

**Kansas City Kansas Community College**  
**AMENDED Minutes of the Board of Trustees Meeting**  
**October 16, 2018**  
**{Correction to # 17}**

CONSENT AGENDA - # A.  
Meeting Minutes

Pioneer Career Center

- 1) **Call to Order and Pledge of Allegiance:** The October meeting of the Board of Trustees was called to order by Chair, Rosalyn Brown. The Pledge of Allegiance was led by Marcia Irvine, Executive Director of PCC.
- 2) **Roll Call:** Indicated the following present, Trustees: Donald Ash, Rosalyn Brown, Evelyn Criswell, Ray Daniels, Tyrone Garner, and Janice McIntyre. Trustee Linda H. Sutton was out of town.
- 3) **Approval of Agenda:** Chair Brown called for approval of the Agenda. Trustee McIntyre moved to approve and Trustee Criswell seconded. The **Motion Carried.**
- 4) **Audience to Patrons and Petitioners:**  
There were no patrons wanting to address the Board; however, Dean Cheryl Runnebaum introduced the culinary students who provided breakfast for the Board members and any additional attendees. Chef Kelly, PCC Director of Culinary, and Chef Alfredo reported that students in the food-three group will be specializing in the preparation of hot dishes and several in baking. The newer students are learning knife skills and carved the pumpkins that were on the tables at breakfast that morning.
- 5) **Board Committee Reports:** Chair Brown reported that the Policy Committee would be meeting immediately following the Board meeting. Chair Brown also reported on the recent Board Retreat which took place on Saturday, October 16<sup>th</sup> and was facilitated by Ms. Helen Benjamin. Ms. Benjamin had previously facilitated a Board Retreat.
- 6) **Consent Agenda:** Chair Brown called for approval of the Consent Agenda, Items # A-C. Trustee McIntyre moved to approve and Trustee Criswell seconded. The **Motion Carried.**
- 7) **Student Senate Report:** Andrica Wilcoxon approached the podium to introduce the new, and first time, Student Senate Officers at the Pioneer Career Center. The following officers were inducted by President, Dr. Greg Mosier: Student Senate President - Kevin Rivers, Vice-President – William LaPee, Secretary – Karen Sherie Ragan, Treasurer – Brittany Rush, and Parliamentarian – Gabi Piche.  
Student Senate President, Kevin Rivers proceeded to give his report stating that the Leavenworth graduation rate, from August 2016, has increased for students receiving their certificates. Kevin continued reporting about the PCC Welcome Back Bash, Blood Drive, Pizza with the Prez at PCC, the Leavenworth Veterans' Day Parade, Cookies with Santa, and three United Way fundraisers. A Spring Finals Breakfast will be held at the beginning of the second semester. Vice-President, William LaPee

was excited to report that this was the first time that the Pioneer Career Center had a Student Senate. He expressed that one of the concerns of the Senate was the marketing of the Pioneer Career Center. Student Activities Director, Andrica Wilcoxon, congratulated, and thanked, the PCC office staff for their assistance and also reported that the Student Senate will next be working on initiating campus clubs and activities such as Skills USA. Chair Brown called for a motion to approve the Student Senate Report. Trustee Criswell moved and Trustee McIntyre seconded. The **Motion Carried.**

8) **President's Report:** Dr. Mosier reported on the following:

- This is the second time the Board of Trustees meetings is being “live-streamed.” The meeting, in September, was seen by 55 viewers. Dr. Mosier thanked Media Services.
- Pizza with the Prez Open Forums are ongoing with the first one having over 60 students participating. Some of the issues students would like to see happen on campus are to fix-up facilities, have a recreation area, job-shadowing opportunities, and smaller class sizes. Examples of new programs that students would like to see added are graphic design and art history, cosmetology, and law-based classes. Dr. Mosier reported that Pizza with the Prez will take place October 31<sup>st</sup> at TEC.
- According to KBOR Data from 2016-2017 based on data submitted, the College is “doing well” on items needing to be worked on from 2016-2017. One of the items needing attention is to continue to increase the retention rate. The College has seen a 17% increase in retention.
- The College has hired a Retention Coordinator
- The College has recently received several significant grants: \* Hira Nair applied for and received a \$3 mil grant from the U.S. Department of Education to be spread over five years. This will assist in increasing the number of scholarships for students, \* Dr. Ed Kremer received a \$200,000 grant from the Kauffman Foundation for focus on the STEM program, and \* Adult Education received \$35,000 from the state to help expand the capabilities of the Adult Ed program and ESOL.
- Strategic Funding allocation – with budget approval, 2/3 of the money is to be spent by the beginning of the year, February or March with the next 1/3 of the amount throughout the year.
- Trustee Tyrone Garner, in referring to several of the goals, specifically #2 on the KBOR Data, stated that it is important that student retention is up and are returning to KCKCC as well as students getting their degrees and/or certificates, getting employed or moving on to a four-year college.

Hearing no further questions or comments, Chair Brown called for approval of the President's Report. Trustee McIntyre moved to approve and Trustee Daniels seconded. The **Motion Carried.**

9) **Community Outreach and Marketing Report:** Tami Bartunek reported:

- Women's Chamber, Purses with a Purpose event – held October 17<sup>th</sup> at TEC. This event is held to help raise money for student scholarships. A little more than 90 women participated.
- Family Fund has begun – started with 2% inclusion and has increased to little more than 11%
- Twenty-five persons attended the Chiefs' Tailgate party on Campus
- Social media optic is in use

- New KCKCC radio commercial – Ms. Bartunek played the commercial for the Trustees with a favorable response.

Hearing no further questions or comments, Chair Brown called for approval of the Community Outreach and Marketing Report. Trustee Daniels moved to approve and Trustee Ash seconded. The **Motion Carried.**

10) **Vice-President for Academic Affairs:** Dr. Ed Kremer reported:

- The ATEA (American Technical Education Association) Conference, held at TEC on October 3, 4, 5, was a “great success.” The ATEA Conference is a regional conference.
- Commented on Middle School Days, recently held at TEC. There were approximately 200 students who participated and each had an opportunity to participate at different skill stations. Dr. Kremer thanked Carly Eastling and her organizational group.
- Reported that Deans’ Council would like to begin something similar for high school students...High School Days.
- Trustee Daniels asked if the grant, that Dr. Kremer received from the U.S. Dept. of Education, would help generate more teachers, including secondary teachers. Dr. Kremer stated that he was working with USD 500 with K-12 teachers and with Emporia State University, as part of the Diploma + Program, as well with K-State.
- Trustee Ash asked if there was emphasis on the STEM program. Dr. Kremer stated there would be some focus on STEM but that teachers could choose their own focus. Dr. Mosier stated that this program would also assist the underserved students in the district. Dr. Kremer stated that this is the primary focus.

Hearing no further questions or comments, Chair Brown called for a motion to approve the VP-AA Report. Trustee McIntyre moved to approve the report and Trustee Criswell seconded. The **Motion Carried.**

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

- She would be presenting the CCSSE Report
- Building & Grounds had begun the remodeling of the Student Services Center. During the remodeling process, students will be redirected to the Learning Commons for the computer lab. Dr. Wilson reported that the changes will take place in phases and that, hopefully, completion will be in the summer of 2019.
- November 1<sup>st</sup> will begin enrollment for the Spring Semester.
- Working on the default rate to assist students that they don’t take out more loans than is necessary. The national default average is 15%. Currently, the KCKCC default rate is 9.6%.
- Dr. Wilson presented the CCSSE report. CCSSE (Community College Survey of Student Engagement) indicates the amount of time that students are engaged in their education practice. The survey indicates that the more students are engaged in their educational process, the more successful they are. Dr. Wilson reported on the CCSSE Benchmarks with regard to students: (1) Active and Collaborative Learning; (2) Academic Challenge; (3) Student Faculty Interaction; (4) Student Effort; (5) Support for Learners. An explanation of each of the five was given by Dr. Wilson. Dr. Wilson reported

that in 2018, 665 students were surveyed: 27% were part-time students and 73% were full-time. The final discussion, regarding the outcomes of the CCSSE report, indicated ways to encourage students to work together, to encourage more participation at the Learning Commons and coordination with faculty.

- Dr. Mosier reported that there would be an ACUE report would be presented next month.

Hearing no further questions or comments, Chair Brown called for a motion to approve the VP-SA Report. Trustee McIntyre moved to approve and Trustee Criswell seconded. The **Motion Carried.**

12) **Chief Information Officer Report:** In Mr. Peter Gabriel’s absence (attending Leadership Institute), Dr. Mosier presented his report.

- Dr. Mosier reported that network services were above 99.7%
- Regarding new computers – 255 old computers have now been replaced at all three locations.
- Office 365 “iCloud” – allows everyone access. Should anyone have questions, they have the availability of the Help Desk.

Hearing no further questions or comments, Chair Brown called for a motion to approve the Information Services Report. Trustee Criswell moved to approve and Trustee McIntyre seconded. The **Motion Carried.**

13) **Human Resources Report:** Christina McGee reported:

- There are no major updates with regard to Human Resources
- Human Resources now has “share point” where all employees can access different information. This is located on My Dotte.
- Staff Senate had a meeting in October which centered around compensation study
- Policies will continue to be updated.

Hearing no further questions or comments, Chair Brown called for a motion to approve the Human Resources Report. Trustee Daniels moved to approve and Trustee McIntyre seconded. The **Motion Carried.**

14) **Finance & Administrative Services Report** – Mr. Mike Beach reported:


- Capital projects approved at Finance Committee:
  - HVAC (\$15,000.) at PCC – compressor only
  - Cooling tower (\$167,000.) – main campus
  - Concrete work (\$182,000.)
  - ARC Flash training (\$45,000.)
  - Driver’s Education car (\$15,500.)

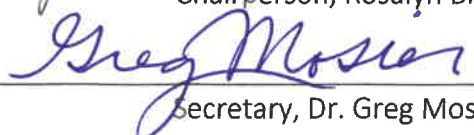
Trustee Garner commended Mr. Beach and Mr. Jeff Sixta for keeping the expenses below or at bid on these projects and commended the upgrades on the campus, as well. Trustee Garner also inquired about the little bridge across the duck pond as well as the marquees. Mr. Beach reported that work on the bridge would be upcoming and that the marquees were being built.

Mr. Beach reported on, and discussed, the 2017 county adjustment mil levy and stated that there would be a written summary for the Finance Committee. Mr. Beach stated that he and Marie Branstetter were working on a presentation for the Finance Committee, regarding the mil levy, and Trustee Criswell expressed appreciation for the explanation as well as explaining the deviance. Mr. Beach reported that, for the financial health of the College, the Finance Dept. continues to build a financial reserve throughout the year. Mr. Beach reported that an institution should have about six months in reserves to continue to function and do what is necessary for the good of the students. Dr. Mosier stated that the monthly burn rate is six months at 30 mil, with the need to have 5 mil/month to pay all necessary fees. Hearing no further questions or comments, Chair Brown called for a motion to approve the Finance & Administrative Services Report. Trustee McIntyre moved to approve and Trustee Daniels seconded. The **Motion Carried.**

- 15) **Unfinished Business:** None for discussion; however, Trustee McIntyre interjected that she wanted to make everyone aware of, and to support, the Theatre Dept. and the productions presented at the Performing Arts Center. Trustee Criswell asked for follow-up on the Disaster Recovery update. Mr. Beach stated that Chief Schneider, Peter Gabriel, and he will meet to assess where “we are” and to include this information at the November meeting.
- 16) **New Business:** Dr. Mosier discussed the Food Drive in which the Board and he would be participating to support the KCKCC food pantry for students in need, with culmination at the November 13<sup>th</sup> Board Meeting. Chair Brown reviewed the 2018-2019 Board Goals as discussed at the October 13<sup>th</sup> Retreat. Chair Brown called for a motion to approve the goals. Trustee Ash moved to approve and Trustee Criswell seconded. The **Motion Carried.**
- 17) **Executive Session:** Chair Brown called for a motion to move to Executive Session with College Attorney, Greg Goheen, suggesting a time of 10 minutes, with action to follow. Trustee Daniels moved for Executive Session at 10:48 a.m., to return by 11:00 a.m. Trustee McIntyre seconded and the **Motion Carried.** The Board of Trustees returned to open session at 10:58 a.m. Chair Brown called for a motion to approve the recommendation. Trustee Ash moved to approve and Trustee Criswell seconded. **The Motion Carried.**
- 18) **Adjournment:** Seeing no further business, Chair Brown called for motion to adjourn. Trustee Ash moved and Trustee McIntyre seconded. The **Motion Carried.**

The meeting of the Board of Trustees adjourned at: **10:59 A.M.**

ATTEST:   
Chairperson, Rosalyn Brown

  
Secretary, Dr. Greg Mosier