence government policy by intimidation or coercion or to affect the operation of government by disruption of public services, mass destruction, assassination or kidnapping. Security measures include, but are not limited to, intelligence information, tactical plans, resource deployment and vulnerability assessments;
(14) matters permitted to be discussed in a closed or executive meeting pursuant to subsection (f) of K.S.A. 65-525, and amendments thereto;
(15) matters permitted to be discussed in a closed or executive meeting pursuant to K.S.A. 2012 Supp. 75-7427, and amendments thereto; and
(16) matters permitted to be discussed in a closed or executive meeting pursuant to K.S.A. 2012 Supp. 46-3801, and amendments thereto.

(c) No binding action shall be taken during closed or executive recesses, and such recesses shall not be used as a subterfuge to defeat the purposes of this act.

(d) (1) Any confidential records or information relating to security measures provided or received under the provisions of subsection (b)(13), shall not be subject to subpoena, discovery or other demand in any administrative, criminal or civil action.
(2) (A) Except as otherwise provided by law, any confidential documents, records or reports relating to the prisoner review board provided or received under the provisions of subsection (b)(16) shall not be subject to subpoena, discovery or other demand in any administrative, criminal or civil action.
(2) (B) Notwithstanding any other provision of law to the contrary, any summary statement provided or received under the provisions of subsection (b)(16) shall not be subject to subpoena, discovery or other demand in any administrative, criminal or civil action.


Revisor’s Note:
Section was amended twice in the 2004 session, see also 75-4319b.
2012 Kansas Statutes

75-4320. Penalties. (a) Any member of a body or agency subject to this act who knowingly violates any of the provisions of this act or who intentionally fails to furnish information as required by subsection (b) of K.S.A. 75-4318, and amendments thereto, shall be liable for the payment of a civil penalty in an action brought by the attorney general or county or district attorney, in a sum set by the court of not to exceed $500 for each violation. In addition, any binding action which is taken at a meeting not in substantial compliance with the provisions of this act shall be voidable in any action brought by the attorney general or county or district attorney in the district court of the county in which the meeting was held within 21 days of the meeting, and the court shall have jurisdiction to issue injunctions or writs of mandamus to enforce the provisions of this act.

(b) Civil penalties sued for and recovered hereunder by the attorney general shall be paid into the state general fund. Civil penalties sued for and recovered hereunder by a county or district attorney shall be paid into the general fund of the county where the proceedings were instigated.

(c) No fine shall be imposed pursuant to subsection (a) for violations of subsection (f) of K.S.A. 75-4318, and amendments thereto, which occur prior to July 1, 2009.

2012 Kansas Statutes

75-4320a. Enforcement of act by district courts; burden of proof; court costs; precedence of cases. (a) The district court of any county in which a meeting is held shall have jurisdiction to enforce the purposes of K.S.A. 75-4318 and 75-4319, and amendments thereto, with respect to such meeting, by injunction, mandamus or other appropriate order, on application of any person.

(b) In any action hereunder, the burden of proof shall be on the public body or agency to sustain its action.

(c) In any action hereunder, the court may award court costs to the person seeking to enforce the provisions of K.S.A. 75-4318 or 75-4319, and amendments thereto, if the court finds that the provisions of those statutes were violated. The award shall be assessed against the public agency or body responsible for the violation.

(d) In any action hereunder in which the defendant is the prevailing party, the court may award to the defendant court costs if the court finds that the plaintiff maintained the action frivolously, not in good faith or without a reasonable basis in fact or law.

(e) Except as otherwise provided by law, proceedings arising under this section shall take precedence over all other cases and shall be assigned for hearing and trial at the earliest practicable date.

(f) As used in this section, "meeting" has the meaning provided by K.S.A. 75-4317a and amendments thereto.

History: L. 1981, ch. 344, § 2; July 1.
2012 Kansas Statutes

75-4320b. Investigation of alleged violations; powers. In investigating alleged violations of the Kansas open meetings act, the attorney general or county or district attorney may:

(a) subpoena witnesses, evidence, documents or other material;
(b) take testimony under oath;
(c) examine or cause to be examined any documentary material of whatever nature relevant to such alleged violations;
(d) require attendance during such examination of documentary material and take testimony under oath or acknowledgment in respect of any such documentary material; and
(e) serve interrogatories.

History: L. 2000, ch. 156, § 7; July 1.
**2012 Kansas Statutes**

**75-4320c. Sunflower Foundation: Health Care for Kansas; subject to open meetings law.** The Sunflower Foundation: Health Care for Kansas, established pursuant to the settlement agreement entered into by the attorney general in the action filed by Blue Cross and Blue Shield of Kansas, Inc., in the district court of Shawnee county, Kansas, case no. 97CV608, shall be and is hereby deemed to be a public body and shall be subject to the open meetings law.

**History:** L. 2001, ch. 122, § 3; April 26.
A Citizen’s Guide to Open Government

Kansas Open Meetings Act
Kansas Open Records Act

Provided by

Kansas Attorney General
Derek Schmidt
Dear Fellow Kansans:

Our state has a long and rich history of ensuring that all of our citizens can participate in our democracy.

That’s why our two principal open-government laws – the Kansas Open Records Act and the Kansas Open Meetings Act – are so important. They establish the legal requirement that the decision making of our public bodies remains open and subject to scrutiny and participation by our citizens.

As your attorney general, I share responsibility to enforce these laws and to help Kansans understand what they do, and do not, require.

This brochure is intended to help you and other Kansans understand the basic requirements of the Open Records Act and the Open Meetings Act. It answers common questions about the two and helps you understand what rights you, as a Kansan, have to obtain the records of your government and to view its activities.

In partnership with others who have a keen interest in open government – including the Kansas Sunshine Coalition – our office provides training for local and state officials about their duties and obligations under these laws. We work to resolve open government disputes and bring enforcement actions when necessary.

But I believe strongly that the best outcome is when everyone knows and respects our open government laws and we prevent violations from occurring in the first place. That’s the point of this and similar publications.

For more information, you can check our website at www.ag.ks.gov or call my office at (785) 296-2215.

Thank you for your interest in open government!

Best wishes,

Derek Schmidt
Kansas Attorney General
**Understanding the Kansas Open Meetings Act (KOMA)**

**The Purpose and Scope of the KOMA**

**What is the KOMA about?**
The KOMA is a law that guarantees anyone the right to observe governmental policy makers, such as your local school board, city council, county commissioners or most functions of the state legislature, that make the decisions affecting your life.

**What types of groups are subject to the KOMA?**
The KOMA applies to all of the political and taxing subdivisions in Kansas. There are approximately 4,000 public bodies and agencies that fall into this category. The KOMA may also apply to other organizations if they were created or controlled by a public body or agency or act on behalf of a public body or agency. This includes committees or sub-groups created by a public body or agency.

**How do you know if a group is going to be subject to the KOMA?**
That is determined by looking at all of the facts surrounding the creation and operation of the group. We also look at what services are provided by a group. If a group is providing a governmental service, it is more likely it will be subject to the KOMA.

The KOMA does not apply to the meetings of private groups such as church groups, private clubs, private corporations or businesses or any other private associations.

**Does the KOMA apply to every meeting related to the government?**
No, the KOMA only applies to a public body or agency. It does not include the staff meetings for a public agency. It does not apply to elected officials who are not part of a public body, such as the governor.

**Does the KOMA apply to Kansas courts or judges?**
No, courts and judges are excluded from the KOMA.

**Meeting Matters Not Covered by the KOMA**

**Does the KOMA include a requirement for an agenda?**
No, although the creation of an agenda before the meeting will help provide focus for both the public body or agency and the public, there is no requirement in the KOMA to create an agenda. This also means that the content of the meeting may be changed at any time by amending the agenda.

**Does the KOMA require detailed minutes of all of the items discussed at a meeting?**
No, the KOMA does not speak to minutes or agendas, except to require that motions to go into executive session be completely recorded in the minutes. Meeting minutes are the responsibility of the public body or agency and the public body or agency determines what is recorded in the minutes.
Is the KOMA the same thing as Roberts Rules of Order?
No, the KOMA does not address the conduct of meetings or other procedural matters, such as the order of business, content of reports or length of time that may be spent on a topic of discussion.

### KOMA Requirements for Public Bodies and Agencies

**What does the KOMA require a public body or agency to do?**
There are two main requirements. First, any meetings must be open to all members of the public. Second, notice of meetings must be provided to anyone who has requested it.

**What does “open” mean in the KOMA?**
It means that the meeting must be conducted in a way that the public may observe or listen to the proceedings.

**Does that mean a meeting must be moved to another location if members of the public cannot get into the meeting room?**
No, the KOMA does not require that public meetings be moved to larger or better locations. Meeting locations are left up to the public body or agency. Unless there is evidence that the public body or agency deliberately moved a meeting to a location with limited access to avoid public observation, there is no conflict with the requirements of the KOMA.

**Does a public body or agency have to let members of the audience speak at a meeting?**
No, the KOMA does not require that the public be allowed to speak. Some other law may require a public hearing with the opportunity to speak on that issue, but the KOMA does not.

**Can I use a camera or other recording device to record a meeting?**
Yes, the KOMA allows recording, but subject to reasonable rules to prevent disruption of the meeting, safety hazards, or other legitimate concerns. You may want to contact the public body or agency in advance to learn about any rules that may apply to recordings.

**May one or more members of a public body or agency participate in a meeting by telephone?**
Yes, as long as the meeting is open to the public so they might listen to the discussion.

### KOMA Meetings

**What is a meeting, as defined by the KOMA?**
Three conditions must be met in order for a meeting to occur. All three must be satisfied. They are:

1. A gathering or assembly in person or by telephone or any other medium for interactive communication.
2. By a majority of the members of the public body or agency.
3. Discussion of the business or affairs of that public body or agency.
How is “interactive communication” applied?

The best way to determine if “interactive communication” has taken place is to think of it as two-way communication. For example, an email from one member of a public body to the rest of the body members is only one-way until there is a reply to all, and then it becomes a two-way communication that may violate the KOMA.

The two-way communication can be by any means, including using individuals as “go-betweens.”

What is a majority of the public body or agency?

Majority is one more than one-half of the membership. When counting the number of members, vacant positions must be counted as well. For example, if a school board has seven members, but there are two vacancies, a majority remains four.

Are there any topics that may be discussed by a majority outside of a meeting?

The only topic that may be discussed by a majority outside of a meeting is to determine a mutually acceptable meeting time so notice of that meeting may be provided.

Discussion alone triggers the KOMA requirements, regardless of whether an agreement is reached or a survey of how members are going to vote takes place. None of those actions are permitted.

Can members avoid the KOMA requirements by discussing public body or agency business with less than a majority of the other members?

Not really, as interactive communications in a series are forbidden by the KOMA. A violation will occur if all of the following conditions are met:

- Interactive communications collectively involve a majority of the public body or agency,
- A common topic is discussed concerning the business or affairs of the public body or agency, and
- There is intent by any or all of the participants to reach agreement upon a topic that requires binding action in an open meeting by the public body or agency.

Can a majority of the members attend a meeting of another group?

Yes, as long as they refrain from any discussions about the business of their public body or agency.

This limitation applies to all formal and informal gatherings, such as conferences, ribbon cuttings or social clubs.

---

**KOMA Notice Requirements**

When does a public body or agency have to provide notice?

Notice is required only when someone requests to receive notice of meetings. There is nothing in the KOMA that requires general notice, such as publishing the agenda in the newspaper or posting it on the agency website.
How do I request notice?

All you need to do is make a request to the appropriate public body or agency. Although not required, it is a good idea to make your request in writing and keep a copy.

What kind of notice should I expect?

The KOMA does not specify the method of notice; it could be verbal or written. The notice must provide you with the time, place and date of the proposed meeting.

You may receive a single notice for all regular meetings of the public agency or body. You should still receive notice for any special meetings or changes in the time, place or date of regular meetings.

How long is my request effective?

Your request is good for the fiscal year of the public body or agency. But, the public body or agency must contact you and ask if you wish to continue to receive notice before they discontinue providing it to you.

Is there a minimum time required to give notice?

No, the KOMA only requires “reasonable” notice. In some situations, that could be very short. If you believe a public body or agency did not provide reasonable notice, discuss the situation with the public body or agency to learn when others, including the members, received notice of a meeting. If this does not resolve the matter, please see the Enforcement section of this guide.

Executive Sessions: Closing an Open Meeting

What is an executive session?

An executive session is when the public body is permitted to discuss certain subjects in private.

What are the procedures to enter into an executive session?

An executive session may only take place once an open meeting is convened. A motion must be made to enter into executive session. That complete motion and the resulting vote must be entered into the minutes.

What must a motion to enter into an executive session say?

There are three parts:

1. A statement describing the subject(s) to be discussed in executive session, without revealing confidential information.
2. The justification: a reference to one of the permitted topics for executive session contained in the KOMA.
3. The time and place at which the open meeting will resume.

If a public body does not include all three portions, is the executive session illegal?

Probably not, as the courts have determined a technical violation occurs if there is an error in the motion, but the public body maintained the spirit of the KOMA.
Who may attend an executive session?
Only the members of the public body holding the executive session have a right to attend. The public body may include others, if they believe their information is important.

Can the public body make a binding decision in executive session?
No. Binding decisions must be made in an open meeting. The public body may reach a consensus during an executive session; however, binding action must occur during an open meeting.

What topics may be discussed in executive session?
The KOMA permits several topics including these most common topics:

- To discuss personnel matters relating to non-elected personnel
- Consultation with an attorney for the public body or agency which would be deemed privileged in the attorney-client relationship
- To discuss employee-employer negotiations
- To discuss data relating to the financial affairs or trade secrets of corporations, partnerships, trusts, and individual proprietorships
- To discuss matters relating to action affecting a person as a student, patient or resident of a public institution
- For preliminary discussion of acquisition of real property
- To discuss matters relating to security measures that protect specific systems, facilities or equipment including persons and private property if related to the agency.

What is permitted under the nonelected personnel matters subject?
The public body may only discuss its own individual employees and applicants for employment. They are not permitted to discuss elected officials, independent contractors, candidates for appointment to other boards or commissions or general concerns affecting all employees, such as a proposed pay plan.

What is permitted under the attorney consultation subject?
The public body’s attorney must attend the executive session, even by speaker phone, to provide legal advice to the body.

Non public body or agency personnel may only attend if they are considered part of the client organization, such as consulting engineers.

What is permitted under the employee and employer negotiation subject?
Only discussion about negotiations with recognized bargaining units, not general employee matters.
What is permitted under the financial and trade secret subject?
Financial information of a private business or any trade secrets they may need to disclose to a public body or agency. General discussion of tax incentives is not permitted.

What is permitted under the student, patient or resident of a state institution subject?
The public body may discuss any matter that may have an impact on the individual’s status as a student, patient or resident of a state institution, either in a positive or negative way. The individual may request that any hearing be conducted in an open meeting.

What is permitted under the property acquisition subject?
The public body may only discuss purchasing, not selling, real property. Real property is land with or without structures. A discussion of purchasing equipment or software is not permitted here.

What is permitted under the security subject?
The public body may review security measures for all of the facilities and operations under their control.

---

Enforcement of the KOMA

What should I do if I think there has been a KOMA violation?
The KOMA can be enforced by anyone – private citizens, the county or district attorney, or the Attorney General. You have three options if you think there has been a KOMA violation.

1. You may file your own case in district court against the members of the public body or agency.
2. You may file a complaint with the county or district attorney.
3. You may file a complaint with the Office of the Attorney General. If you decide to file a complaint with the attorney general’s office, you must use the complaint form available online at www.ag.ks.gov.

What if I disagree with the findings of the county or district attorney?
You may file your own case in district court against the members of the public body or agency. The Attorney General will not review the findings of a county or district attorney. That is the role of the courts.

What happens if a violation is found?
That depends upon the situation. If we find that a violation has occurred, depending upon the severity, the typical resolution is to enter into a settlement agreement such as a consent order. We are seeking compliance with the KOMA and assuring that future violations do not occur.

If the circumstances show a pattern of willful disregard of the KOMA rules, we may impose a finding of violation on the public body or agency, or take the individuals responsible to court.
What can the Attorney General do to a violator?

The Attorney General may fine individual members of the public body or agency up to $500 for each violation, require completion of Attorney General approved training, order the public body or agency to cease and desist from violating the KOMA, require future compliance with the KOMA, and require submission of proof of compliance. A violation of the KOMA may subject the individual to removal from office by ouster or recall.

What can a court do to a violator?

A court may fine individual members of the public body or agency up to $500, require completion of Attorney General approved training, order the public body or agency to cease and desist from violating the KOMA, reverse any actions that were taken illegally, and potentially subject the individual to removal from office by recall or ouster.

The court shall award attorney fees and costs to private parties if they bring the action, and the public agency did not act in good faith and with a reasonable basis in law.

The KOMA is a civil statute, not criminal, so the violator will not be sent to jail under the KOMA.

_________________________
NOTES
What is the purpose of the KORA?
The KORA is a law that permits the public to review or get copies of public records. There are two parts of the law. One part governs the procedure that public agencies must follow when someone requests a public record. The other part categorizes public records and, under certain circumstances, permits an agency to withhold public records.

What are public records?
Public records are records made, maintained, kept by or possessed by a public agency, or any officer or employee of a public agency pursuant to the officer’s or employee’s official duties, regardless of location, which are related to the functions, activities, programs or operations of any public agency. They may be in any form, including electronic storage and emails. The content of records varies widely; some track the routine activities of government while others contain personal information about citizens and businesses.

Why would a public agency have personal information about citizens and businesses?
Public agencies have regulatory responsibilities that require gathering personal information. Common examples include tax returns, driver’s licenses and automobile registration. Many professions are licensed, such as doctors, dentists, cosmetologists, attorneys and accountants to name a few. Personal information is collected as a part of the initial licensing, but also in case of complaints and investigations.

What types of groups are subject to the KORA?
The KORA applies to State of Kansas agencies and all of the political and taxing subdivisions in Kansas. There are approximately 4,000 groups and organizations that fall into this category. The KORA may also apply to other organizations if they were created or controlled by a public agency or act on behalf of a public agency.

How do you know if a group is going to be subject to the KORA?
That is determined by looking at all of the facts surrounding the creation and operation of the group. We also look at what services are provided by a group. If a group is providing a governmental service, it is more likely they will be subject to the KORA.

The KORA does not apply to the records of private citizens or groups such as church groups, private clubs, private corporations or businesses or any other associations.

Does the KORA apply to court records?
Generally, yes, however the KORA permits the judicial branch to make its own rules for reviewing or obtaining records. Those rules are posted on the Kansas Supreme Court website and at the district courts throughout the state. The KORA does not apply to records made, maintained or kept by individual judges.
Is the KORA the same as the Freedom of Information Act (FOIA)?
No, the FOIA is the federal law that applies to records of the federal government. The FOIA and the KORA are different laws that have similar provisions, but are not exactly the same.

### Procedures for Obtaining Copies of Public Records

**How do I request a record?**
The best place to begin is with either the public agency’s designated record custodian or Freedom of Information Officer. One staff member may fill both roles. In either case, they will assist you with your request.

**Do I have to put my request in writing?**
A public agency may require you to do that, but not on any particular form. The reason for this requirement is so both you and the public agency are clear on what records you are seeking.

**Who can request a record?**
Anyone. There is no requirement that the person making the request have any special relationship to the record. There is no special status for any person making a record request, even if the record is about them.

**What may the public agency ask of me when I request records?**
The public agency may ask you for your name and address. It is optional, but the agency may ask you for some form of proof of your identity.

**Do I have to go in person to the place where the records are kept to make my request?**
No, you may make your request from anywhere. Many record transactions are handled through the mail or even online.

**What do I do if the public agency that has the records doesn’t have any full-time staff or regular business offices?**
The KORA permits very small public agencies that do not have regular office hours to establish reasonable hours when you can inspect or copy records, but the agency may require 24 hour notice. All of the other requirements for access remain the same.

**May I take a public record and have it copied elsewhere?**
Not without the record custodian’s written permission. If copies cannot be made where the records are kept, the custodian will make arrangements to have a copy made. Public record custodians are required to keep original documents safe, so they will be available for any person who might request that record.
Responding to Record Requests

When can I expect to receive the records?
It depends upon the availability of the records. Some records may be provided at the time they are requested, others may have to be gathered and reviewed before releasing them.

What is the “three day” requirement?
A public agency must act upon your request as soon as possible, but not more than three business days later, beginning the day after the request was received.

Does this mean I will get the records in three days?
No, the public agency must communicate with you within those three days. The public agency may provide the records, or explain that they do not have the records you want, or may inform you that the search or review is underway and will be completed as soon as possible.

Is there a deadline when the records must be given to me?
No, each request and record is unique, although if there is a delay, the record custodian should provide a time estimate to you. Some records may need to be gathered from remote locations. Other records that contain closed portions must be reviewed and appropriately redacted or blacked out.

Does the KORA require that a public agency answer my questions?
No, the KORA only applies to records as they exist at the time you ask for them. If you are asking for information, analysis or an explanation about a policy, you might get them, but not under the rules of the KORA. The KORA does not require an agency to do research for you or provide written answers to your questions.

May I request records that will be created in the future?
No, records not yet in existence are not subject to the KORA. Even though many records are routinely created, such as meeting minutes and monthly financial reports, your request must be made after the records are created and available.

KORA and Fees

May a public agency charge fees for accessing or copying records?
Yes, the KORA permits public agencies to recover their actual costs for gathering and copying records.

What kinds of fees are allowed?
The agency may only charge the direct cost for staff time to gather, review, photocopy and send the records to you. The agency may not charge for overhead or indirect costs.
Is there a standard fee schedule that all public agencies must use?
No, the KORA permits each public agency to establish their fees. However, they must represent their best estimate for actual costs.

May a public agency collect fees in advance?
Yes, the KORA allows public agencies to collect estimated fees in advance. If the actual cost is less, you will be refunded the difference. If it is more, the agency may bill you for the additional costs.

What can I do if I believe the fees are unreasonable?
If the records are from an executive branch state agency under the jurisdiction of the governor, there is an appeal process through the Secretary of Administration. If the records are from another public agency, you may complain to the county or district attorney or the attorney general. If the public agency can justify the fees and the fees are based upon actual costs, then the fees are reasonable.

Prohibited Uses of Public Records

May I use a public record that contains names and/or addresses on it, so I can contact the people on the list to offer goods or services for sale?
No, the KORA prohibits using lists of names and addresses as a marketing tool except in very limited cases, such as professional organizations that offer educational opportunities for licensed individuals.

If I request a public record that contains names and addresses on it, do I have to sign a special form?
Yes, the KORA permits the public agency to require that you certify that you will not use the names and addresses for any prohibited purposes. If you do not sign the form, the public agency does not have to provide you the records.

Record Content and Accessibility

Is there a general rule about public records being open?
Yes, unless a record is specifically closed by law, all public records are open for inspection and any person may view them to make their own notes or ask for copies from the public agency.

How will I know if a record is closed by law?
Ask for a copy of the record you would like to see. If it is closed, the record custodian will tell you and provide you the appropriate source of the law that closes the record.

Who decides that records are closed?
The legislature reviews and approves all the laws that close records. They have adopted general policies for closing public records. They are:

- The public record is of a sensitive or personal nature concerning individuals.
• The confidentiality of the public record is necessary for the effective and efficient administration of a governmental program.

• The public record affects confidential information.

How many records are closed?
There are more than 300 specific records closed by Kansas law. Many other records are closed by federal law. Many of the records that may be closed contain information that individuals and businesses are required to provide to the government, such as tax returns, reports of infectious diseases or private financial information. Federal laws close individual medical records and driver’s license information.

Does the record custodian have any authority to release these records?
In some limited cases, yes. The law that closes a record may contain conditions that temporarily close a record or grant the record custodian the discretion to release a record.

For example, sealed bids are closed, but only until the bid contract is awarded, then the records are open. Another example is when the record custodian must use his or her judgment about whether a record contains information of a personal nature and disclosing the information would be an unwarranted invasion of personal privacy.

Enforcement of the KORA

What should I do if I think there has been a KORA violation?
The KORA can be enforced by anyone – private citizens, the county or district attorney, or the Attorney General. You have three options if you think there has been a KORA violation.

1. You may file your own case in district court against the public agency.
2. You may file a complaint with the county or district attorney.
3. You may file a complaint with the Office of the Attorney General. If you decide to file a complaint with the attorney general’s office, you must use the complaint form available online at www.ag.ks.gov.

What if I disagree with the county or district attorney’s conclusions?
You may file your own case in district court against the public agency. The Attorney General will not review the decisions of a county or district attorney. That is the role of the courts.

What happens if a violation is found?
That depends upon the situation. If we find that a violation has occurred, depending upon the severity, the typical resolution is to enter into a settlement agreement such as a consent order. We are seeking compliance with the KORA and assuring that future violations do not occur.

If the circumstances show a pattern of willful disregard of the KORA rules, we may impose a finding of violation on the public body or agency, or take the individuals responsible to court.
What can the Attorney General do to a public agency if they violate the KORA?

The Attorney General may fine the public agency up to $500 for each violation, require completion of Attorney General approved training, order the public agency to cease and desist from violating the KORA, require future compliance with the KORA, and require submission of proof of compliance.

What can a court do to a public agency if they violated the KORA?

The KORA provides that a district court in the county where the record is kept may look at disputed records in private and make a decision about what may be released.

The court may order that the documents be produced for you. If the public agency did not have a good faith reason to withhold the records, the court may fine the agency up to $500 if the action is brought by the county or district attorney or Attorney General.

The court shall award attorney fees and costs to private parties if they bring the action, and the public agency did not act in good faith and with a reasonable basis in law.

KORA is not a criminal statute, so there is no possibility of anyone going to jail for violating KORA.
## Cowley College
### Proposed Operating Budget - Fiscal Year 2019-2020

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>State Appropriations (b)</td>
<td>$7,650,446</td>
<td>$7,776,202</td>
<td>$7,767,448</td>
<td>$8,154,085</td>
<td>$386,637</td>
</tr>
<tr>
<td>Ad Valorem Taxes - Operations</td>
<td>5,662,311</td>
<td>5,863,968</td>
<td>5,894,037</td>
<td>6,064,691</td>
<td>170,654</td>
</tr>
<tr>
<td>Tuition (c)</td>
<td>4,224,123</td>
<td>4,780,703</td>
<td>4,224,681</td>
<td>4,106,640</td>
<td>(118,041)</td>
</tr>
<tr>
<td>Fees (c)</td>
<td>2,918,268</td>
<td>4,104,392</td>
<td>3,181,153</td>
<td>3,335,360</td>
<td>154,207</td>
</tr>
<tr>
<td>Other Local Income</td>
<td>299,075</td>
<td>200,661</td>
<td>224,305</td>
<td>200,661</td>
<td>161,000</td>
</tr>
<tr>
<td>Miscellaneous Income</td>
<td>386,837</td>
<td>211,111</td>
<td>266,295</td>
<td>211,111</td>
<td>161,000</td>
</tr>
<tr>
<td>Sales Taxes - Sumner - Residual (d)</td>
<td>-</td>
<td>-</td>
<td>402,850</td>
<td>-</td>
<td>400,000</td>
</tr>
<tr>
<td>Contingency - COM -Residual (e)</td>
<td>-</td>
<td>351,741</td>
<td>-</td>
<td>-</td>
<td>161,000</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td><strong>$21,141,061</strong></td>
<td><strong>$23,691,628</strong></td>
<td><strong>$21,557,919</strong></td>
<td><strong>$22,633,549</strong></td>
<td><strong>$1,075,630</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty - FT</td>
<td>2,694,522</td>
<td>2,846,518</td>
<td>3,060,346</td>
<td>2,709,339</td>
<td>(351,007)</td>
</tr>
<tr>
<td>Faculty - PT</td>
<td>1,557,160</td>
<td>1,530,642</td>
<td>1,542,736</td>
<td>1,631,937</td>
<td>89,201</td>
</tr>
<tr>
<td>Administration -FT</td>
<td>840,970</td>
<td>1,091,572</td>
<td>1,055,311</td>
<td>1,140,938</td>
<td>85,627</td>
</tr>
<tr>
<td>Stuff - FT</td>
<td>4,560,946</td>
<td>5,023,658</td>
<td>4,564,004</td>
<td>5,006,723</td>
<td>442,719</td>
</tr>
<tr>
<td>Stuff - PT</td>
<td>349,866</td>
<td>360,305</td>
<td>305,939</td>
<td>313,229</td>
<td>7,290</td>
</tr>
<tr>
<td>Student Worker - non Fed WS</td>
<td>107,162</td>
<td>180,000</td>
<td>72,862</td>
<td>80,000</td>
<td>7,138</td>
</tr>
<tr>
<td>Employee Benefits</td>
<td>2,146,918</td>
<td>1,912,054</td>
<td>2,106,480</td>
<td>2,190,019</td>
<td>83,539</td>
</tr>
<tr>
<td><strong>Subtotal Salaries</strong></td>
<td><strong>$12,257,544</strong></td>
<td><strong>$12,944,749</strong></td>
<td><strong>$12,707,678</strong></td>
<td><strong>$13,072,185</strong></td>
<td><strong>$364,507</strong></td>
</tr>
<tr>
<td>Employee Development</td>
<td>212,586</td>
<td>199,813</td>
<td>136,869</td>
<td>131,755</td>
<td>(5,114)</td>
</tr>
<tr>
<td>General Supplies Expenses</td>
<td>232,083</td>
<td>188,823</td>
<td>96,234</td>
<td>157,448</td>
<td>61,214</td>
</tr>
<tr>
<td>Travel and Vehicle Mileage</td>
<td>206,290</td>
<td>287,770</td>
<td>334,103</td>
<td>221,260</td>
<td>(112,843)</td>
</tr>
<tr>
<td>Rental/Leases including Facilities</td>
<td>354,257</td>
<td>454,000</td>
<td>272,384</td>
<td>284,000</td>
<td>11,616</td>
</tr>
<tr>
<td>Contract and Professional Services</td>
<td>1,194,252</td>
<td>1,479,397</td>
<td>1,304,434</td>
<td>1,420,799</td>
<td>116,365</td>
</tr>
<tr>
<td>Marketing</td>
<td>200,888</td>
<td>219,843</td>
<td>188,409</td>
<td>186,505</td>
<td>(1,904)</td>
</tr>
<tr>
<td>Other Departmental Expenses</td>
<td>1,373,388</td>
<td>1,219,374</td>
<td>1,044,158</td>
<td>1,177,696</td>
<td>133,538</td>
</tr>
<tr>
<td>Instructional and Other Materials</td>
<td>710,638</td>
<td>748,210</td>
<td>667,407</td>
<td>697,782</td>
<td>30,375</td>
</tr>
<tr>
<td>Maintenance and Repairs</td>
<td>412,824</td>
<td>507,853</td>
<td>474,576</td>
<td>399,287</td>
<td>(74,684)</td>
</tr>
<tr>
<td>Risk Management and Insurance</td>
<td>219,559</td>
<td>349,592</td>
<td>308,270</td>
<td>397,388</td>
<td>89,118</td>
</tr>
<tr>
<td>Utilities</td>
<td>810,422</td>
<td>1,056,800</td>
<td>786,513</td>
<td>875,000</td>
<td>88,487</td>
</tr>
<tr>
<td>Debt Services excl' Dorm &amp; Sumner</td>
<td>574,634</td>
<td>264,653</td>
<td>266,119</td>
<td>268,128</td>
<td>2,009</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>1,098,888</td>
<td>1,212,421</td>
<td>664,652</td>
<td>769,575</td>
<td>104,923</td>
</tr>
<tr>
<td>Scholarships</td>
<td>1,514,808</td>
<td>1,954,995</td>
<td>1,957,996</td>
<td>1,750,000</td>
<td>(207,996)</td>
</tr>
<tr>
<td>Mandatory Match (Federal)</td>
<td>-</td>
<td>132,233</td>
<td>-</td>
<td>129,959</td>
<td>129,959</td>
</tr>
<tr>
<td>Contingency/Transfer to Other Funds</td>
<td>-</td>
<td>471,102</td>
<td>202,227</td>
<td>694,141</td>
<td>491,914</td>
</tr>
<tr>
<td><strong>Sub-total Non-Salary Expenses</strong></td>
<td><strong>$9,115,517</strong></td>
<td><strong>$10,746,879</strong></td>
<td><strong>$8,704,351</strong></td>
<td><strong>$9,561,364</strong></td>
<td><strong>$857,013</strong></td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td><strong>$21,373,061</strong></td>
<td><strong>$23,691,628</strong></td>
<td><strong>$21,412,029</strong></td>
<td><strong>$22,633,549</strong></td>
<td><strong>$1,221,520</strong></td>
</tr>
</tbody>
</table>

### Notes:
- (a) Actual for 2017/2018 after 2nd closing that goes to the auditors for audited financial report but before end-of-year audit adjustments for accrued expenditures
- (b) Represents state appropriation increases in SB 155 and restoration in Carl Perkins Grant and block grant funding.
- (c) Tuition and Fees represent increases in tuition and fee rates - see attached approved rate changes from February 2019 BOT.
- (d) Residual sales tax revenues after debt service to cover Sumner Campus operating budget.
- (e) Capital Outlay Mill Rev is residual carry over from prior year that was not used.
- (f) Operating budget does not include auxiliary services, federal grants, student financial aid, or capital outlay mill revenues other than noted.
# Kansas Board of Regents Acronyms & Definitions

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Meaning</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>AACRAO</td>
<td>American Association of Collegiate Registrars and Admissions Officers</td>
<td>Nonprofit, voluntary, professional association of more than 11,000 higher education admissions and registration professionals.</td>
</tr>
<tr>
<td>AAS</td>
<td>Associate of Applied Science Degree</td>
<td>An AAS degree provides the student a degree in a chosen major in technical/occupational areas and is intended for students who plan to enter the workforce after completion of program requirements.</td>
</tr>
<tr>
<td>AASCU</td>
<td>American Association of State Colleges and Universities</td>
<td>Higher education association of nearly 420 public colleges, universities and systems whose members share a learning- and teaching- centered culture, a historic commitment to underserved student populations and a dedication to research and creativity that advances their regions' economic progress and cultural development.</td>
</tr>
<tr>
<td>AAUP</td>
<td>American Association of University Professors</td>
<td>An association offering assistance in the form of lobbying, research, and collective bargaining for higher education professionals.</td>
</tr>
<tr>
<td>ABE</td>
<td>Adult Basic Education</td>
<td>Ongoing data collection by the Kansas Board of Regents (KBOR) of student information for adult education. Also known as PABLO.</td>
</tr>
<tr>
<td>ACE</td>
<td>American Council on Education</td>
<td>Organization that advocates for higher education, convenes many higher education associations and agencies, and coordinates among member institutions. Provides research and identifies innovative practices.</td>
</tr>
<tr>
<td>ACTE</td>
<td>Association for Career and Technical Education</td>
<td>Largest national education association dedicated to the advancement of education that prepares youth and adults for careers.</td>
</tr>
<tr>
<td>AIR</td>
<td>Association for Institutional Research</td>
<td>An organization for institutional researchers that is focused on providing educational resources, best practices, and professional-development opportunities for members.</td>
</tr>
<tr>
<td>Acronym</td>
<td>Meaning</td>
<td>Definition</td>
</tr>
<tr>
<td>---------</td>
<td>---------</td>
<td>------------</td>
</tr>
<tr>
<td>ALEC</td>
<td>American Legislative Exchange Council</td>
<td>Works to advance limited government and federalism at the state level through a nonpartisan public-private partnership of America's state legislators, members of the private sector and the general public.</td>
</tr>
<tr>
<td>AO-K</td>
<td>Accelerating Opportunity - Kansas</td>
<td>The Kansas Board of Regents, in partnership with the Kansas Department of Commerce, is implementing the Accelerating Opportunity initiative in Kansas (AO-K) to transform the delivery system for adult education in Kansas by using Career Pathways to deliver career and technical education simultaneously with adult basic skills instruction. Students complete short term certificate programs aligned with labor market needs, leading to industry endorsed credentials and immediate jobs.</td>
</tr>
<tr>
<td>AQIP</td>
<td>Academic Quality Improvement Program</td>
<td>The Higher Learning Commission of the North Central Association of Colleges and Schools developed the AQIP in 1999 to provide colleges and universities with an alternative process for continuing accreditation.</td>
</tr>
<tr>
<td>ARRA</td>
<td>American Recovery and Reinvestment Act</td>
<td>Also known as Stimulus Package. Federal funding provided to states to stimulate economic recovery.</td>
</tr>
<tr>
<td>AS</td>
<td>Associate of Science Degree</td>
<td>An AS degree is intended to prepare students dually for the workforce and for transfer to some baccalaureate programs.</td>
</tr>
<tr>
<td>ASSOC</td>
<td>Associate’s Award Level</td>
<td>An award that normally requires at least 2 but less than 4 years of full-time equivalent college work.</td>
</tr>
<tr>
<td>AY</td>
<td>Academic Year</td>
<td>The annual period during which a student attends school, college or university. For KHEDS collection AY = Summer + Fall + Spring.</td>
</tr>
<tr>
<td>BAASC</td>
<td>Board Academic Affairs Standing Committee</td>
<td>Kansas Board of Regents Committee consisting of four members of the Board and appointed by the Board Chair. BAASC meets by conference call approximately two weeks prior to each Board meeting and prior to the Board Chair’s conference call to finalize the Board agenda. Meetings usually consist of discussion of items to be placed on the upcoming agenda of the full Board.</td>
</tr>
<tr>
<td>BI</td>
<td>Business Intelligence tool</td>
<td>Application software designed to retrieve, analyze and report data.</td>
</tr>
<tr>
<td>BTE</td>
<td>Business &amp; Industry, Training and Enrichment</td>
<td>Kansas Board of Regents (KBOR) data collection done annually to collect student activity that is not already collected in KSPSD from public institutions.</td>
</tr>
<tr>
<td>CAEL</td>
<td>Council for Adult and Experiential Learning</td>
<td>Nonprofit that works at all levels within the higher education, public, and private sectors to make it easier for people to get the education and training they need.</td>
</tr>
<tr>
<td>Acronym</td>
<td>Meaning</td>
<td>Definition</td>
</tr>
<tr>
<td>---------</td>
<td>---------</td>
<td>------------</td>
</tr>
<tr>
<td>CATC</td>
<td>College Affordability and Transparency Center</td>
<td>Provides information for students, parents, and policymakers about college costs at America’s colleges and universities. The Center includes several lists of institutions based on the tuition and fees and net prices (the price of attendance after considering all grant and scholarship aid) charged to students.</td>
</tr>
<tr>
<td>CATEF</td>
<td>College Affordability and Transparency Explanation Form</td>
<td>The CATE Form collection will satisfy the statutory requirements in the Higher Education Opportunity Act (HEOA) for additional information from those institutions appearing on the Highest Tuition and Fees and/or Net Price Increase College Affordability and Transparency Center Lists.</td>
</tr>
<tr>
<td>CCSSO</td>
<td>Council of Chief State School Officers</td>
<td>A nonpartisan, nationwide, nonprofit organization of public officials who head departments of elementary and secondary education.</td>
</tr>
<tr>
<td>CDS</td>
<td>Common Data Set Initiative</td>
<td>A collaborative effort among data providers in the higher education community and publishers as represented by the College board, Peterson's, and U.S. News and world Report. Stated goal is to provide accurate and timely data to students and their families while decreasing the workload of administrators.</td>
</tr>
<tr>
<td>CEDS</td>
<td>Common Education Data Standards</td>
<td>National collaborative effort to develop voluntary, common data standards for a key set of education data elements.</td>
</tr>
<tr>
<td>CEP</td>
<td>Concurrent Enrollment Partnership</td>
<td>Concurrent Enrollment Partnership (CEP) consists of an agreement between an eligible postsecondary institution and a school district for the purpose of offering college-level learning to students who have been accepted for concurrent enrollment partnership in off-campus classes at a high school at which approved high school teachers teach college credit classes during the normal school day.</td>
</tr>
<tr>
<td>CERT0</td>
<td>Postsecondary award, certificate, or diploma (less than 1 academic year)</td>
<td>An award level used in the Kansas Higher Education Data System (KHEDS) collection for an award that requires completion of an organized program of study at the postsecondary level (below the baccalaureate degree) in less than 1 academic year (2 semesters), or designed for completion in less than 30 semester credit hours.</td>
</tr>
<tr>
<td>CERT1</td>
<td>Postsecondary award, certificate, or diploma (at least 1 but less than 2 academic years)</td>
<td>An award level used in the Kansas Higher Education Data System (KHEDS) collection for an award that requires completion of an organized program of study at the postsecondary level (below the baccalaureate degree) in at least 1 but less than 2 full-time equivalent academic years, or designed for completion in at least 30 but less than 60 semester credit hours.</td>
</tr>
<tr>
<td>Acronym</td>
<td>Meaning</td>
<td>Definition</td>
</tr>
<tr>
<td>---------</td>
<td>---------</td>
<td>------------</td>
</tr>
<tr>
<td>CERT2</td>
<td>Postsecondary award, certificate, or diploma (at least 2 but less than 4 academic years)</td>
<td>An award level used in the Kansas Higher Education Data System (KHEDS) collection for an award that requires completion of an organized program of study at the postsecondary level (below the baccalaureate degree) in at least 2 but less than 4 full-time equivalent academic years, or designed for completion in at least 60 but less than 120 semester credit hours.</td>
</tr>
<tr>
<td>CERTA</td>
<td>Postsecondary Technical Certificate from 16 to 29 credit hours</td>
<td>An award level used in the Kansas Higher Education Data System (KHEDS) collection which requires completion of an organized program of study in a technical area of at least 16 but less than 30 credit hours in length, at the postsecondary level which is below a baccalaureate degree. See PALA.</td>
</tr>
<tr>
<td>CERTB</td>
<td>Postsecondary Technical Certificate from 30 to 44 credit hours</td>
<td>An award level used in the Kansas Higher Education Data System (KHEDS) collection which requires the completion of an organized program of study in a technical area of at least 30 but less than 45 credit hours in length, at the postsecondary level which is below the baccalaureate degree. See PALA.</td>
</tr>
<tr>
<td>CERTC</td>
<td>Postsecondary Technical Certificate from 45 to 59 credit hours</td>
<td>An award level used in the Kansas Higher Education Data System (KHEDS) collection which requires completion of an organized program of study in a technical area of at least 45 but less than 60 credit hours in length, at the postsecondary level which is below the baccalaureate degree. See PALA.</td>
</tr>
<tr>
<td>CI</td>
<td>Course Inventory</td>
<td>Kansas Board of Regents (KBOR) data collection of courses offered at institutions.</td>
</tr>
<tr>
<td>CIP</td>
<td>Classification of Institutional Programs</td>
<td>A taxonomic coding scheme for secondary and postsecondary instructional programs.</td>
</tr>
<tr>
<td>CIRO</td>
<td>Council of Institutional Research Officers</td>
<td>A committee comprised of institutional research officers from each of the Kansas public universities. The committee meets biannually and provides a platform for dialogue amongst CIRO and KBOR employees for meeting the higher education data gathering and reporting needs of the state.</td>
</tr>
<tr>
<td>COBO</td>
<td>Council of Business Officers</td>
<td>Council consisting of the chief business officer of each state university. The Board of Regents' director of Finance and Administration serves as an ex officio member. Advisory body to the Council of Presidents that meets to address system wide concerns relative to the administration and financing of the universities.</td>
</tr>
<tr>
<td>Acronym</td>
<td>Meaning</td>
<td>Definition</td>
</tr>
<tr>
<td>---------</td>
<td>---------</td>
<td>------------</td>
</tr>
<tr>
<td>COCAO</td>
<td>Council of Chief Academic Officers</td>
<td>Council of the Regent’s academic vice presidents that reports to the Council of Presidents. Established in 1969, one of the primary functions is to outline the academic plan for the Regents system.</td>
</tr>
<tr>
<td>Cohort</td>
<td>A specific group of students</td>
<td>A specific group of students used for tracking purposes.</td>
</tr>
<tr>
<td>COPS</td>
<td>State University Council of Presidents</td>
<td>Council including the chief executive officers for State Universities. Considers items of interest to the institutions and acts on proposals prior to their going to the Board of Regents for consideration.</td>
</tr>
<tr>
<td>COSAO</td>
<td>Council of Student Affairs Officers</td>
<td>Council that consists of the chief student affairs officers of the Regents institutions and the Board of Regents' Director of Academic Affairs serves as an ex officio member. The purpose of the group is to consider the welfare and development of students and institutional services to meet their needs. Reports to the Council of Presidents.</td>
</tr>
<tr>
<td>CPL</td>
<td>Credit for Prior Learning</td>
<td>Comprehensive term used to describe learning gained outside a traditional academic environment.</td>
</tr>
<tr>
<td>CSSC</td>
<td>Classified Support Staff Council</td>
<td>Primary purpose is to provide a direct channel of communication between classified employees and University administrators.</td>
</tr>
<tr>
<td>CTE</td>
<td>Career and Technical Education</td>
<td>K.S.A 72-4412 (Statute referencing the State Plan for CTE) - &quot;Career technical education&quot; means organized educational programs offering a sequence of courses which are directly related to the preparation of individuals in paid or unpaid employment in current or emerging occupations requiring other than a baccalaureate or advanced degree. Such programs shall include competency-based applied learning which contributes to an individual's academic knowledge, higher-order reasoning, and problem-solving skills, work attitudes, general employability skills, and the occupational-specific skills necessary for economic independence as a productive and contributing member of society. The term &quot;career technical education&quot; also includes technology education and career and technical education as referenced in the Carl D. Perkins career and technical education act of 2006. K.S.A 71-1802 The statutory definition for a postsecondary Technical Program is as follows: &quot;Technical program&quot; means any program of study comprised of a sequence of tiered technical courses and non-tiered courses, which program is identified by the state board as a technical program for funding purposes. Technical programs must: (1) Be designed to prepare individuals for gainful employment in current or emerging technical occupations requiring other than a baccalaureate or advanced degree; (2) lead to technical skill proficiency, an industry-recognized credential, a</td>
</tr>
<tr>
<td>Acronym</td>
<td>Meaning</td>
<td>Definition</td>
</tr>
<tr>
<td>---------</td>
<td>---------</td>
<td>------------</td>
</tr>
<tr>
<td></td>
<td></td>
<td>certificate or an associate degree; and (3) be delivered by an eligible institution.</td>
</tr>
<tr>
<td>CWB</td>
<td>Course within Block</td>
<td>Acronym used in KHEDS program inventory system which identifies courses included within elective blocks.</td>
</tr>
<tr>
<td>CWP</td>
<td>Course within Program</td>
<td>Kansas Board of Regents data collection of courses offered within a program that is collected throughout the year.</td>
</tr>
<tr>
<td>DANTES</td>
<td>Defense Activity for Non-Traditional Education Support</td>
<td>A Department of Defense agency that provides leadership and support for service members and veterans pursuing their educational goals.</td>
</tr>
<tr>
<td>DBTF</td>
<td>Database Task Force (DBTF) Faculty Report</td>
<td>KBOR survey that collects information on faculty and staff at each of the state universities. Data collected by the survey reflects actual appointments and contracts on the November 1 payroll. Information from the DBTF report is used for the Faculty section of the KBOR State University Data Book.</td>
</tr>
<tr>
<td>Docufide</td>
<td>Docufide by Parchment</td>
<td>eTranscript vendor selected to do the Kansas Statewide electronic transcript delivery as well as the 12 state MHEC region delivery.</td>
</tr>
<tr>
<td>DRP</td>
<td>Data, Research and Planning</td>
<td>The Data, Research and Planning (DRP) unit is responsible for providing data analysis support for data-driven decision-making activities of the Kansas Board of Regents.</td>
</tr>
<tr>
<td>EAP</td>
<td>Employees by Assigned Position</td>
<td>Employee classification which classifies employees by primary occupational activity which is used by the Integrated Postsecondary Education Data System (IPEDS) annual Human Resources (HR) survey which is collected by the U.S. Department of Education’s National Center for Education Statistics (NCES).</td>
</tr>
<tr>
<td>EDGAR</td>
<td>Education Department General Administrative Regulations</td>
<td>Guidance for federal awards under the Uniform Grant Guidance (UGG).</td>
</tr>
<tr>
<td>EPSCoR</td>
<td>Experimental Program to Stimulate Competitive Research</td>
<td>Mission is to assist the National Science Foundation in its statutory function &quot;to strengthen research and education in science and engineering throughout the United States and to avoid undue concentration of such research and education.&quot; Source: <a href="http://www.nsf.gov/od/oia/programs/epscor/about.jsp">http://www.nsf.gov/od/oia/programs/epscor/about.jsp</a></td>
</tr>
<tr>
<td>Acronym</td>
<td>Meaning</td>
<td>Definition</td>
</tr>
<tr>
<td>---------</td>
<td>--------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>eScholar</td>
<td>Software and service provider</td>
<td>Vendor selected to provide unique identifiers for the Kansas Institutional Data on Students (KIDS) State Student Identifier (SSID) assignment system. eScholar works with state, local and federal education agencies across the country to help them solve their education data management and data warehouse challenges.</td>
</tr>
<tr>
<td>ETI</td>
<td>Electronic Transcript Initiative</td>
<td>Seeks to facilitate the transfer of student information between the Midwest's public and private high schools and the Midwest's public and private colleges and universities, as well as among the Midwest's postsecondary institutions. <a href="http://www.mhec.org/programs/e-transcript-initiative">http://www.mhec.org/programs/e-transcript-initiative</a></td>
</tr>
<tr>
<td>FA</td>
<td>Fall semester</td>
<td>Acronym used to denote the fall semester in the KHEDS data collections.</td>
</tr>
<tr>
<td>Faculty Senate</td>
<td>Council of Faculty Senate Presidents</td>
<td>Group that addresses faculty concerns.</td>
</tr>
<tr>
<td>FAFSA</td>
<td>Free Application for Federal Student Aid</td>
<td>Federal Student Aid, a part of the U.S. Department of Education, is the largest provider of student financial aid in the nation is responsible for creating the FAFSA. Federal Student Aid is responsible for managing the student financial assistance programs authorized under Title IV of the Higher Education Act of 1965. These programs provide grants, loans, and work-study funds to students attending college or career school.</td>
</tr>
<tr>
<td>FASB</td>
<td>Financial Accounting Standards Board</td>
<td>Organization that establishes accounting and financial reporting standards for nongovernmental entities.</td>
</tr>
<tr>
<td>FERPA</td>
<td>Family Educational Rights and Privacy Act</td>
<td>Limits sharing of student records and gives students the right to inspect, review, and to seek amendment of educational records.</td>
</tr>
<tr>
<td>FICE</td>
<td>Federal school code</td>
<td>Institutional unique identifier.</td>
</tr>
<tr>
<td>FIPS</td>
<td>Federal Information Processing Standards</td>
<td>Standardized numeric and alphabetic codes issued by the National Institute of Standards and Technology (NIST) to ensure uniform identification of geographic entities throughout all federal agencies.</td>
</tr>
<tr>
<td>FTE</td>
<td>Full-time equivalent</td>
<td>A unit that represents the workload of an employed person or student in a way that makes workloads comparable across various contexts.</td>
</tr>
<tr>
<td>Acronym</td>
<td>Meaning</td>
<td>Definition</td>
</tr>
<tr>
<td>---------</td>
<td>---------</td>
<td>------------</td>
</tr>
<tr>
<td>FTFT</td>
<td>First-time, full-time</td>
<td>Definitions vary, but the most commonly used definitions for first-time full-time undergrads are: IPEDS defines a first-time student as a student who has no prior postsecondary experience (except college credits earned before graduation from high school) attending any institution for the first time at the undergraduate level. This includes students enrolled in academic or occupational programs. It also includes students enrolled in the fall term who attended college for the first time in the prior summer term. Full-time for an undergraduate is defined by IPEDS as enrollment in 12 or more semester credits.</td>
</tr>
<tr>
<td>GASB</td>
<td>Governmental Accounting Standards Board</td>
<td>Organization that establishes accounting and financial reporting standards for state and local governments in the U.S.</td>
</tr>
<tr>
<td>GED Accelerator</td>
<td>GED Accelerator</td>
<td>On April 21, 2014, the Kansas legislature signed House Bill 2506 into law, “Postsecondary education performance-based incentive funds”, known as the GED Accelerator. The GED Accelerator, codified at K.S.A. 74-32,434, awards community and technical colleges with performance funding for students who concurrently earn a GED and an approved postsecondary credential.</td>
</tr>
<tr>
<td>GR200</td>
<td>200% Graduation Rates Survey</td>
<td>200 percent postsecondary graduation rates survey developed by National Center of Educational Statistics (NCES) as part of Integrated Postsecondary Education Data System (IPEDS).</td>
</tr>
<tr>
<td>GRS</td>
<td>Graduation Rate Survey</td>
<td>Postsecondary graduation rate survey developed by the National Center for Education Statistics (NCES) as part of Integrated Postsecondary Education Data System (IPEDS).</td>
</tr>
<tr>
<td>HEA</td>
<td>Higher Education Act of 1965</td>
<td>Act requires that all institutions participating in federal student financial assistance programs complete surveys in the Integrated Postsecondary Education Data System (IPEDS).</td>
</tr>
<tr>
<td>HEOA</td>
<td>Higher Education Opportunity Act of 2008</td>
<td>In accordance with the Higher Education Opportunity Act of 2008 (HEOA), each postsecondary institution in the United States that participates in Title IV student aid programs must post a net price calculator on its website that uses institutional data to provide estimated net price information to current and prospective students and their families based on a student’s individual circumstances.</td>
</tr>
<tr>
<td>HEPI</td>
<td>Higher Education Price Index</td>
<td>The Higher Education Price Index (HEPI) is a measure of the inflation rate applicable to United States higher education; more precisely, the increase in costs in a defined basket of goods and services typically purchased by institutions of higher education. The index is calculated on a fiscal year basis ending each June 30.</td>
</tr>
<tr>
<td>Acronym</td>
<td>Meaning</td>
<td>Definition</td>
</tr>
<tr>
<td>---------</td>
<td>---------</td>
<td>------------</td>
</tr>
<tr>
<td>HIPAA</td>
<td>Health Insurance Portability and Privacy Act</td>
<td>Provides standards for how covered entities use and disclose individually identifiable health information.</td>
</tr>
<tr>
<td>HLC</td>
<td>Higher Learning Commission</td>
<td>One of six regional institutional accreditors in the United States, HLC accredits degree-granting post-secondary educational institutions in the North Central region (which includes Kansas).</td>
</tr>
<tr>
<td>IC</td>
<td>Institutional Characteristics</td>
<td>Integrated Postsecondary Education Data System (IPEDS) component that collects the basic institutional data that are necessary to sort and analyze not only the IC DATA, but also all other IPEDS DATAs. Specific data elements currently collected for each institution include: institution contact information, control or affiliation, calendar system, levels of degrees and awards offered, types of programs, application information, student services, and accreditation. The IC component also collects pricing information including tuition and required fees, room and board charges, books and supplies and other expenses for release on College Navigator.</td>
</tr>
<tr>
<td>Imputation</td>
<td>Method for estimating data</td>
<td>Used to estimate data for an entity that did not respond to a data item in the Integrated Postsecondary Education Data System (IPEDS).</td>
</tr>
<tr>
<td>IPEDS</td>
<td>Integrated Postsecondary Education Data System</td>
<td>A system of interrelated surveys conducted annually by the U.S. Department of Education’s National Center for Education Statistics (NCES). The surveys gather information from every college, university, and technical and vocational institution that participates in federal student financial aid programs.</td>
</tr>
<tr>
<td>IPSR</td>
<td>Institute for Policy and Social Research (KU)</td>
<td>IPSR brings together social scientists from a broad range of disciplines to pursue and conduct sponsored research at the international, national, regional, state, and local levels. IPSR affiliated faculty represent disciplines such as economic, education, environmental studies, geography, political science, public administration, social welfare, sociology, and urban planning.</td>
</tr>
<tr>
<td>K.S.A. 74-32,410</td>
<td>Kansas Statute</td>
<td>Kansas Statute – Allocation and distribution of state and federal funds. The state board shall be responsible for the allocation and distribution of the state and federal funds provided for pursuant to the Carl D. Perkins career and technical education act of 2006 in accordance with the state plan. Moneys allocated and distributed under the provisions of this section shall be expended only in accordance with and for the purposes specified in federal or state law or the state plan. Payments under this act may be made in installments and in advance or by way of reimbursement, with necessary adjustments on account of overpayments or underpayments. Federal funds for career and technical education shall be deposited in the state treasury.</td>
</tr>
<tr>
<td>Acronym</td>
<td>Meaning</td>
<td>Definition</td>
</tr>
<tr>
<td>--------------</td>
<td>----------------------------------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>K.S.A. 74-32,418</td>
<td>Kansas Statute</td>
<td>Kansas Statute – Kansas training information program, establishment and administration; rules and regulations; reports; advisory committee; forms Establishes the Kansas training information program that gives the state board authority to adopt rules and regulations for administration of the program.</td>
</tr>
<tr>
<td>K.S.A. 76-731a</td>
<td>Kansas Statute</td>
<td>Kansas Statute - Certain persons without lawful immigration status deemed residents for purpose of tuition and fees.</td>
</tr>
<tr>
<td>KACCBO</td>
<td>Kansas Association of Community College Business Officers</td>
<td>A committee comprised of the business officers from all 19 Kansas community colleges. The committee meets quarterly throughout the year to exchange ideas and collaborate on fiscal matters relevant to the community college sector. The committee also oversees the production of the KACCBO Enrollment and Financial Statistics publication, which contains financial and student data for all Kansas community colleges.</td>
</tr>
<tr>
<td>KACCT</td>
<td>Kansas Association of Community Colleges Trustees</td>
<td>KACCT’s mission is to build better futures through cooperation, collaboration and communication in advocating on behalf of community colleges; to position community colleges to better serve Kansas constituencies.</td>
</tr>
<tr>
<td>KACRAO</td>
<td>Kansas Association of Collegiate Registrars and Admissions Officers</td>
<td>KACRAO is a nonprofit, voluntary, professional association of more than 400 higher education administrators who represent nearly 80 institutions and agencies in the State of Kansas.</td>
</tr>
<tr>
<td>KANSASWORKS</td>
<td>KANSASWORKS</td>
<td>A web-based job-matching and labor market information system operated by the Kansas Department of Commerce. KANSASWORKS provides job seekers, employers, and training providers with easy-to-use tools that support a wide range of activities. The goal of KANSASWORKS is to link businesses, job seekers, educational institutions and training providers to ensure the state’s workforce is equipped to meet industry needs.</td>
</tr>
<tr>
<td>KanTRAIN</td>
<td>Kansas Technical Retraining Among Industry-targeted Networks</td>
<td>The KanTRAIN foundation rests in the need to meet employer demands for skilled workers in high-wage, high-skills jobs. KanTRAIN seeks to develop a systems-based model of integrated training opportunities and statewide strategic alignment. KanTRAIN’s goal is to work together with strategic partners to improve and expand the delivery of needed training for Trade Adjustment Assistance (TAA)-eligible workers and other adults.</td>
</tr>
<tr>
<td>Acronym</td>
<td>Meaning</td>
<td>Definition</td>
</tr>
<tr>
<td>---------</td>
<td>---------</td>
<td>------------</td>
</tr>
<tr>
<td><strong>KASFAA</strong></td>
<td>Kansas Association for Student Financial Aid Administrators</td>
<td>The National Association of Student Financial Aid Administrators (NASFAA) serves students in thousands of different institutions, including Kansas (KASFAA). NASFAA works to increase student access to and success in postsecondary education and also serves as a way for communication and collaboration on student financial aid issues. Source: <a href="http://www.nasfaa.org/mkt/about/About_NASFAA.aspx">http://www.nasfaa.org/mkt/about/About_NASFAA.aspx</a></td>
</tr>
<tr>
<td><strong>KBOR</strong></td>
<td>Kansas Board of Regents</td>
<td>The nine-member Kansas Board of Regents is the governing board of the state’s six universities and the statewide coordinating board for the state’s 32 public higher education institutions (six state universities, one municipal university, nineteen community colleges, and six technical colleges). In addition, the Board administers the state’s student financial aid, adult education, high school equivalency, and career and technical education programs. Private proprietary schools and out-of-state institutions are authorized by the Kansas Board of Regents to operate in Kansas, and the Board continues to administer Kan-ed, a program for facilitating and promoting distance learning and telemedicine in schools, libraries and hospitals.</td>
</tr>
<tr>
<td><strong>KBOR ID</strong></td>
<td>Unique ID assigned by KBOR</td>
<td>Kansas Board of Regents unique ID for identifying students.</td>
</tr>
<tr>
<td><strong>KCOG</strong></td>
<td>Kansas Core Outcomes Groups</td>
<td>Faculty led, discipline-specific groups that meet annually or as necessary, to confirm or articulate learning outcomes and discuss courses for inclusion in the Kansas Systemwide Transfer process.</td>
</tr>
<tr>
<td><strong>KHEDS</strong></td>
<td>Kansas Higher Education Data System</td>
<td>In response to the Kansas Higher Education Coordination Act, the Kansas Board of Regents developed the Kansas Postsecondary Database (KSPSD) to collect student data as well as the Business Training and Enrichment student data collection (BTE), Program Inventory (PI), Course Inventory (CI) and Courses within Programs (CWPs). Together these collections are referred to as the Kansas Higher Education Data System (KHEDS). KHEDS supports informed decision-making through the collection, analysis, and reporting of postsecondary education in Kansas.</td>
</tr>
<tr>
<td><strong>KHEER</strong></td>
<td>Kansas Higher Education Enrollment Report</td>
<td>Every fall and spring semester, public and independent postsecondary educational institutions within the state of Kansas are asked to report aggregate data to the Kansas Board of Regents information regarding their enrolled students.</td>
</tr>
<tr>
<td><strong>KHERS</strong></td>
<td>Kansas Higher Education Reporting System</td>
<td>The Kansas Higher Education Reporting System (KHERS) is a web-based enterprise business intelligence reporting tool for providing its constituents access to data about Kansas public postsecondary institutions. KHERS allows users to view trends, filter reports, and perform comparisons through user-friendly dashboards, graphs and charts. KHERS reports are generated from data collected by the Kansas Board of Regents from the state’s 32 public higher education institutions (six state...</td>
</tr>
<tr>
<td>Acronym</td>
<td>Meaning</td>
<td>Definition</td>
</tr>
<tr>
<td>---------</td>
<td>---------</td>
<td>------------</td>
</tr>
<tr>
<td></td>
<td></td>
<td>universities, one municipal university, nineteen community colleges, and six technical colleges) throughout the year in data collections such as the Kansas Higher Education Enrollment Report (KHEER) and the Kansas Higher Education Data System (KHEDS). These data collections support reporting about enrollments, completions, demographics and other characteristics.</td>
</tr>
<tr>
<td>KICA</td>
<td>Kansas Independent Colleges Association and Fund</td>
<td>Founded in 1984, KICA supports the individual missions of the member colleges—the 18 regionally accredited non-profit colleges and universities in the state. KICA provides direct services to enhance efficiency and effectiveness to the member colleges and works to raise financial support and public awareness of those institutions.</td>
</tr>
<tr>
<td>KIDS</td>
<td>Kansas Institutional Data on Students</td>
<td>A Kansas Department of Education data collection system that assigns unique state student IDs to all students and stores core data on students.</td>
</tr>
<tr>
<td>KIE</td>
<td>Kansas International Educators</td>
<td>Kansas chapter of the National Association of International Educators. This group establishes principles of good practice, provides networking, professional development and training opportunities, and advocates for international education.</td>
</tr>
<tr>
<td>KIR</td>
<td>Kansas Industrial Retraining</td>
<td>A Kansas Department of Commerce program that assists employees of restructuring companies who will likely be displaced due to inadequate or obsolete job skills.</td>
</tr>
<tr>
<td>KIT</td>
<td>Kansas Industrial Training</td>
<td>A Kansas Department of Commerce program that assists companies with pre-employment and on-the-job training for employees.</td>
</tr>
<tr>
<td>KORA</td>
<td>Kansas Open Records Act</td>
<td>K.S.A. 45-21545-215, et seq., as amended, make up the elements of the Kansas Open Records Act. The statute generally requires that public records be open for inspection to any person. This extends to any kind of record maintained, kept, or in the possession of a public agency.</td>
</tr>
<tr>
<td>KRSN</td>
<td>Kansas Regents Shared Number</td>
<td>The Kansas Board of Regents’ approved courses for guaranteed transfer among all Kansas public postsecondary institutions are assigned a KRSN. This is a number that identifies what courses at each institution are transferable for tracking purposes.</td>
</tr>
<tr>
<td>KSDE</td>
<td>Kansas Department of Education</td>
<td>Oversees k-12 education in Kansas.</td>
</tr>
<tr>
<td>KSPSD</td>
<td>Kansas Postsecondary Database</td>
<td>Kansas Board of Regents system of collecting, maintaining, and providing data analysis through a uniform postsecondary education database.</td>
</tr>
<tr>
<td>Acronym</td>
<td>Meaning</td>
<td>Definition</td>
</tr>
<tr>
<td>---------</td>
<td>---------</td>
<td>------------</td>
</tr>
<tr>
<td>K-TIP</td>
<td>The Kansas Training Information Program</td>
<td>The Kansas Training Information Program (K-TIP) reports employment and wage data for all approved postsecondary career technical education programs offered by technical colleges, community colleges, and Washburn Institute of Technology, and is compiled from data submitted to the Kansas Board of Regents from the individual postsecondary institutions and supplemented with data provided by the Kansas Department of Labor where available.</td>
</tr>
<tr>
<td>Longitudinal Database</td>
<td>System for tracking students</td>
<td>Longitudinal data system is a data system capable of tracking student information over multiple years in multiple schools and often into the workforce.</td>
</tr>
<tr>
<td>MACE</td>
<td>Mid- America Association for Computers in Education</td>
<td>Provide an association for sharing and exchanging ideas, techniques, materials and procedures for groups now using or planning to use technology in an educational environment.</td>
</tr>
<tr>
<td>MHEC</td>
<td>Midwestern Higher Education Compact</td>
<td>Interstate compact (45 ILCS 155/) enacted with the intention of improving regional access to, research in and choice of higher education for the citizens of involved states. Eligible states include Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, and Wisconsin.</td>
</tr>
<tr>
<td>NACAC</td>
<td>National Association for College Admission Counseling</td>
<td>Advocates and supports ethical and professional practice in helping students transitioning to postsecondary education.</td>
</tr>
<tr>
<td>NACE</td>
<td>National Association of Colleges and Employers</td>
<td>Connects campus recruiting and career services professionals, and provides best practices, trends, research, professional development, and conferences.</td>
</tr>
<tr>
<td>NAM</td>
<td>National Association for Manufacturers</td>
<td>Industrial trade association that enhances the competitiveness of manufacturers by Lobbying for legislation and regulations conducive to the U.S. economic growth.</td>
</tr>
<tr>
<td>NASBO</td>
<td>The National Association of State Budget Officers</td>
<td>Advances state budget practices through research, policy analysis, education, and knowledge sharing among its members. Provides information and training on critical state fiscal issues and budget processes, responds to member research inquiries, and organizes national meeting where members can discuss critical issues and share best practices.</td>
</tr>
<tr>
<td>Acronym</td>
<td>Meaning</td>
<td>Definition</td>
</tr>
<tr>
<td>---------</td>
<td>---------</td>
<td>------------</td>
</tr>
<tr>
<td>NCCBP</td>
<td>National Community College Benchmarking Project</td>
<td>Established by Johnson County Community College as a benchmarking initiative.</td>
</tr>
<tr>
<td>NCES</td>
<td>National Center for Education Statistics</td>
<td>Collects, analyzes and makes education data available.</td>
</tr>
<tr>
<td>NCHEMS</td>
<td>National Center for Higher Education Management Systems</td>
<td>Private nonprofit (501) (c) (3) organization whose mission is to assist colleges and universities to improve their management capability.</td>
</tr>
<tr>
<td>NCPPHE</td>
<td>National Center for Public Policy and Higher Education</td>
<td>The National Center for Public Policy and Higher Education promotes public policies that enhance Americans' opportunities to pursue and achieve a quality higher education. Established in 1998 by a consortium of national foundations, the National Center is an independent, nonprofit, nonpartisan organization based in San Jose, California. It is not associated with any institution of higher education, with any political party, or with any government agency.</td>
</tr>
<tr>
<td>NHEBI</td>
<td>National Higher Education Benchmarking Institute</td>
<td>Works with community colleges and national data consortia to provide benchmarking and peer comparison services.</td>
</tr>
<tr>
<td>NIEER</td>
<td>National Institute for Early Education Research</td>
<td>Conducts and communicates research to support high-quality, effective early childhood education for all young children.</td>
</tr>
<tr>
<td>NPEC</td>
<td>National Postsecondary Education Cooperative</td>
<td>Voluntary organization of all sectors of postsecondary education with a major emphasis on data collection.</td>
</tr>
<tr>
<td>NSC</td>
<td>National Student Clearinghouse</td>
<td>Nonprofit organization which is source for degree and enrollment verification.</td>
</tr>
<tr>
<td>NSSE</td>
<td>National Survey of Student Engagement</td>
<td>Annually collects information at four-year colleges and universities about student participation in programs and activities that institutions provide for their learning and personal development.</td>
</tr>
<tr>
<td>Acronym</td>
<td>Meaning</td>
<td>Definition</td>
</tr>
<tr>
<td>---------</td>
<td>---------</td>
<td>------------</td>
</tr>
<tr>
<td>OEIE</td>
<td>Office of Education Innovation and Evaluation</td>
<td>Founded in 2000, and affiliated with Kansas State University and the College of Education, OEIE provides a variety of independent evaluation services for an extensive range of projects in the fields of science, agriculture, education, health, and workforce development. Their clients include local, state, national, and international researchers, faculty, and administrators working within universities, government agencies, foundations, and other organizations.</td>
</tr>
<tr>
<td>OM</td>
<td>Outcome Measures</td>
<td>Integrated Postsecondary Education Data System (IPEDS) survey that tracks the status of cohorts of students at degree granting institutions. Student completion and enrollment status is collected six and eight years after they entered an institution.</td>
</tr>
<tr>
<td>OMB</td>
<td>Office of Management and Budget</td>
<td>Government office that assists the President to oversee the preparation of the Federal budget and supervise administration in the Executive Branch.</td>
</tr>
<tr>
<td>OPE</td>
<td>Office of Postsecondary Education</td>
<td>Formulates postsecondary federal policy.</td>
</tr>
<tr>
<td>PABLO</td>
<td>Portal for Adult Basic Literacy Outreach</td>
<td>Ongoing data collection by Kansas Board of Regents (KBOR) of student information for adult education. Also known as ABE.</td>
</tr>
<tr>
<td>PALA</td>
<td>Program code, Award Level, and Award</td>
<td>In KSPSD data collections, this is a combination of Program Code, Award Level and Award.</td>
</tr>
<tr>
<td>PBCER</td>
<td>Post baccalaureate certificate</td>
<td>An award that requires completion of an organized program of study beyond the bachelor's. It is designed for persons who have completed a baccalaureate degree, but does not meet the requirements of a master's degree.</td>
</tr>
<tr>
<td>PEO</td>
<td>Postsecondary Education Opportunity</td>
<td>A research newsletter founded on the sound public social policy requiring accurate, current, independent, and focused information on the human condition and requiring that education is essential to the development of human potential and resources for both private and public benefit.</td>
</tr>
<tr>
<td>PESC</td>
<td>Postsecondary Electronic Standards Council</td>
<td>PESC is a non-profit organization that enables cost-effective connectivity between data systems in higher education.</td>
</tr>
<tr>
<td>Acronym</td>
<td>Meaning</td>
<td>Definition</td>
</tr>
<tr>
<td>---------</td>
<td>---------</td>
<td>------------</td>
</tr>
<tr>
<td>PeTAC</td>
<td>Postsecondary Electronic Transcript Advisory Council</td>
<td>Supports the statewide Postsecondary eTranscript initiative, provides guidance and expertise, advises the Kansas Board of Regents Office regarding eTranscript common issues, aids in resolving any conflict arising during implementation, and ensures a seamless approach to transcript exchange in the State of Kansas.</td>
</tr>
<tr>
<td>PI</td>
<td>Program Inventory</td>
<td>List of Kansas Board of Regents approved programs by institution that is collected throughout the year.</td>
</tr>
<tr>
<td>PMC</td>
<td>Process Management Committee</td>
<td>KBOR committee that gives input to KBOR on procedures for various projects including technical funding.</td>
</tr>
<tr>
<td>PMCER</td>
<td>Post-master’s certificate</td>
<td>An award that requires completion of an organized program of study beyond the master’s degree, but does not meet the requirements of academic degrees at the doctor’s level.</td>
</tr>
<tr>
<td>PPA</td>
<td>Program Participation Agreement</td>
<td>A school’s Program Participation Agreement (PPA) describes requirements of its participation in the FSA programs (Title IV federal student aid programs).</td>
</tr>
<tr>
<td>PPS</td>
<td>Private Postsecondary</td>
<td>The Kansas Board of Regents Private Postsecondary Education Department authorizes private and out-of-state institutions to operate in Kansas with a Certificate of Approval that must be renewed annually. These schools offer instruction for business trade, technical or industrial occupations, or confer degrees. All schools operating with a physical presence in Kansas or that are actively soliciting enrollment of prospective students to receive instruction in the state of Kansas must apply for a certificate of approval or an exemption. An institution approved by the Kansas Board of Regents goes through a comprehensive and rigorous process to ensure it is educationally sound, financially stable, and well run. Kansas Board of Regents Private Postsecondary Education staff strive to work closely with approved institutions to ensure the continued quality of educational programs is the best possible for Kansas students.</td>
</tr>
<tr>
<td>PR</td>
<td>Program Review</td>
<td>In cooperation with the state universities, the Board maintains a program review cycle and review process that allows the universities to demonstrate that they are delivering quality programs consistent with their mission. All degree programs are reviewed on an eight-year cycle, with reviews focusing on a variety of indicators of program quality.</td>
</tr>
<tr>
<td>PTAC</td>
<td>Privacy Technical Assistance Center</td>
<td>A “one-stop” resource for education stakeholders to learn about data privacy, confidentiality, and security practices related to student-level longitudinal data systems and other uses of FERPA protected student data.</td>
</tr>
<tr>
<td>Acronym</td>
<td>Meaning</td>
<td>Definition</td>
</tr>
<tr>
<td>---------</td>
<td>---------</td>
<td>------------</td>
</tr>
<tr>
<td>QA</td>
<td>Qualified Admissions</td>
<td>Annual survey of qualified admissions required by KSA 76-717 for state universities collected by the Kansas Board of Regents.</td>
</tr>
<tr>
<td>RITC</td>
<td>Regent Information Technology Council</td>
<td>Includes council members from the six state universities and Washburn University. Deals with keeping up with IT security documentations, security policies and procedures, and constructs and discusses an annuals security report form.</td>
</tr>
<tr>
<td>RPOS</td>
<td>Rigorous Programs of Study</td>
<td>A Rigorous Program of Study is a comprehensive, structured approach for delivering academic and career and technical education to prepare students for postsecondary education and career success that utilizes a framework of 10 supporting elements viewed as instrumental for creating and implementing a high quality, comprehensive program of study.</td>
</tr>
<tr>
<td>SAC</td>
<td>Students' Advisory Committee</td>
<td>Group consisting of the student body president from each Regents institution. The SAC advises the Board regarding the impact of policy decisions on student affairs, identifying concerns, and increasing awareness of student rights/responsibilities.</td>
</tr>
<tr>
<td>SAPP</td>
<td>Stand- Alone program award-Less than 16 credit hours</td>
<td>An award level used in the Kansas Higher Education Data System (KHEDS) collection for students who have completed a KBOR-designated stand-alone program. This program consists of three criteria: it is less than 16 credit hours, leads to an industry recognized credential, license, or certification, and has been approved by KBOR's Workforce Development staff. See PALA.</td>
</tr>
<tr>
<td>SARA</td>
<td>State Authorization and Reciprocity Agreement</td>
<td>Reciprocity allows participating states to work with other like-minded states to agree to a set of common expectations, standards, procedures, and policies for regulating postsecondary distance education within their borders. States and institutions can choose to participate or not. Kansas does participate in SARA.</td>
</tr>
<tr>
<td>SB 143</td>
<td>Senate Bill No. 143</td>
<td>Creates the postsecondary Tiered Technical Education State Aid Act which gives KBOR authority to distribute state funds to community and technical colleges and Washburn Institute of Technology for costs associated with secondary students enrolled in postsecondary career technical education programs.</td>
</tr>
<tr>
<td>Excel in CTE</td>
<td>K.S.A 72-3819</td>
<td>Effective July 1, 2012, the Bill provides new state dollars to pay college tuition for high school students earning college credits in technical courses and at the same time, earn an industry credential.</td>
</tr>
<tr>
<td>SCOBO</td>
<td>System Council of Chief Business Officers</td>
<td>Group consisting of chief business officers from the state universities, Washburn University, and representatives of the community colleges and technical colleges. SCOBO makes recommendations regarding the</td>
</tr>
<tr>
<td>Acronym</td>
<td>Meaning</td>
<td>Definition</td>
</tr>
<tr>
<td>---------</td>
<td>---------</td>
<td>------------</td>
</tr>
<tr>
<td>SCOCAO</td>
<td>System Council of Chief Academic Officers</td>
<td>Group consisting of the chief academic officers of the state universities, Washburn University, and representatives of the community colleges and technical colleges. SCOCAO makes recommendations regarding the implementation of the Higher Education Coordination Act as it applies to academic affairs, reviews recommendations from campuses and instructional groups, and promotes continuous improvement and coordination of higher education in Kansas and improvement through professional and academic development. SCOCAO provides continuous academic planning for the Regents system as well.</td>
</tr>
<tr>
<td>SCOPS</td>
<td>System Council of Presidents</td>
<td>Group consisting of the presidents of the state universities, Washburn University, and representatives of the community colleges and technical colleges. SCOPS makes recommendations to the Board regarding policies affecting all of the institutions. SCOPS can create ad hoc committees to study and report on specific subjects.</td>
</tr>
<tr>
<td>SFA</td>
<td>Student Financial Aid</td>
<td>Includes grants, scholarships, and loans. SFA can be available through the federal and state government, private corporations, and philanthropic organizations. KBOR is responsible for the administration of the state-funded grants and scholarships.</td>
</tr>
<tr>
<td>SFM</td>
<td>Student Financing Module</td>
<td>Acronym used in the KSPSD AY collection. The SFM consists of the Students Costs and Students Financing files in the AY collection.</td>
</tr>
<tr>
<td>SHEEO</td>
<td>State Higher Education Executive Officers</td>
<td>Professional organization that serves statewide coordinating and governing boards in developing and sustaining excellent systems of higher education.</td>
</tr>
<tr>
<td>SLDS</td>
<td>Statewide Longitudinal Data Systems</td>
<td>The Statewide Longitudinal Data Systems (SLDS) Grant Program, as authorized by the Educational Technical Assistance Act of 2002, Title II of the statute that created the Institute of Education Sciences (IES), is designed to aid state education agencies in developing and implementing longitudinal data systems.</td>
</tr>
<tr>
<td>SOAR</td>
<td>SHEEO Online Access to Resources</td>
<td>A series of sourcebooks that organizes and describes diverse resource materials, provides hotlinks to original materials, and allows users to search in different ways.</td>
</tr>
<tr>
<td>SOC</td>
<td>Standard Occupational Classification system</td>
<td>A system used by Federal statistical agencies to classify workers into occupational categories for the purpose of collecting, calculating, or disseminating data.</td>
</tr>
<tr>
<td>SP</td>
<td>Spring semester</td>
<td>Acronym used to denote the spring semester in the KHEDS data collections.</td>
</tr>
<tr>
<td>Acronym</td>
<td>Meaning</td>
<td>Definition</td>
</tr>
<tr>
<td>---------</td>
<td>---------</td>
<td>------------</td>
</tr>
<tr>
<td><strong>SRE</strong></td>
<td>Student Record Exchange</td>
<td>System that provides school administrators a secure online interface to request, send, and receive complete electronic student records in a FERPA compliant manner.</td>
</tr>
<tr>
<td><strong>SRTK</strong></td>
<td>Student Right-to-Know Act</td>
<td>Enacted in 1990, this Act requires colleges and universities to disclose the rate students complete academic programs at postsecondary institutions.</td>
</tr>
<tr>
<td><strong>SSID</strong></td>
<td>State Student Identifier</td>
<td>The unique identifier that is assigned through the Kansas Individual Data on Students (KIDS) system.</td>
</tr>
<tr>
<td><strong>STEM</strong></td>
<td>Science, Technology, Engineering, and Mathematics</td>
<td>Academic disciplines of science, technology, engineering, and mathematics. The term is typically used when addressing education policy and curriculum choices in schools to improve competitiveness in science and technology development. STEM is a sequence of courses or a program of study that prepares students and underrepresented groups for successful employment in our technology-dependent society.</td>
</tr>
<tr>
<td><strong>SU</strong></td>
<td>Summer Semester</td>
<td>Acronym used to denote the summer semester in the KHEDS data collections.</td>
</tr>
<tr>
<td><strong>TAAC</strong></td>
<td>Transfer and Articulation Council</td>
<td>To facilitate transfer and articulation across the system of public higher education, the Kansas Board of Regents established a Transfer and Articulation Council (TAAC) with oversight responsibility of implementing the transfer and articulation policy.</td>
</tr>
<tr>
<td><strong>TAACCCT</strong></td>
<td>Trade Adjustment Assistance Community College and Career Training</td>
<td>A federal program that provides community colleges and other eligible institutions of higher education with funds to expand and improve their ability to deliver education and career training programs that can be completed in two years or less, are suited for workers who are eligible for training under the Trade Adjustment Assistance (TAA) for Workers program, and prepares program participants for employment in high-wage, high-skill occupations.</td>
</tr>
<tr>
<td><strong>TANF</strong></td>
<td>Temporary Assistance for Needy Families</td>
<td>The Temporary Assistance for Needy Families (TANF) program is designed to help needy families achieve self-sufficiency. States receive block grants to design and operate programs that accomplish one of the purposes of the TANF program.</td>
</tr>
<tr>
<td><strong>TEA</strong></td>
<td>Technical Education Authority</td>
<td>The Kansas Postsecondary Technical Education Authority (TEA) was established by the Kansas Legislature in 2007. As delineated through legislation, the TEA functions under the auspices of the Kansas Board of Regents and makes recommendations to the Regents regarding the coordination, statewide planning and improvements/enhancements to the postsecondary technical education system. The TEA is composed of 12 appointed members.</td>
</tr>
<tr>
<td>Acronym</td>
<td>Meaning</td>
<td>Definition</td>
</tr>
<tr>
<td>---------</td>
<td>---------</td>
<td>------------</td>
</tr>
<tr>
<td>TRP</td>
<td>Technical Review Panel</td>
<td>IPEDS review panel that reviews potential changes to IPEDS.</td>
</tr>
<tr>
<td>WDQI</td>
<td>Workforce Data Quality Initiative</td>
<td>A KBOR workforce initiative, furthered by a grant from the U.S. Department of Labor to support development of a longitudinal database that integrates workforce and education data. The goal of WDQI is to track students from PK-12 through workforce training programs, adult education programs, or postsecondary education, and into the workforce. Kansas’ WDQI grant efforts are coordinated through partnership between the Kansas Department of Commerce, Kansas Department of Labor, Kansas Board of Regents, and the Kansas Department of Education.</td>
</tr>
<tr>
<td>WICHE</td>
<td>Western Interstate Commission for Higher Education</td>
<td>WICHE and its 15 member states work to improve access to higher education and ensure student success.</td>
</tr>
<tr>
<td>WIOA</td>
<td>Workforce Innovation and Opportunity Act</td>
<td>Federal legislation designed to connect people to employment, education, training, and support services. WIOA reaffirms the role of the customer-focused one-stop delivery system, a cornerstone of the public workforce development system, and enhances and increases coordination among several key employment, education, and training programs. To accomplish these objectives, WIOA requires the interoperability of data systems. This includes; streamlining data collection and usage; ensuring consistently defined and applied data elements; and providing data for performance reporting and evaluation.</td>
</tr>
</tbody>
</table>