



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
June 21, 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 5:03 p.m. in the Upper Jewell Lounge at KCKCC – Main Campus and in the KCKCC Zoom meeting platform on Tuesday, June 21, 2022. The Pledge of Allegiance was led by Trustee Linda Hoskins Sutton.
2. **KCKCC Mission Statement:** Chair Criswell read the College mission statement.
3. **Roll Call:** Indicated the following trustees present – Brown, Brune, Criswell, Daniels, Hoskins Sutton and Isnard. Trustee Ash joined the meeting at 6:00 p.m.
4. **Approval of Agenda:** Chair Criswell called for a motion to approve the agenda and asked Dr. Mosier for any amendments to the agenda. Dr. Mosier requested the following amendments be added to the agenda as new business items:
 - Approval of Property & Liability Insurance Renewal with the Kansas Educational Risk Management Pool (KERMP) through CBIZ. Presented by Mr. Michael Beach.
 - Approval of Worker’s Compensation Insurance with First Dakota Indemnity Company through CBIZ. Presented by Mr. Michael Beach.

Trustee Isnard made the motion to approve the agenda as amended. Trustee Brown 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:**

- Chair Criswell invited Ms. Mary Hurla Spangler, Executive Director of the KCKCC Foundation, and Ms. Mary Ricketts, KCKCC Foundation Chairperson, to present the Biannual KCKCC Foundation Update.

Ms. Spangler joined the meeting virtually from the Foundation Officers Conference in Colby, KS. She introduced Ms. Ricketts who would present the Scholarship Program Update. Ms. Ricketts extended great thanks on behalf of the KCKCC Foundation and students to all who attended and gave generously during the Annual Mid-American Hall of Fame event. She shared 647 students received \$495,370 dollars in scholarships for summer 2021, fall 2021 and spring 2022 semesters. Ms. Ricketts read a "Thank You" letter from one of the scholarship recipients, Ms. Juanita Miller, who received a Nursing Scholarship.

Ms. Ricketts continued by sharing those inducted into the KCKCC Hall of Fame – Ms. Irene Caudillo, Dr. Ben Haynes, Senator Pat Pettey, and Mr. Benoit "Butch" Myers (posthumously). The Mid America Hall of Fame event raised a little over \$100K for scholarships.

Ms. Spangler began the Operational Update with the recognition of the KCKCC Foundation Office staff members – Ms. Audrey Alexander, Mr. Kyle Sullivan, and Ms. Connie Northup. She shared the Foundation's two programs of focus are the scholarship program and alumni relations/outreach. She continued with the division's goals and their links to the KCKCC Strategic Plan. Ms. Spangler added that the Capital Campaign has raised \$40.5 million raised to date, with \$12 million in requests awaiting a response, and many other requests on the horizon to be made in additional meetings with potential funders. Extended thanks to the Sunderland Foundation, Breidenthal Foundation, Wyandot Health Foundation, and the many others who have made commitments. Ms. Spangler concluded her report by inviting everyone to visit the KCKCC Foundation webpage.

Chair Criswell inquired about the availability of the KCKCC Foundation newsletter. Ms. Spangler answered the newsletter is distributed electronically and as hardcopy to alumni and friends of KCKCC.

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

8. **Board Committee Reports –**

- On behalf of the Board Finance Committee (BFC), Vice-Chair Brune shared the following from their meeting on Monday, June 13th - the Board committee learned that all HERFF funds from COVID have been withdrawn on behalf of KCKCC and the total year-to-date expenses are decreasing. The committee reviewed the unaudited financial reports, the engagement letter for the College auditor, and insurance documents. Vice-Chair Brune concluded her report by inviting the community to join the Board Finance Committee meetings each month.

- On behalf of the Board Community Engagement Committee (BCEC), Trustee Brown shared the following from their June 14th meeting – the committee’s email box has been set up by the Chief Information Officer, Mr. Peter Gabriel. She concluded her report by sharing that the BCEC is looking forward to working with the community.

Chair Criswell asked for the email address to be sent to all KCKCC Board members.

With no further Board reports, Trustee Hoskins Sutton made a motion to accept the Board reports. Chair Criswell seconded the motion. **The Motion Carried.**

9. **Consent Agenda:** Chair Criswell asked for any questions, concerns, or additions to the Board Agenda. Hearing none, Trustee Isnard made a motion to approve the consent agenda. Vice-Chair Brune seconded the motion. **The Motion Carried.**
10. **Student Senate Report:** There was no report from Student Senate due to Summer Break.
11. **President’s Report:** Chair Criswell called for the President’s report. Dr. Greg Mosier reported the following -
 - Extended thanks to the Commencement Committee and to all involved in making the 2022 May ceremonies a success.
 - Attended a meeting with representatives from a large company, members of the Kansas Department of Commerce and others regarding a business attraction project. Exercising discretion, Dr. Mosier shared the company would bring up to 1,500 new jobs in a 5–6-year period. He added business attraction meetings to show what the metro KC and Wyandotte County have to offer companies from all over the country and world.
 - COVID Report – Since May 17th, employees have had 14 incidents, 11 being COVID positive and 3 close contacts. For students, there was only 1 incident, zero COVID positive and 1 close contact.
 - Student Housing Update – the building is progressing well. The ribbon-cutting ceremony will occur on Friday, July 15th. Some of the countertops are en route from Texas and the others are heading to the shore. There are approximately 10-12 beds unclaimed in Student Housing.
 - Ms. Rita Blitt donated over 142 paintings and pieces of artwork to KCKCC. She recently visited us here on KCKCC - Main Campus and recorded some interviews about the artwork. The video will play during the unveiling of the sculpture during the ceremony.
 - Announced KCKCC will be on the course for the “Parade of Hearts” in the greater Kansas City Metro area. The theme for the heart to be located at KCKCC – Main Campus is, “We Are Better Together.” Many thanks to Ms. Shai Perry, Coordinator of the KCKCC Art Gallery, for bringing this project to KCKCC.
 - HLC Institution Action Council presentation in Chicago, IL on Tuesday, July 19th. Mr. Jerry Pope, Dr. Cynthia Goudeau and Dr. Mosier will be presenting.

- The GED Graduation Ceremony will take place at 7:00 p.m. in the Performing Arts Center.

Dr. Mosier asked the Board for any questions or comments. Hearing none, Chair Criswell called for a motion to accept the President's report. Trustee Brown made the motion. Trustee Hoskins Sutton 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 –

- Shared May 4, 2022, the Interdisciplinary Undergraduate Research Symposium took place at KCKCC – Main Campus in the Upper Jewell Center. Dean Cecelia Brewer and Dr. Stacy Tucker were key in organizing the research symposium.
- Announced a new Assessment Coordinator has been hired in response to the recommendations received from the HLC Peer Review Visit.
- On June 3rd, Mr. Pope went to New York, NY to attend the event at Carnegie Hall where KCKCC faculty, students and alumni were performing. Dr. Justin Binek, Professor of Music, wrote the piece and Professor John Stafford directed the group.
- Shared Ms. Kris Ball received a KBOR Technology Grant which is awarded to faculty for the purpose of performing an internship in their area of study to better inform students of their role in the workforce.
- Announced the Early Childhood Education Development (ECED) program will be offering classes at KCKCC – PCC this fall.

Trustee Hoskins Sutton inquired about the impact on the English department with the resignations of Dr. Rochella Bickford and another Reading instructor [Ms. Lynda Schimke]. Mr. Pope shared that the English department is working with the current instructors to meet the needs of the classes.

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

13. **Vice President Student Affairs & Enrollment Management Report:** Chair Criswell called for the Vice President of Student Affairs & Enrollment Management (VPSAEM) report. Dr. Chris Meiers, Interim, highlighted the following items from the report –

- Surveyed students about the experience during the commencement ceremonies to learn preferences and needs as follow-up on how the College may continue forward in providing a grand event.
- Student Housing Update – Housing is approximately 17 applications away from being full. On July 15th, any spots not filled by student-athletes will become available to the public. The new Student Resident Life Coordinator, Mr. Cole Keiper, started this week.

- Completed the Noel Levitz Student Satisfaction Survey with 10% student population participation.
- The SAEM division has plans for creating a unified vision and mission to better meet the needs of students. The development strategy includes completing the NASPA Practices self-assessment to identify areas of strength and prioritize areas of opportunity to improve essential practices and critical elements for divisions of student affairs.
- Announced the College has received a \$1.4 million 5-year Upward Bound grant and is in search of a director for the program.
- Welcomed a new counselor to the Counseling and Advocacy Center, Ms. Nicole Graves, LPC.
- Enrollment Update – For fall 2022, the headcount is flat in comparison to this time last year; the credit hours/FTEs are up 5 percent in comparison. For summer 2022, enrollment is down in headcount; credit hours/FTEs are flat compared to this time last year. Dr. Mosier added the Kansas unemployment rate is at 2.3 percent, which is the lowest in the country. This implies our summer students may be working.

Trustee Hoskins Sutton shared appreciation for the return of the TRIO program to KCKCC.

Chair Criswell asked for any additional comments. Hearing none, Trustee Hoskins Sutton made a motion to accept the VPSAEM report. Trustee Brown 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 –

- Shared Web Services continues to keep the website current updating multiple web pages.
- The KCKCC outdoor marquees have been updated to broadcast Amber Alerts in real-time to assist with public safety.
- To date, there are 51 content managers who have received web content training to assist with keeping content on the KCKCC website up-to-date.
- Announced the “Experience KCKCC at the Legends” event last weekend at the Legends Outlets was a great success. There was live broadcast from Mixx 93.3 and representation from numerous KCKCC departments to share information about all the College has to offer. There were more than over 300 people to connect with personnel from KCKCC.

Dr. Bartunek thanked the volunteers including Facility Services, Renee Gregory (Advising), Kelly Rogue (Marketing), Jeremiah McCluney (Advising), Marcia Irvine (KCKCC – PCC), Mary Dorr (Financial Aid), Dr. Chris Meiers (SAEM), Kim Lutgen (Print Shop), Kyle Sullivan (Foundation), Andrica Wilcoxon (Student Activities), Randy Royer

(Media Services), Kris Green (Marketing), Rollie Skinner (Marketing), and Mary Spangler (Foundation).

Trustee Daniels inquired about the occurrence of additional events like the one at the Legends. Dr. Bartunek shared the debrief meeting of the event will follow to determine the next steps for possible future events.

Chair Criswell asked for any additional comments. Hearing none, Trustee Isnard made a motion to accept the VPSIO report. Trustee Brown 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 –
- Announced the official FY2023 draft budget has been completed and presented to the Board and shared a rough forecast of the College’s financial position for FY2022.
 - Projected balances shared for unrestricted and restricted funds.
 - The Bookstore assisted 387 graduates with regalia for this year’s commencement ceremonies. The Bookstore staff will begin year-end inventory next week.
 - The Events Scheduling Office has assisted with 415 on-campus and College-sponsored events over the last month. Additionally, there are 10 community requests for facility use in progress.
 - Facility Services completed the spring preventative maintenance on the rooftop HVAC units. Their office is also onboarding and integrating new software to support Facility Services project management.
 - College Police provided traffic control and other security measures for the Nursing Pinning and commencement ceremonies.
 - Mr. Beach reviewed the monthly financial report citing that during the month of May, the College was well below the average monthly burn at about \$7.1 million. Expenses mainly consisted of \$1.23 million in supplies and operating expenses; \$400,000 in debt payments; and \$3.4 million for salaries and benefits. This is typical for this time of year.

Chair Criswell asked for any comments or questions. Hearing none, Trustee Daniels made a motion to accept the CFO report. Trustee Hoskins Sutton 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 –
- Kansas City Professional Development Council (KCPDC) held its annual Professional Development Conference on May 25th. Eleven employees from KCKCC attended.
 - The HR Office continues to update the HRIS system with Ellucian and is considering the implementation of the benefits enrollment module.

- The Equity and Inclusion Council (EIC) reviewed the preliminary draft of the 3-year “Inclusive Excellence” Plan. The draft plan establishes specific Diversity, Equity and Inclusion (DEI) action strategies the college should consider implementing to create and sustain an inclusive and equitable work culture.
- The summer exhibition in the KCKCC Art Gallery will be on Environmental Justice with local artist, Susan Ferguson, which opens on Wednesday, June 15th.
- Talent Development Manager, Ms. Sheila Joseph, in the process of developing a plan of action for training needs at KCKCC. Currently, she is redesigning a refresher course for compliance training and developing a curriculum for customer service training.

Chair Criswell inquired about the additional cost of the new benefits module. Ms. McGee answered the module is included in the current software package the College has purchased so there would be no additional cost.

Chair Criswell asked for additional comments or questions. Hearing none, Trustee Isnard made a motion to accept the CHRO report. Trustee Brown 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 –
- Consulted with our Perceptive Content representative to discuss the implementation of best practices for the website.
 - The Colleague environment update is scheduled to begin the second week of July.
 - Plans are being discussed to update the wireless at KCKCC – MC to match wireless in Centennial Hall.
 - Updates for the College’s internet connection speed will begin on July 15th. The project will result in the internet speed moving from 1GB to 5GB by December 2022 with the new service provider.
 - Thanked Pat Kelly, Academic Support, for helping at the KCKCC event at the Legends on Saturday.
 - Thanked Media Services for their work at the commencement ceremonies.

Chair Criswell asked for any comments or questions. Hearing none, Trustee Hoskins Sutton made a motion to accept the CIO report. Trustee Brown seconded the motion.

The Motion Carried.

18. **Unfinished Business:**

- Chair Criswell invited Dr. Mosier to present a Downtown Project Update. Dr. Mosier shared the following -
 - Thanked Ms. Spangler for the Capital Campaign funding update.
 - Shared the \$3 million EDA Grant has been submitted. The hope is to hear feedback on the request by the end of July 2022.
 - Currently working with Sen. Jerry Moran for \$2.1 million to outfit equipment for a training program at the downtown location.

- Shared the grant request for \$3 million for Health and Wellness did not make it this year but will be moved forward for consideration in the next year. The \$1.9 million came through from Rep. Sharice Davids's office for Automation Engineering program equipment.
- Announced KCKCC will begin work with KCKCEHW partners and PGAV Architects to determine physical sizes for spaces in the downtown building.
- Chair Criswell invited Dr. Mosier to present the resolution for Approval of Final Action of Nonrenewal of Contract. Dr. Mosier read the resolution for Ms. Lily Villazan.

Chair Criswell called for a roll call vote to approve the resolution:

- Ash, Brown, Brune, Criswell, Daniels, Hoskins Sutton, Isnard – Yay
- 0 - Nay

The resolution passed.

19. **New Business:**

- Chair Criswell presented the recommendation and Approval of Employment Contract for President. She shared the drafted contract was delivered for review on Monday, June 13th and asked the Board for any comments or questions.

Hearing none, Trustee Daniels made a motion to approve the contract. Trustee Brown seconded the motion. Trustee Hoskins Sutton abstained from the vote.

The Motion Carried.

- Chair Criswell invited Mr. Michael Beach to present the recommendation for Approval of the Audit Firm. Mr. Beach shared the College administration recommended Novak Burks perform the College's annual audits. The costs for the services would not exceed \$47,800.

Chair Criswell asked for any comments or questions. Hearing none, Vice-Chair Brune made a motion. Trustee Ash seconded the motion. **The Motion Carried.**

- Chair Criswell presented the recommendation and Approval of Board Meeting Dates for FY023.

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

- Chair Criswell invited Mr. Michael Beach to present the recommendation for Approval of Property & Liability Insurance Renewal with the Kansas Educational Risk Management Pool (KERMP) through CBIZ. Mr. Beach shared the College had coverage for property and liability insurance via KERMP last year with CBIZ. The renewal cost is \$628,000, with the increase due to building reevaluations, removing Royal Ridge, and

adding Centennial Hall to the policy. Mr. Beach concluded by sharing the recommendation of the College administration to renew with CBIZ to recognize significant savings of about \$400K in insurance costs.

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

- Chair Criswell invited Mr. Michael Beach to present the recommendation for Approval of Worker’s Compensation Insurance with First Dakota Indemnity Company through CBIZ. Mr. Beach shared the College administration makes this recommendation to change to First Dakota Indemnity at an annual cost \$130K with CBIZ as compared to \$190K with Bovard Insurance for the same insurance. Dr. Mosier reiterated that the items were reviewed and approved in the Board Finance Committee meeting and voted to move to the full Board for review and approval.

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

Trustee Isnard recognized the meeting as Mr. Beach’s last full Board of Trustees meeting with the College. On behalf of the Board, Trustee Isnard wished him the best. The Board thanked Mr. Beach for his support.

20. **Adjournment:** Trustee Isnard 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 **6:30 p.m.**

ATTEST:

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Chairperson, Ms. Evelyn Criswell


Secretary, Dr. Greg Mosier

