



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
Tuesday, January 17, 2023 – 4:00 P.M.**

CONSENT AGENDA – Item A
Meeting Minutes

1. **Call to Order & Pledge of Allegiance:** Chairwoman Evelyn Criswell called the meeting to order at 4:04 p.m. in Upper Jewell Lounge at KCKCC-Main Campus and in the KCKCC Zoom meeting platform on Tuesday, January 17, 2023. The Pledge of Allegiance was led by Trustee Hoskins Sutton.
2. **KCKCC Mission Statement:** Chair Criswell read the College mission statement.
3. **Roll Call:** Trustees present were Chairwoman Evelyn Criswell, Vice Chair Pat Brune, Mr. Donald Ash, Ms. Rosalyn Brown, Dr. Ray Daniels, Ms. Linda Hoskins Sutton and Mr. Brad Isnard. Vice Chair Isnard exited the meeting after Item 7 on the meeting agenda.
4. **Board Elections for 2023 Calendar Year:** Chair Criswell shared that January is the time of year the Board reorganizes its officers and handed the meeting over to Dr. Mosier.

Dr. Mosier proceeded with the election of Board officers and requested nominations for the Chairperson of the Kansas City Kansas Community College Board of Trustees. Trustee Daniels nominated Chairperson Evelyn Criswell for reelection. There were no other nominations. Trustee Hoskins Sutton seconded the nomination. **The Motion Carried.** Dr. Mosier announced the unanimous reelection of Chair Criswell, gave congratulations and shared he looks forward to another year with Chair Criswell serving as Chair.

Chair Criswell called for nominations for the Board Vice Chairperson. Trustee Brune nominated Trustee Isnard for Vice Chairperson for next year. Trustee Brown seconded the nomination. **The Motion Carried.** Chair Criswell gave congratulations to new Vice Chair Isnard.

5. **Board Assignments for 2023 Calendar Year:** Chair Criswell pointed out the Board assignments are for the 2023 calendar year and these assignments will be made at the February 2023 Board meeting.

Chair Criswell announced the first item for the Board assignments is the role of Board Secretary, which is traditionally held by the College President. Chair Criswell called for a motion to appoint Dr. Mosier as the Board Secretary. Trustee Hoskins Sutton made the motion. Trustee Brune seconded the motion. The Motion Carried. Dr. Mosier accepted the appointment as Board Secretary.

Chair Criswell announced the role of the Board Treasurer is traditionally held by the college Chief Financial Officer. Chair Criswell called for a motion to appoint Dr. Shelley Kneuvean as Board Treasurer. Trustee Brune made the motion. Vice Chair Isnard seconded the motion. The Motion Carried. Chair Criswell gave congratulations to Dr. Kneuvean.

Chair Criswell moved to the role of the College Law Firm. Chair Criswell noted the College would continue with McAnany, Van Cleave and Phillips Law Firm and called for a motion to appoint MVP Law as the College Law Firm. Vice Chair Isnard made the motion. Trustee Hoskins Sutton seconded the motion. The Motion Carried.

Chair Criswell moved to the role of the Freedom of Information Officer and acknowledged the role is traditionally held by the Chief Information Officer of the College. Chair Criswell called for a motion to appoint Mr. Peter Gabriel as the Freedom of Information Officer. Trustee Daniels made the motion. Trustee Hoskins Sutton seconded the motion. The Motion Carried. Chair Criswell gave congratulations to Mr. Gabriel.

Chair Criswell moved to the role of the College Newspaper and gave acknowledgement that the role has been served by the Wyandotte Echo for several years. Chair Criswell called for a motion to appoint the Wyandotte Echo as the College Newspaper. Trustee Brown made the motion. Trustee Ash seconded the motion. The Motion Carried.

Chair Criswell asked for any questions before proceeding. Hearing none, Chair Criswell moved to the approval of the agenda.

6. **Approval of Agenda:** Chair Criswell asked for any questions or changes before the Board approves the agenda. Dr. Mosier replied there are no changes. Chair Criswell called for a motion. Trustee Ash made a motion to approve the agenda. Trustee Brune seconded the motion. The Motion Carried.
7. **Audience to Patrons and Petitioners:** Chair Criswell invited patrons or petitioners to address the Board. There were no patrons or petitioners online or in the meeting room.
8. **Recognitions/Presentations:** Chair Criswell invited Ms. Mary Spangler to present the KCKCC Foundation Update.
 - o Ms. Spangler offered congratulations on the Board elections and gave thanks for the Board's strong leadership. The Foundation also has a committed group of volunteer Board leaders who represent our Foundation in the community. Foundation Board Chair, Ms. Mary Ricketts, sent her regrets for not being able to join Ms. Spangler for

this presentation and gave thanks for this opportunity and thanks for all that the Board does.

Ms. Spangler shared one of the biggest highlights over the past year is in relation to the Centennial Path campaign which received a diverse mix of funding from the public sector, the private and the philanthropic sectors, with gifts from alumni, foundations, corporations, businesses and individuals. As of today, KCKCC has \$45,713,364 in total commitments toward the capital campaign with \$23,317,000 of that coming over the past year in 2022, which puts the College at 74% toward the \$62 million project goal. There is another \$14 million that is currently pending and/or in planned requests over the next 90 days. Partner fundraising is underway, and Swope Health is working hard on their own fundraising campaign.

Ms. Spangler reported on the Foundation Scholarship Program mentioning the Foundation's annual audit was approved by the Foundation Board in December. Total contributions are at \$1,036,560 for the fiscal year ending June 30, 2022. Gifts designated for scholarship support for Fall 2022 was 390 awards for a total of \$309,926 and for Spring 2023 was 414 awards in the amount of \$337,390. The Foundation is doing good things and is supporting our students in our community in significant ways through great donors. Ms. Spangler offered many thanks and appreciation to the donors.

Ms. Spangler requested all to save the date for the annual Foundation Hall of Fame luncheon on Friday, April 21st from 11:30 a.m. to 1:00 p.m. at the Dr. Thomas R. Burke Technical Education Center in the multipurpose room. On the Foundation website, the portal is open to nominate individuals from the community.

Ms. Spangler shared the Family Fund, which is the internal employee giving program, is responsible for about 73 individual gift entries each month. This is significant and provides many scholarships for our students. Ms. Spangler thanked all employees.

Ms. Spangler asked for questions or comments from the Board.

Dr. Mosier thanked Ms. Spangler for her leadership and her staff for doing tremendous work the last couple of years.

Trustee Hoskins Sutton thanked Ms. Spangler for all the work on the scholarships and gave an example of her sharing the Foundation's information at a Martin Luther King, Jr. luncheon yesterday. Ms. Spangler thanked Trustee Hoskins Sutton for helping share information and encouraged all to follow Foundation on social media to be able to share information with other prospective students.

Chair Criswell asked for confirmation of the date and time of the Hall of Fame event.

9. **Communications:** Chair Criswell announced there were no Communications scheduled.

10. **Board Committee Reports:** Chair Criswell invited the Board Committees to report.

- On behalf of the Board Finance Committee (BFC), Trustee Brune, Chair of the BFC, reported the committee met on Monday, January 9th to review December's numbers, looking forward to an influx of tax money in January. The review of the burn rate (the amount spent monthly), the College is still below the projected burn rate that was put forward in the budget planning. The BFC heard good news about the downtown campus and student housing, which the appropriate individuals will report on. Chair Criswell asked if there were questions for the BFC. Hearing none, she gave appreciation to the BFC.
- On behalf of the Board Policy Committee (BPC), Trustee Hoskins Sutton, Chair of the BPC, reported the committee does not meet during December and January. The BPC will meet in February and will bring some policies forward soon after that meeting. Chair Criswell thanked Trustee Hoskins Sutton and gave appreciation to the BPC.
- On behalf of the Board Community Engagement Committee (BCEC), Trustee Brown, Chair of the BCEC, reported the committee met this year and approved the fee waiver procedure. Trustee Brown asked the Board to review it and share any suggestions or concerns. The BCEC will be meeting with the Livable Neighborhood groups to inform them of the downtown project. The BCEC plans to reconnect with the USD500 community engagement group to ensure we continue to be connected with those agencies in the city. The Ethnic Festival has been connected with and they are pleased, the event will be held at KCKCC and it was announced at the MLK celebration yesterday.

Trustee Daniels asked if the event fee waiver procedure is a separate procedure from approving the event. Trustee Brown answered yes, this procedure is for those that request a waiver of the fees.

Chair Criswell asked if the event fee waiver draft procedure referenced alcohol use or service. Trustee Brown answered that request must be made in the facility use application and must be approved by the Board. Trustee Ash and Dr. Mosier agreed. Chair Criswell asked if the Board had other questions or comments. Hearing none, she gave appreciation to Trustee Brown and the BCEC.

- As the Kansas Association of Community College Trustees (KACCT) Delegate, Trustee Ash reported KACCT is hosting a relationship building event tomorrow morning, 7:30 a.m. to 9:00 a.m., at the Kansas State Capitol Visitors Center in Topeka – Donuts with the Legislators including the 19 Kansas community colleges.

As the Association of Community College Trustees (ACCT) Delegate, Trustee Ash reported the ACCT Legislative Summit is scheduled for early February. The Trustees attending are working with Dr. Mosier and Sheryl on travel arrangements. Trustee Hoskins Sutton added she is attending and on Saturday, February 4th will be attending her first Diversity, Equity and Inclusion committee meeting. Chair Criswell commented that it is exciting for Trustee Hoskins Sutton to have that first meeting and thanked the Trustees for the report.

11. **Consent Agenda:** Chair Criswell asked if there were any questions or clarifications to be made. Hearing none, Chair Criswell motioned to approve the Consent Agenda. Trustee Hoskins Sutton seconded the motion. The Motion Carried.
12. **Student Senate Report:** Chair Criswell called for the Student Senate report. Mr. Andrew Guevara-Alatorre, Student Senate President reported the following –
 - Mr. Guevara-Alatorre expressed greetings of Happy New Year and happy first day of class to all students.

The Breakfast with Santa event was held on Saturday, December 3 with a total of 211 attendees: 108 children and 103 adults. The activities included cookie decorating, face painting, crafts, letters to Santa, pictures with Santa and more. Student Senate members attended and a former Student Senate President participated as Santa. Overall, a great event.

Fall Accomplishments included cohosting a Lunch and Learn event with two Kansas Supreme Court Justices. A few Student Senate members participated in committees that focus on school improvement such as Technology Advisory Council and Hiring Committees for the Director of Athletics and the Director of Student Success and Retention. Also, all of the executive positions are filled in the Student Senate, including several Senators.

Goals for the Spring Semester include a Student Senate bonding trip, a College Safety Walk to identify areas on campus that need improvement, preparations for the ACCT conference in Washington, DC, preparing for Student Senate elections and Club budget hearings. Mr. Guevara-Alatorre has also been working with Dr. Mosier and Professor Stafford to revive and revise the school song. He hopes to present the revised song at the next Board meeting and may bring some choir members.

Trustee Ash asked if a date has been decided for Dr. Mosier and Mr. Guevara-Alatorre to do the President Swap where their roles are switched for a day. Mr. Guevara-Alatorre will schedule that with Ms. Andrica Wilcoxon.

The Board thanked Mr. Guevara-Alatorre for his report. Trustee Ash made the motion to accept the report. Trustee Brown seconded the motion. The Motion Carried.

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

- Dr. Mosier expressed greetings of welcome back to all, welcome first day of school to the students and welcome to our centennial year 2023. Dr. Mosier gave thanks to everyone for handling the business of the College when he was unable to attend the December meeting. Thanked Ms. Spangler for the great report and the great work in Foundation.

Dr. Mosier displayed the College's new centennial year branded bottled water that will be used for special events throughout the centennial year. The bottles were put together by Ms. Kris Green and her marketing team.

There were no COVID remarks to share since there were no students during the winter break time period and there were no employee related incidents.

Dr. Mosier mentioned Mr. Andrew Guevara-Alatorre is doing a great job being a very active Student Senate President and is pleased with all the work in Student Senate.

The Work From Home (Hybrid Work) pilot program was discussed at the December Board meeting. Dr. Mosier gave clarification, since the program is not a policy, there was no action to take and the Board's input, questions and support to move forward were appreciated. Steps are being taken to ensure all is in alignment with the program to be implemented in a couple of weeks.

Regarding fundraising and grants, in December 2022 the College received the \$2.14 million congressional discretionary request from Senator Moran, which is a main item that put the downtown project fundraising over the 70% threshold. Scheduled meetings during the ACCT conference in February, are with Senator Moran and Representative Davids' office; will thank them for the support. Other meetings being scheduled during the conference include Senator Marshall and Representative LaTurner. Attendees of the conference will be Trustee Hoskins Sutton, Vice Chair Isnard, Mr. Guevara-Alatorre and Dr. Mosier.

This next year the College is still looking to submit a congressional discretionary funding request to outfit as much as possible for the educational stack of the downtown project. With the commercial construction technology program, the high school students will be doing all their general education at that location. This \$2 million to \$3 million request would help with the furniture, technology equipment for classrooms, the high flex classrooms, computer lab classrooms, a biology lab, a biomanufacturing lab, offices for the advisors, counselors, the support staff and the IT infrastructure. A good team is working on this and during the ACCT conference, we will be visiting with the Senators and Representatives about that request.

Trustee Daniels asked about staffing at the downtown site, will it be new college teachers or if the high school teachers will be there or if there will be new staff members hired with that requested money. Dr. Mosier answered the money will be for the furniture,

equipment, the infrastructure, not items that are considered brick and mortar items and not for salaries. Trustee Daniels asked if the teachers will be hired by the College. Dr. Mosier answered, yes, the classes will all be college classes - basically dual enrollment classes that happen at the College site and will be reverse transferred for high school degree completion.

With reaching the 70% fundraising mark, the next steps are communicating with the Unified Government, the city planning office, the land bank for the property transfer, the owner's representative, interviewed architectural and engineering firms, will begin working on the timeline for moving forward to hopefully move some ground this year.

Enrollment for Spring is currently down. Dr. Meiers and Mr. Pope will address the areas where enrollment is down and the strategy to enhance enrollment. Efforts were made with an immediate social media blast, We Want You Back postcards and better automating the admissions process.

As Trustee Hoskins Sutton and Trustee Brown mentioned, the MLK celebration was yesterday. KCKCC was very well represented. A 2021 KCKCC scholarship recipient spoke at the event and the College was proud.

Dr. Mosier has several upcoming presentations, such as co-hosting a workforce development webinar tomorrow with the Secretary of Commerce and some new donor meetings with Ms. Spangler. Tomorrow for the KACCT Donuts with the Legislators, Dr. Kneuvean will represent KCKCC.

Dr. Mosier asked for questions from the Board.

Trustee Brown welcomed Dr. Mosier back and stated he did a great job informing the Board of what is upcoming.

Chair Criswell called for a motion to accept the report. Trustee Hoskins Sutton made the motion. Trustee Daniels seconded the motion. **The Motion Carried.** Chair Criswell thanked Dr. Mosier for the report and welcomed him back.

14. Vice President Academic Affairs Report: Chair Criswell called for the Vice President of Academic Affairs report. Mr. Jerry Pope reported the following –

- Congratulations to Learning Services for being awarded certification as a Level 1 certified tutor training program by the College Reading and Learning Association.

The music department travelled to Orlando, Florida the first week of January to have five student ensemble performances and two faculty presentations. About 45 students and faculty attended, this major trip to showcase KCKCC on a national stage. Congratulations to the music department, Mr. Stafford, Dr. Binek and Mr. Mair.

KCKCC received a Humanities Kansas grant – thanked Dr. Aaron Margolis and Dr. Donna Bohn. The grant is to help some humanities presentations in Wyandotte County. The first event is Mr. Jim Krajewski, Professor of English, presenting “Embracing the Horror: Monsters in Media.”

The Digital Graphics program worked with the U.S. Disciplinary Barracks to equate their 3,000-hour apprenticeship to KCKCC courses to receive a KCKCC digital imaging degree. There have been a few graduates from the program and more are expected.

An HVAC student received head of the class honors at the Pioneer Career Center.

Some ESL students visited the local library. For many of them it was the first library card they ever received. Congratulations to the ESL group’s work.

Economics professor Dr. Andres Cantillo presented at the American Economic Association’s ASSA Conference in New Orleans. This makes a statement about KCKCC.

Sociology professor Dr. Emily Morrow is taking some students to the American Association of University of Women conference in New Orleans.

Congratulations to all the students and faculty accomplishments and the work they are doing.

Mr. Pope asked for questions from the Board.

Trustee Daniels motioned to accept the report. Chair Criswell seconded the motion. **The Motion Carried.**

15. **Vice President Student Affairs and Enrollment Management Report:** Chair Criswell called for the Vice President of Student Affairs and Enrollment Management report. Dr. Chris Meiers reported the following –

- Dr. Meiers wished Happy Spring semester to all.

Seeing positive outcomes from Centennial Hall, the accumulative GPA of the students is 2.93 compared to 2.7 for the entire student population. Centennial Hall is beneficial as a retention strategy with the activities, engagement and building an overall environment.

Fewer students fell into satisfactory academic progress (SAP) in relation to some form of financial aid status. 7.9% of the total student population in the Fall fell into that SAP status compared to 9/1% the previous semester.

Also seeing improvements in the no-show grade reporting. It was 5.1% in Fall 2021 compared to 8.2% in Fall 2020.

Thanks to the work of the Board in enacting new policies, the College has a new Transfer Standards policy. With that new policy, we were able to remove close to 1,400 holds off student accounts, which reduces another barrier to enrollment.

There is a 17% increase in Hispanic enrollment. Some spikes in the United States disciplinary barracks in Leavenworth, these are students that receive full VA benefits. The dual/concurrent high school population is almost one-third of the student population; it was 26% last year and now it's close to 32%.

There are some drops in the underrepresented populations such as African American students. A lot of work needs to be done before the Title III staff is hired. We are going into discovery mode with our student strategic enrollment management plan to determine where KCKCC is losing students in underrepresented populations, which programs, how many returning students, the demographic trends in terms of high school graduation days in our feeder high schools to make sure strategies are being incorporated to address the issue.

The application for admission processing has been addressed with doubling up on admission staff to process the backlogged applications. The Spring semester is up 11% in first-time freshmen applications. The percentage of new students for Spring is about the same as the previous year. This speaks to lost opportunity. The College is engaging with Ellucian with Information Services to bring in consultants to help streamline the application to process the application faster, efficiently communicate with the students.

A full-time Enrollment Management Information Systems Coordinator, Ms. Sam Landau, a long-time KCKCC employee, was hired. This position is dedicated to enrollment management reporting and technology improvements. There is excitement to start seeing those impacts.

There are three applicants for the Director of Athletics position; screening will begin next week. There are also three candidates for the Director of Student Success and Retention position.

The Blue's Kitchen food pantry has moved downstairs next to the Center for Equity, Inclusion and Multicultural Engagement. There has been an increase in foot traffic.

Student Activities held the annual Winter Wonderland event to help celebrate the holiday season and provide gifts and opportunities for students. There was a 50% increase in participation to 62 students compared to the previous year.

For Spring enrollment, work will begin on another We Want You Back campaign and have a push for the second 8-week classes enrollment. A survey will be created for students who enrolled in the Fall that did not return in the Spring to determine why.

On January 25 at the Field House, the annual Academic Success Night to honor student athletes that received a 3.00 GPA will be held.

On February 1 in Upper Jewell Lounge, Mary Dorr's Retirement Celebration for 28 years of service. Trustee Hoskins Sutton asked to confirm the date of the event.

Regarding the Admissions Office, Trustee Hoskins Sutton voiced appreciation for all the work being done and voiced a staffing concern noting the Admissions Office is the front line. If the office is short-staffed, the new technology will help, however, even when some of the staff received a promotion or increase, they still resigned. A happy medium needs to be found so staff will remain in Admissions. Dr. Meiers replied the Admissions Office is rebuilding a team and meeting obligations. Student Affairs helps with campus visits and ensuring staff is being hired. There is a lot of burnout in Student Affairs due to the pressure so finding a happy medium is important.

Trustee Hoskins Sutton mentioned a concern toward faculty with the registration record of 52 no-shows reported with the final grade. Having been a full-time staff employee and an adjunct faculty member, faculty must inform the Admissions Office of no-shows and not carry the students on the roster. There are repercussions and this is not acceptable.

Dr. Mosier thanked Trustee Hoskins Sutton for the comments and shared with the two new Title III grants the College is able to bring on additional staff to serve students. Also, instead of the Great Resignation there is a Great Reshuffling movement so there is much reshuffling taking place across education and the different sectors. The College is finding out good information from individuals regarding this topic. The College is also reviewing how KCKCC salaries equate to other regional institutions.

Trustee Daniels mentioned a positive impact was the main campus was up 110, this is reversing a trend. The drop in online was a surprise. Dr. Meiers replied there is a reshuffling of coming out of COVID. There is suspicion that there are some anomalies of how courses are from a location are coded in the system. Those are being identified and will be addressed. There is a trend of students to be able to attend one or two classes online along with the on-campus classes. The SEM (Strategic Enrollment Management) Council has started their meetings, this will help with all the little items that accumulate into a big retention strategy. Dr. Meiers will continue to research the online offerings to ensure the right courses are being offered and which courses students would be interested in taking online. Trustee Daniels was just surprised about the drop in enrollment. Dr. Meiers believes it is due to coding anomalies between the Fall semesters when the schedules roll over. It will be addressed.

Trustee Hoskins Sutton thanked Dr. Meiers for all he does and expressed gratitude for him working at KCKCC.

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

16. Chief Marketing and Institutional Image Officer Report: Chair Criswell called for the Chief Marketing and Institutional Image Officer report. Ms. Kristy Green reported the following –

- Marketing has focused on Spring enrollment, increased the budget and began marketing earlier this year. When it was noticed that January was dipping, social media campaigns were added, a third round of emails and a postcard mailing to get the last-minute word out.

The marketing plan and marketing pillars will be adjusted to create a targeted plan once a trend in demographic groups is recognized.

There has been a lot of online advertising generating 924 email leads. These are students that clicked the KCKCC ad, completed the form and received our information. The 20th day report will identify how many of those students enrolled and how effective that online advertising is.

The marketing team worked with others across campus for the strategic plan biannual update.

The design team and print shop were very busy with end of semester and beginning of semester projects.

Invitations have been shared with the Board regarding the new round of strategic plan 2024-2027. Initiatives will be the focus of six open sessions, three virtual and one in-person at each campus. In March, the document will be refined. In April, the shared governance and entire campus will review. In May, the Board will review. In June, there will be a vote by the Board. In July, the last update will be presented and move into the new strategic plan.

Ms. Green asked for questions from the Board.

Dr. Mosier mentioned the We Want You Back campaign was discussed in President's Cabinet last Monday then the postcards were created and mailed Tuesday afternoon. Great work to Ms. Green and her team. Ms. Green shared the marketing team is awesome, they worked really hard on distributing the campaign.

Trustee Ash motioned to accept the report. Trustee Brune seconded the motion. **The Motion Carried.**

17. Chief Financial Officer Report: Chair Criswell called for the Chief Financial Officer report. Dr. Shelley Kneuvean reported the following –

- Dr. Kneuvean pointed out the proposed annual budget calendar. It notes the dates for certain reports and deadlines driven by state statute in terms of setting the mill levy and budget hearings. Dr. Kneuvean reported work has begun for creating the budget for next year.

As Trustee Brune mentioned, there is good news regarding student housing. It continues to be good news thanks to Dr. Meiers' staff that oversee the operation of student housing. There are 242 revenue-generating beds that have been committed by students, another seven Resident Advisor and two housing staff. In total, eight remaining rooms are available. The College will exceed our occupancy rate of 92% for the Fall semester, we are already at 94-95%.

Another investment was made as a purchased CD with a better rate than the last one. Made a 12-month investment with Bank of Labor at a 4.65% rate, interest returned will be \$148,000 to the College. The final third investment will be in a few weeks.

There have been facilities projects underway to create better learning spaces for the students. The Learning Spaces task force has worked for several years on this. Phase 4 is finishing up now, work on Phase 5 will begin. Phase 3 in the 3400 area of science labs has finished, following some supply chain issue delays. Phase 4 was 3500 area math and honors classrooms. Those are being used for Spring classes. That was last year's fiscal year project. This year's fiscal year project includes the 3400 area science classrooms, the air conditioning being replaced in six classrooms and furniture across the campus. The College is back on schedule for finishing the fiscal year projects. Facilities Services has worked really hard to get these rooms operational.

Trustee Ash questioned Dr. Kneuvean's assessment of the predicted model of significant annual cash flows for fiscal year 2023. Dr. Kneuvean answered the College is right on past trends of where the College should be. December is not the College's best month, but January is a better month as that is when a big influx of taxes come in. Dr. Kneuvean will begin trending more detail over time. Next month a mid-year adjustment budget adjustment will be presented regarding revenue, tuition and fees, grants, expenses, burn rate, multiyear fiscal year projects. Trustee Ash thanked Dr. Kneuvean for the helpful information.

Trustee Daniels motioned to accept the report. Trustee Ash seconded the motion. **The Motion Carried.** Trustee Ash acknowledged it is important for the citizens and college community to hear the Board and the College are being responsible and good stewards of the entrusted resources. Chair Criswell agreed and thanked Trustee Ash.

18. Chief Human Resources Officer Report: Chair Criswell called for the Chief Human Resources Officer report. Ms. Christina McGee reported the following –

- Next week is the Quarterly Supervisor Meeting, which the meetings are held throughout the year. The schedule is planned for the 2023 calendar year. This meeting will be a refresher for the hiring process to ensure the hiring supervisors are successful.

There are 58 job openings which is slightly higher than 50 in December. The average is 140 days to fill the positions. There are extenuating circumstances that may require a lengthier process, such as longer periods of time for applicants to apply or the need to repost the position if there are only two or three applicants. HR wants to work with supervisors to move the process along and resolve some of the length of time.

Trustee Hoskins Sutton appreciated the explanation of the length of time to fill the positions.

Trustee Daniels asked if all applications are online to help with the quickness. Ms. McGee answered, yes, and research has been done regarding upgrading the application to autofill some information once the resume is uploaded but the College does not have that capability, and to overall make the application process easier for applicants.

Human Resources will hire a Talent Acquisition and Employment Coordinator which will focus on active recruiting, engaging in social media with regards to open positions, searching for applicants through various social media sites and job boards. The position will be responsible for the full life cycle of a position. Individuals will have a dedicated representative to communicate with. The position has been posted and we will be interviewing hopefully soon.

Trustee Hoskins Sutton questioned if the College has hosted a job fair rather than participating in others' job fairs. Ms. McGee answered we have not hosted a job fair that was facilitated by Human Resources, we have participated in most of the job fairs that were held on campus. Hosting a job fair is a consideration.

The Center for Equity, Inclusion and Multicultural Engagement is partnering with other departments on Black History Month and Women's History Month activities for this semester.

Ms. McGee reported on the quarterly survey reports for exit interviews and new employees. The exit interview data for the fourth quarter reported a majority of the reasons for leaving are centered around career advancement, compensation and working conditions. There are no specifics regarding what working conditions were of concern, but that was one of the highest ratings. The new employee survey, which focuses on how well supervisors communicated regarding the job and expectations, the fourth quarter ratings are slightly lower than the third quarter. There is nothing significantly concerning considering the ratings are four and above and it is a 5-point scale.

Ms. McGee asked for questions from the Board.

Hearing none, Trustee Daniels motioned to accept the report. Trustee Ash seconded the motion. **The Motion Carried.**

19. **Chief Information Officer Report:** Chair Criswell called for the Chief Information Officer report. Mr. Peter Gabriel reported the following –

- Thanked Media Services for their technology work on the 3500 area of remodeled classrooms. The full suite of technology should be installed during Spring break following the supply chain issues.

Computing Services has turned around the 250 laptops that were returned to Information Services and had them ready to checkout.

Multiple projects are in the works and a lot of students are being helped.

Microsoft had issued an antivirus signature update that triggered one of their technologies to delete shortcuts to applications. Computing Services was able to help everyone get the issue resolved.

Mr. Gabriel asked for questions from the Board.

Trustee Daniels questioned if Information Services updates the Board's computers or if the Board should be handling the Windows updates. Mr. Gabriel updates the computers as needed and a project will begin in the next month to move more of that to the cloud to Azure to do all those updates. Trustee Daniels confirmed with Mr. Gabriel those computer updates are done remotely.

Trustee Brown will call Mr. Gabriel regarding some updates for her computer.

Trustee Daniels motioned to accept the report. Trustee Brune seconded the motion. **The Motion Carried.**

20. **Unfinished Business:** Chair Criswell announced there was no Unfinished Business scheduled.

21. **New Business:**

- Chair Criswell called for the January 2023 KCKCC Strategic Plan Biannual Report. Ms. Kristy Green presented the following –
 - The Board received the biannual report as an electronic version in the meeting packet and a physical copy at the in-person Board meeting. Ms. Green noted that several items in the report listed as “completed in” or “ongoing” mean check marked as completed. Ongoing are items that do not have an end and have been institutionalized. Ms. Green presented the biannual report as presented in the Board meeting packet noting some highlights and giving recognition to the depth of accomplishments of the work over the past six months and all the exciting things going on at KCKCC.

Chair Criswell called for questions or comments. Trustee Hoskins Sutton complimented the use of the terms “ongoing” and “completed” as that better represents the progress than the items being noted as “no update.” Ms. Green replied there was a lot of work by everyone on campus and appreciated the coordination of all communicating centrally to marketing to accurately report. Dr. Mosier mentioned there was a tremendous effort by everyone at the College and gave appreciation to the faculty and staff. Dr. Mosier indicated this strategic plan model of reporting biannually keeps the plan at the forefront of everyone's minds and holds all accountable.

Chair Criswell called for a motion to approve the report. Trustee Brown made the motion. Trustee Ash seconded the motion. **The Motion Carried.**

- Chair Criswell called for the KCKCC AY 2021 KBOR Performance Report. Mr. Jerry Pope presented the following –
 - Mr. Pope began with a status of Master Contract Negotiations. The next meeting is Monday, there is one topic left to discuss.

The Kansas Board of Regents (KBOR) Performance Report is an annual metric used to identify which institutions are eligible to receive new funding. If four of the six metrics are met or exceeded, institutions are eligible for 100% of identified new funding. This year KCKCC did meet or exceed four of those six metrics. The process is being revamped. The current indicators will be used for one more year. The information that was provided, in consultation with Dr. Meiers, Henry Hinkle (Director of Institutional Effectiveness) and others across campus is on page two and three. In November 2022, the information was presented to BASC (Board Affairs Standing Committee) at KBOR, it was approved.

Trustee Daniels remarked on the second portion, the percentage is up due to the decline in enrollment numbers. Mr. Pope agreed that was a good argument during the presentation. Trustee Daniels questioned when the College will begin reviewing the next cohort of indicators and if KBOR will establish those again. Mr. Pope answered KBOR indicated three and the College chose three indicators. KBOR may want to be more prescriptive regarding the indicators. Dr. Mosier replied the conversations are tying the indicators to the KBOR strategic plan and the four pillars that have been identified for the outcomes of KBOR.

Chair Criswell called for a motion to approve the report. Trustee Hoskins Sutton made the motion. Trustee Brown seconded the motion. **The Motion Carried.**

- Chair Criswell called for the Proposed KCKCC FY 2023-2024 Annual Budget Calendar. Dr. Shelley Kneuvean presented the following –
 - Dr. Kneuvean reported the annual calendar was in the Board packet. The items will begin in February with tuition and fees. In June begins the Board of Trustees process for review of the budget and the mill levy.

Dr. Kneuvean asked for questions from the Board.

Trustee Daniels expressed concern that the revenue neutral rate wording gives the impression that the decision has already been made to exceed the revenue neutral rate. Dr. Mosier answered the wording can be revised. Dr. Kneuvean can add clarifiers to the wording regarding a decision may be made as late as August even if it is different than what the notice indicated. This is an informational item not an action item. Dr. Kneuvean pointed out the August meeting will be the fourth Tuesday due to how the calendar falls, all other meeting dates will remain as normal.

Hearing no other questions or comments, Chair Criswell thanked Dr. Kneuvean.

- Chair Criswell shared the Signature of KCKCC Board of Trustees Ethical Conduct Policy will be signed by each Board member as a standard practice. Those Board members in the room will sign at the conclusion of the meeting, those online or virtual will sign it electronically.
- Chair Criswell shared the Signature of KCKCC Board of Trustees Confidentiality and Non-Disclosure Obligations of Trustees Policy will be signed by each Board member as a standard practice. Those Board members in the room will sign at the conclusion of the meeting, those online or virtual will sign it electronically.


22. **Executive Session:** Dr. Mosier announced he was notified the executive session does not need to be held and indicated to post-amend the agenda to reflect that. Chair Criswell thanked Dr. Mosier for the update.

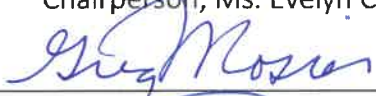
Trustee Daniels moved to amend the agenda to eliminate the executive session. Trustee Ash seconded the motion. The Motion Carried.

23. **Adjournment:** Chair Criswell called for a motion to adjourn the meeting. Trustee Hoskins Sutton made the motion. Trustee Brune seconded the motion. The Motion Carried.

The meeting adjourned at 5:48 p.m.

ATTEST:

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Chairperson, Ms. Evelyn Criswell


Secretary, Dr. Greg Mosier