



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
August 11, 2020 – 5:00 P.M.**

Virtual Meeting

CONSENT AGENDA – Item A
Meeting Minutes

Budget Hearing

1. **Call to Order & Pledge of Allegiance:** Chairman Ray Daniels called the meeting to order at 5:03 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. **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.
Mr. Murrel Bland of 8311 Garfield Avenue in Kansas City, KS, addressed the Board on behalf of Business West to consider no increase for the property taxes in Wyandotte County. Chair Daniels thanked Mr. Bland for his comments and expressed that the Board had no plans for increasing the property taxes.
4. **Approval of the 2020-2021 Budget:** Chair Daniels addressed the following items for the budget hearing:
 - Notice of Public Budget Hearing – Chair Daniels noted that the publication indicates that the mill levy rate has remained flat for the last 5 years. He thanked Mr. Michael Beach, Chief Financial Officer, and his team for putting the budget together.

- Final Proposed Budget FY2021 – Chair Daniels asked if the Board had any questions or comments concerning the proposed budget for 2020-2021 academic year. Hearing none, he shared that he was happy to hold the mill levy tax rate flat. Chair Daniels asked for a motion to approve the proposed budget for the 2020-2021 academic year. Trustee Sutton made the motion. Vice-Chair Criswell seconded the motion. **The Motion Carried.**

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

The budget hearing of the Board of Trustees adjourned at 5:09 p.m.

Board of Trustees Meeting (Immediately Following Budget Hearing)

General Meeting

1. **Call to Order:** Chair Daniels called to order the general Board meeting at 5:10 p.m.
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. Trustee Ash made the motion to accept the agenda. Vice-Chair Criswell seconded 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 Ms. Amber McCullough, Assistant City Manager of the City of Bonner Springs, to present the 2021 Neighborhood Revitalization Plan for approval. Chair Daniels also acknowledged the presence of Mayor Jeff Harrington, of Bonner Springs, KS. And welcomed him on behalf of the College. Ms. McCullough gave a general overview of the PowerPoint presentation shared in the Board Packet. She added that the plan, NRP for Plan 6, would become effective January 1st, 2021, and go through December 31, 2025, should the Board approve the plan as they have in past years.
Chair Daniels asked if there were any questions or comments from the Board. Hearing none, he called for a motion to approve the 2021 Neighborhood Revitalization Plan with

the City of Bonner Springs, Kansas. Trustee Sutton made the motion. Vice-Chair Criswell seconded the motion. **The Motion Carried.**

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 14th, the following items were discussed:
 - Final draft of annual budget
 - Property update
 - Student Housing project

Vice-Chair Criswell concluded that the Board and Board Finance Committee moves forward with necessary diligence and the college continues to manage funding in responsible way.

Trustee McIntyre, on behalf of the Community Engagement Committee asked Chair Daniels if the goals of the committee would be addressed at the Board Retreat this coming Saturday. He confirmed that they would be.

Trustee Ash, as the delegate for KACCT, reminded the Board that the KACCT Quarterly meeting that was to be held at Pratt Community College was cancelled due to COVID and has been reschedule for a virtual meeting Saturday, August 29th, 2020 at 8:00 a.m. Information about the meeting was sent via email. Trustee Ash invited the Board to contact himself or Risala for more information.

8. **Consent Agenda:** Chair Daniels called for a motion to accept the Consent Agenda. Trustee Sutton thanked the Human Resources department for the addition of the definitions on the Personnel Report and wanted to mention that the definitions for rehire and new hire read the same. Trustee McIntyre moved 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. He added that he is looking forward to having the student back on campus in the near future.
10. **President's Report:** Chair Daniels called for the President's report. Dr. Greg Mosier reported the following –
 - Thanked the Board for their support with the budget and their contribution to the new vitality and energy across campus.
 - Fall 2020 Blue Devil Comeback Plan – there will no longer be any temperature checks and the College would continue to require face masks at all locations. Dr. Mosier

added that KCKCC was one of the first colleges to reopen in KC metro area and were requiring the wearing of face masks back in May when we reopened. Currently, the College has 2,000 KCKCC fabric masks and 60,000 disposable masks to hand out to guests and students. Additionally, the college continues to do regular cleaning throughout the day and each space that is used is electrostatic sprayed each evening. The goal is to keep KCKCC campuses as safe as possible. Face masks and social distancing will continue to be required.

- Received furniture to upgrade a dozen classrooms with proper social distancing in the classrooms to keep our students and faculty safe. Working on more technology to continue to support the faculty and students in all teaching modalities.
- Many attended the Fall 2020 Convocation and the State of the College Address with 390 attendees. Thanked IT and Media Services for getting the meetings going without any technical challenges.
- The Academic Master Plan and Strategic Enrollment Management Plan are on the agenda to be completed by the end of May 2021.
- Rita Blitt is donating 107 art pieces to be displayed in different locations of the college. The installer will be here tomorrow and Friday to place artwork before students return to our campuses.
- Also considering art for the concrete marquees at the entrances of the college. A poll has been sent to all faculty and employees to share their opinions about what they would like to see displayed.
- Still on track to have plans finalized for Student Housing in October 2020 and groundbreaking hopefully in January or February.
- Lots of opportunities ahead of us. Many are ready to go and to take on these new opportunities.
- Great teams working on all these projects.

Dr. Mosier concluded his report and asked the Board for any questions. Chair Daniels, hearing no questions, thanked Dr. Mosier and asked for a motion to accept the President's report. Trustee Sutton made a motion to accept the President's report. Trustee Brown 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, reported the following –
- Learning Services – has obtained status as a level one internationally certified tutor training program for the College Reading and Learning Association.
 - Arts Communications Humanities – Dr. Greg Mantello is going to be featured in the Riverfront readings via Zoom at The Writers Place.

- Music Associate Professor, Mr. John Stafford has published two jazz choir musical arrangements. One is, "Three Little Birds," by Bob Marley and the other is, "Bridge Over Troubled Water," by Paul Simon.
- Our jazz ensemble choir, The Standard, will be releasing a recording on September 15th.
- Dr. Rochelle Bigford, Assistant Professor and Reading Coordinator completed her Doctor of Education.
- Dr. Justin Binek, Associate Professor in Music, created an interesting series of documents talking about theory components of Stevie Wonders songs and comparing the song, "This Old Town Road" to Mozart's aria from "The Marriage of Figaro."
- Brian Whitehead completed our Phi Theta Kappa as Leadership Development Studies training program in July.
- Brian Strabourgh, adjunct instructor of trombone, released his debut jazz album.
- Career Tech Ed – Chef Richard McPeake collaborated with about 15 chefs in the area to produce food or to feed adults and kids that are in need in the area.
- Kids on Campus, not on campus this summer; done by Kids off Campus
- Many congratulations to Mr. Brian Patrick who retired this year after many years of service at KCKCC.
- Health Professions – 100% of the spring 2020 graduates passed their exams. Congrats to graduates and the Health Professions programs.
- Fire Science program enrollment is on track to be largest in four years.
- Mathematics, Science, and Business Technology – Associate Professor, Ms. Terry Huggins and Assistant Professor, Ms. Karen Gaines completed some programs offered through the Kansas Center for Career in Tech Ed.
- Associate Professor, Dr. Gena Ross is running for the U.S. House of Representatives in the sixth congressional district.
- Five students from the Addiction Counseling program and the Social Behavioral Sciences and Public Services division have been hired as counselors in local agencies.

Mr. Pope concluded his report and asked the Board for any questions or comments.

Trustee Sutton commented that she found Dr. Bigford's dissertation topic very interesting and hopes that it would provide more insights to improve our developmental reading program. She added that she also noticed that Kids Off Campus served 88 students. Trustee Sutton asked, with the program continuing all year, whether the number of students would increase? Mr. Pope answered that he is looking forward to finding out. Trustee Sutton followed with, in light of COVID, are we anticipating students back for Kids On Campus next summer? Mr. Pope answered that he is hopeful that we would. There were great ideas to adapt the program with proper safety measures in place. Lastly, Trustee Sutton offered her congratulations to Mr. Brian Patrick in his

retirement and thanked him for his service.

Chair Daniels asked for any final comments or questions. Hearing none, he called for a motion to accept the Vice President of Academic Affairs report. Trustee Brown made a motion to accept the Vice President of Academic Affairs report. Trustee Ash 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 –

- KCKCC COVID-19 Student Relief Fund numbers to date: from the CARES Act Funding, we have awarded 571 students with approximately \$538,000 dollars; from the KCKCC Match Fund we have awarded 160 students with approximately \$112,000 dollars; with the KCKCC Foundation Fund we have awarded 102 students with approximately \$50,000 dollars. This brings us to an approximate total of about \$700,000 dollars so far. The fall semester application has opened and applications will continue to be taken through October 1st.
- Department of Education has announced additional reporting criteria will be required for the CARES Act Funds. A survey will be administered to determine how the college has determined criteria for awarding the funds. Dr. Wilson shared some of the questions with the Board.
- Fall enrollment down 17% for headcount and down 15% for credit hours, which is slightly better than last week.
- High school enrollment being flexible with the schools and working with them to get more enrollments.
- Several staff positions are open in Student Affairs to including School Nurse. Ms. Kim Leland, our College Nurse, has accepted an amazing opportunity at another organization. Currently working with a temp agency to get a temporary nurse to support the college.
- Pioneer Center working with staff to gather footage on what the location looks like for the creation of a virtual tour for potential students. There are also plans to reach out to students who have yet to enroll.
- In student housing, as you know we already have some student athletes moved in. Currently we have basketball, soccer and volleyball student athletes moved in. This weekend, we will have softball and baseball along with general population students joining us.

Dr. Wilson concluded her report and asked the Board for any questions or comments.

Vice-Chair Criswell asked, when looking at the Fall Enrollment Comparison report, what is the difference between online classes (ONL) and virtual classes (VRT)? Dr. Wilson answered that online classes are traditional online course that include chat. Virtual classes are meeting online with the instructor at the standard class time, attending class

via Zoom. Chair Daniels asked for any final comments or questions. Hearing none, he called for a motion to accept the Vice President of Student Affairs report. 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 –

- Radio ads are currently streaming online.
- Meeting with Kansas Minority Chamber to host the Minority Business Summit; the summit will be rescheduled to spring 2021.
- Website updates by Mr. Matt Fowler, Web Designer, and Mr. Omar Brenes, Web Architect, that allow easier navigation for users. The information on the website is organized a bit better. There are more updates to come.
- Played radio ad. This ad is running locally and streaming.
- Face mask competition is running through midnight tonight.
- New “Enter Here” banners on campus to inform students on which doors to use.
- Social media has increased traffic with students and faculty returning to campus.

Ms. Bartunek concluded her report and asked for any questions or comments from the Board. Trustee Sutton thanked her and her team for the new ways that KCKCC is entering the market. Ms. Bartunek congratulated her team on a great job.

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 report. Vice-Chair Criswell made a motion to accept the Vice President of Strategic Initiatives & Outreach report. Trustee Brune 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 –

- Great shout out to Finance, College Police, Bookstore, and Facilities Services all doing wonderful work to get the campus ready to receive our students.
- Facilities continue to work to ensure the locations are compliant with health department guidelines.
- Deli on Main Campus and café at TEC will be open to serve students and staff. They both open Monday, Aug. 17th. Smaller menus will be offered to accommodate smaller staff and to allow ease of transport to be eaten at a distance.
- College applied for SPARKS funding grant. Anticipated that some funding will be received through the Unified Government. Additional funds may also be awarded in future rounds of SPARKS funding. Current budget does not include any anticipated funds. Budget will be modified as necessary should funds be awarded to the college.

- Upper Humanities renovations are progressing nicely. Should be ready for classes on Monday, Aug. 17th.
- Rebuild of elevator in the Flint building is coming along nicely.
- Bookstore continues to do amazing work making it as easy as possible for students, to include serving students while honoring social distancing.
- Great opportunities offered in the bookstore to get laptops for students at discounted pricing.
- Facilities Services doing amazing job in completing jobs and maintaining cleaning environments.
- College Police continues to do a great job.
- Chief Putzke temporarily relocated to TEC, so that in the event of an incident to affect our college police, we would not lose a large number of our force.
- Revenues and expenses, tuition and fees are not as high and were budgeted for in this year's budget. Thing to note, expenses continue nicely. Burn rate was pretty low for this past month.

Mr. Beach concluded his report and asked the Board for any comments or questions. Chair Daniels asked Mr. Beach to remind the Board what the SPARKS funding can be used for. He answered that the funding can be used for direct reimbursed expenses as it pertains to COVID – 19. They cannot be used for loss of revenue. Trustee Sutton asked whether the Wellness Center would be open and how social distancing would be managed if it does. Mr. Pope answered that the Wellness Center would be open and that Mr. Rob Crane, Director of the Wellness Center, has created a great plan to include cleaning protocols, limiting users, and other safety protocols. To use the center, community members must enroll in 1-credit hour of class and they are treated the same as students. The plan for the Wellness Center is very good. It opens on Aug. 17th.

Dr. Mosier added that there was an article about the SPARKS funding in the Wyandotte Daily News this morning about additional funding for the UG with tentative dates of when the UG would receive funding.

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

15. **Chief Human Resources Officer Report:** Chair Daniels called for the Chief of Human Resources report. Mr. Sean Burkett, Employee Relations Business Partner, on behalf of Ms. Christina McGee, reported the following –

- Regarding the Personnel Items definitions, there was a typographical error in the definition of rehire. A rehire is an individual that re-enters into an employment

relationship with the college. At some point the individual left and have returned. The error will be correct on the future reports.

- A ton of new employees joining the KCKCC family. We welcome them all.
- Approximately 15 employees who, over the summer, were promoted to new roles.
- Diligently working to onboard new employees. The first virtual New Hires Orientation in July.
- Working with employees and supervisors to identify employees impacted by COVID as identified by the Wyandotte County Health department.
- Thanked HR team for all they are doing to support the college during this time.

Mr. Burkett concluded his report and asked the Board for any questions or comments. Hearing none, Chair Daniels asked for a motion to accept the Chief of Human Resources report. Trustee McIntyre made a motion to accept the Chief of Human Resources report. Trustee Sutton 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 –

- Classrooms in Upper Humanities look great.
- Thanked Media Services for implementing new technology into new classrooms.
- Thanked Computing Services, Facilities Services, and Mr. Adrian Welch in maintenance for assisting with updating cables to the new classrooms.
- Just over 70 laptops have been checked out for the semester. A waitlist has been created for students still needing devices.
- 99% employees have been implemented into the multifactor security service. Thanked Mr. Pat Kelly, Academic Support Coordinator, and the Computing Services team for fielding questions for the multifactor system. Tokens are available for those who do not use a cell phone or choose not to use their own personal cell phones.
- Lastly, it is good to be back on campus. For the last month, I have been working in the office everyday and it has been good to get the work done on campus.

Mr. Gabriel concluded his report and asked the Board for any questions or comments. Vice-Chair Criswell commented that the network availability has remained constant at 99%. Thank you and congratulations for this monstrous task of maintaining such great connectivity for the college. Ninety-nine percent is not something that is common. She thanked Mr. Gabriel and his team and commend them all on that great achievement! Chair Daniels asked the number of laptops needed for the students on the waitlist. Mr. Gabriel answered there were 10 -12 names on the list as of today. One-hundred laptops are on order to be received this week. Chair Daniels followed with the question of how many prospective students are not enrolling because they do not have devices? Mr. Gabriel answered that it is hard to say, but that it could be something that is tracked on forms for students in Admissions. Dr. Wilson added that technology access is a question

on the COVID Relief Fund application, so student may apply to get technology through the grant. She continued that the College could investigate getting data on how many students mark technology access as a reason. The funds can be used for the purchasing technology.

Chair Daniels thanked Mr. Gabriel for his report and asked for a motion to accept the Chief of Information Services report. Trustee McIntyre made a motion to accept the Chief of Information Services report. Trustee Brown seconded the motion. **The Motion Carried.**

17. **Unfinished Business:** Chair Daniels mentioned that there was no unfinished business for the Board to address.

18. **New Business:** Chair Daniels called for the presentation of the bank depositories for FY2021 by Mr. Beach. Mr. Beach shared that a list of the bank depositories has been presented to the Board in the Board Packet. He asked if there were no questions, that the Board approve the list as stated.

Chair Daniels asked for a motion to approve the bank depositories for FY2021. Trustee Ash made the motion. Trustee Brune seconded the motion. **The Motion Carried.**

Chair Daniels wished the College good luck on next Monday, the first day of classes. He wished everyone a great opening to the school year. He also reminded the Board members of the upcoming Board Retreat this Saturday.

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

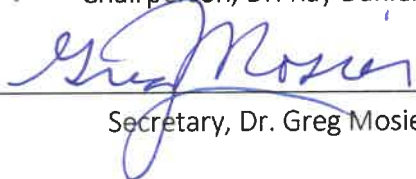
21. **Adjournment:** Vice-Chair Criswell made a motion to adjourn the meeting. Trustee McIntyre seconded the motion. **The Motion Carried.**

The meeting of the Board of Trustees adjourned at **6:29 p.m.**

ATTEST:



Chairperson, Dr. Ray Daniels



Secretary, Dr. Greg Mosier