



Mission Statement: Inspire individuals & enrich our community one student at a time.

**KANSAS CITY KANSAS COMMUNITY COLLEGE
Board of Trustees Meeting Minutes
September 17, 2019 – 9:00 A.M.**

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

1. **Call to Order & Pledge of Allegiance:** Chairwoman Brown called the meeting to order at 5:00 p.m. The Pledge of Allegiance was led by Matt Fowler.
2. **Roll Call:** Indicated the following present – Trustees: Ash, Brown, Criswell, Daniels, McIntyre, and Sutton. Trustee Garner was absent.
3. **Approval of Agenda:** Chair Brown called for a motion to accept the Agenda. Trustee Criswell made the motion and Trustee McIntyre seconded the motion. **The Motion Carried.**
4. **Audience to Patrons and Petitioners:** Chair Brown extended the opportunity for anyone wishing to address the Board and asked that each person honor the five-minute time limit. The first to address the Board was Dr. Alan Organ, Partnership Specialist with the U.S. Census Bureau. Dr. Organ acknowledged that today is Constitution Day, the day upon which the U.S. Constitution was signed. Dr. Organ shared that the U.S. Census Bureau in Eastern Kansas is in the midst of the largest peace time hiring period with more than 400,000 people hired during this period. Kansas City, KS has some of the hardest areas to count for the census. Dr. Organ noted that much of the federal funding for education is based on the census numbers. The U.S. Census is offering jobs paying \$17/hour in the Kansas City area for students who are 18 years old, have a driver's license, and are U.S. citizens. Dr. Organ asked permission to meet with the Student Senate to get the word out to the students about why the census is important and where they should be counted. Trustee Daniels expressed support for the census and permitting Dr. Organ to visit with Student Senate as this is an important endeavor in Wyandotte County. Trustee Criswell agreed with Trustee Daniels' statement. Dr. Mosier added that the College is also supportive and encouraged Dr. Organ to please count on the College for full support.

Ms. Sandra Dark, AARP Tax Aid District Coordinator for District 23, shared that the organization provides tax preparation services to the Wyandotte community at five different locations from February 1st through April 15th. Ms. Dark noted that for ten years AARP has provided these

services for everyone, from students at the college having worked their first jobs to seniors. This year they will pay the fee, but next year, they will not be able to pay and are asking the College to waive the fee of \$75.00.

Trustee Criswell asked how many people are served at the College. Ms. Dark shared this past year, 474 returns were completed at KCKCC out of a total of 1,042 returns at all five sites combined. Dr. Mosier thanked Ms. Dark and shared that previously the College did not have a consistent process for offering facilities. Many of the costs for facilities rental have been waived. The only fee that is not waived is the \$75.00 dollars to help with the College's administrative costs.

5. **Recognitions/Presentations:** Chair Brown called Ms. Shai Perry and Ms. Jolene Morel to the podium for their presentation regarding the American Association of University Women (AAUW). Ms. Perry thanked the Board and shared that Ms. Morel was unable to make the meeting due to illness. Ms. Perry shared that this year AAUW sent the largest group of female students to the AAUW National Conference in Washington, D.C. Four of the students received scholarships to attend and the other finances for the conference were raised through fundraisers. The youngest AAUW student, age 14 years old, to attend was a dual-enrolled high school student. Ms. Perry introduced three students who then shared their experiences from the conference. The students were Ms. Jordan Faxion, Ms. Edith Garcia, and Ms. Faith Mathews. Ms. Perry concluded that the women are preparing for the "Day of the Girl" event in November.
6. **Communications:** Chair Brown recognized the resolution requested on behalf of the KCKCC Art Gallery. Dr. Mosier read the resolution for the consumption of alcoholic liquor during the Artist Talk and Reception for Ms. Sandra De Le Rosa Jimenez at KCKCC Art Gallery on Thursday, September 26, 2019 in accordance to K.S.A.41-719i for the Board. Trustee McIntyre made a motion to accept the resolution. Trustee Sutton seconded the motion. **Motion Carried.**

Chair Brown recognized the second resolution requested on behalf of the KCK Women's Chamber. Dr. Mosier read the resolution for the consumption of alcoholic liquor during the "Purses with A Purpose" Annual Women's Chamber of KCK Membership Drive and Scholarship Fundraiser at KCKCC Technical Education Center on Wednesday, October 16, 2019 in accordance to K.S.A.41-719i for the Board. Trustee McIntyre made a motion to accept the resolution. Trustee Sutton seconded the motion. **Motion Carried.**

Chair Brown recognized the last resolution requested by the Entrepreneurship and Workforce Center. Dr. Mosier read the resolution for the consumption of alcoholic liquor during the "Wine & Say 'Cheez'" Global Entrepreneurship Week (GEW) Event at the KCKCC Technical Education Center on Thursday, November 21, 2019 in accordance to K.S.A.41-719i for the Board.

Trustee McIntyre made a motion to accept the resolution. Trustee Criswell seconded the

motion. **Motion Carried.**

7. **Board Committee Reports**

- Trustee Criswell shared that an excellent Board Finance Committee meeting was held on September 10th. The committee received updates regarding the Childcare Center as well as the Downtown building project. More details will be shared by Dr. Mosier and Mr. Beach regarding the refinancing of the College debt.
- Trustee Ash shared that a lot of great information was shared at the KACCT Quarterly Meeting and shared a few highlights from the meeting. Trustee Ash shared that the group would be reviewing the legislative agenda at the next quarterly meeting which will be at Johnson County Community College in December 2019. Trustee McIntyre expressed interest in participation on the KACCT Executive Committee. Chair Brown thanked Trustee McIntyre for stepping up and taking on the responsibility of serving on the KACCT Executive Committee and added that it was a great meeting.

8. **Consent Agenda:** Chair Brown called for a motion to accept the Consent Agenda. Dr. Mosier shared that there was an amendment to Item D – Personnel Items. In the report there is a promotion listed for Ms. Kinsey Huwaldt. This is a new hire versus a promotion. Trustee Ash moved to accept the Consent Agenda with the amendment to Item D – Personnel Items report. Trustee McIntyre seconded the motion. **The Motion Carried.**

9. **Student Senate Report:** Chair Brown called for the report from Student Senate. Mr. Jose Manuel “Manny” Paredes reported the following –

- Student Senate continues with the planning of activities for the students for 2019-2020 such as the upcoming Halloween Event on October 25th.
- The first Student Senate meeting occurred on Sept. 11th and was broadcasted on Facebook live. There were 238 people who viewed the meeting and 62 people engaged with likes and shares via Facebook. This engagement proved that Student Senate can use social media to engage the students.
- The first soccer game was hosted at KCKCC for the soccer team; the Lady Blue Devils won, 5-0, which was great.
- Grocery BINGO occurred and was much appreciated by the students.
- The Welcome Back Bash and the First 12 Days Club Rush occurred. There were 777 students who signed up in the 41 clubs and special interest groups on campus. This is about 30% of student population, which is impressive.
- The Catholic Students Club began hosting mass once per month. The first one occurred Wednesday, August 28th and the next one will be tomorrow.
- The Mindfulness Club began hosting weekly meditations.

Mr. Paredes asked for questions of the Board. Trustee Criswell asked about the US Census Bureau visiting with the students to recruit for jobs. Mr. Paredes shared that they were invited and had a table during the Club Rush, but their representation was not present. Dr. Mosier shared that there is currently a meeting scheduled with Dr. Delfi Wilson, Vice President of Student Affairs, to assist with getting the US Census and the Student Senate together. Dr. Wilson added that the meeting will occur this afternoon with Ms. Melinda Stanley, the US Census associate representative for Kansas, and her team to identify ways to partner together to assist students with completing census documents and getting jobs.

Chair Brown asked for a motion to accept the Student Senate report. Trustee Ash moved to accept the Student Senate report. Trustee Daniels seconded the motion. **The Motion Carried.**

10. **President's Report:** Chair Brown called for the President's Report. Dr. Greg Mosier reported the following –

- Thanked Andrica for being the first to dunk him in the Dunking Tank at the Welcome Back Bash.
- Attended the KACCT Quarterly Meeting in which 19 college presidents meet to have one voice and one vision for education in the state of KS. This year a key topic has been budget and support for the DACA and Dreamers. Dr. Mosier has signed the letter in support of DACA and the Dreamers on behalf of KCKCC.
- A ribbon cutting ceremony took place on Wednesday, Oct. 2nd at 5:30pm at the new Childcare center. A carnival and open house will occur on Friday, Oct. 4th.
- Announced the completion of a few remodeled spaces such as the watering hole and the classrooms. Now when you walk by, you will see bright colors, computer stations, comfortable furniture and lots of students.
- President's Cabinet Retreat met a week ago. The focus was how to increase communication and speaking with one voice. The College will be focusing a lot this year on excellence and communication.
- Dr. Krueger will share more about the GED graduation at the University of Kansas Hospital on Oct. 22nd at 3:30pm for the first cohort of graduates.
- Painting with the Prez occurred on Sept. 12th where about 20 students experienced the acrylic pour painting technique.
- Lastly, the College is one of 10 organizations in the state participating in the Second Chance Pell Program; in partnership with Donnelly College to offer two Information Technology certifications.

Chair Brown asked for a motion to accept the President's report. Trustee McIntyre moved to accept the President's report. Trustee Sutton seconded the motion. **The Motion Carried.**

11. **Vice President of Academic Affairs Report:** Chair Brown called for the Vice President of Academic Affairs (VPAA) report. Dr. Beth Ann Krueger reported the following –

- Introduced Ms. Cheryl Runnebaum, Dean of Career and Technical Education, who shared a letter from a May 2019 graduate who passed state boards and wrote to express her gratitude to the Cosmetology staff for the support and “going above and beyond” in helping her to get through the program and how it changed her life. Dean Runnebaum introduced Ms. Amber Crum who shared about the Cosmetology department. The Cosmetology department hours of operation are Tuesday – Friday, 8:30 a.m. – 3:00 p.m. There are approximately 100 students enrolled in the program.
- In her report, Dr. Krueger pointed out a photo of the mural and other renovations in the TEC.
- Shared an update to the data shared last month about the GED and ESL programs. The numbers shared were the number who showed interest, not those who had registered for classes. The actual numbers were shown in her report.

Trustee Sutton thanked Dean Wiggins for his work at Harmon High School regarding Pathways. She also congratulated Prof. Bryan Whitehead for receiving license to fly unmanned aircraft and asked if KCKCC will be owning drones. Dr. Krueger shared that the drone will be used in the digital media and photograph program.

Trustee Daniels asked whether the College and other instructors could benefit from the training and benefits of the 6 instructors who completed a certificate in effective college instruction. Dr. Krueger shared that the instructors have just completed the training and the expectation that there will be implementation in the classrooms as well as collaboration with the Center for Teaching Excellence (CTE) in the promotion of learner centered pedagogy. Trustee Daniels shared that he will look forward to the updates from the Learning Commons and CTE.

Trustee McIntyre mentioned transferability into other colleges and universities to make sure the students may continue to move on. Dr. Krueger shared that she is working on updating articulation agreements with the University of St. Mary’s and Central Missouri State University. Chair Brown asked if there were any additional questions. Hearing none, she asked for a motion to accept the Vice President of Academic Affairs’ report. Trustee Daniels moved to accept the Vice President of Academic Affairs’ report. Trustee McIntyre seconded the motion. **The Motion Carried.**

12. **Vice President of Student Affairs Report:** Chair Brown called for the Vice President of Student Affairs (VPSA) report. Dr. Delfina Wilson reported the following –

- Enrollment headcount is up 2.68% an increase of 122 students.
- Thanked many areas and departments on campus for their efforts during enrollment. Many people stepped up to support the students in getting signup for classes in school.

- High school enrollment is up as well 37.9% as compared to this time last year. Lindsey and Mary, in the Admissions department, work directly with the high schools and have process almost 2,000 dual enrollment students this year. Trustee Daniels asked about staffing to cover the classes for the students. Dr. Wilson says that it is a possibility and her team is keeping watch and will manage the need for instructors accordingly. Looking to support the students at the TEC as well. Dr. Mosier added data from a study conducted recently showed that approximately 42% of students at TEC are dual enrollment students. Trustee Daniels asked about the report and the numbers. Dr. Mosier explained the data and details of the report.
- Enrollment at the Wyandotte campus – 8 students in Office Assistant program, 9 students in the GED program, and 37 in ESL program for a total of 54 students. The Wyandotte High School reception will be held on Sept. 25th from 5-7pm.
- At the Pioneer Career Center on Aug. 17th, attended the Post Activities Information and Registration (PAIR) Day at Ft. Leavenworth for leadership training for the military members (2500 people in attendance).
- Attended the annual commencement ceremony for United States Disciplinary Barracks and Joint Regional Correctional Facility along with several members of leadership here at KCKCC. There were 11 graduates for KCKCC.
- On Sept. 11th, the Veterans Center held a Raising of the Flag ceremony for those who lost their lives in that national tragedy. The ceremony was followed by a walk to kick-off of the healthy initiative at KCKCC. There were 3 walks scheduled for the day. There will be more to come.
- The Veteran Center anniversary celebration will be held on Sept. 18th from 11:00 a.m. – 1:00 p.m. with a reception in Veterans Center.
- Welcome Mr. Mark Turner as the lead for new Career Services team. Mr. Turner and other Student Affairs leadership will meet with US Census to discuss jobs for students during the census period.

Trustee Criswell made note of the 281 visitors in the month of August in the Veterans Center and asked what it may be attributed to. Dr. Wilson shared that she would find out from Mr. Wade Abel, Director of the Veterans Center and report back to the Board.

Trustee Sutton asked how self-enrollment will work for students. What will be in place so that students do not fall through the “cracks”. Dr. Wilson answered that previously the Advising Center had mandatory advising for students with less than 25 credit hours. This has been changed to 12 for a few reasons such as looking to remove barriers to getting enrolled, there are many high-functioning students who know what to take; updated degree plans to assist students in getting their classes; and at-risk students will continue to have mandatory advising. This is just one touchpoint, so additional touchpoints will be in place.

Trustee Sutton asked about training for the students. Dr. Wilson shared that there will be training for the advisors, not for the students.

Trustee Daniels asked about the early warning system. New system ADVISE will replace the early warning system and is incorporated into Ellucian

Trustee Ash acknowledged the international student report and recognized the growth in international students who come from 21 countries. Trustee Daniels asked how many languages are being spoken on campus as first a language. Dr. Wilson shared that she would need to research this answer and report back to the Board.

Chair Brown asked if there were any additional questions. Hearing none, she asked for a motion to accept the Vice President of Student Affairs' report. Trustee Daniels moved to accept the Vice President of Student Affairs' report. Trustee Criswell seconded the motion. **The Motion Carried.**

13. **Vice President of Strategic Initiatives & Outreach Report:** Chair Brown called for the Vice President of Strategic Initiatives & Outreach report. Ms. Tami Bartunek reported the following —

- Fox 41 News picked up a story regarding our new learning spaces. Dean Cleon Wiggins and Dr. Jelena Ozegovic from the Learning Spaces Committee were interviewed.
- New KCKCC logos and branding have been posted at Pioneer Career Center.
- Amazon classes are going well. We are working to offer additional 8-week courses.
- New videos from the 100 Stories of Impact are posted on the website. Ms. Bartunek invited the Board members to create a brief 100 stories videos.
- Shared that via Marketing email listing, upcoming campus events go each Monday to Board members and community members. Invited Board members to please share additional email addresses and groups whom they believe may benefit from the information.
- Working with Donnelly on new MOU.
- Social Media is doing great – over 13,000 people reached for Back to School Fair.

Trustee Criswell asked about the community outreach packet for the community members that includes the annual report. Ms. Bartunek shared that the information is disseminated and available electronically for community members. Trustee Criswell followed up with an inquiry about the distribution list efforts. Ms. Bartunek shared that there are different email lists broken down into even more targeted lists.

Chair Brown asked if there were any additional questions. Hearing none, she asked for a motion to accept the Vice President of Strategic Initiatives & Outreach report. Trustee McIntyre move to accept the Vice President of Strategic Initiatives & Outreach report. Trustee Criswell seconded the motion. **The Motion Carried.**

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

- The audit is well under way with the final report expected in October. Efforts are going well.
- CD has been reopened at Liberty Bank. It is an 18-month CD with interest rate of just under 1%.
- Facilities crew performs beautifully keeping remodels and other building projects on task.
- Police Academy enrollment numbers are up as well.
- Expenses and revenues are tracking nicely in the financial reports. No flags of any color and the College is off to good start.

Trustee Criswell asked about the cost of rented textbooks. Mr. Beach answered that this is a combined number.

Trustee Ash acknowledged Chief Greg Schneider's upcoming retirement and shared that he has done amazing things with Campus Police and raising the bar. Trustee Ash congratulated Chief Schneider and offered best wishes. The Kansas City Kansas Police Department has valued the relationship that Chief Schneider has fostered.

Chair Brown asked if there were any additional questions. Hearing none, she asked for a motion to accept the Chief Financial Officer's report. Trustee McIntyre moved to accept the Chief Financial Officer's report. Trustee Sutton seconded the motion. **The Motion Carried.**

15. **Chief Human Resources Officer Report:** Chair Brown called for the Chief Human Resources Officer's report. Ms. Christina McGee reported the following —

- Introduced Mr. Mark Turner, new Career Services Coordinator.
- Recognized and congratulated Ms. Nela Bruner, Staff Development Specialist, on the receipt of scholarship and books in pursuit of an associate degree.
- Employee Relations Committee met this month to review and develop/implement to (1.41) to assist with employee engagement.
- Talent acquisition is testing ApplicantStack software to discover a more streamlined hiring process.

Chair Brown asked if there were any additional questions. Hearing none, she asked for a motion to accept the Chief Human Resources Officer's report. Trustee Criswell moved to accept the Chief Human Resources Officer's report. Trustee McIntyre seconded the motion. **The Motion Carried.**

16. **Chief Information Officer Report:** Chair Brown called for the Chief Information Officer's report. Mr. Peter Gabriel reported the following —

- New classrooms are equipped with technology for learning. Mr. Gabriel thanked Facility Services and Media Services for their efforts.

- Thanked Computing Services department for their attention and commitment to finding solutions in the midst of new Blackboard login implementation.

Chair Brown asked if there were any additional questions. Hearing none, she asked for a motion to accept the Chief Information Officer's report. Trustee McIntyre moved to accept the Chief Information Officer's report. Trustee Criswell seconded the motion. **The Motion Carried.**

17. Unfinished Business – None Scheduled

18. New Business:

- Chair Rosalyn Brown presented the Board of Trustee Policy and Regulation Handbook FY2020 for approval. Trustee McIntyre mentioned the typographical errors and problems with documentation and referral back to other organizations in the text.

Trustee Daniels recommends moving forward with the understanding that this is a living document and will continue to be corrected over time.

Trustee Sutton asked for a hard copy of the Handbook. Dr. Mosier answered that the plan is to have a hard copy and an annual review of the handbook.

Trustee Ash reiterated that this is a living document and the committee will continue the process of review.

Chair Brown asked if there were any questions. Hearing none, she asked for a motion to approve the Board of Trustee Policy and Regulation Handbook FY2020. Trustee Daniels moved to approve the Board of Trustee Policy and Regulation Handbook FY2020. Trustee Ash seconded the motion. **The Motion Carried.**

- Chair Brown invited Mr. Michael Beach to present on the refinance of the College debt. Mr. Beach shared in the packet there is a document that shares the benefit of refinance with the understanding that this is no commitment to refinance should we find within the process that this is no longer a benefit to the college. Call date is April 1, 2020, so we could refinance as early as January 2020. Will not extend maturity but will reduce the interest rates. Cost savings to the college will be significant. Next month a resolution as part of the refinancing packet will need approval from the Board.

Trustee Criswell recognized this tremendous effort and expressed appreciation to Mr. Beach for bringing this to light. Trustee Ash seconded the sentiment.

Chair Brown asked for a motion to approve the update on the refinancing of the College debt. Trustee Ash moved to approve the update on the refinancing of the College debt. Trustee Criswell seconded the motion. **The Motion Carried.**

19. **Executive Session(s) –**

1. Chair Brown announced that the Board and the College Attorney would recess into Executive Session for a period of 5 minutes for the purpose of consultation with legal counsel which would be deemed privileged pursuant of the attorney client relationship with no action to follow. The first Executive Session would begin at 11:04 a.m. and return at 11:09 a.m. Trustee McIntyre made a motion to accept. Trustee Criswell seconded the motion. **The Motion Carried.**

At 11:09 a.m., Chair Brown called the open session to order. She, then, shared that there would be no action to follow the Executive Session. Chair Brown called for a motion to go into Executive Session.

2. At 11:09 a.m., Chair Brown announced that the Board and the College Attorney would recess into a second Executive Session for a period of 5 minutes for the purpose of consultation with legal counsel which would be deemed privileged pursuant of the attorney client relationship with no action to follow. The second Executive Session would begin at 11:09 a.m. and return at 11:15 a.m. Trustee Criswell made a motion to accept. Trustee Ash seconded the motion. **The Motion Carried.**

At 11:14 a.m., Chair Brown called the open session to order. She, then, shared that there would be no action to follow the Executive Session. Chair Brown called for a motion to go into a second Executive Session.

3. At 11:14 a.m., Chair Brown announced that the Board and the College Attorney would recess into a third Executive Session for a period of 5 minutes for the purpose of consultation with legal counsel which would be deemed privileged pursuant of the attorney client relationship with no action to follow. The third Executive Session would begin at 11:14 a.m. and return at 11:19 a.m. Trustee Sutton made a motion to accept. Trustee McIntyre seconded the motion. **The Motion Carried.**

At 11:19 a.m., Chair Brown called the open session to order. She, then, shared that there would be no action to follow the Executive Session. Chair Brown called for a motion to go into a third Executive Session.

4. At 11:19 a.m., Chair Brown announced that the Board and the College Attorney would recess into a fourth Executive Session for a period of 10 minutes for the purpose of consultation with legal counsel which would be deemed privileged pursuant of the attorney client relationship with action to follow. The fourth Executive Session would begin at 11:19 a.m. and return at 11:29 a.m. Trustee McIntyre made a motion to accept. Trustee Criswell seconded the motion. **The Motion Carried.**

At 11:29 a.m., Chair Brown called the open session to order. She then called for a motion to place Dr. Diane Plunkett on leave without pay status. Trustee Daniels made a motion to place Dr. Diane Plunkett on leave without pay status. Trustee Criswell seconded the motion. **The Motion Carried.**

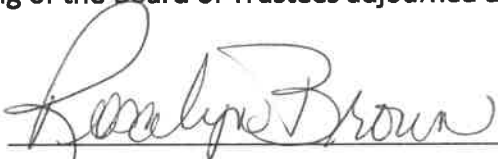
5. At 11:29 a.m., Chair Brown announced that the Board and the College Attorney would recess into a fifth Executive Session for a period of 5 minutes for the purpose of consultation with legal counsel which would be deemed privileged pursuant of the attorney client relationship with action to follow. The fifth Executive Session would begin at 11:29 a.m. and return at 11:34 a.m. Trustee McIntyre made a motion to accept. Trustee Criswell seconded the motion. **The Motion Carried.**

At 11:34 a.m., Chair Brown called the open session to order. She then called for a motion to amend the agenda the fifth Executive Session from action to follow to no action to follow. Trustee McIntyre made a motion to accept with the amendment. Trustee Criswell seconded the motion. **The Motion Carried.**


20. **Adjournment:** Chair Brown called for a motion to adjourn. Trustee McIntyre made a motion and Trustee Criswell seconded the motion.

The meeting of the Board of Trustees adjourned at 11:35 a.m.

ATTEST:



Chairperson, Rosalyn Brown



Secretary, Dr. Greg Mosier

