



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 Agenda
January 19, 2021 – 5:00 P.M.**

Meeting Location: Virtual - Zoom Webinar Meeting

CONSENT AGENDA – Item A
Meeting Minutes

1. **Call to Order & Pledge of Allegiance:** Chairman Ray Daniels called the meeting to order at 5:09 p.m. The Pledge of Allegiance was led by Trustee Pat Brune.
2. **KCKCC Mission Statement:** Chair Daniels read the College mission statement.
3. **Roll Call:** Indicated the following present – Trustees: Ash, Brown, Brune, Criswell, Daniels, McIntyre, Sutton. All members present.
4. **Board Appointments and Assignments for 2021 Calendar Year:** Chair Daniels acknowledged that January is the month when the Board reorganizes each year. He turned the gavel over to Dr. Mosier, Board Secretary, for the election of the Board Chairperson for 2021.

Dr. Mosier opened the floor for nominations for the Board Chair. Trustee Brune noted that it is customary for the Board Chairperson at KCKCC to serve a two-year term. She nominated Dr. Ray Daniels to serve a second year in the two-year term. Vice-Chair Criswell seconded the nomination. All Board members were in favor. Dr. Daniels accepted a second year to serve as the KCKCC Board Chairperson. Dr. Mosier turned the gavel over to Chair Daniels to conduct the remaining elections of the Board's organization.

Chair Daniels asked for nominations for the Vice Chairperson. Trustee Brown nominated Trustee Criswell. Trustee McIntyre seconded the nomination. All Board members were in favor. Trustee Criswell was congratulated to serve a second year as Vice Chairperson.

Chair Daniels moved to the position of Secretary for the Board. He acknowledged that this role is traditionally served by the president of the College. Chair Daniels asked for a motion to appoint Dr. Mosier as Board Secretary. Vice-Chair Criswell made the motion. Trustee McIntyre seconded the motion. The Motion Carried. Dr. Mosier accepted the appointment as Board Secretary.

Chair Daniels moved to the position of Treasurer for the Board. He acknowledged that this role is traditionally served by the Chief Financial Officer of the College. Chair Daniels asked for a motion to appoint Mr. Michael Beach as Board Treasurer. Trustee McIntyre made the motion. Trustee Brown seconded the motion. The Motion Carried. Mr. Beach accepted the appointment as Board Treasurer.

Chair Daniels moved to the position of College Attorney. Dr. Mosier recommended that the College continue with McAnany, Van Cleave, & Phillips (MVP) Law for legal representation. Chair Daniels asked for a motion to appoint MVP Law as College Attorney. Trustee Brown made the motion. Trustee Sutton seconded the motion. The Motion Carried. Mr. Greg Goheen, General Counsel from MVP Law, accepted the appointment as College Attorney.

Chair Daniels moved to the position of Freedom of Information Officer. He acknowledged that this role is traditionally served by the Chief information Officer of the College. Chair Daniels asked for a motion to appoint Mr. Peter Gabriel as Freedom of Information Officer. Trustee Sutton made the motion. Trustee Brune seconded the motion. The Motion Carried. Mr. Gabriel accepted the appointment as Freedom of Information Officer.

Chair Daniels moved to the appointment of the College Newspaper. He acknowledged that this role has been served by the Wyandotte Echo for several years. Chair Daniels asked for a motion to appoint the Wyandotte Echo as the College Newspaper. Trustee Sutton made the motion. Trustee Brown seconded the motion. The Motion Carried.

Chair Daniels shared that he would contact all the Board members in the coming week to discuss their appointments to the Board Committees. He would share the outcomes with all Board members so that the Board may continue with their work on the committees as soon as possible.

5. **Approval of Agenda:** Vice-Chair Criswell made the motion to accept the agenda. Trustee McIntyre seconded the motion. The Motion Carried.
6. **Audience to Patrons and Petitioners:** There were no patrons or petitioners to address the Board.
7. **Recognitions/Presentations:** There were special recognitions or presentation scheduled.

8. **Communications:** There were no communications scheduled.
9. **Board Committee Reports:** Chair Daniels called for reports from the Board Committees.
- On behalf of the Board Finance Committee, Vice-Chair Criswell stated the following items were discussed in their meeting on Tuesday, February 9th –
 - Reviewed the auditor’s Annual Compliance Report and learned that as the College has been rebuilding financially, it continues in a good direction.
 - Discussed the FY2022 Budget Calendar which has the drafted budget presented in June 2021, the final budget presented in July 2021, and the public budget hearing scheduled for August or September 2021 dependent on the award of the SB 154 funds.
 - Discussed details regarding the Student Housing Project as it relates to the special revenue bonds which went to market on January 12, 2021. Additionally, the groundbreaking ceremony will occur in February 2021.
 - Learned exciting new details regarding the Downtown Project which Dr. Mosier will share in his report.

Chair Daniels invited any questions or comments from the Board. There were none.

10. **Consent Agenda:** Chair Daniels called for a motion to accept the Consent Agenda. Trustee McIntyre asked that Ms. Jean Ternus’s name be corrected in spelling in the Board minutes. Trustee Sutton offered congratulations on behalf of the Board to Mr. Jeff Sixta, Director of Facility Services, for his retirement. Vice-Chair Criswell made a motion to accept the Consent Agenda. Trustee Ash seconded the motion. **The Motion Carried.**
11. **Student Senate Report:** There was no Student Senate report as the students had not yet returned to campus.
12. **President’s Report:** Chair Daniels called for the President’s report. Dr. Mosier reported the following –
- Offered congratulations to Mr. Jeff Sixta for his retirement.
 - Welcomed everyone back for a New Semester and New Year!
 - Announced the Student Housing Ground-breaking event on Friday, February 19, 2021 at 10 am. The Student Housing facility is scheduled to open in fall 2022.
 - Offered congratulations to Mr. Shaun Pate, Instructional Design Coordinator, who is the winner of the National Institute for Staff and Organizational Development (NISOD) Excellence Award for 2021.
 - Announced that KCKCC has been named as one of 95 finalists for “ReThink Adult Ed Challenge.” In partnership with the Kansas Board of Regents and the state departments of Corrections and Commerce, the College seeks to assist former inmates, or “returning citizens” find work as welders through the welding education program at Lansing Correctional Facility. KCKCC was one of over 200 colleges who entered the competition. This information was featured in an article in EdScoop

Magazine as shared by the Director of Adult Education, Mr. David Beach and Dean of Career and Technical Education, Chef Cheryl Runnebaum.

- Shared KCKCC's proud participation in a regional effort to create a greater impact for inmate education in Lansing through the "KC Changing Lives, Changing Workforce: Lansing Correctional Career Campus". In partnership with Greater KC Chamber, Kansas Department of Corrections, Kansas Board of Regents, Kansas Department of Commerce, Donnelly College, KC Common Good, KC Crime Commission Second Chance, Brothers in Blue, Reaching Out from Within, Kansas Chamber of Commerce and other public and private partners, our current goal is to increase opportunities for education to incarcerated individuals to decrease recidivism and spur innovation in communities. There will be more information to come as the project continues to develop.
- Met with Sec. David Toland, Kansas Lieutenant Governor and Secretary of Commerce, and Sec. Jeff Zmuda, Secretary of Corrections, to talk about Urban Outfitters coming to Wyandotte County. The brand is expected to need 2,000 workers when they come. This Friday, Dr. Mosier and team will meet with execs from Urban Outfitters to make sure KCKCC is there to provide the employment support.
- Shared great success in meetings downtown and with funders. Governor Laura Kelly offered her full support moving forward with the project.

Chair Daniels invited any questions or comments from the Board. There were none. Trustee Sutton made the motion to accept the report. Trustee Brown seconded the motion. **The Motion Carried.**

13. **Vice President Academic Affairs Report:** Chair Daniels called for the Vice President of Academic Affairs report. Mr. Jerry Pope, Interim VPAA, highlighted the following items from the Board report –

- Thanked Dr. Mosier for acknowledging Mr. Shaun Pate as winner of the 2021 NISOD Excellence Award.
- Congratulated Ms. Amanda Williams for achieving Level 2 Certification as part of the National College Learning Center Association's (NCLCA) Learning Center Leadership Certification Program.
- Acknowledged Adjunct English Professor, Ms. Carrie Hollister, who was contracted by the reference website Literarydevices.net to write expert content.
- Noted the pictures of the new classroom furniture at Technical Education Center, the Continuing Ed building, and Pioneer Career Center.
- Extended congratulations to the Nursing department and students for earning official pass rates is well above the new requirements for the Accreditation Commission for Education in Nursing (ACEN) and Kansas State Board of Nursing (KSBN).
- Announced that the Saturday Academy has applied for 5 COVID-relief grants.
- Introduced Dr. Rochella Bickford, Associate Professor and Coordinator of Developmental Reading, who would be presenting, "Developmental Reading Program Updates". Dr. Bickford shared a PowerPoint presentation detailing data, statistics, challenges, and next steps for KCKCC's developmental reading program.

Chair Daniels asked about lack of interdisciplinary integration and literacy material to support instructors to support the students through their course material. Dr. Bickford expressed that she also supports instructors to support their students.

Chair Daniels asked Mr. Pope about the move for clinicals to be conducted virtually. Mr. Pope answered that the virtual offerings should not affect the current standards. Dr. Mosier added that the Kansas College Presidents are writing a letter to KBOR to request the allowance of alternatives for certain standards effected by the COVID-19 pandemic. Trustee Sutton asked the reason for the more clinical instructor new hires. Mr. Pope answered that it was in part a result of the change in clinical offerings and receiving offers for full-time positions.

Hearing no more questions, Chair Daniels called for a motion to accept the report. Trustee Ash made the motion. Trustee Sutton seconded the motion.

The Motion Carried.

14. Vice President Student Affairs Report: Chair Daniels called for the Vice President of Student Affairs report. Dr. Delfina Wilson highlighted the following items from the Board report –

- Thanked employees for helping students with finding classes and offering snacks and drinks on their first day of classes!
- Announced that the KCKCC Spring Comeback Plan has been updated for 2021 and added to the website. A reminder will be sent this week to students.
- Announced that COVID-19 contact tracing will continue at each campus.
- Shared that students are moving into student housing. All student housing personnel are required to provide a negative COVID-19 test prior to moving in. Student athletes are required to provide a negative test before practice and athletic events.
- Announced that student athletes will be tested before each game. There will also be random screenings for student athletes. Games will be livestreamed for viewing. There will be cardboard cutouts of KCKCC Blue Devil fans in the stands.
- Welcomed a new Admission Specialist, Ms. Krystal Brier, new Student Success Director, Dr. Samantha DeVilbiss, and new Assistant Nurse, Ms. Dana Collins.
- Shared that a hiring committee for the director for the Center for Equity, Inclusion and Multicultural Engagement is being formed.
- Provided letters of support to KU for 3 grants – TRIO, TRIO Talent Search, the TRIO Migrant Grant.
- Announced that Student Housing received new furniture! The intention is to take the furniture into the new building when it is ready. New furniture was also purchased for Lower Jewell in compliance with COVID restrictions.
- Eighteen mini-grants, a total of \$54,000 dollars, was awarded to several KCKCC departments through the Kansas Leadership Center (KLC).

Trustee Sutton asked for clarification of the remote classes being offered at Correctional Facility. Dr. Wilson answered that she would provide more information about technology devices, course materials and other details at the next meeting. Trustee Sutton followed up with a question about the new Medical Director for KCKCC. Dr. Wilson answered that this person has been hired to sign off on medical orders and to make sure the College stays in compliance.

Chair Daniels asked for any final questions or comments. Hearing none, Trustee Sutton made a motion to accept the report. Vice-Chair Criswell seconded the motion.

The Motion Carried.

15. **Vice President Strategic Initiatives & Outreach Report:** Chair Daniels called for the Vice President of Strategic Initiatives & Outreach report. Ms. Tami Bartunek highlighted the following items from the Board report –

- Confirmed that the Student Housing Groundbreaking Ceremony would be Friday, Feb. 19th at 10:00 a.m. The event will be located at the westside of the Police Academy for a small group of attendees in-person. The group includes commissioners, local superintendents, Downtown Advisory Council members, and KCKCC Board members. The event will be livestreamed for all others to attend virtually. Speakers will include Dr. Mosier, Chair Daniels, Mr. Destin Williams, and Commissioner Jane Winkler Philbrook.
- Shared a copy of the Wyandotte Economic Development Council mailer that was sent to more than seven-thousand households. Congratulated her team for getting this produced in two weeks!
- Shared statistics of boosted social media ad campaign, “Tech Diva” highlighting three technical education programs. Over 27,000 people reached for the Electrical Technology campaign, over 19,000 people reached for the Automotive Technology campaign, and over 24,000 people reached for the Machine Technology campaign!
- Shared radio ad that ran with the “Tech Divas” campaign.
- Shared almost 200,000-person reach via Spotify ads.
- Boosted ads – received about a dozen questions about the technical programs. In response, Web Services created “Easy Enroll 2021” – single webpage for quick reference questions to address frequently asked enrollment questions.
- Stories on Stories committee had a meeting last week. The committee is still in planning stages.

Vice-Chair Criswell made a motion to accept the report. Trustee Brown seconded the motion. **The Motion Carried.**

16. **Chief Financial Officer Report:** Chair Daniels called for the Chief Financial Officer report. Mr. Michael Beach highlighted the following items from the Board report –

- Acknowledged Jeff Sixta with great gratitude and appreciation for his more than 27 years of service.

- Shared that the revenue bonds went to market last week and did very well, generating a higher premium at a low interest rate of just over 3%. He added the benefits of the bonds at 10-years for refinancing.
- Announced that the Unified Government has approved the College's Letter of Intent application to move forward to tax exemption.
- Noted that at a meeting held to review the 60% Planning Design for the Student Housing project, all looks well.
- Announced that the 2021-22 Fiscal Year Budget has begun. Midyear budget review documents have been sent to budget managers.
- Shared that the redesigning of the Bookstore is going well. This redesign will allow ease of flow and minimize touchpoints in the bookstore. Additionally, the Bookstore shared the benefits from COVID Relief Funds with students by the issuance of gift cards to be used in the bookstore.
- Updated that Facilities projects are moving well – the switch gear project that began in December 2020 has been completed. The crew is one room away from completing the Humanities Building Remodel.
- Shared that College Police are busy completing COVID training and has interviewed for full-time officer positions. One officer resigned, Sgt. Wainwright, and he will be missed dearly.
- Reviewed the single page monthly financial summary as stated in Board Packet.
- Pointed out that the monthly burn is significantly less than at this same time last year.
- Shared that with current projections the College hopes to settle spring enrollment at a decrease of about 10%.
- Informed the Board that there continues to be discussion about further state budget cuts. Administration will keep the Board updated on any reports.

Vice-Chair Criswell pointed out for the community that the College has a backup plan within the plan if a significant number of personnel are out due to COVID. She also confirmed that the College would be presenting to the Unified Government's Board of Commissioners on Tuesday, January 26, 2021.

The Board congratulated Mr. Beach and Dr. Mosier on the success of the bonds and asked that Mr. Beach please pass on their congratulations and thanks to Jeff Sixta for his service.

Hearing no further questions or comments, Vice-Chair Criswell made a motion to accept the report. Trustee Brown seconded the motion. **The Motion Carried.**

17. **Chief Human Resources Officer Report:** Chair Daniels called for the Chief Human Resources Officer report. Ms. Christina McGee highlighted the following items from the Board report –

- HRIS/Payroll continues to work with Ellucian consultants and IT to improve efficiency and provide additional functionality for the HR and Payroll system. We are

anticipating the release of new options at the end of this month or beginning of next month.

- Continuing to monitor quarterly and annual data from employees. While there has been a dip in overall communication within KCKCC, HR continues to review data to identify the areas for needed improvement.
- Reported that the onboarding processes are being worked on for improvement.
- Shared that turnover is at 13.8% which is a significant increase in comparison to this time last year. Currently, there is no data that suggests any specific issues.

Hearing no questions or comments, Trustee McIntyre made a motion to accept the report. Trustee Sutton seconded the motion. **The Motion Carried.**

18. **Chief Information Officer Report:** Chair Daniels called for the Chief Information Officer report. Mr. Peter Gabriel highlighted the following items from the Board report –

- Shared that the Spring 2021 Virtual Welcome Back event noted 850 people in attendance.
- Reported that to date 104 students have requested and signed out laptops for college use. He added that more laptops have been ordered and IT is looking forward to continuing to support the students.

Hearing no questions or comments, Vice-Chair Criswell made a motion to accept the report. Trustee McIntyre seconded the motion. **The Motion Carried.**

19. **Unfinished Business:** Chair Daniels called for the presentation of the KCKCC Annual Compliance Report 2020 by Mr. Michael Beach. Mr. Beach introduced Mr. Bill Miller and Mr. Rick Swearingin of Novak Burks, P.C. to make the presentation. Mr. Miller and Mr. Swearingin shared a PowerPoint presentation regarding the details of the report. They reported no findings during the testing.

Chair Daniels requested that the final letter of the report be sent to the full Board after being reviewed by the Board Finance Committee.

Vice-Chair Criswell made a motion to approve the report. Trustee McIntyre seconded the motion. **The Motion Carried.**

20. **New Business:**

- Chair Daniels called for the presentation of the January 2021 Strategic Plan Biannual Report by Ms. Tami Bartunek. Ms. Bartunek shared her screen to review the report with the Board. She shared many examples of the KPIs and answered the Board's questions.

Trustee Brown made a motion to approve the report. Vice-Chair Criswell seconded the motion. **The Motion Carried.**

- Chair Daniels called for the presentation of the Proposed Budget Calendar by Mr. Mike Beach. Mr. Beach shared that the document outlines the key dates for completion of the budget review.

Vice-Chair Criswell made a motion to approve the report. Trustee Brune seconded the motion. The Motion Carried.

- Chair Daniels called for the presentation of KCKCC AY 2019 Performance Report from KBOR by Mr. Jerry Pope. Mr. Pope explained the purpose for the report and the data reported.

Trustee Brown made a motion to approve the report. Trustee McIntyre seconded the motion. The Motion Carried.

- Chair Daniels reminded the Board members to sign both the KCKCC Board of Trustee Ethical Conduct Policy and the KCKCC Board of Trustee Confidentiality and Non-Disclosure Obligations of Trustees Policy. He asked that everyone turn them in to Ms. Risala Allen, Executive Administrative Partner to the President and Board of Trustees, by Friday, Jan. 29, 2021.

21. **Executive Session(s)** Chair Daniels acknowledged that there were no executive sessions action needed for the general meeting.

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

The meeting of the Board of Trustees adjourned at 7:17 p.m.

ATTEST:



Chairperson, Dr. Ray Daniels



Secretary, Dr. Greg Mosier

