



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, October 18, 2022 – 9:00 A.M.**

**CONSENT AGENDA – Item A
Meeting Minutes (Amended)**

1. **Call to Order & Pledge of Allegiance:** Chairwoman Evelyn Criswell called the meeting to order at 9:00 a.m. in the Pioneer Conference Room 143 at KCKCC-Pioneer Career Center and in the KCKCC Zoom meeting platform on Tuesday, October 18, 2022. The Pledge of Allegiance was led by Vice Chair Pat Brune.
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.
4. **Approval of Agenda:** Chair Criswell called for a motion to approve the agenda. Trustee Hoskins Sutton made the motion. Trustee Ash seconded the motion. **The Motion Carried.**
5. **Audience to Patrons and Petitioners:** Chair Criswell invited patrons or petitioners to address the Board. There were no patrons or petitioners online or at the podium.
6. **Recognitions/Presentations:** Chair Criswell issued a friendly reminder to limit recognitions and presentations to 5-minutes.
 - Chair Criswell invited Mr. Jerry Pope, Vice President of Academic Affairs, to present the Annual Assessment Report.
 - Mr. Pope announced the Annual Assessment Report will be provided in the next Board packet after some changes are made. Mr. Pope shared KCKCC has maintained the commitment to assessment for the last academic year and highlighted data for the following 6 sections: aggregated evidence for the institutional program and class level assessments, an update from the campus

wide assessment committees, a Deans' report from each division and academic affairs and reports from student affairs and enrollment management.

Mr. Pope explained routes for gathering data such as listening sessions that are open to members of the campus, review of the standards used to align with co-curricular programs and the Community College Survey of Student Engagement. In general, KCKCC is above the medium-size college cohorts and our 2021 cohort. Mr. Pope shared requirements and reporting data for program assessment and class level assessments mentioning the assessment committees and the Deans' reports and that goal accomplishments are measured.

Mr. Pope reported the College is in good shape for the Higher Learning Commission (HLC) special report that will be due in December 2024.

Trustee Daniels questioned if this is a new annual report as a result of the HLC work. Mr. Pope responded it was a goal of Dr. Cynthia Goudeau, Director of Assessment, to produce the reports as it is best practice and it coincided with HLC; this is the second annual report and will be reported each October.

Dr. Mosier replied it is very transparent reporting of assessment and is a great summary of evidence for HLC. Good work by everyone.

Trustee Daniels shared one of the goals of the Board is to use data, this will be a good asset for the Board and the College.

Chair Criswell encouraged Mr. Pope to capture a 100% response rate of this important data to have a full and accurate set of data collected and interpreted. Mr. Pope is working with the Deans to determine the reason various reports were not submitted and to ensure the requirements are understood.

- Chair Criswell invited Mr. Jerry Pope, Vice President of Academic Affairs, to present the SB155 Special Course Fees.
 - Mr. Pope reported the Technical Education Authority through Kansas Board of Regents requires the College to submit the Excel and CTE fees (SB155 fees). These are courses offered as part of the high school concurrent partnership.

Mr. Pope requested approval for the first column representing the 2023-24 course fees and explained each respective column. The fees are captured so students understand the costs.

Trustee Ash indicated this report was reviewed closely at the Board Finance Committee meeting. Vice Chair Brune confirmed the report was reviewed almost line by line with a recommendation for full Board approval as it was presented. Trustee Ash explained if the State has material requirements for courses or the Occupational

Safety and Health Administration regulations require materials, the College cannot control those material costs. This is a good annual review and the costs are in line with the minimum requirements. Trustee Ash made a motion to accept the fees as presented. Vice Chair Brune seconded the motion.

Trustee Hoskins Sutton questioned if the fees are disclosed upfront for students to pay and if students in a program have a hardship how that is handled. Mr. Pope answered the program costs are published at the same time as the course fees. Trustee Ash reiterated the hardship issue and whether the school district or the College works with students on hardship issues. Mr. Pope responded it depends on the school district. Dr. Mosier interjected the College has the special emergency fund through Student Affairs and/or the Foundation plus there is new Federal legislation stating all costs must be provided to students prior to enrolling in a program. Mr. Pope is working on this issue. Trustee Hoskins Sutton had no further questions.

Chair Criswell called for an official motion after the discussion. The original motion by Trustee Ash and the seconded motion by Vice Chair Brune was upheld. **The Motion Carried.**

- Chair Criswell invited Dr. Chris Meiers, Vice President of Student Affairs and Enrollment Management, to present the Annual Equity in Athletics Disclosure Act Report.
 - Dr. Meiers reported the College is required to submit this annual publication to the Department of Education by October 15th and to publish the report on the KCKCC website to publicly disclose the College's commitment to equitable activities across men's and women's sports.

As an overall summary, the College has an excellent parity in men's and women's sports. Dr. Meiers presented the information as provided in the Board packet. Dr. Meiers acknowledged Ms. Kinsey Huwaldt, Athletics Compliance Coordinator and Interim Athletics Director, for her service in developing the report.

Dr. Meiers asked for questions from the Board. Trustee Daniels commented he is pleased to see the number of women coaches for women's sports.

- Chair Criswell invited Dr. Shelley Kneuvean, Chief Financial Officer, to present the Student Housing Update.
 - Dr. Kneuvean held a final walkthrough of Centennial Hall yesterday and identified 40 items to be repaired or installed with many being supply chain issues. Expecting to close out the contract in February. There are 260 beds, 251 beds are revenue-generating; resident assistants and resident hall staff do not pay. Of the revenue-generating beds, 232 are occupied (92%). The costs are being covered 100%. The College is receiving positive feedback from the students.

Chair Criswell commented it makes her proud the College is able to provide some of the best housing in Kansas and the region, kudos to everyone. Trustee Brown asked if there were any complaints from residents. Dr. Kneuvean responded no complaints. Trustee Daniels shared there is good buzz around the community about the dorm. Trustee Ash commented it is a good environment on campus, the students are engaged. Dr. Mosier mentioned individuals drive through the campus to see Centennial Hall.

- Chair Criswell invited Mr. Robert Putzke, Chief of College Police, to present the 2022 Annual Security and Fire Safety Report.
 - Mr. Putzke gave an overview of the report, also known as the Clery Act and is required by the Department of Education and by Federal Statutes. The report covers the previous 3 calendar years and the 5 KCKCC locations. The purpose is to share information with the community. Overall, the College's statistics are quite good. College security and safety enhancements are a focus of the College for fiscal year 2023.

Mr. Putzke asked for questions from the Board. Trustee Ash commented it is a good report. Trustee Daniels commented it is a comprehensive report.

The Trustees thanked Mr. Putzke for the report.

7. **Communications:** Chair Criswell invited Dr. Greg Mosier to communicate on the Board of Trustees Annual Food Drive.
 - Dr. Mosier kicked off the annual food drive communicating the Board is trying to accumulate food reserves for students for the holidays. At the November Board meeting the collection will be showcased. Donations may be delivered to the Executive Board Room. Keep in mind, there are 100 extra students on campus this year.

Trustee Hoskins Sutton requested a list of needed items. The list will be provided.

8. **Board Committee Reports:** Chair Criswell invited the Board Committees to report.
 - On behalf of the Board Finance Committee (BFC), Vice Chair Brune, Chair of the BFC, reported the committee and the supporting college staff met on October 10th. The committee thoroughly reviewed payments, financial documents, and received updates on projects that would impact the finances of the College. Vice Chair Brune shared the committee requested money be invested and reported the Chief Financial Officer, Dr. Kneuvean, is building an investment pattern to invest available funds.
 - On behalf of the Board Community Engagement Committee (BCEC), Trustee Brown reported the committee met this month. The committee requested of Chair Criswell

to be included on the agenda for the upcoming Board Retreat, to help determine the Board's expectations of the BCEC. The committee has a meeting scheduled with the Kansas City Kansas school district community engagement officer tomorrow. The committee is reviewing the proposed guidelines for event scheduling and will provide input next month.

- On behalf of the Board Policy Committee (BPC), Trustee Hoskins Sutton will report on the College policies later in the meeting.
- As the Association of Community College Trustees (ACCT) Delegate, Trustee Ash reported some Trustees will be attending the ACCT Leadership Congress in New York next week. Trustee Hoskins Sutton is campaigning for a position on the Diversity, Equity and Inclusion Committee, and the attending Trustees will assist with campaign support. Trustee Hoskins Sutton has vast experience with student services and is exceptionally qualified to serve on the committee. The Trustees will return with an update.

Chair Criswell offered best wishes to Trustee Hoskins Sutton on the campaign and agreed with Trustee Ash's exceptionally qualified comment.

9. **Consent Agenda:** Chair Criswell called for questions or comments regarding the Consent Agenda. Hearing none, Chair Criswell called for a motion to approve the Consent Agenda. Trustee Brown made the motion. Trustee Isnard seconded the motion. **The Motion Carried.**
10. **Student Senate Report:** Chair Criswell called for the Student Senate Report. Mr. Andrew Guevara-Alatorre, Student Senate President and Ms. Paige Daly, Student Senate Vice President, reported the following –
 - Mr. Guevara-Alatorre shared the Back to School Bash was August 31st. Ms. Daly reported the event was a great way to connect with the campus and clubs. There were food truck options, 13 transfer colleges participating and all the College clubs which resulted in an estimated 15 new members per club.
 - Mr. Guevara-Alatorre reported the Lunch and Learn Event with Kansas Supreme Court Justices was cohosted with KCKCC Foundation and Alumni Association. There was a question and answer session, upcoming election information, assistance with voter registration and promoted election worker opportunities. In response to Trustee Ash's question, Mr. Guevara-Alatorre was satisfied with the attendance. Vice Chair Brune commented she attended online and the students and audience were well prepared to ask thoughtful questions. Vice Chair Brune recommends all watch the event recording if it is available. Mr. Guevara-Alatorre gave special thanks to Mary Spangler for assistance with the event.

- There are 2 Halloween bashes coming up at TEC on October 22 and at PCC on October 25.

Mr. Guevara-Alatorre asked for questions from the Board. Chair Criswell thanked Mr. Guevara-Alatorre and Ms. Daly for an excellent report. Trustee Ash appreciated the photos shared. Chair Criswell called for a motion to accept the report. Trustee Ash made the motion. Trustee Brown seconded the motion. The Motion Carried.

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

- Dr. Mosier thanked Mr. Guevara-Alatorre and Ms. Daly for the great Student Senate report and for the incredible engagement with their activities. Dr. Mosier and Mr. Guevara-Alatorre meet on a monthly basis to have a president-to-president conversation to discuss plans and goals for the year serving as Student Senate President.
- Dr. Mosier thanked the Pioneer Career Center staff and Media Services for setting up the Board meeting in the brand-new room. Kudos to Marcia Irvine, her team, and all the programs that worked on the room.
- Along with the special visit from the Kansas Supreme Court Justices, there have been several other special guests on campus this last month. KCKCC hosted about 24 guests from the Kansas Community College Leadership Institute with Dr. Jackie Vietti. The group was excited for a tour of Centennial Hall. Two other community college presidents have requested to visit Centennial Hall also.
- The College hosted the KCK Chamber Chairman's Breakfast, which is primarily the Board of Directors from the Chamber of Commerce and special guests. All were excited to view the new artwork and all the facility updates.
- There was a virtual accreditation visit for the paramedic program; it was a really good visit.
- The College is attracting attention from all parts of the state. Following the general election, KCKCC will host the ArtsKC Legislative Reception for the Kansas elected officials of Wyandotte and Johnson County to see some of the new artwork and installations. The event date and additional information will be shared soon.
- KCKCC is hosting the Indian Classic reception on October 27 at the Art Gallery in lower Jewell. This exhibition celebrates Asianx women. Shai Perry, Art Gallery Coordinator, has more information about that event.
- Continue to monitor weekly COVID numbers. Employees have had 3 incidents: 3 positive, 0 close contact. Students have had 3 incidents: 3 positive, 0 close contact.
- Dr. Mosier made a special announcement that KCKCC is the recipient of the KCK Chamber of Commerce Stronger Together Award. This award celebrates businesses and organizations that exemplify the importance of collaboration by joining forces and leveraging resources for the greater good of our community. The submission was by KCKCC Foundation's Mary Spangler regarding the downtown project. The

recognition goes above and beyond what we're doing with downtown as we are involved with the community all the time. Dr. Mosier shared multiple examples:

- Jim Mair and the jazz ensemble playing music at the Wyandotte Health Foundation 25th Annual Celebration
- Construction and Building Maintenance Programs build homes for Habitat for Humanity
- Veterans and Catholic Clubs work to collect and serve food in food kitchens and for Harvesters
- Student athletes mentor secondary and elementary students
- Students and staff from PCC being recognized at multiple events and hosting the Halloween Bash for the community
- The awards ceremony is Friday, November 18 at Memorial Hall. More information will be shared for those interested in attending.

Dr. Mosier asked for questions from the Board. Chair Criswell congratulated Dr. Mosier on the award. Trustee Daniels made a motion to accept the report. Trustee Hoskins Sutton seconded the motion. **The Motion Carried.**

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

- Mr. Pope gave an update on software that was purchased, as a result of contract negotiations last year, to conduct student evaluations for every course. It will be ready for the fall semester. Thank you to Henry Hinkle, Director of Institutional Effectiveness and to Dr. Tiffany Bohm for leading the charge on this topic.
- Negotiations are continuing. The administrative team and the faculty team agreed to do interest-based bargaining. Issues are brought to the table and the teams brainstorm solutions. The facilitator is very good at recognizing and helping with working through the issues. The goal is after negotiations are finished to continue meeting as a group so for the next negotiations round most of the issues will have been visited about. The process has good potential for the administration and the faculty.
- Regarding the Office of Assessment, Dr. Cynthia Goudeau does a great job meeting with faculty and has focused on first time coordinators to request their participation in assessment to be engaged and knowledgeable from the very beginning of their tenure at KCKCC.
- The construction program is doing work in some areas on our land bank house.
- On Friday, the music department hosted Grammy award-winning acapella jazz group The New York Voices who sang at the reopening of the Folly Theatre downtown.
- There was a job fair.
- The EMT program went through their accreditation visit. There were no citations, there were 4 minimal recommendations. Kudos to EMT Director Jeff Smith, the faculty of that program and to Dean Tiffany Bohm. Will receive the final results in about 2 months.

- The Mortuary Science program coordinator, Wiley Wright, and Dr. Tiffany Bohm are going to Chicago tomorrow to get the results of that review.
- Dr. Stites and Dr. Kremer's division are visiting to get some synergy between groups and their program.
- The SBSPS division and the Great Plains SPCA are teaming up once again to collect for the Annual Pet Food Drive.

Mr. Pope asked for questions from the Board. Trustee Hoskins Sutton commented on the impact Mr. Pope has on students as he was the accompanist for the choir and a former student always includes KCKCC on her bio due to Mr. Pope's encouragement of her. Kudos to Mr. Pope.

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

13. **Vice President of 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 acknowledged Marcia Irvine and her team for integrating students and keeping students connected to the KCKCC environment.
- Fall 2022 enrollment continues to go up about one-tenth percent. Total student credit hours for the semester should continue to be up from Fall 2021. Less students are dropping from week to week. As of the seventh week, 65 less student credit hours dropped compared to last year, equal to 5.5 students. Trustee Ash asked what that is contributed to. Dr. Meiers answered one item is the emphasis of on campus housing environment and more full-time students compared to the past. Also, what the institution is offering is relevant to the community. The no shows are going down over a 5-year period down 50%, last year was 40%. This could be attributed to a better adoption of the self-service options, such as the ability to see their schedules in more real time and proactive advising.
- In Financial Aid, the FY2019 loan default rate is down to 2.2%, FY2018 it was 5.7%. With the recession of student loan payments that was expected. Closely monitoring as going into the next year and will be educating current students and former students on responsible borrowing and fiscal management.
- In relation to the Course Fees presentation, the emergency hardship funds are managed by the Foundation office when needed. For non-high school students, the course fees being published makes financial aid options available.
- Thank you for supporting the Blue's Kitchen Cabinet Food Pantry. The kitchen is seeing a spike with the residential students and more students on campus. As of this year, about 175 more individual student visits to the food bank. There is a need for more donations. Military and Veterans Center is doing a food drive also.
- Highlights of staff accomplishments:

- Tammy Reece, Assistant Director of Financial Aid, was appointed to the National Association of Student Financial Aid Administrators task force on the resumption of student loan payments. She is the only Community College representative on this committee.
- Lana Ross, Head Softball Coach, was appointed president of the National Junior College Athletic Association's Softball Coaches Association.
- Jennifer Strohman, Assistant Softball Coach, was awarded the National Fast Pitch Coaching Association NJCAA Division II Assistant Coach of the Year Award.

Dr. Meiers asked for questions from the Board. Trustee Daniels congratulated on cultural disciplines, Trustee Hoskins Sutton gave kudos also. Chair Criswell called for a motion to accept the report. Trustee Brown made the motion. Trustee Hoskins Sutton seconded the motion. **The Motion Carried.**

14. **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

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- Ms. Kristy Green shared a video about Ms. Rita Blitt and her artwork collection. Ms. Blitt has asked for the video to be on her website.
- In the Board packet, there are awards that the staff won and the quality of the designed pieces.
- The 8-week campaign increased the Get Ready webpage by 700% due to the marketing efforts where the 8-week campaign was posted.
- KCKCC has been doing digital advertising. This year changes were made in the program to measure how many students clicked, completed a form, applied and enrolled. For Fall 2022, 15% of those in the advertisement applied, 8% of those enrolled, equaling about \$70,000 in revenue from that advertising campaign. Will continue to measure and continue to build that program.

Ms. Green asked for questions from the Board. Dr. Mosier shared Ms. Blitt was excited about receiving the video.

Trustee Hoskins Sutton thanked Ms. Green and the marketing department for the help with the campaign materials for the ACCT campaign. Trustee Ash congratulated Ms. Green and team on all the awards and recognitions.

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

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

- The audit report will be presented to the Board Finance Committee and the Board upon completion in November or December.
- 1,500 refunds have been processed to students in the amount of \$2.7 million in financial aid assistance remitted back to them after paying tuition.
- Facility Services finished the parking lot for Centennial Hall.
- Mr. Jerry Pope is handling the Facilities Master Plan and co-chairing with Facility Services.
- For a high-level of custodial services at Centennial Hall, with hiring challenges, the service is contracted with a vendor that handles the Police Academy. Will bring the service back in-house once back to full strength.
- College Police – 3 officers have been sent to the Academy, when they return the College Police will only be one staff short. There are several trainings the College Police are involved with and security improvements are underway.
- Dr. Kneuvean is monitoring the revenue projections as related to enrollment management. Had hoped to reach 5% growth, it is at about 1% growth. The Board Finance Committee will remain informed.

Dr. Kneuvean asked for questions from the Board. Trustee Daniels requested a timeline for the Facilities Master Plan completion. Mr. Pope responded this academic year, maybe into the summer as there is a struggle gathering some data. It will be a 15-year plan. Trustee Daniels questioned if a consultant was hired. Mr. Pope answered Treanor specializes in community colleges. Dr. Mosier explained the RFP process was in 2019 then was delayed due to COVID.

Trustee Daniels made a motion to accept the report. Trustee Isnard seconded the motion. The Motion Carried.

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

- HR is engaging in more active recruitment for positions, so this month participated in the KCKCC job fair. Have begun researching different ways to advertise positions and in those specific categories where there may be more diverse populations. Began advertising in the KC Globe for about 3 months. Continue to review other sources that may have a broad variety of diverse applicants. Within the last 90 days, most employment hires and hits to the job sources from the KCKCC webpage and Indeed. Will continue to track to determine the best places to advertise.
- Held new supervisor orientation. 6 new supervisors were required to attend the training and extended the invitation to other supervisors as a refresher training. 11 supervisors attended.

- The monthly professional development series continues - Navigating Workplace Conflict, there were 6 participants. Next month is Microaggressions which is Diversity, Equity and Inclusion related. These will continue each month for employees.
- The quarterly report provided with regards to exit interviews and new employee interviews, getting good feedback of KCKCC being an inviting place to work, helpful with the onboarding process. Throughout the last two quarters, improvement was requested on working from home, actively working on a procedure for this topic. Communication is another area for improvement. HR continues to delve deeper into the meaning; there have been focus groups, another focus group for onboarding and discussions with new employees on how to improve the process for onboarding and communication.
- Currently in Open Enrollment, it ends soon. The benefits coordinator is working to ensure employees are enrolled.

Ms. McGee asked for questions from the Board. Trustee Daniels and Trustee Ash complimented Ms. McGee on the HR newsletter. Trustee Isnard requested the type of feedback received from employees for the College contributing more money to the family plans. Ms. McGee responded the feedback has been positive and employees have contacted HR for the new rate as they planned to make a change since the dependent tier plans were lower in cost. Ms. McGee should have the final numbers of how many employees changed to the dependent tier plan next month. Trustee Isnard remarked hopes that helps with retention.

Trustee Ash made a motion to accept the report. Trustee Brown seconded the motion.
The Motion Carried.

17. Chief Information Officer Report – Chair Criswell called for the Chief Information Officer Report. Mr. Peter Gabriel reported the following –

- The migration of the internet service provider is 99% complete. The last change will be done at the end of the month. The phone system will be moved to another network.
- The Business Objects environment will be completed by early next week. Information Services (IS) is working on one small issue with that for a daily refresh.
- The Perceptive Content project - IS is working on enabling a Single Sign-On for the desktop application and the web application. Will follow the same authentication process used for Self Service, email and Blackboard.
- The Ad Astra scheduling program - IS will connect with the Ad Astra support to move to the same authentication process.
- If an email is received from an individual outside of KCKCC, a message may appear “you don’t often get email from this email address,” click the provided link to Microsoft for tips to protect yourself from phishing. This is good information from Microsoft.

Mr. Gabriel asked for questions from the Board. Hearing none, Trustee Isnard made a motion to accept the report. Trustee Hoskins Sutton seconded the motion. **The Motion Carried.**

18. **Unfinished Business:** Chair Criswell called for the update of the Alcohol Resolution for the Purses with a Purpose event. Dr. Mosier reported that the wrong event date was on the resolution and requested the date be updated from Thursday, October 6 to Thursday, October 20. Trustee Daniels made a motion to approve the change. Trustee Brown seconded the motion. **The Motion Carried.**

19. **New Business:**

- Chair Criswell invited Trustee Hoskins Sutton to present the College Policies for approval. Trustee Hoskins Sutton shared the Board Policy Committee thoroughly vetted the policies as the policies went through the full process of going to the College Senate and now to the Board for full approval. Trustee Hoskins Sutton read the titles of each policy and commented the College and the Board had been doing these tasks already.

Policies listed for approval were: KCKCC Naming Rights, Opportunities, and Recognition (Policy: 1.18), Course Readiness (Policy: 2.16), Petition to Administrative Enrollment Deadlines (Policy: 3.07), Petition to the Assessment of Tuition and Fees (Policy: 3.08), and Relocation Assistance (Policy: 5.63).

Trustee Hoskins Sutton gave thanks to Dr. Mosier and Ms. McGee for creating formal policies with structured guidelines for these items. Trustee Hoskins Sutton asked for questions from the Board.

Hearing none, Trustee Daniels made a motion to approve the policies. Trustee Ash seconded the motion. **The Motion Carried.**

Chair Criswell thanked Trustee Hoskins Sutton for the time and work in reviewing the policies including Dr. Mosier and staff. Trustee Hoskins Sutton included Trustee Daniels and Trustee Brown in the kudos.

- Chair Criswell called for Mr. Jerry Pope to present the approval of the Fire Science – AAS – Program Modification.
 - Mr. Pope directed the Board to the summary of the changes on page 178 of the Board packet. KCKCC had the most credit hour requirements than other surrounding institutions. Mr. Pope discussed the summary and pointed out the curriculum changes. Mr. Pope explained the need for the Board to approve then the request will go to the Kansas Board of Regents for approval.

Dr. Mosier announced these are great changes as the KCK Fire Department was referring students to Johnson County Community College and Metropolitan Community College due to the credit hour load at KCKCC. Mr. Pope pointed out the program was closer to 70 credit hours, this modification really reduced the number of credit hours needed.

Trustee Daniels made a motion for approval. Trustee Brown seconded the motion.
The Motion Carried.

Mr. Pope thanked the Program Director, Todd Miles and Dean Tiffany Bohm for their work.

- Chair Criswell called for Dr. Shelley Kneuvean to present the approval to invest in treasury bonds.
 - Dr. Kneuvean has analyzed the College's cash flow, influxes of revenue, the lowest point of cash balances, big projects coming up and recommended approval to invest \$10 million in T-bills or CDs, whichever is the better rate, spreading over 3 banking institutions with the longest term of 6 months to maintain good liquidity in terms of cash balances. The rates are running at about 4%. The College would make about \$430,000 in return. If able to continue that, depending on what the rates do, the College could get close to \$1 million in interest earned. If the Board approves, Dr. Kneuvean would contact the institutions today while the rates are high.

Trustee Daniels questioned if this requires Board approval. Dr. Mosier commented due to the amount of money, wanted to advise the Board of the plan as the investments would continue while the rates are high and the College would have rolling liquidity.

As Chair of the Board Finance Committee, Vice Chair Brune made a motion to approve of this action by the Chief Financial Officer. Chair Criswell seconded the motion.

Trustee Isnard questioned if the College has a Board investment policy that directs this activity as the College Attorney advised it required Board action but for other entities in the County it does not. Trustee Isnard recommended the Board Policy Committee, or the Board Finance Committee develop a plan that allows the treasurer of the board to continue to make these investments on a regular basis.

Trustee Isnard also questioned if any of the accounts currently have an overnight sweep or overnight repo where interest is earned. Dr. Kneuvean responded the College receives 1.62% on the main account.

Dr. Mosier shared, in the lowest bank account month of December, there should still be about \$26 million to \$28 million of cash on hand.

Trustee Ash questioned of Mr. Goheen if this policy is set in statute. Upon Mr. Goheen's response, Trustee Ash seconded the motion. **The Motion Carried.**

- Chair Criswell called for Dr. Mosier to present the approval of Signatories for Bank Depositories.
 - With the addition of Dr. Kneuvean to the College, the bank signatories need to be updated. Dr. Mosier directed the Board to view the form in the Board packet. This request will remove Mr. Mike Beach's name and replacing it with Dr. Shelley Kneuvean.

Trustee Hoskins Sutton questioned if money is still invested at Liberty Bank. Trustee Hoskins Sutton informed Dr. Kneuvean, per Trustee Daniels the College is committed to keeping money invested in Liberty Bank.

Trustee Ash made a motion to approve to amend the signatories. Trustee Brown seconded the motion. **The Motion Carried.**

- Chair Criswell called for Dr. Mosier to present the approval of agreement with Byrne Pelofsky + Associates, LLC for capital campaign consulting.
 - Dr. Mosier presented the standard agreement with Byrne Pelofsky as the capital campaign management firm. The dollar amount negotiated as this third year went from \$10,000 per month to \$7,500 per month and either party can cancel with a 60-day notice. Byrne Pelofsky has provided great leadership and establishment of connections for donor prospects. Dr. Mosier gave multiple examples of the relationship with Byrne Pelofsky + Associates, LLC. Dr. Mosier recommended continuing to move forward with the firm and this should be the last year as the College is close to reaching the goal.

Currently the funds raised to date are at about \$41 million. There is \$2,100 in the pipeline with Senator Moran's earmark and \$3 million with EDA. There is about another \$1 million identified in the pipeline. There is currently about \$32 million directly related to KCKCC's portion of the project and funds raised, of that includes the \$10 million and should be \$37 million by the end of the month. Dr. Mosier recommended a continuation of the contract for the next year.

Trustee Daniels made the motion. Trustee Brown seconded the motion. **The Motion Carried.**

- Chair Criswell called for Dr. Mosier to present the approval of KCKCC-Parkwood Day School D.B.A. Little Leaders at KCKCC Lease Agreement.

- Dr. Mosier mentioned the Board received the contract document electronically. The name change on the business entity is different because the previous owners have Little Leaders of KCK. The operation of the building will still be Little Leaders of KCK. This is a 5-year lease agreement for the use of the facility with optional services they can choose such as trash service, janitorial service or lawn service inside the fence line. They have the opportunity to change some of the optional services over the life of the contract. The official start date is dependent on the sale of the business from the current owners and the obtainment of the appropriate licensure from the Kansas Department of Health and Environment and other organizations; anticipated to take place in the next several months.

Trustee Daniels questioned if the facility is in operation and if there would be a break in service. Dr. Mosier commented it will be a smooth transition. The same day of the sale of the business, the new owners would be operational. There will not be a break in service to the students.

Trustee Hoskins Sutton questioned if the Little Leaders name belonged to the College or the owners. Dr. Mosier responded the current owners are keeping the "Little Leaders of KCK" name as a business entity but are allowing the new owners to use the name for continuity, but the business name has to be different.

Trustee Hoskins Sutton asked about page 4, item 6 regarding signage and if that would affect if the College was going to add a name to that building.

Dr. Mosier responded the owners do have the ability to add signage. The College is recommending not entertaining the naming rights for that facility.

Trustee Hoskins Sutton would like the Board to entertain the request to name the childcare center building.

Dr. Mosier responded the organization that recommended the name for the childcare facility understands that it is a business entity running the childcare facility and are open to other naming rights around campus.

Trustee Ash commented the contract is stronger than before, the 5-year lease will ensure the childcare center is a resource for faculty, staff, students and the community. It is a quality program and overall, a good contract. Dr. Mosier commented, in the contract, the childcare center will provide a 5% discount to children of KCKCC students and employees.

Trustee Hoskins Sutton mentioned another concern on page 8, item 14.4 regarding use of the College's facility for an event, the College would charge them. Trustee Hoskins Sutton recommended not charging fees, giving a reduced rate or one free rate if it is related to the College. Dr. Mosier responded the College always has the

option to decrease or waive the fee, as a normal practice as a for-profit business the College usually charges a fee but always has the ability to waive. Trustee Hoskins Sutton hopes the fees would always be waived in kind to show there is a good relationship. Dr. Mosier acknowledged the request.


Trustee Daniels made a motion to approve the contract. Chair Criswell seconded the motion. **The Motion Carried.**


20. **Adjournment:** Chair Criswell thanked everyone for their attention and attendance. Trustee Daniels would like to recognize Ms. Marcia Irvine, Director of Pioneer Career Center (PCC), for hosting the meeting. Ms. Irvine thanked everyone for coming and offered tours of PCC.

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

The meeting adjourned at 11:09 a.m.

ATTEST:

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Chairperson, Ms. Evelyn Criswell


Secretary, Dr. Greg Mosier