

**Kansas City Kansas Community College
Minutes of the Board of Trustees Meeting
January 17, 2017**

CONSENT AGENDA - #A

Meeting Minutes

- 1) **Call to Order:** In Chairman Wendell Maddox's absence, Vice-Chairperson, Cathy Breidenthal called the meeting of the KCKCC Board of Trustees to order at 9:07 a.m. followed by the Pledge of Allegiance.
- 2) **Roll Call:** Roll Call indicated the following present: Trustees Ash, Breidenthal, Brown, Daniels, and Rios. Trustees Maddox and Townsend were unable to attend. Administrators present were Drs. Givens, Lindahl, and Walker.
- 3) **Reorganization of the Board of Trustees for the 2017-2018 Academic Year:** Vice-Chairperson Breidenthal announced that, due to the state statute for changing the dates of trustee elections, the Board of Trustees would vote on new officers for AY 2017-2018.
 - Vice-Chairperson Breidenthal called for nominations for Chairman. Trustee Daniels moved to nominate Trustee **John "J.D." Rios** for Chairman. Trustee Ash seconded and the **Motion Carried**.
 - Chairman Rios called for nominations for Vice-Chairman. Trustee Ash moved to nominate Trustee **Rosalyn K. Brown**. Trustee Daniels seconded and the **Motion Carried**.
The gavel was turned over to newly elected Chairman, John "J.D." Rios.
 - Chairman Rios called for nominations for Secretary. Trustee Ash moved to nominate **Dr. Doris Givens** to continue in her role. Trustee Breidenthal seconded and **Motion Carried**.
 - Chairman Rios called for nominations for Treasurer. Trustee Daniels moved to nominate **Dr. Susan Lindahl** to continue in her role. Trustee Brown seconded and **Motion Carried**.
- 4) **Agenda:** Chairman Rios called for a motion to approve the Agenda with the Amendment to the Consent Agenda Item #C, H.R./Personnel Items. Trustee Daniels moved to approve the Agenda with the Amendment to the Consent Agenda, Item #C. Trustee Brown seconded and the **Motion Carried**.
- 5) **Consent Agenda:** Chairman Rios called for a motion to approve the Consent Agenda. Chairman Rios stated that a correction needed to be made in the Minutes for #5 of the Amendment to indicate December not November. It was duly noted. Trustee Daniels stated that a correction needed to be made to the Resolution that was read at the *January 17, 2017* BOT meeting indicating who made the motion to approve the Resolution and who seconded. It was duly noted. *At the December meeting, Trustee Rios moved to approve the Resolution and Trustee Breidenthal seconded and the **Motion Carried**.* Trustee Daniels stated that on page 2 of the December Minutes, Trustee Rios had asked about the May and not the December Graduation. It was duly noted. Trustee Daniels stated that, on page 5 in Board Effect under the third bullet of the CFO's report, Dr. Lindahl stated at the December Finance Committee meeting that

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

there would be a hold on expenses. It was duly noted. Being no further corrections, Chairman Rios called for a motion to approve the Consent Agenda. Trustee Daniels moved to approve the Consent Agenda as amended. Trustee Breidenthal seconded and the Motion Carried.

- 6) **Audience to Patrons and Petitioners:** Chairman Rios called for anyone wishing to address the Board of Trustees. Seeing none, Chairman Rios moved to the next order of Business.
- 7) **Student Senate Report:** Chairman Rios called for the Student Senate Report. As this was the first day of classes for all students, there was not a Student Senate Report.
- 8) **Communications:** Chairman Rios called for Communications. Dr. Givens read the following two Resolutions for approval:
 - Alcoholic Liquor Resolution for the Celebration of Mass on January 25, February, 15, March 1, April 19, and May 10 in Upper Level Jewell. Trustee Daniels moved to approve the Resolution. Trustee Ash seconded and the Motion Carried.
 - Alcoholic Liquor Resolution for the 2017 Mid-America Hall of Fame Awards and Scholarship Event to be held at the Dr. Thomas R. Burke Technical Education Center. Trustee Brown moved to approve the Resolution. Trustee Ash seconded and the Motion Carried.
- 9) **President's Report:** Chairman Rios called for the President's Report. Dr. Givens reported on the following:
 - Congratulated Chairman Rios on being elected Chairman for the 2017 year.
 - Read a letter from the Kansas Board of Regents notifying KCKCC that the Board had approved KCKCC's performance agreement for AY 2017-2019.
 - Reported on the thank you notes from a college faculty member whose family was adopted, for the holidays, by the KCKCC Administration. The family, consisting of six children in a single parent household, had been struggling financially and experiencing difficulties during the holidays.
 - Announced that the Kansas Board of Regents Legislative Day will be Wednesday, January 18th at the state Capitol in Topeka.
 - Reminded everyone of the Phi Theta Kappa Recognition Luncheon on Thursday, February 16th in Topeka.
 - The next ACCT Legislative Summit is February 13-16th in Washington D.C.
 - Reported on attending the KCK Chamber Legislative meeting and that the KCK Chamber is supportive of a quality education that accommodates and includes a fair formula, a career-ready workforce, and money should not be taken from other two-year colleges in support of situations where a two-year college merges with a four-year university or college.
 - Reported on attending, and participating as one of the panelists for, the Federal Executive Board's Diversity Education and Cultural Awareness Committee's (DECA) Annual Martin Luther King, Jr. Training Luncheon on January 11th at the Reardon Center.

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

- The annual Martin Luther King, Jr. Day celebration, now chaired by Trustee Rosalyn Brown, hosted its annual celebration on January 16.
- The Black Achievers Dinner will be Thursday evening, January 19th at the Federal Reserve Bank.
- The interview committee for the Vice-President for Academic Affairs will be finalized and will meet Monday, February 23rd to select candidates to be interviewed.
- Presented a video of the January 10th Entrepreneurial Summit, which used to be Faculty In-service. Dr. Givens explained that the name was changed so that it included everyone. The video presented the Four Pillars of the Strategic Plan.
- Chairman Rios questioned the strategic direction and pillars for student success and asked if they were two separate items. Dr. Givens stated the pillars are guides in addressing the Strategic Plan. Trustee Daniels asked about a timeline for the final Strategic Plan. Dr. Givens replied that it's on the college website. Trustee Daniels again asked about the timeline and the goals of the Strategic Plan with Dr. Givens responding that the assigned groups, working on the Strategic Plan, were responsible for the timeline and goals. Dr. Lindahl stated that the indicators would be tied to funding and that there should be a report regarding the date at the February BOT meeting. Dr. Givens stated that rather than having a static Strategic Plan with goals, it would be a living, breathing document. Trustee Daniels asked about *completion*, in reference to one of the pillars, Recruit/Enroll/Retain. Dr. Lindahl responded that completion was part of retention. Trustee Rios stated "completion" needs to be noted as part of the fourth pillar itself. Dr. Stephen Terry, Associate Dean of Enrollment Management, explained that the Higher Learning Commission's requirement is that of *attainment* and not completion. There was further discussion on including "completion" or "attainment" to the fourth pillar. It was decided that "Goal Attainment" needed to be added to the fourth pillar as "Recruit/Enroll/Retain/Goal Attainment." Trustee Rios asked that all direct reports include which of the four pillars are being addressed and asked Peggy to include the four pillars in all headings as a reminder to the Trustees.
- Trustee Daniels asked Dr. Givens if each Trustee could get a copy of the KBOR Report.

Chairman Rios asked approval of the President's Report. Trustee Daniels moved to approve the report. Trustee Breidenthal seconded and the Motion Carried.

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

- Full-time faculty CAD instructor, Larry Schmitendorf and his mentee, Adam Sullivan, recently had the honor of meeting with Governor Samuel Brownback. Mr. Schmitendorf and Mr. Sullivan were one of three faculty member/mentee pairs to have this honor.
- The Pioneer Career Center is working on improving person-to-person service for the students and institutional vibe. Dr. Walker thanked Mr. Jeff Sixta and the Buildings & Grounds crew, Dr. Marisa Gray and Andrica Wilcoxon for helping to "improve the institutional vibe."

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

- Dr. Walker asked Dr. Jelena Ozegovic to update the Board on the use of Blackboard. Dr. Ozegovic reported that by the Fall Semester, over 800 classes would be available for access on Blackboard. Dr. Ozegovic reported that seventy faculty, already familiar with Blackboard, had been trained on how to run various reports and other faculty, not familiar with Blackboard, have also been trained.
- Trustee Daniels, in referring to Dr. Kremer's report, asked about the selection of the 23 students in Cultural Outreach and what they were being honored for. Dr. Kremer responded, that it's for their participation and achievement for the Biz Fest Scholarship.

Chairman Rios asked approval of the Vice President for Academic Affairs report. Trustee Breidenthal moved to approve. Trustee Brown seconded and the Motion Carried.

11) Chief Financial/Operating Officer Report: Dr. Susan Lindahl reported on the following:

- Improvements on campus, especially in the Student Success Center. Dr. Lindahl suggested a possible tour of that area at the next Board of Trustees meeting in February.
- The Fieldhouse now has new, accessible bleachers, making the stairs safer.
- Administrators, Faculty, College, and Staff Senates, in preparation of the Conceal Carry legislation, are working on a policy prohibiting weapons on campus.
- Ms. Tami Bartunek, Executive Director of the KCKCC Foundation, gave a report on the April 15th Hall of Fame and Scholarship Gala and reported the receipt of \$2500.00 from Blue Cross, Blue Shield and a check from Coca Cola for \$15,000.00. She reported on the recent check, presented to Dr. Givens, Dr. Lindahl and Ms. Bartunek, from Mechanic Sales of the Midwest in the amount of \$5,000.00, a promised check from Security Bank in the amount of \$10,000.00 as well as a check from a KCKCC Alum, Ms. Rosalyn Long, a retired nurse, in the amount of \$1,000.00. Ms. Bartunek reported that last week was the formal kick-off of the Mid-America Educational Hall of Fame Awards and Scholarship event. Trustee Ash asked Ms. Bartunek how much more she needed to raise with her response that she would like a total of at least \$200,000.00, gross.
- Dr. Stephen Terry reported that, per the Enrollment Report, there had been an 18% three-year enrollment decline and referenced the packet distributed to each Trustee and Administrator. Dr. Terry stated that this semester's headcount was even with the previous year at this time. Dr. Delfina Wilson reported on retention and goal attainment and said, Retention Specialist, Scott Kremer, would be conducting a student survey geared toward students who withdraw from the college. One of the questions on the survey will be, "What could we do, as a college, to change." Chairman Rios requested that Mr. Kremer attend the next Board of Trustees meeting so the Trustees could meet him.
- Chairman Rios reported on an article in the Kansas City Business Journal which did a cost comparison of affordability, among the community colleges, that indicated KCKCC was the lowest. Dr. Lindahl stated there would be an investigation to compare KCKCC costs with other community colleges and what the financial impact, especially with regard to salaries, will be. Dr. Lindahl stated that, unfortunately, the cost comparison ranked two and four year colleges together and doesn't

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

give a true picture. She also stated that the college has not received notification of what the final reduction from the state will be and whether or not it will be 5%, an amount of \$507,000.00.

Chairman Rios asked for a motion to approve the CFO/COO report. Trustee Ash moved to approve the report. Trustee Breidenthal seconded and the Motion Carried.

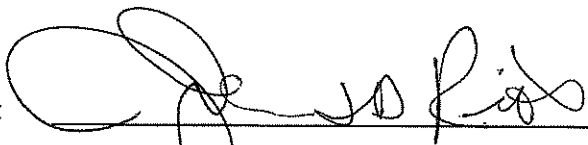
Chairman Rios asked if there were any questions about the Finance Report. Hearing none, Dr. Lindahl stated that the calendar year concluded with a positive cash balance. Chairman Rios commented on the Electrical Usage report and stated that this year-end had the lowest kilowatt usage in the college's record keeping and that the cost was the lowest in eight years, despite the fact that kilowatt cost is the highest in record keeping.

12) **Miscellaneous:** Chairman Rios called for Executive Session to discuss nonelected personnel matters to protect the privacy interests of the individual(s) to be discussed and for consultation with the college attorney on a matter protected by the attorney-client privilege. Dr. Givens suggested a time of 30 minutes. Chairman Rios concurred that a 30 minute session would be needed with a 5 minute transition. Trustee Ash moved to adjourn to Executive Session at 10:30 a.m. with no action to follow. Trustee Brown seconded and the Motion Carried. As the trustees were adjourning to Executive Session, Trustee Daniels expressed his appreciation and thanked Trustees Maddox and Breidenthal for their dedication to their Board positions for the past two years. Trustees returned from Executive Session at 11:10 a.m.

13) **Unfinished Business:** Chairman Rios called for a motion to adjourn. Trustee Brown moved to adjourn. Trustee Breidenthal seconded and Motion Carried.

The meeting of the Board of Trustees adjourned at 11:15 a.m.

ATTEST:



Chairman



Secretary