

**Kansas City Kansas Community College**  
**Minutes of the Board of Trustees Meeting November 13, 2018**

**Consent Agenda Item A**

**Upper Jewell**

- 1) **Call to Order and Pledge of Allegiance:** Chair Brown called the meeting of the Board of Trustees to order at 5:00 p.m. and asked Dr. Stephen Terry to lead the Pledge of Allegiance.
- 2) **Roll Call:** Indicated the following present-Trustees Ash, Brown, Criswell, Daniels, Garner, McIntyre, and Sutton.
- 3) **Approval of Agenda:** Chair Brown called for approval of the Agenda with the two Amendments. Trustee Sutton moved to approve and Trustee Criswell seconded. The **Motion Carried**.
- 4) **Audience to Patrons and Petitioners:** Seeing none, Chair Brown moved to Recognitions.
- 5) **Recognitions:** Chair Brown reported on Veterans' Day activities and deferred to Dr. Mosier. Dr. Mosier reported on the Flag Raising Ceremony that took place on Monday, November 12 at 9:00 a.m. Dr. Mosier stated that this recognized Veterans' Day as well as the 100 Anniversary of the end of WWI. 40 students and faculty attended. Dr. Mosier thanked Dr. Stephen Terry and Veterans' and Military Center Director, Wade Abel for the ceremony as well as Jim Mair, who played the National Anthem. Dr. Mosier stated that this was the first Flag Raising Ceremony on the KCKCC Campus but that it wouldn't be the last.
- 6) **Board Committee Reports:**
  - Trustee Daniels reported that the Policy Committee had three new policies needing approval at this evening's meeting. Trustee Daniels also stated that the Policy Committee was working "through the pipe-line" for future policies needing approval.
  - Trustee Criswell reported that the Finance Committee had a presentation, by Mr. Bill Miller, at the November 6 Finance Committee meeting. The Budget was discussed as well as several other events and that there will be more specifics later.
  - Trustee Ash reported on the recent ACCT Legislative Summit in New York and attended by six of the Trustees as well as Dr. Mosier. Chair Brown stated that these events are

productive for meeting other trustees and bringing back useful information. One of the subjects discussed at length was student success and retention. Trustee Sutton stated that, after having worked as an instructor at the college for many years, it was good to see the "other side" as well as understanding the commitment to the community college and among the trustees.

- Trustee Ash reported that the next KACCT/COP Quarterly Meeting will be December 2-3 at Independence Community College. Trustee Ash stated that one of the notable items will be the legislative agenda.

- 7) **Consent Agenda:** Chair Brown called for a motion to approve the Consent Agenda. Trustee McIntyre moved to approve the Agenda and Trustee Criswell seconded. Trustee Daniels interjected that he had questions regarding number 17 on the Agenda regarding the approval of the settlement discussion during Executive Session. After discussion, Trustee Daniels moved to pull number 17 from the Minutes. Amendment and motion to approve the amended Consent Agenda both passed at the December Board meeting.
- 8) **Student Senate Report:** There was no Student Senate report as Andrica Wilcoxon and Aliyah Shaw were on a Student Senate trip out of town.
- 9) **President's Report:** Dr. Mosier reported on the following:
- Made note of the donation of food, from the Trustees, for the students' food pantry.
  - Congratulated three faculty members for their receiving the Teacher Excellence Award: Greg Ve
  - Congratulated the Music Program and reported on the choir performing in New York at Carnegie Hall.
  - The Flag Raising Ceremony took place at 9:00 a.m. on Monday, November 12, 2018 in the front of the Jewell Building. Dr. Mosier stated that this would be a yearly event.
  - Reported on the November 2 Heart of America – Stand-Down Event attended by Clifford Smith, Sheridan Smith, Sheryl Duncan, Karen Bradley, Marsha Caia, and Amy Sigmon.
  - Reported that Sunday the College would be hosting 100 National Guard soldiers to inform them of the benefits of college.
  - 94<sup>th</sup> Annual Candle Lighting Ceremony will take place on Wednesday, December 5, 2018 in the Performing Arts Center from 11:00-12:30 p.m.
  - 8<sup>th</sup> Annual President's Reception and Faculty & Staff Holiday Party will take place on

Thursday, December 13 from 11:00-2:00 p.m. in Upper Jewell.

- Winter Break begins at 2:00 p.m. on Friday, December 20 with offices opening on January 7<sup>th</sup>.
- Dr. Mosier wished everyone a very Happy Thanksgiving.

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

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

- Ms. Bartunek talked about the establishment of the Family Fund for student scholarships. Ms. Bartunek stated that their goal is to reach 25% by Thanksgiving.
- Reported on the draft video for Giving Tuesday, November 27<sup>th</sup>
- Nascar driver, Justin Algier, visited the Auto Tech program at TEC 1.

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

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

- Dr. Kremer stated that the Trustees had his report and asked for any questions. Trustee Daniels asked about the Center for Teaching Excellence. Dr. Jelena Ozegovic approached the podium and gave specifics of what is offered to teachers when they are in the program and the benefits to the students. Dr. Ozegovic reported that, according to HLC requirements, the program teaches Course Level Assessment, Program Level Assessment, and Institutional Level Assessment.

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

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

- November 7-8 is a First Generation Luncheon to honor those serving in the military. Dr. Wilson reported that everyone is invited to attend.
- Working on student enrollment and encouraging students to enroll early for the spring semester.
- Trustee Criswell asked what the benefit of early enrollment was. Dr. Wilson stated that it was, both, for students to beat the crowd and give them the opportunity to pick their

classes early.

- Dr. <sup>Kremer</sup>Wilson introduced Mr. Tom Grady to give the ACUE presentation. ACUE (Association of College & University Educators). Part of his presentation discussed how students are impacted by those instructors who have participated in and completed the program. Mr. Grady stated there are currently 35 instructors going through the course.

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 Sutton seconded. The **Motion carried.**

13) **Chief Information Officer Report:** Mr. Peter Gabriel reported:

- New website that will be effective November 1<sup>st</sup>. Mr. Gabriel thanked those responsible for helping with the update.

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

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

- Highlighted the compensation analysis from Korn Ferry. The biggest aspect of the analysis is to make sure that job descriptions and titles align
- The next compliance study will be for exempt/non-exempt employees.
- Forty-four supervisors are attending the compliance study.
- Discussed the biometric screening
- Thirty-three signed up for the flu shot clinic. Recognized supervisors Rebecca McGuirt and Melissa Fox.
- Trustee Criswell asked if there was an EEOC (Equal Employment Opportunity Commission) Policy.

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 Ash seconded. The **Motion Carried.**

15) **Finance & Administrative Services Report-** Mr. Mike Beach reported:

- Mr. Beach introduced Mr. Bill Miller and Mr. Rick Swearingen to present the 2018 Audit. Mr. Miller reported that this was the first time that the audit was finished before Thanksgiving.

- Stated that the balance sheet mirrors from year-to-year and gave a positive note that the College continues to pay down debt.
- Regarding single audit on student financial aid, there was no major deviation.
- A question was posed, regarding the College, and in what area should there be concern. Mr. Miller responded that with the turn-over the College has, H.R. is critical, but that there is improvement. Mr. Miller also relayed that Student Financial Aid continues to monitor and understand all involved.
- Chair Brown called for a motion to approve the Audit. Trustee Daniels moved to approve and Trustee Sutton seconded. The **Motion carried.**
- Mr. Beach explained where, on the new KCKCC website, to find financial aid information.
- Trustee Criswell asked if it would be beneficial to work with Tami to market this information to the community.
- Trustee Garner thanked Mr. Beach, and his team, for the procurement language.
- Trustee Criswell inquired about the Disaster Recovery Plan and when it will be presented with the response being that plans will be in the works to coordinate with the WYCO UG and their Disaster Recovery Plan.

Hearing no further questions or comments, Chair Brown called for a motion to approve the Finance & Administrative Services Report. Trustee Daniels moved to approve and Trustee Sutton seconded. The **Motion carried.**

16) **Unfinished Business:** There being no unfinished business, Chair Brown moved to New Business.

17) **New Business:**

The following three policies needed approval -

- I. **Purchase & Procurement Policy (updated)** - Trustee Criswell moved to approve and Trustee McIntyre seconded. The **Motion carried.**
- II. **Affirmative Action Policy** - Trustee Daniels moved to approve and Trustee McIntyre seconded. The **Motion carried.**
- III. **Discrimination & Harassment Policy** - Trustee Daniels moved to approve and Trustee Ash seconded. The **Motion carried.**

The following Resolutions needed approval -

- I. **Levy Tax and Create Capital Outlay Fund (to approve the stated Resolution)**-Trustee Daniels moved to approve and Trustee Sutton seconded. The **Motion Carried.**
- II. **Contract License with ADS-Cisco for \$499,696.50** (over 5 year \$99,939.30/year) Contract asks for a waiver...not included is non-disclosure clause/insurance
  - A. Non-disclosure clause/insurance
  - B. Regular version - need to send back to include this information

Trustee Daniels moved to send the contract back to include the language for non-disclosure and insurance information. Trustee Criswell seconded and the **Motion carried.**


- 18) **Executive Session:** Chair Brown called for an Executive Session for consultation with the College Attorney which would be deemed privileged in the attorney-client relationship. Mr. Greg Goheen suggested a time of 5 minutes with action to follow. There will be a 5-minute transition period. Executive session began at 6:32 p.m. with a return time of 6:42 p.m. Trustee Garner moved to go in to Executive Session and Trustee Criswell seconded. The **Motion Carried.** The Trustees returned to open session at 6:42 p.m. and Chair Brown called for a motion to approve the settlement discussed in Executive Session. Trustee Ash moved to approve and Trustee Criswell seconded. The **Motion Carried.**

Trustee Daniels moved to amend and approve the October Minutes at the December Board Meeting. Trustee Ash seconded and the **Motion Carried.**

- 19) **Adjournment:** Seeing no further business, Chair Brown called for motion to adjourn. Trustee Garner moved to adjourn and Trustee Criswell seconded. The **Motion Carried.**

The meeting of the Board of Trustees adjourned at: 6:47 p.m.

ATTEST:

  
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Chairperson, Rosalyn Brown

  
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Secretary, Dr. Greg Mosier