



**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 - AMENDED  
December 15, 2020 – 5:00 P.M.**

**Virtual Meeting**

**CONSENT AGENDA – Item A  
Meeting Minutes**

**Amended Budget Hearing**

1. **Call to Order:** Chairman Ray Daniels called the meeting to order at 5:10 p.m.
2. **Roll Call:** Indicated the following present – Trustees: Ash, Brown, Brune, Criswell, Daniels, McIntyre, Sutton. All members present.
3. **Audience to Patrons and Petitioners:** 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. Hearing none, he moved to the next item on the agenda.
4. **Approval of the 2020-2021 Budget:** Chair Daniels invited Dr. Mosier and Mr. Michael Beach to address the following items for the amended budget hearing –
  - Notice of Public Budget Hearing - Mr. Michael Beach shared that the public notice was published in compliance with the Kansas Board of Regents and the Wyandotte Unified Government informing the public that this meeting would be held to amend the budget and the reasons for the amendment.
  - AMENDED Final Proposed Budget FY2021 - Mr. Beach continued pointing the Board to the amended proposed budget for FY2021 included for review in the Board packet. Mr. Beach shared that there would be no changes to property taxes or any other general operating funds for the College. The amount of \$1.482 million dollars was granted to the college to assist with expenses due to COVID-19.

Chair Daniels asked for any questions or comments. Hearing none, he called for a motion to approve the FY2021 Amended Budget. Vice-Chair Criswell made the motion. Trustee Brown seconded the motion. **The Motion Carried.**

5. **Adjournment:** Chair Daniels called for a motion to adjourn the budget hearing. Trustee Brown made the motion. Trustee Brune seconded the motion. **The Motion Carried.**

The amended budget hearing of the Board of Trustees adjourned at **5:15 p.m.**

### Board of Trustees Meeting (Immediately Following Budget Hearing)

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#### **General Meeting**

1. **Call to Order & Pledge of Allegiance:** Chairman Ray Daniels called the meeting to order at 5:15 p.m. The Pledge of Allegiance was led by Vice-Chair Evelyn Criswell.
2. **Roll Call:** Indicated the following present – Trustees: Ash, Brown, Brune, Criswell, Daniels, McIntyre, Sutton. All members present.
3. **Approval of Agenda:** Vice-Chair Criswell made a motion to accept the agenda. Trustee McIntyre seconded the motion. **The Motion Carried.**
4. **KCKCC Mission Statement:** Chair Daniels read the College mission statement.
5. **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. Hearing none, Chair Daniels moved forward to the next agenda item.
6. **Recognitions/Presentations:** Trustee McIntyre acknowledge the passing of Ms. Jean Ternus, retired Nursing professor at the College. The Board observed a moment of silence on her behalf.
7. **Communications:** Chair Daniels noted there were no communications scheduled.
8. **Board Committee Reports:** Chair Daniels called for reports from the Board Committees. •  
On behalf of the Board Finance Committee, Vice-Chair Criswell shared the following discussion items from their meeting on Tuesday, December 8<sup>th</sup> –
  - Significance of the special revenue bonds and benefit of the coupon rate secured for the Student Housing project.

- Discussed amendment to Phase 1 of the preconstruction agreement for Student Housing project.
- Details of the Amended FY2021 Budget approved in the previous meeting.
- Discussed the SB 155 (EXCEL in CTE) special course fees for high school students.
- Reviewed the financial status of COVID-19 expenditures, the Student Housing Project, and the College's cash reserves.
- Discussed agenda items and scheduling for the upcoming Trustee Financial Training.

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

- On behalf of the Board Policy Committee, Trustee Sutton thanked Ms. Christina McGee, the senates, and others for their support in bringing thirteen policies forward to the Board for approval.
9. **Consent Agenda:** Chair Daniels called for a motion to accept the Consent Agenda. Trustee Sutton acknowledged the resignation of Dr. Barbara Clark-Evans and expressed great appreciation for her commitment to building relationships among the diverse communities in Wyandotte County and on both sides of the state line. Trustee Brune moved to accept the Consent Agenda. Trustee McIntyre seconded the motion. **The Motion Carried.**
10. **Student Senate Report:** Chair Daniels called for the Student Senate report. Mr. Destin Williams, Student Senate President, reported the following –
- Hosted the Virtual Breakfast with Santa with attendance of 50 kids total.
  - Hosted Toys for Tots Drive, supporting 86 families.
  - Shared the 2021 Spring Student Senate meeting dates – February 15<sup>th</sup> and 19<sup>th</sup>; March 15<sup>th</sup> and 19<sup>th</sup>; April 2<sup>nd</sup> and 16<sup>th</sup>.
  - Shared student clubs that are meeting in-person and virtually.
  - The Music Club hosted the M-Pact Festival virtually.

Chair Daniels invited any questions or comments from the Board. There were none. Vice-Chair Criswell made the motion to accept the Student Senate Report. Trustee McIntyre seconded the motion. **The Motion Carried.**

11. **President's Report:** Chair Daniels called for the President's report. Dr. Mosier reported the following –
- Thanked Mr. Williams for his leadership for the students this semester.
  - Congratulated KCKCC faculty and staff for the incredible work being done to successfully provide educational opportunities for the students and community. He added KCKCC was the first college to physically reopen on May 18, 2020 and has exercised tremendous dedication and commitment to our students in a very safe and responsible manner.

- Shared during the 16-weeks of fall 2020, the College has had 48 students and 21 employees test positive for COVID; 98 students and 142 employees received direction from the College to self-isolate. The numbers were kept low and the College able to keep the virus from spreading on campus by the strict restrictions of a solid and well-thought-out COVID response plan.
- Submitted additional request for COVID relief funds for \$1.3 million dollars and have received \$664,000 dollars in additional funding.
- Student Housing – shared that there would be action later tonight to approve financing for the student housing project. The KCKCC Student Housing Project was presented to the Unified Government Planning and Zoning Commission last evening and accepted unanimously, and with extreme enthusiasm by the planning commission. Construction will begin at the end of January or beginning of February 2021.
- Shared that the Capital Campaign to support the KCKCC Downtown Community Education Center moving forward with great momentum. Dr. Mosier has made several presentations sharing the benefits of the project to the community. Audiences have included Mayor David Alvey and Unified Government staff, Kansas City Board of Public Utilities, CHIPS Committee of the Greater Kansas City Chamber of Commerce, and a potential 3<sup>rd</sup> partner. Additionally, there have been several meetings with federal grant writing team to discuss regional funding; the Greater Kansas City Chamber and Greater Hispanic Chamber to align with additional foundations. On December 17<sup>th</sup>, Dr. Mosier will make a one-on-one presentation with Gov. Laura Kelly. Future dates are pending with Rep. Sharice Davids, Sen. Jerry Moran and other major Kansas City foundations.
- Working with Merchant McIntyre to apply for TRIO Talent Search Grant (\$2.5 million dollars), and the National Science Fund Grant (\$650,000 dollars).
- Announced that the COVID Shared Leave Program has over 850 clock hours donated by KCKCC employees.
- The new Racial Equity Statement has been added to the College’s home page.
- The annual Candle Lighting ceremony will be held on Thursday, Dec. 17<sup>th</sup>; the link is available on the website.
- Concluded with well wishes of happy holidays to all celebrating different traditions during this season.

Chair Daniels invited any questions or comments from the Board. There were none. Trustee Ash made the motion to accept the report. Trustee Sutton seconded the motion.

**The Motion Carried.**

12. **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 –

- Congratulated Ms. Ashley Irvin on her promotion to Associate Dean of Career and Technical Education.

- Introduced Dr. Ed Kremer, Dean of Math, Science, and Business Technology to make a special presentation on Saturday Academy on behalf of Ms. Jessica Rodas, Director of Saturday Academy. Dr. Kremer shared a PowerPoint presentation. The Board was invited to attend the Parent Breakfast in February 2021 for Saturday Academy.

Trustee Sutton asked whether there would be a graduating class in May 2021 for the Nursing program and how it relates to the new curriculum for the program. Mr. Pope confirmed that the curriculum change was adopted two years ago. To date in the new curriculum, the Nursing program has graduated 14 new LPNs into the workforce.

Chair Daniels asked about the Panopto software services. Ms. Susan Stuart, Director of Online Education, answered that the software allows multiple technology capture for content tracking and student participation for classes.

Trustee Sutton made the motion to accept the report. Trustee McIntyre seconded the motion. **The Motion Carried.**

**13. Vice President Student Affairs Report:** Chair Daniels called for the Vice President of Student Affairs report. Interim Dean of Enrollment Services, Ms. Tina Church Lewandowski, on behalf of Dr. Delfina Wilson, highlighted the following items from the Board report –

- There are many personnel position interviews that have been scheduled in January 2021. Additionally, position reviews are under way to ensure position descriptions are in alignment with department needs.
- Welcomed new hires - Dr. Samantha Debliss, Director of Student Success Center; Ms. Sylvia Gillis, College Nurse; and Ms. Dana Collins, Assistant College Nurse.
- Announced the search for a new TEC advisor with Ms. Irvin's promotion.
- High School Enrollment Update – most high schools have submitted enrollment forms and more are anticipated. Lansing – USD 469 students will participate at KCKCC - Pioneer Career Campus (KCKCC – PCC).
- As of today, enrollment has increased 23.1 %, improving from -35% (664 students) to -11.9% (394 students) compared to this same time last year.
- Offered kudos to KCKCC - Pioneer Career Campus and several other groups with Student Affairs for their creativity in continuing to host their events.
- Extended gratitude on behalf of the Counseling and Advocacy Center for the Board's generous food donation to Blue's Kitchen.
- Shared KCKCC Veteran students now have regular support services at the KCKCC - PCC and KCKCC – TEC locations.
- Shared Media Services will provide streaming services for the KCKCC athletic games.

Trustee Sutton inquired about the reasons that students are withdrawing from the College and what the College is doing to offer support. Ms. Church – Lewandowski

confirmed that the Student Success Center is meeting with students prior to withdrawal to learn reasons and discuss options with students.

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

**14. 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 –

- Announced correction of date for the Annual Candle Lighting Ceremony as Wednesday, Dec. 16<sup>th</sup> at 11 a.m.
- Shared the College will produce a mailer in partnership with the Wyandotte Economic Development Council to target those who need to skill up to get back to work full-time promoting the certificate and technical programs here at KCKCC. It is expected to reach 7500-7800 mailboxes.
- Attended the “Stories on Stories” Outreach event meeting last Tuesday. KCKCC will be working to submit some photos for the 2<sup>nd</sup> phase of project at the old Clifton Park Swimming area.
- Shared the College would be recording a “KC Spotlight” television segments on the Student Housing and Downtown projects.
- Shared electronic holiday greeting card promotion launched today.
- Noted social media gains in all areas over the last month.
- Launch of new boost campaign about certificate and technical programs.
- Partnered with the Blue Ribbon Project to bring awareness to the gun violence in Wyandotte County.
- Shared Web Services personnel, Mr. Omar Brenes and Mr. Matt Fowler, are busy working with deans and program coordinators on updating academic profile pages.

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

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

- Update on Student Housing Project – great excitement from the Land Commission Committee of the Unified Government at the meeting last evening. There are no issues or problems to report. The prospects of the project are moving forward.
- Application turned in for the issuance of special revenue bonds. The final hearing will take place in January 2021, in time to get exemptions in place before the ground-breaking for the project.
- Received additional funds from KBOR which will lead to an additional amendment in the amount of \$664,000 dollars to amended budget.
- Bookstore and College Police departments continue to do a great job.

- Facilities Projects Update – Science hallway received new paint, carpet, and new lighting; successful installation of new switch gear and electric panels in Print Shop; Flint Building will receive a new switch gear over the winter break.
- Shared highlights of Monthly Financial Summary for December 2020.

Chair Daniels asked how it is that the College performing better financially this year in comparison to last year. Mr. Beach shared it could be due to the following factors: fewer operating expenses at this time of the year in comparison to this time last year, fewer capital project cost as this time last year, and a decrease in travel and professional development for this past year.

Trustee Ash made the motion to accept the report. Trustee McIntyre seconded the motion. **The Motion Carried.**

**16. 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 –

- Upgrades to the HRIS and Payroll systems now permit the allowance for individuals to submit direct deposit forms online and view pay stubs and tax information online. Additionally, there is electronic automation of backend systems in HR.
- New Hire forms are now available electronically via Applicant Stack.
- Shared, as mentioned by Trustee Sutton, that there were in the Board Packet 13 new policies submitted for approval by the Board.

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

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

- Media Services streamed live and recorded almost 17 hours of content for the virtual M-PACT Festival. They will also be providing technology services for the KCKCC Women’s Chamber of Commerce “Purses with a Purpose” event.
- Classroom technology purchased for hybrid classrooms will arrive on campus Monday, Dec. 21<sup>st</sup> – Wednesday, Dec. 23<sup>rd</sup>. The first set of classrooms will be set up Monday, Jan. 4<sup>th</sup>.
- Thanked everyone for coming together in a great way to support students during this very difficult year.

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

18. **Unfinished Business:** Chair Daniels acknowledged that there was no unfinished business scheduled. The Board moved to the next agenda item.

19. **New Business:**

- The Student Housing Bond Resolution was presented by Mr. Michael Beach. Mr. Beach introduced Mr. Kevin Cowan, who serves as bond council for the College, and Mr. Greg Vahrenberg, the College's financial advisor for the bonds, to support with any questions the Board may have. Mr. Beach noted that the final Bond Resolution before the Board for approval, authorizes the resolution of the bonds. There are parameters that are open giving the College leverage to offer the bonds up to an amount but not to exceed \$20 million dollars. There is also an interest rate to be added later in Exhibit B.

Chair Daniels inquired about the dates. Mr. Beach shared the dates depended on the discretion of the bond council and financial advisor to the best benefit of the College. When sold, the exhibit B will reflect the rate. Mr. Cowan added that the request includes permitting Dr. Mosier to grant the sale which will allow the College to finance the Student Housing project and lock in interest rates.

Vice-Chair Criswell made the motion to approve the Student Housing Bond Resolution. Trustee Brune seconded the motion. **The Motion Carried.**

- The KCKCC FY2020 Financial Audit was presented by Mr. Bill Miller and Mr. Rick Swearingen of Novak Burks PA, at the introduction of Mr. Beach. Mr. Miller and Mr. Swearingen presented a summary of the financial audit and noted that a full presentation was done for the Board Finance Committee. There were no instances of law or issues.

Vice-Chair Criswell inquired about the reasons for which Mr. Miller shared that the College is in a very good debt position. Mr. Miller shared that this is a result of debt service payment reduction, an increase in cash balances, and the increase in revenue due to property taxes.

Vice-Chair Criswell made the motion to approve the FY2020 Financial Audit. Trustee Ash seconded the motion. **The Motion Carried.**

- The following policies were submitted for approval by Dr. Greg Mosier:
  - Tuition Appeal
  - Student Code of Conduct
  - College Email Signature
  - Photography & Video Recording Use
  - College Emergency Communication
  - Social Media
  - Satisfactory Academic Progress
  - Credit Hour
  - Grading System
  - Student Classification
  - Payroll Information



- o Missing Residential
- o Flexible Benefit Plan (removal of policy)

Trustee Sutton called for a motion to approve the policies. Trustee Brune made the motion. Trustee McIntyre seconded. **The Motion Carried.**

- The High School Fees for the 2021 – 22 Academic Year were presented by Mr. Jerry Pope.

Trustee Sutton made the motion to approve the high school fees for AY2021-22. Trustee Ash seconded the motion. **The Motion Carried.**

- The Discussion of Board Finance Training was led by Dr. Greg Mosier. The Board shared the desired topics to review during the training and decided to a 90-minute retreat for the training annually during each budget cycle.



Chair Daniels, on behalf of the Board, thanked the administration, faculty, and staff for all their dedication and hard work this year and wished everyone a great holiday season.

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

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

The meeting of the Board of Trustees adjourned at **7:22 p.m.**

ATTEST:

  
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 Chairperson, Dr. Ray Daniels  
  
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 Secretary, Dr. Greg Mosier

