



**Kansas City Kansas Community College  
Minutes of the Board of Trustees Meeting  
July 16, 2019  
5:00 P.M.**

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

**Multipurpose Room 1**  
**Thomas R. Burke Technical Education Center**

1. **Call to Order & Pledge of Allegiance:** Chair Brown called the meeting to order at 5:00 p.m. The Pledge of Allegiance was led by Mr. Terrence Wilson.
2. **Roll Call:** Indicated the following present – Trustees: Ash, Brown, Criswell, Daniels, Garner, McIntyre, and Sutton.
3. **Approval of Agenda:** Chair Brown called for approval of the Agenda. Trustee Daniels made the motion and Trustee McIntyre seconded. **The Motion Carried.**
4. **Audience to Patrons and Petitioners:** Chair Brown called for anyone wishing to address the Board. Dr. Marisa Gray, Director of Continuing Education stepped forward to share her gratitude and the benefits for the college and community offered by the Kids on Campus summer program. Dr. Gray encouraged KCKCC to continue to be the institution of the community and to continue to provide for the community through the Kids on Campus summer program.  
Mr. Deon Wick, Director of the Kids on Campus summer program, stepped forward to advocate for the continuance of the program as (unofficially) the most robust and affordable summer program in the community. Brochures were shared that featured community partners, field trips, summer activities, and future career opportunities to consider that the kids are exposed to in the Kids on Campus summer program.  
Mr. Brad Grabs, Executive Director of the Learning Club of Kansas City, KS, stepped forward as a community partner of Kids on Campus, to advocate for the continuance of the summer program. Mr. Grabs shared three points - 1) to thank the Board for the support for Kids on Campus, 2) to pledge the support of the Learning Club of KCK organization through the provision of 100 scholarships for kids and the support of staff and volunteers for planning, and 3) to respectfully ask the Board to please continue to provide the program for the community. He believes the college's investment in this program provides a very valuable service to the community.
5. **Recognitions/Presentations:** Ms. Marcia Pomeroy was recognized for 20 years of service with the KCKCC Urban Academy. The presentation was made by Dr. Ed Kremer. Ms. Pomeroy shared that the Saturday Academy began in 1999 serving 20 students and has grown to the present KCKCC Urban Academy

currently serving 220-260 students. She continued that KCKCC enrolls approximately 108 students from the Urban Academy students. A presentation was shared that showcased students who have attended Saturday/Urban Academy.

Ms. Andrica Wilcoxon, Director of Student Activities, presented the Presidential Volunteer Service Awards for two recipients from KCKCC. There is a club at KCKCC for volunteers who serve community service hours. The hours are measured by three levels – Bronze, Silver, and Gold. Each recipient receives a letter, lapel pin, and certificate from the President of the US. The recipients were Ms. Clarissa Padilla, a student at KCKCC who received the Bronze Award - completing 150 hours of community service. Ms. Padilla shared that she spent her volunteer hours at Providence Medical Center in the emergency room and at Providence Place as hair stylist for the residents. Ms. Leanna Graham Ed.S., the second recipient from KCKCC and an adjunct faculty member, received the Bronze Award as well - completing 151 hours. Ms. Graham was not present.

6. **Board Committee Reports:** Chair Brown called for reports from the Board Committees. Hearing none, she moved to the Consent Agenda.
7. **Consent Agenda:** Before calling for a motion to accept the Consent Agenda, Dr. Mosier visited with Board Clerk to insure the Board had the most current version of the minutes. Receiving assurance, Chair Brown called for a motion to approve the Consent Agenda. Trustee Sutton moved to approve the Consent Agenda. Trustee McIntyre seconded the motion. **The Motion Carried.**
8. **Student Senate:** Chair Brown acknowledged that there would be no report from the Student Senate as the students are out for summer break.
9. **President's Report** – Dr. Mosier reported on the following:
  - Recognized and offered appreciation for the collaborative nature of those working in front of the scenes and behind the scenes for the many events and activities occurring at KCKCC.
  - Shared that the college is preparing for the upcoming opportunities and challenges to come in this next year with new state and federal requirements of greater accountability with community and state funding. KCKCC will continue to take a proactive approach and be nimble to the needs of the community and partnering with community businesses and organizations.
  - This will be a year of both planning and doing in the coming year. Plans forecasting for the next 5 – 10 years that are in development are College Master Facility Plan for better use of current facilities and expansion for facilities needed to better serve the community; Multi-year Academic Master Plan regarding academic programs; Enrollment Management plans regarding retention and how we work with students; Long-term Capital Campaign to raise monies for things we will do in the coming years. Lots of great work ahead.
  - Announced KCKCC has received a grant of \$11,500 dollars curriculum development in Nursing program.
  - Shared infographics of the Economic Impact Study which shows a short summary of the impact that KCKCC has on the community. According to the results of the study, in 2017 KCKCC added \$182.3 million dollars to Wyandotte and Leavenworth Counties economy, which supports 2, 811 jobs.

Chair Brown celebrated the great news shared in Dr. Mosier's report and asked for a motion to accept the President's Report. Trustee Criswell moved to accept the President's Report. Trustee McIntyre seconded the motion. **The Motion Carried.**

10. **Vice President Academic Affairs Report** – Prior to beginning the report, Dr. Beth Ann Krueger expressed thanks to Media Services for their work in setting up for the Board meeting. The report was as the following:

- Highlighted the KCKCC HLC Assessment Academy Team which KCKCC recently applied for and was accepted by HLC. This is a four-year commitment for its members which consists of KCKCC faculty, Student Services and deans.
- Library Services has almost doubled the number of searches in the Library across a variety of resources – from approximately 30,000 to 58,000.
- Acknowledges Music Department for the many accolades by Mr. John Stafford, Dr. Justin Binek, Dr. Nahyun Kim, and jazz ensemble, The Standard as mentioned in the report.
- Reported on the Bio-Technical Program incorporating biotechnology techniques into middle and high school programs in June; another great partnership with KCK Public Schools.
- Reported that the first Expungement Fair was held on June 19<sup>th</sup> and had 60 attendees come to work with attorneys and other community organizations. Many of the attendees also spoke with college representatives to learn more about education and training opportunities.
- Reported there were 40 students who graduated from GED program on June 20<sup>th</sup>.
- Shared that KCKCC represented well at National SkillsUSA competition.
- Announced that the Community College Nursing Partnership celebrates First 50 students who graduated simultaneously with an associates and a bachelor's degrees; 43 of the graduates came from KCKCC. Trustee Daniels asked if this partnership was with the University of Kansas Medical Center. Dr. Krueger answered that it is.

Trustee Sutton noted from the VPAA report that Dr. Krueger and Dean Cleon Wiggins attended a summit on early childcare and asked about early childhood programs in this area and whether the discussion was regarding childcare centers or early childhood education. Dean Wiggins clarified that the primary focus was providing childcare services with limited discussion about the provision of early childcare education. KCKCC was applauded for the upcoming opening of a childcare center. Dean Wiggins added that although the main discussion was about the provision of care, there was discussion about those who would provide the care. KCKCC is the only program in the Wyandotte County to provide an early childhood education program and one of a few in the state of Kansas, so there is much opportunity in this area for the college. Trustee Daniels asked what the role of KCKCC in meeting this need for the community. Dean Wiggins answered that the college could provide the education for early childhood teachers and bridge the gap between connecting the employees and employers, community and business needs with respect to childcare. Trustee Daniels and Chair Brown both agreed

that this could prove a great opportunity for KCKCC. Trustee Daniels made a motion to accept the report. Trustee Sutton interjected with an additional question about the Criminal Justice program.

Trustee Sutton asked how the vehicles that were donated to the Criminal Justice program would be used. Dean Wiggins shared that the Crown Victoria will be used for training simulations and the use of the Dodge Charger has not yet been determined.

Chair Brown acknowledged Trustee Daniels motion to accept the report. Trustee Criswell seconded. **The Motion Carried.**

**11. Vice President Student Affairs Report** – Dr. Delfi Wilson reported the following:

- Announced new positions filled in Student Affairs division – Ms. Kelsey Myers, Campus Operator who is bilingual; Financial Aid is finalizing candidate for Administrative Assistant who is also bilingual; Mr. Brandon Burkett, Head Men’s Basketball Coach. Positions currently being advertised – two Site Coordinator positions, one for Wyandotte location and one for Pioneer Career Center; two Student Success Advisors at Main Camps. The plan is to introduce all new hires at the board meeting to in August. Dr. Wilson expressed gratitude to the Board for allowing the hiring of these positions. Student Affairs is very appreciative to be able to continue to fill positions as needed to provide the best support and services to the KCKCC students.
- The Student Success Advisors are continuing their student retention efforts by reaching out to students who had been dismissed. Recently, calls were made to 90 students with aims of providing support with getting the students who were on probation back into good academic standing. These students had low GPAs of 1.6 or lower. This spring semester, 427 students who were on academic probation with a 1.6 to 1.99 GPA were contacted by the student success advisor to help them through the process of getting back in good standing to return to school.
- There are 711 associate degree seeking students in the pipeline to receive degrees in December 2019 and Fall 2020 that were contacted to provide support in next steps and remaining on track to graduation.
- Student Success Advisors are in the process of establishing the Student Enrollment and Retention team. The deans have been asked to nominate people from different areas on campus to serve in developing the Strategic Enrollment and Retention Plan.

Trustee Daniels asked about student participating in the committee. Dr. Wilson acknowledged the suggestion as a great idea and will investigate getting students involved.

- Announced that for the first time, an instructor at the Pioneer Center used Zoom to teach College Algebra class between Main Campus and Pioneer Center. This is a very innovative way to provide instruction to students and look forward to the feedback from students to learn more about the success of providing this type of instruction at KCKCC.

- Pioneer Center had its first Kids Summer Camp which offered culinary and construction classes. There were 54 kids between the ages of 4 – 12 that attended over four different sessions.
- On June 7<sup>th</sup>, the Veteran Center along with 26 staff and student volunteers supported Kansas City Stand Down for Homeless Veterans initiative. The provided services to 415 homeless veterans and 50 military dependents.
- Dr. Shawn Derritt and Dr. Wilson were selected for training as Peer Reviewers with HLC. They will be attending training in October.

Trustee Sutton shares her appreciation for the Retention group along with the inclusion of other areas as it takes the whole campus to be involved with the retention efforts. Trustee Sutton asked if there is a way of tracking how many of the 427 students on probation who were contacted having returned to the college? Additionally, Trustee Sutton asked that in the Financial Aid report there were 268 students who were dismissed and as a result had to return the financial aid. Were these students included in the original 427? Dr. Wilson replied yes. Trustee Sutton continues that there are about 159 students who may return. Dr. Wilson will follow up the Student Success Team regarding those who return. Trustee Sutton offered kudos to Ms. Marcia Irvine for her work at Pioneer Center. Trustee Daniels asks for year-to-year comparison to track our progress on retention. Dr. Wilson answered that moving forward tracking of the retention efforts will be instituted. Trustee Criswell asked about early warning strategy in place to inform counselors of a student. Dr. Wilson shared there are two warning letters sent via Financial Aid to inform the student of their status. Dr. Wilson will visit with the advisors to learn the additional measures being taken with the students. Trustee McIntyre shared that there is the Operating Early Alert System that initiates the intervention efforts in assisting students to make changes when reaching the warning area. Dr. Wilson shared about student athletes that have better success when they have one-on-one support with an advisor. This past spring there were several student athletes awarded for academic achievement by the NJCAA – there were 7 student athletes with a 4.0 GPA, 4 student athletes with 3.8 to 3.99 GPA, and 9 student athletes with a 3.6 to 3.79 GPA. The model of more touch points with students and follow up with instructors with progress reports as is provided for the student athletes may allow for the possibility of similar success of other students at KCKCC.

Trustee Sutton thanked Dr. Wilson for the updates and welcomed her back from an extended leave. Chair Brown called for a motion to accept the report. Trustee McIntyre moved and Trustee Sutton seconded. **The Motion Carried.**

12. **Vice President Strategic Initiatives & Outreach Report** – Ms. Tami Bartunek reported the following:

- Offered kudos to the Print Shop for the printing and distribution of the Strategic Plan Pamphlet and to Mr. Matt Fowler for getting the information posted to the website.
- Next month, the Annual Report will be presented to the Board at the next meeting.
- Each month Dr. Mosier is spending time with one of our academic or technical programs. Ms. Bartunek shared a video of Dr. Mosier visiting with Construction program. Dr. Mosier will continue to do this once per month highlighting different programs.
- Radio ad promotions for Wyandotte High School are running along with other general branding.
- A post regarding an agreement with Wyandotte County Fair reached over 8,000 views.

- Dr. Mosier was asked to speak at the Congressional Forum, from which a post sharing this information had more than 2,000 reach.
- T-Bones mentioned over 200 reached with the posts regarding the Blue Devil Den even at this point of the summer.
- The “Apply” link on the KCKCC website is still be tracked – the one at the very top is getting nearly 60% of action. All “Apply” links are being tracked so that KCKCC knows how best to build our website as a marketing tool.
- There have been 4,000 sessions on the single webpage for degrees and certificates.

Chair Brown asked about an ad for KCKCC that popped up on her phone while looking for weather. Ms. Bartunek explained that as people conduct searches on the Internet regarding education or a program offered at KCKCC, KCKCC can track that and send an ad to that person as a potential interest. Chair Brown was excited by the ad and offered kudos to Ms. Bartunek for getting KCKCC out there in this manner. Trustee Criswell also congratulated and encouraged Tami to continue efforts.

Chair Brown called for a motion to accept the report. Trustee McIntyre moved and Trustee Sutton seconded. **The Motion Carried.**

13. **Chief Financial Officer Report** – Mr. Mike Beach reported the following:

- Highlighted the Draft Operating Budget, Capital Projects Budget, and the College’s Capital Reserves documents were presented to the Board for review in the Board Finance Committee meeting but were not included in the Board packet as they are still in drafted form.
- KPERS Audit has been completed and submitted with no concerns.
- Audit process has begun with the engagement letter having been signed last month. The auditor is working on the Prepared By Client schedule.
- Bookstore continues to do well. KCKCC looking for low tech alternatives for textbooks as students become more tech savvy.
- Facilities are doing well and still on target and ready before school starts.
- Childcare center remodel also on track.
- South bridge is back in service.
- Campus Police continues to do well and are attending necessary and optional trainings and other enrichment camps to benefit them in professional development and in maintaining the safety of the college.

Trustee Ash asks about parking lot poles. Mr. Beach answered that the poles are still available and waiting for an offer. Trustee McIntyre asks for clarification about Chief Schneider’s report regarding requests for multiple locks and unlocks for Kids on Campus. Mr. Beach clarified that these were requests for entry to different rooms over the course of time that the camp is in session.

Chair Brown asked if there were any other questions. Hearing none, called for a motion to accept the report. Trustee Criswell moved and Trustee McIntyre seconded. **The Motion Carried.**

**14. Chief Human Resources Officer Report** – Ms. Christina McGee reported the following:

- No new updates for July.
- New Employee Report and Exit Interview Report were provided and asked if there were any questions regarding the reports.

Trustee Garner asked about the scanning project. Ms. McGee reported that they are halfway through the hiring documents. The existing employee records are to come; however, current employee records are being scanned. The scanning in entirety is likely to take quite some time unless a third-party is hired to take on the project.

Chair Brown asked if there were any other questions. Trustee McIntyre asked if there is a list of onboarding activities for the new hires. Ms. McGee answered that there are no onboarding activities outside of New Hire Orientation. The Human Resources department provides the new hire and the new hire's supervisors instructions and best practices for the first year of employment for the new employee. The information is emailed to both the new employee and their supervisor. It is also available on the Human Resources SharePoint site.

Chair Brown asked if there were any other questions. Hearing none, called for a motion to accept the report. Trustee McIntyre moved and Trustee Sutton seconded. The Motion Carried.

**15. Chief Information Officer Report** – Mr. Peter Gabriel reported as follows:

- Information Services is busy in the background replacing and updating machines, updating the college phone systems.
- Thanked Media Services for all the excellent work they do in preparing for and setting up the Board of Trustees meeting.
- Next meeting, Mr. Pat Kelly, the Academic Support Coordinator, will be here to share about the data collection process with a digital form that will be used for the Back to School Fair. Mr. Kelly has developed a process that will reduce the amount of time for getting data back from the fair from between 10 - 14 days to about 2 – 3 days.

Chair Brown asked if there were any questions. Hearing none, called for a motion to accept the report. Trustee Criswell moved and Trustee Sutton seconded. The Motion Carried.

**16. New Business** –

- (1) Mr. Michael Beach presented the publication notice of the Proposed FY2020 Budget for publishing with changes to the time and location. The correct time and location are 5:00 p.m. in Upper Level Jewell at Main Campus on Tuesday, August 13, 2019. Mr. Beach pointed out on the line titled, Current Funds Unrestricted General Fund, a small reduction in the levy based on the current estimated valuations, but this number could change in September when the official valuations are published. Capital Outlay -\$3.1 million dollars; Levy Rate – 2.27% which is consistent with final adjustment certified from last September; Total Tax revenues - \$37.7 million dollars for college operations and capital funds. Request Board approve for publishing. Mr. Beach asked if there were any questions.

Trustee Daniels asked to clarify that there has been no overall increase in the Mill Levy. Mr. Beach confirmed there has been no increase. Trustee Garner made the motion to accept the report. Trustee Sutton added that the motion would be accepted with corrections to the time and location.

Chair Brown accepted Trustee Garner’s motion to accept the proposed budget and called for a second. Trustee McIntyre seconded. **The Motion Carried.**

Trustee Daniels clarified that the Board accepted the publishing of the proposed budget.

- (2) Mr. Michael Beach presented the bank depositories for FY 2020 for approval. The list included the 4 banks that the college current has accounts with. Mr. Beach acknowledged that this list does not currently include Liberty Bank where interest has been expressed by the Board Finance Committee to reinstate the cd once housed at Liberty Bank. The approval of this list, without Liberty Bank added, would not preclude the future reestablishing of the cd with the bank; it would call for approval by the Board at the future date.

Trustee Criswell asked if there is a time limit for establishing CD with Liberty Bank. Mr. Beach answered no, it would be the process of reinstating the funds as a new CD at Liberty Bank. Trustee Criswell asked if this would occur within the next 90 days and Mr. Beach answered e expected to have this completed very soon. Brown clarified that the college is working to resolve the situation and Mr. Beach confirmed.

Trustee Garner asked for an update from Mr. Beach at the next Board Finance Committee meeting on the status of the CD.

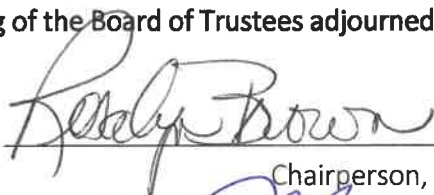
Chair Brown called for a motion to accept the Bank Depository List. Trustee Daniels made the motion. Trustee Garner seconded. **The Motion Carried.**


17. **Executive Session:** An Executive Session was called for personnel matters for non-elected personnel. Chair Brown announced the Board and College Attorney would enter into Executive Session for a period of 15 minutes with potential action to follow. Executive Session began at 6:39 p.m. At 6:54 p.m. the regular session was called back to order by Chair Brown. Chair Brown called for a motion. Trustee Ash made a motion to liquidate the damage fee for faculty member resigning after July 15th deadline at the recommendation of the Administration. Trustee McIntyre seconded the motion. **The Motion Carried.**

18. **Adjournment:** Chair Brown called for a motion to adjourn. Trustee Criswell moved and Trustee McIntyre seconded.

The meeting of the Board of Trustees adjourned at **7:05 p.m.**

ATTEST:

  
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Chairperson, Rosalyn Brown

  
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Secretary, Dr. Greg Mosier