



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
November 16, 2021 – 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 Vice Chair Criswell.
2. **KCKCC Mission Statement:** Chair Daniels read the College mission statement.
3. **Roll Call:** Indicated the following trustees present – Ash, Brown, Brune, Criswell, Daniels, Hoskins Sutton and McIntyre. All members were present.
4. **Approval of Agenda:** Dr. Mosier addressed the Board to share the following amendments to the agenda - updates were made to the Personnel Report, a few modifications were made to the meeting minutes for October 19, 2021, and 2 items needed to be added to the Unfinished Business section of the agenda. The items were, Action for COVID Protocols and Modification to EDA Grant Resolution.

Vice-Chair Criswell made a motion to approve the agenda with the amendment. Trustee Brown seconded the motion.

The Motion Carried.

5. **Audience to Patrons and Petitioners:** There were no patrons or petitioners.
6. **Recognitions/Presentations:** Chair Daniels invited Dr. Delfina Wilson, Vice-President of Student Affairs, to present the data for the 2021 CCSSE Report. She shared the Community College Survey of Student Engagement (CCSSE) results from the 2021 surveys and the comparative information with other colleges similar to KCKCC. Dr. Wilson shared how the College may use the demographics, benchmarks and other pertinent data in future planning and decision making for KCKCC.

7. **Communications:** There were no communications scheduled.

8. **Board Committee Reports:**

- On behalf of the Board Finance Committee, Vice Chair Criswell shared an overview of the Monthly Financial Report presented at the Board Finance Committee on Tuesday, November 9th.
- Trustee Hoskins Sutton shared information from her attendance at the 2021 ACCT Leadership Congress in San Diego, CA.
- Trustee Ash noted that the KACCT Quarterly meeting would be at Pratt Community College on Friday, December 3rd & Saturday, December 4th. Chair Daniels, Trustee Ash and Dr. Mosier would be attending in person.

9. **Consent Agenda:** Chair Daniels called for a motion to approve the Consent Agenda. Trustee Ash made the motion. Vice-Chair Criswell seconded the motion.

The Motion Carried.

10. **Student Senate Report** Chair Daniels called for the Student Senate President's report. Ms. Chrystal Tucker, Student Senate Chief Information Officer, and Mr. Oscar Alvarez Alfonzo, Student Senate Graphic Designer, shared the latest updates from the students' campus activities which included a well-attended Halloween Bash with over 1,000 visitors and coverage by Channel 4 news; participation in the President's Leadership Circle Breakfast; and student preparations for the HLC visit in March 2022. Ms. Shawnee Warren, Student Senate Campus Activities Coordinator, shared updates from several student clubs.

Vice-Chair Criswell made the motion to accept the report. Trustee Hoskins Sutton seconded the motion. **The Motion Carried.**

11. **President's Report:** Chair Daniels called for the President's report. Dr. Mosier began with the monthly COVID Incidents Report, since the last Board meeting, sharing for employees, there have been 5 COVID-related incidents with 3 employees testing COVID positive; for student, there were 17 COVID-related incidents, a significant decrease from 57 in the previous month, with 6 students testing COVID positive.

Dr. Mosier continued by sharing details about the SPARKS Executive Committee meeting yesterday, Monday, November 15th, hosted at the KCKCC – Technical Education Center (TEC). Dr. Mosier presented the downtown project to the Committee and referenced a pending request to follow for \$30 million. After his presentation, Dr. Mosier and Dr. Bartunek escorted Sen. Jerry Moran (R-KS) on a tour of the TEC and shared information about grant proposals specific to the downtown project and other areas of the college.

Regarding the mold concerns in the current Student Housing facilities (Royal Ridge), Dr. Mosier shared that College leadership is monitoring the issue closely and taking as many precautions as necessary to maintain the health and well-being of the students.

Lastly for his report, Dr. Mosier shared information regarding the presentation of the Certificates of Appropriateness for the Downtown Project to the Landmarks Commission, to include a request for the deconstruction of the Seventh Street Church, were approved. The Unified Government Commission will review the certificates for final approval.

Dr. Mosier presented the donations and gifts collected for the 2021 Annual Board of Trustees Food Drive. He thanked everyone for their contributions for this new tradition in its third year. Dr. Mosier and the Board extended additional thanks to Merchant McIntyre, who donated \$2,500, and Christie Development, who donated \$5,000. All donations and proceeds will go to the KCKCC Blue's Kitchen Pantry to combat food insecurity at the College and in the community.

Chair Daniels expressed tremendous gratitude to all who contributed on behalf of the Board.

Chair Daniels called for a motion to accept the report. Trustee Hoskins Sutton made the motion. Vice-Chair Criswell seconded the motion. **The Motion Carried.**

12. Vice President Academic Affairs Report: Chair Daniels called for the Vice President of Academic Affairs (VPAA) report. Mr. Jerry Pope highlighted the following items from the report:

- The Phi Theta Kappa officers hosted a Pink Ribbon Day event on Tuesday, October 19th, where the proceeds collected were donated to the University of Kansas Cancer Center.
- The Psychology Club and the Undergraduate Research Program hosted an Undergraduate Research Pre-Symposium in Psychology on Tuesday, October 26, 2021, with more than 50 in attendance, virtually and in-person.
- The Standard, KCKCC's vocal jazz ensemble, was chosen as an alternate performer at the 2022 Jazz Education Network National Conference in Dallas, TX.
- The M-PACT Vocal Festival will be hosted at KCKCC in the Performing Arts Center on Saturday, November 18th.
- A former Audio Engineering student, Kevin Beabout, has become Vice President of Corporate Events at Ironman Sound Industries, St Louis, MO.
- KCKCC signed an agreement with the Federation of Advanced Manufacturing Education (FAME) chapter to become the organization's first chapter in Kansas.
- Shared letters received from the community to the KCKCC – PCC Electrical Technology Program for the community projects that have done.
- On Monday, October 25th, a group of 27 Kansas state legislators toured the new welding facility at Lansing Correctional Facility.
- The KCKCC-TEC evening Nail Technology students held a Nail Art Show on Thursday, October 21st.

- The Health Professions division is currently working on program reaccreditation visits for the Mortuary Science program in April 2022 and the Respiratory Therapy program in fall 2022.
- Health Professions will be hosting two Nursing pinning ceremonies in person in the Field House in December.
- Dr. Ishfaq Ahmed, Assistant Professor and Biomanufacturing Coordinator, attended the Workforce Innovation Conference 2021 held October 4-5 in Wichita, KS; at the conference, Ms. Kris Ball received the Best Teacher Award.
- Dr. Leslie Watkins, Associate Professor of Biology, will complete the ACUE training “Inclusive Teaching for Equitable Learning” this month.
- Dr. Jelena Ozegovic, accompanied by Dr. Stacey Tucker, took her Honors Psychology students to Union Station in Kansas City, Missouri, to visit the Auschwitz exhibit
- The Psychology Club, along with Student Activities, hosted a United Nations Day celebration on Monday, October 25, in Lower Jewell.

Trustee Brown made the motion to accept the report. Trustee Hoskins Sutton seconded the motion. **The Motion Carried.**

13. **Vice President Student Affairs Report:** Chair Daniels called for the Vice President of Student Affairs (VPSA) report. Dr. Delfina Wilson highlighted the following items from the report:

- All of the students who were affected by the mold issues in Student Housing are now out of the hotels and either in Student Housing in remediated rooms or with other living arrangements; the Student Housing conditions will continue to be monitored. The Board expressed their concerns for the students and thanked the staff for all the hard work in taking care of the students. The uninhabitable rooms have been returned to Royal Ridge for remediation.
- Enrollment for spring 2022 has begun. Strategies the Enrollment Management department will implement to improve enrollment were shared such as the new Student Self Service platform for signing up for classes, the new text messaging system, Signal Vine, for getting important information about courses or advising, and the Early Assist system to reach students who may be in need of additional assistance.
- Developing a marketing plan for the Wyandotte location for spring 2022 classes.
- KCKCC Blue Devil Early College Academy enrollment for spring 2022 has begun for high school juniors and seniors. The course schedule, logistics and instruction information were shared.
- Shared the Blue’s Kitchen Pantry purchased a commercial grade refrigerator and freezer with a grant that was received. The pantry will be moving to a larger space to house all the items it receives for the students. Thanked the Board for the generous donations to Blue’s Kitchen Pantry.

Trustee Hoskins Sutton asked Dr. Wilson for more details regarding the Kansas Promise Act scholarships as well as more information on how the Early Alert Reporting System would be used to support the students.

Trustee Hoskins Sutton made the motion to accept the report. Vice-Chair Criswell seconded the motion. **The Motion Carried.**

14. **Vice President Strategic Initiatives & Outreach Report:** Chair Daniels called for the Vice President of Strategic Initiatives & Outreach report. Dr. Tami Bartunek began by introducing the new Executive Director of Marketing and Institutional Image, Ms. Kris Green. She continued by highlighting the following from the report:

- Shared the new promotional video of the 2021 Student Housing Topping Out Ceremony.
- Shared new radio advertisements for promotion of spring enrollment.

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

15. **Chief Financial Officer Report:** Chair Daniels called for the Chief Financial Officer report. Mr. Michael Beach highlighted the following from the report:

- As requested by the Board, he shared more detail regarding the realignment of the Facilities Services department which resulted in 3 new department supervisors – Mr. Lulio Marin Alfonzo for maintenance, Mr. Zachary Slater for custodial services, Mr. Shawn Schavee for grounds services.
- Despite the national supply chain interruptions, the Facilities Crew manages to stay on top of projects and adjust scheduling as necessary.
- Thanked Event Scheduling and College Police for continuing to manage College logistics and support the needs of the college community.

Vice-Chair Criswell asked to clarify the requisition from P1 Group in the amount of \$961,000 on Consent Agenda – Item B. Mr. Beach shared due to a necessary equipment update made by the Board of Public Utilities (BPU) the College seized the warranted opportunity to replace 3 transformers.

Trustee Ash made the motion to accept the report. Vice-Chair Criswell seconded the motion. **The Motion Carried.**

16. **Chief Human Resources Officer Report:** Chair Daniels called for the Chief Human Resources Officer report. Ms. Christina McGee highlighted the following from the report:

- The updates to the HRIS System are nearly complete; the final stage of moving all applications from WebAdvisor to Self-Service is under way.
- In the final stages of hiring for 2 new positions in HR.
- Onboarding and New Employee Orientation being streamlined to include feedback from upcoming College Listening Sessions.

Vice-Chair Criswell made the motion to accept the report. Trustee Hoskins Sutton seconded the motion. **The Motion Carried.**

17. **Chief Information Officer Report:** Chair Daniels called for the Chief Information Officer report. Mr. James Bennett, Director of Computing Services on behalf of Mr. Peter Gabriel, shared the following highlights from Mr. Gabriel's report:
- Thanked Academic Support department for providing services for the HLC Mock Visit, Staff and College Senate, and training videos for the Signal Vine system.
 - Thanked Computing Services personnel for working on everyday tickets, updating devices on and off campus and providing support with the increase in calls during the enrollment period.
 - Thanked Media Services for providing services for several events (15) in the last month, managing multiple day-long events, updating classrooms with technology and providing support with help desk tickets.
 - Thanked Network Services for support in the transition from WebAdvisor to Self-Service system. The expected completion date is April 2022. They are also updating the AccuTrack system for Student Services department and Perceptive Content/Image Now in web-based application.

Trustee Ash made the motion to accept the report. Vice-Chair Criswell seconded the motion. **The Motion Carried.**

18. **Unfinished Business:** Chair Daniels invited Mr. Pope to present an HLC update. Mr. Pope shared the College received great feedback from the mock HLC reviewers. He shared key points from the feedback and next steps for the College moving forward.

The Board asked for a review session in preparation for the upcoming HLC visit.

Chair Daniels invited Dr. Mosier to present regarding the modification to the EDA grant resolution. Dr. Mosier reviewed the original terms of the EDA grant resolution approved by the Board in May 2021. He shared the advice of the EDA regional directors to the College to increase the College Match stated in the resolution from \$3 million to \$3.8 million and provided reasoning for the increase. Dr. Mosier read the updated resolution and asked for the Board's approval.

Trustee Ash made a motion to approve the amended resolution. Vice-Chair Criswell seconded the motion. **The Motion Carried.**

Chair Daniels invited Dr. Mosier to present a recommended action for COVID-19 Protocols for KCKCC. Dr. Mosier shared the new protocols as outlined in the November 2021 Board Packet. Key items to the new protocols included changing required mask wearing in KCKCC facilities from required to recommended and vaccination requirements continuing for employees and students desiring to participate in higher risk activities such

as out-of-state travel, students participating in athletic sports and living in student housing. He shared the College would continue with the current protocols until the end of the 2021. The new protocols would begin Monday, January 3, 2022, pending no new requirements from the Unified Government or Wyandotte County Health Department.

Trustee Hoskins Sutton made a motion to approve the new protocols. Trustee Brown seconded the motion. For the vote: Brown, Brune, Criswell, Daniels, Hoskins Sutton and McIntyre voted Yay; Ash voted Nay. **The Motion Carried.**

19. **New Business:** Chair Daniels invited Trustee Hoskins Sutton to present the list of college policies for approval. Trustee Hoskins Sutton presented the following policies for approval - Graduation Requirement Policy and Procedure (2.14), Paternity Leave (5.34), Request-Report for Leave of Absence (5.31), Student Excused Absences (2.13), and Procedure for Handling Inquiries Concerning Available Positions.

Chair Daniels called for a motion to approve the policies presented. Vice-Chair Criswell made the motion. Trustee Brune seconded the motion. **The Motion Carried.**

The Board revisited the process of how policies are developed or revised and come to the Board Policy Committee for review and presentation to the Board of Trustees.

Chair Daniels invited Mr. Beach to present the 2021 Annual Audit Report. Mr. Beach introduced Mr. Rick Swearingen from Novak Birks who presented the audit and compliance reports for KCKCC for the 2020-21 academic year. Mr. Swearingen noted there were no instances of fraud or noncompliance found. Mr. Swearingen also noted, due to the inclusion of the KCKCC Foundation in the Audit Report, final approval would need to be conditional of the KCKCC Foundation approving their portion of the audit as well.

Chair Daniels called for a motion to approve the 2021 Annual Audit reports, pending KCKCC Foundation approval. Vice-Chair Criswell made the motion. Trustee Brune seconded the motion. **The Motion Carried.**

20. **Executive Session(s):** Chair Daniels acknowledged that there were no actions to be taken from the executive sessions for the general meeting.

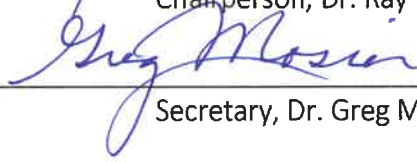
21. **Adjournment:** Chair Daniels thanked everyone for their contributions to the meeting and called for a motion to adjourn the meeting. Vice-Chair Criswell made the motion. Trustee Hoskins Sutton seconded the motion. **The Motion Carried.**

The meeting of the Board of Trustees adjourned at 8:03 p.m.

ATTEST:



Chairperson, Dr. Ray Daniels



Secretary, Dr. Greg Mosier