



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
September 21, 2021 – 9:00 A.M.**

Meeting Location: Hybrid - KCKCC Technical Education Center 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 9:02 a.m. The Pledge of Allegiance was led by Trustee Pat Brune.
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 present.
4. **Approval of Agenda:** Dr. Mosier addressed the Board to share one amendment to New Business section of the agenda – a discussion regarding vaccinations for new admissions for the Allied Health programs. Vice-Chair Criswell made a motion to approve the agenda with the amendment. Trustee Hoskins Sutton seconded the motion. **The Motion Carried.**
5. **Audience to Patrons and Petitioners:** There were no patrons or petitioners.
6. **Recognitions/Presentations:** Chair Daniels invited Mr. Jerry Pope, Vice-President of Academic Affairs to present the Academic Master Plan. Mr. Pope shared a handout of the drafted summary of the Academic Master Plan. He explained the fully drafted document would be shared for the Board to review and approve at a later date. Mr. Pope continues that he is working with the deans and their faculty to develop needs assessments and SWOT for the Academic Affairs division. He reviewed some accomplishments, enrollment trends, significant internal and external factors and statistical data from the metropolitan area that KCKCC serves. This information will guide the College in choosing the programs and program review, assessment, alignment of job duties and staffing. The plan outline highlighted seven themes for the Academic Affairs division will move toward.

The Board thanked Mr. Pope for great working on the roadmap of the Academic Master Plan and noted that the themes are on target. Chair Daniels asked for additional questions or comments from the Board.

Vice-Chair Criswell asked about the significant external factors on page 3 and shared some concern about the HLC accreditation status eluding to the cause being related to COVID. Mr. Pope shared that the language will be wordsmith so that the issues are clearer.

Dr. Greg Mosier commended Mr. Pope and the Academic Affairs leadership and division for their work towards the Academic Master Plan.

7. **Communications:** Chair Daniels invited Ms. Gabriela Flores, Director of the Center for Equity, Inclusion and Multicultural Engagement, to extend the formal invitation to the Center for Equity, Inclusion and Multicultural Engagement Open House later this morning from 11:00am - 1:00pm at KCKCC – Main Campus, Jewell Bldg., Room 2303. Ms. Flores shared a PowerPoint presentation which shared the history of the Intercultural Center, the new vision and mission of the Center and the intention to forge a more equitably diverse and inclusive college environment.

Dr. Mosier commend Ms. Flores on her efforts, citing that she has “hit the ground running” and is doing a great job. Ms. Flores added that applications for the new Equity and Inclusion Council, to be co-chaired by herself and Dr. Shawn Derritt, Dean of Student Affairs. The applications are available to employees, students and community members from each KCKCC location interested in participating on the council. She concluded by sharing upcoming events and projects from the Center for Equity, Inclusion and Multicultural Engagement at the College.

Trustees Brown and McIntyre complimented Ms. Flores for an excellent presentation and hard work.

8. **Board Committee Reports:** Chair Daniels called for reports from the Board Committees.
 - 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, Sept. 14, 2021. She noted several projects in progress such as the Downtown Community Education Center, the Kansas Promise Act Scholarships, Student Housing, and the Topping Ceremony for the new Student Housing project on Friday, Oct. 15, 2021. Trustee Ash made a motion to accept the report. Trustee Brown seconded the motion. **The Motion Carried.**
 - On behalf of the Board Policy Committee, Trustee Hoskins Sutton reported that the Committee has resumed their meetings and have policies in the review process. There will be policies for the Board to approve in the coming months.

9. **Consent Agenda:** Trustee Hoskins Sutton inquired about the purchase of snow removal equipment on the Consent Agenda Item B report. She asked whether the College is now planning to bring some of the snow removal services to be completed by college staff. Mr. Michael Beach answered yes. He continued that the streets and parking lots will be outsourced with a rebid from vendors.

Hearing no further questions, Trustee Hoskins Sutton made a motion to accept the Consent Agenda. Vice-Chair Criswell seconded the motion. **The Motion Carried.**

10. **Student Senate Report:** Chair Daniels called for the Student Senate President's report. Ms. DeJaria "DJ" Guillory introduced herself and the Student Senate Cabinet members to the Board. The Student Senate Parliamentarian is Ikia Elam, who is responsible for five committees which are Budget, Campus Activities, Judiciary, College Senate and Blue's Kitchen. The Student Senate Activities Coordinator is Shawnee Warren who works with advisors and clubs. A few upcoming events that Student Senate will host are the Kid's Halloween Bash, including a Haunted Maze facilitated by the KCKCC Drama Club. Ms. Chrystal Tucker is the Chief Information Officer for Student Senate. She works with campus clubs and provides technical support with social media platforms.

Ms. Guillory shared the vibe among the students has improved greatly on campus, with many students returning to campus, the enjoyment of hybrid classes, the athletic games have many enthusiastic fans this year. She noted that it was great to have more people at the games and attending the Welcome Back Bash this year. Ms. Guillory shared that Student Senate is participating in monthly HLC preparation meetings. In their last meeting on Friday, Sept. 10th, the members reviewed policies, discussed upcoming events and recapped on the Welcome Back Bash.

Vice-Chair Criswell commended the Student Senate members on an excellent report. She added that it is great news to have the students back on campus.

Chair Daniels thanked the Student Senate Cabinet for taking the leadership roles.

11. **President's Report:** Chair Daniels called for the President's report. Dr. Mosier offered kudos to an excellent leadership team for Student Senate this year. He invited them to reach out for support from college leadership. Dr. Mosier continued with the COVID-19 update, citing great numbers since the last Board meeting on August 24th with only 6 COVID-related incidents for employees to include 3 COVID positives. For the students, there were 57 COVID-related incidents with 20 COVID-positives, many being close contacts. There were 2 COVID-positive students who were living in student housing.

On Thursday, September 2nd, the College hosted a Board of Trustees Candidate Forum. Dr. Mosier thanked Trustees Evelyn Criswell and Linda Hoskins Sutton and Mr. Brad Isnard for their participation. He expressed his appreciation to everyone involved for their support of the event and shared that it was a very thoughtful and informative session.

Dr. Mosier continued with an update for the Downtown project. He shared donations continue to come in having received another \$200K over the past week consisting of \$100K from Mr. Bill Dunn, Jr. and his wife and from JE Dunn Corporation the College received additional money and in-kind services. Dr. Mosier shared that more information from a recent visit to the Seventh Avenue Church with a list of what can be restored in a meaningful way to be included in the new center. The next steps will be putting together a historical preservationist board to support with the integration of the items and gathering the information needed for the Nov. 1st meeting with the Historical Landmark Commission. All buildings on the block where the College is seeking to build must also go through the same application process for being adjacent to the church. In a meeting last evening with the Downtown project partners, details for the next steps for the partnership were discussed as well as request for proposals for the hiring of an owner's representative.

Dr. Mosier shared that he has made presentations to the Board of Country Club Bank - Northwest, Hall Family Foundation Review Board and will present at the Argentine Betterment Council (ABC) meeting this evening. Additionally, he will be presenting to the Wyandotte Health Foundation Board on Wednesday, September 22nd. A presentation with the Kansas City, KS Kiwanis West Club is being rescheduled.

Dr. Mosier added that he and Dr. Tami Bartunek would be traveling to Washington, D.C., on October 4th through October 6th to talk with Kansas legislators and representatives about funding for the Downtown project. There are several hundreds of millions of dollars available from the Department of Commerce, the Economic Adjustment Assistance Program and the Good Jobs Challenge Grant that Dr. Mosier plans to discuss with Merchant McIntyre while in D.C. Upon his return, Dr. Mosier will meet with the Unified Government officials, the Chief of KCK Police and the Chief of the KCK Fire Department as well as other first responder organizations to discuss a regional training center for first responders.

Dr. Mosier continued by sharing representatives from the Nursing accrediting bodies of Accreditation Commission for Education in Nursing (ACEN) and the Kansas State Board of Nursing (KSBN) will be visiting on campus this week to review the Nursing programs.

Dr. Mosier added that a new opportunity called Build Up Kansas, in partnership with the Association of General Contractors of America, has resources to bolster the College's construction and commercial construction programs and support the College in building programs that meet industry needs. Mr. Pope and Dean Cheryl Runnebaum are working together to pursue this opportunity.

Dr. Mosier concluded his report and asked the Board if they had any questions or comments. Trustee Ash made recommendations for Dr. Mosier's meetings with Kansas legislators and representatives.

Hearing no further questions or comments, Trustee Brown made the motion to accept the President's report. Trustee Ash 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 presented the following highlights from the report – professional development sessions were offered to the faculty by the Center for Teaching Excellence during Fall Convocation week, August 9th and August 12th. A survey was issued for feedback on the sessions and to inform for sessions to be offered next year. Mr. Shaun Pate, Instructional Designer, continues with efforts to make the College's online materials accessible. Seventy percent of the College's online content is currently accessible. The Learning and Library Services department hosted a "Student Athletes Night".

From the Arts, Humanities and Communications division, Mr. Pope shared that the College's jazz ensemble, The Standard, will release their second album. The project consisted of 24 people of which 22 were KCKCC faculty and students.

From the Career and Technical Education division, Mr. Pope shared a number of grants in progress. He shared that Ms. Donna Shawn, Director of Career and Technical Education, will be retiring Oct. 1st. He thanked her and Ms. Dara Canady for their tremendous service to the College. Mr. Pope also gave the welcome address for the Welding Technology Program Kickoff Event Thursday, August 5th.

From the Health Professions division, Mr. Pope shared the Accreditation Commission for Education in Nursing (ACEN) and the Kansas State Board of Nursing (KSBN) are on campus reviewing the Nursing programs for their accreditation visit. Ms. Kris Ball, Associate Professor in the Mathematics, Science, Business and Technology division, was invited to be the featured speaker at the Administrative Assistants of Kansas City's fall virtual conference on Friday, September 10th. The College was to host the Human Anatomy and Physiology Society Regional Convention in-person, but it has been moved to virtual and will begin on Saturday, Sept. 25th. Mr. Pope wrote a welcome letter for the convention to present in a nice package to the society.

From Social and Behavior Sciences and Public Services division, Mr. Pope shared links to a few published articles on parenting and autism by Dr. Ronald Malcolm, adjunct professor of American Sign Language. He provided the update regarding the coordinator position for the Early Childhood Education program sharing interviews have been conducted and a candidate selected. Mr. Pope concluded his report by sharing the College's eJournal has submitted a call for papers. He asked the Board for any comments or questions.

Trustee Hoskins Sutton asked about a graduation ceremony for the Welding program in Lansing when the graduates complete the program. Mr. Pope mentioned the College plans on a similar ceremony to that at the Discipline Barracks. Trustee Hoskins Sutton thanked Ms. Kris Ball and Dr. Gena Ross for offering courses in Customer Services and Soft Skills in the community and to our students. She expressed appreciation in seeing the Science Club in action and Ms. Melissa Gentzler for assuming the role of Coordinator for the Community Garden.

Hearing no more questions or comments, Chair Daniels called for a motion to accept the VPAA report. Trustee Hoskins Sutton made a motion. Trustee Brown 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 from the report – she thanked the students and employees who are reaching out to engage other students while honoring the safety precautions for COVID. Dr. Wilson shared that there was a blood drive today with Community Blood Center at KCKCC – Main Campus in Lower Jewell from 10:00 a.m. to 3:00 p.m.

Dr. Wilson shared the 97th Annual Candle Lighting Ceremony will be held on Wednesday, December 1st. The planning is currently underway for an amazing hybrid event. She continued by announcing the next Food Mobile visit on Thursday, September 23rd, from 9:00 a.m. – 12:00 p.m. This event, presented by the Church of Resurrection, is open to students and the community and will occur in the KCKCC - TEC parking lot.

Dr. Wilson continued with the hosting of the “Together We Can” Zoom Event with Mr. Jeff Bucholtz, Director of We End Violence, from San Diego, California, on Wednesday, October 20th. The session is a fun and interactive way to discuss how our culture is facilitating sexual violence and will be offered 2 times that day.

Dr. Wilson shared the most recent COVID Relief Funds offered to students – this semester, 1,384 students have been awarded relief funds for a total of a little more than \$2.2 million to date. Regarding the more than 600 students on the No Show Audit Roster, there are 311 unique students. The Student Success office is making efforts to contact the student to see what support may be provided to them. Chair Daniels asked how this report compared to previous years. Dr. Wilson agreed to check and let the Board know about previous year’s numbers. She continued by sharing the more than 190 high school drops in enrollment that she shared may be a result from issues with schedule changes or students changing their mind. Dr. Wilson and the Enrollment team will continue working with high schools with enrollment.

Dr. Wilson provided an update on the Early Assist system to support the students and alert the College, instructors and the student’s support team to concerns that may arise

for the student. Numbers are increasing for making sure the students are getting the needed support.

The Board shared a healthy dialogue regarding the Early Assist system, the faculty's role in the process, the success of the Athletics Golfing fundraiser.

With no additional comments, Chair Daniels called for a motion to accept the VPSA report. Vice-Chair Criswell made the motion. Trustee Brown 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 highlighted the following items from the Board report – she pointed out new light banners to be installed at the different at KCKCC locations. Dr. Bartunek invited the Board to the Student Housing Topping Out Ceremony to be held on Friday, October 15th. Lunch will be provided for the construction staff and guests. She noted that this would be a small event due to COVID. This event will highlight a steel beam for signing and the beam's hoisting with a Go-Pro camera for streaming.

Dr. Bartunek continued that she and Mr. Pope are working together to partner with the University of Kansas (KU) for additional program offerings. She has assisted with the State of Kansas Congressional Redistricting Meeting. The meeting guests filled the Upper Jewell seating area and the College opened overflow seating to accommodate the additional community members. Dr. Bartunek moderated a panel discussion about Workforce and Education in Wichita for the State Chamber as a part of the 2021 KS Workforce Development & Education Summit. The topic for the panel was, "Workforce Development and Education Work Together in Wichita, KS."

Dr. Bartunek was excited to announce the Marketing team has been placed in the final round for the District 5 2021 National Council for Marketing & Public Relations (NCMPR) Medallion Awards. The announcements will be made in October. Additionally, she is working with Media Services to host the virtual "Purses with a Purpose" annual scholarship event for the Women's Chamber of Commerce Foundation with Ms. Lauren Scott from KSHB-TV 41 who will serve as emcee. The proceeds from the event supports female student nontraditional scholarships through the Chamber of Commerce. She continued by sharing KCKCC is the official National Hispanic Heritage Month Sponsor on KSHB-TV 41.

Dr. Bartunek concluded her report by sharing the Marketing team created advertising about KCKCC for the Food Mobile and the social media posts and metrics have been really strong.

Hearing no additional comments or questions, Chair Daniels called for a motion to approve the report. Trustee Hoskins Sutton made the motion. Trustee Brown 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 items from the Board report – he extended a great welcome to Mr. James “Mike” Gowing, the new Director of the KCKCC Bookstore. The annual audit of Worker’s Compensation was completed and resulted in a small refund of premiums. The financial statements have been drafted for the FY2021 and ready for review. The auditors are on campus reviewing the financials for the College.

Mr. Beach continued by sharing the Student Housing project is currently ahead of the schedule by about 5 days. Key dates to watch for are the Masonry work completed by Oct. 12th; Structural Steel completed by Oct. 19th; Framing completed by Nov. 19th; Roofing Dried in by Nov. 25th; Façade completed by April 26th; with an overall project completion date of June 15th, 2022.

Mr. Beach shared the Bookstore and Business Office provided extended hours to students for the beginning of the semester and book rentals have started. He reported Central Scheduling is doing a great job in sponsoring events for outside organizations. Mr. Beach continued Facility Services doing great with managing projects on site. A leadership restructure has been done in the department where there are 3 manager jobs, and each manager reports to the director. The positions have been listed.

Mr. Beach shared Cadet D’Angelo Bushnell reported to the Police Academy in Hutchinson, KS with a December 10th completion date. Additionally, College Police continue to provide great services to the College.

Chair Daniels asked for additional comments or questions. Hearing none, he called for a motion to accept the report. Vice-Chair Criswell made the motion. Trustee Brown 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 items from the Board report – she shared the KCKCC Human Resources Newsletter with the Board members. This letter goes out on a quarterly basis. Additionally, Ms. McGee shared there is a lot going on for benefits. There have been regular meetings with the Health and Benefits Committee in supporting the Administration in creating a competitive benefits package. She discussed the renewal and overall trends in benefits plan.

Ms. McGee shared there would be a COVID-19 and Flu Vaccine Clinic in October 2021. The Employment Coordinator and Financial Aid Coordinator are working together to assist student workers to apply for positions online. She continued by sharing that the Employee Engagement Committee met to discuss the result from the Employee

Satisfaction Survey and to decide on the focus for the coming year. Ms. McGee concluded her report by sharing that the new employee training has expanded to include Diversity and Inclusion training.

Chair Daniels asked Ms. McGee to keep the Board informed on the initiatives of the Employee Relations Committee. Additionally, Trustee Hoskins Sutton asked for a report of the results from the Employee Satisfaction Survey.

Hearing no additional comments or questions, Chair Daniels called for a motion to accept the CHRO report. Vice-Chair Criswell made the motion. Trustee Hoskins Sutton seconded the motion. **The Motion Carried**

17. **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 thanked Media Services for the Board meeting setup. He shared more than 250 laptops have been checked out to students this semester.

Mr. Gabriel shared the self-service password reset function has been turned on with approximately 1,800 password resets to have occurred and more than 5,000 users to register for the function. The IT Department continues to work on end of year decommission of WebAdvisor. Mr. Pat Kelly, Academic Support Coordinator, is working on training documents to support with the transitions for the different programs currently supported by WebAdvisor. The projected date for end of life for the program at KCKCC is January 2022.

Dr. Mosier commended Mr. Gabriel and his team for a great job as the College continues to automate more and reduce the possibilities in human area in KCKCC processes. He continued there is a lot of great activity between multiple departments to get our processes linked together.

Chair Daniels asked for additional comments or questions. Hearing none, he called for a motion to accept the CIO report. Trustee Hoskins Sutton made the motion. Trustee Brown seconded the motion. **The Motion Carried**.

18. **Unfinished Business:** Chair Daniels invited Mr. Pope to present an HLC update. Mr. Pope began by sharing the good news that the provisional plan has been approved. KCKCC is the first college in the country to complete this new requirement. He continued that faculty participation in program assessment has been at 90% for full-time faculty and 70-75% for adjunct faculty. These numbers are stellar.

Mr. Pope continued by sharing that the HLC Mock Site visit is scheduled for Monday, October 25th. On that day, there will be 4 presenters who are either retired or current sitting college presidents. Our reviewers are Dr. Barbara Jones, Dr. Merrill Irvin, Dr. Martin Eggensperger and Dr. Katherine Swanson. The College has sent the draft HLC

Argument response to Dr. Jones for review. She will provide comments and feedback prior to the visit. The College expects more relevant feedback after the visit.

Mr. Pope shared he met with the deans regarding program review of transfer degrees to develop a wish list of data on assessing the degrees. The group met with Dr. Mihir Chand, Director of Institutional Effectiveness, on getting data. A self-study will be done at the beginning of December 2021. He extended a shout out to Dr. Chand on getting data requests. The group is working to get a one-page snapshot to the deans and program coordinators for areas to address or areas to make adjustments to within the programs.

Trustee Brown inquired about the community engagement in program review to ensure that the College is aware of and meeting the needs of the community.

19. **New Business:** Chair Daniels invited Dr. Mosier to begin the discussion regarding COVID vaccinations for Allied Health students conducting clinicals. Dr. Mosier shared that Dr. Tiffany Bohm, Dean of Allied Health, received an email stating that the KCKCC Allied Health students needed to be vaccinated in order to attend clinicals. Children's Mercy Hospital notified the College that all clinical students must be vaccinated with no exemptions. It is our only Pediatrics clinic and Pediatric clinicals are mandatory for the Nursing programs. University of Kansas Health System and St. Luke's Hospital are also now requiring all Nursing students to be vaccinated with no exceptions. Dr. Mosier brought this information to the Board to make them aware of what is happening. The KCKCC Administration is requesting an adjustment to the enrollment to Nursing programs – that the Registered Nursing, Practical Nursing, Paramedic, Registered Pharmacist programs become vaccinate 30 days prior to clinicals in order to complete clinicals. Other programs not currently needed are Emergency Medical Technician, Nursing Assistant and Medication Aide. Additionally, the Administration requests to allow the 4 programs and to highly encourage the others to require vaccinations and granting Dr. Bohm and Mr. Pope to make the required changes to the programs as the changes are necessary. Dr. Bohm shared that the Paramedic students are all vaccinated, and, in Nursing, there are 10 students with exemptions. Dr. Mosier shared that there is an exemption process. He recommended to move away from the current process and identify specifics and note who the notifications must come from regarding exemptions.

Chair Daniels called for a motion to allow no exemptions for the 4 Allied Health programs discussed and to highly encourage other programs to be vaccinated. Vice-Chair Criswell made the motion. Trustee Brown seconded the motion. **The Motion Carried.**

The next item under New Business, to approve the FY2022 Board Handbook. Trustee Brown made the motion. Vice-Chair Criswell seconded the motion. **The Motion Carried.**

The next item under New Business, to approve the FY2022 Board of Trustees' Goals. Trustee Ash made the motion. Trustee Brune seconded the motion. **The Motion Carried.**

The next item under New Business, to approve the change of College Property and Liability Insurance Carrier. Mr. Beach presented to the Board the quote from CBIZ for approval. He reviewed the supporting documents for the quote in the Board Packet and shared, if approved, the switch would occur on November 1st.

Trustee Ash shared that the documents were reviewed and approved by the Board Finance Committee.

Hearing no additional questions or comments, Vice-Chair Criswell made the motion.

Trustee Brown seconded the motion. **The Motion Carried.**

The final item under New Business, to approve the medical and dental insurance renewal. Trustee Ash made the motion. Trustee Brown 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 Brown seconded the motion. **The Motion Carried.**

The meeting of the Board of Trustees adjourned at **11:40 a.m.**

ATTEST:



Chairperson, Dr. Ray Daniels



Secretary, Dr. Greg Mosier

