

**Kansas City Kansas Community College
Minutes of the Board of Trustees Meeting
April 18, 2017**

CONSENT AGENDA - #A
Meeting Minutes

- 1) **Call to Order:** Chairman Rios called the meeting to order and asked everyone to stand for the Pledge of Allegiance. The Pledge was led by Padam Biswa, an evening ESL student who received his U.S. Citizenship March 21, 2017.

- 2) **Roll Call:** Indicated Trustees: Ash, Breidenthal, Brown, Daniels, Maddox, and Rios present along with administrators: Drs. Givens, Lindahl, and Walker.

- 3) **Agenda:** Chairman Rios asked for a motion to approve the Agenda. Trustee Brown made a correction to the spelling of her name-Rosalyn K. not Rosalyn A. The correction was duly noted. Trustee Daniels asked that the Resolution Proposal for Educational Equity/Gender Identity, under Communications, be removed from the Agenda until it has been fully vetted. His request was duly noted. Trustee Maddox moved to approve the Agenda as Amended by Trustees Brown and Daniels. Trustee Breidenthal seconded and the **Motion Carried.**

Following approval of the Agenda, Chairman Rios announced the swearing in of Trustee Tyrone A. Garner, filling the vacancy of Clyde Townsend. Mr. Garner was sworn in by the Honorable Jennifer Orth Myers. Following his swearing in, Trustee Garner offered several remarks of gratitude and thanks to the Board of Trustees and said he hoped to continue to support the students of KCKCC, and their education, standing “on the shoulders of Clyde Townsend.” Following Trustee Garner’s remarks, Chairman Rios invited everyone to the “Meet & Greet” for the two newest Trustees....Rosalyn K. Brown and Tyrone A. Garner. The Meet & Greet lasted approximately 20 minutes.

- 4) **Consent Agenda:** Chairman Rios called for a motion to approve the Consent Agenda: Trustee Daniels stated that he wanted to amend the Agenda to add the Financial Report and Electrical Usage Report. Trustee Daniels moved to approve the Consent Agenda and Trustee Brown seconded. The **Motion Carried.**

- 5) **Audience to Patrons and Petitioners:** Chairman Rios asked if anyone wanted to address the Board. Hearing or seeing no-one, Chairman Rios moved to the next order of business.

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6) **Student Senate Report:** In the absence of the President and Vice-President of Student Senate, another member, Enrique-Bradley Lopez gave the Student Senate report. Mr. Lopez updated everyone on recent activities and announced that he is running for Student Senate President!

The following was reported:

- o F.B.O.E. Fashion Show was a great success
- o Upcoming Allied Self-Defense Camp for both men and women
- o Poetry Slam
- o Day of Silence
- o Unspoken Word
- o Last Student Senate meeting - Wednesday, April 26th
- o May 1st is last day to register to vote in Student Senate elections
- o May 5th Cinco de Mayo celebrations
- o April 26th is the Career/Job Fair at the Fieldhouse
- o May 6th is the Wellness Walk from 8-11:00 a.m. beginning at the Commons
- o May 4-5 are Student Senate elections

7) **Communications:**

- Art Gallery Curator, Shai Perry gave an update on the recent art competition. Ms. Perry presented five of the winners who presented their works for the Board of Trustees and audience. Ms. Perry reminded everyone of the April 25th KCK Young Professionals steering committee meeting in the Art Gallery.
- Ms. Tami Bartunek introduced Ms. Melissa Clark who presented Dr. Givens with a Fairfax Industrial Association plaque in partnership with KCKCC.
- Everett Fletcher, Ad Astra scheduler, gave an update and progress being made to go to full Ad Astra scheduling for all events as well as classes on the main campus, TEC and PCC. Mr. Everett stated that this will be “centralized” scheduling and that, eventually, there will be electronic screens outside of all conference rooms with the daily meeting schedules. Trustee Daniels requested a copy of the fee schedule at the May BOT meeting.
- Chairman Rios asked Dr. Givens to read, for approval, the following Resolutions:
 - o Resolution regarding the consumption of alcohol, Tuesday, April 25, 2017 in the Art Gallery of KCKCC. Trustee Breidenthal moved to approve the resolution. Trustee Brown seconded and the **Motion Carried.**
 - o Resolution regarding the consumption of alcohol, Thursday, May 4, 2017 in the gymnasium of the Pioneer Career Center. Trustee Maddox moved to approve the resolution. Trustee Daniels seconded and the **Motion Carried.**

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- o Resolution regarding the consumption of alcohol, Thursday, May 11, 2017 in the Academic Resource Center at the Pioneer Career Center. Trustee Daniels moved. Trustee Brown seconded and the **Motion Carried.**
- o Resolution Proposal on Immigration - in support of adhering to FERPA guidelines with regard to students, faculty, and staff regardless of national heritage or immigration status. Continue to uphold, support, and join with over 600 other colleges and universities in signing the “College and University Presidents” Call for the U.S. to uphold and continue DACA petition. Trustee Breidenthal moved to approve the Resolution Proposal. Trustee Daniels seconded and the **Motion Carried.**

Trustee Breidenthal questioned what other community colleges are doing in support of the immigration policy. Trustee Ash stated that nothing had come out, as of yet, but that there would probably be dialogue regarding the resolution at the June 9-10 Quarterly KACCT/COP meeting. Trustee Daniels congratulated College Senate for initiating the policy.

8) **President’s Report:**

- In reading her letter of support, for the Immigration Resolution Proposal, Dr. Givens stated, “We want to state clearly that we support our students, faculty, and staff, regardless of national heritage or immigration status. We value the contributions to our community from the many people from other parts of the world who study and work here. We will safeguard the dignity and humanity of all individuals on our campus.”
 - Read a letter of gratitude and appreciation from student, Jill Salinas in Digital Art. Ms. Salinas expressed her appreciation for the experiences, education, opportunities and the valuable supervision of her instructors and the administrators at KCKCC.
 - Read a letter from the Kansas Board of Regents notifying Dr. Givens that our institution met or exceeded all three of the Outcome Metrics in the Licensed Practical Nurse Program. As a result, KCKCC will receive \$5,000 in incentive funds that must be spent on Carl Perkins eligible programs.
 - Read a letter from the Kansas Board of Regents notifying Dr. Givens that the Perkins State Leadership Grant Application for the Integrating Academics with CTE for FY ’18 has been approved by KBOR. The grant award is \$26,495.80.
- Chairman Rios asked approval for the President’s Report. Trustee Ash moved to approve the report. Trustee Maddox seconded and the **Motion Carried.**

9) **Interim Vice-President for Academic Affairs Report:** Dr. Walker reported on the following –

- Announced the 25th Anniversary of the Wellness & Fitness Center and recognized Mr. Rob Crane, Director. The Center hosted an Open House in honor of their anniversary.

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- Saturday, April 8th was the closing ceremony for the Saturday Academy. Saturday Academy has been under the direction of Dr. Ed Kremer. This year's program had over 500 attendees.
- The Ethnic Festival was held Saturday, April 15th, at the Field House and was under the direction of Dr. Curtis Smith. This was the 11th year of the festival.
- Professor Michael James hosted a training session for the Kansas Dept. of Ageing and Disabilities, April 1-8. Professor James has also completed the required training to become an Approved Supervisor for the state of Missouri.
- The Health Professions Fun Day was held April 6th with over 100 students participating. The focus was to improve interdisciplinary communication and teamwork.
- KCKCC Kids on Campus Summer Day Camp runs from June 5th – July 28th and is for ages 8-18. The art work for the flyers was done by KCKCC art student, Jackie Clark.
- The Pioneer Career Center will host the Dedication Ceremony, *A Fallen Comrade Table*, on April 27, 2017 at 7:00 P.M. The event is free and open to the public.
- The Wellness & Fitness Center is hosting the 13th Annual Blue Devil 5k & Kids Trot on Saturday, May 6, 2017 at 8:00 a.m. Dr. Givens announced that her Cabinet is participating!
- Dr. Delfi Wilson reported that 20 out of 70 students had been surveyed as part of the Early Alert Program encouraging students to continue working on their certification or Associates' Degree. Mr. Scot Kramer reported that 1700 letters had been sent to students, who had withdrawn from the college, asking their reason for their withdrawal. Of the 1700 mailed, 80 were returned.

Trustee Donald Ash asked about the IRS data retrieval tool that had been down. Finance Director, Mary Dorr, stated that the tool was no longer in use due to a data breach. Ms. Dorr stated that this was one of the ways that students applied for financial aid. At this point, Chairman Rios extended his appreciation to staff for working with the students and "going the extra mile."

Dr. Stephen Terry reported on the *Summer MELT* at KCKCC and said that 26% of the students went on to enroll. Trustee Daniels asked if there was a listing of all students with information regarding their degrees, interest, etc. Admissions Director, Tina Church Lewandowski reported that their Division would be calling approximately 5000 students to gather that very information.

Trustee Maddox inquired as to the recent meeting Dr. Walker had with the Mayor of Lansing, Mayor Mike Smith. Dr. Walker reported that Mayor Smith was pleased that tech ed. courses were offered at the PCC but also gave Dr. Walker other leads for contacting potential students. Dr. Stephen Terry stated that it had been approved to hire another recruiting coordinator who will concentrate on the Lansing, Leavenworth, and Tonganoxie area.

10) Chief Financial/Operating Officer Report:

- Dr. Lindahl gave clarification on the monthly charges of the College attorney, Mr. Greg Goheen and McAnany, Van Cleave & Phillips, law firm. Dr. Lindahl reported that during the RFP process, different fee proposals were requested. The clarification is that option B, or a flat monthly flat rate, will be used. Dr. Lindahl reported that the reason was that this is the best way to have control of costs. Mr. Goheen stated that, the first 6 month statements could reflect an hourly rate and then the next 3 months a flat fee could be initiated. Dr. Lindahl stated that, for budget purposes, an average flat fee seemed to work best. Mr. Goheen stated that MVP could offer a discount for the first three months, which would be part of Option B. Chairman Rios asked for a motion to approve Option B for MVP invoicing the College. Trustee Breidenthal moved to approve Option B. Trustee Maddox seconded and the **Motion Carried.**

The second item to be approved, under Dr. Lindahl’s report, is permission to separate audio recording equipment purchased with Perkins funds. Chairman Rios asked for a motion to approve the disposal of audio recording equipment by sale to the highest bidder. Trustee Daniels moved to approve.

Trustee Ash seconded and the **Motion Carried.** The vote indicated the following:

Ash	<u>Y</u>	Garner	<u>Y</u>
Breidenthal	<u>Y</u>	Maddox	<u>N</u>
Brown	<u>Y</u>	Rios	<u>Y</u>
Daniels	<u>Y</u>		

- Prior to Dr. Lindahl’s Budget presentation, Chairman Rios discussed the infrastructure vendors and those who worked alongside. Chairman Rios expressed that it might be a nice gesture to invite those students, and KCKCC employees who worked with the vendors, to the June Board of Trustees meeting to be recognized as an expression of gratitude. Dr. Lindahl spoke of the Budget Workshops and stated that both had been reviewed by Finance Committee. Trustee Daniels commented that it was good to have Kaaren Fife back to help with *goal attainment*. Dr. Lindahl reported that the cost of health insurance would increase nearly a million dollars with the current company. Chairman Rios asked if there were any questions for the May-June Board of Trustees Meetings. Trustee Daniels asked that an update regarding the K-12 lawsuit be presented at the next Board of Trustees meeting. Ms. Tami Bartunek, Executive Director of Foundation, reported that she will have an update on the Gala at the May meeting. Before approving the CFO/COO’s report, Trustee Maddox stated that he would like to reconsider his “no” vote on the disposition of audio recording equipment. Chairman Rios asked for approval for Dr. Lindahl’s report and the March Financials. Trustee Ash moved to approve. Trustee Maddox seconded and the **Motion Carried.**

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11) **Committee Reports:** Trustee Ray Daniels reported on the following:

- Weapons Policy - Asked approval for *first read* of the policy. Trustee Ash moved to approve the *first read*, as presented. Trustee Maddox seconded and the **Motion Carried.**
- BP1100 / Compliance Procedure Policy – Asked approval for *first read* of the policy. Trustee Brown moved to approve the *first read*, as presented. Trustee Breidenthal seconded and the **Motion Carried.**
- Survey Policy – Asked approval of the Survey Policy. Trustee Daniels moved acceptance of the policy. Trustee Breidenthal seconded and the **Motion Carried.**
- Computer and Network Use Policy – Trustee Daniels moved acceptance of the policy. Trustee Ash seconded and the **Motion Carried.** Trustee Daniels asked how IT disseminates use on the website with Dr. Abouelenein’s response, “We send out notification.” Trustee Brown asked for an update of the community college students and workers scheduled to meet next week to help with placement. The response was that current workers were being accessed.

12) **Miscellaneous:** Chairman Rios called for Executive Session to (1) discuss nonelected personnel matters to protect the privacy interests of the individual(s) to be discussed, and (2) for consultation with college attorney on a matter protected by the attorney-client privilege to protect the board’s position in administrative proceedings. A session time of 45 minutes, with no action to follow, was requested with five minutes transition time. Trustee Ash moved to convene to Executive Session. Trustee Brown seconded and the **Motion Carried.** Transition time began at 11:54 AM with the Executive Session beginning at 12:05 PM. The Trustees returned from Executive Session at 1:00 PM.

13) **Unfinished Business:** Trustee Maddox stated that he wanted to change his “no” vote, regarding the disposal of audio recording equipment purchased with Perkins funds, to a “yes” vote but wanted to review the policy regarding the disposition of property purchased with Perkins funds. Dr. Lindahl stated that she will have Donna Shawn, Director of Perkins Funds, write a full report on what they reviewed to dispose the audio equipment. College attorney, Mr. Greg Goheen stated that the college could go ahead and dispose of the equipment but the policy needed to be reviewed. Trustee Daniels suggested that that take place at the May meeting.

14) **Adjournment:** Being no further business, Chairman Rios asked for a motion to adjourn. Trustee Garner moved to adjourn. Trustee Brown seconded.

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The meeting of the Board of Trustees adjourned at **1:05 PM**.

ATTEST: _____

Chairman

Secretary