



**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  
August 24, 2021 – 5:00 P.M.**

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

**Budget Hearing**

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

1. **Call to Order:** Chairman Ray Daniels called the meeting to order at 5:05 p.m.
2. **Roll Call:** All Board members were present.
3. **Audience to Patrons and Petitioners:** Chair Daniels invited attendees interested in addressing the Board to come to the podium or raise their hand in the chat room to be acknowledged. Hearing none, he moved to the next agenda item.
4. **Approval of the 2021-2022 Budget:** Chair Daniels invited Mr. Michael Beach, Chief Financial Officer, to present the Notice of Public Budget Hearing and the proposed budget for 2021 – 2022.
  - Notice of Public Budget Hearing - Mr. Beach shared that the College administration is recommending that the Board consider exceeding the College's Revenue Neutral Rate for FY 2022 but maintain the current mill levy rate. I.E.: No mill levy increase.
  - Final Proposed Budget for 2021-2022. Mr. Beach pointed the Board to the budget as presented in the Board Packet. Presented by Mr. Michael Beach.

Chair Daniels called for a motion to approve the 2021 – 2022 budget. Vice-Chair Criswell made the motion. Trustee Brown seconded the motion. **The Motion Carried.**

5. **Adjournment:** Chair Daniels called for a motion to adjourn the budget hearing. Trustee Brune made the motion. Trustee Ash seconded the motion. **The Motion Carried.**

The Budget Hearing of the KCKCC Board of Trustees adjourned at **5:10 p.m.**

**Board of Trustees Regularly Scheduled Meeting  
(Immediately Following Budget Hearing)**

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**General Meeting**

1. **Call to Order & Pledge of Allegiance:** Chair Daniels called to order the general Board meeting at 5:10 p.m. The Pledge of Allegiance was led by Trustee Rosalyn Brown.
2. **KCKCC Mission Statement:** Chair Daniels read the College mission statement.
3. **Approval of Agenda:** Chair Daniels called for a motion to accept the agenda. Trustee Brown made the motion to accept the agenda. Vice-Chair Criswell seconded the motion. **The Motion Carried.**
4. **Audience to Patrons and Petitioners:** Chair Daniels invited the community to address the Board via Zoom or in-person. Hearing none, he moved to the next item on the agenda.
5. **Recognitions/Presentations:** Chair Daniels acknowledged that the CCSSE Survey Report would be postponed for another meeting. He invited Mr. Jerry Pope, Vice-President of Academic Affairs, to present an update regarding the College's next visit from the Higher Learning Commission (HLC). Mr. Pope shared that the College, in the last HLC Peer Review visit, did not meet criteria 4A and 4B having to do with assessment in student learning. He shared the recommendations from the HLC - Institutional Actions Council in order to reestablish accreditation. Mr. Pope explained the College ceased to assess student learning when the exit assessment required for graduation ended. He continued by sharing the new methods for assessing degree programs and the College's rotational cycle for reviewing program outcomes every four years as well as tracking data about the College's transfer students.

Mr. Pope expressed the College aims to be thorough and consistent in degree assessment and program review of transfer degrees. All timelines have been met for the current review cycle. He continued that the Task Stream software will support with tracking assessment information by departments each year such as curriculum maps and best practices. Mr. Pope offered to share the report that shows the sources of assessment and pinpoints the status of each. The information is shared with the dean and faculty members can make adjustments. Mr. Pope concluded that the College is working with a consultant to review our HLC Argument in preparation for a mock HLC visit in October 2021. The HLC Argument is due to the Commission Jan. 31<sup>st</sup> and the HLC Peer Review Team will be on campus in March 2022.

Vice-Chair Criswell commended Mr. Pope and team for being proactive. She asked about the progression of the 4 cohorts through each stage and how needs are addressed. Mr.

Pope answered that the Program Review Committee consists of faculty, and they provide feedback to Mr. Pope. Issues are addressed along the way.

6. **Communications:** Dr. Mosier read the resolution for the consumption of alcohol for the Catholic Students of Kansas City Kansas Community College “Celebration of Mass” Monthly Meetings for FY2022 (multiple dates). Trustee Brown made the motion to approve the resolution. Vice-Chair Criswell seconded the motion. **The Motion Carried.**
7. **Board Committee Reports:** Chair Daniels called for reports from the Board Committees.
  - On behalf of the Board Finance Committee, Vice-Chair Criswell shared a general overview of the detailed Monthly Financial Statement as discussed in their meeting on Tuesday, August 10<sup>th</sup>. She highlighted revenues and operational expenses over the last month. Vice-Chair Criswell added that the Committee is continuing to monitor COVID-19 financial impacts, enrollment, Title III grant application and the potential long-term COVID-19 financial impact. She shared the Annual Budget Retreat followed the meeting and included a presentation of the drafted FY2022 Budget. Vice-Chair Criswell concluded with details regarding the fundraising efforts for the Downtown project and COVID-19 support.

Chair Daniels asked for questions, hearing none, and with no other Board Committee reports, he moved to the next item on the agenda.

8. **Consent Agenda:** Trustee Hoskins Sutton inquired about some differences in salary adjustments on the document, Item D - Personnel Report. Mr. Ryan Denk, counsel from MVP Law, recommended an executive session to discuss personnel specific matters in depth if necessary.

Dr. Mosier shared the history, reasoning and rationale for the changes in salary in relation to the Korn Ferry Study. Ms. Christina McGee, Chief Human Resources Officer, shared additional information related to the personnel report.

Trustee Hoskins Sutton agreed to having the agenda to move forward with the review of the personnel items mentioned by the College administration.

Dr. Mosier noted number 8 on Item B – Recommendations for Payment for the furniture for the Student Housing building. He shared that in light of the supply and demand of commodities in the market due to COVID-19, the item has been brought to the board at this time in order to get the purchase made and reserved for the College. Additionally, regarding Item C – Ratifications Items, the expense in the amount of \$42K was an emergency purchase of services for water damage incurred after a recent storm.

Chair Daniels asked for any further questions or comments from the Board. Hearing none, he called for a motion to approve the Consent Agenda with the review by the College

administration of items noted. Vice-Chair Criswell made the motion. Trustee Brune seconded the motion. **The Motion Carried.**

9. **Student Senate Report:** Chair Daniels announced that there would be no Student Senate report due to students having just returned for fall 2021 semester. He shared that the Board looked forward to the first Student Senate report at the September 2021 Board meeting.
10. **President's Report:** Chair Daniels called for the President's report. Dr. Mosier shared that last Monday, August 16<sup>th</sup>, marked the beginning of the fall 2021 semester and noted how great it was to see students on campus. The Fall Convocation, hosted the week prior, was held in hybrid format and with a condensed timeframe, with 100 employees participating in-person and more than 300 employees participating virtually.

Dr. Mosier shared in the COVID-19 Update, that 1 week before classes, the College was notified by clinical sites that health-care clinical students and faculty must be fully vaccinated. From the last Board meeting in July, the College has had 7 COVID-related incidents for employees, with 4 of those being COVID-positive. For students, the College has had 26 COVID-related incidents with 17 positive tests, many found as a result of the protocols for Student Housing and student athletes, where a negative test is required to enter the facility. Additionally, Dr. Mosier shared the latest COVID-19 data in Wyandotte County.

Dr. Mosier continued by sharing that the 3-year lease for the KCKCC – Pioneer Career Center (PCC) has been approved by the Leavenworth-Lansing Board of Directors. He celebrated the unveiling of the new KCKCC & Wyandotte County Historical Mural at the ribbon cutting ceremony on Thursday, August 19<sup>th</sup>. Dr. Mosier thanked everyone who came to the event and all who worked on the mural and event.

Dr. Mosier shared that in July, he and Dr. Tami Bartunek, Vice President of Strategic Initiatives and Outreach, submitted to the Unified Government Historic Landmarks Commission a request for a Certificate of Appropriateness. The College has received feedback from the Commission and plans to present at their next meeting on Tuesday, September 7<sup>th</sup>.

Regarding the current, pending federal grant requests the College has, Dr. Mosier shared that the TRIO Talent Search grant was not received. He explained the point system and details about the TRIO grant process. The Title III Strengthening Institutions grant has been submitted. A decision is expected sometime between mid-September and mid-October 2021. The NSF grant continues in progress. The ADA grant has been increased in the amount requested, from \$3M to \$5M, due to the number of students that will graduate, the number of placements and the benefits of our graduates. He shared that

the College awaits the decision of another large grant request that should be shared on next Monday, August 30<sup>th</sup>.

Lastly, Dr. Mosier shared that he and Dr. Bartunek will be traveling to Washington, D.C. to meet with senators and Economic Development Administration to share about the work here at the College.

Chair Daniels asked for any questions or comments from the Board. Hearing none, he called for a motion to accept the President's Report. Trustee Brown made the motion. Vice-Chair Criswell seconded the motion. **The Motion Carried.**

11. **Vice President Academic Affairs Report:** Chair Daniels called for the Vice President of Academic Affairs (VPAA) report. Mr. Jerry Pope shared the following highlights from the report – a micro credential from the Association of College and University Educators (ACUE) was earned by one faculty and one staff member – Dr. Leslie Watkins, Associate Professor of Biology and Dr. Cynthia Goudeau, Director of Academic Support and Assessment.

Mr. Pope continued that this month an in-depth report on the professional development for our faculty from the Director of the Center for Teaching Excellence, Tom Grady was shared. He boasted of the offering of one professional development training each week of fall and spring 2020-21 for faculty members, with more than 1,150 contacts with faculty members between July 1, 2020 and June 30, 2021.

Mr. Pope shared that Christian Anderson, 3<sup>rd</sup>- year Music student, has received the Ella Fitzgerald Memorial scholarship for a second year in a row. He also extended congratulations to Shawn Bailey, Nail Technology Instructor who earned a Cosmetology Instructor license and is now able to teach both Nail Technology and Cosmetology courses. Additionally, the College is also commending the growth of the Mortuary Science program which has 18 students this fall.

Mr. Pope continued that the Nursing accreditation organizations of ACEN and KSBN will be on campus to conduct their accreditation visits on September 21 – 23, 2021. He noted the poster presentation for undergraduate research project being led by Dr. Stacy Tucker. Mr. Pope extended congratulations to Dr. Ewa Unoke who reached a milestone in his work with the Henry Louis Center for Global Transitional Justice, where a high school located in Ntsokara, Nigeria has been fully accredited.

Lastly, Mr. Pope shared in an act of civic engagement, Victor Amos, Assistant Professor of Psychology, and students shared water with homeless during the hot summer days. The K-Step Up website is now up and running.

Chair Daniels asked for any questions or comments from the Board. Hearing none, he called for a motion to accept the VPAA Report. Vice-Chair Criswell made the motion. Trustee Ash seconded the motion. **The Motion Carried.**

12. **Vice President Student Affairs Report:** Chair Daniels called for the Vice President of Student Affairs (VPSA) report. Dr. Stephen Terry, Dean of Enrollment Services, on behalf of Dr. Delfina Wilson highlighted the following from the report – He thanked the President’s Cabinet for participating in the welcoming of students at each of the KCKCC locations during the first days of classes. He shared that the Counseling and Advocacy Center was awarded \$7K from Harvesters to help meet the needs of food insecurity for our students. Additionally, the Counseling and Advocacy Center worked in partnership with Sylvia Gillis, the College Nurse, to share with students about the importance of being vaccinated and offered free vaccines on September 1<sup>st</sup>. Each newly vaccinated person will receive a \$25 gift card to be used in the KCKCC bookstore.

Dr. Terry was happy to announce that the Student Housing facility is 100% full, with 169 students. He added that the 260 beds in the new building will allow for an increase in enrollment of students who require on-campus housing.

Dr. Terry invited the Board, on behalf of Gaby Flores, Director of Center for Equity, Inclusion and Multicultural Engagement, to an event on Thursday, August 25<sup>th</sup>, discussing women’s equity. Additionally, he commended Shai Perry, Coordinator of the KCKCC Art Gallery, and her team for the wonderful job of the historical mural.

Dr. Terry was happy to announce that the KCKCC Men’s Soccer team went against the Sporting KC developmental team and won. Tonight, the KCKCC Blue Devils will go against Rockhurst and season opener is next week. He concluded the report and asked the Board for any questions.

Chair Daniels asked about enrollment. Dr. Terry reviewed the enrollment report with the Board.

Trustee Hoskins Sutton asked about the vaccination self-disclosure form for employees and students. Dr. Mosier answered that the form is not a requirement except for college travel and special activities.

Hearing no further questions or comments, Chair Daniels called for a motion to approve the VPSA Report. Trustee Hoskins Sutton made the motion. Vice-Chair Criswell seconded the motion. **The Motion Carried.**

13. **Vice President Strategic Initiatives & Outreach Report:** Chair Daniels called for the Vice President of Strategic Initiatives and Outreach (VPSIO) report. Mr. Omar Brenes, Web Architect, on behalf of Dr. Tami Bartunek highlighted the following from the report – He shared that the Kansas Minority Business Summit was a success. He added that Dr. Mosier provided the welcome and Dr. Bartunek was a panelist in the discussion titled, “Becoming an Employer of Choice.”

Mr. Brenes continued that the Marketing department is currently collecting ideas from the community for naming the student housing building. He shared that KCKCC participated in the 2021 Wyandotte County Fair, with representation from Admissions providing information, Jim Mair and his students assisting with military appreciation and specialty red cups branded for KCKCC handed out to the public.

Mr. Brenes played the latest radio advertisement for KCKCC. He shared that the latest statistics for KCKCC social media. Mr. Brenes concluded the report by sharing that the KCKCC website has been updated to make it easier to add webpages and conduct website redesigns in the future. Additionally, the COVID-19 Information webpage has been updated with the latest information. He thanked Mr. Matt Fowler, Web Designer, for his work.

Chair Daniels asked for any questions or comments from the Board. Hearing none, he called for a motion to accept the VPSIO Report. Vice-Chair Criswell made the motion. Trustee Brune seconded the motion. **The Motion Carried.**

14. **Chief Financial Officer Report:** Chair Daniels called for the Chief Financial Officer report. Mr. Michael Beach highlighted the following items from the Board report – He expressed his appreciation to all directors in his department for assisting in the progression of the yearend closing of the general ledger. Mr. Beach shared that the review of the drafts of the financial schedule is also in progress. The auditors will be on campus in September. There will be 4 federal reports this year.

Mr. Beach continues that the Student Housing project is a little bit ahead of schedule. He encouraged the Board members to schedule an appointment to see the framing and electrical work being completed on the first level and beginning on the second level. The foundation walls of the building have been backfilled.

Mr. Beach extended his thanks to the Bookstore Supervisor, Joseph Starkey for his hard work. He shared that the bookstore is ready for fall and operating with extended hours to support the students. The bookstore has credits of about \$20K with book vendors.

Mr. Beach continued by sharing that Central Scheduling is doing great job in scheduling college and external meetings and courses, with 139 Campus related activities scheduled over the last month. He noted that all of this has been completed while navigating the protocols of COVID-19 safety.

Mr. Beach shared that Director of Facilities Services, Chris Gardner, and the Facilities team are working on a number of projects, both planned and unexpected. He added that College Police are conducting trainings and provided great support and maintaining traffic controls during the events for the community.

Chair Daniels asked for any questions or comments from the Board. Vice-Chair Criswell commended Mr. Beach and his team for their work on the FY2022 Budget. Hearing no additional comments, Chair Daniels called for a motion to accept the CFO Report. Vice-Chair Criswell made the motion. Trustee McIntyre seconded the motion.

**The Motion Carried.**

15. **Chief Human Resources Officer Report:** Chair Daniels called for the Chief Human Resources Officer report. Ms. Christina McGee highlighted the following items from the Board report – She shared the results for the Employee Satisfaction Survey at the 2021 Fall Convocation. The data will be posted on the website and a presentation will be made to the Board as well.

Ms. McGee shared that HR is in the final stages of position redesign, time-entry for non-exempt and student employees. Once completed, training for employees will begin for the system. She continued by sharing that the Employment Coordinator, Victoria Anderson, has been busy assisting with the hire of adjunct professors, processing approximately 60 new employees.

Ms. McGee shared that HR is continuing to upgrade Applicant Track system for supervisors. Testing is currently happening for the system.

Ms. McGee concluded her report by sharing that the College continues losing employees to other institutions, with currently 3 full-time positions being open in HR.



Chair Daniels asked for any questions or comments from the Board. Hearing none, Chair Daniels called for a motion to accept the CHRO Report. Trustee Hoskins Sutton made the motion. Trustee McIntyre seconded the motion. **The Motion Carried.**

16. **Chief Information Officer Report:** Chair Daniels called for the Chief Information Officer report. Mr. Peter Gabriel highlighted the following items from the Board report – He shared that the Microsoft 365 Assessment and Vulnerability Assessments has been completed. The results were very good and recommendations were made from the studies.

Mr. Gabriel thanked everyone in IT for answering the calls in support of the students during the first weeks of classes. He continued that there will be an upcoming implementation of the Self-service course search feature for better searches for students.

Mr. Gabriel shared that, as of yesterday, IT have checked out 250 laptops to students for the fall 2021 semester. He, again, thanked the IT team for their hard work.

Mr. Gabriel concluded his report by sharing the implementation of the self-service password reset would be in place first thing tomorrow. This service will allow the KCKCC user to ability to unlock, reset the password or creating a password for their account.

Dr. Mosier commended Mr. Gabriel and his team for finding affordable laptops for our students to check out, which are 1/3<sup>rd</sup> of the cost of the others the College has been using. He added that they are doing a great job with security.

Chair Daniels asked for any questions or comments from the Board. Hearing none, Chair Daniels called for a motion to accept the CIO Report. Vice-Chair Criswell made the motion. Trustee Hoskins Sutton seconded the motion. **The Motion Carried.**

17. **Unfinished Business:**

- Chair Daniels invited Dr. Mosier to present to the Board for the approval of Kansas City, Kansas Community Education, Health and Wellness Condominium Unit Owner Commitment Agreement. Dr. Mosier shared that the College administration is asking that the Board approve the unit ownership agreement as currently written or with minor non-substantive changes.

Chair Daniels asked for any questions or comments from the Board. Hearing none, Trustee Ash made the motion. Vice-Chair Criswell seconded the motion.

**The Motion Carried.**

Additionally, Dr. Mosier asked for approval of Exhibit B as discussed in the executive session during the previous special meeting.

Chair Daniels asked for any questions or comments from the Board. Hearing none, Trustee McIntyre made the motion. Trustee Ash seconded the motion. There was a vote of 6 – Yay (Ash, Brown, Brune, Criswell, Daniels, McIntyre) and 1-Nay (Hoskins Sutton). **The Motion Carried.**

- Chair Daniels invited Dr. Mosier to begin the Strategic Plan Report Follow-up. Dr. Mosier began with presenting on Goal 3, Initiative 1. He shared that a lot of professional development has been taking place at the College and through other organizations, but there is a need for a process for regular professional development plan for faculty. Dr. Mosier invited the Board to ask any questions or comments regarding the plan.

Chair Daniels liked many parts of the report and acknowledged that it is a living document, where the goals and priorities do not change but how they are measured and implemented may. He expressed concern that there are areas where there is no report after 6 months. Chair Daniels gave the examples of student success, quality programs and employee engagement. He added that he believes that there is progress being made in these areas and it is necessary to show that we are working on it.

#### **18. New Business:**

- Chair Daniels shared the action for the executive session from the special meeting. The retirement of Mr. Don Black was unexpected. KCKCC Administration requests that the Board waive the financial penalty. Trustee Ash made the motion. Trustee Hoskins Sutton seconded the motion. **The Motion Carried.**
- Dr. Mosier requested the Board the approval of an extension of the contract for Byrne Pelofsky and Associates. He shared that the agreement would permit Byrne Pelofsky to continue as our capital campaign firm. The College administration is requesting that the Board extend the contract for another year. Trustee Hoskins Sutton asked about additional leads for fundraising. Dr. Mosier answered that the incentive in continuing with this firm is their reputation as a successful capital campaign firm. There is evidence from the Sunderland Foundation donation. Trustee Brune noted that the language is standard in the contract based on her previous contract. With no further discussion, Trustee Ash made a motion. Vice-Chair Criswell seconded the motion. **The Motion Carried.**
- Dr. Mosier addressed the Board regarding the recommendation for staff salaries for FY2022. He stated that the KCKCC Administration would like to address the staff

salaries instead of waiting for the faculty salaries to be agreed upon. The recommendation is for a 3% raise for staff salaries.

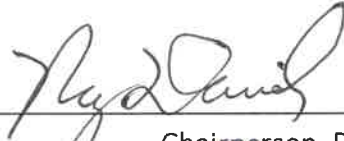
Chair Daniels asked for any questions or comments. Hearing none, Vice-Chair Criswell made the motion. Trustee McIntyre seconded the motion. **The Motion Carried.**

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

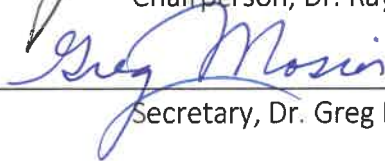
20. **Adjournment:** Chair Daniels thanked everyone for their contributions to the meeting and called for a motion to adjourn the meeting. Trustee Ash made the motion. Trustee McIntyre seconded the motion. **The Motion Carried.**

The meeting of the Board of Trustees adjourned at **7:28 p.m.**

ATTEST:



Chairperson, Dr. Ray Daniels



Secretary, Dr. Greg Mosier

