



Mission Statement: Inspire individuals & enrich our community one student at a time.

Vision Statement: Be a national leader in academic excellence & partner of choice in the communities we serve.

**KANSAS CITY KANSAS COMMUNITY COLLEGE
Board of Trustees Meeting Minutes - AMENDED
January 19, 2022 – 5:00 P.M.**

Meeting Location: Hybrid – KCKCC-Main Campus Upper Jewell Lounge and Zoom Meeting

**CONSENT AGENDA – Item A
Meeting Minutes**

1. **Call to Order & Pledge of Allegiance:** Chairman Ray Daniels called the meeting to order at 5:00 p.m. The Pledge of Allegiance was led by Trustee Ash.
2. **KCKCC Mission Statement:** Chair Daniels read the College mission statement.

Chair Daniels welcomed Mr. Robert Armstrong, an intern serving at McAnany, Van Cleave & Phillips Law firm and a KCKCC Blue Devil Alum.

3. **Roll Call:** Indicated the following trustees present – Ash, Brown, Brune, Criswell, Daniels, Hoskins Sutton and Isnard. All members were present.
4. **Board Elections for 2022 Calendar Year:** Chair Daniels shared that January is the time when the Board reorganizes its offices. He thanked everyone for working together to accomplish great things during his most recent term as Board Chair. He thanked the President’s Cabinet as well. Chair Daniels concluded by thanking Media Services for keeping the Board going through COVID. He handed the gavel to Dr. Mosier for the election of the Board Chair.

Dr. Mosier thanked Trustee Daniels for his leadership and council for the College and to him in the great work accomplished.

Dr. Mosier requested nominations for the Board Chairperson. Trustee Ash nominated Trustee Criswell. There were no other nominations. Trustee Daniels made a motion to close the nomination and to elect Trustee Criswell to serve as Board Chair. Trustee Hoskins Sutton second the motion. **The Motion Carried.**

Chair Criswell thanked everyone for the vote and committed to continuing to give 150 percent in service to the citizens of the county and the KCKCC faculty, staff and students.

Chair Criswell called for nominations for the Vice Chairperson of the Board. Trustee Daniels nominated Trustee Brune. There were no other nominations. Trustee Brown made a motion to close the nominations. Trustee Ash second the motion.

The Motion Carried.

Chair Criswell called for a motion to elect Trustee Brune to serve as Board Vice Chair. Trustee Brown made the motion. Trustee Daniels seconded the motion.

The Motion Carried.

Vice Chair Brune thanked everyone and committed to serving well.

5. **Board Appointments for 2022 Calendar Year:** Chair Criswell continued to the next item of Board appointments for the 2022 calendar year. The first being the position of Secretary for the Board. She acknowledged that this role is traditionally served by the president of the College and asked for a motion to appoint Dr. Mosier as Board Secretary. Trustee Daniels made the motion. Trustee Hoskins Sutton seconded the motion.

The Motion Carried. Dr. Mosier accepted the appointment as Board Secretary.

Chair Criswell moved to the position of Treasurer for the Board. She acknowledged that this role is traditionally served by the Chief Financial Officer of the College. Chair Criswell asked for a motion to appoint Mr. Michael Beach as Board Treasurer. Trustee Brown made the motion. Vice Chair Brune seconded the motion. **The Motion Carried.**

Mr. Beach accepted the appointment as Board Treasurer.

Chair Criswell moved to the position of College Law Firm. She acknowledged that the College would continue with McAnany, Van Cleave & Phillips Law and asked for a motion to appoint MVP Law as College Law Firm. Trustee Isnard made the motion. Trustee Hoskins Sutton seconded the motion. **The Motion Carried.** Mr. Greg Goheen, General Counsel from MVP Law, accepted the appointment as College Attorney.

Chair Criswell moved to the position of Freedom of Information Officer. She acknowledged that this role is traditionally served by the Chief information Officer of the College. Chair Criswell asked for a motion to appoint Mr. Peter Gabriel as Freedom of Information Officer. Trustee Isnard made the motion. Trustee Hoskins Sutton seconded the motion. **The Motion Carried.**

Mr. Gabriel accepted the appointment as Freedom of Information Officer.

Chair Criswell moved to the appointment of the College Newspaper. She acknowledged that this role has been served by the Wyandotte Echo for several years. Chair Criswell asked for a motion to appoint the Wyandotte Echo as the College Newspaper. Trustee Daniels made the motion. Trustee Brown seconded the motion.

The Motion Carried.

Chair Criswell shared that she would contact all the Board members in the coming week to discuss their appointments to the Board Committees. She would share the outcomes with all Board members so that the Board may continue with their work on the committees as soon as possible. The Board committee assignments will be shared in the near future.

6. **Approval of Agenda:** Chair Criswell asked for any questions, concerns or additions for the Board Agenda. Dr Mosier offered two amendments, one special presentation and a second, to Item D of the consent agenda to change the designation for M. Lourdes Olivares from resignation to retirement.

Trustee Daniels made a motion to approve the agenda as amended. Trustee Isnard seconded the motion. The Motion Carried.

7. **Audience to Patrons and Petitioners:** Chair Criswell opened the floor for any patrons or petitioners to address the Board. There were no patrons or petitioners to address the Board.
8. **Recognitions/Presentations:** Dr. Mosier made special recognition of Dr. Delfina Wilson, Vice President of Student Affairs, who will be moving on to Arizona. He thanked her for her tireless leadership, remarkable contributions to the College and tremendous student focus and advocacy. He commended Dr. Wilson for her brilliant work on her many projects which include the development of a comprehensive Strategic Enrollment Management Plan, contributions to the nationally recognized Blue Devil Come Back Plan, advocacy for students in student housing and involvement with the design and creation of the new student housing facility.

Chair Criswell thanked Dr. Wilson on behalf of the Board for her commitment and great work at the College. She wished her well in her transition.

9. **Communications:** There were no communications scheduled.
10. **Board Committee Reports:** Chair Criswell moved forward with the Board Committee reports. She shared the following on behalf of the Board Finance Committee -
 - The Board Finance Committee met on Tuesday, January 11th, 2022. Chair Criswell shared the monthly financial report. In addition to the monthly financial reports, the Committee discussed the EDA Grant Review for \$3 million, the Student Housing Mockups and scheduling the Board Finance Training for February 2022.
 - In relation to KACCT and ACCT, Trustee Ash shared the KACCT Community College Legislative Breakfast is scheduled for Thursday, January 27th, 2022, at the State Capitol. At the meeting, an overview will be shared from the latest legislating session since the last meeting. The Technical Education Authority committee will follow.

- Trustee Hoskins Sutton began by thanking the Board for their support in her nomination to the Diversity, Equity and Inclusion Committee for ACCT. The election will be in October 2022. She will meet virtually with the committee on Saturday, February 6th, 2022. The Board agreed to support her as her campaign committee to promote her nomination to this national committee for ACCT. Trustee Hoskins Sutton continued the Board Policy Committee did not meet due to holiday break. She assured the Board there will be policies next month for review.
11. **Consent Agenda:** Chair Criswell called for a motion to approve the agenda as amended. Trustee Daniels made the motion. Trustee Ash seconded the motion. The Motion Carried.
 12. **Student Senate Report:** There was no Student Senate report as the students had not yet returned to campus.
 13. **President's Report:** Chair Criswell called for the President's report. Dr. Mosier reported the following -
 - Welcomed Chair Criswell and Vice Chair Brune as the new leaders of the Board.
 - Shared in 2022 the College is set to embrace the challenges that COVID has presented, embrace the change, continue to set high goals and work hard to achieve them.
 - Thanked the Board for agreeing to move the meeting one day so that he could attend a business attraction meeting with the Kansas Department of Commerce.
 - Met with FOLEY/CAT and MHC-Kenworth and other companies to discuss the potential for Diesel Technology and CDL programs. Dr. Mosier also shared that he is looking forward to meeting with Mayor Garner in the next couple of weeks.
 - COVID-19 Report, since the last Board meeting, there have been 51 COVID-related incidents for employees. This significant increase is a largely the result of people being infected while on vacation, meeting and traveling with friends and family and other activities off campus. For the 51 employees, 22 were COVID-positive, 23 experienced symptoms and 6 were close contacts. The number of COVID incidents continue to decrease each week. Currently, there are only 7 COVID related incidents for employees – 4 COVID-positive and 3 with symptoms. There were 6 COVID related incidents for the students. Dr. Mosier reminded everyone to remain diligent in wearing their masks and practicing COVID safety protocols.
 - Dr. Mosier thanked Dr. Tami Bartunek, the Marketing team and the KCK Public School transportation for their support in making sure communication and instruction was received by high school students attending classes at KCKCC. With USD 500 and other area school district being closed due to staff shortages, we needed to ensure that students were able to being their college courses on time. This was one of many scenarios the College needed to navigate to provide helpful logistics for the faculty, staff and students.
 - Update on the Historical Mural – the installers for the new prints got COVID, so the project has been delayed slightly.

- New Student Housing Update – Dr. Mosier and a few KCKCC team members will be doing a walkthrough tomorrow and picking paint schemes for interior rooms and walkways of the building. There is a lot of work taking place inside the building, but cold weather has stopped some exterior work. The project is still about two weeks ahead of schedule.
- Enrollment Update – very glad to see we are up in enrollment as of yesterday morning. There has been great work performed by Dr. Wilson and her team.

Dr. Mosier concluded his report and asked the Board for any questions. Chair Criswell asked about a date for a full room mockup. Dr. Mosier answered that the paint schemes would be reviewed tomorrow, but there was no date currently set for the student room mockup. He would provide the information to the Board when it is available.

Trustee Daniels asked about student involvement in the design and color schemes of the student housing facility. Dr. Mosier shared that the several students participated on the Student Housing committee throughout the entire process to include design. The paint scheme review will be to ensure that the paint chips chosen will work for the scale and layout of the building.

Hearing no further questions or comments, Trustee Ash made a motion to accept the report. Trustee Daniels seconded the motion. **The Motion Carried.**

14. **Vice President Academic Affairs Report:** Chair Criswell called for the Vice President of Academic Affairs (VPAA) report. Mr. Jerry Pope highlighted the following items from the report -

- Undergraduate Research Poster presentation by the Honor's Psychology class provided great pictures of their work.
- Phi Theta Kappa and Student Activities teamed up for Campus Wonderland this year, providing 53 families with holiday dinner and toys from Toys for Tots.
- In the Arts, Communications and Humanities division, the Music Department took 30 students to Dallas, TX to attend Jazz Education Network Conference. An instrumentalist from the KCKCC Funk Band received a special clinic with Mr. Ronald Barber. Additionally, a student drummer was invited to play as last-minute substitute on the main stage at the conference. The KCKCC jazz ensemble, The Standard, was also invited to perform on the main stage at the conference.
- In Career and Technical Education division, congratulated the great success and innovation practiced in the Construction Technology program with the Jeopardy game. Electrical Technology program introduced new awards for students, recognizing attendance and good grades. Congratulations to the fourth cohort of the Industrial Maintenance program who graduated in December 2021.
- In the Health Professions division, there were many graduates this past December. The Nursing Pinning occurred in person on campus in the midst of a dust storm and power outages. Nine students graduated in the Respiratory Therapy program in December, and they are all employed. Seventeen students graduated in the Physical

Therapy Assistant program. We are currently awaiting the rests from their board exams. The Mortuary Science department is getting ready for an accreditation visit in April 2022.

- In the Math, Science and Business Technology division, the Biomanufacturing program will now be hosting classes at KCKCC – Main Campus two days per week in the newly renovated science lab, room 3405, and other rooms. Congratulations to Dr. Ed Kremer, Dean of the division, who completed training as a certified evaluator for the Basic Core Skills Institute.
- In the Social and Behavioral Sciences and Public Services division, Dr. Ron Malcolm, an adjunct professor in American Sign Language, was recognized in Autism Parenting Magazine as the top education writer for 2021. Dean Cleon Wiggins, Dr. Hira Nair, and Mr. Pope are working together to foster some micro internship program initiatives with the goal of helping to increase the K through 12 educators pipeline in the KC Metro area.

Mr. Pope concluded his report and asked the Board for any questions or comments. Trustee Hoskins Sutton offered congratulations to the Honor Psychology student for the great work in the research completed.

Hearing no other questions or comments, Trustee Hoskins Sutton made a motion to accept the report. Trustee Brown seconded the motion. **The Motion Carried.**

15. **Vice President Student Affairs Report:** Chair Criswell called for the Vice President of Student Affairs report. Dr. Wilson began with thanks to Dr. Mosier, the Board, President's Cabinet and her team for the support and commitment to the success of the College. She shared her immense gratitude for Student Affairs division for doing the heavy lifting and for being the glue that holds the College together.

Trustee Hoskins Sutton, on behalf of the Board, offered much appreciation to Dr. Wilson for her leadership, passion and commitment to the students. Her work is much appreciated.

Dr. Delfina Wilson highlighted the following items from the Board report -

- Enrollment Update – the most recent report showed enrollment is up 245 students /2,128 credit hours. In comparison to Spring 2021 to Spring 2022, enrollment is down but the Enrollment Management team, Student advisors, coordinators are hard at work to get students enrolled. The unduplicated headcount is up by 6%, and credit hours also up by 6% compared to Spring 2021.
- Student Affairs offices will extend the office hours to accommodate more students. Moving forward, the hours for the Student Affairs Offices will be Monday through Thursday, from 8:00 a.m. to 6:00 p.m. and Friday, from 8:00 a.m. to 5:00 p.m. Dr. Wilson thanked the employees for their flexibility and support to our students.

- Thanked Academic Affairs, deans, coordinators for their support to get students into classes. The Financial Aid Office also sent emails to students who were approved for financial aid to encourage them to enroll in classes.
- The resumption to student loan payments has been postponed to May 1, 2022.
- Retention initiatives, CRMAdvise efforts, Spring 2022 retention and communication plan will continue based on the data in CRM Advise. Dr. Wilson shared the contact plans for the students at each level within the system, scored based on grades, demographics, enrollment history and satisfactory academic progress.
- Student Self-Service and Student Planning system is in progress and supporting students with graduation and communication with Student Success Advisors.
- In efforts to the provide more support to the Hispanic community, the Student Affairs division has been working on conversion of recruitment materials, the flyers brochures applications from English to Spanish. There will also be additional recruiting visits to Wyandotte High School and El Centro.
- In conclusion, Dr. Wilson extended great thanks to Student Activities, the Counseling and Advocacy Center, Phi Theta Kappa, LatinX student organization, the KCKCC bookstore and Toys for Tots in their partnership to provide food and stocking stuffers to 53 families for the holidays in the Campus Wonderland event. She asked the Board for any questions or comments.

Trustee Hoskins Sutton offered kudos to everyone for all they do to help students and the community. She inquired about the potential of outsourcing the Student Health Services office. Dr. Wilson clarified that this is one option being considered to continue providing health care services to the students.

Hearing no further questions or comments, Trustee Ash made a motion to accept the report. Trustee Daniels seconded the motion. **The Motion Carried.**

16. **Vice President Strategic Initiatives & Outreach Report:** Chair Criswell called for the Vice President of Strategic Initiatives & Outreach report. Dr. Tami Bartunek highlighted the following items from the Board report -

- The first two videos for the miniseries of promotional videos for the Downtown project have been recorded. The plan is to launch the first video this month. The first video focuses on why we are pursuing the downtown facility and how this downtown project will be funded.
- In planning phase and preparations in partnership with the Center for Equity, Inclusion and Multicultural Engagement for the 25th anniversary celebration to commemorate the purchase of the land from the Wyandot and Leavenworth Native American tribes.
- Currently running advertisement for enrollment for Wyandotte High School. Classes will begin in March 2022.

- Providing information for the upcoming HLC visit with “Golden Nugget” email campaign in partnership with Academic Affairs. Dr. Bartunek shared the National Launch Golden Nugget email.
- Updated all KCKCC ads on all outside platforms.
- Social media continues to be strong.

Trustee Brune mentioned that she might prefer to see some KCKCC ads on ESPN.

Trustee Hoskins Sutton asked how the KCKCC classes at Wyandotte High School will be affected if USD 500 should be closed. Dr. Bartunek answered that those classes will follow the schedule of USD 500.

Hearing no additional questions or comments, Trustee Daniels made a motion to accept the report. Trustee Hoskins Sutton seconded the motion. **The Motion Carried.**

17. Chief Financial Officer Report: Chair Criswell called for the Chief Financial Officer report.

Mr. Michael Beach highlighted the following items from the Board report –

- Noted the cash position at the end of December was just over \$22 million dollars, a significant increase in comparison to the recent past. This vast improvement is due to the concerted efforts by Dr. Mosier and other entities at the College to increase operating reserves and follow best practices recommended by the Higher Learning Commission.
- Offered a clarification on student housing mock-ups in that the painting schemes will be reviewed to get a feel for what the rooms will look like as well as to balance the painting within the space with an open ceiling plan.
- Budget Planning is underway. Worksheets have been sent, trainings conducted and the process is moving forward. Launched mid-year budget review process at the same time at the year-end budget process.
- Alternative food options are being offered in the bookstore with microwaves to heat food.

Trustee Hoskins Sutton asked will the bookstore be able to manage the capacity (staff) to handle the influx of students. Mr. beach responded the food and usage of the microwaves are being monitored closely.

Chair Criswell spoke to the efficiency of the bookstores having made a recent purchase and being served well.

Mr. Beach continued his report -

- The Accounting department are working to close out the calendar year.
- Student Housing project is roughly two-weeks ahead of schedule. Site work will continue as weather allows.
- Bookstore progressing well through the semester.

- Central Schedule continues to work with events from outside the College and internally. Some organizations with whom the College worked with prior to COVID are returning to use the facilities.
- Facilities Crew are making great progress as weather permits. Kudos to their responsiveness in part due to the Help Desk system.
- College Police continue to perform great work. Hats off to Chief Robert Putzke, Deputy Jason Sievers and the sergeants in this time, especially with fewer officers due to COVID.

Mr. Beach concluded his report and asked the Board for any additional comments or questions. Hearing none, Trustee Brown made a motion to accept the report. Trustee Hoskins Sutton seconded the motion. **The Motion Carried.**

18. **Chief Human Resources Officer Report:** Chair Criswell called for the Chief Human Resources Officer report. Ms. Christina McGee highlighted the following items from the Board report –

- Ms. Sheila Joseph, Talent Development Manager, is focusing on the training initiatives. She offered a training last week with 14 attendees. Ms. Joseph is also working on supervisors training and making sure the supervisors are receiving relevant training.
- Mr. Sean Burkett of the Employee Relations department hosted listening sessions as follow up to the employee survey regarding the hiring and onboarding process. Additional sessions will follow later in the semester.
- The Employee Engagement Committee hosted a focus group to discuss the Employee Satisfaction Surveys. There were 23 participants.
- Shared the new employee and exit report data from the last month.
- The Center for Equity, Inclusion and Multicultural Engagement (CEIM) is providing professional development training around equity and inclusion. In October 2021, the CEIM committee meet to establish priorities and plan long-term goals. Monthly meetings will continue.
- Ms. Gaby Flores, Director for CEIM, is developing a plan to support the College's efforts to hire and recruit more diverse talent. The plan is in draft.

Trustee Isnard asked for clarification about the exit survey. Ms. McGee answered the items reflect the number of individuals who have selected each reason for their action.

Hearing no other comments or questions, Trustee Ash made the motion to accept the report. Trustee Daniels seconded the motion. **The Motion Carried.**

19. **Chief Information Officer Report:** Chair Criswell called for the Chief Information Officer report. Mr. Peter Gabriel highlighted the following items from the Board report –

- Offered thanks to the Media Services team for doing a great job working through technical challenges and managing the meeting simultaneously.

- Currently in the process of updating College devices to latest version of Windows.
- Announced WebAdvisor will be decommissioned in February 2022.
- Planning an upgrade for the Ellucian Colleague environments for summer or fall 2022.
- Regarding Laptop checkouts, December 16th was the deadline for students to return laptops that were checked out. On January 10th, Computing Services had 230 laptops ready for student checkouts. To date, 160 laptops have been checked out. There are 60 – 65 laptops currently available for checkout in Information Services.

Trustee Daniels inquired about the Technology Master Plan. Mr. Gabriel answered the plan is in draft form and progressing toward completion. The document will be incorporated into the HLC document in draft form and will be finalized after the visit.

Trustee Ash inquired about the people joining the meetings virtually each month. Mr. Gabriel agreed to add this information to his monthly Board report.

Hearing no further comments or questions, Trustee Hoskins Sutton made the motion to accept the report. Trustee Isnard seconded the motion. **The Motion Carried.**

20. Unfinished Business:

- Chair Criswell invited Mr. Pope to present an HLC update. Mr. Pope shared the following details -
 - The HLC Assurance Argument due date is approaching on Monday, January 31st.
 - Dr. Mosier and Dr. Jones are providing great feedback on the report and that feedback is being added.
 - Thanked Dr. Tiffany Bohm, Ms. Kris Ball, Dr. Elizabeth Gillhouse and Mr. Jim Krajewski for working on the final draft of the HLC Assurance Argument.
 - There is an additional form regarding changes to policies and procedures due to COVID. Thanked Dr. Bartunek for working on this form.
 - There are several meetings scheduled through February 2022 and March 2022 to get the campus community talking about HLC.
 - Dr. Bartunek and Ms. Kris Green are working to get the “HLC Golden Nugget” emails ready to go.
 - The goal for submitting the HLC Assurance Argument is Friday, January 28th.

21. New Business:

- Chair Criswell invited Dr. Mosier to present on the naming of the new Student Housing facility. Dr. Mosier shared an overview of the June 2022 opening for the new student housing building. A total of 98 responses for name suggestions from the faculty, staff, student and community members. The names that rose to the top were “Centennial Hall” and the “Blue Devil “something””. Dr. Mosier recommended the name Centennial Hall.

Trustee Hoskins Sutton made a motion to name the building, “Dr. Marge Blank Hall”. There was no second of the motion.

Trustee Daniels made motion to name the building, "Centennial Hall". Trustee Isnard seconded the motion. **The Motion Carried.**

- Chair Criswell invited Dr. Bartunek to present the 2022 Strategic Plan Biannual Report. Dr. Bartunek reviewed the document and highlighted activities that support each area. The Board was asked to bring questions to the February 2022 Board meeting once they have had ample time to review the report.

Trustee Ash asked about the new name for the Downtown Project. Dr. Bartunek shared it is the Kansas City Kansas Community Education Health and Wellness Center. Trustee Daniels expressed appreciation for the improvements in providing feedback for the goals, priorities and initiatives.

Trustee Brown made a motion to approve the report. Trustee Ash seconded the motion. **The Motion Carried.**

- Chair Criswell invited Mr. Pope to present the KCKCC AY 2020 Performance Report from KBOR. Mr. Pope directed the Board to the report in the Board Packet. He shared the College was approved at 100% of new funding at the KBOR Academic Affairs Standing Committee meeting last night. Additionally, Mr. Pope shared the College Retention Rate increased. The baseline for retention was 51% and KCKCC's latest rate was 60%. The College's initiatives are listed there on the second page of the report. Mr. Pope concluded with the items not met which were the number of degrees and certifications awarded.

Trustee Hoskins Sutton made the motion to approve the report. Trustee Ash seconded the motion. **The Motion Carried.**

- Chair Criswell invited Mr. Beach to present for approval the Budget Calendar for FY 2023. Mr. Beach directed the Board to the document in the Board Packet for developing the FY2023 Budget. The proposed calendar comprises dates from the creation to the approval of the budget. One thing to note, the Board meeting in August 2022 could be moved to the 4th Tuesday to account for funding changes.

Trustee Ash made the motion to approve the report. Trustee Hoskins Sutton seconded the motion. **The Motion Carried.**

- Chair Criswell shared the Board members would each sign the KCKCC Board of Trustee Ethical Conduct Policy as standard practice. The signed documents must be turned in to Ms. Risala Allen in the President's Office by Wednesday, January 19th.

- Chair Criswell added the Board members would also sign the KCKCC Board of Trustee Confidentiality and Non-Disclosure Obligations of Trustees Policy. This document must also be turned in by Wednesday, January 19th.

22. **Executive Session(s):** Chair Criswell acknowledged that there were no executive sessions action needed for the general meeting.

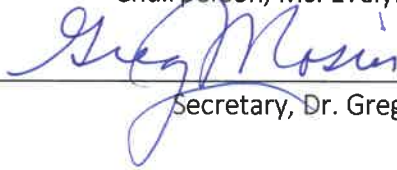
23. **Adjournment:** Trustee Isnard made a motion to adjourn the meeting. Trustee Brown seconded the motion. **The Motion Carried.**

The meeting of the Board of Trustees adjourned at **7:05 p.m.**

ATTEST:



Chairperson, Ms. Evelyn Criswell



Secretary, Dr. Greg Mosier