

**Kansas City Kansas Community College
Minutes of the Board of Trustees Meeting
November 15, 2016**

CONSENT AGENDA - #A
Meeting Minutes

- 1) **Call to Order:** Chairman Maddox called the meeting to order at 9:00 a.m. and asked Dr. Tiffany Bohm to lead the Pledge of Allegiance.
- 2) **Roll Call:** Roll call indicated the following present: Trustees Breidenthal, Brown, Daniels, Maddox, Rios, and, via conference phone, Trustee Townsend. Trustee Ash was unable to attend. Administration present were: Drs. Givens and Lindahl.
- 3) **Agenda:** Chairman Maddox asked for a motion to approve the Agenda. Trustee Rios moved to approve the Agenda. Trustee Brown seconded. **Motion Carried.**
- 4) **Consent Agenda:** Chairman Maddox asked for a motion to approve the Consent Agenda. Trustee Rios moved to approve the Consent Agenda. Trustee Breidenthal seconded. **Motion Carried.** At this point, Trustee Townsend, via phone, asked if the Audit Report could be moved up in the Agenda. Chairman Maddox stated that there were several items on the Agenda that had to be addressed first and that the Audit Report could not be moved in the order of business.
- 5) **Audience to Patrons and Petitioners:** Chairman Maddox asked if there was anyone wishing to address the Board. As there were none, Chairman Maddox moved to the next order of business.
- 6) **Student Senate Report:** Student Senate President and Vice-President, Jade Davila and Cheyann Lake gave an update on recent Student Senate activities. Several upcoming activities are:
 - Breakfast with Santa on December 3rd from 9-11:00 a.m. in Lower Level Jewell;
 - 75th Annual Candle Lighting Ceremony in the Performing Arts Center on December 7th from 11-12:15 p.m. This is in conjunction with the Day of Remembrance of the 75th Anniversary of the bombing of Pearl Harbor.
 - Main campus Final Exams Holiday Breakfast, Lower Level Jewell, December 14th from 9-11:00 a.m. \$1.00 for all you can eat pancakes.
- 7) **Communications:**
 - Resolution regarding the consumption of alcoholic liquor for the TEDx Wyandotte, 2016 event in the lobby of the Performing Arts Center on November 17. Chairman Maddox asked for a motion to approve the Resolution. Trustee Daniels moved to approve the Resolution. Trustee Rios seconded. **Motion Carried.**

- Dr. Givens introduced:
 - Dean Leota Marks who presented the Blue Devil Doer Award to Rich Piper, Director of Technical Education at the Dr. Thomas R. Burke Technical Education Center.
 - Dr. Delfi Wilson who presented the Blue Devil Doer Award to Roger Suggs, Director of F.B.O.E., Fringe Benefits of Education.
 - Dr. Baz Abouelenein who presented the Blue Devil Doer Award to Matt Fowler, KCKCC Web Designer.
 - Dr. Susan Lindahl who presented the Blue Devil Doer Award to Marie Branstetter, Budget Officer.

As part of the Agenda, there was discussion, and rationale, for moving the December 20th BOT meeting to December 13th. Trustee Rios questioned moving the meeting up a week when the Finance Committee needs the necessary time to complete their reports. Trustee Rios also brought to attention the need for a Special Board Meeting to hear the presentations for the purpose of legal services, from McAnany, Van Cleave & Phillips, P.A. and Spencer Fane, LLP. Trustee Rios suggested that the Special Board Meeting take place on December 13th and keep the date of December 20th for the regular meeting of the Board. Chairman Maddox asked for a motion for the December 13th Special Board Meeting and to keep the Regular Meeting on December 20th. Trustee Rios moved for approval of both dates. Trustee Townsend seconded. **Motion Carried.**

8) **President's Report:** Dr. Givens asked Dr. Tiffany Bohm, Dean of Health Professions, to give the rationale for changing the name of the EMT/Paramedic Department to that of Emergency Medical Education Department. Dr. Bohm stated that the name change would reflect more accurately the broad areas of emergency medical education and training provided by the department. Dr. Givens asked Dr. Delfi Wilson, Dean of Enrollment Management, Student Services, to give the rationale for changing the name of the Student Advising Center to that of Student Success Center and Student Advisors to that of Student Success Advisors. The name changes, for all three, were orally approved. Dr. Givens reported on letters or events for the following:

- Thank you letter from Arlana Coleman thanking KCKCC and Dr. Givens for their continued support of the Wyandotte County Back to School Fair.
- Letter from Dr. Samori Swygert, practicing Intensive Care Unit Pharmacist complementing the F.B.O.E. program and saying how impressed he was with the ability to facilitate and engage the students during the meetings.
- The upcoming ACCT Legislative Summit, February 13-16, 2017 in Washington, D.C. The Trustees attending will be Wendell Maddox and Rosalyn Brown.
- The upcoming KACCT/COP Quarterly Meeting at Labette Community College in Parsons, KS December 4-5, 2016. Trustees Wendell Maddox and Rosalyn Brown will be attending.
- Reported on the I-70 KCKCC sign which now includes the achievements of the Women's Basketball Team as the Division II National Championship Team as well as the nationally ranked KCKCC Debate Team.

- Reported on the February 16, 2017 Phi Theta Kappa All KS Academic Team Recognition Ceremony and Luncheon at the Ramada Hotel in Topeka, KS.
- Asked Tami Bartunek, KCKCC Executive Director of Marketing, Community Outreach, to give an update on the Foundation as well as upcoming events. Ms. Bartunek reported on combining the Hall of Fame Ceremony and the 4.0 Gala Event. Trustee Daniels voiced his concern at combining the two and said the Hall of Fame has always been a special event and didn't want to see it "get lost" by merging the two.
- Asked Alicia Hooks to report on upcoming events. Ms. Hooks reported on: (1) Global Entrepreneur Week in conjunction with the Multicultural Business Coalition on November 14th; (2) reported on the National Hispanic EDC Banquet, November 15th at 5:30 p.m. at KCP&L on 12th & Main; (3) reported on the TEDx Wyandotte, Thursday, November 17th at 6:00 p.m. in the Performing Arts Center. The theme of the event is "Ideas. Friction. Dialogue."
- Dr. Givens reported on the upcoming KBOR meeting at Emporia University and reported that she, Dr. Susan Lindahl and Dr. Tiffany Bohm will be attending.

Chairman Maddox asked approval for Dr. Givens' report. Trustee Rios moved to approve the report. Trustee Breidenthal seconded. **Motion Carried.**

9) **Vice-President for Academic Affairs:** In Dr. Cherilee Walker's absence, Dr. Susan Lindahl presented the VP-AA report: Trustee Rios questioned the Degree Program regarding the Nursing partnership with KU. Dr. Ed Kremer, Dean for MSCT, reported that this is a follow-up on the nursing partnership with KU that was initiated a year ago. Dr. Kremer reported that the advantage to this program is also to be partnering with KU Lawrence and KU Edwardsville. Trustee Rios stated that he hoped the program might eventually work with other colleges, i.e. Emporia State. Dr. Kremer reported that the nursing program would be offering 15 credit hours beginning at Emporia State next semester. Trustee Daniels asked about Leavenworth and the Pioneer Center. Dr. Givens stated that a new STEM + program will be implemented at the Pioneer Center and will be directed by Dr. Ed Kremer and Dean Cliff Smith.

Dr. Lindahl asked Dr. Jelena Ozegovic to comment on CTE, Center for Teaching Excellence, located at the Learning Commons. Dr. Ozegovic stated there are three pillars that are part of teaching excellence, 1. Craft of Teaching, 2. Academic Assessment, and 3. Academic Discourse. Dr. Ozegovic stated that the center would like to begin an Advisory Board and that CTE will move to Blackboard as the module for collecting data. Dr. Ozegovic discussed the use of Academic Symposiums and that there will be six on campus in the spring. Trustee Daniels asked about Staff Development and if this was the area that would be conducting them. Dr. Lindahl stated that the area of Staff Development would be conducted through Human Resources, specifically, Kimberly Rudler. Dr. Givens stated that the area of Staff Development could be part of the Agenda in the future.

Trustee Rios questioned the pilot program for the retention plan and increasing student enrollment. Dr. Stephen Terry referred to the new Retention Specialist, Director of Admissions, Scott Kremer and Shawn Derritt, Director of Student Success. Dr. Terry reported that the pilot study involves working with students in closely monitoring them and to place them in the best, most effective, program to improve retention.

Dr. Lindahl introduced Ms. Tina Church, the new Director of Admissions. There continued to be much discussion involving the use of Accuplacer and its place in assigning students in their appropriate program. Dr. Bohm addressed the use of marketing in getting the best, most qualified, Health Profession students as well as to make students aware that there are more programs within the Health Professions Program. Dr. Bohm stated that the Academic Calendar for 2017-2018 and the 2018-2019 will be available for approval at the December 20th Board Meeting. Dr. Bohm also addressed a new pharmacy tech/phlebotomy program, through CEB-Health Professions, that will become available in the coming year, specifically the Fall Semester, and primarily an online program. Chairman Maddox asked approval for the report. Trustee Rios moved to approve the VP-AA report. Trustee Daniels seconded and the **Motion Carried.**

10) **Chief Financial Officer Report:** Dr. Susan Lindahl:


- Introduced Mr. Bill Miller, Novak, Birks, PC, to give the audit update. Mr. Miller gave credit to the staff that the report was completed before the Thanksgiving break. Mr. Miller reported regarding: (1) compliance: Internal Financial Reports were excellent and that the KCKCC payroll system is stronger; (2) balance sheet: strong; (3) liability, long-term obligations are down and will continue to fall over the next year; (4) Mr. Miller indicated that KCKCC is the only institution in the area to have all reviews clear. Mr. Miller thanked Dr. Lindahl, Marie Branstetter, Bob Layton and Doug Welch for their assistance. Trustee Daniels questioned not receiving the audit report with sufficient time to review before the Board Meeting and said it was, “frustrating.” Trustee Rios reported that the Finance Committee had reviewed the audit extensively and that there had been several edits which contributed to not getting the audit report to the Trustees earlier. Trustee Rios stated the report was, “much more complete with this audit than previous.” Chairman Maddox asked for a motion to approve the Audit. Trustee Daniels moved to approve. Trustee Brown seconded and the **Motion Carried.**
- Introduced Mr. Rick Kuhl, WSKF Architect, to give an update to the Master Plan, including the vision from 2009 to the present. Mr. Kuhl reported on the opening of the entrance and the welcoming atmosphere presented. Mr. Kuhl reported on “wayfinding” for students and visitors and said it included not just signage but color coding with the carpeting. The carpeting will be color coded to represent a specific area in the building. Mr. Kuhl discussed bringing more natural elements into the building, specifically more wood. Trustee Daniels discussed the next steps and asked if the proposals would go before the Finance and Facility Committee. Trustee Rios asked if these updates were new. Mr. Kuhl stated this is an update of the 2009 Plan. Chairman Maddox asked for a motion to approve the Chief Financial Officer’s Report. Trustee Rios moved to approve. Trustee Daniels seconded and the **Motion Carried.**

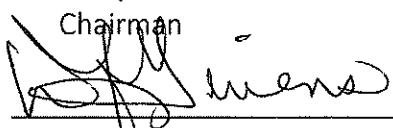
11) **Miscellaneous:** Chairman Maddox stated that an Executive Session was not needed and asked Dr. Givens if she had any remarks. Dr. Givens read an Acclamation recognizing the sixteen years of service for Dean Leota Marks, as she retires at the end of December, and stated that Ms. Marks had been Director of

Human Resources, Dean of Human Resources and Dean of Workforce Academics at TEC for the past two and a half years. Dr. Givens invited everyone to join in a Retirement Reception for Dean Marks at the end of the Board Meeting.

12) **Unfinished Business:** Being no unfinished business, Chairman Maddox asked for a motion to adjourn. Trustee Breidenthal moved to adjourn. Trustee Brown seconded the **Motion Carried.**

The meeting of the Board of Trustees adjourned at 11:07 a.m.

ATTEST: 

Chairman


Secretary