

**Kansas City Kansas Community College
Minutes of the Board of Trustees Meeting
January 16, 2018**

CONSENT AGENDA - #A

Meeting Minutes

- 1) **Call to Order and Pledge of Allegiance:** The January meeting of the Board of Trustees was called to order at 9:00 a.m. by Acting President, Dr. Jackie Vietti.
- 2) **Roll Call:** Indicated the following Trustees present: Ash, Brown, Criswell, Daniels, Garner, McIntyre, and Sutton.

Following Roll Call, Dr. Vietti welcomed everyone including the three newest Trustees, Evelyn Criswell, Janice McIntyre and Linda H. Sutton. Dr. Vietti then called for the election of officers.

- Calling for a motion to elect the Board Chair, Trustee Daniels moved to elect Trustee Rosalyn Brown for Chairperson. Trustee Ash seconded and the **Motion Carried**. At this point, Chairperson Brown took the gavel and conducted the remainder of the meeting.
- Calling for a motion to elect the Vice-Chair, Trustee Ash moved to elect Trustee Daniels for Vice-Chair. Trustee Garner seconded and the **Motion Carried**.
- Chairperson Brown moved for Dr. Jackie Vietti to be Secretary of the Board and, new CFO Michael Beach, as Treasurer.
- Chairperson Brown confirmed that the following would continue in their capacity: MVP Law as the representing law firm, Dr. Baz Abouelenein as the Freedom of Information Officer, and Wyandotte Echo as the official newspaper.

Trustee Ash moved approval of the Board and the spring, 2018 Committee assignments. Trustee Daniels seconded and the **Motion Carried**.

- 3) **Approval of Agenda:** Chairperson Brown called for approval of the Agenda. Trustee Ash moved to approve. Trustee McIntyre seconded and the **Motion Carried**.
- 4) **Audience to Patrons and Petitioners:** Darren Elliott, Associate Professor of Speech/Debate Coach, announced that there would be a reception, following the Board of Trustees meeting in the Board Room. The Reception is jointly sponsored by the Faculty, College Senate, and KNEA.
- 5) **Board Committee Reports:** Trustee Ash reported on the February 11-13 ACCT Legislative Summit in Washington, D.C. Trustee Ash contacted Senators Moran and Yoder, and hoped to hear from Senator Roberts, regarding attending the Tuesday, February 13th 6:00 p.m. reception. Trustee Ash also reminded everyone of the February 15th PTK Recognition Luncheon in Topeka, KS. Trustee Daniels reported that the Policy Committee would need to reschedule their meeting due to the snow day.
- 6) **Consent Agenda:** Chairperson Brown asked approval of the Consent Agenda. Trustee McIntyre moved to approve. Trustee Criswell seconded and the **Motion Carried**.

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- 7) **Student Senate Report:** As this was the first day of second semester classes, President, Gary Enrique Bradley-Lopez was unable to attend to give his report. In his place was Student Senate Adviser, Andrica Wilcoxon. Ms. Wilcoxon reported on the spring 2018 events on the main campus as well as the Pioneer Career Center. Ms. Wilcoxon reported that there will be a club magazine listing all the clubs on campus along with their sponsors/advisers. She also reported on Higher Ed Day at the Capital and that Student Senate would be partnering with PTK Director, Dr. Stacy Tucker.
- 8) **President's Report:** Dr. Vietti-
- Read two Alcoholic Liquor Resolutions needing approval:
 - (1) Celebration of Mass in upper Jewell, including all dates for the second semester. Trustee Daniels moved to approve the Resolution. Trustee McIntyre seconded and the **Motion Carried.**
 - (2) TED-X Wyandotte 2018 Event at the Thomas R. Burke TEC, March 8, 2018 at 6:00 p.m. Trustee Sutton moved to approve. Trustee McIntyre seconded and the **Motion Carried.**
 - Talked about the KBOR Dinner and Reception in Topeka that she, Trustees Ash and Brown would be attending on January 17th.
 - Highlighted Governor Brownback's Budget Recommendations for Postsecondary Education for FY 2019
 - Discussed the Board of Trustees attending a Retreat. Trustee Ash said he, "highly recommended" participation in a retreat presented by ACCT which can cover a myriad of topics. Chairperson Brown stated that she agreed and would like to get dates from ACCT as to when that might be possible.
- Chairperson Brown asked approval of the President's report. Trustee Ash moved to approve. Trustee Criswell seconded and the **Motion Carried.**
- 9) **Marketing & Community Outreach Report:** Ms. Tami Bartunek-
- Reported on the Mid-America Hall of Fame Awards & Scholarship Event, April 21st at TEC. She asked that nominations be submitted for anyone who has been recognized for their service to education and who might be honored at the Hall of Fame event.
 - Ms. Bartunek talked about KCKCC working in conjunction with high school students, SB155 and the Diploma+ Program.
 - Reported on Snapchat filters and the number of students making use of it.
 - Reported on Channel 38 the Spot and the host of the show "Cooking with Crystal" visiting the Culinary program at TEC.
- 10) **Vice-President for Academic Affairs:** Dr. Kremer-
- Reported on Faculty Assessment training and discussed how that will tie in with general education assessment.
 - Reported on Saturday Academy and that a schedule of dates will be sent out soon. Dr. Kremer also reported on the Parent Meet Day.

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- Trustee Daniels asked that Dr. Kremer talk about the other school districts and the academic relationship building with them. Chairperson Brown asked if different high schools could be highlighted each month and the academics within each school.

Chairperson Brown asked approval of the VP-AA Report. Trustee Sutton moved to approve the report. Trustee McIntyre seconded and the **Motion Carried**.

11) **Vice-President of Student Affairs Report:** Dr. Wilson-

- Dr. Wilson gave a quick overview as today (Tuesday, January 16th) was the first day of second semester classes. Dr. Wilson reported that, due to the snow day, enrollment would be extended through tomorrow (Jan. 17) Dr. Wilson reported that the overall credit hours are up 3% and overall enrollment is up .28% (13 students). High school enrollment is up in both headcount and credit hours 28%. The main campus credit hours is down -1% and online classes, in both headcount and credit hours are 5% and 5% respectively. TEC enrollment is up with headcount at 22% and credit hours up by 17%. The Pioneer Center is down in both headcount and credit hours -15% and -17% respectively. These figures are based on the January 10th report. Dr. Wilson reported on the co-curricular assessment that will take place spring, 2018 for students. The areas covered will be a survey on student engagement, and will look at areas with co-curricular activities, student affairs and athletics. Trustee Daniels asked about trend data and if there could be more information. Trustee Sutton asked about those students who are so close to graduation and finding out that they are lacking in their math credit. Trustee Sutton stated that those students seem to “fall through the cracks” and that the reason needs to be addressed.
- Dr. Wilson introduced Roger Suggs, to give a report on FBOE (Fringe Benefits of Education). Mr. Suggs is the Outreach Liaison and Advisor to FBOE. Mr. Suggs reported that FBOE was begun in 2007 with 20 members. It has now reached a membership of 80 members, an increase of 80%. Mr. Suggs reported that FBOE works with those students who are at risk of dropping out of school and makes sure they do what is necessary to succeed and graduate.

Before asking approval of the VP-AA Report, Trustee Sutton congratulated Andrica Wilcoxon on receiving her MBA.

Chairperson Brown asked for a motion to approve the VP-AA report. Trustee Daniels moved to approve. Trustee Ash seconded and the **Motion Carried**.

- 12) **Chief Information Officer Report-** Dr. Baz discussed the pilot project of the U-Pass. Dr. Baz stated that there are concerns with the high school students taking college classes and being charged with the fee when they don't use the service. Dr. Baz stated that several of the figures indicate that use of the U-Pass is down or that it hasn't been what had originally been projected. Another concern is that online students are being charged for use of the pass. One suggestion to increase use of the U-Pass was to make better use of the media and advertising the information.

Chairperson Brown asked for a motion to approve the CIO Report. Trustee McIntyre moved to approve the report. Trustee Criswell seconded and the **Motion Carried**.

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- 13) **Finance & Administrative Services Report-** Mr. Doug Welch reported that Finances being reported are through the 31st of January and that they are online, as well. Mr. Welch reported that KCKCC had stayed within the Budget for the 2017-2018 Academic Year and that “cash” is in the positive (black) column and there is no need to borrow or transfer funds. Mr. Welch also reported that the cash balance is \$500,000 greater than this time last year. Chairperson Brown asked for a motion to approve the Finance & Administrative Services report. Trustee Ash moved to approve. Trustee Garner seconded and the **Motion Carried.**
- 14) **Human Resources Report-** Ms. Christina McGee, Human Resource Officer-
- Reported that she was working on updating the Policy Handbook along with the Policy Committee members.
 - Human Resources will be preparing contracts for those employees with titles of Directors and above. The contracts would be reviewed by the College attorney and the Board.
 - Relayed that she would be conducting a compensation study of all full-time employees.
 - Relayed that she would like to hire a Compliance Officer but would like to change the title to that of “Employee Relations Officer.”
- Chairman Brown asked approval of the Human Resources report. Trustee McIntyre moved to approve the report. Trustee Criswell seconded and the **Motion Carried.**
- 15) **Unfinished Business:** As there was no Unfinished Business for discussion, Chairman Brown moved to the next order of Business.
- 16) **New Business:** Dr. Vietti reported that there were two items for discussion: (1) Key Performance Indicators (KPI) and stated this was important as the HLC report is due the end of May and indicates *student success and *employee satisfaction. Trustee Criswell asked if this could be tabled until the February BOT meeting so there would be more time for review. Dr. Vietti reported on the (2) Human Resources Procurement Action Plan. This was brought to the attention of the Administration by Mr. Bill Miller, College auditor. In a letter, Mr. Miller addressed a few improvements for H.R. including: (a) Annual monitoring of H.R. files, (b) Payroll rate changes, and the (c) Procurement process. Dr. Vietti stated that she would like to see bi-monthly meetings regarding these improvements and then, eventually, bi-monthly. She also stated that there needed to be something in writing regarding the pay rate changes with approval by the Finance Committee and then the Board. Chairman Brown asked for a motion to approve the Action Plan. Trustee McIntyre moved to approve the Plan. Trustee Sutton seconded and the **Motion Carried.**
- 17) **Executive Session:** There were (2) Executive Sessions:
- 1) To discuss a non-elected personnel matter (KSA 75-4219(b) (1) with the College attorney for a period of 10 minutes, with no action to follow. Dismissing to closed session at 10:48 a.m., Chairman Brown

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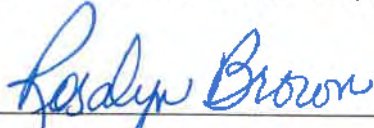
stated the Board would return at 11:00 a.m. and called for a motion to move to Executive Session. Trustee Ash moved to recess to Executive Session. Trustee Sutton seconded and the **Motion Carried.** At 11:00 a. m. it was requested that an additional time of 10 minutes was needed. Trustee Ash moved to return to open session at 11:16 a.m. Trustee Garner seconded and the **Motion Carried.** The Board returned at 11:14 a.m.

- (2) To discuss a non-elected personnel matter (KSA 75-4219(b) (2), for the protection of the individual to be discussed with no action to follow for a period of 15 minutes. Trustee Ash moved to recess to Executive Session at 11:14 a.m. Trustee Garner seconded and the **Motion Carried.** The Board returned at 11: 31 a.m. Trustee Ash reminded everyone of the Reception in honor of the three new Trustees, immediately following adjournment, in the Board Room. The reception is being sponsored jointly by members of College Senate, Faculty, and KNEA.

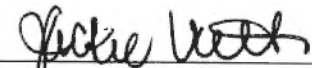
- 18) **Adjournment:** Chairman Brown called for a motion for adjournment. Trustee Garner moved to adjourn. Trustee Criswell seconded and the **Motion Carried.**

The meeting of the Board of Trustees adjourned at: 11:33 A.M.

ATTEST:



Chairperson



Secretary