

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

January 15, 2019 – 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

Pam Louis-Walden, Chair of the Board of Directors for the Henry Louis Center for Global Transitional Justice, to recognize Dr. Ewa Unoke, Associate Professor of Political Science, for establishing the Freedom High School in Liberia, Africa in 2011, the Ntsokara High School in 2017, and the Virginia Community College scheduled to open in Liberia in October, 2019.

6. Board Appointments and Assignments for the 2019 Calendar year.

- Officers of the Board
- Board of Trustees Assignments
- Representatives to College Committees
- Delegates

*2019 Assignments attached for reference.

7. Board Committee Reports

8. Consent Agenda:

- (Item A) Approval of Minutes of the December 18, 2018 Meeting
- (Item B) Approval of Recommendations for payment
- (Item C) Item(s) for Ratification
- (Item D) Approval of Personnel Items (H.R.)
- Approval of new Mileage rate (per IRS), effective January 1, 2019, .58/mile.
- Approval of the 2020-2021 Academic Calendar (**attached**)

9. Student Senate – Aliyah Shaw, President

10. **President's Report** – Dr. Greg Mosier
 - Resolution – Catholic Students' Celebration of Mass - dates for Spring Semester
11. **Marketing & Community Outreach Officer Report** – Ms. Tami Bartunek
12. **VP-Academic Affairs Report** – Interim VP, Dr. Ed Kremer
13. **VP-Student Affairs Report** – Dr. Delfi Wilson
14. **Information Services Report** – Interim CIO, Mr. Peter Gabriel
15. **Human Resources Officer Report** – Ms. Christina McGee
16. **Finance & Administrative Services CFO Report** – Mr. Mike Beach
17. **Unfinished Business** –
18. **New Business** –
19. **Executive Session** – To discuss non-elected personnel matters with College attorney to protect the privacy interests of the individual(s) to be discussed.
20. **Adjournment**

Next Meeting of the Board of Trustees - Tuesday, February 19, 2019 at 5:00 p.m. - ULJ

**Kansas City Kansas Community College
Minutes of the Board of Trustees Meeting
December 18, 2018**

CONSENT AGENDA - A.
Meeting Minutes

Upper Jewell

- 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 Christina McGee, Human Resources Officer.
- 2) **Roll Call:** Indicated the following present, Trustees: Donald Ash, Rosalyn Brown, Ray Daniels, Tyrone Garner, Linda H. Sutton and Janice McIntyre. Trustee Criswell attended via conference call.
- 3) **Approval of Agenda:** Chair Brown called for approval of the Agenda. Trustee McIntyre moved to approve. Trustee Criswell interjected that the language, for non-disclosure on the AOS Contract, be included under Unfinished Business as it was discussed at the November Board meeting. Trustee Garner seconded with stipulation of discussion of the AOS Contract be included under Unfinished Business. The **Motion Carried.**
- 4) **Audience to Patrons and Petitioners:**
Student Robert Myers, addressed the Board with concern about class/grade of 30 years plus and the statute of limitations and why is it necessary. Dr. Mosier stated that in cases, such as the field of health care, there needed to be a statute of limitations as fresh knowledge is necessary.
- 5) **Board Committee Reports:** Trustee Tyrone Garner reported on the following:
 - The Summer Youth Program is making adjustments for funding.
 - Discussion as to how to utilize the donated bus.
 - Assessing exact usage of the barn facility at TEC.
 - Positive improvements to the Campus, i.e. paint, signage, beautification, etc.
 - Looking at front entrance and any changes
 - Cost benefit analysis regarding tuition – right where we need to be. Would like to see impact of early enrollment.Trustee Ash reported on the following:
 - KACCT/COP meeting – preparing for state legislative session.
 - January 7th Wyandotte Legislative Delegation meeting. Will be discussing the Argentine area.
 - January 11th is the joint meeting of KCKCC and KCKPS at the USD 500 Offices.
 - ACCT Legislative Summit is February 10-13, 2019 in Washington D.C. There is opportunity to meet two of the newest representatives – Sharice Davids and Steve Watkins. There will be a reception, hosted by KACCT, to meet with representatives that Tuesday, February 12, 2019.
- 6) **Consent Agenda:** Chair Brown called for approval of the Consent Agenda with the removal of #5 of Item B. – Recommendations for Payment and to be voted on separately. Trustee Criswell moved to approve

the Consent Agenda without #5 of Item B. Trustee McIntyre seconded and the **Motion Carried.** Trustee Sutton asked to recuse herself from voting on #5 of Item B. Trustee McIntyre moved to approve #5 of Item B. Trustee Ash seconded and the **Motion Carried.**

7) **Student Senate Report** – President Aliyah Shaw reported on the following:

- November 28, 2018 was the Presidential Swap. Ms. Shaw sat in for Dr. Mosier and vice-versa. Ms. Shaw reported that she “felt included” in all of the meetings regularly scheduled for Dr. Mosier.
- Candle Lighting Ceremony was held December 5th. This is the first year that donations were accepted for student scholarships. A \$600.00 check was presented to the Foundation on behalf of Student Senate.
- Student Senate is currently running the election for Student Senate President at Pioneer Career Center.
- Five clubs participated in College Senate meetings.
- 250 students participated in the Finals Breakfast.
- 330 people attended Breakfast with Santa.
- Student Senate will be participating, along with the Drama Club/Theatre Dept., on a spring trip to K-State.
- Will be attending a conference in November of 2019 that will be very informative and helpful to new Student Senate members.

Chair Brown called for a motion approving the Student Senate Report. Trustee McIntyre moved to approve and Trustee Sutton seconded. The **Motion Carried.**

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

- The Presidential Swap and how much he enjoyed following Aliyah Shaw’s schedule.
- Looking for ways to increase communication. Board meetings are now streamed to everyone in the community at large. 353 visitors have visited the KCKCC Website
- Working on a partnership with Wyandotte and Leavenworth Counties
- The final full Pell draw-down has taken place
- Due to the closing of the Vatterott College campuses, KCKCC rapidly reached out to those students, closed out of their classes, and with Board approval, will offer in-state tuition.
- Information about the Strategic Plan will be deferred until later in the meeting.

Chair Brown called for a motion approving the President’s Report. Trustee Sutton moved to approve and Trustee McIntyre seconded. The **Motion Carried.**

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

- The Family Fund giving is up 20%
- \$1800 generated from the sale of the Chiefs’ Tickets
- A little over \$1,000 generated from Giving Tuesday Competition

- April 27th is the Hall of Fame

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

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

Dr. Kremer introduced Mr. Jerry Pope, Dean of Humanities, Arts, and Business, who introduced a few members of the KCKCC Jazz group, The Standard. As the students approached the podium, Mr. Pope reported that The Standard had recorded a CD of their music. The group was comprised of current students, former KCKCC graduates and community members. Student Hope Medis and community member, Patty Freeman both spoke of the honor of performing at Carnegie Hall. The piece The Standard performed was written in honor of the 100 year Armistice of WWI and was directed by Paul Mueller. Hearing no further questions or comments, Chair Brown called for a motion to approve the VP-AA Report. Trustee Sutton moved to approve and Trustee McIntyre seconded. The **Motion Carried.**

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

- Dr. Wilson thanked Aliyah Shaw
- Reported on the many student opportunities available at KCKCC
- Student Affairs hosted the December Graduation Dinner. 90 graduates participated. Marquis Harris, Coordinator of the Intercultural Center, was the guest speaker.
- Members of the Veterans' Center participated in the December 15th Wreaths Across America in Leavenworth County.
- The upcoming spring semester will see a decrease in the number of credit hours as well as student count.
- Trustee Ash noted that over four-hundred veteran students have signed up for assistance since the opening of the Veterans' Military Center
- Trustee Sutton asked why, according to the VP-SA report, over 1000 students have withdrawn and is there an early alert indicating why these students are withdrawing.

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

12) **Chief Information Officer Report:** Peter Gabriel reported on the following:

- Office 365 will be in effect upon College opening January 7th. Once someone is logged into Office 365 for e-mail, they will also be able to access Word, Excel, etc.
- Trustee Sutton thanked media services for including the live stream of the Board of Trustees Meetings.
- Trustee Criswell asked about the number of tickets being turned in and resolved for computer and/or e-mail problems.

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

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

There are no new H.R. updates and asked if anyone had questions regarding H.R.

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 Sutton seconded. The **Motion Carried.**

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

- Biggest thing is facilities services –
 - Concrete work is 100% complete
 - South bridge project is being fabricated indoors and should be in place by spring
 - Student Success Center is projected to be ready by the spring/summer semester
 - Marquee signs will be installed by the end of the week

Trustee Garner stated he applauded the improvement to the grounds and the progress being made.

Trustee Criswell commended the fact that the marquees are being built in-house

Mr. Beach stated that KCKCC is financially in “good shape” and that Finance is tracking both revenue and expenses. Checks and balances will help certain departments/division from over spending or going over their budgets. Mr. Beach stated that a mid-year department review will take place in January.

Hearing no further questions or comments, Chair Brown called for a motion to approve the Finance & Administrative Services Report. Trustee Daniels moved to approve and Trustee Garner seconded. The **Motion Carried.**

15) **Unfinished Business:**

- Dr. Mosier discussed the Child Care Facility project and “how can we re-open and not be cash strapped.” Dr. Mosier will be working on this project. As part of the discussion included was to, hopefully, have a fall 2019 start. There will be requests for proposals that will include looking at what the opening will do but be fiscally sound. The proposals will be submitted by the end of February. There will be bench marks for scoring as well as a process for the request for purchase, evaluation, and commitment by the service provider. The final commitment will take place by the end of May and, hopefully, a July 2019 opening. “We want to be fiscally conservative,” stated Dr. Mosier. Trustee Garner complimented Dr. Mosier for “taking the lead on the Child Care Center.”
- The AOS Contract with Cisco Products, regarding the language was discussed. There was a question as to whether to move forward depending on agreed upon language. Trustee Criswell stated that the non-disclosure clause should not be waived. Per Greg Goheen, College attorney, the contract has already been modified by McAnany VanCleave and Phillips (MVP Law).
- Trustee Garner asked Dr. Mosier if there was any thought about a diversity/inclusion manager in Human Resources.

16) **New Business:**

- Dr. Mosier discussed KCKCC’s Centennial Path guideline regarding Mission, Vision and Strategic Priorities. Dr. Mosier stated that there are five strategic priorities that will, eventually, be built in as action steps. Trustee Daniels asked what the process was that “got us to this point?” Dr. Mosier stated that there was discussion, at the Fall Convocation, about the Strategic Plan. It was also discussed at the Listening Session three different times with ideas brought to the Strategic Plan Committee. Trustee Daniels asked if there is a timeline on the Centennial path. Dr. Mosier responded that ideas and work will begin at the all-College Spring Convocation in January. It is expected that a full draft will be presented in May, 2019 and the final copy presented to the Board in June, 2019.
- There was discussion about the closing of all Vatterot College campuses. KCKCC would like to offer in-state tuition to any of those students wishing to enroll. Chair Brown asked for a motion to approve. Trustee Daniels moved to approve the in-state tuition fee and Trustee McIntyre seconded. The **Motion Carried.**

17) **Executive Session:** There were three Executive Sessions –

- I. Consultation with College attorney which would be deemed privileged in the attorney-client relationship. A time of 10 minutes was designated with “no action” to follow. Trustee Daniels moved to enter into Executive Session at 6:50 p.m. with a five minute transition (6:55) and to return by 7:05 p.m. Trustee McIntyre seconded and the **Motion Carried.**
- II. Consultation with College attorney which would be deemed privileged in the attorney-client relationship. A time of 10 minutes was designated and session will include Christina McGee, Human Resources Officer. Trustee Daniels moved to enter into Executive Session at 7:09 p.m. to return at 7:25. Trustee McIntyre seconded and the **Motion Carried.**
- III. Consultation with College attorney regarding personnel matters of non-elected personnel. A time of 45 minutes was designated with “no action” to follow. Trustee McIntyre moved to enter into Executive Session at 7:20 p.m. to return by 8:15 p.m. Trustee Sutton seconded and the **Motion Carried.**

18) **Adjournment:** Seeing no further business, Chair Brown called for motion to adjourn. Trustee Daniels moved to adjourn and Trustee Sutton seconded. The **Motion Carried.**

The meeting of the Board of Trustees adjourned at: 8:25 p.m.

ATTEST: _____
Chairperson, Rosalyn Brown

Secretary, Dr. Greg Mosier



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

HUMAN RESOURCES/PERSONNEL REPORT

January 15, 2019

CONSENT AGENDA – Item D

SEPARATION/ RETIREMENT INFORMATION

ACTION	NAME	JOB TITLE	DEPT	DIV	EFF. DATE
Separation	Butera, Christina	Adjunct Faculty- Audio Engineer	Audio Engineering	Arts, Communications and Humanities	12/19/18
Separation	Eickhoff, Michelle	Nursing Instructor	Nursing	Health Professions	12/19/18
Separation	Haile, Larry	Adjunct Faculty- Automotive	Automotive	Technology and Workforce Development	12/19/18
Separation	Hoehn, Regina	Technical Assistant	Entrepreneurship & Workforce Development	Technology and Workforce Development	12/19/18
Separation	Kraemer, Scott	Student Retention Coordinator	Admissions	Vice President of Student Affairs	01/07/19
Separation	Mzee, Martha W.	Transfer Technical Assistant	Registrar	Vice President of Student Affairs	01/07/19
Separation	Nguyen, Jimmy	Maintenance Worker	Buildings and Grounds	Chief Financial Officer	12/20/18

RECOMMENDATIONS/APPROVALS

ACTION	NAME	JOB TITLE	DEPT	DIV	EFF. DATE	RATE OF PAY
Temporary Adjustment to Salary for additional job responsibilities	Scott, Samantha B.	Professional Assistant-Information Services	Information Services	Chief Information Officer	07/23/18	\$47,239.62 annually
New Hire	Brunner, Michael	Pt Lab Assistant-Welding	Welding	Technology and Workforce Development	07/01/2018	\$39,015 annually
New Hire	Harrison, Dana C.	Adjunct Faculty-Criminal Justice	Criminal Justice	Social and Behavioral Sciences and Public Services	01/07/19	\$783.00 per credit hr.
New Hire	Krueger, Beth Ann	Vice President of Academic Affairs	Vice President of Academic Affairs	President	01/31/19	\$126,500 annually
New Hire	Pedroza, Susan M.	Part-Time Technical Assistant-Registrar's Office	Registrar	Vice President of Student Affairs	01/09/19	\$11.57 per hour
New Hire	Brunner, Michael T.	Part-Time Lab Assistant (Evening) Welding Technology	Automotive	Technology and Workforce Development	01/07/19	\$22.67 per hour
New Hire	Turvey, Martha C.	Pt Lab Assistant-Cosmetology	Cosmetology	Technology and Workforce Development	01/07/19	\$22.96 per hour
New Hire	McFarlane, Matthew	Adjunct Faculty-Computer Aided Drafting	Computer Aided Drafting (CAD)	Technology and Workforce Development	01/07/19	\$22.67 per hour
New Hire	Newton, Burlone	Part-Time Bus Driver	Athletics	Vice President of Student Affairs	01/09/19	\$15.00 per hour
New Hire	Personett, Donald J.	Part-Time Bus Driver	Athletics	Vice President of Student Affairs	01/09/19	\$15.00 per hour

Promotion	Maxwell, Tyra	Adult Education Transition Instructor	Continuing Education	Continuing Education	12/17/18	\$40,000 annually
Promotion	Fox, Melissa	TEC Bookstore Coordinator	TEC Bookstore	Chief Financial Officer	01/07/19	\$42,000 annually