



**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  
April 21, 2020 – 9:00 A.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 9:05 a.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. Vice-Chair Criswell made the motion to accept the agenda. Trustee McIntyre seconded the motion.  
**The Motion Carried.**
4. **Audience to Patrons and Petitioners (5-minute limit):** 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 April 14<sup>th</sup>, the following items were discussed:
  - Ongoing projects for Downtown, PCC, and Student Housing are all moving forward smoothly.
  - Cash Driver Tool that shows factors that affect the College finances throughout the year provides context for financial reporting. Vice-Chair Criswell thanked Dr. Mosier and Mr. Michael Beach, Chief Financial Officer, for the tool and shared that the public may access the tool as well.
  - COVID-19 discussions regarding the finances for the college.

On behalf of the Board Policy Committee, Trustee Sutton shared that the policy committee reviewed and approved several policies to move forward for full Board approval. The policies were included in the Board packet for this meeting.

Chair Daniels added that the Board of Trustees continues to do the work to move the college forward. He thanked the committees for continuing to do the important work for the College.

8. **Consent Agenda:** Chair Daniels called for a motion to accept the Consent Agenda. Vice-Chair Criswell moved to accept the Consent Agenda. Trustee McIntyre seconded the motion. **The Motion Carried.**
9. **Student Senate Report:** Chair Daniels acknowledged that there would not be a report from the Student Senate. He moved forward to the President's report.
10. **President's Report:** Chair Daniels called for the President's report. Dr. Mosier reported the following –
  - The College continues to provide services virtually and will continue to work this way for approximately another month or so. Dr. Mosier acknowledged the new tools and resources supporting the College in its continued work as well as other positive things that will be gleaned from this time.
  - All the departmental operations have been ongoing. There are many trainings that continue to provide additional information for students, faculty, and staff. Through the KCKCC COVID-19 website, there are several resources available.
  - The course withdrawal date has been pushed back to May 11<sup>th</sup>. This may allow students more time in adjusting to online learning and to assess their standing within their course.
  - We anticipate financial losses due to COVID-19 pandemic. An Anticipated Loss Statement will show the current losses with adjustments to be made on how the college will operate that meets the newly anticipated budget.
  - KCKCC has great value in the faculty and staff and all their hard work. KCKCC employees will be kept whole during this time, keeping everyone fully employed through spring and summer semesters.
  - KCKCC Foundation gave a donation of \$100,000 for the COVID-19 Relief Grant. The college matched that amount with an additional \$100,000 and launched an additional internal fundraising campaign for employees with a \$10,000 goal. Currently, the employee contribution is \$7,200 dollars.
  - Summer schedule for returning to work at the KCKCC campuses is being discussed by KCKCC administration. The tentative plan is to return under a 3-week stage-in process beginning May 18<sup>th</sup>, following CDC and local health department guidelines. We will be practicing social distancing for a long time. Dr. Mosier shared tentative summer course schedule.

- Recognized the Hall of Fame inductees – Mr. Alan Hoskins; Leavenworth Public Schools; Ms. Maxine Drew, President of Kansas City Kansas Board of Education; Ms. Mary Ann Flunder (posthumous); and Ms. Pam Louis-Walden.
- Received the draft video footage from “Behind the Scenes with Laurence Fishburne” and will review and return for final draft.
- Announced changes in administrative roles – Mr. Jerry Pope will now serve as interim Vice President of Academic Affairs and Dr. Aaron Margolis will now serve as interim Dean of Arts, Communications, and Humanities.

Dr. Mosier concluded his report and asked if there were any questions. Chair Daniels thanked Dr. Mosier for acknowledging the 2020 Hall of Fame inductees. He also extended his thanks to the KCKCC administration for recommending a plan for keeping staff financially whole regarding employment. With no other questions or comments, Vice-Chair Criswell made a 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. He thanked Mr. Pope for accepting the role as interim VPAA and acknowledged his service at KCKCC in the Arts and Humanities department since 2003. Mr. Jerry Pope reported the following –

- Working to migrate courses for summer to online delivery. For most classes that require a lab component, the lab portion of class would be delivered on June 29<sup>th</sup> while some classes will need to have the students on campus sooner.
- Shout outs, first to Health Professions, last fall several of the Nursing faculty incorporated targeted learning sessions for December graduates to address areas identified as needing improvement from a gap analysis of the current curriculum. Preliminary results show these to be extremely effective as the articulation graduates have a 100% first-time pass rate on the National Council Licensure Exam (NCLEX) provided by the National Council of State Boards of Nursing (NCSBN). For reference, the same group had an 81.8% first-time pass rate in spring 2019. The results for all RN first-time test takers through the first quarter of 2020 is 92.31%. The same group last year was 80.65%. Mr. Pope thanked the Nursing faculty; Director of Nursing, Ms. Sue Anderson; and Dean of Health Professions, Dr. Tiffany Bohm, for their efforts.
- The Center for Teaching Excellence have augmented online training videos to support the faculty in the transition to online courses. In the last 28 days, there have been 349 views which is a significant increase.
- Learning Commons launched their new newsletter called, “On Common Ground.”
- Online Education Services and Center for Teaching Excellence provided 3 weeks of intensive training to the faculty in the transition to virtual learning.
- Visits to the Blackboard class platform are up by 50%.
- In the Arts, Communications, and Humanities department, Dr. Justin Binek, Associate Professor of Music, presented a webinar on behalf of the Jazz Education Network (JEN) entitled, “Online Teaching for Non-Online Teachers” on their Facebook Live channel.

- In the Math, Science, and Business Technology department, Dr. Mary Patterson, Adjunct Professor, provided some personal protective equipment to Wyandotte County Health Department.
- The KCKCC Wellness faculty were reassigned to Online Education Services to support with transition to virtual learning.
- Dr. Curtis Smith has recorded all remaining labs for Microbiology courses along with results to be shared with all Microbiology lab instructors for their online classes.
- In Social and Behavioral Science and Public Services, Dr. Hira Nair, Professor of Psychology and Coordinator of Secondary Education and the K-Step Up Program at KCKCC, together with Ms. Tami Bartunek, VP of Strategic Initiatives and Outreach, and Mr. Randy Royer, Director of Media Services, created a video for the K-Step Up program promotion.
- The Career and Technical Education department hosted the Middle School Career Awareness Event on March 3<sup>rd</sup> & 4<sup>th</sup>. During this event, a total of 610 USD500 middle school students were on campus to actively experience some of the programs offered here at KCKCC.
- Another shout out for the Health Professions department, Dr. Deanne Yates, Associate Professor of Physical Therapy and KCKCC program alumnus, successfully defended her doctoral dissertation from K-State on March 27<sup>th</sup>.

Mr. Pope concluded his report and asked for any questions. Chair Daniels shared how he was impressed with what Online Education Services and the Center for Teaching Excellence have accomplished to help meet the needs of students and faculty. He thanked everyone who have provided this much needed support for all their hard work. With no other questions or comments, Trustee Brown made a motion to accept the Vice President of Academic Affairs report. Vice-Chair Criswell 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 –
- Thanked everyone for patience and hard work during this pandemic. The Student Affairs staff have been so gracious in continuing their efforts to make sure the students are receiving the support that they need.
  - COVID-19 Student Relief Fund – a collaborative effort of the KCKCC Foundation, Student Services, Dr. Mosier and generous donations from our community and KCKCC faculty and staff to provide short-term assistance to our students. So far, there have been 231 applications from students and by the end of the week, the first disbursement funds will be sent. She thanked the Financial Aid and Business offices for providing the background research in providing means to getting the funds to the students.
  - Enrollment is down; summer enrollment is down for credit hours about 41% and headcount down by 41% also. Recruiters are making calls, sending cards, and communicating with high schools and making other efforts being to contact the students. Marketing is supporting with getting the word out to the students.

- News article from KC Hispanic News – thanked Ms. Bartunek and Ms. Nora Brown, KCKCC Downtown Site Coordinator, for assisting in getting this article published. The article focused on KCKCC’s ESL program and featured a KCKCC student currently in the program.
- The course withdrawal date has been extended to May 11<sup>th</sup> to allow more students time to decide whether they need to withdraw from a class given the current climate and change in course delivery. This information is also on the website and an email went out to the student informing them of this change.
- Early in April, Student Affairs began to track student withdrawals with the reason cited as COVID-19. Based on data from April 8<sup>th</sup>, there were 18 students who cited this reason for their withdrawing from school. Student advisors are reaching out to the students to see if there is anything the college can do to support them and to see if they are eligible for the COVID-19 Student Relief Fund.
- Student Services continues to provide services to students virtually. Ms. Andrica Wilcoxon, Director of Student Activities, continues to hold student club and Student Senate meetings virtually via Zoom and Microsoft Teams. The Disability Services office has transitioned to being able to provide all their services to students online.
- Athletics department are temporarily on hold. Coaches are in contact with students and providing support for them virtually.
- With regards to student housing, two buildings have been closed. There are two international students currently in one of the student housing buildings.

Dr. Wilson concluded her report and asked for any questions. Dr. Mosier extended his gratitude for the tremendous amount of work being done by so many people across KCKCC. Chair Daniels echoed the gratitude. He added that he thought the VPSA report was great in showing all that the team is doing in building relationships and letting the students know we care. With no further questions or comments, Chair Daniels called for a motion to accept the Vice President of Student Affairs report. Vice-Chair Criswell 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 –

- Thanked colleagues for acknowledging the work of Web Service team. Ms. Bartunek echoed her thanks for the great work for the new KCKCC COVID-19 webpage, the Student Relief Fund webpage, and for maintaining the main page of the KCKCC website making it easy for those visiting our website to get information needed. These efforts have been led by Mr. Omar Brenes, Web Architect; Mr. Matt Fowler, Web Designer; Ms. Kelly Rogue, Public Information Manager; and Ms. Taylor Boles, Graphic Designer.
- Last month, KCKCC reach over 103,000 tweets on Twitter.
- Currently reviewing marketing and updating radio and tv ads in light of COVID-19. Radio ads should be heard later this week with focus on high school students and adult learners who may need to reskill/retrain.

- Working with KSHB-TV to do a “Salute to Seniors” for our 2020 graduates – asking to have photos sent in that we may showcase of our proud seniors.
- Also partnering with KSHB-TV in their promotion of local companies called the “We’re Open” series. KCKCC will be one of the organizations featured to let people know that we are here to serve.
- Thanked Karen Gaines and Business department on promotion of “Don’t wait let us help you create your future now.”
- Short videos messages via social media and main website as promotional content to let potential and current students know KCKCC is here to support them in creating their future. The video shown was created by Matt Fowler and was designed to informing students what programs we have to offer at KCKCC.
- Since April 1<sup>st</sup>, there have been over 3,200 unique views of the KCKCC COVID-19 webpage. The viewing time shows an average of 2 minutes and 15 secs on the webpage, which shows that people are getting to the webpage and finding it a useful resource.

Ms. Bartunek concluded her report and asked if there were any questions. Chair Daniels thanked Ms. Bartunek and her team for letting people know KCKCC is open for business. With no further questions or comments, Chair Daniels called for a motion to accept the Vice President of Strategic Initiatives & Outreach report. Trustee McIntyre made a motion to accept the Vice President of Strategic Initiatives & Outreach report. Trustee Brown 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 –

- Offered shout out to Mr. Royer (Media Services); Mr. Peter Gabriel, Chief Information Officer; and Ms. Susan Stuart, Director of Online Education Services for arranging the online Board of Trustees meeting this morning. He expressed his amazement and awe by the technology that allows us all to continue the college business and moving the college forward.
- Shared that the financial statements followed the CHRO and CIO reports in the Board packet this month.
- Informed that the budget process continues. The draft of the budget will be available to the Board by June. Half of the budget presentations were given virtually. Things are looking good in the budget. President’s Cabinet will have a proposed budget for President’s Extended Cabinet to review in May.
- The Student Housing project is moving along. The Request for Qualifications (RFQ) will be sent soon. The RFQ draft will be finalized tomorrow and reviewed by the Student Housing committee. The expectation is for the RFQ to be sent to companies by the end of next week.
- The HVAC project began last week. The team is making good progress. Currently, the air handlers that service the Arts and Humanities part of the building are being upgraded. This will affect 10 classrooms that were served by wall-units – the wall units will be removed. Some of those rooms will also be renovated as part of the Learning Spaces project.

- Maintenance crews will return to campus on Monday, April 27<sup>th</sup> to complete a long list of repairs and projects that must be completed before fall 2020 semester. With fewer people on campus, this is a great opportunity for the maintenance crews to accomplish projects that would not be able to complete in a shorter, more efficient time frame while maintaining social distancing.
- Thanked custodial and maintenance crews for cleaning and performing basic repairs for the student housing. One of the student housing buildings is being used as a space for Wyandotte County first responders who are quarantined to stay. In last month's report, there was at least one person who was staying in one of the apartments.
- Bookstore has developed processes to complete book orders for students for classes. They are doing a wonderful job in supporting the students. Marvelous job for second-semester classes in getting learning packets for students to include lab packets for students to complete labs at home.
- Facilities Services crew are currently working on a number of projects to include a new group of learning spaces, an Executive Board Room remodel, and completion of new Institutional Effectiveness office space.
- College Police Department doing great job with check-in/check-out process for people on campus. They are showing up every day, supporting people, and securing college facilities.
- Financial statements as of the end of March total revenues over expenses are about \$1.7 million dollars higher than the same point last year. Due to a total of about \$300,000 dollars in nonoperating revenue and about \$1.4 million dollars less of anticipated expenses than last year. Looking at predictive model, the College is poised to finish the year lower than last year. The target at this point would be 75% spent and we are at 68%. Optimistic that we will be able to finish the year strong.

Mr. Beach concluded his report and asked if there were any questions. Chair Daniels thanked Mr. Beach and his team. Chair Daniels also expressed gratitude to Mr. Beach for finding the silver lining of all the work that can be accomplished with no one in the buildings. Dr. Mosier added thanks for the people from different areas that are stepping up to support other departments. Custodial crewmembers have stepped up to support the maintenance crews as well as other departments cross-training to meet the needs of the college. With 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 –

- The current climate is stretching the Human Resources (HR) department in knowledge with regards to pandemic. HR has been assisting with needs, answering questions, and assessing requests of employees. Additionally, there have been many hours logged attending webinars and meetings to learn the new ways and means of maintaining compliance for the college with regards to COVID-19.

- The HR quarterly newsletter featured information on how to work from home with tips and resources to so do successfully.
- Open enrollment for flexible spending accounts has begun and will be open through April 30<sup>th</sup>. This will be the last open enrollment period for flexible spending accounts this year. The next flexible spending enrollment period will move to a calendar year enrollment to align with the other benefits next year.
- KCKCC is doing well in the new employee and exit interviews with a good impression being made on new employees. As a result of feedback, HR is working to improve communications regarding benefits. Looking at data and seek areas where improvements can be made.

Ms. McGee concluded her report and asked if there were any questions. Chair Daniels thanked the HR team for their hard work in supporting the staff during this time. With no additional questions or comments, 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:** Chair Daniels called for the Chief of Information Services Report. Mr. Peter Gabriel reported the following –

- Thanked Online Education Services, Media Services, Information Services, and College Police for helping with getting laptops checked out to students. There were approximately 45 laptops signed out to students. There may be up to 50 by the end of this week.
- Wi-Fi service in the parking lot at Pioneer Career Center has been completed. Wi-Fi service is also available at Main Campus and these announcements have been communicated through social media.
- Back on schedule with IT projects after supporting with the virtual transition for COVID-19. Mr. Gabriel extended a huge “thank you” to his team! Additionally, the number of Help Desk calls have reduced this week.
- Worked on IT Knowledge Base to support staff, faculty, and students with frequently asked questions and troubleshooting.
- Updates for Ellucian are progressing well. A meeting this week will inform the next steps of the integration process.
- Many behind-the-scenes updates are occurring that allow the systems to continue to run smoothly.

Mr. Gabriel concluded his report and asked if there were any questions. Vice-Chair Criswell offered a huge thank you to Mr. Gabriel and his staff for the tremendous undertaking with all the overnights it had to have taken for things to be moving smoothly. Mr. Gabriel shared that not just Information Services, but also Online Education Services completed a large amount of the processes. All Board members echoed the sentiments.

Chair Daniels asked about the use of Wi-Fi services for the students in the parking lot. Mr. Gabriel answered that the services are available to everyone. With no additional questions or comments, Chair Daniels asked for a motion to accept the Chief Information



Officer's report. Vice-Chair Criswell made a motion to accept the Chief Information Officer's report. Trustee McIntyre seconded the motion. **The Motion Carried.**

Chair Daniels shared great gratitude to everyone, on behalf of the Board of Trustees, for the impact the college is having on the students and community. He exclaimed that the everyone at the college is probably working harder than they were before.

Dr. Mosier echoed the thanks for the tremendous amount of work during these unique times.

17. **Unfinished Business:** Chair Daniels reintroduced the matter of the College Facilities Master Plan and asked Dr. Mosier to present. Dr. Mosier shared that in January 2020, the college began inquiry into a College Master Facilities Plan that would depict what the college would look like in the next 20 years. At last meeting, there was a vote to allow time to observe what the COVID-19 pandemic would affect the college and economy in order to determine how best to move forward with the investment into support in building the College Master Facilities Plan. In revisiting with the company, for a total dollar amount \$250,000 would gain several services and support models to help devise an informed plan. The college would work with the company for new start date in the fall 2020 semester as the first meetings would need to be with faculty and staff. With consideration, especially during this time, we need to focus forward. In the contract, a statement would be added that should circumstances change significantly before the first stages are to begin for the contract, the college can reassess to either postponed or not pursue the project based on the economic environment that we are in in the next several months.

Dr. Mosier asked if there were any questions or comments and added that if the Board would like to proceed, then a vote would be needed. Trustee Ash express his delight to hear the recommendation for moving forward with Trainer as there has been a lot of great work and analysis in projects done in this area with that organization. Trainer, in his opinion, is a great organization to build relationship with. Trustee Ash made a motion to approve the proposal. Trustee Brune added that with the postponement until the fall and the ability of the Board and the college to opt out at some point based on the reality of the future, Dr. Mosier has done a good job at answering the Board's questions. Trustee Brune seconded the motion. **The Motion Carried.**

18. **New Business:** Chair Daniel asked for the presentation of the policies submitted for approval. Dr. Mosier shared that there are four policies [Open Records Request Policy, Military Leave Policy, Academic Integrity Policy, and Conflict of Interest Policy] in the Board Packet that are ready for Board approval. The policies have been through the college's policy approval process, where the input of the staff, faculty, and students are submitted, and the Board Policy Committee has reviewed the policies, which included the input of provided through the senates, as well. Dr. Mosier asked if there were any questions.

Chair Daniels thanked the Policy committee and HR for their work. He also expressed appreciate for the senates in providing feedback as well. Chair Daniels noted that page 81 was a procedure and would not be included in the Board's vote as the Board does not vote on procedures. Chair Daniels called for a motion to approve the policies listed,

Trustee McIntyre made the motion to approve the policies as listed [Open Records Request Policy, Military Leave Policy, Academic Integrity Policy, and Conflict of Interest Policy]. Trustee Brown seconded the motion. **The Motion Carried.**

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

Dr. Mosier thanked everyone at the college for their efforts and the Board for providing guidance during unforeseen times.

Chair Daniels speculated that the May 2020 Board meeting would be another virtual meeting. He thanked Information Services, Ms. Susan Stuart, and Ms. Risala Allen for their support in getting this meeting arranged.

Chair Daniels reminded the Board of the Executive Session this evening.

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

The meeting of the Board of Trustees adjourned at **10:34 a.m.**

ATTEST:



Chairperson, Dr. Ray Daniels



Secretary, Dr. Greg Mosier