



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, February 21, 2023 – 5:00 P.M.

CONSENT AGENDA – Item A
Meeting Minutes

1. **Call to Order & Pledge of Allegiance:** Chairwoman Evelyn Criswell called the meeting to order at 5:00 p.m. in Upper Jewell Lounge at KCKCC-Main Campus and in the KCKCC Zoom meeting platform on Tuesday, February 21, 2023. The Pledge of Allegiance was led by Vice Chair Isnard.
2. **KCKCC Mission Statement:** Chair Criswell read the College mission statement.
3. **Roll Call:** Trustees present were Chairwoman Evelyn Criswell, Vice Chair Isnard, Mr. Donald Ash, Ms. Rosalyn Brown, Ms. Pat Brune, Dr. Ray Daniels and Ms. Linda Hoskins Sutton.
4. **Moment of Silence:** Chair Criswell called for Dr. Mosier to share a few words regarding the recent passing of Dr. Liam Riggs, Professor of Machine Tool and Ms. Esther Foreman, KCKCC Alumna. Dr. Mosier announced during the last month the KCKCC family lost two individuals that were very important to the College. He shared memorable information about Dr. Riggs and Ms. Foreman and then led a moment of silence to honor them and the wonderful contributions they made to the College and to many lives. Later this Spring, a tree will be planted in memory of Dr. Riggs.
5. **Approval of Agenda:** Chair Criswell asked for any questions, additions or changes regarding the agenda. Hearing none, Chair Criswell called for a motion to approve the agenda. Trustee Ash made the motion. Trustee Brown seconded the motion. **The Motion Carried.**
6. **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.
7. **Recognitions/Presentations:**
 - Chair Criswell invited Dr. Ishfaq Ahmed to present the Academic Affairs Program Highlight: Biomanufacturing. Dr. Ahmed thanked the Board for the opportunity to highlight the program and gave a reminder of the national initiative on biotechnology and

biomanufacturing that was launched by the Biden administration last year, which pledged \$2 billion for the restructuring of the biomanufacturing industry. Following the vision of the College, we want to take a lead in teaching biotechnology and preparing the skilled workforce in this region for the biomanufacturing industry. Dr. Ahmed proceeded with his presentation of the biomanufacturing program as reported in the Board packet discussing the logistics of the program, the skills taught, third party evaluation, the advisory board, grants and fellowships, jobs and internships, recent activities and publications. Dr. Ahmed thanked the Board for the opportunity to present.

Chair Criswell thanked Dr. Ahmed for the important program, especially in these times, and gave appreciation for all that he's doing and all that the students are doing.

Trustee Daniels asked if this is a medical field. Dr. Ahmed explained it is. During COVID-19, we worked on preparing the vaccines. Also, during COVID-19, we learned a lot and about self-sufficiency being recognized by the Biden administration with \$2 billion put into this industry so that we are not dependent on other countries. We are able to have the workforce here instead of hiring the workforce from other places.

Dr. Mosier thanked Dr. Ahmed for the good job, for presenting and shared his excitement for adding this program to the downtown location. Dr. Ahmed agreed about the excitement.

- Chair Criswell invited Ms. Christina McGee to present the Annual Center for Equity, Inclusion and Multicultural Engagement (CEIM) Update.
 - Ms. McGee gave thanks for the opportunity to share about the CEIM update. Ms. McGee brought attention to the CEIM mission statement and explained the importance to drive the purpose and the work of diversity, equity and inclusion and to make sure there was a focus for KCKCC operations and all aspects of the College. Ms. McGee continued with the presentation as reported in the Board packet discussing the priorities, department changes, programs and events, professional development and training offerings and where the department is heading.

Ms. McGee asked for questions from the Board.

Chair Criswell commented that Ms. McGee gave an excellent presentation as always and shared excitement about the New American Open House, pointing out the title speaks volumes from the welcoming nature of the program. That is a really important part, especially with Wyandotte County having a heavy refugee and immigrant population. Kudos to Ms. McGee and the CEIM.

Trustee Daniels asked who represents the council. Ms. McGee answered it is college employees. It is included in the action plan to consider including members of the community, but currently it is college employees.

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

9. **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, February 13, 2023, to review all the individual numbers on the monthly reports. The \$25 million in taxes arrived in February. As the sign of good management, we are spending at a rate that is less than monthly budgeted so the burn rate is always below what the average would be. This month there was a series of special reports for tuition fees, class fees and the new financial outline to make Centennial Hall profitable. Detail on all those reports will be shared later in the meeting. Your Finance Committee works hard and looks at every number.
 - On behalf of the Board Policy Committee (BPC), Trustee Hoskins Sutton, Chair of the BPC, reported the committee met in February and reviewed some policies. We may have some policies to be approved next month. One in particular was about investments and we shared that with the finance committee for their input as it will impact them.
 - On behalf of the Board Community Engagement Committee (BCEC), Trustee Brown, Chair of the BCEC, reported the committee met in February. The committee is continuing to work hard to ensure involvement within our community. A meeting with Livable Neighborhoods is scheduled, we are working with the school district's coordinator for community engagement and we are planning to meet with Leadership 2000 to learn how we can partner with them. At Saturday's Board Retreat, we would like feedback from our fellow Board members regarding the Community Engagement Committee.
 - As the Association of Community College Trustees (ACCT) Delegate, Trustee Ash reported he was not able to attend the ACCT National Legislative Summit (NLS) last month so he deferred to Trustee Hoskins Sutton and Vice Chair Isnard to report.

Trustee Hoskins Sutton shared she went to NLS early as a new member of the Diversity, Equity and Inclusion (DEI) Committee, which is amazing and very organized. The committee's mission statement is: The Diversity, Equity and Inclusion Committee ensures leadership for involvement of historically underrepresented diverse populations within the governance activities of ACCT. It promotes respect for the acceptance of diverse individuals and promotes awareness and educational opportunity for underrepresented populations. It advises the ACCT Board by strengthening the links with the minority membership, identifying issues that require membership input and recommending strategies to gather input.

Trustee Hoskins Sutton shared there is a DEI checklist on the ACCT website for colleges to use to ensure they are on the right track. The Board could review the list and include DEI information on the Board of Trustees website. The committee will have a session on this at the ACCT Leadership Congress in October with DEI modules for the Trustees who cannot attend the Congress as it will take the entire Board of Trustees at each college for this to be successful.

Trustee Hoskins Sutton shared a new term "neurodiverse individuals" which refers to autistic or other neurologically pattern behavior of students. The DEI committee

questioned if the colleges have someone to make those students feel inclusive. The committee did not leave anything out regarding diversity and inclusion for students.

Regarding the hiring process, Trustee Hoskins Sutton shared some schools are using a blind application process which does not include the applicant's name. The colleges using this process have started to get the more diverse work population that they want. When hiring faculty have a student on the selection committee to review the presentation. The schools that have started using this have gotten a wider variety of faculty that students can relate to.

Trustee Hoskins Sutton shared additional inclusive holidays that could be celebrated in addition to Black History Month and Women's History: Arab American Heritage Month, Asian American and Pacific Islander Heritage, Military Appreciation Month, Lesbian, Gay, Bisexual, Transgender and Queer Pride month, Caribbean American Heritage Month, Immigrant Heritage Month, World Refugee Day and Hispanic Month.

Trustee Hoskins Sutton shared information regarding raising awareness of the student population of the LGBT community. LGBT students make up more of our student population than we realize. Ten percent of LGBT individuals do not attend college because they are harassed, or if they are on your college campus, they do not report it because they don't want to be singled out. Twenty-one percent of Generation Z are the majority of college students that identify as LGBT so we want to make sure that we are being sensitive and have a counselor or someone who will be friendly to these students.

Trustee Hoskins Sutton ended with making sure that you are including everyone at the table from students to employees to make sure your organization is inclusive.

Chair Criswell commented that was an excellent presentation. Trustee Hoskins Sutton shared the next ACCT Leadership Congress will be in Las Vegas on October 7 through 12 with the DEI committee meeting on Sunday, October 8 at 3:00 p.m.

Vice Chair Isnard thanked Trustee Hoskins Sutton and gave appreciation for her leadership on the DEI committee as it is an important part of the equation and she brings an amazing viewpoint.

Vice Chair Isnard reported he attended his second Association of Community College Trustees National Legislative Summit in Washington D.C., joined by Dr. Mosier, Trustee Hoskins Sutton and Student Senate President Andrew Guevara-Alatorre.

Vice Chair Isnard heard from several speakers during the conference, with very notable speakers, including the Secretary of Labor, Marty Walsh, and of the Department of Education, Dr. Cardona. They spoke about how their departments are helping community colleges to support industry and training students for our 21st century workforce.

Vice Chair Isnard reported the leadership team attended meetings with Representative LaTurner, Representative Davids, Senator Marshall and a representative from the office

of Senator Moran. There were great conversations with our legislators and the KCKCC team thanked them for their support as we continue to bring dollars and opportunity back to KCK as part of our downtown campus project.

Vice Chair Isnard reported he attended several interesting sessions including the Advocacy Leadership Academy, which was about training provided directly by Senate and Representative staffers on how we can best lobby with our legislators and their staff to continue to build relationships and get their support. Another interesting session was directly from the Division of the Department of Education on some big changes coming down for Title IX, which we know is something we constantly have to be vigilant about in the education field.

Vice Chair Isnard was happy to spend some time through that trip with Andrew, Student Senate President and toured the monuments on the National Mall.

- As the Kansas Association of Community College Trustees (KACCT) Delegate, Trustee Ash reported as the Vice Chair of the KACCT Board, he has attended most of the Friday presidents' meetings virtually. There is interesting conversation and discussion about the legislative session and Dr. Mosier forwarded the legislative updates as they arrive. Trustee Ash reported he attended the KCK Chamber Congressional Forum with Dr. Mosier this past Friday, with Mayor Garner as the keynote speaker.

10. **Consent Agenda:** Chair Criswell called for a motion to approve the Consent Agenda. Trustee Daniels made the motion. Vice Chair Isnard seconded the motion. The Motion Carried.

11. **Student Senate Report:** Chair Criswell called for the Student Senate report. Mr. Andrew Guevara-Alatorre, Student Senate President reported the following –

- Handshake Demo Days was an event in collaboration with career services that taught students about the handshake app on January 31st and February 1st. Students learned about the app, how to use it and the services offered in career services. A total number of 25 students attended on both days. Students rated the presentation an average of 8.85 on a scale of 1 to 10. Students reported learning they can find jobs on and off campus on the app, they learned more about the school's career services, there are seminars online and the handshake app is available to them even after they graduate from KCKCC.

Mr. Guevara-Alatorre attended the ACCT National Legislative Summit conference. He expressed a big thank you to Dr. Mosier and the Board for letting him attend as he had a fun time and learned a lot. He also gave a big thank you to Ms. Sheryl Brownell for preparing folders of information and planning some of the activities. At the conference, he learned about legislative priorities for community colleges such as the push for short term Pell and the push to substitute work requirements for post-secondary enrollment programs such as SNAP. He learned there were student trustees. In attending an advocacy session for student trustees, he learned about issues common issues at their colleges, such as the decrease in enrollment in community colleges and four year institutions, lack in employee retention and lack in student engagement.

Student Senate and Student Activities hosted a station at Upward Bound's College and Community Resource Fair on February 10th. We distributed KCKCC branded items and made and distributed cotton candy and popcorn. Two Student Senate members, Rich and Ajit, assisted by talking to individuals that approached our table and helping make cotton candy. Ms. Andrica Wilcoxon felt it was important to mention how Rich and Ajit enjoyed participating in the event and feeling included as part of a group as they are both visually impaired.

Mr. Guevara-Alatorre reported on the school song project. Lyrics have been revised, sent to Professor Stafford and music will be added to those lyrics before spring break for the song to be included in the next Board of Trustees meeting.

Mr. Guevara-Alatorre asked for questions from the Board.

Trustee Hoskins Sutton expressed happiness for Mr. Guevara-Alatorre's enjoyment of the ACCT conference. Dr. Mosier expressed it was a pleasure to have his inquisitive nature participate in the trip. Vice Chair Isnard expressed happiness as well. Mr. Guevara-Alatorre expressed gratitude for the experience.

Trustee Daniels moved to accept the report. Trustee Ash seconded the motion. **The Motion Carried.**

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

- Saturday night, Dr. Mosier attended the Unified Government Black History Committee Scholarship dinner with Chair Criswell, Trustee Brown, Trustee Hoskins Sutton with Tobi Buchanan from the Foundation and our student scholar recipient, Ms. Kalia London. Ms. London received a \$1,500 scholarship from the Black History Scholarship Committee. She represented us well as a second semester KCKCC student and wanting to focus on mechanical engineering as she transfers to the four-year institution. Her mom is a KCKCC grad, works for the Police Department, received her associate degree from here, received her bachelor's degree and is going to pursue her master's degree. The College will recruit her for the 100 stories of success. Also, Mayor Garner personally donated \$500 to the KCKCC Scholarship Fund – we are very appreciative of that from the Mayor.

The ACCT conference was a great trip, even being there the same day as the State of the Union Address with the 8-foot fence all the way around the Capitol and all the extra walking. Dr. Mosier expressed appreciation for Representative LaTurner's support with the downtown project and additional funding for the next congressional discretionary spending request. This is a \$3 million request for the furniture, technology and equipment to outfit the educational stack as much as possible for classrooms or offices related to dual enrollment. Dual enrollment increases the speed at which students will graduate from high school, have college experience and enter the workforce prior to their peers - or advance to a four-year institution. It also saves families a tremendous amount of money, up to \$7,000 a year in tuition, fees and housing. We have a great KCKCC team working on the different disciplines and programs we will have at the downtown location.

Amanda Franze and the Foundation office are working with Merchant McIntyre in Washington, D.C. to get everything put together so we can submit it.

Grants: After many years of tracking, KCKCC has surpassed the 25% mark of our Hispanic student population and we become known as a Hispanic serving institution (HSI). This allows the College to request Title V money which allows for the improvement of existing programs or adding new programs that will benefit the Hispanic community and then the general population students can use that equipment as well, but it's Hispanic students first. The 26.09% Hispanic student population number will get reported to IPEDS next month. Our black student population is about 22%, adding those together equals about 48%. When 50% is reached the College can be categorized as a minority serving institution, which increases the strength of grant application submissions. This shows the wonderful, diverse student population KCKCC has which opens up more opportunities to seek funding for the College.

Funding: Last week we received notice from the Department of Labor and the Employment Training Administration (DOLETA) about the \$2.14 million we received through Senator Moran's request this current year. The Department of Labor will send guidance how to submit the actual grant application through the Workforce Innovation and Opportunity Act, so we can get the funds in and equipment purchased. We did the same process with the \$12 million state allocation with the line item from the Department of Higher Ed, then we submitted the grant. Per Dr. Kneuvean, we will soon be receiving the first \$6 million of the \$12 million of the state allocation. We receive that money first, then the College needs to spend it's \$6 million to match. When we hit that point, the remaining \$6 million from the state is on a reimbursement methodology. Adding the two together means we need to spend \$24 million by the end of December 2024. We're really moving forward with progress downtown.

Downtown Project: We submitted the request for some of the land that is currently owned by the Unified Government. There are three different types of land. One is the southeast corner lot, which is under \$75,000. We submitted a letter to the county administrator as an official request, it will move through the local Commissioner and the At-Large Commissioner. It does not go to the full Commission due to the dollar amount. The northeast corner of that block is above \$75,000 so somewhat of the same process, but it will go to the full Commission for requesting approval. The other is the land bank property - there are two buildings, the church and the old Firestone building. This will process through the planning and development group. We have submitted a letter officially requesting that be transferred to the College with submissions of the financials showing we have met the 70% funding mark.

Dr. Mosier reported, yesterday he attended a special announcement by Governor Kelly at a site South of Topeka where a semiconductor chip manufacturing facility will be expanded. The project is \$1.9 billion for the construction of the facility and about 1,200 new high paying jobs – around \$83,000 per year average. This will eventually grow to a \$2.7 billion investment and about 2,200 employees. Also, the Integra chip manufacturing facility has been announced in Wichita. This economic development means the chip

manufacturing, semiconductor manufacturing industry is focusing on the I-35 and I-70 corridor. There are chip manufacturing plants that are looking at this area on the Kansas side of the river. There is an article about the apex funding for that. This company is called EMP solutions. EMP is electromagnetic pulse, which is the protective coatings on the chips, so that you can't send an electromagnetic pulse and take out a tank, an airplane or a Tesla or a computer system. EMP Solutions also has a significant focus on minority percentage of employees. Also in attendance was Carlos Gomez from the Greater KC Hispanic Chamber and Ann Randolph with the Greater KC Black Chamber.

Dr. Mosier reported he was asked to serve on a Department of Commerce Task Force that is researching creating a proposal for the Federal Chips Act and the National Science Foundation. It is a \$150 million proposal that will create a Kansas regional technology and innovation hub. This ensures KCKCC is involved in those conversations.

Last week, Dr. Mosier, Jerry Pope, Ashley Irvin, Katie Lindgren and Rich Piper had an opportunity to tour the Orange EV manufacturing facility. Orange EV is a manufacturer of an all EV (electric vehicle) yard truck. They will be moving from Kansas City, Missouri to Wyandotte County in June and the College is working with them to develop a specific curriculum similar to industrial maintenance technology, a one semester curriculum that will provide the skill sets to start building the EV trucks in Wyandotte County. We hope to have the curriculum for them by Fall 2023.

As a follow up to Trustee Ash's question last month, we have scheduled, not the presidential swap but a shadow experience for all of Student Senate's Cabinet on Friday, April 7. It will be representatives from Student Senate shadowing President's Cabinet for the day, participating in strategic planning, policy creation and other cabinet meetings, a College Police Department ride-along and taking an athletic bus downtown and tour the site for the new building while having a conversation on what we're doing and why we're doing it followed by the Student Senate meeting to discuss the day's experience.

Chair Criswell asked for questions or comments for Dr. Mosier.

Trustee Ash motioned to accept the report. Trustee Hoskins Sutton seconded the motion.
The Motion Carried.

13. **Vice President Academic Affairs Report:** Chair Criswell called for the Vice President of Academic Affairs report. Mr. Jerry Pope reported the following –
- The HLC Assessment Academy team hosted listening sessions to collect input on redoing our Institutional Learning Outcomes (ILOs). This will allow assessment of these ILOs at that institutional level. Thank you to the faculty and staff who served on that team.

Trustee Daniels questioned how we assess the ILOs. Mr. Pope answered there are a number of steps, one of which is connecting programs to those ILOs, connecting assignments in various projects through task streams and software through those also connect extracurricular programs to those ILOs. It is a thorough mapping of those programs and different portions of those programs to those ILOs. They will be included in the annual Assessment report.

Mr. Pope continued, Assessment Day was January 10. The Assessment Pioneer award went to Dr. Antonio Cutolo-Ring, psychology professor. Mr. Todd Miles, Fire Science Coordinator, and Dr. Amanda Williams, Director of the Learning Commons were named Assessment Champions. The virtual event was attended by approximately 175 staff and administrators.

The Center for Teaching Excellence collaborated with Online Education Services, Counseling & Advocacy and Student Accessibility & Support to provide professional developments sessions. Kudos to those who co-presented and participated, especially to the Faculty Director for the Center for Teaching Excellence, Tom Grady.

Gary Mosby, Theatre Director, and theatre students attended the regional Kennedy Center American College Theatre Festival and one of our first-year theatre major students, Henry Morgan, won third place in the Region 5 finals. This is either the first time or the first time in a long time any of our students have placed. Congratulations to Gary, Cinnamon Paulette, Theatre Professor and to our student.

Trustee Hoskins Sutton commented the student won out of 250 participants. That is an amazing accomplishment for a first-time theater student - congratulations.

Faculty members in the Humanities Department presented *KCKCC Humanities Talks* at various locations. This is part of a humanities grant that we received.

The Speech and Debate team competed at another tournament in Chicago. Information is in the Board packet about how those students placed in the events. Kudos to that department, Darren Elliott, Debate Coach, and Cree Cox, Assistant Debate Coach.

Art Gallery exhibitions include The Black Appalachian and the story of Brown v. Board of Education.

There were 160 high school junior and senior applicants that participated in the Greater Kansas City Hispanic Collaboratives 2023 KC Biz Fest event which was hosted over the weekend.

The Nursing Board first-time pass rates were struggling in 2022. The good news is that our students are above average in terms of their first-time scores. Congratulations to the nursing department and the students for the work they are doing.

The Spring 2022 and Fall 2022 graduates of the Physical Therapist Assistant (PTA) program had 100% first-time pass rate. The PTA enrollment is looking up for the Fall.

We were awarded a grant by the National Science Foundation, \$745,635. Kudos to Dr. Kremer and his team. These grants are used for scholarships. Great job to the grant writers.

Our Vita program is helping community members do their taxes.

Kara Reed, Biology Instructor, is having a contest to see which one of her classes has the highest class average.

The first Annual Mayor's Steam Day is April 22. Dr. Kremer is working with JD Rios, the liaison to the Mayor's Education Task Force to get that going with hopes of up to 400, probably more likely 200 students participating.

Dr. Ronald Malcolm, Adjunct ASL Instructor, was recently named the top education writer by Autism Parenting magazine.

An African American female vocal group, Sweet Honey In The Rock, is going to be at the Folly Theater March 3. Our vocal jazz group, The Standard, opening for them with two songs.

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

14. **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 –
- We are getting through the first part of the Spring semester and preparing for the end of the semester, Summer and Fall enrollment.

There have been dramatic improvements in the applications backlog in Admissions. The average backlog reported for February is 68 applications which equals two business days. Since tracking began last year, the average backlog during 2022 had been 264 applications. We have actively started our consulting project with Ellucian, Information Services, Admissions and other individuals on campus to research improvements from a technical end to create more effectiveness in managing our recruitment funnel and providing more direct communications and resources to students.

The commencement committee has started meeting for our May 2023 ceremony. More information to come.

We are working on the final touches of our non-returner survey to about 1,000 students who enrolled last Summer or Fall and did not earn their degree or certificate. The survey will ask simple questions about why they did not come back and provide an opportunity for them to return. The survey will be sent to their non-KCKCC email addresses with some text messaging to boost awareness and ensure some incentives. This will be good data for the next levels of our enrollment management plans.

As Ms. McGee presented earlier, there is a need for supporting the new American, individuals who are on refugee or asylee status. We have a vacancy in our International Student Coordinator position which are advertising for as a rebranded position of

International & Immigrant Student Services Coordinator. With the population of asylees, refugees and undocumented students, we did not really have a space at KCKCC for them to get support in programs. This is an opportunity to review that position as we see lower trends in international student enrollment coming in, but also to address a critical need in terms of supporting part of our community.

Basic Needs Services continue to expand. Since we moved downstairs, the foot traffic has improved. We have officially started embarking on partnerships with Catholic Charities and their St. Rita Program who provides wrap around services around students who are going into skilled trades.

The Military & Veterans Center will be doing their Veteran Administration compliance visit first part of March. We do not anticipate any issues with that as we have a very good process for certifying a very complicated process.

Centennial Hall, for the Spring semester, is officially rounding up to 95% occupancy. I anticipate the need to start having to manage a waiting list as we begin applications for next year.

Upward Bound is starting to fill their classes with the high school partners. The event mentioned by Student Senate President, Mr. Andrew Guevara-Alatorre, was a tremendous event to start showcasing that and start formally announcing those resources to our community.

Dr. Meiers asked for questions from the Board.

Trustee Hoskins Sutton commented the rebranding of the Immigrant Student Services Coordinator is headed in the right direction based the National Legislative Summit in Washington, D.C. and speaker Dr. Holtz Eakin, a leading economist in the nation. He spoke about America having low birth rates and being an aging population. Workers and students will need to come from immigration yet immigration has been tightened so we are not getting as many people in America. This enforces we are on the right track.

Trustee Hoskins Sutton questioned the length of time and the process for students in student housing to improve their GPA. Dr. Meiers answered the timeline is our probation standards in terms of when students go on academic probation. Typically, they have one semester where we develop an action plan in coordination with success advisors. It is peer-led by the resident assistants. There are multiple touch points that are monitored. The Student Enrollment Management (SEM) plan reviews placement scores and other demographics to identify these students before they start school, ensure they get the right resources ahead of time. We prefer to retain them and have them graduate. Dr. Mosier added there is the early alert system, which is outreach to the students when the faculty are noticing the student is slipping in class before they hit probation. We are working to bolster our early alert system and some of these the grant funded positions can assist with that and outreach to students. There is a much greater percentage of success that way. Dr. Meiers continued, we analyze replacement score data to see what type of students are successful and review repeat test

takers data to determine opportunities to build strategies to provide those alerts. The Admissions Ellucian consulting, will improve our capacity to do more student success communication messaging. For example, we see a student in the Blackboard system not attending class, we will be able to alert them and the advisor or to a coach. These are options to get as many intervention points as we can for students to know there is support to make them successful.

Vice Chair Isnard motioned to accept the report. Trustee Hoskins Sutton seconded the motion. **The Motion Carried.**

15. **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 won a national award for social media from one of our posts, possibly the Lansing Correctional Facility’s graduation. Ms. Green will be at the national conference in April and will accept the award. A national award has not been won for a couple of years.

Enrollment has been a focus for this semester. Working with Dr. Meiers to send postcards, emails and texts. as well as well as communication. The first push is this Spring’s second eight-week classes, there is a lot of communication on campus with flyers and table tents. We are preparing for Fall because class enrollment opens on April 1. A postcard will be sent to all current students the first week of April.

The Fast Facts flyer is updated and redesigned.

Design and photography work by our talented staff is in our report.

We see strong results with the website. We are researching a website redesign to promote a user experience focused on the student. The redesign will take one to two years. We want to have strong outreach for individuals to know how to get to what they need on the website.

Social media continues to be a strong tool for reaching our students and our community. We received a lot of positive remarks for our Super Bowl graphics.

Ms. Green asked for questions from the Board.

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

16. **Chief Financial Officer Report:** Chair Criswell called for the Chief Financial Officer report. Dr. Shelley Kneuvean reported the following –
- Trustee Brune did a good job highlighting the big news of this being our biggest month for revenue. We received \$25 million in property taxes which are staged out through the year but this is the bulk of the taxes received.

An updated budget calendar with updated language on the revenue neutral hearings -

only if needed - is included in the Board packet.

We attended a Purchasing Reverse Vendor Fair at Johnson County Community College. This allows vendors to meet different business entities. We acquired dozens of names and business cards so as bids come up for opportunity now we can notify additional people. We have quite a few bids that are out on our new website landing page and we are advertising those bids in the State Register. This encourages more competition and will hopefully provide better pricing over time.

We are working busily on the budget and will report about the budget in the coming meetings and over the next few months.

Thanks to working with IT, we are now using the electronic ACH payment for vendors. This will save time in accounts payable and be better received by the vendors.

The work on relocating the College Parkway crosswalk with the audible alarms has been completed. The striping for the crosswalk will be done as the weather provides allows. From Centennial Hall, it is now better aligned in connection with the sidewalk in front of the main buildings. Other ways to make the campus more pedestrian friendly are being reviewed.

Introductions of new police officers hired are in the Board packet. We have two offers out to some great candidates and if they accept, we will only be down two officers.

Dr. Kneuvean asked for questions from the Board.

Trustee Hoskins Sutton questioned if there was asbestos exposure in the art department and commented about the mold in the art department and Room 3402. Dr. Kneuvean answered, in the art studio there was a process of removing flooring and polishing the concrete. During the renovations, the asbestos was remediated in a proper way within the contained space by professionals. Asbestos is all around. It is not dangerous unless it becomes friable, which means when it is disturbed. The mold issue was found and remediated during replacement of old air conditioning units that were leaking into the wall. That classroom was not in use during that project. With the Learning Spaces project for this fiscal year, there are approved additional replacements that finishes the classrooms next to those old units that will be updated with modernized HVAC units. If there is any mold discovered we will take care of it. Dr. Mosier added the asbestos is normal and expected as the buildings were built in the 1970s. As we update our classrooms and hallways it is a normal process to take out the old and put in the new. Dr. Kneuvean summed up it is very common and we are fortunate that our people are skilled to recognize it and then an outside specialized contractor can remediate it.

Trustee Daniels motioned to accept the report. Trustee Brune seconded the motion.

The Motion Carried.

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

- This month we held our quarterly supervisor meeting with a focus on the hiring process.

We have continued our monthly professional development series. This month it was providing constructive feedback. The next one is scheduled for next month about adapting to change.

We launched the work from home hybrid program. So far 21 employees have approved application agreements to work from home or remotely. We had 96 employees participate in the required training with a focus on expectations of the program. If individuals have eligible positions, in hopes to not hold up the process with paperwork, the training is completed. We anticipate more agreements will come in. Supervisors are reviewing scheduling for departments and navigating the process. Dr. Mosier added the program is only one or two days a week. Ms. McGee confirmed there is no 100% remote work.

We have completed the interviews for the Talent Acquisition Employment Coordinator. Someone will be on board soon to start engaging and actively recruiting for positions. There are currently 46 open positions, part time and full time that our Employment Coordinator is managing and hoping to fill soon.

From the Center for Equity, Inclusion and Multicultural Engagement, we started an introduction into unconscious bias in the hiring process. We are now working on a full training session. Ms. McGee was glad to hear from Trustee Hoskins Sutton about blind applications as that was a discussion in the training session. We do not have the ability to do that right now but it is certainly a consideration.

Ms. McGee asked for questions from the Board.

Vice Chair Isnard motioned to accept the report. Trustee Brown seconded the motion.

The Motion Carried.

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

- Thanked Media Services for putting together the Board meeting setup. There are many items in Information Services handled in the background.

Changed and secured the login process for our CRM Advise, CRM Recruit and one other application behind our SAML (Security Assertion Markup Language) and SSO (Single Sign-On) login.

Worked on firewalls this week with the plan to move the login process when we connect to the VPN (Virtual Private Network) behind SAML so we can have the SSO or the two-factor authentication behind that.

Microsoft will apply a global change to their authenticator app that is popularly used for MFA (Multi-Factor Authentication). This is in response to the Uber hack that happened last year through MFA fatigue or MFA bombing, where they have the username and password correct, then they keep prompting the user to approve the authentication. Microsoft is making a change to their authenticator app to help prevent that fatigue that when it goes through the login process and you're prompted for MFA, there will be a two-digit code that pops up on the screen. The end user that has the Authenticator app is the only one that will have the codes. Mr. Gabriel will notify employees via email about this change.

Setting up vulnerability testing to find issues. We bring in a third party, it takes about a week for them to test all our systems to determine if there are vulnerabilities. We will not do penetration testing at that time as that hourly rate is much more expensive. If a vulnerability is known, there is no need to spend the money to test until the vulnerability is fixed. Once scheduled, the College will get the testing completed and the results back by the end of this semester so we can work on fixing those vulnerabilities over the Summer.

Thanked members on the Information Services team that are working with Mr. Pope, Dr. Meiers and Dr. Kneuvean different projects such as Residents Life, Recruit and improving the application process. The consultant we have works for Ellucian, knows the system and used the system in an educational facility for 15 years.

Mr. Gabriel asked for questions from the Board.

Vice Chair Isnard questioned the Computing Services chart in the Board packet with phone support always being the highest and if there are that many issues with the phones specifically or that is the percentage of issues that were called in to the help desk. Mr. Gabriel confirmed phone support is how the issue reached the help desk.

Trustee Ash motioned to accept the report. Vice Chair Isnard seconded the motion.

The Motion Carried.

19. Unfinished Business:

- Chair Criswell presented the 2023 KCKCC Board and College Committees, and Delegate Assignments as follows –

For the Board Policy Committee, Chair Criswell nominated Ms. Linda Hoskins Sutton as Chair with Ms. Rosalyn Brown and Dr. Ray Daniels as members.

Chair Criswell called for a motion to approve the Board Policy Committee assignments as nominated. Trustee Hoskins Sutton made the motion. Trustee Brune seconded the motion. **The Motion Carried.**

For the Board Audit, Finance & Facilities Committee, Chair Criswell nominated Mr. Brad Isnard as Chair with Ms. Pat Brune and Mr. Don Ash as members.

Chair Criswell called for a motion to approve the Board Audit, Finance & Facilities Committee assignments as nominated. Trustee Daniels made the motion. Trustee Brown seconded the motion. **The Motion Carried.**

For the Board Community Engagement Committee, Chair Criswell nominated Ms. Rosalyn Brown as Chair with Ms. Pat Brune and Mr. Don Ash as members.

Chair Criswell called for a motion to approve the Board Community Engagement Committee assignments as nominated. Vice Chair Isnard made the motion. Trustee Daniels seconded the motion. **The Motion Carried.**

For the Board Representatives to the Executive Committee of the Foundation, Chair Criswell nominated Ms. Linda Hoskins Sutton and Mr. Brad Isnard as representatives.

Chair Criswell called for a motion to approve the Board Representatives to the Executive Committee of the Foundation assignments as nominated. Trustee Ash made the motion. Trustee Brune seconded the motion. **The Motion Carried.**

For the Board Representative to the College Senate, Chair Criswell nominated Dr. Ray Daniels as representative.

Chair Criswell called for a motion to approve the Board Representative to the College Senate assignment as nominated. Trustee Brune made the motion. Trustee Brown seconded the motion. **The Motion Carried.**

For the Association of Community College Trustees (ACCT) Board Delegate and Alternate, Chair Criswell nominated Mr. Don Ash as the Delegate and Ms. Linda Hoskins Sutton as the Alternate.

Chair Criswell called for a motion to approve the Association of Community College Trustees (ACCT) Board Delegate and Alternate assignments as nominated. Trustee Brown made the motion. Trustee Brune seconded the motion. **The Motion Carried.**

For the Kansas Association of Community College Trustees (KACCT) Board Delegate and Alternate, Chair Criswell nominated Mr. Don Ash as the Delegate and Ms. Linda Hoskins Sutton as the Alternate.

Chair Criswell called for a motion to approve the Kansas Association of Community College Trustees (KACCT) Board Delegate and Alternate assignments as nominated. Trustee Brune made the motion. Trustee Hoskins Sutton seconded the motion. **The Motion Carried.**

Chair Criswell gave congratulations and appreciation to all committee members.

- Chair Criswell called for the Updated Proposed KCKCC FY 2023-2024 Annual Budget Calendar. Dr. Shelley Kneuvean presented the following –

- The updated calendar is in the Board packet. The dates did not change, we improved upon the language based on the feedback provided from the Board regarding holding the revenue neutral rate hearing unless needed. The calendar is updated to clarify there has not been any discussion or decisions about those items. Dr. Mosier clarified that we have to hold the hearing. We made the language more neutral in nature than an assumption that we would exceed the revenue neutral rate. Dr. Kneuvean agreed and clarified we do have to hold also a budget hearing and the language was made very neutral.

Dr. Kneuvean asked for questions or other changes requested from the Board.

Chair Criswell called for a motion to approve the Updated Proposed KCKCC FY 2023-2024 Annual Budget Calendar. Trustee Hoskins Sutton made the motion. Trustee Brown seconded the motion. **The Motion Carried.**

20. **New Business:**

- Chair Criswell called for Mr. Jerry Pope to present the Proposed FY 2024 Special Course Fees. Mr. Pope presented the following –
 - The lists of fees are in the Board packets. The class fees, special class fees, course fees are different from the Excel and CTE fees which were approved at the end of last year. In red are some revised fees due to increased costs of materials, bundling of a textbook for cheaper costs for the student and no need to wait on financial aid to be dispersed so the textbook is available on the first day of class.

Trustee Brune mentioned the Board Finance Committee reviewed the fees and recommend approval.

Trustee Daniels motioned to approve the fees. Trustee Hoskins Sutton seconded the motion. **The Motion Carried.**

- Chair Criswell called for Dr. Greg Mosier and Dr. Shelley Kneuvean to present the Proposed FY 2024 Tuition, General Fees and Student Housing Fees. Dr. Mosier and Dr. Kneuvean presented the following –
 - Dr. Kneuvean pointed out in the Board packet is a recommendation for setting the next academic year's tuition and fees. Included is an attachment that provides information to understand how we relate to Johnson County Community College and Metropolitan Community College in our geographic region. The recommendation is to keep the tuition flat as it is this year. We are requesting to increase the technology fee by \$1.00 as the technology fee does not cover all our IT costs, it helps to support it and that fee has been the same for a number of years.

Dr. Kneuvean asked for questions from the Board and asked for a motion to set the tuition for next year.

Trustee Ash announced the Board Finance Committee reviewed the presentation of

the proposal, it is very reasonable and recommended approval. Vice Chair Isnard expressed happiness that there can be another year of flat tuition. Trustee Hoskins Sutton made the motion. Trustee Daniels seconded the motion. **The Motion Carried.**

Chair Criswell called for Dr. Shelley Kneuvean to present the Budget Mid-Year Adjustment. Dr. Kneuvean apologized and requested to return to the second item of the last presentation item to set the student housing rates for Centennial Hall.

- Dr. Kneuvean proposed a 2% increase in the rates and, as Trustee Brune noted, based on our projections at this moment, we believe we will end with a positive net income on Centennial Hall. These dollars will be set aside into a refurbishing, renovating fund earmarked towards student housing. To keep up with inflation costs and the first-year bond payment, a 2% increase in the rates is recommended.

Chair Criswell called for a motion to approve the recommended new student housing rate. Trustee Brown made the motion. Trustee Hoskins Sutton seconded the motion. **The Motion Carried.**

- Chair Criswell called for Dr. Kneuvean to present the Budget Mid-Year Adjustment. Dr. Kneuvean reported the following –
 - This budget adjustment is brought forward based on mid-year information to recognize items that have changed or expenses that had not been rolled over. The information is presented in the Board packet in three different formats: the narrative, a summary sheet accounting of all the designated and undesignated reserves and the visual illustration of squares.

Dr. Mosier announced the money has always been accounted for - how it will be spent, but it was put into the reserve at the end of the year versus staying in the working account. This adjustment puts it back in the appropriate working account.

Trustee Brune shared the Board Finance Committee deeply reviewed this adjustment. Trustee Ash included the narratives were great and very self-explanatory. Vice Chair Isnard announced we are still well within the published budget. Dr. Kneuvean verified the information filed with the clerk so a hearing to adjust the budget is not needed. Trustee Daniels questioned if there is an impact on the academic programs. Dr. Mosier answered there is no impact on our academic programs. Dr. Kneuvean explained there are logistics to recognize the revenue properly. Vice Chair Isnard pointed out not approving this would affect our academic programs.

Chair Criswell called for a motion to approve the Budget Mid-Year Adjustment. Trustee Ash made the motion. Trustee Brown seconded the motion. **The Motion Carried.**


Chair Criswell thanked Dr. Kneuvean for an excellent job and for segmenting the information into digestible explanations.

Chair Criswell expressed great appreciation to Dr. Mosier, the Board, faculty, staff and all the technical players that made this meeting possible.


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

The meeting adjourned at 7:04 p.m.

ATTEST:

DocuSigned by:

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Chairperson, Ms. Evelyn Criswell



Secretary, Dr. Greg Mosier

