

KANSAS CITY KANSAS COMMUNITY COLLEGE



Recruit/Enroll/Retain/Goal Attainment * Institutional Vibe * Communication * Person-to-Person Services

KANSAS CITY KANSAS COMMUNITY COLLEGE Board of Trustees Meeting AGENDA November 13, 2018 – 5:00 P.M.

Upper Level Jewell

1. Call to Order & Pledge of Allegiance
2. Roll Call
3. Approval of Agenda
4. Audience to Patrons and Petitioners
5. Recognitions
 - Veterans Day
6. Board Committee Reports
7. Consent Agenda:
 - (Item #A) Approval of Minutes of the October 16, 2018 Meeting
 - (Item #B) Approval of Recommendations for payment
 - (Item #C) Approval of Personnel Items (H.R.)
8. Student Senate –
9. **President's Report** – Dr. Greg Mosier
 - RESOLUTION – To Levy Tax and Create Capital Outlay Fund
10. **Marketing & Community Outreach Report** – Ms. Tami Bartunek
11. **VP-Academic Affairs Report** – Interim VP, Dr. Ed Kremer

12. **VP-Student Affairs Report** – Dr. Delfi Wilson

- ACUE presentation – Mr. Tom Grady

13. **Information Services Report** – Interim CIO, Mr. Peter Gabriel

14. **Human Resources Officer Report** – Ms. Christina McGee

15. **Finance & Administrative Services Report** – Mr. Mike Beach

- Financial Audit Report
- FY19 Budget

16. **Unfinished Business**

17. **New Business**

- Approval of Policies –
 - Purchasing and Procurement
 - Affirmative Action
 - Discrimination & Harassment

- RESOLUTION - Approve contract licensing proposal with **AOS** for Cisco Wireless, Core Switch, & Security (Information Technology) in the amount of \$499,696.50, to be paid out over a five year period at \$99,939.30/year. **Greg Goheen will bring Resolution to Board meeting.*

18. **Executive Session** – For consultation, with the College attorney, which would be deemed privileged in the attorney-client relationship.

19. **Adjournment**

**Kansas City Kansas Community College
Minutes of the Board of Trustees Meeting
October 16, 2018**

CONSENT AGENDA - # A.
Meeting Minutes

Pioneer Career Center

- 1) **Call to Order and Pledge of Allegiance:** The October meeting of the Board of Trustees was called to order by Chair, Rosalyn Brown. The Pledge of Allegiance was led by Marcia Irvine, Executive Director of PCC.
- 2) **Roll Call:** Indicated the following present, Trustees: Donald Ash, Rosalyn Brown, Evelyn Criswell, Ray Daniels, Tyrone Garner, and Janice McIntyre. Trustee Linda H. Sutton was out of town.
- 3) **Approval of Agenda:** Chair Brown called for approval of the Agenda. Trustee McIntyre moved to approve and Trustee Criswell seconded. The **Motion Carried.**
- 4) **Audience to Patrons and Petitioners:**
There were no patrons wanting to address the Board; however, Dean Cheryl Runnebaum introduced the culinary students who provided breakfast for the Board members and any additional attendees. Chef Kelly, PCC Director of Culinary, and Chef Alfredo reported that students in the food-three group will be specializing in the preparation of hot dishes and several in baking. The newer students are learning knife skills and carved the pumpkins that were on the tables at breakfast that morning.
- 5) **Board Committee Reports:** Chair Brown reported that the Policy Committee would be meeting immediately following the Board meeting. Chair Brown also reported on the recent Board Retreat which took place on Saturday, October 16th and was facilitated by Ms. Helen Benjamin. Ms. Benjamin had previously facilitated a Board Retreat.
- 6) **Consent Agenda:** Chair Brown called for approval of the Consent Agenda, Items # A-C. Trustee McIntyre moved to approve and Trustee Criswell seconded. The **Motion Carried.**
- 7) **Student Senate Report:** Andrica Wilcoxon approached the podium to introduce the new, and first time, Student Senate Officers at the Pioneer Career Center. The following officers were inducted by President, Dr. Greg Mosier: Student Senate President - Kevin Rivers, Vice-President – William LaPee, Secretary – Karen Sherie Ragan, Treasurer – Brittany Rush, and Parliamentarian – Gabi Piche.
Student Senate President, Kevin Rivers proceeded to give his report stating that the Leavenworth graduation rate, from August 2016, has increased for students receiving their certificates. Kevin continued reporting about the PCC Welcome Back Bash, Blood Drive, Pizza with the Prez at PCC, the Leavenworth Veterans’ Day Parade, Cookies with Santa, and three United Way fundraisers. A Spring Finals Breakfast will be held at the beginning of the second semester. Vice-President, William LaPee was excited to report that this was the first time that the Pioneer Career Center had a Student Senate.

He expressed that one of the concerns of the Senate was the marketing of the Pioneer Career Center. Student Activities Director, Andrica Wilcoxon, congratulated, and thanked, the PCC office staff for their assistance and also reported that the Student Senate will next be working on initiating campus clubs and activities such as Skills USA. Chair Brown called for a motion to approve the Student Senate Report. Trustee Criswell moved and Trustee McIntyre seconded. The **Motion Carried.**

8) **President's Report:** Dr. Mosier reported on the following:

- This is the second time the Board of Trustees meetings is being “live-streamed.” The meeting, in September, was seen by 55 viewers. Dr. Mosier thanked Media Services.
- Pizza with the Prez Open Forums are ongoing with the first one having over 60 students participating. Some of the issues students would like to see happen on campus are to fix-up facilities, have a recreation area, job-shadowing opportunities, and smaller class sizes. Examples of new programs that students would like to see added are graphic design and art history, cosmetology, and law-based classes. Dr. Mosier reported that Pizza with the Prez will take place October 31st at TEC.
- According to KBOR Data from 2016-2017 based on data submitted, the College is “doing well” on items needing to be worked on from 2016-2017. One of the items needing attention is to continue to increase the retention rate. The College has seen a 17% increase in retention.
- The College has hired a Retention Coordinator
- The College has recently received several significant grants: * Hira Nair applied for and received a \$3 mil grant from the U.S. Department of Education to be spread over five years. This will assist in increasing the number of scholarships for students, * Dr. Ed Kremer received a \$200,000 grant from the Kauffman Foundation for focus on the STEM program, and * Adult Education received \$35,000 from the state to help expand the capabilities of the Adult Ed program and ESOL.
- Strategic Funding allocation – with budget approval, 2/3 of the money is to be spent by the beginning of the year, February or March with the next 1/3 of the amount throughout the year.
- Trustee Tyrone Garner, in referring to several of the goals, specifically #2 on the KBOR Data, stated that it is important that student retention is up and are returning to KCKCC as well as students getting their degrees and/or certificates, getting employed or moving on to a four-year college.

Hearing no further questions or comments, Chair Brown called for approval of the President's Report. Trustee McIntyre moved to approve and Trustee Daniels seconded. The **Motion Carried.**

9) **Community Outreach and Marketing Report:** Tami Bartunek reported:

- Women's Chamber, Purses with a Purpose event – held October 17th at TEC. This event is held to help raise money for student scholarships. A little more than 90 women participated.
- Family Fund has begun – started with 2% inclusion and has increased to little more than 11%
- Twenty-five persons attended the Chiefs' Tailgate party on Campus
- Social media optic is in use
- New KCKCC radio commercial – Ms. Bartunek played the commercial for the Trustees with a favorable response.

Hearing no further questions or comments, Chair Brown called for approval of the Community Outreach and Marketing Report. Trustee Daniels moved to approve and Trustee Ash seconded. The **Motion Carried.**

10) **Vice-President for Academic Affairs:** Dr. Ed Kremer reported:

- The ATEA (American Technical Education Association) Conference, held at TEC on October 3, 4, 5, was a “great success.” The ATEA Conference is a regional conference.
- Commented on Middle School Days, recently held at TEC. There were approximately 200 students who participated and each had an opportunity to participate at different skill stations. Dr. Kremer thanked Carly Eastling and her organizational group.
- Reported that Deans’ Council would like to begin something similar for high school students...High School Days.
- Trustee Daniels asked if the grant, that Dr. Kremer received from the U.S. Dept. of Education, would help generate more teachers, including secondary teachers. Dr. Kremer stated that he was working with USD 500 with K-12 teachers and with Emporia State University, as part of the Diploma + Program, as well with K-State.
- Trustee Ash asked if there was emphasis on the STEM program. Dr. Kremer stated there would be some focus on STEM but that teachers could choose their own focus. Dr. Mosier stated that this program would also assist the underserved students in the district. Dr. Kremer stated that this is the primary focus.

Hearing no further questions or comments, Chair Brown called for a motion to approve the VP-AA Report. Trustee McIntyre moved to approve the report and Trustee Criswell seconded. The **Motion Carried.**

11) **Vice-President of Student Affairs:** Dr. Delfi Wilson reported:

- She would be presenting the CCSSE Report
- Building & Grounds had begun the remodeling of the Student Services Center. During the remodeling process, students will be redirected to the Learning Commons for the computer lab. Dr. Wilson reported that the changes will take place in phases and that, hopefully, completion will be in the summer of 2019.
- November 1st will begin enrollment for the Spring Semester.
- Working on the default rate to assist students that they don’t take out more loans than is necessary. The national default average is 15%. Currently, the KCKCC default rate is 9.6%.
- Dr. Wilson presented the CCSSE report. CCSSE (Community College Survey of Student Engagement) indicates the amount of time that students are engaged in their education practice. The survey indicates that the more students are engaged in their educational process, the more successful they are. Dr. Wilson reported on the CCSSE Benchmarks with regard to students: (1) Active and Collaborative Learning; (2) Academic Challenge; (3) Student Faculty Interaction; (4) Student Effort; (5) Support for Learners. An explanation of each of the five was given by Dr. Wilson. Dr. Wilson reported that in 2018, 665 students were surveyed: 27% were part-time students and 73% were full-time. The final discussion, regarding the outcomes of the CCSSE report, indicated ways to encourage students

to work together, to encourage more participation at the Learning Commons and coordination with faculty.

- Dr. Mosier reported that there would be an ACUE report would be presented next month.

Hearing no further questions or comments, Chair Brown called for a motion to approve the VP-SA Report. Trustee McIntyre moved to approve and Trustee Criswell seconded. The Motion Carried.

12) **Chief Information Officer Report:** In Mr. Peter Gabriel’s absence (attending Leadership Institute), Dr. Mosier presented his report.

- Dr. Mosier reported that network services were above 99.7%
- Regarding new computers – 255 old computers have now been replaced at all three locations.
- Office 365 “iCloud” – allows everyone access. Should anyone have questions, they have the availability of the Help Desk.

Hearing no further questions or comments, Chair Brown called for a motion to approve the Information Services Report. Trustee Criswell moved to approve and Trustee McIntyre seconded. The Motion Carried.

13) **Human Resources Report:** Christina McGee reported:

- There are no major updates with regard to Human Resources
- Human Resources now has “share point” where all employees can access different information. This is located on My Dotte.
- Staff Senate had a meeting in October which centered around compensation study
- Policies will continue to be updated.

Hearing no further questions or comments, Chair Brown called for a motion to approve the Human Resources Report. Trustee Daniels moved to approve and Trustee McIntyre seconded. The Motion Carried.

14) **Finance & Administrative Services Report –** Mr. Mike Beach reported:

- Capital projects approved at Finance Committee:
 - HVAC (\$15,000.) at PCC – compressor only
 - Cooling tower (\$167,000.) – main campus
 - Concrete work (\$182,000.)
 - ARC Flash training (\$45,000.)
 - Driver’s Education car (\$15,500.)

Trustee Garner commended Mr. Beach and Mr. Jeff Sixta for keeping the expenses below or at bid on these projects and commended the upgrades on the campus, as well. Trustee Garner also inquired about the little bridge across the duck pond as well as the marquees. Mr. Beach reported that work on the bridge would be upcoming and that the marquees were being built.

Mr. Beach reported on, and discussed, the 2017 county adjustment mil levy and stated that there would be a written summary for the Finance Committee. Mr. Beach stated that he and Marie Branstetter were working on a presentation for the Finance Committee, regarding the mil levy, and Trustee Criswell

expressed appreciation for the explanation as well as explaining the deviance. Mr. Beach reported that, for the financial health of the College, the Finance Dept. continues to build a financial reserve throughout the year. Mr. Beach reported that an institution should have about six months in reserves to continue to function and do what is necessary for the good of the students. Dr. Mosier stated that the monthly burn rate is six months at 30 mil, with the need to have 5 mil/month to pay all necessary fees. Hearing no further questions or comments, Chair Brown called for a motion to approve the Finance & Administrative Services Report. Trustee McIntyre moved to approve and Trustee Daniels seconded. The **Motion Carried.**

- 15) **Unfinished Business:** None for discussion; however, Trustee McIntyre interjected that she wanted to make everyone aware of, and to support, the Theatre Dept. and the productions presented at the Performing Arts Center. Trustee Criswell asked for follow-up on the Disaster Recovery update. Mr. Beach stated that Chief Schneider, Peter Gabriel, and he will meet to assess where “we are” and to include this information at the November meeting.
- 16) **New Business:** Dr. Mosier discussed the Food Drive in which the Board and he would be participating to support the KCKCC food pantry for students in need, with culmination at the November 13th Board Meeting. Chair Brown reviewed the 2018-2019 Board Goals as discussed at the October 13th Retreat. Chair Brown called for a motion to approve the goals. Trustee Ash moved to approve and Trustee Criswell seconded. The **Motion Carried.**
- 17) **Executive Session:** Chair Brown called for a motion to move to Executive Session with College Attorney, Greg Goheen, suggesting a time of 10 minutes, with action to follow. Trustee Daniels moved for Executive Session at 10:48, and return by 11:00 a.m. Trustee McIntyre seconded and the **Motion Carried.** The Board of Trustees returned to open session at 10:58 a.m. with the motion to return by Trustee Ash and seconded by Trustee Criswell.
- 18) **Adjournment:** Seeing no further business, Chair Brown called for motion to adjourn. Trustee Ash moved and Trustee McIntyre seconded. The **Motion Carried.**

The meeting of the Board of Trustees adjourned at: **10:59 A.M.**

ATTEST: _____
Chairperson, Rosalyn Brown

Secretary, Dr. Greg Mosier

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Recommendations for Payment November 13, 2018

CONSENT AGENDA – Item # B.

1. Approval in the amount of \$60,077.00 to **Dell Marketing LP** - replacement computers for those over five years old. Requested by Peter Gabriel.
2. Approval in the amount of \$29,486.20 to **SKC Communications Products, LLC** – Avaya Communications Solution – new phone system. Requested by Peter Gabriel.
3. Approval in the amount of \$26,200.00 to **Kaplan Higher Education Corporation** - Nursing testing software for the RN program. Requested by Dr. Tiffany Bohm.
4. Approval in the amount of \$11,194.40 to **Condensed Curriculum International** - Payment for Career Classes instructors – 2018 Fall ICD-10 Medical Billing & Coding & Medical Terminology. Requested by Dean Cheryl Runnebaum.
5. Approval in the amount of \$30,439.00 to **KJCCC** – payment for officials for M/W soccer, volleyball & basketball. Requested by Tony Tompkins.
6. Approval in the amount of \$11,200.00 to **Automation Dynamics, Inc.** (Trimdata Corp.)– One time start-up services package and annual software license user fee for the year ended June 30, 2018 for bookstore. Requested by Peter Gabriel.
7. Approval in the amount of \$31,876.00 to **Ingersoll Rand** – Equipment for the plaza area at TEC (20 HP Rotary Compressor, 660 Gal Tank, Tank Kit, Start Up, Installation). Requested by Cliff Smith.
8. Approval in the amount of \$64,724.71 to **Security Bank of KC** – COP SR 2013 Interest. Requested by Marie Branstetter.
9. Approval in the amount of \$40,174.00 to **Haas Factory Outlet** (sole source) – High speed tilting 2-axis rotary table w/cable and installation. Students will be able to train on the most current technological

innovation in CNC machine milling (Machine Technology). (FY19 Perkins Program Improvement Grant). Requested by Donna Shawn.

10. Approval in the amount of \$23,088 to **Hampden Engineering Corporation** (sole source) – Dissectible Motors Program AC/DC Power Supply Dissectible Wound rotor Motor. Students will be able to analyze, troubleshoot and comprehend the internal and external parts of motors (Electrical Technology). (FY19 Perkins Program Improvement Grant). Requested by Donna Shawn.
11. Approval in the amount of \$14,770 to **Automotive Equipment Solutions**. - Hunter Engineering Road force elite (wheel balancer). Discussions with industry advisory members have identified this type of wheel balancer to be the standard in most automotive shops. This will help the laboratory simulate the work environment students will encounter upon graduation (Automotive Technology). (FY19 Perkins Program Improvement Grant). Requested by Donna Shawn.
12. Approval in the amount of \$87,980 to **Lampton Welding Supply**. - Lincoln robotic education cell, Gen 3.0 advanced. More employers are using robots and have stated at the advisory committee meetings that the program should expand the robotic welding portion of the program (Welding Technology). (FY19 Perkins Program Improvement Grant). Requested by Donna Shawn.
13. Approval in the amount of \$20,889.75 to **Novak Birks PC** – professional service FY2018 Audit. Requested by Marie Branstetter.
14. October bills totaling \$3,932,098.50 includes September VISA bills of \$242,499.38.

Items for Ratification:

- \$19,426.32 to **McAnany, Van Cleave & Phillips, P.A. (MVP)** – Payment for 1/12 annual flat fee, service and expenses. Requested by Mike Beach.
- \$12,600.00 to **Pauly Group, Inc.** – Payment #2 for VP-AA search services (30% of the total). Requested by Mike Beach.



HUMAN RESOURCES REPORT November 13, 2018

Consent Agenda - # C

SEPARATIONS/INFORMATION

ACTION	NAME	JOB TITLE	DEPT	DIV	EFF. DATE
Resignation	Loya, Phyllis E.	Part-Time HR Assistant	Human Resources	President	10/26/18
Resignation	McPherson, Sheleah	Adult Education Transition Instructor	Adult Education	Health Profession	10/30/18
Resignation	Perez, Roy G.	Part-Time Tool Room Attendant	Automotive Technology	Technology & Workforce Development	11/09/18

RECOMMENDATIONS/APPROVALS

ACTION	NAME	JOB TITLE	DEPT	DIV	EFF. DATE	RATE OF PAY
New Hire	Jermey Rieck	Adjunct-English	English	AC&H	10/16/18	\$783.00 per credit hr.
New Hire	Maxwell, Tyra D.	Part-Time Adult Education Instructor	Adult Education	Health Professions	10/15/18	\$20.00 per hour
New Hire	Hawks, Alexis	Part-Time Adult Education	Adult Education	Health Professions	10/17/18	\$20.00 per hour
New Hire	Garrison, Melody	Motorcycle Instructor	Continuing Education	Health Professions	10/17/18	\$20.00 per hour
New Hire	Florence, Larra Lynne	Technical Assistant Student Success Center	Student Success Center	VP of Student Affairs	10/23/18	\$14.47 per hour
New Hire	Lawless, Ryan A.	Maintenance Worker	Buildings and Grounds	Finance	10/24/18	\$34,000 annually
New Hire	Williams, Janice M.	PT Lab Assistant-Nail Technology	Nail Technology	Technology and Workforce Development	10/31/18	\$22.96 per hour

New Hire	Randall, Anita	Technical Assistant	Admissions	VP of Student Affairs	11/05/18	\$17.93 per hour
New Hire	Garcia, Ismael	Information Specialist Professional	Computing Services	Information Services	11/05/18	\$47,000 annually
New Hire	Camacho Clay, Betsy Yamel	Admissions Specialist I	Admissions	VP of Student Affairs	11/05/18	\$17.31 per hour
New Hire	Pennewell, Alexandria	Evening Technical Assistant	TEC	Tec	11/05/18	\$15.87 per hour
Promotion	Biggs, Barbara	Administrative Assistant	MS & BT	VP of Academic Affairs	11/26/18	17.93 per hour
Promotion	Guzman, Gracie	Technical Assistant- Event & Scheduling	Information Services	Chief Information Officer	11/26/18	17.93 per hour

KANSAS CITY KANSAS COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
NOVEMBER 13, 2018 – 5:00 PM

AMENDMENT THE AGENDA – Reports

This is to replace the report submitted by Dr. Stephen Terry and is part of Dr. Delfi Wilson's Vice-President of Student Affairs report:

PCC Board report for Nov 2018

10/20/18 Twin City Initiative Fall Festival

A gathering hosted by community leaders in both Leavenworth and Lansing to bring services, food and clothing to the community members. It was a great turnout for the first time.

Comments from one of the representatives - I will estimate about 200 Visitors came. 10 agencies. I kept hearing that many did not know what PCC had to offer the community.

10/25/18 Lions luncheon

Marcia Irvine took 4 students from TEC programs to talk about their programs and experiences, and she also talked about traditional classes and STEM + program.

10/29/18 – Halloween Party – 237 attendees of students, their families, staff, faculty and community members.

11/2/18 – Chef Kelly and some of her students catered a wedding reception.

11/7/18 – Recruitment

We will be at Leavenworth High school for recruitment activities for the career programs, STEM+ and traditional classes.

11/9/18 – Career Awareness

We will host students from both Pleasant Ridge middle and Nettie Hartnett Education Quest program

11/12/18 Veterans Day parade

We will walk in the Veterans Day parade through downtown Leavenworth with students, staff and faculty. It is the largest and oldest parade west of the Mississippi.

11/16/18 – We will be hosting 237 middle school students for Career Awareness from Warren Middle School in Leavenworth

11/16/18 – Chef Kelly, Chef Alfredo, and their culinary students will be catering the Leavenworth Lansing Chamber of Commerce Board meeting.