

CONSENT AGENDA - #A
Minutes of July 12, 2016

Kansas City Kansas Community College
Minutes of the Board of Trustees Meeting
July 12, 2016

- 1) **Call to Order:** Chairman Maddox called the Board of Trustees meeting to order at 9:04 a.m. and asked Kim Lutgen to lead the Pledge of Allegiance.
- 2) Immediately following the Pledge, Ms. Rosalyn Brown was sworn in by MVP attorney, George Halper. Trustee Brown was voted to fill the vacancy left by the passing of Ms. Mary Ann Flunder.
- 3) **Roll Call:** Roll Call indicated that all seven Trustees were present: Trustees Ash, Breidenthal, Brown, Daniels, Maddox, Rios, and Townsend. Administration on the dais were: Dr. Givens, President, Dr. Lindahl, CFO-COO and Dr. Walker, Interim V-P for Academic Affairs.
- 4) **Approval of Agenda:** Chairman asked approval of the Agenda. Trustee Rios moved approval of the Amended Agenda. Trustee Townsend seconded. Trustee Daniels corrected that the approval needs to be *Approval of the Minutes* on the Amended Agenda. Trustee Rios suggested approval could come during approval of the Minutes in the *Consent Agenda*.
- 5) **Approval of Appointments and Designations for the 2016-2017 Academic Year:** Chairman Maddox asked that, in lieu of the exclusion from the Agenda for approval of the designated officers for the 2016-2017 Academic Year, for a motion to add it to the Agenda. Trustee Townsend moved to add it to the Agenda. Trustee Rios seconded and motion carried.
 - Chairman Maddox called for a motion extending the time of service for the current officers of the Board. Trustee Rios moved approval of extending the current officers of the Board to January 2017. Trustee Breidenthal seconded and the motion carried. Those officers are:
Chairman – Wendell Maddox
Vice-President – Cathy Breidenthal
Secretary – Dr. Doris Givens
Treasurer – Dr. Susan Lindahl
 - Trustee Rios, in referencing recent information from the Kansas Legislature – HB2104 regarding changes in local election dates for all trustees/board members, asked about the term of the current Trustees being extended until December 2017 and that the newly elected Trustees will begin service January 2018. Trustee Daniels moved that the three trustees up for election this year be extended through December 2016. Four trustees term will be up in 2018 and their term would then be extended until December 2019. Trustee Ash stated that he thought the Board needed a resolution to make those changes. Trustee Daniels questioned whether the Board wanted to table the motion until a resolution could be read. Chairman Maddox asked for a motion to table voting on the extension of

trustees. Trustee Daniels moved to table voting on the extension of officers until a resolution could be prepared. Trustee Breidenthal seconded and the motion carried.

Bank Depositories

Trustee Rios stated that the list of bank depositories will need to go out for bid in the fall but suggested that the current bank depositories remain until such time, as the Finance Committee is concerned about their investments. Once new bank depositories are voted on, they would become effective in July, 2017. Dr. Lindahl read the list of bank depositories that will be in effect until July 2017 are:

Security Bank
Country Club Bank
Brotherhood Bank of Labor
Liberty Bank & Trust
UMB Bank

Chairman Maddox called for a motion to approve the current bank depositories. Trustee Daniels moved approval. Trustee Ash seconded and motion carried.

Renewal of Auditors

Dr. Lindahl suggested the college continue this year with the current auditors and audit firm, Bill Miller and Novak Birks, P.C. Trustee Rios stated that the Finance Committee has reviewed continuing with Novak Birks and said they were satisfied with their support. Trustee Rios stated that this will be their third, and final year, and then the Finance Committee will go out for bids for the 2017-2018 academic year. He did state that Novak Birks could also be included in that bid to be rehired. Trustee Daniels asked if there was a change in cost using them for this final year of service. Dr. Lindahl responded that there would be an increase but it was part of the federal and government requirements for minimal cost in relationship to their service. Chairman Maddox called for a motion to continue with Novak Birks and Bill Miller. Trustee Daniels moved. Trustee Breidenthal seconded and the motion carried.

Naming of Official College Newspaper

Chairman Maddox called for a motion to continue with The Wyandotte Echo as the official college newspaper. Trustee made mention that the college uses other newspapers and means of advertising college news. Trustee Rios motioned to continue with The Wyandotte Echo. Trustee Breidenthal seconded and the motion carried.

Appointment of Freedom of Information Officer

Chairman Maddox called for a motion recommending Dr. Baz Abouelenein as the Freedom of Information Officer. Trustee Breidenthal moved approval. Trustee Ash seconded and the motion carried.

Confirm 2016-2017 Board of Trustees Meeting Calendar

Trustee Daniels asked if the Board wanted to change the meeting date on the January and February calendar as both dates follow a holiday and would then fall on the second Tuesday of those months. Trustee Rios suggested that the reason for moving meetings to the third Tuesday was to allow the Finance Dept., that week before the meetings, time to prepare all the reports accurately. Chairman Maddox called for a motion to move all Board of Trustees meetings to the third Tuesday of each month, effective with the August meeting. Trustee Daniels moved for approval. Trustee Rios seconded and the motion carried.

6) **Confirmation of 2016-2017 Board of Trustee Assignments**

Chairman Maddox stated that there is one change on the Committee Assignment List and that is on College Relations deleting Chairman Wendell Maddox and adding Trustee Ray Daniels. Chairman Maddox called for a motion to approve the amended committee assignments. Trustee Rios moved to approve the amended assignments. Trustee Townsend seconded and the motion carried.

Chairman Maddox asked for approval of the Compliance Officer, which needed approval earlier, with the addition of Alfonso Zarate. Trustee Daniels moved to approve Alfonso Zarate. Trustee Breidenthal seconded and the motion carried.

Chairman Maddox asked for a motion approving the Representatives to College Committees 2016-2017. Trustee Breidenthal moved approval. Trustee Rios seconded and the motion carried.

Chairman Maddox asked for a motion approving Don Ash as the delegate to ACCT and KACCT. Trustee Daniels recommended that the Board vote to approve Don as well as the Chairman of the Board to act as the alternate, so there would essentially be two delegates. Trustee Daniels moved to approve Don Ash as the representative and the Chairman of the Board to be the alternate. Trustee Breidenthal seconded and the motion carried.

7) **Consent Agenda:**

Chairman Maddox asked for a motion approving the Consent Agenda. Trustee Daniels asked for an explanation of the 18 Capital Group Contract. Dr. Lindahl stated that the 18 Capital Group is the owner of the Royal Ridge Apartments, the entity with which we have been negotiating the lease for the Royal Ridge Apartments. Dr. Lindahl explained that we have a one year lease with the Group. Trustee Rios stated that the Finance Committee had reviewed the contract and that the rate given is favorable. Trustee Rios stated that, for public notice, the college had nearly a \$260,000 loss previously with student housing. With a contract with the 18 Capital Group, the loss will change to \$39,000, which is a substantial change. Trustee Rios said this is good for enforcement as we are paying low market value when in the past it was high market value. Trustee Ash moved to approve the Consent Agenda with the Amendment to the Minutes of the June 21, 2016 BOT meeting. Trustee Townsend seconded and the motion carried.

- 8) **Audience to Patrons and Petitioners:** Mr. Murrel Bland came forward thanking the Board of Trustees for the opportunity to address the Board. Mr. Bland stated that he was appearing on behalf of Business West and expressed his appreciation for the cooperation from the Board of Trustees. Mr. Bland requested that, when the Board is considering the Budget for the 2016-2017 year, to “Hold the line on property taxes.” Trustee Rios, in responding to Mr. Bland, stated that the Trustees recently completed the Budget for publishing and that there are no increases in either the mil or tuition. Next to address members of the Board, Faith Moody, and several members of Staff Senate, came forward to present an appreciation certificate to Campus Police thanking them for all that they do for our campus and for the sacrifice they, and their families, make daily.
- 9) **Communications:** Dr. Givens gave the following communications:
- Asked Dr. Tiffany Bohm, Dean of Nursing and Allied Health, to come forward as she read the recent award Dr. Bohm recently received, the F.A. Davis Award for Outstanding Physical Therapist Assistant Educator. This award recognizes individuals who demonstrate a commitment to education through activities that advance, promote, and define physical therapist assistant education and encourage the delivery of high-quality physical therapist services.
 - Asked Rob Crane, Director of the Wellness and Fitness Center, to come forward as she read the recent recognition of the Center. City Beat News recently recognized the KCKCC Wellness and Fitness Center as having earned top ratings and the 2016 Spectrum Award for Service Excellence. Mr. Crane thanked Dr. Givens for the recognition.
 - Dr. Givens reported that Governor Samuel Brownback would be speaking at the KCK Congressional Forum, Friday, July 15th at the Jack Reardon Center.
 - Asked Karalin Alsdurf, Director of Alumni Association, to come forward and report on the positive comments in the recent Alumni Association Newsletter. Ms. Alsdurf reported that there are currently 560 registered alumni members of KCKCC.
- 10) **President’s Report:** Dr. Givens reported on the following:
- Announced the hiring of a new Dean and Associate Dean in Enrollment Management Division: Dr. Delfina Wilson, Dean of EMD and Dr. Stephen Terry, Associate Dean of EMD. Dr. Givens stated that two very outstanding candidates had been interviewed and it was decided to hire both. Dr. Wilson and Dr. Terry will begin effective July 18. Dr. Givens reported on the physical changes that will take place in the EMD Division.
 - Reported on changes and additions to the Library as well as the renaming which will be the *Learning Commons*. Dr. Givens announced that the *Learning Commons* will include a coffee bar. One of the newest additions to the *Learning Commons* will be the Center for Teaching Excellence. This was one of the Innovation Proposals submitted by Dr. Jelena Ozegovic and will be headed by Dr. Ozegovic.
 - Dr. Givens reported that everyone will begin hearing new terms regarding procedures and/or location on the campus. The terms Disruptive Innovation & Leadership, Entrepreneurial College are a few of the new terms that will be heard on campus. Dr. Givens asked approval for her report. Trustee Rios moved to approve the President’s Report. Trustee Breidenthal seconded and the motion carried.

11) **Student Senate Report:** As students have not yet returned to campus, there will not be a report from Student Senate until the August 16 Board of Trustees meeting.

12) **Interim Vice-President for Academic and Student Services:** Dr. Cherilee Walker reported on the following:

- The May, 2016 graduation passing rate, for the students in Allied Health & Nursing, is at 100%. Dr. Walker also reported on the recent, and first, site visit for the Medical Assistant Program and Director, Mr. Tim Doerr.
- Reported on the *Standard*, choral group under the direction of Mr. John Stafford, and the event to which they will be attending and performing in Minneapolis, MN, the American Choral Director's exhibit.
- Reported that the orientation in Student Advising Center, led by Carla Pestock, had 282 attendees. Dr. Walker reported that Student Advising is emphasizing the importance for new students to attend. Trustee Daniels stated that orientation is the critical piece to a student's enrollment and posed the question as to how do we get more students involved?
- Dr. Walker reported on the positive impact of mandatory advising for those students with less than 30 credits. Mandatory advising has been active on the KCKCC campus since 2012 – since that time, KCKCC has had 62 graduates, from the program in which they enrolled and had been in mandatory advising.
- Dr. Walker reported meeting with Dr. Jason Strickland, Asst. Superintendent with USD 500, regarding the MOU between KCKCC and KCKPS.
Dr. Walker asked approval for her report. Trustee Daniels moved to approve the report. Trustee Rios seconded and the motion carried.

13) **Chief Financial Officer Report:** Dr. Susan Lindahl reported on the following:

- The new space out of the Innovation Proposals from Tim Doerr, to assist students regarding accreditation and for students to have a new learning space. Thanked Jeff Sixta and Jeff Smith.
- Referenced pictures of new space at the Library which will be renamed the Learning Commons. Trustee Daniels asked if KCKCC was "up to date" as far as technology is concerned. Dr. Baz came to the podium and responded that "we are not!" Dr. Baz reported that on some of the technology upgrades, new trends that will take place at the Learning Commons. Dr. Lindahl reported that there will be a Wi-Fi coffee bar available as well as new areas all to attract students to the Learning Commons as well as to contribute to KCKCC becoming an entrepreneurial college. Trustee Rios stated that he wanted to give Dr. Givens credit for instituting the Innovation Proposals and for the faculty taking advantage with their suggestions.
- Dr. Lindahl asked approval for publishing the 2016-2017 Budget and also noted that there will be availability for any comments at the August 16 BOT meeting. This year's form has the addition for each of the trustees to sign the Budget for publishing. Dr. Lindahl noted that, in response to the requests from Mr. Murrell Bland, there is not an increase in the 2016-2017 tuition nor in the mil. Trustee Rios, in discussion regarding the budget, noted that the college is working at "bare-bones"

minimum, being as efficient as possible to make sure that there isn't an increase in tuition or in the mil. Dr. Lindahl wanted to remind everyone that for the WyCo budget, out of every dollar spent, only .15 comes to KCKCC. Dr. Lindahl also reported that the college is looking at an 11% decrease in enrollment but in comparing tuition to surrounding community colleges, KCKCC is the "best deal in town." Trustee Rios moved approval for publishing the 2016-2017 Budget. Trustee Townsend seconded and the motion carried.

- Dr. Lindahl noted that the softball field is coming close to completion and also addressed the upcoming changes taking place with the Conference Center by the pond.
- With no further questions and/or comments, Chairman Maddox called for approval of the Chief Financial Officer's Report. Trustee Rios moved for approval. Trustee Townsend seconded and the motion carried.

14) **Committee Reports:** There were no Committee Reports.

15) **Unfinished Business:** Chairman Maddox asked for any unfinished business. Trustee Daniels moved to approve the final draft of the Trustee Handbook. Trustee Ash seconded and the motion carried.

16) **Miscellaneous/Executive Session:** Chairman Maddox called for a motion to go into Executive Session and asked for a period of one hour to discuss non-elected personnel matters to protect the privacy interests of the individual(s) to be discussed and asked for a five minute transition period. Trustee Breidenthal moved to go into Executive Session. Trustee Townsend seconded and motion carried. Executive Session began at **10:13 a.m.** with a five minute transition. Members of the Board of Trustees returned to open session at **11:32 a.m.** Upon returning to open session, Chairman Maddox stated there were two action items to report. The first action item is the approval of McAnany, Van Cleve and Phillips for workman's comp issues. Trustee Rios moved to approve McAnany, Van Cleve and Phillips for Workman's Comp issues. Trustee Townsend seconded and the motion carried. On the second action item, Trustee Rios moved to go out for bids in using other law firms for legal services. Trustee Breidenthal seconded and the motion carried.

17) Hearing no further business, Chairman Maddox called for a motion to adjourn. Trustee Breidenthal seconded and the motion carried.

The meeting of the Board of Trustees adjourned at 11:37 a.m.

ATTEST:

Chairman

Secretary