



**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  
March 17, 2020 – 5:00 P.M.**

**Upper Level Jewell Lounge  
Kansas City Kansas Community College – Main Campus**

1. **Call to Order & Pledge of Allegiance:** Chairman Ray Daniels called the meeting to order at 5:00 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, Brune, Criswell, Daniels, McIntyre, Sutton. Trustee Brown was absent.
3. **Approval of Agenda:** Chair Daniels called for a motion to accept the Agenda. Dr. Mosier offered the following items as amendments to the meeting agenda – the VPAA report changed to not having a faculty/staff presentation; the executive session scheduled for this evening was held during the special meeting prior to the Board meeting and will require a vote for session previously held; adjustment to Academic calendar added to New Business; updated version of Consent Agenda Item D. Trustee Sutton made the motion to accept the agenda as amended. Trustee McIntyre seconded the motion. **The Motion Carried.**
4. **Audience to Patrons and Petitioners:** Chair Daniels acknowledge with the current measures of precaution in place regarding the coronavirus, only essential personnel would attend the Board meetings until further notice. There would be no attendees physically present at the Board meeting without an essential need. He thanked Dr. Mosier and the College leadership for making the meeting possible under the new terms.
5. **Recognitions/Presentations:** Chair Daniels opened the floor for recognitions and presentations.
  - Mr. Michael Beach, Chief Financial Officer, introduced the new Chief of KCKCC College Police, Mr. Robert Putzke. Mr. Beach shared that after a national search, Chief Putzke accepted the offer to serve the KCKCC campus community. He thanked Deputy Chief Jason Sievers for his great work as Interim Chief and offered Chief Putzke the opportunity to address the Board. Chief Putzke thanked Dr. Mosier and Mr. Beach for the opportunity. He shared that he has had 33 years of college police enforcement experience and asked the Board if they had any questions for him. Chair Daniels and all the Board members welcomed Chief Putzke to KCKCC.

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 March 12<sup>th</sup>, the following items were discussed:
  - College Master Facilities Plan is in the works.
  - Update regarding the Downtown site project is that the project is continuing with necessary diligence.
  - Student Housing project is moving forward with a Request for Qualifications to come.
  - FY2021 budget reviews will be completed by President's Extended Cabinet in the next few weeks. The budget schedule is set to be completed in June with public hearings in June and July 2020 and presentation to the Board in August 2020. Mr. Beach added that an additional notice may need to be sent in September if the levy is above a certain level.
  - Predictable Events and Drivers Model for budget related impacts on college dollars is in the works.
  - Extended conversation about COVID-19 as relates to finances and the types of impacts outside of financials.

On behalf of the Board Policy Committee, Trustee Sutton noted that the committee did not have an opportunity to meet as it waits for the College senates to review policies.

As KCKCC's KACCT Liaison, Trustee Ash shared that the Board members who attended the KACCT Quarterly and PTK luncheon meeting on March 12<sup>th</sup> experienced a successful event which included a discussion about athletics through April 1<sup>st</sup>. The next meeting is scheduled for June 2020.

On behalf of the Community Engagement Committee, Trustee McIntyre shared that in their February 25<sup>th</sup> meeting discussed reviewing document and aligning it with Strategic Plan. A draft will come to committee for review with a full draft brought to Board next month.

8. **Consent Agenda:** Chair Daniels called for a motion to accept the Consent Agenda. Trustee Sutton moved to accept the Consent Agenda. Trustee Ash seconded the motion. **The Motion Carried.**
9. **Student Senate Report:** Chair Daniels acknowledged that due to Spring Break and the coronavirus precautions, there would not be a report from Student Senate.
10. **President's Report:** Chair Daniels called for the President's report. Dr. Mosier reported the following –
  - It has been a very fluid week in education and the community due to the Coronavirus outbreak; the College Administration has made plans and adjusted as needed to keep employees and students safe as new information became available. Thanked President's Cabinet and college leadership in supporting the necessary changes.

- College reviewing recommendations by CDC and political leadership as it relates to coronavirus precautions.
- The College aims to maintain hands-on learning for students with labs. With announcements of flattening the curve of exposure to the coronavirus, KCKCC will now use virtual technology and theoretical knowledge to enhance the students' learning objectives.
- This morning, KCKCC announced that spring break would be extended, and students would return on Mar. 30<sup>th</sup> with class instruction to being delivered virtually.
- The KCKCC COVID-19 webpage is up and running. This page will keep the public updated as KCKCC announces/updates our actions and plans concerning student services and support during this time. The webpage has received about 5,700 hits to webpage in last 5 days which shows that our community is interested in what we are doing to continue to serve. KCKCC will continue to communicate to students.
- About 20 minutes ago, Gov. Kelly announced that all secondary schools will be closed across the state through the end of the Spring semester. We will continue to work with our local superintendents to maximize learning opportunities and objectives for our students.
- All KCKCC locations will be closed on Wednesday, Thursday and Friday of this week.
- Monday, Mar. 23<sup>rd</sup> will have only essential personnel on campus, and faculty on campus getting prepared to take their classes fully virtual.
- Commencement ceremony was cancelled today. KCKCC will find an alternate way to celebrate the achievements of our students during these times.

Dr. Mosier asked the Board if they had any questions regarding his report. Trustee Sutton thanked Dr. Mosier and his team for their hard work. Chair Daniels echoed the sentiment. Dr. Mosier acknowledged the great KCKCC administration team, faculty and staff that have been a great support. Chair Daniels asked for a motion to accept the President's Report. Trustee Sutton made a motion to accept the President's Report. 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. Dr. Beth Ann Krueger reported the following –

- Informed the Board that updates were needed to the Academic Calendar to accommodate the recent extension of Spring Break due to the coronavirus. Asked that classes begin to Mar. 30<sup>th</sup> instead of Mar. 23<sup>rd</sup> to allow faculty time to prepare to take all classes to virtual format. Chair Daniels called for a motion to approve the changes to the Academic Calendar. Vice Chair Criswell made a motion to approve the changes to the 2019-2020 Academic Calendar. Trustee Sutton seconded the motion. **The Motion Carried.**

Dr. Krueger asked for questions regarding the VPAA report. Trustee Sutton thanked Dr. Krueger for getting faculty on board to move forward to support the students in a virtual format so that they may continue their education.

Chair Daniels asked for a motion to accept the Vice President of Academic Affairs report. Trustee McIntyre 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. Ms. Tina Church Lewandowski, Interim Dean of Enrollment Management, gave the following report in Dr. Wilson's absence –

- Thanked the Board, Dr. Wilson and Dr. Derritt for the opportunity to make the presentation.
- Enrollment Management - very excited that enrollment begins April 1<sup>st</sup> looking forward to implementing creative ways in getting information to students.
- Financial Aid - has packaged the first batch of FASFA applications for the 2020-21 academic year, mailed letters informing students of their financial aid application status as well as their Pell Grant award status. Students who do not have an application on file are being contacted so that they may submit a FASFA financial aid form.
- Student Services – hosted a barbershop talk for the Real Talk for College Men of Color student organization. Students who attended received free haircuts. (30 mins)
- Mr. Robert Beach, Assistive Technology Specialist in Accessibility Services, hosted an Optical Character Recognition software review webinar with guest speaker, Claire Fitzgerald, from the U.S. Department of Education's Office for Civil Rights. The KCKCC's Online Education Services assisted with the webinar and represented KCKCC well.
- Partnered with USD500 to have the Schlagle High School band to play at one of our regional Men's Basketball games on March 3<sup>rd</sup>.
- Our Men's Basketball won the regional KCJCCC Conference for the first time in the history of KCKCC.

Trustee Ash commented that this is such a successful school year in so many ways, especially with the tremendous accomplishments by the athletes. He shared that that College needs to work to celebrate these achievements by the students. Trustee Ash encouraged the students by saying, "we will not forget about your accomplishments both academic and athletic accomplishments and will find a way to celebrate you because you certainly deserve it." Dr. Mosier added that Interim Dean Lewandowski has jumped in and has been doing a great job.

Trustee Sutton commended Student Affairs on the great job they are doing and added that she was pleased to learn about the new developments in the Student Success Advisor software to support the students such as Ellucian Student Planning and Ellucian Advise CRM. Looking forward to hearing more about initiatives to see how they are impacting our students. 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. Mr. Omar Brenes, Web Architect, reported the following outreach and marketing efforts in Ms. Bartunek's absence –

- Met with members of Unified Government to discuss details regarding the KCKCC Downtown site and potential partners.

- Welcomed students, teachers and administrators to the 2020 BizFest, cohosted by KCKCC and JCCC. The event at KCKCC was held at TEC.
- Currently serving as board treasurer for the Women’s Chamber of Commerce and helped to host the “Go Red for Women” Luncheon at Providence Medical Center.
- Also serving on the cross-departmental Student Housing Taskforce that has recently drafted documents to be used in future planning and RFQ needs.
- Contracted with a local videographer to record several hours of b-roll footage that will be used in future marketing initiatives.
- Shared 30 second television ad for Welding program.
- Created the KCKCC COVID-19 virus information page on the website. The average time spent on the page is 4-minutes and 50-seconds. The new COVID-19 webpage has also been shared on the KCKCC social media pages.

Dr. Mosier thanked Mr. Matt Fowler, Web Designer, and Mr. Brenes for getting the COVID-19 information out in such a short amount of time. Chair Daniels shared appreciated for the efforts as well. Trustee Ash made a motion to accept the Vice President of Strategic Initiatives & Outreach report. Trustee Sutton 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 –

- Shout out to teams – all doing a great job!
- Midyear Budget Review process is complete. Based on review, there is great, albeit cautious, optimism that the College will close under budget.
- FY2021 College Budget Review process is underway. The scheduling of presentations will be revamped due to new developments with COVID-19. As mentioned by Vice-Chair Criswell, we will get through the process and on complete the budget time.
- The College Facilities Master plan previous launch date of Nov 2020 will be adjusted to May or June 2021.
- Bookstore busy with quarterly inventory checks and cycle counts - hard at work and continue to do a great job.
- Facilities crew continue to work hard to accomplish projects. Emphasis will be rechanneled to mission-critical projects with recent events.
- KCKCC Police department had 8-9 officers complete service training this past month to enhance efficiency on the job.
- Highlighted overall operating expenses are under 59% spent where typically the College would be about 66.5% in years passed.

Mr. Beach asked if there were any questions from the Board. Trustee Sutton commended Mr. Beach for excellent job. Chair Daniels asked for a motion to accept the Chief Financial Officer’s report. Trustee Sutton made a motion to accept the Chief Financial Officer’s report. Trustee McIntyre seconded the motion. **The Motion Carried.**

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

- KCKCC Policies are now online! The Human Resources department will continue to update the webpage new policies are approved.

- Online platform for compliance training is currently being researched. HR is looking to add Harassment and Discrimination training for all employees and supervisors in the future and to have them all on one platform.

Chair Daniels asked about the current training platform online. Ms. McGee answered that the College's training online is currently offered through D. Stratford & Associates, which does not have a Harassment and Discrimination training. HR is looking to make the shift to include these training modules on an annual basis.

Chair Daniels asked for any other comments or questions. Trustee Sutton thanked Ms. McGee for her commitment to supporting our employees with what they need and that they are cared for along with our students.

Chair Daniels asked for a motion to accept the Chief of Human Resources Report. Trustee McIntyre made a motion to accept the Chief of Human Resources Report. Vice-Chair Criswell seconded the motion. **The Motion Carried.**

**16. Chief Information Officer Report – Mr. Peter Gabriel**

- Multifactor Authentication continuing to roll out. The test run in the Human Resources department was successful.
- Ellucian process is being updated to use the multifactor authentication as well.
- Thanked for Cristobal and Jonathan from Facility Services, Media Services and Network Services for assistance in preparations for BizFest 2020.
- Thanked the Information Services department for the hard work this week in preparing faculty in moving all classes online. There were 170 laptops ready to go Monday morning. Approximate 300 more laptops in process of being disinfected and prepped for online classes.

Chair Daniels thanked Mr. Gabriel and his department as this must be a major undertaking. Mr. Gabriel agreed and added that one vendor, Cisco, offered free licensing for additional support to faculty and staff.

Dr. Mosier shared that Charter Communications offered free internet to students for the next 60 days. 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.

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

**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 Daniels invited Dr. Mosier to present the recommendation for the College Facilities Master Plan. Dr. Mosier shared that the College Facilities Master Plan Committee is a cross-institutional team created to prepare for facilities planning for KCKCC for the next 20 years with the focus on the look and feel of KCKCC facilities at all locations in the future. Student housing and Leavenworth are two key projects. The College has received RFP responses from across the region to look at the creation of a comprehensive update for campus facilities. The committee invited a few teams to campus for in-person interviews and a firm had been identified to move forward with prior to the coronavirus outbreak. The committee asked the Board how best to

move forward given the options to hold for a while or move forward with a potential future start date.

Vice-Chair Criswell shared that pricing may be much different should there be a significant delay.

Trustee Sutton shared that it may be best held off for now for the Board to reconsider next month giving more time to see the impact of the coronavirus.

Vice-Chair Criswell and Trustee McIntyre both agreed with Trustee Sutton to wait.

Trustee Brune congratulated the community for moving forward in these times. She added that the College may need to exercise caution with delaying beyond one month.

Trustee Ash made motion to table the vote on the recommendation for the College Facilities Master Plan Committee's vendor choice until the April Board of Trustees meeting. Trustee Sutton seconded the motion. **The Motion Carried.**

- Chair Daniels invited Dr. Krueger and Mr. Beach to present regarding the proposed FY2021 Special Course Fees. Dr. Krueger shared that these course fees were set to align with ECEL and CTE guidelines, the addition of a program not previously included, Computer Support Specialist, and to remove the fees for the program, Construction Technology certificate. The decision to remove the fees was made after consulting with KBOR and other colleagues in the state. Dr. Krueger asked the Board if there were any questions.

Trustee Ash commented that the fees were reviewed in Board Finance Committee meeting and found to be appropriate. He recommended that the Board adopt the changes. Chair Daniels asked for any additional questions or comments. Hearing none, he asked for a motion to approve the changes for the FY2021 Special Course Fees schedule as presented. Trustee Sutton made a motion to approve the changes. Trustee McIntyre seconded the motion. **The Motion Carried.**

- Chair Daniels noted that the Academic Calendar Adjustments for Spring 2020 were presented and accepted during the Vice President of Academic Affairs report.

19. **Executive Session(s):** Chair Daniels acknowledged that there was action needed for the executive session held during the special meeting. Dr. Mosier shared that there was a motion needed to approve the settlement agreement for Barnhart v. KCKCC. Trustee Sutton made a motion to approve the settlement agreement for Barnhart v. KCKCC. Trustee Ash seconded the motion. **The Motion Carried.**

Chair Daniels thanked everyone for their hard work to include the Board of Trustees. He announced that the April Board meeting would remain at 9:00 a.m. but the location would be switched to KCKCC – Main Campus.

21. **Adjournment:** Trustee Sutton made a motion to adjourn the meeting. Trustee McIntyre seconded the motion. **The Motion Carried.**

The meeting of the Board of Trustees adjourned at 6:06 p.m.

ATTEST:



Chairperson, Dr. Ray Daniels



Secretary, Dr. Greg Mosier