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**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  
July 21, 2020 – 5:00 P.M.**

**Virtual Meeting**

**CONSENT AGENDA – Item A  
Meeting Minutes**

1. **Call to Order & Pledge of Allegiance:** Chairman Ray Daniels called the meeting to order at 5:07 p.m. The Pledge of Allegiance was led by Dr. Greg Mosier, President of Kansas City Kansas Community College.
2. **Roll Call:** Indicated the following present – Trustees: Ash, Brown, Brune, Criswell, Daniels, McIntyre, Sutton. All members present.
3. **Approval of Agenda:** Chair Daniels called for a motion to accept the Agenda. Dr. Mosier requested that the sixth item concerning McAnany, Van Cleave, and Phillips Law Firm under “New Business” be removed from the agenda as it was covered in the January 2020 Board meeting. Trustee Sutton made a motion to approve the agenda as amended. Vice-Chair Criswell second the motion. **The Motion Carried.**
4. **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. After receiving no response from the audience, Chair Daniels moved forward to the next agenda item.
5. **Recognitions/Presentations:** Chair Daniels invited Dr. Barbara Clark-Evans, Director of the Intercultural Center, who also serves as the Title IX Coordinator at KCKCC, to present the Board with updates concerning Title IX. Dr. Clark-Evans shared that Title IX is a gender equity law and prohibits discrimination based on sex. She continued with a brief explanation of the several changes to the law and the effect that such changes will have on KCKCC and the current processes and procedures. Upon completion of her report, Dr. Clark-Evans asked the Board for any questions or comments. Chair Daniels asked Dr. Mosier the direction to the faculty and staff concerning reporting. Dr. Mosier answered that faculty and staff have a moral obligation to report incidents. Chair Daniels further inquired about the impact the updates will have on the Student Code of Conduct. Dr. Clark-Evans answered that the effect will be procedural in how incidents are handled by all parties involved.

6. **Communications:** With no scheduled communications, Chair Daniels moved to the next agenda item.
7. **Board Committee Reports:** Chair Daniels called for reports from the Board Committees. On behalf of the Board Finance Committee, Vice-Chair Criswell stated that in their last meeting on July 14<sup>th</sup>, the following items were discussed:
  - Draft budget
  - Property tax rate
  - Engagement of Novak & Burks for annual audit
  - Updates for Downtown and Student Housing projects
  - Discussion of SPARKS Funding requests to the state

On behalf of the Board Policy Committee, Trustee Sutton stated that the committee did not meet in July and hope to resume meetings in September.

8. **Consent Agenda:** Chair Daniels called for a motion to accept the Consent Agenda. Trustee Sutton stated concerning the Personnel Report that she was sorry to see the resignation of Mr. Marquis Harris, Coordinator of the Intercultural Center, and offered congratulations to those who received promotions. She added that she was especially happy for Ms. Shazia Siddiqua, who remains with KCKCC as the new Assistant Database Administrator. Trustee Brune made the motion to accept the Consent Agenda. Trustee Brown seconded the motion. The Motion Carried.
9. **Student Senate Report:** Chair Daniels acknowledged that there would be no Student Senate report this month and that he looks forward to the students' return in August.
10. **President's Report:** Chair Daniels called for the President's report. Dr. Mosier reported the following –
  - Looking forward to the Student Senate reports again with students on campus.
  - Planning for Fall reopening with COVID-19, with additions to the Spring Blue Devils Comeback Plan with the health and safety of our students, employees, and guests. The additions include course scheduling efforts and the implementation of ideas for keeping college safely moving forward.
  - On May 26<sup>th</sup>, KCKCC was the first college in the area to reopen and we remain healthy and vigilant in our safety and cleaning practices. KCKCC requires the proper wearing of face-coverings, which covers the nose and mouth, at all locations.
  - A few changes to protocols moving into fall will include discontinuing temperature checks effective August 1<sup>st</sup>, adding clarity to the definition around proper wearing of the mask/face-covering. Additionally, we have over 60,000 masks on hand and 3,000 KCKCC masks on hand. The College will be giving employees 2 KCKCC masks and saving the disposal masks for the guests. Again, KCKCC is 100% dedicated to health and safety.
  - Procedures for those with COVID-related symptoms or who have tested positive for COVID-19 have been developed and will be sent to all employees and students. The procedures will be posted on the KCKCC COVID website as well.

- New executive orders from the governor were originally cause for concern with high schools not starting classes until after Labor Day. With the recent clarification from the governor, students taking dual and concurrent courses will be allowed to attend our college with their own transportation.
- KDHE is working on guidance for community colleges and universities concerning COVID.
- The Chat with the President and Cabinet was held on Thursday, July 16<sup>th</sup>, with about 140 employees in attendance.

Dr. Mosier concluded his report and asked the Board for any comments or questions. Hearing none, Chair Daniels called for a motion to accept the President's Report. Trustee Ash made a motion. 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 reported the following –

- Center for Teaching Excellence – creating several videos to support our faculty with best practices for virtual learning. With ever increasing views, we know that faculty members are finding the videos useful. A huge thanks to the Center for Teaching Excellence and Online Education Services.
- The Writing Center hosted a Haiku Poetry Contest last month. The winning haiku was written by Mr. Dean Staggs and is titled, "Social Distance Relationship." Mr. Pope read the haiku and offered congratulations to the winner and all who made submissions.
- Arts, Communications, and Humanities Department – the Music department has been focusing on how to teach music in this COVID environment as well as participation in interesting race-relations discussions.
- The Music department was chosen to be the recipient of an Ella Fitzgerald Memorial Scholarship. The KCKCC student who was awarded is Mr. Christian Anderson, a second year Music major from Shawnee, KS.

Chair Daniels expressed that this was quite an accomplishment and congratulated all involved in bringing the award to KCKCC and to the first student recipient.

- Career and Technical Education – currently working on grants; expressed gratitude to Dean Cheryl Runnebaum and the faculty and staff who are working on those grants.
- Nursing department received another nursing initiative grant. This will be used to support the faculty and students as new curriculum is implemented.
- Mathematics, Science, and Business Technology – Ms. Lakshmy Sivaratnam, Professor of Business and Accounting Coordinator, was appointed treasurer of the Accreditation Council for Business Schools and Programs (ACBSP) Board of Directors.
- Saturday Academy received a grant.
- Social Behavior Science – Professor of Sociology, Ms. Emily Morrow, was a co-contributor for an article titled, "What's the Hold Up? – A Qualitative Mixed-Methods Analysis of Post-Operative Radiotherapy Delay in Head and Neck Cancer" which was

accepted for publication by the “Head and Neck Journal – Journal of the Sciences and Specialties of the Head and Neck”.

- Mentioned that in conversations with colleagues at other institutions, with events such as “Chat with the Prez,” KCKCC really is leading the way through the communication with our faculty, staff, and constituents. Mr. Pope expressed gratitude for Dr. Mosier’s leadership, fellow members of the President’s Cabinet for their teamwork, and gave a huge shout out to the deans for all their hard work on schedules, managing furniture, and other preparations for the upcoming semester.

Mr. Pope concluded his report and asked for any comments and questions from the Board. Trustee Sutton thanked Mr. Pope for his report and asked whether there was any additional liability involved for the students in the Health Professions programs that require clinicals. Dr. Mosier answered that work-related incident is added to insurance coverage at the state-level for COVID-19 liability.

Chair Daniels asked for any additional comments or questions. Hearing none, Trustee Sutton made a motion to accept the Vice President of Academic Affairs report. Trustee Brown seconded the motion. **The Motion Carried.**

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

- Thanked the Board for their support and all faculty and staff as it takes an entire college to run smoothly and to continue to provide high quality service and support to our students.
- Student Relief Fund as of July 13<sup>th</sup> – with the CARES Act funding, KCKCC has awarded 533 students with \$488,000 dollars; with the KCKCC Foundation funding, KCKCC has awarded 95 students with \$47,000 dollars; with the KCKCC Match funding, KCKCC has awarded 162 students with \$112,000 dollars. This is a total of 693 unduplicated students who have received approximately \$646,000 dollars in COVID Relief Funds. There is still funding available, so we continue to encourage students to apply. Tomorrow last day to apply for funding for the summer 2020 semester. Messaging for fall 2020 semester funding will be pushed by August 1<sup>st</sup>. Grants will be increased for students who apply and are taking 12 credit hours in the fall. Dr. Wilson shared KCKCC billboard information designed to capture attention of potential students. Scholarship information will be added to the website, BlackBoard, social media, and the Financial Aid office to remind all students to apply for the COVID Relief funds and with whom to connect with.
- Safety measures updated for Fall 2020 Comeback Plan, with additional information for students concerning student housing, courses, activities, and what to do in these situations. KCKCC Blue Devil mascot will also be wearing a mask.

- Enrollment continues to creep up – number for head count still down about 16.8% and credit hours at 17.6% in comparison to this time last year.
- Introduced Mr. Tony Tompkins, Athletic Director, to share an update concerning KCKCC Athletics. Mr. Tompkins shared that last Monday, the NJCAA approved moving many of the sports to the spring 2020 semester to give student athletes to best option to compete and complete a season. For fall, all teams will practice according to specific guidelines – scrimmages and outside games still yet to be determined by Jayhawk Conference. A September date is being considered to reevaluate scrimmages with the conference. Athletics has a COVID Response Plan for Student Athletes. It will be posted on the Athletics website for student athletes to know what to expect. Moving towards securing a COVID Testing company for student athletes to be tested before practice. Daily screenings will continue in the Athletics department and for student athletes. Student athletes were issued cloth masks to be worn. Working on social engagement for the students during the fall. Coaches are doing a great job keeping the students informed.

Trustee Sutton asked about logistics in the spring coordination for sporting events and the renting of facilities for outside organizations in the fall. Mr. Tompkins answered that the current plan is not to allow athletic facility rentals. The decision will be revisited in September. Dr. Mosier added that our athletic teams will be in those fields during the fall. He continued that the College will continue to put the health and safety of our community first over revenue. Trustee Ash asked if the college has lost any athletes. Mr. Tompkins answered that there are new international students who may complete courses online and plan to come to campus in the spring. Trustee Ash continued by asking the mood of the student athletes and coaches during this time. Again, Mr. Tompkins answered that everyone wants to come back, they just want to know the protocols.

Chair Daniels thanked Mr. Tompkins for his report. Dr. Wilson continued with the Student Affairs report as follows –

- Student Housing has detailed plan for reopening. Check-ins will include temperature checks. Testing will be required of all students in student housing. The college is currently looking for vendor to partner with in providing COVID testing.

Dr. Wilson concluded her report and asked the Board for any comments or questions. Vice-Chair Criswell thanked Dr. Wilson for the comprehensive report and asked about the testing of those in student housing. Dr. Wilson answered that testing would be required upon entry. From there, students will be encouraged to get tested if they exhibit symptoms.

Trustee Sutton added that she noticed that Ms. Kim Leland, College Nurse, is working on a COVID-19 safety manager training. Dr. Wilson confirmed and added that Ms. Leland may also receive training as a certified COVID case tracing specialist.

Chair Daniels asked whether the custodial staff included enough people to accomplish the additional cleaning needs for the college. Dr. Mosier answered that the college currently have the custodial needs covered with Facility Services crew members pitching in beyond their normal scope to get the job done well. Mr. Beach added that the Facility Services team can meet all the cleaning demands to include electrostatic fogging. At present it is fine but this may change in the future.

Chair Daniels asked for any additional comments or questions. Hearing none, Vice Chair Criswell made a motion to accept the Vice President of Student Affairs 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 reported the following –

- Very excited to share for FY 2020-21, KCKCC will be adding advertising via music streaming mediums such as Spotify, Tuneln, and others. People will now hear KCKCC ads while listening to their music.
- New Billboards and marquee messaging to spread the word about scholarship funds to pay for fall 2020 semester.
- Social media remains very strong. In comparing stats from 2018-2019 to 2019-2020, KCKCC has seen a 79% increase of number of unique people who have seen KCKCC posts. Huge thanks to Kelly Rogge, Public Information Manager!
- In the next week or so, new navigation will be added to the KCKCC website. Mr. Matt Fowler, Web Designer, and Mr. Omar Brenes, Web Architect, are working on the project now.
- Ms. Bartunek shared a new radio ad, “Stay Local. Save Thousands.”
- Ms. Donna Shawn, Director of Technical Education, was successful in receiving the marketing grant for female students in nontraditional fields.
- Ms. Bartunek shared digital representation of the KCKCC Mascot, Blue, wearing a mask and branding about social distancing.

Ms. Bartunek concluded her report and asked the Board for any questions or comments.

Vice-Chair Criswell celebrated Ms. Bartunek and said that she, “knocked it out of the park again!” She thanked Ms. Bartunek and her team for their efforts.

Chair Daniels asked for any additional comments or questions. Hearing none, he asked for a motion to accept the Vice President of Strategic Initiatives and Outreach report. Vice-Chair Criswell made a motion. Trustee McIntyre seconded the motion. **The Motion Carried.**

**14. Chief Financial Officer Report:** Chair Daniels called for the Chief Financial Officer’s report.

Mr. Michael Beach reported the following –

- Expressed gratitude for Vice-Chair Criswell’s remarks.
- Big shout out for Student Housing team!

- Finance Team completed Property Tax Calculations. These will be presented to the Board for approval for posting. Mr. Beach extended great thanks to Ms. Lesley Strohschein, Controller, and her team for completing the project.
- Year-end is already under way; most of the end-of-year audit has been completed. Documentation is being gathered and prepared for the audit team before they arrive for a timelier report and some cost savings for the college.
- FY2020-21 budget is almost complete apart from strategic priorities. Draft is about ready for approval. This will be the third cycle for the zero-based budgeting process for the college. Through zero-based budgeting the college has been able to reduce spending effectively and efficiently without reducing the needs being met in the departments. Thanked all budget managers for allowing the college to run leaner and more efficiently with funding as we have.
- Business Office supports the Student Services Office in getting the funds dispersed to the students awarded with COVID grants.
- Big shout out to custodial crews for doing the cleaning in the high-risk areas. They are doing a great job!
- Maintenance crews doing a great job in remodeling a large section of the Humanities building with repainting, new carpeting, and new furniture to name a few of the updates.
- Financial statements have been included in the Board Packet for review.
- Electrical Usage report continues to drop over the calendar year 2020 in kilowatt usage. Unfortunately, the cost per kilowatt continues to increase. The College sees a small savings.

Mr. Beach concluded his report and asked the Board for any questions or comments. Vice-Chair Criswell commended Mr. Beach on a great job. Trustee Ash seconded and thanked Mr. beach for getting to the progress that was hoped for when the energy savings plan was established. He asked the status of the deli for fall. Mr. Beach answered that the intention is to have the deli open in the fall while observing the necessary measures of safety. He added that the cafeteria at TEC would also be open.

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

15. **Chief Human Resources Officer Report:** Chair Daniels called for the Chief of Human Resources report. Ms. Nela Bruner, Staff Development Specialist, reported the following in Ms. Christina McGee's absence –

- In training development, the Human Resources department decided on KnowledgeCity as the vendor. They will provide all training for KCKCC to include the Title IX and Clery Act training. The plan is to have this training platform available next month. KnowledgeCity will replace the DStafford training platform. Dr. Mosier asked if the trainings offered by KnowledgeCity are more contemporary. Ms. Bruner answered that the trainings are more engaging and fun and are designed for employees to enjoy them.

Ms. Bruner concluded the report and asked the Board for any questions or comments. Hearing no questions or comments, Chair Daniels called for a motion to accept the Chief

Human Resources Officer report. Trustee Brown made the motion. Trustee McIntyre seconded the motion. **The Motion Carried.**

16. **Chief Information Officer Report:** Chair Daniels called for the Chief of Information Services report. Mr. Peter Gabriel reported the following –

- Thanked Mr. Pat Kelly, Academic Support Specialist, for support with Multifactor authentication roll-out. A date will be chosen to turn on the service for the remaining personnel at end of summer 2020 semester.
- Information Services closed its largest number of HelpDesk tickets within a month in July.
- Media and Computing Services are working to update instructor stations and student stations, respectively, in several classrooms. They are replacing computers with newer machines and larger screens.
- Under carpet wiring in Room 3626 is being run to create a wide-open room for the instructor. The room should be ready before classes begin.
- Thanked Dr. Mosier and everyone for working together to allow the college to order the 100 laptops to get more faculty and staff mobile. The new devices should arrive next month.

Mr. Gabriel concluded his report and asked the Board for any questions or comments. Hearing none, Chair Daniels called for a motion to accept the Chief Information Officer report. Trustee Ash made a motion to accept the Chief Information Officer report. Trustee Brune seconded the motion. **The Motion Carried.**

Chair Daniels expressed appreciation for the leadership of this administrative team. He shared that leadership really matters and it really counts, and this team has really shown great leadership.

17. **Unfinished Business:**

- Chair Daniels called the Board's attention to the Neighborhood Revitalization Act for 2021 – 2025. He asked Dr. Mosier for his recommendation. Dr. Mosier recommended this as a benefit to the college in the long-term. He shared that this interlocal agreement would encourage the development of new properties at a larger scale than has been approved in the past. Trustee Ash shared that his agreement may be one of the best ones he has seen.

Chair Daniels asked for any additional comments or questions. Hearing none, Trustee Ash made a motion to approve the signing of the Neighborhood Revitalization Act for 2021 – 2025 Interlocal Agreement with the Unified Government of Wyandotte County. Trustee Brown seconded the motion. **The Motion Carried.**

- Chair Daniels called for the update on the 2020-2023 Strategic Plan by Ms. Tami Bartunek. Ms. Bartunek assured the Board that a digital copy of the report would be sent to them in the coming days. She updated the Board on a few of the 16 KPIs from the 4 priorities and goals.



Chair Daniels asked the Board members to review the report upon receipt. He thanked Ms. Bartunek for providing the overview.

18. **New Business:**

- Chair Daniels called for the KCKCC 2020 Annual Report, presented by Ms. Tami Bartunek. Ms. Bartunek shared the Annual Report. She thanked Ms. Taylor Bolls, Graphic Designer, and Ms. Kelly Rogge, Public Information Manager, for their design and organization of the magazine. Chair Daniels expressed that the magazine was really nice and he is looking forward to seeing it. Chair Daniels asked whether the digital copy of the annual report would be added to the KCKCC website. Ms. Bartunek confirmed that it would be and that the digital copy would also be sent to the Board after the meeting. Trustee Ash shared that Ms. Bartunek should share the report with other electorates, legislators, partners, and school districts. The Board thanked Ms. Bartunek and her team for their impressive work.
- Chair Daniels invited Mr. Michael Beach to present the recommendation for approval of Novak Birks as KCKCC's Audit firm to perform the FY2019-20 Annual Audit of Financial Statements. The annual fee is approximately \$70,000.00. Mr. Beach stated that the KCKCC Administration recommends to employ Novak Birks. He added that the fee decreases each year as the vendor becomes more familiar with the college and the college becomes more familiar with the process. Trustee Brown made the motion to approve Novak Birks as KCKCC's Audit firm to perform the FY2019-20 Annual Audit of Financial Statements. Vice-Chair Criswell seconded the motion. **The Motion Carried.**
- Chair Daniels invited Mr. Michael Beach to present the recommendation for approval of Bovard Insurance Agency as KCKCC's insurance broker. The annual insurance renewal fee for FY2020-21 is \$703,882.00. The annual insurance fee for FY2019-20 was \$629,229.00. Mr. Beach stated that over the last two years, colleges across the country have been experiencing significant increases in property and liability insurance largely due to the reduction in the number of underwriters in the business. Although KCKCC has experienced a significant increase, our fees are due to our property, liability, and auto needs. It is the KCKCC Administration recommendation that the college renew the total insurance package with Bovard Insurance Agency. Trustee McIntyre made a motion to approve Bovard Insurance Agency as KCKCC's insurance broker. Trustee Ash seconded the motion. **The Motion Carried.**
- Chair Daniels invited Mr. Michael Beach to present the recommendation for approval to publish the Notice of Property Tax Hearing for FY2020-2021. Mr. Beach began by sharing the details of the Notice of Public Hearing. It is the KCKCC Administration recommendation to not increase the mill levy and to publish the rates as listed. The Board expressed their commitment not increasing the mill levy. Chair Daniels asked the Board for any questions or comments. Hearing none, he asked for a motion to approve to publish the Notice of Property Tax Hearing for FY2020-21. Vice Chair Criswell made a motion to approve the publishing of the Notice of Property Tax Hearing for FY2020-2021. Trustee Brune seconded the motion. **The Motion Carried.**
- Chair Daniels invited Dr. Greg Mosier to present the recommendation for approval of the recommended developer for the Student Housing project. Dr. Mosier reminded

the Board that the college select a cross-institutional team looking at a good number of proposals for our student housing project. The Student Housing Committee implemented a 5-step evaluation process to reach this point. The committee selection of group of providers – the group is a Kansas group who have built facilities across the state of Kansas with a reputation of 20-30 years of doing business in Kansas and the Midwest. Dr. Mosier shared some details about the facilities to be built. The recommended group is for signature to move forward with for additional due diligence to put together a package at the end of September or in October 2020. At that time, should everything continue down a positive path, the Student Housing Committee would ask for Board approval to sign a contract to begin the building of new student housing facilities in early spring 2021. The organizations that comprise this group are GLMV Architecture, Christie Development, Par Development, and Conco Construction.

Dr. Mosier asked for any questions or comments that the Board may have. Chair Daniels asked the Board for questions or comments. Hearing none, he asked for a motion to approve the recommended developer for the Student Housing project. Trustee Brown made a motion to approve the recommended developer for the Student Housing project. Trustee Sutton seconded the motion. **The Motion Carried.**

- Chair Daniels invited Mr. Michael Beach to present the recommendation for approval of Royal Ridge Apartment Lease Agreement for student housing in the amount of \$541,000 per year. Mr. Beach stated that this is an annual request for the college. The rents are not increasing, and the college is very appreciative. The annual commitment will be paid monthly. The KCKCC Administration's recommendation is to continue providing student housing with Royal Ridge Apartments. Chair Daniels asked if there were any questions or comments from the Board. Hearing none, he called for a motion to approve the recommendation renewing the Royal Ridge Apartment Lease Agreement for student housing. Vice-Chair Criswell made the motion to approve the recommendation renewing the Royal Ridge Apartment Lease Agreement for student housing. Trustee McIntyre seconded the motion. **The Motion Carried.**

Chair Daniels reminded the Board of the Annual Board Retreat on Aug. 15<sup>th</sup>. The retreat will be virtual. The Board Evaluation in addition to the Board goals from last year will be on the agenda for the Board retreat.

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

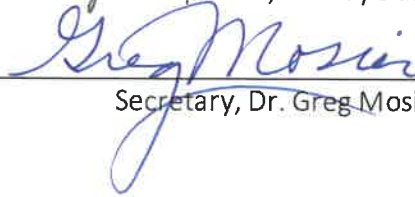
21. **Adjournment:** Vice-Chair Criswell made a motion to adjourn the meeting. Trustee Ash seconded the motion. The Motion Carried.

The meeting of the Board of Trustees adjourned at 7:27 p.m.

ATTEST:



Chairperson, Dr. Ray Daniels



Secretary, Dr. Greg Mosier

