



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 - Amended
May 19, 2020 – 5:00 P.M.**

Virtual Meeting

**CONSENT AGENDA – Item A
Meeting Minutes**

1. **Call to Order & Pledge of Allegiance:** Chairman Ray Daniels called the meeting to order at 5:05 p.m. The Pledge of Allegiance was led by Dr. Greg Mosier, President of Kansas City Kansas Community College.
2. **Roll Call:** Indicated the following present – Trustees: Ash, Brown, Brune, Criswell, Daniels, McIntyre, Sutton. All members present.
3. **Approval of Agenda:** Chair Daniels called for a motion to accept the Agenda. Trustee Sutton made the motion to accept the agenda. Trustee McIntyre seconded the motion.
The Motion Carried.
4. **Audience to Patrons and Petitioners:** Chair Daniels addressed those attending the meeting via Zoom. He invited attendees interested in addressing the Board to raise their hand in the chat room to be acknowledged. After receiving no response from the audience, Chair Daniels moved forward to the next agenda item.
5. **Recognitions/Presentations:** With no scheduled recognitions or presentations, Chair Daniels moved to the next agenda item.
6. **Communications:** With no scheduled communications, Chair Daniels moved to the next agenda item.
7. **Board Committee Reports:** Chair Daniels called for reports from the Board Committees. On behalf of the Board Finance Committee, Vice-Chair Criswell stated that in their last meeting on May 12th, the following items were discussed:
 - Discussion of financial impact of the COVID-19 pandemic.
 - Continued work and discussions concerning the Student Housing project.

On behalf of the Board Policy Committee, Trustee Sutton shared that the policy committee did not meet in May and are expecting to present in June. There are currently many policies in process.

8. **Consent Agenda:** Chair Daniels called for a motion to accept the Consent Agenda. Trustee Brune moved to accept the Consent Agenda. Trustee Sutton seconded the motion. **The Motion Carried.**
9. **Student Senate Report:** Chair Daniels called for the Student Senate report. Mr. Destin Williams, Student Senate Vice President, gave the report in Mr. Jose Paredes' absence. Mr. Williams reported the following of Student Senate –
- Held the Club Budget Hearings on April 7th, 9th, 14th, and 16th. Twenty-three clubs submitted their budget proposals for the 2020-2021 academic year.
 - Held 2 online Student Senate meetings on Zoom and Facebook Live. There was a guest speaker at each meeting – Ms. Amanda Williams, Director of the Learning Commons, to discussing resources available for students and the League of Women Voters who discussed the importance of voting.
 - The following events are in progress:
 - 2020-21 Student Senate Elections. The voting will be conducted online. The deadlines have been extended to September 2020.
 - Online Student Senate Grad Recognition event hosted on social media. There are currently 330 students have submitted “Graduation Selfies” for the event.
 - Planning for 3-day Student Senate Retreat for the planning of 2020 -21 academic year.
 - E-Sports Gamers Club hosted 2 online club meetings. Competed in the Taikai E-Sports Quarantine Cup, where Mr. Dallas Germany, a graduating senior, placed 12th out of 48 players in the Super Smash Brothers Tournament. The club also competed in Florida this year where they placed first in several tournaments.
 - The Out, Questioning, & Straight (OQS) Diversity Club has hosted 4 meetings to date.
 - All clubs have been very active and hosting meetings online via Zoom and social media platforms, averaging 8 meetings per club.
 - Facebook Live statistics show that from March 19th through May 4th, there have been more than 24,000 people reached (who have seen or been tagged on a post) and more than 3,200 engagements (who have liked, commented, or shared on a post).
- Chair Daniels asked for any questions or comments for Mr. Williams. Hearing none, he thanked Mr. Williams for coming to the meeting. Chair Daniels called for a motion to accept the Student Senate report. Vice-Chair Criswell made the motion to accept the Student Senate report. Trustee McIntyre seconded the motion. **The Motion Carried.**
10. **President's Report:** Chair Daniels called for the President's report. Dr. Mosier reported the following –
- Congratulated Mr. Williams on a terrific report detailing student engagement.
 - Thanked everyone who contributed to the Blue Devils Comeback Plan. Yesterday marked the first day returning from the coronavirus pandemic.
 - The college served 86 students on-campus at KCKCC in the 3 locations – Main Campus, TEC, and PCC. Students were returning books and loaned laptops, picking up books for summer courses, receiving advising, and other services.
 - Shared that, prior to the pandemic, the unemployment rate in Wyandotte County was 4.5%, currently the county hovers between 18-20% unemployment. Some of the

economic strain on the county preceded the strain the pandemic. As shared by Mr. Greg Kindle, president of the Wyandotte Economic Development Council, the second highest paying jobs in the state of Kansas are available in Wyandotte County, but the family incomes are the lowest in the state. This speaks to the education and skills of the families in the area. What KCKCC does is extremely important to provide much needed services and education to our community.

- KCKCC was featured by the American Association of Community Colleges (AACC) Journal regarding the Blue Devils Comeback Plan. KCKCC's plan is now being used nationally for other colleges as a model plan.
- KCKCC's amazing Music department won 6 Downbeat awards this year. Last year, we won 5, which was a record and, this year, we beat our own record with 6 awards.
- KCKCC has 837 graduates eligible for our Virtual Graduation Ceremony this week. Dr. Mosier invited everyone to take the opportunity to log in to celebrate our students' success on Thursday.

Concluding his report, Dr. Mosier asked if there were any questions from the Board. Hearing none, Chair Daniels asked for a motion to accept the President's report. Trustee Sutton made the motion to accept the President's report. Trustee McIntyre 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 reported the following –

- Academic Support & Assessment department has hosted 5,999 Zoom meetings with almost 43,000 participants, amounting to more than 1 million minutes over the last month! This is evidence that the faculty and students are utilizing resources available to them online since classes have become offered virtually. Wonderful work going on in our virtual classrooms as we support our students' success online.
- Center for Teaching Excellence - Learning Spaces Task Force are now in phase two of the classroom remodel in the Humanities building. Many thanks to Mr. Michael Beach, Chief Financial Officer; Mr. Jeff Sixta, Director of Facilities Services and the Facilities Services crew.
- Arts, Communications, & Humanities – Head Debate Coach, Mr. Darren Elliott and one of the Debate team members authored a topic resolution paper for next year's National Forensics Association Lincoln-Douglas Debate.
- Music department has received several Downbeat Awards to include both individual student awards and ensemble awards. This is a tremendous honor for the students, faculty and the department.
- An English professor, Ms. Tasha Haus, has published a book of short stories.
- One of our alumni, Mr. Eric Mathis, has been accepted at Northwestern University for a graduate program to study under lyric-coloratura mezzo-soprano Ms. Joyce DiDonato.
- Math, Science, & Business Technology - Dr. Sue Courtney, a retired KCKCC Business professor and former Dean of Math, Science, and Business technology department, has been announced as an Emeritus Member of the Board of Directors for the

Accreditation Council of Business Schools and Programs. Congratulations to Dr. Courtney.

- Video created by students in the Biomanufacturing program as a recruiting tool for high school students.
- Career & Technical Education – working to get the Second Chance Pell in place for incarcerated individuals to attend courses at KCKCC in the coming year.
- Perkins allowed institutions to reallocate some professional development funds, unused due to travel restrictions, for the purchase of much needed equipment. There were about \$105,000 dollars repurposed.
- Health Professions – hosted a Virtual Pinning Ceremony and Celebration today.
- Photos of KCKCC Health Professions students and students from other departments working on the front lines during the pandemic.

Mr. Pope concluded his report and asked the Board for any questions. Vice-Chair Criswell and Trustee Sutton congratulated Dr. Sue Courtney on this great accomplishment. Trustee Sutton continued with many thanks to Ms. Susan Stuart and the Online Education team for their continued support to the faculty and students with online classes; to the Learning and Library Services and the Writing Center for providing online tutoring support with response 24/7; and for the new offering of the Welding Technology certificate at Lansing Correctional Facility. Thank you to our community partner, Zephyr Products, Inc. Mr. Pope shared that the exact dates for the Second Chance Pell program to begin are not yet known, but KCKCC are in communications and will keep the Board posted.

Chair Daniels asked for any additional questions or comments for Mr. Pope. Hearing none, he called for a motion to accept the Vice President of Academic Affairs report. Vice-Chair Criswell made a motion to accept the Vice President of Academic Affairs Report. Trustee Sutton 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. Delfina Wilson reported the following –
- Completion of Blue Devils Comeback Plan - thanks to all who contributed to the planning and production of this plan!
 - A student version of the Blue Devils Comeback Plan has also been developed and has been sent by email to all KCKCC students and posted on the KCKCC website.
 - Student Affairs departments continue to serve students virtually. We are here, both virtually and on campus, to serve and support our students.
 - Thanked Ms. Tami Bartunek and her team for the designed and printed social distancing and other informational signage and the Facilities team and College Police for posting signage around each of the campuses.
 - In June, there will be several check-in stations instituted at each of the campuses as employees, students and guests visit KCKCC. A few of the check-in stations will be at Jewell Building, Learning Commons, Mathematics Building, TEC, and Pioneer.
 - KCKCC COVID-19 Grant Relief Fund, as of April 28th, has awarded from the CARES Act Fund more than \$190,000 dollars to 226 students; approximately \$16,000 dollars from the KCKCC Foundation to 43 students; and approximately \$81,000 dollars from

the KCKCC Match Fund to 117 students. The spring term grant application deadline is May 22nd. Summer term applications will be accepted soon after. Thanked Financial Aid and Business offices for their efforts to get the funds to the students.

- Virtual Graduation was a great success!! Thanked all those who shared their messages of congratulations to the students. The students were offered cap and gown, their diploma, and a graduation program.
- Student Affairs continues to have open communication with students and potential students to encourage and ask questions about enrollment for fall semester. We understand there is anxiety. The Counseling and Advocacy office continues to offer services for our students.

Dr. Wilson concluded her report and asked the Board for any questions. Chair Daniels shared that the Student Affairs department seems to really be focused on the students and the team has done great work. Mr. Destin Williams, Vice President of Student Senate, asked about the disbursement of funds for the student relief grants. Dr. Wilson answered that many students have received funds. She invited students to call the Student Affairs office or to email her directly if they have not yet received their awards and she would investigate the matter. Trustee Sutton shared appreciate for retention efforts continuing. With no further questions or comments, Chair Daniels called for a motion to accept the Vice President of Student Affairs report. Trustee Sutton made a motion to accept the Vice President of Student Affairs report. Trustee McIntyre seconded the motion. **The Motion Carried.**

13. **Vice President Strategic Initiatives & Outreach Report:** Chair Daniels called for the Vice President of Strategic Initiatives & Outreach (VPSIO) report. Ms. Tami Bartunek reported the following –

- Social media analytics are currently very strong. This shows that people are using our social media outlets to get information about the college, events, and activities.
- The posts that have received the most response have been about COVID-19. The leading post, with 3,000 unique responses, was about the Student Relief Fund.
- The social media post with the second most responses was our tweet thanking front line health care workers.
- Shared the following videos: Senior Send-Off commercial – highlighting 13 high schools in our service area; short virtual tour of KCKCC-Main Campus that has been posted on the website and shared on social media; and Behind the Scenes with Laurence Fishburne one-minute commercial video.
- Thanked all the teams for all the support.

Chair Daniels thanked Ms. Bartunek and her team and asked if there were any questions. Trustee McIntyre thanked Ms. Bartunek and her team for keeping KCKCC in the eye of the KC Metro area. With no further questions or comments, Chair Daniels called for a motion to accept the Vice President of Strategic Initiatives & Outreach report. Trustee Sutton made a motion to accept the Vice President of Strategic Initiatives & Outreach report. Trustee McIntyre seconded the motion. **The Motion Carried.**

14. **Chief Financial Officer Report:** Chair Daniels called for the Chief Financial Officer's report. Mr. Michael Beach reported the following –

- Student Housing project is moving along on its target dates. Released the Request for Qualifications Proposal (RFQP) on May 1st. The first Q&A session had 74 attendees. All submitters were provided with the questions and answers that were submitted. Next deadline is to receive proposals from submitters on May 29th.
- FY2020-21 budget process moving according to plan. Meeting earlier this month with Extended Cabinet to present the operational budget for discussion.
- Shout out to Facilities team and Police Department implementing the robust Blue Devil Comeback Plan. Getting everything in place to carry the plan off. Come Monday morning we were ready to open our doors.
- Maintenance workers have been back since April 29th. The Humanities Building had a new air handling unit being installed. Remodeling plaster. Acoustic sound and spraying construction installed. Great work in moving the projects along.
- Custodial crews have elevated cleaning to ensure that students, faculty, and staff are safe with the inclusion of the electrostatic cleaning equipment. Doing a great job with a great plan in place concerning what is being cleaned, how it is being cleaned, and the frequency of the cleaning.
- Bookstore is working to support students in returning books and getting their books for summer semester. Instituted curbside drop-off for books for students. Also working this USPS to ship books to students at no additional cost to them.
- Facilities crews working on a few projects including renovation for Institutional Effectiveness offices, upper and lower Humanities Building, and Nursing department elevator rebuild.
- College police are working hard, on the front line, pitching in and doing the work supporting people in many areas across our campuses.
- Financial statements – at the end of April operating expenses about 74% spent; about 9% lower than projected.
- Net position is about \$1.8 million dollars ahead at same time last year.
- Cash position about \$2.4 million dollars ahead of where we were last year this time regarding total cash reserves. Cash reserves help us to get through times when we are not bringing in a lot of revenue.

Mr. Beach concluded his report and asked the Board for any questions. Vice-Chair Criswell thanked Mr. Beach and the KCKCC Administration for their remarkable work during the pandemic. Chair Daniels echoed the commendation. Hearing no other questions or comments, Chair Daniels called for a motion to accept the Chief Financial Officer's report. Vice-Chair Criswell made a motion to accept the Chief Financial Officer's report. Trustee McIntyre seconded the motion. **The Motion Carried.**

15. **Chief Human Resources Officer Report:** Chair Daniels called for the Chief of Human Resources Report. Ms. Christina McGee reported the following –

- Spent much time working on the Blue Devil Comeback Plan.
- Worked with employees for check-in stations gathering resources and completing training necessary for working at the check-in points

- Thanked employees who are scheduled to work at the check-in points; their role is so important to the safety of the college.
- Merit Leave Task Force met to discuss performance reward for personnel considering alternative ideas and devising a proposal to submit to administration.
- Completing training for new requirements for Title IX and working with supervisors and employees on completing their annual Title IX training.
- Family First Coronavirus Act effects employees taking time off work as employees come back. Human Resources is currently working on processes and updating forms to ensure that the College is adhering to compliance standards and meeting the accommodations that staff need.

Ms. McGee concluded her report and asked if there were any questions. Chair Daniels asked if there was a grace period for getting people through Title IX training. Ms. McGee shared that the training was sent to all employees in February and all employees were allowed 30-days to complete the training. The HR office allowed an extension to April 30th. She continued that, when asked, the College must be able to demonstrate that training was completed, offered, etc. Ms. McGee concluded that, for the most part, the college has about 80% employees who have completed the training, which is required every year for each employee. Chair Daniels asked for any additional questions or comments. Hearing none, he called for a motion to accept the Chief of Human Resources Report. Vice-Chair Criswell made a motion to accept the Chief of Human Resources Report. Trustee McIntyre seconded the motion. **The Motion Carried.**

16. **Chief Information Officer Report:** Chair Daniels called for the Chief of Information Services Report. Mr. Peter Gabriel reported the following –

- Served 44 students today.
- Added the wireless access to parking lot at Pioneer Career Center.
- With the move to virtual classes and working from home, the Information Services (IS) help desk should have seen an increase in the calls and time it takes to complete the calls. However, the number of tickets resolved were much higher than before. Thanked the Help Desk team for their hard work.
- Thanked the Media Services team for their amazing work on the Virtual Graduation Ceremony.
- Announcing via email and social media that on June 1st, IS will be able to check out/lend computers for the summer classes for students who need devices.
- At the check-in points, it was good to see how people handled the situation. No one had an issue waiting in line, no one objected to having temperature taken. It was great to see.

Mr. Gabriel concluded his report and asked if there were any questions. Chair Daniels extended thanks to Mr. Gabriel and his team for helping with the Board meetings. With no additional questions or comments, Chair Daniels asked for a motion to accept the Chief Information Officer's report. Trustee Sutton made a motion to accept the Chief Information Officer's report. Vice-Chair Criswell seconded the motion. **The Motion Carried.**

Chair Daniels shared that leadership makes a difference. He thanked everyone on behalf of the Board for the leadership they have shown and continue to show. Chair Daniels thanked everyone for the difference that they are making.

Dr. Mosier echoed the congratulations to the KCKCC Administration and their teams. The magnitude and complexity of the events of late has been unprecedented. He thanked everyone again.

17. **Unfinished Business:** Chair Daniels acknowledged that there were no items for Unfinished Business. The Board continued to the next item on the agenda.

18. **New Business:** Chair Daniel asked for the presentation of the Board Meeting Dates for Academic Year 2020 - 2021. Dr. Mosier acknowledged that the Board have in the packet the list of dates for the next year's meeting. The dates presented are reflective of last year. All meetings are at 5:00 p.m., with 3 meetings being held at 9:00 a.m. - one at each site.

Chair Daniels asked for any questions or comments. Hearing none, he shared that the Board would make the final vote at the June meeting.

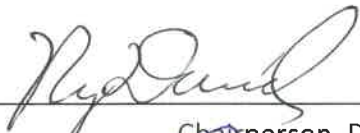
Chair Daniels reminded the Board of the upcoming KACCT Quarterly meeting in June.

19. **Executive Session(s):** Chair Daniels acknowledged that there was action needed for the executive session held during the special meeting.

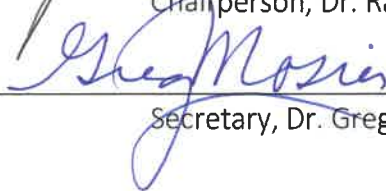
21. **Adjournment:** Vice-Chair Criswell made a motion to adjourn the meeting. Trustee Sutton seconded the motion. The Motion Carried.

The meeting of the Board of Trustees adjourned at **6:16 p.m.**

ATTEST:



Chairperson, Dr. Ray Daniels



Secretary, Dr. Greg Mosier