



**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  
March 15, 2022 – 5:00 P.M.**

**CONSENT AGENDA – Item A**  
**Meeting Minutes**

1. **Call to Order & Pledge of Allegiance:** Chairwoman Evelyn Criswell called the meeting to order at 5:05 p.m. in the Upper Jewell Lounge at KCKCC – Main Campus and in the KCKCC Zoom meeting platform on Tuesday, February 15, 2022. The Pledge of Allegiance was led by Vice Chairwoman Pat Brune.
2. **KCKCC Mission Statement:** Chair Criswell read the College mission statement.
3. **Roll Call:** Indicated the following trustees present – Ash, Brune, Criswell, Daniels, Hoskins Sutton and Isnard. Trustee Rosalyn Brown was not present.
4. **Approval of Agenda:** Trustee Isnard made a motion to approve the agenda. Vice-Chair Brune seconded the motion. **The Motion Carried.**
5. **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.
6. **Recognitions/Presentations:** There were no recognitions or presentations scheduled.
7. **Communications:** There were no communications scheduled.
8. **Board Committee Reports**
  - On behalf of Trustee Brown, Vice-Chair Brune gave the following report for the Community Engagement Committee – the Board committee met on Tuesday, March 8<sup>th</sup> via Zoom. In attendance were Trustees Ash, Brown and Brune, and Dr. Tami Bartunek. The Committee began their work on a committee mission statement that would coincide with the KCKCC Strategic Plan. Additionally, short-term and long-term

goals were discussed. The committee decided to meet monthly on the second Tuesday of the month.

- On behalf of the Board Finance Committee, Vice-Chair Brune reported that the committee met on Monday, March 7<sup>th</sup>. During the meeting, the monthly financial reports were reviewed and approved for full Board review and approval. Additional high school course fees, a draft calendar contract with PGAV Architects for work on the Kansas City Kansas Education Health, and Wellness Center (KCKCEHWC), a presentation of exterior sculptures for placement on campus, and a possible land donation were discussed and approved for full Board review and approval. Dr. Mosier provided an update on fundraising for KCKCEHWC and the Student Housing project.

Mr. Beach reported that the HEERF Funds would be completely drawn down for the College's expenses related to COVID-19 before the May 2022 deadline. The College has received \$23,000 from the Kansas Promise Act. Vice-Chair Brune concluded her report by sharing the Board's Finance Training was held on Thursday, March 10<sup>th</sup> at 4:30 p.m.

- For KACCT, Trustee Hoskins Sutton shared that the Quarterly KACCT Meeting would be held on Friday, April 1<sup>st</sup>, immediately following the Phi Theta Kappa (PTK) Scholarship Awards Luncheon.

9. **Consent Agenda:** Chair Criswell asked for any questions, concerns, or additions to the Board Agenda. Hearing none, she called for a motion to approve the Consent Agenda.

Trustee Isnard made the motion. Trustee Hoskins Sutton seconded the motion.

**The Motion Carried.**

10. **Student Senate Report:** There was no report from Student Senate due to spring break.

11. **President's Report:** Chair Criswell called for the President's report. Dr. Mosier reported the following -

- COVID Incident Report - since the February Board meeting, there were 15 COVID incidents! For the employees, there were 3 incidents - 2 COVID positive and 1 close contact. For the students, there were 7 incidents - 4 COVID positive and 2 close contacts.
- KCKCC has 12 days remaining until the HLC Visit. The college is ready for the visit!
- Special Recognitions – Congratulations to Dr. Tami Bartunek on being selected to participate in the Leadership Kansas 2022 cohort; Ms. Gaby Flores was appointed to the Board of Directors for the Wyandotte Health Foundation. Additionally, the College's Veterans and Military Student Center were required to undergo a targeted risk-based review by the Kansas Commission on Veterans Affairs due to our HLC probationary status. KCKCC passed the review as a result of the work

and efforts of Mr. Wade Abel, Director of the Veterans Center, Mr. Jerry Pope, and numerous others who helped to prepare for the review.

- Dr. Mosier shared that he was nominated and elected to serve on the executive board of the Wyandotte Economic Development Council. He added that among other things, this will allow the college to be closer connected to business attraction and retention opportunities.
- Shared a reminder for everyone to please read the HLC Assurance Argument in preparation for the HLC visit.
- Dr. Mosier concluded his report by sharing early today, President Biden signed the 2022 Omnibus Spending Bill, resulting in a \$400 increase in the maximum annual Pell Grant award to \$6,895; an increase of \$20 million for Federal Work-Study; \$96 million for strengthening historically black colleges and universities Hispanic serving institutions and other minority-serving institutions; \$40 million increase for federal TRIO programs; and significant monies to the sciences and research.

Chair Criswell asked for any questions or comments. Hearing none, Trustee Daniels made a motion to accept the report. Trustee Ash seconded the motion. **The Motion Carried.**

12. **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 –

- The Learning Commons offered robust Black History programming, including a “Read-in” hosted by the Writing Club.
- In the Arts, Communications and Humanities division, the Accelerated Learning Program of the Community College of Baltimore County conducted two workshops for advisors, developmental reading faculty, and English faculty on successfully expanding and implementing corequisite reading and writing courses. The Art department hosted an Art Day for 85 USD500 art students. The day-long event was led by Professor Clinton Ricketts, Arts Coordinator, and Ms. Shia Perry, Art Gallery Coordinator.
- KCKCC’s Ella Fitzgerald Memorial Scholar, Mr. Christian Anderson has been accepted to the University of North Texas, one of the preeminent jazz schools in the country. Additionally, a new Ella Fitzgerald Scholar has been selected at KCKCC as well.
- In Career and Technical Education, the Culinary Arts program is catering the Mid America Hall of Fame event this year.
- Currently working with the Kansas Department of Commerce to develop a registered apprenticeship program for many of our programs.
- Congratulations to Associate Professor Kris Ball for her appointment as an HLC Peer Reviewer for a second term.
- Congrats to Dr. Hira Nair, Coordinator of the Education Program and Director of the KCKCC K-Step Up Program, for co-presenting with the K-Step Up team in Chicago, IL.

Trustee Daniels requested of Mr. Pope an explanation of corequisite courses and the connection with development education for the Board.

Dr. Mosier explained that the registered apprenticeship program would create opportunities for students to learn in the classroom and on the job. While working, the supervisors sign off on learning outcomes accomplished in the workplace. These are paid internships and apprenticeships.

Chair Criswell asked for any further questions or comments. Hearing none, Trustee Daniels made a motion to accept the report. Trustee Ash seconded the motion.

**The Motion Carried.**

13. **Vice President Student Affairs Report:** Chair Criswell called for the Vice President of Student Affairs (VPSA) report. Dr. Chris Meiers highlighted the following items from the report –

- The Strategic Enrollment Management Plan update will be presented at the May 2022 Board meeting. Currently, dashboards are being built to support telling the story of enrollment and retention trends pre-COVID, during COVID, and post-COVID. Initiatives to address enrollment include 1) text messages to all admitted students encouraging advising appointments and 2) email campaigns to prospective students to encourage application to KCKCC.
- Centennial Hall will begin accepting applications on Friday, April 1<sup>st</sup>. Ms. Nicole Wilburn, Director of Student Resident Life, is leading a task force working on policies, procedures and practices for students living in student housing.
- The Handshake application, our web-based jobs dashboard for students, will be up on April 1<sup>st</sup>. We will be inviting employers to place job positions on the site with a publishing date for students of May 1<sup>st</sup>.
- On April 7<sup>th</sup>, the KCKCC - TEC will be hosting the “Hire Blue Career Fair,” with a focus on tech programs. On April 20<sup>th</sup>, the “Hire Blue Career Fair” will be hosted at KCKCC – Main Campus.
- Work on the Commencement ceremonies on May 19<sup>th</sup> at 2:00 p.m. and 7:00 p.m. is in progress. Currently, the RSVP process for guests attending either ceremony will allow each student to invite up to 6 guests. We are working to honor social distancing protocols in the Field House.
- The Veterans and Military Student Center is working with our Cosmetology program to provide services to homeless veterans.
- Blue’s Kitchen, in addition to being a food bank, is now doing cooking demonstrations led by KCKCC Culinary Arts students, showing the students how to prepare fresh meals at home.

Chair Criswell inquired about a tracking system for the success of the Handshake application with the job postings. Dr. Meiers answered that the Handshake system is a comprehensive system that will allow for proper data tracking and reporting.

Chair Criswell followed up asking for clarification regarding the courses being offered at Amazon. Dr. Mosier answered that the classes offered at Amazon disappeared during COVID. However, Amazon has identified KCKCC as a partner of choice in that the company will offer tuition assistance for their employees wishing to take courses at KCKCC.

Trustee Hoskins Sutton inquired about the logistics of providing cosmetology services to the homeless veterans. Dr. Meiers shared that he would have a full report for the Board in April.

- Dr. Meiers continued his report sharing the food truck offering taco dinners for Taco Tuesday was a success. Trustee Ash commented that it was a creative idea to invite food trucks to campus.

Trustee Daniels inquired about the New American Open House event. Dr. Meiers shared that he would have a full report for the Board in April.

Dr. Mosier congratulated Dr. Meiers for his great work thus far and for jumping in with both feet and moving Student Affairs initiatives forward.

Chair Criswell thanked Dr. Meiers for his report and asked for any additional comments or questions. Hearing none, Trustee Isnard made a motion to accept the report. Trustee Ash seconded the motion. The Motion Carried.

**14. 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 report –

- She began by clarifying that the partnership with Amazon once included only specific programs. Now, with KCKCC as a partner of choice with Amazon, their employees may receive scholarship monies for any credit-bearing program or class at KCKCC. As COVID restrictions are lifted, KCKCC is currently in discussions with Amazon to get classes offered at the Amazon facility as well.
- Showcased the new Centennial-branded table scarf and shared there will be more Centennial marketing to come.
- Announced the billboard at the Legends will become KCKCC's for the next 9 months. KCKCC is partnering with the Legends as their official sponsor for a Back-to-School campaign this summer. It will include pop-up events for enrollment at the Legends Shopping Center.

Trustee Hoskins Sutton inquired about the College's involvement with the Monarchs Baseball club. Dr. Bartunek shared that there are discussions occurring but nothing ready to report at this time.

- Dr. Bartunek continued her report by sharing the Marketing department's work with Student Affairs in a targeted re-engagement campaign for students who have not registered for classes since spring 2019.
- The Cascade Website Editor project, which would allow faculty and staff to make edits to their own web pages, continues to be in progress. We are currently working with Web Services and IT to provide training to departments who are interested, and we have 28 people signed up for the training.
- Shared the latest radio advertisement.

Trustee Ash asked if the College's Construction Technology programs are building another house. Dr. Mosier answered yes.

- In conclusion of her report, Dr. Bartunek shared that she is currently working with Merchant McIntyre in gathering data to submit a new earmark construction proposal request. The request for funding, approximately \$2 million, would be for construction technology equipment and supplies for the Health and Wellness building.

Chair Criswell thanked Dr. Bartunek for her report and asked for any additional questions or comments. Hearing none, Trustee Hoskins Sutton made a motion to accept the report. Trustee Isnard seconded the motion. **The Motion Carried.**

15. **Chief Financial Officer Report:** Chair Criswell called for the Chief Financial Officer report. Mr. Michael Beach highlighted the following items from the Board report –

- To date, \$978,000 of COVID relief grants have been dispersed. Another round of funds will be shared this year as well.
- The College receives a total of \$11.2 million, with \$9.9 million to be received this year. A draw-down schedule for the funds has been created to support the draws from an auditing perspective.
- Mr. Beach and the Finance team provided financial training to the Board members. The finance training manual is being reviewed and will be sent out to the trustees once completed.
- The budget process continues as scheduled. New Asks are currently being reviewed.
- The Student Housing project is moving along about 2 weeks ahead of schedule.
- The College is reviewing a shortlist of foodservice providers interested in providing food services on campus. A Request for Proposal (RFP) will be sent out soon.

Trustee Hoskins Sutton asked about the students' input regarding the food services selection. Mr. Beach shared that the students will be surveyed, and students will be included on the selection committee for the foodservice providers.

- Mr. Beach continued his report by sharing the bookstore continues to increase its revenues.

- Facility Services crews are doing a wonderful job with their projects and getting a lot accomplished. Additionally, a regularly scheduled maintenance program is being developed and implemented.
- Mr. Beach concluded with a review of the Monthly Financial summary as provided in the Board Packet – the revenues, expenses, liabilities, and operating income to date.

Chair Criswell thanked Mr. Beach for his report and asked for any additional questions or comments. Hearing none, Trustee Daniels made a motion to accept the report. Trustee Ash seconded the motion. **The Motion Carried.**

**16. 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 –

- Planning is currently underway for the Annual Employee Recognition Year of Services Luncheon on Friday, May 6<sup>th</sup>. We are excited to be returning to an in-person celebration this year.
- Ms. Sheila Joseph, Talent Development Manager, continues to have discussions with key stakeholders to make plans for campus-wide training and development.
- This quarter’s supervisor training has been completed with between 20-29 supervisors participating in the different courses.
- A vendor has been secured to perform background checks for new employees. Verified First is the vendor and all training and implementation should be completed by the end of March 2022.
- Additional practices are being implemented to reduce the amount of paper and time to go through the employment process.
- The HR Recruiting web page is being updated to attract employees.
- Ms. McGee concluded her report by sharing the Center for Equity and Multicultural Engagement continues with training in Title IX policies and procedures to be of better service to our students.

Chair Criswell asked if the Title IX training would result in “Train the Trainer” opportunities on campus. Ms. McGee answered the training is for the role of Deputy Title IX Coordinator and Ms. Gaby Flores is attending the training as supervisor to be more informed.

Dr. Mosier shared that the official opening of Vice President of Student Affairs and Enrollment Management will be posted on March 28<sup>th</sup>.

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

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

- Announced that the WebAdvisor application has been disabled and the transition to Self-Service system is complete. He thanked everyone who worked to make the transition.
- Thanked Media Service for their work in producing the Board meetings each month.
- The Perceptive Content upgrade will begin in April 2022. The go-live date with the new server and application is July 4<sup>th</sup>.
- Partnering with Dr. Meiers to implement two applications, E-ResLife and Handshake, for Student Affairs.
- The wild card certificate for the KCKCC domain has been updated.
- Mr. Gabriel concluded his report by sharing a new tool to support speed test connectivity and troubleshooting access points across all campuses.

Trustee Ash pointed the Board to the data in Mr. Gabriel's report regarding the number of viewers for the Board meetings. Mr. Gabriel will provide a 4-month comparison of viewership in future reports.

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

#### 18. Unfinished Business:

- Chair Criswell invited Mr. Pope to present the HLC update. Mr. Pope shared the following details –
  - There are two weeks until the HLC Visit.
  - The HLC Q&A sessions have been occurring with at least 100 attendees each meeting. There are two more meetings remaining. The HLC Nuggets emails have been going out each week with a winner selected and announced each week.
  - The final HLC Visit Agenda was sent to the HLC Review Team Chairperson. The HLC Review Team will visit all day on Monday, March 28<sup>th</sup>, and half-day on Tuesday, March 29<sup>th</sup>.
  - The HLC Assurance Argument may be found on the website in the section of the HLC Countdown. Institutional Effectiveness also has a lot of great data there.
- Chair Criswell invited Dr. Mosier to present the KCKCC COVID-19 safety recommendation. Dr. Mosier shared a PowerPoint presentation that shared the latest data regarding COVID-19 cases in Wyandotte County from the Unified Government's COVID web pages. He stated the Confirmed Cases down to 10% and Percent Positivity Rate down to 4% both were very important in the administration's decision-making reasoning. With the internal data and number in Wyandotte County, the College's recommendation is if cases continue to stay low as of March 30<sup>th</sup>, KCKCC would move from "masks required" to "masks welcomed". Cabinet will continue to work on language regarding food, with a minimum of 3ft spacing to enjoy food together.

Dr. Mosier continued that if the numbers increase, then the College will not change the current protocols.



Chair Criswell asked for any comments or questions. Hearing none, she called for a motion to approve the recommendation. Trustee Daniels made the motion. Chair Criswell seconded the motion. The vote for the approval was as follows:

- 5 – Yay (Brune, Criswell, Daniels, Hoskins Sutton, Isnard)
  - 1 – Nay (Ash)
  - 1 – Absent (Brown)
- Chair Criswell invited Mr. Pope to present the additional high school course fees for FY2023. Mr. Jerry Pope reviewed the proposed changes of adding three programs to the list for the high school students in EXCEL and CTE programs.

Trustee Ash made a motion to approve the additional fees. Trustee Hoskins Sutton seconded the motion. **The Motion Carried.**

#### 19. New Business:

- Chair Criswell invited Mr. Beach to present regarding granting Dr. Mosier authority to vote on behalf of KCKCC in favor of PGAV Architects to provide architectural services for the Kansas City Kansas Community Education, Health and Wellness Center (KCKCEHWC).

Dr. Mosier clarified that the request is to authorize him to exercise the College's right to vote during the KCKCEHWC Condominium Association meeting. Mr. Beach shared that the recommendation is to work with the PGAV as a preferred vendor given the relationship they have with the College and to the project, their fee, and in maintaining the knowledge and expertise gained in their participation in the project to date.

Chair Criswell asked if there were any questions or comments. The Board discussed having the opportunity to review the completed contract prior to approval. Dr. Mosier promised to bring any important changes to the contract to the Board for review.

Trustee Isnard made a motion to approve the request. Trustee Daniels seconded the motion. **The Motion Carried.**

- Chair Criswell invited Dr. Mosier to present the exterior sculptures. Dr. Mosier shared his screen to show the Rita Blitt sculptures for the downtown location (Destiny) at the cost of \$22,117 and for student housing (Ascension) at the cost of \$49,527. He also shared that lighting and a pad for the Ascension sculpture will be done by Conco Construction at an additional cost. The Ascension sculpture for student housing will be ready for the ribbon-cutting ceremony if action is taken this evening.

Chair Criswell asked for any questions or comments. Hearing none, Trustee Ash made a motion to approve the request. Vice-Chair Brune seconded the motion.

**The Motion Carried.**

- Chair Criswell invited Dr. Mosier to present to request permission to pursue a land donation. Dr. Mosier shared that the land is being donated to the College to build billboards. One location is at 57 Kaw Drive. For this location, Dr. Bartunek and Mr. Beach are working with the city regarding zoning and cost estimation with the Unified Government and the state of Kansas. The idea for the electronic billboard is to rotate up to 10 ads – 3 for the college and 7 from outside companies. The net revenue from the billboard could be used for student scholarships. The other location is on Shawnee Dr, just north of the Johnson County line. It would be a 2-sided electronic sign. The College administration is requesting permission to research options for the billboards.

Chair Criswell asked for any questions or comments. Hearing none, Trustee Daniels made a motion to approve the request. Chair Criswell seconded the motion.

**The Motion Carried.**

- Chair Criswell invited Dr. Mosier to present to request approval of the owner representative firm with conditions. Dr. Mosier clarified that he is requesting authorization to exercise the College's right to vote on the owner representative firm with the KCKCEHWC Condominium Association. He concluded that once the firm was finalized, the organization would be disclosed in the public forum.

Chair Criswell asked for any questions or comments. Hearing none, Trustee Daniels made a motion to approve the request. Vice-Chair Brune seconded the motion.

**The Motion Carried.**

**20. Informational:**

- Chair Criswell invited Dr. Mosier to provide the Capital Campaign Fundraising Report. Dr. Mosier shared a Word document detailing the current position for funding of the KCKCEHWC project. To date, with several donors and prospective funders, the College has approximately \$25.5 million, which is 36 percent of our \$70 million goal. Adding the recently approved \$2 million earmark funding takes us to the 39 percent mark, and if we add the other million dollars that is anticipated in the near future, that puts us at 40 percent of our \$70 million goal. There is another \$40 million pending in requests from SPARKS or ARPA funds from the city and state governments. Receipt of those funds is key for a fall 2024 opening downtown. Otherwise, we will be opening in spring 2025.
- Chair Criswell invited Dr. Mosier to provide a report on the KCKCC downtown property incident. Dr. Mosier shared images of the location of the incident. The incident occurred overnight last Friday or Saturday evening when a large vehicle hit the back of a building causing part of it to collapse. A structural engineer has surveyed the property. The engineer's report is there is no additional damage, however, the building is not stable. The building needs to be brought down to ensure

that no damage is done to the other buildings. Currently, there is 6ft chain-linked fencing to prevent people from entering the area. The cost to secure this building continually, to date, has been approximately \$60,000.

21. **Adjournment:** Trustee Daniels made a motion to adjourn the meeting. Trustee Hoskins Sutton seconded the motion. **The Motion Carried.**

The meeting of the Board of Trustees adjourned at **7:15 p.m.**

ATTEST:

DocuSigned by:

*Evelyn Criswell*

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Chairperson, Ms. Evelyn Criswell

*Greg Mosier*

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Secretary, Dr. Greg Mosier

