



**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  
November 17, 2020 – 5:00 P.M.**

**Meeting Location:** Virtual - Zoom Webinar Meeting

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 Trustee Rosalyn Brown.

Chair Daniels called for a moment of silence to honor two current KCKCC employees who passed away – Ms. Wendy Lombardi (Adult Education) and Mr. Jose Matias Cantu (Facility Services).

Chair Daniels read the College’s mission statement.

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 with approved amendments, making note that there were no errors that needed a vote to change. Vice-Chair Criswell made the motion to accept the agenda. Trustee Brown seconded the motion. **The Motion Carried.**
4. **Audience to Patrons and Petitioners:** There were no patrons or petitioners to address the Board.
5. **Recognitions/Presentations:** Presentations of “I See You” Spotlight Awards, instituted by the Office of Student Activities, were made by Dr. Delfina Wilson, Vice-President of Student Affairs and Mr. Jerry Pope, Interim Vice-President of Academic Affairs.
  - Mr. Robert Beach, Assistive Technology Specialist in Student
  - Ms. Ashley Irvin, Student Success Advisor in Student Success Center at TEC
  - Ms. Carrie Dimino, Coordinator of Tutoring – Writing Center
  - Ms. Adoria Wilson, Technical Assistant in the Learning Commons
  - Ms. Angie Biando, Adjunct Faculty member in Arts, Communications and Humanities and a faculty tutor in the Writing Center

Chair Daniels congratulated and thanked the awardees for their services on behalf of the

Board. Dr. Mosier echoed the sentiments and extended many thanks for attending the Board meeting.

Additionally, the 2<sup>nd</sup> Annual KCKCC Board of Trustees Food Drive was presented by Chair Ray Daniels. Dr. Mosier shared a photo of the food collected by the Board to assist with minimizing food insecurity at KCKCC. Dr. Mosier extended many thanks to the Board, KCKCC administration, and MVP Law for their generous contributions.

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 the following items were discussed in their meeting on Tuesday, November 10<sup>th</sup> –
  - Update on Downtown project
  - Update of financial impact of COVID-19
  - SPARKS Funding transfers to College budget
  - Course Fees
  - Introduced a one-page summary report that will be presented by Mr. Michael Beach, Chief Financial Officer, during his report.

Vice-Chair Criswell concluded that the key theme for the College is that it continues to perform very well, particularly with expense tracking and being financially responsible as an organization.

- On behalf of the Board Policy Committee, Trustee Sutton stated there are policies currently being vetted by all senates. There will be policies to approve at the December Board meeting.
- Trustee Ash presented the KACCT Update. He shared that he would be forwarding the information regarding the ACCT National Legislative Summit occurring in February 2021. The ACCT Legislative Summit will be virtual and offers a group rate to attend. Trustee Ash invited the Board members to inform Ms. Risala Allen, Executive Administrative Partner to the President and Board of Trustees, if they would like to attend. He shared that there would be anticipated changes in Washington, D.C. shared and that the summit offers an opportunity to talk with Kansas senators. Trustee Ash plans to work with Dr. Mosier and Ms. Allen to set up Zoom meetings with Kansas legislatives which includes Rep. Sharice Davids, Sen. Jerry Moran, and Sen. Roger Marshall or their aids. The upcoming KACCT Quarterly Meeting will be held virtually on Saturday, Dec. 5<sup>th</sup>. He invited the Board members to email him for more information.

8. **Consent Agenda:** Chair Daniels called for a motion to accept the Consent Agenda. Trustee Brown moved to accept the Consent Agenda. Trustee McIntyre seconded the motion.

**The Motion Carried.**

9. **Student Senate Report:** Chair Daniels called for the Student Senate report. Mr. Destin Williams, Student Senate President, reported the following –

- Hosted 2 Student Senate meetings.

- Hosted the Kids Halloween Drive-In Movie event; there were 20 vehicles in attendance. There were 13 clubs and organizations that helped support this event.
- A third meeting is scheduled with Dr. Shawn Derritt, Dean of Student Success, to discuss student success and other concerns.
- Reviewed 11 new policies since Oct. 23<sup>rd</sup>.
- Participated and hosted in the Student Town Hall Meeting where the topic was, “Race and Racial Disparities: How is KCKCC Addressing These Topics as an Urban Community College?”.
- Final Student Senate meeting of the semester will be held on Nov. 20<sup>th</sup> at 1:30 p.m.
- Will host 2 Virtual Breakfast with Santa events; the dates are Saturday, Dec. 5<sup>th</sup> and Saturday, Dec. 12<sup>th</sup>.
- Campus Wonderland Gift bags will be created for the 34 families.
- Student Veterans Organization hosted a Battle of Branches Food Drive at all campuses.
- Active Minds have been hosting weekly, virtual club meetings.
- Gamers Club meeting twice weekly both face-to-face and virtually.
- The ASL and OQS clubs have been posting weekly virtual meetings.
- Music Club will host the Impact Virtual Music Festival.

Mr. Williams concluded his report and asked the Board for any questions. Trustee Sutton asked for more information concerning the Campus Wonderland donations. Mr. Williams answered that he would confirm the details for donation and follow up with the Board members.

Chair Daniels asked for any final comments or questions. Hearing none, he called for a motion to accept the Student Senate report. Trustee Sutton made a motion to accept the report. Vice-Chair Criswell seconded the motion. **The Motion Carried.**

10. **President’s Report:** Chair Daniels called for the President’s report. Dr. Mosier reported the following –

- Thanked everyone who participated in the Board’s annual food drive.
- HLC Update – the College is still fully accredited; the status is now Accredited-Probation. There is a good plan in place to address the deficiencies identified by HLC. The plans are in place for program review and assessment to ensure that the College is able to collect the desired body of evidence HLC requires. Dean of Academic Support and Assessment, Ms. Cecelia Brewer, and Director of Assessment, Dr. Cynthia Goudeau, have been doing a great job in moving the College forward in this process. It is important the College continues this great work. The HLC follow-up visit will occur in May 2022. All areas discussed in the report will be reviewed. KCKCC’s HLC Liaison is Mr. Jerry Pope. Dr. Mosier expressed confidence that the College will improve where needed and will be here for the next 100 years.
- Strategic Plan 3-year review cycle – discussing with President’s Cabinet members the need to revisit the plan’s KPIs due to COVID-19 impact.

- Mentioned the Student Senate Town Hall meeting on racial inequities was a success and should lead to many more important discussions with the students.
- The College held the Annual President Leadership Circle Breakfast virtually. There was great attendance and follow up with that meeting. Dr. Mosier shared slides about the new economic opportunities coming to Wyandotte County that were shared during the President's Leadership Circle. Student Housing images were also shared. The College is looking to break ground at the end of January or beginning of February 2021. Dr. Mosier also shared updated photos of KCKCC Downtown Community Education Center. The construction cost has been reduced from \$52 million dollars to \$47 million dollars. There is a potential partner to add a third level on partner building.
- With uptick in COVID-19 cases, each President's Cabinet member will go to a 50/50 mix of virtual and on-site staffing after Fall Break. Staff will be rotating to reduce the physical number of people on-site, but not reducing hours.

Dr. Mosier concluded his report and asked the Board for any questions. Chair Daniels asked how the College is marketing to the businesses that are coming to Wyandotte County regarding the ways in which KCKCC can contribute to their needs. Dr. Mosier answered that the College works closely with the Wyandotte EDC, where the College's program offerings, workforce development and specialized training programs are shared in meetings with these businesses.

Chair Daniels asked for any final comments or questions. Trustee Ash made a motion to accept the 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. Mr. Jerry Pope, Interim VPAA, highlighted the following items from the Board report –
- Mr. Tom Grady, Director of Center for Teaching Excellence, added a list of professional development opportunities available for faculty to include the Blue Devil Faculty training, Kansas City Professional Development Council's Faculty Development Program, First Fridays Faculty Mentoring sessions, and Two for Tuesdays Mentoring webinars.
  - The Digital Imaging and Design students and faculty attended the annual Adobe Max conference. With it being offered virtually this year, more students were able to attend.
  - Professor Tasha Haas (English) and Dr. Brian Whitehead (Journalism) have curated the newest edition of *The Scenic Route*, a beautiful magazine that features fine arts and literary contributions from the students and faculty of KCKCC. Student intern, Mr. Caleb Goldbeck, assisted with the publishing of this edition.
  - The Culinary Arts students are using CAD to design their own kitchens. There are some amazing pictures from the building projects and community work being done by the students in the Building Maintenance and Technology program.

- Ms. Janel Sanders, Community Education/Continuing Education Coordinator, is developing a partnership with Cornerstones of Care to deliver well-being classes for teenage foster kids.
- The Adult Education department is currently developing a business ESL class in partnership with Plastic Packaging in Kansas City, KS. Classes are planned to begin in January 2021.
- The Health Professions departments are doing a great job in mitigating the effects of COVID among their student and faculty. In fact, KCKCC is doing a good job as an institution in keeping one another safe.
- The PN program is collaborating with Media Services to develop a virtual pinning for the Fall 2020 graduates.
- Math, Science, and Business Technology – the division has collected over 240 items for the KCKCC food pantry, “Blue’s Kitchen”.
- The KCKCC Enactus team is working with faculty and staff of the college to host Virtual Zoom interviews with seniors from F.L. Schlagle High School on November 19 & 20. The purpose of the interviews is to help prepare them for life skills after high school.
- Aerotek, a regional staffing agency, is partnering with KCKCC to host a virtual career fair.
- Adjunct professor, Dr. Mary Patterson and her team, worked on completing 180 kits to be distributed to the Saturday Academy participants as they go virtual with the Academy this year.
- Social and Behavioral Science – Dan Stluka, Coordinator of the Early Childhood Development and Education program, is currently working on an academic pipeline to allow our Early Childhood Education students to earn their associates degree here and go on to Washburn University to earn their bachelors degree and then on further to K-State to earn their masters degree.

Mr. Pope informed the Board, regarding a few questions they asked about the developmental education student data, that he and Dr. Wilson are working with faculty to make a brief presentation in December 2020 or January 2021. Mr. Pope concluded his report and asked for any questions from the Board.

Vice-Chair Criswell commended Mr. Pope for the CAD design project for the Culinary students. He extended the kudos to Dean Cheryl Runnebaum. Trustee Sutton offered kudos to Ms. Sanders for offering courses to the teenagers in the foster system. She asked whether the classes were virtual. Dean Runnebaum answered that the courses will be offered onsite unless COVID prevents it. She added that in-person courses are more impactful for the foster care students.

Chair Daniels thanked Mr. Pope for his report and for the future report on developmental education. He asked for any final comments or questions. Hearing none, he called for a motion to accept the Vice President of Academic Affairs report. Vice-Chair Criswell made

a motion to accept the report. Trustee McIntyre 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 highlighted the following items from the Board report –

- Kudos to Student Accessibility and Support Services department who were featured in Community College Daily (CC Daily) to share their provision of accessible materials for students.
- New College Nurse, Ms. Sylvia Gillis, introduced. In early December, the College will have an Associate College Nurse, an LPN, join the ranks to complete the College Nursing Team.
- All campuses are open after Thanksgiving Break. The staff and faculty are here to serve the students. President’s Cabinet is looking for the best fit in each area to ensure all areas are covered.
- Extremely proud of the students that participated in the “Race and Racial Disparities” Town Hall. It was a great experience and opportunity to share with and learn with them. KCKCC administration is looking forward to continuing to work with the students and continue these conversations.
- Dr. Mihir Chand and Dr. Wilson have been invited to do a “KC Live” show taping with KSHB. More details to come following Fall Break.
- Emphasized the importance of looking at changes and responding in positive ways to the needs of the College community. One thing that the College is looking to do is to invest time and money to enhance services offered to the diverse community that we serve. One way to do this is via a restructuring of the Intercultural Center to enhance services offered to the students and employees so that everyone feels as though KCKCC is a place where they belong.

Dr. Wilson concluded her report and asked the Board for any questions. Trustee Ash commented on the nice job Dr. Wilson did with the report. He asked if there were any early indications on enrollment for next spring from the high school partners. Dr. Wilson answered that it is still a bit soon to tell. At the December meeting she will share the spring enrollment report and should have a better idea of what is to come with the spring enrollment.

Chair Daniels asked whether the vacancies in Student Affairs division were creating issues to providing services to students. Dr. Wilson answered that the Student Affairs staff were stepping up and supporting one another to be there for the students, although the reduced volume of students it has been manageable. Chair Daniels asked Dr. Wilson to pass on the Board’s gratitude for all the staff is accomplishing with fewer people.

Trustee Sutton asked about policies and procedures coming for review by the Board Policy Committee. The Military Policy was previously approved on April 21, 2020. She asked if Dr. Wilson would speak to this and the other policies and procedures to come?

Dr. Wilson answered that the Military Policy needs to go through the process for proper policy numbering. The other policies and procedures are new.

Chair Daniels thanked Dr. Wilson and called for approval of the Vice President of Student Affairs report. Trustee Ash made a motion to accept the report. Trustee Sutton 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 highlighted the following items from the Board report –

- The link to the article from CC Daily is included in report. Collaboration between departments increasing more and more for supporting students' needs.
- Received link to National Council for Marketing & Public Relations (NCMPR) Awards Ceremony in October 2020. The area for our district consists of Iowa, Kansas, Minnesota, Missouri, Nebraska, North Dakota, South Dakota, the Canadian province of Manitoba, Puerto Rico and Virgin Islands.
- Tomorrow online event, "Leveraging LinkedIn," in partnership with KCKCC Foundation occurs. There are more than 200 registrations.
- "KC Live" show was recorded this morning with Mr. Jerry Pope and Dean Cheryl Runnebaum. They did a fantastic job! As soon as the show is publicly shared, the College will share it as well. Tomorrow, Dr. Mosier and Ms. Bartunek will record KC Live show offering updates about KCKCC programs and projects.
- Partnering with Kansas State Chamber of Commerce for the 2<sup>nd</sup> Annual Minority Business Summit on Tuesday, Dec. 8<sup>th</sup>.
- KC Scholars cobranding digital billboard in Leavenworth, KS.
- Shared new tv commercial and radio advertisement.

Ms. Bartunek concluded her report and asked the Board for any questions. Vice-Chair Criswell offered kudos continued progress and expressed gratitude for everything Ms. Bartunek and her team does.

Chair Daniels asked for any final comments or questions. Hearing none, he called for a motion to accept the Vice President of Strategic Initiatives & Outreach (VPSIO) report. Vice-Chair Criswell made a motion to accept the report. Trustee Ash seconded the motion. **The Motion Carried.**

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

- Expressed appreciate for the Board's recognition of Mr. Jose Matias Cantu. He was only 31 years young and was admired by many. He chose to share himself and his talents with KCKCC.
- Final report from Novaks Burks will be shared at the December Board Finance and Board General meetings.

- Announced new Payroll Coordinator, Ms. Angela Maslowski and New Police Officer, Mr. Jonathan Berry.
- Student Housing Update – completed all community charettes with good results.
- Engaged special bonds counsel and expect to offer final resolution for the issuance for the bonds at the December Board meeting.
- In December, there is a need for a separate Board meeting, a budget hearing to amend the 2020-2021 budget to include the SPARKS funding through CARES Act initiatives from the government in the amount of just under \$1.5 million dollars. Dr. Mosier added that KCKCC received \$25K from Leavenworth County through the CARES Act. The grant will be put to good use at the Pioneer Career Center.
- Bookstore moves forward in preparation for spring.
- Facilities Crew continues to complete great projects across campus.
- Police officers attending and completing training. In efforts to become more financially sustainable, it has been approved to hire security guards to replace some police officer positions. Security guard will be working with the police officers.
- Shared and reviewed the Monthly Financial Summary for November. In the future, the report will be included with the other finance reports.

Mr. Beach concluded his report and asked the Board for any questions. Board members discussed their appreciation for the clarity and ease of use of the new report as well as Mr. Beach's explanations. Vice-Chair Criswell added that she wanted to make sure the Board Finance Committee shares details about the tools being used and provide information.

Chair Daniels asked for any final comments or questions. Hearing none, he called for a motion to accept the Chief Financial Officer report. Vice-Chair Criswell made a motion to accept the report. Trustee McIntyre seconded the motion. **The Motion Carried.**

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

- Benefits information meetings currently happening for the employees. Employees and students are being informed about the Employee Assistance Program (EAP) and Student Assistance Program (SAP) opportunities.
- Several open-enrollment information sessions have been scheduled. New benefit cycle begins on January 1<sup>st</sup>.
- The COVID Shared Leave pilot program for staff launched Friday. There are currently 370 hours donated to the shared leave program.

Ms. McGee addressed the question from Vice-Chair Criswell last month concerning annual training for information security being offered. It is not offered in the current training platform, Knowledge City, but other means are being explored. Ms. McGee concluded her report and asked the Board for any questions.



Vice-Chair Criswell offered gratitude for the update and for the employees who stepped up to donate leave as a beautiful reflection of hearts of KCKCC employees. Dr. Mosier added that the EAP and SAP are great for the institution and for the people who are here. They are important.

Chair Daniels asked for any final comments or questions. Hearing none, he called for a motion to accept the Chief Human Resources Officer report. Trustee Sutton made a motion to accept the report. Vice-Chair Criswell seconded the motion. **The Motion Carried.**

16. **Chief Information Officer Report:** Chair Daniels called for the Chief Information Officer (CIO) report. Mr. Peter Gabriel highlighted the following items from the Board report –
- Expressed thanks to Mr. Beach for the new paint and lighting in the Humanities building.
  - Talking with other colleges in Kansas and investigating company, Know Before, on information security training for the College.
  - Thanked Information Services teams for their hard work.
  - Working on standard operation procedures (SOPs) for technology and other Information Services processes.
  - Network connectivity rate on the rise.
  - PaperCut upgrade should be completed this week. This service provides the College a means to securely print and retrieve print jobs anywhere on campus.

Mr. Gabriel concluded his report and asked the Board for any questions.

Chair Daniels thanked Media Services for support with Board meetings each month and all meetings in between. He asked for any final comments or questions. Hearing none, Chair Daniels called for a motion to accept the Chief Information Officer report. Trustee McIntyre made a motion to accept the report. Trustee Brune seconded the motion. **The Motion Carried.**

17. **Unfinished Business:** Chair Daniels acknowledged that there was no unfinished business scheduled. The Board moved to the next agenda item.
18. **New Business:**
- a. Mr. Darren Elliott presented the KCKCC Racial Equity Statement to the Board for approval. Trustee Sutton made the motion to adopt the statement. Vice-Chair Criswell seconded the motion. **The Motion Carried.**
  - b. Mr. Jerry Pope presented for approval the affidavit for Lansing Correctional Facility as an additional KCKCC educational location. Trustee Brune made the motion to adopt the affidavit. Vice-Chair Criswell seconded the motion. **The Motion Carried.**
  - c. Mr. Jerry Pope presented three new academic programs (Diesel Technician Certificate B and AAS; Surveyor Technician Certificate B and AAS; and Automation Engineer (Advanced Manufacturing) Certificate B and AAS) for approval. Trustee

Sutton made a motion to approve the three new academic programs. Trustee Brune seconded the motion. **The Motion Carried.**

d. Dr. Mosier shared the HLC Institutional Actions plan for KCKCC.

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

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

The meeting of the Board of Trustees adjourned at **7:14 p.m.**

ATTEST:



Chairperson, Dr. Ray Daniels



Secretary, Dr. Greg Mosier