



## *Resource Stewardship Council Meeting*

*October 22, 2024*



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**FUTURE.**

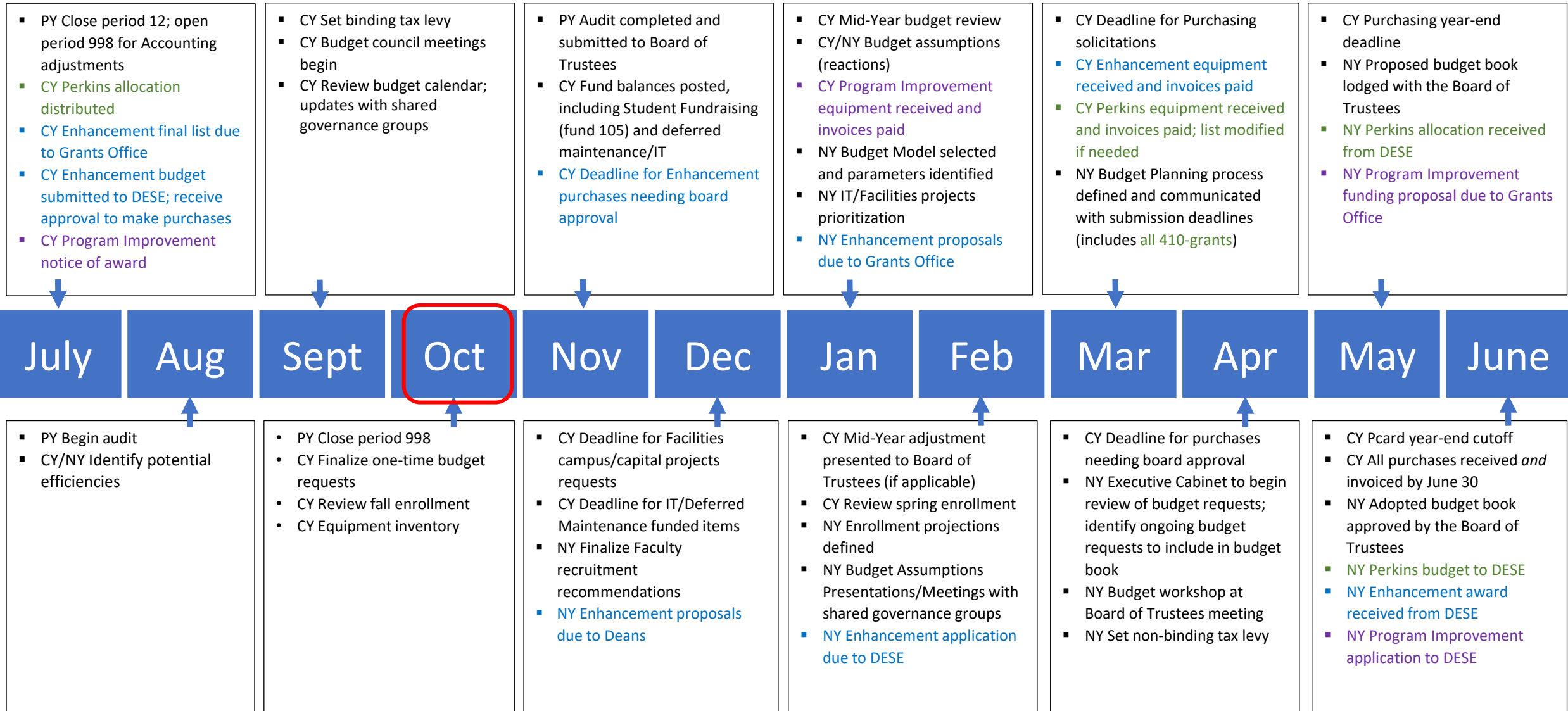
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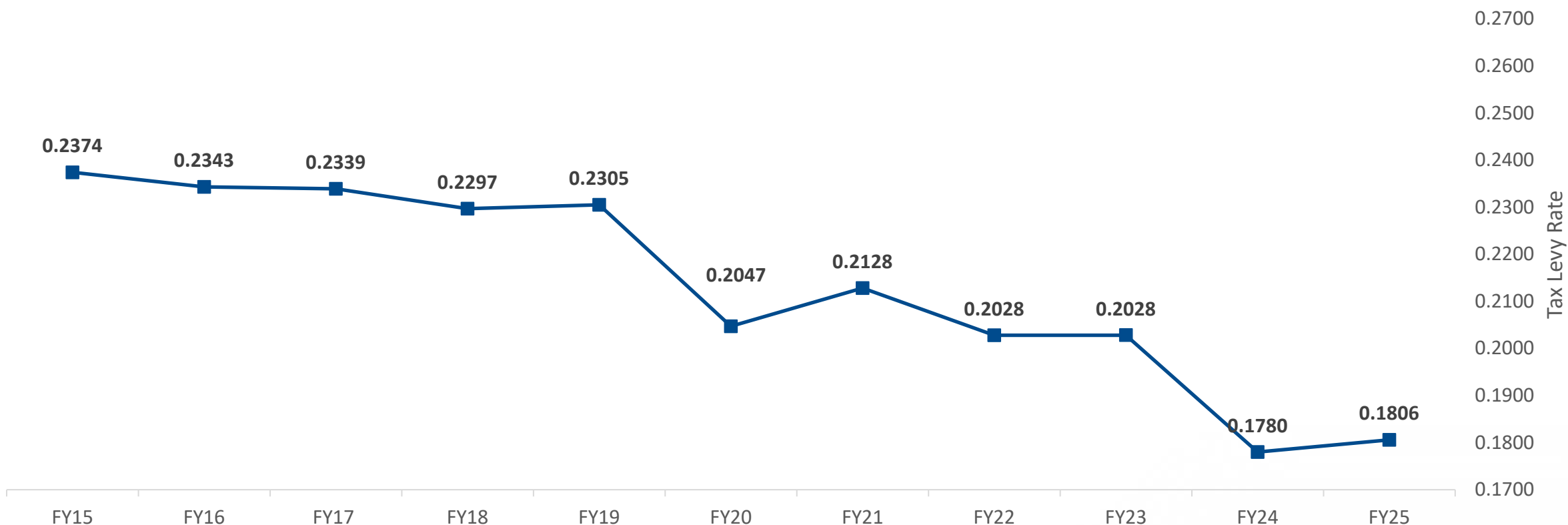
# Budget Calendar

Fiscal Year: July 1 – June 30

PY = Prior Fiscal Year   CY = Current Fiscal Year   NY= New Fiscal Year



# Historical Tax Levy Rates



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# Grants Office Updates October 2024



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# Grant Applications in Progress

## HUD | FY2024 Community Project Funding

- The team has received the Grant Award Package from HUD.
- Next steps:
  - Attend HUD onboarding event (pending invitation)
  - Work with Grant Managers (Jeff Ullmann and Kim Greene) to complete required grant materials.
  - Submit completed grant materials to HUD.
  - Receive approval from HUD and gain access to funds.
- Funding expires August 31, 2032.





# Grant Applications in Progress

- EDA – Public Works | Open Deadline | Dr. Crider and Lisa Bray
- NSF – Innovation in Two-Year College STEM Education (ITYC) | Due December 11 | Grant Manager Opening
- NSF – Growing Research Access for Nationally Transformative Equity and Diversity (GRANTED) | Open Deadline | Antwan Daniels
- Digital Inclusion Fund | New Courses Grants | Due November 15 | Grant Manager Opening



# Grant Pending Applications

- USDA/State of Missouri/MCCA | SkillUp
  - Submitted April 12
- FY2025 Community Project Funding | Automotive Institute
  - Submitted April 29
- NSF EPIIC
  - Submitted June 27- Invited to next step full proposal due January 21, 2025 – Cohort determined (Lawrence Technological University-lead institute, University of Puerto Rico at Bayamon, and Metropolitan Community College)



# Grant Pending Applications

- TRIO – Student Support Services
  - Submitted July 12
- Basic Needs for Postsecondary Students Program
  - Submitted August 5
- Procter & Gamble | Higher Education Grant | Submitted September 27





# Tabled Applications

Nothing to report



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# Grant Application Notifications

MO DESE | W.E.B. Dubois | **Awarded**

MO DESE | Community Health Worker | **Awarded**



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# MCC Grants Portfolio

	# of Open Awards	Award Value	Match	FY25 Value
Foundation Grants	12	7,956,500	-	6,792,297
Govt and Other Grants	24	36,642,803	9,856,937	27,446,979
Total Grant Portfolio	36	44,599,303	9,856,937	34,239,276



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# Current Foundation Grants

MCC Foundation Portfolio		Total Awards	Total FY25 Budget	Total Match	Total # Awards				
		7,956,500	6,792,297	-	12				
Grant/Project	Funder/Pass Through	Total Award	FY25 Budget	Match	Start Date	End Date	Grant Manager	Officer	
Bloch Scholars	The Marion and Henry Bloch Family Foundation and The H&R Block Foundation	567,000	126,000		4/11/2023	6/30/2029	Alexander Johnson	Dr. Beatty	
Block Academic Coaching	The Marion and Henry Bloch Family Foundation and The H&R Block Foundation	462,000	80,000		4/11/2023	6/30/2029	Alexander Johnson	Dr. Beatty	
The Path Forward Campaign	Truman Heartland Community Foundation	60,000	12,000	-	10/22/2021	11/10/2025	Jeffrey Ullmann	Dr. Meyer	
Sosland Foundation	Sosland Foundation	75,000	-	-	12/2/2022	12/1/2025	Billy Dunbar	Dr. Beatty	
Shumaker Family Foundation - STEM	Shumaker Foundation	20,000	20,000	-	9/22/2022	9/1/2025	Billy Dunbar	Dr. Beatty	
Health Worker Foundation	Health Forward Foundation	150,000	150,000	-	7/1/2023	6/30/2025	Jon Marshall	Dr. Rideaux	
Automotive Institute Expansion	Sunderland	5,000,000	5,000,000	-	10/1/2023	6/30/2025	Billy Dunbar	Dr. Crider	
The Path Forward: MCC Ag Institute	Edward F. Swinney Trust	500,000	500,000	-	11/7/2023	11/7/2025	Jeffrey Ullmann	Dr. Lee	
Accelerated High School B.S.N. Program	Bloch Family	150,000	66,666	-	6/1/2024	8/1/2026	Billy Dunbar	Dr. Crider	
Kauffman Transitional Grant	Kauffman Foundation	375,000	375,000	-	6/1/2024	12/31/2024	Matt Wilkinson and Sheryl Farnan	Dr. Chawana and Dr. Crider	
UMB - Kemper & Wornall	RC Kemper Fdn and Kearney Wornall Fdn	500,000	413,709	-	7/1/2022	1/6/2024	Jeffrey Ullmann	Dr. Crowe	
Connecting2Opportunities (C2O)	Bank of America	50,000	1,422	-	10/1/2021	9/30/2022	Michell Sprague	Dr. Lee	
Sherman Family Nursing Schol	Sherman Family Foundation	22,500	22,500		10/16/2024	10/15/2025	Billy Dunbar	Dr. Robinson	
Irven E Linscomb Schol ATSI	Irvin E. & Nevada P. Linscomb Foundation	25,000	25,000		10/16/2024	10/15/2025	Billy Dunbar	Dr. Robinson	



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# Current Government Grants

MCC Government and Other Portfolio		Total Awards 36,642,803	Total FY25 Budget 27,446,979	Total Match 9,856,937	Total # Awards 24			
Grant/Project	Funder/Pass Through	Total Award	FY25 Budget	Match	Start Date	End Date	Grant Manager	Officer
KC Urban Renew Engineering (KURE) Fellows)	NSF/UMKC	41,000	8,539	-	1/1/2020	12/31/2024	Scott Haluck	Dr. Robinson
SkillUP	USDA/State of MO/MCCA	267,282	200,462	56,491	10/1/2024	9/30/2025	Jeanne Schmidt and John Hudson	Dr. Lee
TRIO - Student Support Services - Project Success	US Dept of Ed	2,169,865	451,332	-	9/1/2020	8/31/2025	Gabrielle Moore-Jones and Samaiyah Jones Scott	Dr. Robinson
TRIO - Education Opportunity Centers	US Dept of Ed	2,551,320	530,675	-	9/1/2021	8/31/2026	Jennifer Snow	Sue Gochis
Missouri Space Consortium Grant	NASA/MO Univ S&T - Rolla	20,000	20,000	20,000	9/1/2024	4/30/2025	Dr. Plarenta Bredehoft	Dr. Robinson
CTE Base and Performance Grant	MO DESE	584,139	584,139	-	7/1/2024	6/30/2025	Lisa Bray	Dr. Meyer
CTE Enhancement Grant	MO DESE	525,000	525,000	175,000	7/1/2024	5/31/2025	Lisa Bray	Dr. Meyer
CTE Displaced Homemakers Grant	MO DESE	11,464	11,464	-	7/1/2024	5/15/2025	Sue	Dr. Meyer
Perkins-Vocational Education - Basic Grants to States/Perkins	US Dept of Ed/DESE	1,048,087	1,048,087	-	7/1/2024	6/30/2025	Lisa Bray	Dr. Meyer
ARPA Coronavirus Local Fiscal Recovery Runds - ATSI, BREC, PSI	US Dept of the Treasury/Jackson County, MO	2,000,000	10,878	-	3/1/2021	12/31/2024	Sue Gochis	Dr. Beatty
FY25 CTE Program Improvement Grant	MoDept of Elem & Second Ed (DESE) AUTO	18,255	18,255	18,255	7/1/2024	2/1/2025	Lisa Bray	Dr. Meyer
FY25 CTE Program Improvement Grant	MoDept of Elem & Second Ed (DESE) FIRE	59,092	59,092	59,092	7/1/2024	2/1/2025	Lisa Bray	Dr. Meyer
FY25 CTE Program Improvement Grant	MoDept of Elem & Second Ed (DESE) POLICE	19,497	19,497	19,497	7/1/2024	2/1/2025	Lisa Bray	Dr. Meyer
FY25 CTE Program Improvement Grant	MoDept of Elem & Second Ed (DESE) RATE	3,250	3,250	3,250	7/1/2024	2/1/2025	Lisa Bray	Dr. Meyer
FY25 CTE Program Improvement Grant	MoDept of Elem & Second Ed (DESE) SURT	10,000	10,000	10,000	7/1/2024	2/1/2025	Lisa Bray	Dr. Meyer



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# Current Government Grants Cont'd

MCC Government and Other Portfolio		Total Awards	Total FY25 Budget	Total Match	Total # Awards			
		36,642,803	27,446,979	9,856,937	24			
Grant/Project	Funder/Pass Through	Total Award	FY25 Budget	Match	Start Date	End Date	Grant Manager	Officer
FY25 CTE Program Improvement Grant	MoDept of Elem & Second Ed (DESE)	10,344	10,344	10,344	7/1/2024	2/1/2025	Lisa Bray	Dr. Meyer
ARPA 21st Century Teaching and Learning Environment Enhancement-Upgrade Districtwide	VETT							
Collaborative Research: Practices and Research on Students in STEM (PROSPECT S-STEM)	US Dept of the Treasury/Missouri Office of Administration/DHEWD	15,000,000	15,000,000	-	7/1/2022	12/31/2026	Jeffrey Ullman	Dr. Beatty
	NSF/UMKC	35,000	7,000	-	4/1/2022	3/31/2027	Brandon Hessing	Dr. Crider
Community Project Funding - HSI Facilities and Equipment	US Dept of HHS	2,000,000	2,000,000	-	9/30/2023	9/29/2026	Dr. Renee Portmann and Jeffrey Ullman	Dr. Robinson
BioNexus KC ARPA - MCC Districtwide	BioNexus KC/BioSTL/Missouri Workforce Development/ARPA	480,000	-	-	12/1/2023	12/31/2025	Monica Johnston	Dr. Lee
MOExcels FY24 - MCC Districtwide Science Laboratory Upgrade							Jeffrey Ullman and Dr. Tyjaun Lee	Dr. Beatty
	DHEWD	6,485,008	3,624,765	6,485,008	7/1/2022	5/31/2025	Jeffrey Ullman and Dr. Tyjaun Lee	Dr. Beatty
MOExcels Longview Automotive	DHEWD	3,000,000	3,000,000	3,000,000	7/1/2024	5/31/2025	Lee	Dr. Beatty
Community Health Worker	US Dept of HHS/State of MO DHSS	54,200	54,200	-	6/30/2024	6/29/2025	JoAnne Thies	Dr. Lee
Educational Support - STEM	WEB Dubois/MO DESE	250,000	250,000	-	7/1/2024	5/31/2025	Susan Serrano	Dr. Lee



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# Grant Other Key Updates

- Grant Development Manager – Rachel Hanson's last day 10-7-2024
- New grant accountant – Owen Meserole start date 10-21-2024
- Ellucian Grant Services contract continues for another year.
- Centralized grants office mailbox
- Grant contact instructions for pre-award forthcoming
- SharePoint: Financial & Admin Services/Grants Office – Grant processes, recorded trainings, and other resources available
- DHEWD MoExcels has been renamed the Workforce Development Initiative
- The Missouri Legislature announced that the opportunity's application window will next take place in February/March 2025.





# Facilities Updates

- Grounds Contract
- Capital Projects



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# Grounds Contract Update

## Board Approval and Contract Actions

- March 2020
  - Board approved initial (current) contract
- August 2023
  - Board approved additional authority of \$495,000.00 through March 31, 2024
  - Added maintenance of beds, shrubs, trees, and weed control within on-call scope
- January 2024
  - Board approved of third and final annual renewal option for current contract
- Present
  - RFP released for the follow-on contract
  - Committee evaluation in progress







# Ground Maintenance Contract

## First Contract

Focused on Turf Maintenance

Bed maintenance and installation available as “additional services”

Board approves two year contract with three option years

Board approves additional authority for bed maintenance

Board approved final option year

## RFP Evaluation Process

Issued RFP

Campus walkthroughs

Proposals received

Committee Evaluation in progress

## Next Steps

Committee completes RFP review

Committee identifies preferred vendor

Negotiate contract

Make recommendation to the Board



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# Ground Maintenance Contract

- New Contract Changes
  - Bids all MCC locations including those that have opened since 2021
  - Incorporates turf and bed maintenance as basic services
  - Includes additional services like new bed installation and turf restoration
- Anticipate requesting Board approval at the November 2024 meeting
- Anticipate contract start to be April 1, 2025.



# Capital Projects

## In-progress

- Ag Annex
  - Constructs two greenhouses, large capacity classroom and plant sciences lab.
  - Planned completion December 2024.
- LV Automotive Institute
  - Collision renovation (phase I) ready for Fall 2024 classes
  - New addition (phase II) underway. Planned completion: August 2025
  - Diesel renovation (phase III) follows. Planned completion: Summer 2026
- PV Science and Technology Building and Lab Renovation
  - Creates two new chemistry labs on the third floor along with lab ceiling renovations below
  - Creates a new student collaboration area on the third floor
  - Makes needed infrastructure improvements to support the new labs
  - Planned completion December 2024.





# Capital Projects

## Under Design

- On-Line Campus Offices
  - Renovates a portion of PV HSI's fourth floor
  - Provides the offices, studio, work area, and storage needed to support the on-line campus
- PV Landscape, Phase I
  - Reimagines the courtyard north of campus center
  - Improves ADA access
- PV HSI HVAC Improvements
  - Replace aging cooling tower and associated piping
  - Replaces PAC units with modern air handlers



# Capital Projects

## Under Design

- Administrative Center
  - Relocate AC entrance for improved access
    - Relocate elevator (provides improved ADA access)
    - Renovate lobby (including technology)
  - Modernize Boardroom
    - Improve access and egress
    - Replace audiovisual systems
  - Reconfigure legal offices (first floor)
  - Reconfigure Foundation offices (second floor)



# MCC Ellucian Banner Procurement Modules

## ESM-3<sup>rd</sup> Party Solution



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# MCC Ellucian Procurement ESM Modules – Contract Summary

## *Ellucian Supplier*

This licensing package includes the following ESM products:

- **ESM Supplier** – Vendor registration/data warehouse
- **ESM Source** – Womb to tomb procurement process (procure to pay functionality)





# MCC Ellucian Procurement ESM Modules – Contract Summary

• 4

## Ellucian Purchase

This licensing package includes the following ESM products:

- **ESM Purchase** – Sourcing tool (IFB,RFX's etc.) and punchout catalogue functionality
- **ESM Contract Repository** – Data warehouse for all MCC contracts

Optional - Requires ESM Purchase to be implemented first

- **ESM Storeroom** – On-site warehousing functionality

Optional - Requires ESM Purchase to be implemented first



# MCC Ellucian Procurement ESM Modules – Contract Summary

## Order of Implementation

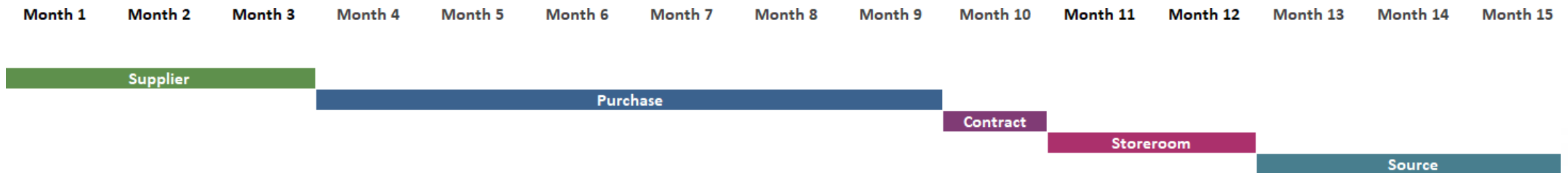
The following is the best recommended practice order for implementing ESM products:

- ESM Supplier
- ESM Purchase
- ESM Contract Repository
- ESM Storeroom
- ESM Source



# MCC Ellucian Procurement ESM Modules – Timeline

- Project Kickoff Date: **August 2024**
  - ESM Supplier Go-Live: **November 2024** – **slipped to December 16, 2024**
  - ESM Purchase Go-Live: **May 2025**
  - ESM Contract Repository Go-Live: **June 2025**
  - ESM Storeroom Go-Live: **August 2025**
  - ESM Source Go-Live: **November 2025**
- Project Completion Date: **December 2025**



# Today's RSC Meeting Review:

## *FMLA & LEAVE Policies*

**10/22/2024**



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# REVIEW: FMLA – 3.25015 DP

## KEY UPDATES – District Procedure

### Conditions for Granting FMLA Leaves:

- **Defined:** the 12-week allotment period as “12 work weeks for leave within a rolling 12-month period”.
- **Revised:** removed reference to "incapacity" and reframed to address essential functions of the employee's position. (number 4)
- **Added:** "next of kin" for military service leave (number 5)

### Conditions of a Leave for a Serious Health Condition:

- **Added:** Holidays and/or campus closures will not count against an employee's FMLA allotment.
- **Added:** If an employee is on intermittent leave for themselves or to care for a covered family member, and their position has been approved for the Flexible Work Arrangement (FWA) they may choose to work remote during the time requested for leave. The time worked will not be counted toward the employee's FMLA allotment.

#### CONDITIONS FOR GRANTING FMLA LEAVES

The college will provide up to 12 work weeks for leave within any rolling 12-month period for the following reasons:

1. Birth of an employee's child(ren).
2. Adoption of a child by the employee or an official placement of a child with the employee for foster care.
3. Care of a child, spouse, or parent with a serious health condition.
4. A serious health condition that makes the employee unable to complete their essential job functions.
5. To care for a covered service member with a serious injury or illness if the employee is the service member's spouse, child, parent, or next of kin.

#### CONDITIONS OF A LEAVE FOR A SERIOUS HEALTH CONDITION

The duration of a leave under this category will be limited to the duration of the serious health condition, or a maximum of twelve weeks, whichever is less. Holidays and/or campus closures will not count against an employee's FMLA allotment.

If there is an agreement in writing between the employee and their supervisor, the employee may volunteer to work remotely within the metropolitan area while on intermittent leave caring for a family member if their position has been approved for the Flexible Work Arrangement (FWA), but the supervisor cannot require it. The employee should keep track of, and report to their supervisor, actual hours worked each day. The remainder of the hours would be counted toward the employee's FMLA allotment. If the employee is working a reduced schedule, exempt and non-exempt employees will be paid hourly for actual hours worked, if all leave time has been exhausted.



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# REVIEW: FMLA -3.25015 DP

## KEY UPDATES – Continued

### BENEFITS DURING FMLA LEAVE

1. Benefit accruals, such as vacation, sick or holiday benefits will be suspended during the unpaid portion of the leave.
2. Subject to the terms, conditions, and limitations of the applicable plans, the college will continue to provide the employee with the same district contribution for medical, dental, vision, and life insurance benefits as was provided prior to leave. This contribution will continue for the duration of the FMLA leave. Employees having coverage requiring employee paid premiums who wish to continue those coverages will be required to pay for such coverage by the fifth business day of the month for which coverage is desired. The benefits department will issue a statement and debit authorization form to the employee on leave for such premiums. If payment is not received, the insurance coverage will be canceled effective the first day of the month for which payment was not received.

### Benefits During FMLA Leave:

- **Replaced/Added:** The benefits department will issue a statement and debit authorization form to the employee on leave for such premiums. If payment is not received, the insurance coverage will be canceled effective the first day of the month for which payment was not received.



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# UPDATES: Leaves 3.25010 DP

## TYPES OF LEAVE & DEFINITIONS

Vacation Leave - Accrual of vacation time is defined in the Schedule of Salary and Conditions. To utilize vacation time, employees must submit a documented request in advance to their supervisor for approval.

Vacation will not accrue beyond the maximum allowed (384 hours).

Employees transferring from Full-time Staff or Administrator to Full-time Faculty will receive their remaining vacation payout on their final check before the transfer date.

Vacation will be paid out upon termination if the employee provides a minimum of two weeks' written notice, or the notice required in their employment contract. Subject to the provisions of 3.40060 BP Termination of Employment Policy.

Bereavement Leave - Absence from work related to the death of an immediate family member.

Immediate Family: Parent, grandparent, spouse, sibling, a child, or grandchild, including those related by marriage or through a domestic partner relationship.

Up to five (5) days (consecutive or non-consecutive) that the employee is regularly scheduled to work per death may be used for the death of an immediate family member.

## REVISED – District Procedure

### Vacation Leave:

- **Added:** Employees transferring from Full-time Staff or Administrator to Full-time Faculty will receive their remaining vacation payout on their final check before the transfer date.
- **Changed wording:** Vacation will be paid out upon termination if the employee provides a minimum of two weeks' written notice, or the notice required in their employment contract. (changed to mirror Termination Policy)

### Childbirth Leave and Child Adoption/Placement:

- **Removed:** Childbirth Leave and Child Adoption/Placement specifics. Added Refer to 3.25015 DP Family and Medical Leave. (per legal)

### Professional Leave:

- **Removed:** Professional Leave section. Addressed in the Sabbatical DP. (per legal)

### Disability Leave:

- **Removed:** Disability Leave from leave procedure and as result of created stand-alone Long Term Disability Policy. (per Legal)

### Miscellaneous Leave:

- **Removed:** explanation under Miscellaneous Leave and added "The College will provide other types of as required by applicable law". (per Legal)

### Bereavement Leave:

- **Added:** consecutive or "non-consecutive" to the 5 allowable days.



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**NEW LEAVE  
BOARD POLICY  
(BP) – 10/2024**

LEAVE OF ABSENCE

3.25010 BP  
BOARD POLICY

NAME OF POLICY	Leave of Absence
	The purpose of this policy is to inform eligible employees of the various types of leave they are entitled to as an employee at MCC.
PURPOSE	Metropolitan Community College (MCC) will grant leaves of absence to ensure compliance with state and federal laws, and to inform eligible employees of the various types of leave they are entitled to as an employee at MCC.
OBJECTIVE	The Human Resources department is responsible for ensuring that a policy outlining leaves of absence eligibility, criteria, and the process for the request and approval of leave is implemented.
APPLICABILITY	This policy applies to all eligible MCC employees.
OVERSIGHT	The Leave of Absence policy will be managed by the Human Resources department.
DEFINITIONS	N/A
POLICY MODIFICATION	This policy may be modified or revoked at any time at the sole direction of MCC's Board of Trustees.
ENFORCEMENT	This policy shall be strictly enforced. Violations may result in disciplinary action, up to and including termination.
REFERENCE	3.25010 DP Leave of Absence

**Input Requested – by 10/30/24**

*=> through RSC 'HR Policies' Shared folder*

**Next CPRC Meeting: 11/14/2024**

**Thank you**



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# PRIOR RSC Meeting:

*ADA Accommodation BP/DP &  
Pregnant Workers Fairness Act BP  
(ALL New)*



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# Current State - ADA Board Policy (“BP”)

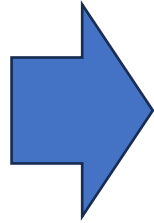
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## BOARD POLICY

3.25060 BP

### KEY POINTS

- MCC has a ‘Policy Statement’.
- Not a comprehensive policy.
- MCC has general procedures
- Not a District-level process



### AMERICANS WITH DISABILITIES ACT

3.25060 BP

Compliance with the Americans with Disabilities Act is a priority of the Metropolitan Community Colleges. The Board of Trustees hereby directs the administration to prepare, publish and distribute regulations and procedures to comply with the Americans with Disabilities Act and to take action to implement the requirements of the Americans with Disabilities Act.

Adopted: Board of Trustees  
November 17, 1994  
Reviewd: October 27, 2005



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**New: Federally-mandated ADA Board Policy (“BP”)**  
**Reviewed by: Legal, Kim Fernandez, and the Total Rewards Council**

AMERICANS WITH DISABILITIES ACT

3.25060 BP  
BOARD POLICY

Metropolitan Community College

NAME OF POLICY

Americans with Disabilities Act

Metropolitan Community College (MCC) protects persons with a disability or limitation, those who have a history or record of such impairment, and those who are regarded as having such impairment.

PURPOSE

MCC complies with federal and state laws concerning employment of persons with disabilities and acts in accordance with regulations and guidance issued by the American with Disabilities Act (ADA). The Americans with Disabilities Act of 1990 was signed into law on July 26, 1990. The law provides a broad array of civil rights protections for people with disabilities, including prohibitions against employment discrimination and mandates to make public accommodations accessible. The ADA Amendments Act of 2008 expanded the definition of "disability," extending the law's protection to more people. MCC is committed to providing an accommodation for employees to perform their essential job functions by eliminating and/or reducing disability related barriers.

OBJECTIVE

The policy will make reasonable accommodations in policies, practices, or procedures when the modifications are necessary to avoid discrimination on the basis of disability unless it can demonstrate that making the modification would cause undue hardship or fundamentally alter the nature of the service, program, or activity.

APPLICABILITY

This policy applies to all District employees.

OVERSIGHT

The ADA policy will be managed by Human Resources.  
  
MCC's Legal Department, in collaboration with Human Resources, shall oversee the record retention program for the District.

DEFINITIONS

**Person with a Disability** – As defined by the ADA, a person with a disability is someone who has a physical or mental impairment that substantially limits one or more major life activities (for example, walking, seeing, hearing, breathing, speaking, and learning). A substantial limitation exists if the manner, duration, or condition under which the activity is performed is significantly limited compared to most people. With respect to a qualified person with a disability it is one who, with or without accommodation, can perform the essential functions of their job.

AMERICANS WITH DISABILITIES ACT

3.25060 BP  
BOARD POLICY

PROCEDURE

Employees that need to request workplace accommodations should reference MCC Procedure 3.25060 DP Americans With Disabilities Act

POLICY  
MODIFICATION

This policy may be modified or revoked at any time at the sole direction of MCC's Board of Trustees.

ENFORCEMENT

This policy shall be strictly enforced. All employees granted leave must adhere to the policy or approved accommodations requirements. In the event that it were determined that the policy or time provided has been extended beyond approval, without prior request, updated approval or abused, the recipient will be subject to discipline up to and including termination.

REFERENCE

3.25060 DP Disability Accommodation Procedure, and/or:  
[Americans with Disabilities Act](#)

**PROPOSED=>**

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# New: Federally-mandated Americans with Disabilities Act *District Procedure* (“DP”)

Current: None

Reviewed by: Legal, Kim Fernandez, and the Total Rewards Council

## AMERICANS WITH DISABILITIES ACT

## 3.25060 DP DISTRICT PROCEDURE

**PURPOSE** The purpose of this procedure is to outline the process for requesting a workplace accommodation for Metropolitan Community College (MCC) employees as allowed under the Americans with Disabilities Act or the Pregnant Workers Fairness Act.

**APPLICABILITY** This procedure applies to MCC employees and applicants for employment.

**ELIGIBILITY** In order to qualify for an accommodation under the Americans with Disabilities Act (ADA), an individual with a disability is a person who:

- Has a physical or mental impairment that substantially limits one or more major life activities (major life activity may include walking, breathing, speaking, performing manual task, seeing, hearing, learning, caring for oneself, sitting, standing, lifting, or reading);
- Has a record of such impairment; or
- Is regarded as having such an impairment.

While pregnancy itself is not a disability under the ADA, some pregnant workers may have one or more impairments related to their pregnancy that qualify as a “disability”.

In order to qualify for an accommodation under the Pregnant Workers Fairness Act (PWFA), effective as of June 27, 2023, an individual must experience known limitations related to pregnancy, childbirth, or related medical conditions.

## ROLES AND RESPONSIBILITIES

The following are requirements and responsibilities of an employee or applicant who is requesting an accommodation:

1. If an employee or applicant has a disability or limitation that requires an accommodation in order to perform the essential functions of their job or desired job, the employee or applicant must initiate an accommodation request via email to [HR.Benefits@mccckc.edu](mailto:HR.Benefits@mccckc.edu), and identify the adjustment or change at work that is needed because of a disability.

The Benefits Team will then email the employee or applicant the appropriate form, to include: the ADA Request for Accommodation Form or the Pregnant Workers Fairness Act Accommodation Request Form, which the employee or applicant will fill out requesting the accommodation. The email containing the ADA Request for Accommodation Form will also include the ADA Physician Statement which the employee or applicant will have completed by their physician. Medical information will be

as confidential and disclosed only as permitted by law, but supervisors and managers may be informed regarding necessary restrictions and accommodations, and first aid and safety personnel may be informed, when appropriate, if the disability or limitation may require emergency treatment.

Upon completion and return of the required forms mentioned above to the Benefits Team, they will determine whether the individual has a qualifying disability or limitation. If so, the interactive process to identify a reasonable accommodation(s) that works for the employee and MCC will begin.

## INTERACTIVE PROCESS

The following outlines the interactive process involving the Benefits Team, the employee or applicant, and the relevant supervisor.

1. Analyze the particular position involved and determine its purpose and essential functions.
2. Consult with the individual with a disability or limitation to ascertain the precise job-related limitations imposed by the individual's disability or limitation, and how those limitations could be overcome with a reasonable accommodation.
3. In consultation with the individual to be accommodated, identify potential accommodations and assess the effectiveness each would have in enabling the individual to perform the essential functions of the position.
4. The Benefits Team will consult with the relevant supervisor to discuss reasonable accommodations that will enable the employee or applicant to perform the essential functions of the job and whether such accommodations would impose an undue hardship. If no reasonable accommodation is possible in the employee's current position, or if the accommodation would impose undue hardship, reassignment to an open position that the employee is qualified for may be an option.

## DETERMINATION

Once the interactive process is complete, the Benefits Team will grant or deny the accommodation request. In granting an accommodation, the Benefits Team will consider the preference of the employee or applicant. However, the College is responsible for making the ultimate decision among effective options.

PROPOSED=>

## New ADA - *District Procedure*, continued

Metropolitan Community College

AMERICANS WITH DISABILITIES ACT

3.25060 DP  
DISTRICT PROCEDURE

GRIEVANCE

Employees or applicants whose request for accommodation has been denied and who wish to file a complaint of disability discrimination may do so pursuant to the College's Nondiscrimination Policy.

IMPLEMENTATION

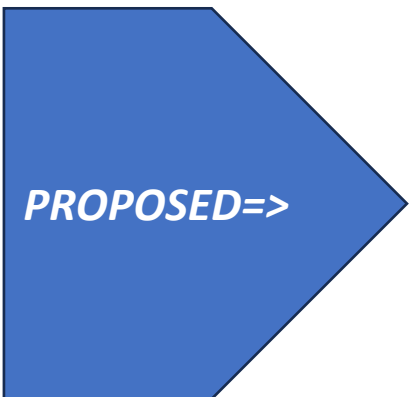
Once an accommodation has been identified, the accommodation must be implemented. If equipment is involved, it must be properly installed, and the employee must be trained on its proper use. If the accommodation involves a schedule change or policy modification, then certain managers or supervisors may need to be informed of the change for effective implementation.

ACCOMMODATION  
REVIEW

All employees, ADA and PWFA accommodation will be reviewed at a minimum of every six (6) months. This is to ensure that the accommodations currently granted are still reasonable and/or effective. This review will address whether there is still a need for the current accommodation, any current issues or concerns about the current accommodation by either the employee or supervisor, and/or MCC's need to change the accommodation due to a material change in circumstances that creates an undue hardship or change of essential functions.

REFERENCE

3.25060 BP Americans with Disabilities Act  
[3.30010 BP Non-Discrimination and Harassment Forms](#)



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**New: Federally-Mandated Pregnant Workers Fairness Act**  
**Current Policy - None**  
**New Board Policy (“BP”) - Reviewed Total Rewards (Governance) Council**

Metropolitan Community College

Pregnant Workers Fairness Act

0.00000 BP  
BOARD POLICY

NAME OF POLICY

Pregnant Workers Fairness Act (PWFA)

The PWFA, which is administered and enforced by the Equal Employment Opportunity Commission (EEOC) requires covered employers to provide reasonable accommodations to a worker’s known limitations related to pregnancy, childbirth, or related medical conditions, unless the accommodation will cause the employer an undue hardship.

PURPOSE

As required by the federal Pregnant Workers Fairness Act (PWFA), Metropolitan Community College (MCC) will provide reasonable accommodations to employees and applicants with limitations related to pregnancy, childbirth or related medical conditions, unless the accommodation will cause undue hardship to MCC’s operations.

OBJECTIVE

This policy prohibits discrimination on the basis of pregnancy, childbirth, or related medical conditions.

APPLICABILITY

This policy applies to all District employees.

OVERSIGHT

The Human Resources Department, in collaboration with the Legal Department, shall oversee accommodations relating to the Pregnant Workers Fairness Act for the District.

DEFINITIONS

Reasonable Accommodations are changes in the work environment or the way things are usually done at work.  
Undue Hardship imposes significant difficulty or expense on the employer.

PROCEDURE

Employees that need to request a workplace accommodation related to pregnancy, childbirth, or related medical conditions should reference MCC Procedure 3.25060 DP Americans With Disabilities Act.

POLICY  
MODIFICATION

This policy may be modified or revoked at any time at the sole direction of MCC’s Board of Trustees.

Metropolitan Community College

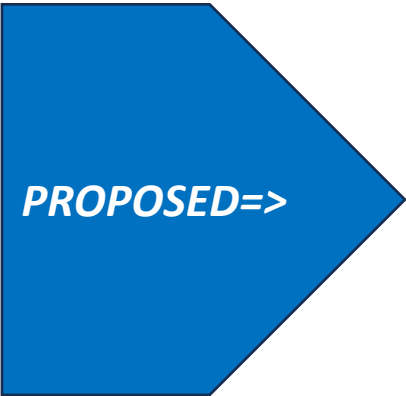
Pregnant Workers Fairness Act

0.00000 BP  
BOARD POLICY

or abused, the recipient will be subject to discipline up to and including termination.

REFERENCE

- 3.25060 DP Disability Accommodation Procedure, and/or:
- [Pregnant Workers Fairness Act](#)



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# Workforce Summit MCC-Maple Woods October 28, 8:00 AM to 12:00 PM

- Co-leads are Lisa Bray and Tyrell Tigner

**Purpose:** This summit aims to foster collaboration and dialogue among key stakeholders to drive economic growth and prosperity in the North KC Region by creating more opportunities for individuals to access higher-paying jobs through education and workforce development initiatives led by Metropolitan Community College and industry partners.

- Keynote Speaker: Tim Cowden, President and CEO at the Kansas City Development Council
- Panel #1: Economic Development, Political Leaders, and K-12 Education- Facilitated by Brian Noller
- Panel #2: Workforce Gaps, Collaboration and Skills Development Industry Panel-Facilitated by Tiffany Hunter
- Group Activity: Each table will be asked to identify one initiative that would positively impact Workforce Development in the Northland and share out
- Closing: Dr. Ellen Crowe





# Open Floor

- Questions?



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# Meeting Adjourned

- Next approved meeting – November 26th, 2024

Thank you!!!



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