



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
September 15, 2020 – 9:00 A.M.**

**Meeting Locations: KCKCC – Main Campus in Upper Jewell Event Space (physical) &
Zoom Webinar Meeting Room (virtual)**

**CONSENT AGENDA – Item A
Meeting Minutes**

1. **Call to Order & Pledge of Allegiance:** Chairman Ray Daniels called the meeting to order at 9:03 a.m. The Pledge of Allegiance was led by Trustee Pat Brune.
2. **Roll Call:** Indicated the following present – Trustees: Ash, Brown, Brune, Criswell, Daniels, McIntyre, Sutton. All members present. Chair Daniels commented that it was nice to be back on campus. He commended the great job of the faculty and staff in getting the school year off to a great start. He expressed tremendous thanks to everyone for all that they do.
3. **Approval of Agenda:** Chair Daniels called for a motion to accept the Agenda. Trustee Sutton made the motion to accept the agenda. Trustee Brown seconded the motion. **The Motion Carried.**
4. **Audience to Patrons and Petitioners:** Chair Daniels addressed those attending the meeting in-person and via Zoom. He invited attendees interested in addressing the Board to come to the podium or 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 Chief Robert Putzke, Chief of Police for KCKCC College Police Department, to the podium for a presentation. Chief Putzke began by thanking the Board and the Administration for their support of College Police Department. He then shared the events that led to the commendation of Sergeant David Wainwright. Sgt. Wainwright was the lead in a search for the missing 9-year old son of a community resident. Sgt. Wainwright went above and beyond duty to support this mother.
Chief Putzke presented Sgt. Wainwright with a letter of commendation and a certificate.

Dr. Mosier shared that this is an excellent example of how our police department always goes above and beyond to meet not only the needs of our students, employees, and guests at KCKCC locations, but also in our communities. He added that the college appreciated the extra effort that Sgt. Wainwright made to make sure that this child was returned safely to his family. Dr. Mosier extended great gratitude to Sgt. Wainwright.

Chair Daniels echoed on behalf of the Board the great thanks extended by Dr. Mosier.

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 September 8th, the following items were discussed:
 - Preconstruction agreement for the Student Housing Project
 - Progress made and activity as it relates to COVID-19
 - Significant savings in the College's refinance

She concluded that the financial health of college is excellent and offered kudos to Dr. Mosier, staff, the Board, and everyone involved in ensuring that this continues.

In an update for KACCT, Trustee Ash shared that the KACCT Quarterly meeting occurred virtually on Saturday, August 29th. The meeting was well attended and productive. He added that Ms. Heather Morgan, the Executive Director of KACCT, does a great job and keeps the college presidents informed. Trustee Ash expressed that KCKCC is in good shape as it relates to other colleges in the state. He concluded that KCKCC continues to be in a strong position.

On behalf of the Board Policy Committee, Trustee Sutton shared that the committee met on Thursday, September 9th, and discussed policies that are under review. She concluded that the committee will present the policies to the full board when they are ready for final review and approval.

8. **Consent Agenda:** Chair Daniels called for a motion to accept the Consent Agenda. Trustee Brown made the motion to accept the Consent Agenda. Vice-Chair Criswell seconded the motion. The Motion Carried.

Trustee Sutton acknowledged that the Personnel Report (Item D) reported 13 resignations. She shared that our employees are our greatest asset and in light of all that is going on, we need to be mindful of them.

9. **Student Senate Report:** Chair Daniels welcomed Mr. Oscar Alvarez-Alonzo, the Student Senate Vice-President to the Board meeting to present on behalf of the students. Mr. Alvarez-Alonzo reported the following:

- The American Association of University Women (AAUW) hosted a virtual club meeting and are preparing for an off-campus activity.
- Student Veterans Association (SVA) hosted a 9/11 Trivia Game that could be attended on or off campus.
- Active Minds, Gamers, Phi Theta Kappa, Student Organization of Latinx (SOL), American Sign Language and many other clubs have been hosting virtual club meetings and events for students to attend.
- Fringe Benefits of Education (FBOE) started the trend of hosting the virtual club meetings beginning March 2020 through mid-May, more than 100 students were actively engaged in the meetings.
- On Friday, October 3rd, Student Senate will be hosting a drive-in movie style Halloween party, where they will be screening the Disney Pixar animated movie, "CoCo." This will occur in the parking lot of KCKCC on Main Campus for 60 cars. Volunteers, wearing proper PPE, will deliver concession bags to each car. There will also be a costume contest. The event is free of charge and rsvp is required.
- Mr. Alvarez-Alonzo shared feedback from the students, both positive experiences and areas where there is room for improvement within the four types of academic delivery (online, face-to-face, blended, and virtual). He asked the administration to consider the concerns of the students and begin a conversation about possible support with adjustments to online learning.
- Extended invitation to the Board and KCKCC Administration to donate toys to the Annual Toy Drive. The deadline for donations is Monday, Dec. 14th. The toys will be distributed to the first 100 applicants of children ages 0 to 10 years old. Phi Theta Kappa and Student Senate have the goal of raising \$200 dollars for toy donations, gifting 3-4 toys to each child.
- Expressed concern for the current state of wireless internet on campus. Student Senate would like to begin a conversation with administration on how to support the students with better wireless internet services.
- Lastly, Mr. Alvarez-Alonzo shared a drafted plan from the students to open the game room. The plan included time slots with limited capacity, regular cleaning intervals, and required masks.

Mr. Alvarez-Alonzo concluded his report and asked the Board for any questions. Dr. Daniels thanked him for sharing the perspective of some of the students. Dr. Mosier thanked Mr. Alvarez-Alonzo for the leadership of Student Senate for the students. Dr. Mosier reminded him that the students are the reason why KCKCC is here. Dr. Mosier assured Mr. Alvarez-Alonzo that he will follow up on the notes that he has taken and asked him to follow up about wireless dead spots and conversations on the game room opening safely with the respective vice-presidents in those areas. Dr. Mosier thanked Andrica for her leadership and for keeping the students engaged.

Chair Daniels asked if there were any additional questions or comments. Hearing none, he called for a motion to accept the Student Senate report. Trustee Sutton made the motion to accept the Student Senate report. Trustee Brown seconded the motion. **The Motion Carried.**

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

- The semester has gone well thus far. He thanked the faculty and staff for the innovative ways they are supporting students.
- Music instructors are using innovating ways of teaching classes such as working with classes outside and breaking classes into different rooms for lessons.
- Capital Campaign will focus on KCKCC Downtown Project as first priority and the Athletic Training Center as second priority in addition to the Student Housing.
- The college is working with a grant writing firm from Washington, D.C. to work on federal funding for our projects.
- Dean Cheryl Runnebaum is working on a \$500,000 dollar grant from the Kansas Department of Commerce.
- Received a \$150,000 dollar grant from Perkins that will help outfit the new Welding Program lab at Lansing Correctional Facility.
- Great meetings with groups in the economic development sector which led to a one-on-one meeting with the Secretary of the Kansas Department of Commerce, Mr. David Toland. In this meeting, Sec. Toland shared that there may be ways of supporting KCKCC with upcoming projects with additional funding sources to meet the goals.
- Sent email college wide to share the strategic priority projects that would be supported this semester. \$1.25 million dollars are allotted each year for the strategic priority projects. So far this year, \$900,000 dollars have been allocated.
- The college is currently being interviewed by Harvard University in efforts toward becoming a study area in a project regarding career and technical education. Dr. Delfina Wilson and Dr. Mihir Chand are co-leading this process. KCKCC is the only community college in the process.
- A Supervisors meeting is being scheduled to remind supervisors to continue to encourage employees about social distancing and keeping masks up. Our goal is to reduce the opportunities for the spread of COVID at KCKCC.

Dr. Mosier concluded his report and asked the Board for any questions. Chair Daniels asked the Board for any comments or questions. Hearing none, he called for a motion to accept the President's report. Vice-Chair Criswell made the motion to accept the President's report. Trustee Sutton 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 –

- Center for Teaching Excellence is doing a number of presentations and professional development workshops to support the faculty with teaching in the virtual platforms.
- Encouraged the Board to read his report in the Board packet, especially the portion regarding Dr. Jelena Ozegovich's piloting the teaching of a Psychology class at the three KCKCC locations simultaneously using video technology.
- Introduced Dr. Deanne Yates, Associate Professor of Nursing and Allied Health and Physical Therapy Assistant Program Coordinator, to give a special presentation on an innovative method in the classroom as a result of the pandemic. Dr. Yates thanked

the Board for the opportunity to present. She shared that in classes where students would work with one another as patients to practice techniques, instructors have had to think of new ways of teaching in the hybrid and virtual classroom. In the Physical Therapy Assistant program, there is a module for the Range of Motion Measurements and Manual Muscle Test that the students had to demonstrate. In this module, the students were assigned one manual muscle test and one range of motion test where they had to research the movement and find a housemate to videotape while demonstrating the range of motion and manual muscle tests. This was great experience for the students to have the opportunity to instruct someone who was not already familiar with the terms to get them to do what they were asking. The students posted the videos on a wiki platform and learned from fellow students. It gave them some real experience.

Dr. Yates concluded her presentation and asked the Board for any questions. Chair Daniels asked what challenges Dr. Yates has faced in online learning. She answered that one major challenge has been balancing the need for synchronous and asynchronous learning with the students. He followed up with a question about issues with access to online classes for her students. She answered that her students have been ok with regards to access, but that she herself has had some connectivity issues as it relates to living in the country.

- Mr. Pope continued with an update on Kids Off Campus program as requested by Trustee Sutton at the last Board meeting. The Director of Adult and Continuing Education, Mr. David Beach relayed that in the program the students are issued an activity box with QR codes that provides instruction to the students on the different activities they may be able to do. With the new platform, there is a significantly larger adult supervision component. Prior to COVID, there were 170 to 190 students. Presently, there are 100 students, so Mr. Pope and Mr. Beach were not sure if more students will join the program or how exactly the program will grow from here. He shared that they are hopeful.

Mr. Pope concluded his report and asked the Board for any questions. Trustee Sutton commented that she was glad to see emphasis on assessment from Dr. Cynthia Goudeau's office (Director of Assessment). She extended kudos to the Online Education Services department for providing connectivity for the students and community. Trustee Sutton applauded Professor John Stafford, Associate Professor of Music, for making the Board and college community very proud by getting KCKCC on the map teaching all over the campus. Trustee Brown echoed Trustee Sutton's comments on the amazing innovations and accomplishments of the faculty.

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

- COVID 19 Relief as of August 20th, 2020 allocated \$1.824 million dollars awarding 932 students. Financial Aid office and the Business office are still working with students who applied to find additional funding to help students.
- Acknowledged that there have been several employees to leave the college due to COVID. There a total of ten positions that are open in Student Affairs. Through a temporary agency, the college has a new college nurse. In response to the personnel challenges, Student Affairs staff have stepped up and are taking on additional responsibilities to meet the needs of our students. Dr. Wilson extended great thanks to the Student Affairs staff.
- Currently, the college is not offering classes at Wyandotte High School since the high school is not currently open. When the school does open, the college will return offering adult basic education and GED classes. In the meantime, we have continued to work in the community. Ms. Nora Brown, Coordinator at the Downtown site, has been reaching out and building relationships with such organizations as the Avenue Youth House and the Kansas City Pregnancy Clinic, providing information about what KCKCC has to offer.
- Recognized things that have happened outside the classroom to support the students. Expressed appreciation for the feedback from Mr. Alvarez-Alonzo. Hearing that the students are working on a plan for the game room reopening is exciting. Student Activities will continue to work together with the students.
- Student Accessibility and Support Services (SASS) work with students with disabilities accessibility needs. This semester, the department hosted a Zoom High School Parent orientation, which provided information about KCKCC including FERPA, COVID guidelines, and what to expect as a student at TEC. The presentation was done for local area high schools and recorded to be shared and referenced later.
- Reminded everyone of voter registration being offered at the different KCKCC campus locations - Main Campus on Sept. 14th and 15th; TEC on Sept. 16th and Sept. 21st at PCC.
- Lastly, Dr. Wilson shared information about the grant with Harvard University with which she and Dr. Chand had the opportunity to apply for. This is a first-time fellowship for people who are interested in career and technical education in higher education. If selected, there will be 4 trainings and Dr. Chand and Dr. Wilson will come up with a project to do and submit.

Dr. Wilson concluded her report and asked the Board for any questions. Chair Daniels asked for an update regarding the Advise CRM software update. Dr. Wilson shared that the progress for Advise CRM project had fallen behind due to COVID. The departments have begun training again and are hoping to have access to the training online for the student success advisors and faculty to monitor the progress of their students. Chair Daniels asked if there were any additional questions or comments. Hearing none, he called for a motion to accept the Vice President of Student Affairs report. Trustee Sutton made the motion to accept the Vice President of Student Affairs report. Vice-Chair Criswell 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 –

- The launch of the new theme for the 2020 – 2021 academic year, “Learn, Lead, Achieve”. This theme will be used in marketing promotions for this year to include the billboards.
- Social media metrics have improved. Huge thanks to Ms. Kelly Rogge, Public Information Manager.
- Thanked her team for assistance with the Board of Trustees Handbook and Strategic Plan handbook.
- Thanked Mr. Matt Fowler, Web Designer, for infused video with the new theme on the marquees.
- Introduced the new Online Consortium Quality Scorecard platform for students which is an interdepartmental collaboration to assess and create a better virtual experience for current and prospective students. Ms. Bartunek invited Mr. Omar Brenes, Web Architect, to share details about the new web project. Mr. Brenes shared the preliminary platform and walked everyone through how the students will use it.

Ms. Bartunek thanked Mr. Brenes and concluded her report. She asked the Board for any questions. Dr. Mosier added that this project has included a lot of hard work and will be a great resource for the students. Trustee Sutton expressed being very impressed by seeing the new theme on the marquee.

Chair Daniels asked if there were any additional questions or comments. Hearing none, he called for a motion to accept the Vice President of Strategic Initiatives & Outreach report. Vice-Chair Criswell made the motion to accept the Vice President of Strategic Initiatives & Outreach report. 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 –

- The year-end adjustment process is almost complete. Auditors are here on site. The Foundation as well as the College are being reviewed.
- Currently, the college has a full preconstruction agreement for the Student Housing Project. The project is moving smoothly with weekly meetings and meetings for other project specifics.
- The bookstore has installed navigation signs to support students being served while on campus. Additionally, they have added a full online resource to have books ordered online boxed and ready for pick-up by students.
- The bookstore rented 854 books this semester which is a \$9,400 dollar cost savings to the students.
- Facilities crew continues to do great projects. The first phase of the Humanities building remodel is complete. The second phase has begun. Renovation of room 3626 has also been completed.

- Painting, updated lighting, and new carpeting have been installed in several spaces throughout the college. The Ambient Space Committee will have a mural installed in the Social Science hallway.
- College Police continue to increase their public safety education.
- Congratulated Sgt. Wainwright in finding the missing child. Mr. Beach commended him for recognizing the role we play in the community in supporting the parent in finding her child.
- Zero-based budgeting continues to allow each person involved to accept some personal responsibility to the college. The college continues to save money and do things responsibly fiscally. Mr. Beach acknowledged that this could not be done without all the deans, directors, and other leadership for the management of the budget.
- This year, the college has paid the insurance in full instead of in quarter installments and are providing technology and additional support services to our students. This is reflected in the increased expenses thus far in the semester. Currently, the college is at 12% spent for the budget.

Mr. Beach conclude his report and asked the Board for any comments or questions. Hearing none, 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 Officer's report. Ms. Christina McGee reported the following –

- Currently, the college has 24 full-time and part-time positions open. Some of them are pool positions. In terms to staffing levels, to include some areas that are understaffed, these open positions are mostly due to attrition over the past two months. These positions are from College Police and Student Services and are a result of retirement and resignations.
- The kick-off of the Human Resources Information System (HRIS) and Payroll process started in June and will be the biggest HR initiative this year. There are some areas where data and manual processes need to be clarified and more automated on the back end. There will be a need for training for supervisors as it pertains to contracts and moving to a self-service system for the employees for such updates as address changes, updating w-4s, etc.
- Streamlining of the onboarding process to include automating the processes and moving to a more electronic system for documentation completion.
- Separating functions between Payroll and HR. HR will be responsible for entering information for student employees and keeping it in the HRIS system.

Ms. McGee concluded her report and asked the Board for any questions or comments. Vice-Chair Criswell asked to clarify whether the project and training would be completed in a 6-month timeframe. Ms. McGee shared that this is an estimated timeframe that does not include training. Vice-Chair Criswell added that this is great progress and thanked Ms. McGee for making the significant progress. She encouraged her and her team to continue to move forward. Dr. Mosier added that this program has been ongoing for quite some time as well. Chair Daniels added that he was also grateful for the changes in the HR

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

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

- Expressed appreciation for the comments with regards to the wireless access for the students. Mr. Gabriel shared that he is definitely open to further conversation with the students.
- New security process is in the works for all KCKCC accounts that are locked. There will be new security questions for users to use to unlock their own accounts.
- This last month, there was a significant reduction in uptime for connectivity. This was due to the weather and provider challenges but is expected to be improved. The report will be broken out per location in future reporting.

Mr. Gabriel concluded his report and asked the Board for any comments or questions. Trustee Sutton asked that the Board be set up for dual authentication. Mr. Gabriel answered there will be follow up for the dual authentication to be added for the Board members.

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

Dr. Mosier added that COVID-19 has not slowed KCKCC down at all. He acknowledged that this speaks to the hard work that everyone is doing and the amazing things that are being accomplished during these trying times. Dr. Mosier expressed great thanks to President's Cabinet and all KCKCC personnel across the board. Many thanks to Media Services as well.

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

18. **New Business:** Chair Daniels called the Board's attention to the items to be approved under new business.

- Approval of the 2020-2021 KCKCC Board of Trustees Handbook – Chair Daniels shared that the new handbook looks so much better than it has in the past. He thanked Ms. Bartunek and her team for their design. He asked for a motion to approve the 2020-2021 KCKCC Board of Trustees Handbook. Vice-Chair Criswell made the motion. Trustee Brown seconded the motion. **The Motion Carried.**
- Approval of the 2020-2021 KCKCC Board of Trustee Goals - Chair Daniels shared that the Board's goals for 2020 – 2021 will be added to the website. He encouraged the campus community to review them so that they will have an idea of the Board's focus for this year. Chair Daniels asked for a motion to approve the 2020-2021 KCKCC Board of Trustee Goals. Trustee Ash made the motion. Trustee Sutton seconded the motion. **The Motion Carried.**

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

Chair Daniels reminded the Board members that the ACCT National Leadership Congress would occur the first week of October and thanked everyone for an informative meeting.

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

The meeting of the Board of Trustees adjourned at **10:51 a.m.**

ATTEST:



Chairperson, Dr. Ray Daniels



Secretary, Dr. Greg Mosier