



Mission Statement: Inspire individuals & enrich our community one student at a time.



Vision Statement: Be a national leader in academic excellence & partner of choice in the communities we serve.

**KANSAS CITY KANSAS COMMUNITY COLLEGE
Board of Trustees Meeting Minutes
Tuesday, December 13, 2022 – 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 5:01 p.m. in Upper Jewell Lounge at KCKCC-Main Campus and in the KCKCC Zoom meeting platform on Tuesday, December 13, 2022. The Pledge of Allegiance was led by Trustee Daniels.
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 Brown 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 invited Ms. Kristy Green, Chief Marketing and Institutional Image Officer to present the KCKCC 2024-2027 Strategic Plan Draft Priorities, Goals and Measures.
 - Ms. Green began with sharing the process of reviewing the 4 areas: Purpose, Values, Goals and Measures. Virtual and in-person feedback sessions were held at each college location to provide opportunities for internal and external communities to share input and direction. A steering committee then processed the feedback of the Purpose and Values and made suggestions to President's

Cabinet. In October, the same format of feedback sessions on Goals and Measures were held so the Initiatives supported the Goals. The steering committee processed the comments into new or edited Goals and Measures. Cabinet reviewed the information to create baseline measurements. The information has been shared with the shared governance groups, the Board and there is an open comment period through January 28, 2023. Also, when the new semester begins the information will be shared with all employees and students to request feedback. Initiatives will then be reviewed.

Ms. Green continued by describing, based on the Strategic Plan update presented in July, the Goals and Measures were reviewed. If most of the initiatives were completed or institutionalized, the Goal and/or Measure was then upgraded to the next level or replaced with a new Goal.

Once the review period is complete, open sessions will be held with a similar review process on January 31st and February 2nd to begin brainstorming Initiatives. The final document will be presented to the Board in May for review for a final vote in June.

Ms. Green asked for questions from the Board.

Chair Criswell commented liking the holistic approach that involves everyone – faculty, staff, Cabinet, the Board and students. It is important when developing a strategic plan. Kudos to Ms. Green for being forward thinking.

Trustee Hoskins Sutton commented on the quality programs and services and implementing a holistic integrated support system for traditionally underserved students. Trustee Hoskins Sutton was hopeful that as the underserved populations are captured the men of color will be reached.

Trustee Hoskins Sutton continued regarding community engagement and the goal for increased interest in college academic programs through branded marketing. Trustee Hoskins Sutton would like, instead of just reviewing if the interest increases, measure the increase in enrollment. Ms. Green replied that those good thoughts will be captured and moved forward in the process.

Trustee Daniels questioned how much the HLC (Higher Learning Commission) conversations had an impact on the strategic planning. Ms. Green answered yes, HLC impacts everything the College does every day and gave examples of the areas. Trustee Daniels congratulated the group as there is a distinct focus in the new Strategic Plan around learning engagement, student-centered instruction, how to help students be successful and to provide a better education for the students. Ms. Green agreed the items were highlighted and elevated as part of the HLC discovery and conversations. Ms. Green thanked the Board.

Hearing no other comments or questions, Chair Criswell thanked Ms. Green for the work and consideration put into the project.

- Chair Criswell invited Mr. Jerry Pope, Vice President of Academic Affairs to present the KCKCC 2021-2022 Annual Assessment Report.
 - Mr. Pope reported the initial report was presented in October, but the document was not quite ready then. Kudos to Dr. Goudeau and staff for helping adjust the document. The final report is in the Board packet. For an indirect assessment, the CCSSE (Community College Survey of Student Engagement) report is used, it is administered in Spring of odd numbered years. Four institutional learning outcomes are tied to eight questions in the CCSSE survey. KCKCC is above medium-sized colleges and national cohorts in those eight questions, except computation and financial literacy. These areas will be reviewed with faculty.

Mr. Pope explained there are four statuses with assessment: complete, complete with recommendations, incomplete and non-submitted. Mr. Pope reported the Academic Dean or supervisor will meet with area coordinators to complete missing portions. As part of due process, there is a progressive discipline policy that is followed and recorded if individuals are not doing the required work.

Trustee Daniels commented this is a good report with good data information, so the non-submitted portions are frustrating. The full Board expects the items to be submitted so it appreciates the administration following up. Mr. Pope explained there was some confusion with academic disciplines as some began for the first time this year.

Trustee Daniels questioned if there are non-submitted consequences with HLC or other entities. Mr. Pope explained the report is internal, will be used for evidence for the next HLC assurance argument and there is not an outside entity reviewing them for probation purposes. HLC is concerned about KCKCC having clear processes.

Trustee Hoskins Sutton commented some programs had a lack of personnel during the majority of the academic year, so they were not eligible to be included in this report – six academic programs, one academic discipline and six co-curricular programs. Trustee Hoskins Sutton questioned how this would affect HLC and if the lack of personnel had been addressed. Mr. Pope answered either a coordinator was not identified in time, or the coordinator had left the College. This is being worked on.

Trustee Daniels commented the search for quality data was an issue for a couple of reports, but it is a focus and seems to be getting much better. There are good movements being made.

Trustee Hoskins Sutton sent thanks to Dr. Goudeau and her staff as the College is now headed in a better place for future HLC visits with this assessment report in place. The report was excellent.

Trustee Daniels asked if there is intention for the Board to receive this report yearly. Mr. Pope answered the assessment report will be presented to the Board each October.

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

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 met on December 5th, joined by Trustee Ash, Trustee Isnard, Dr. Shelley Kneuvean, Mr. Pope and supporting staff. The numbers were reviewed, they looked good, nothing was challenged. One highlight, the burn rate is below the average that was projected. The BFC received updates on how the investments are being generated, an update on student housing and the downtown location.

Chair Criswell asked for any questions for Vice Chair Brune. Hearing none, Chair Criswell called for a motion to accept the report. Trustee Brown made the motion. Trustee Hoskins Sutton seconded the motion. **The Motion Carried.**

- On behalf of the Board Policy Committee (BPC), Trustee Hoskins Sutton, Chair of the BPC, reported the committee has some policies that will come forth for Board approval later in the meeting.
- On behalf of the Board Community Engagement Committee (BCEC), Trustee Brown, Chair of the BCEC reported the committee met this morning - Trustee Brown, Trustee Ash, Trustee Brune and Ms. Green. The event fee waiver was reviewed, the changes will be submitted to President's Cabinet to move forward. Trustee Brown shared some community groups have been using the College facilities and there have been no complaints indicating the procedures are working. The BCEC wants to make sure the community is aware KCKCC is building a new facility downtown. The committee is working with neighborhood groups and will use the ward precinct map to decide where those events will happen. In January, information will be shared with the citizens so the BCEC can start hearing interests from the community. The BCEC also received comments from one of the Trustees on some items of concern; the BCEC is working to ensure items are handled and communicated regarding what is happening in the community.

Chair Criswell asked for any questions for Trustee Brown. Hearing none, Chair Criswell called for a motion to accept the report. Trustee Hoskins Sutton made the motion. Trustee Ash seconded the motion. **The Motion Carried.**

- As the Kansas Association of Community College Trustees (KACCT) Delegate, Trustee Ash reported some Trustees attended the quarterly meeting in Coffeyville in early December. Trustees Daniels, Isnard, Brown and Ash attended in person and some Trustees attended online. There were some technical difficulties. KACCT is working on the hybrid meeting format to allow the online attendees to engage. Trustee Ash electronically shared a summary of the KACCT meeting and encouraged all Trustees to review it. Highlights reported were new high school graduation requirements will take effect with this year's eighth grade class, the Kansas independent college report contained good economic outlook information, Lumina data was reviewed related to the fewer number of high school graduates pursuing higher education and how Kansans feel about higher education.

KACCT will host the following events: January 18 Donuts with Legislators at the Capitol, April 17 PTK Awards Recognition Luncheon in Junction City and June 2 & 3 Quarterly Meeting in Dodge City.

Vice Chair Brune reminded Trustee Ash about the KACCT elected officers. Trustee Ash announced his election as the Vice President of KACCT, Arlen Leiker from Colby was elected as the President of KACCT. The Trustees congratulated Trustee Ash.

Trustee Hoskins Sutton asked Trustee Ash to confirm the date of the PTK luncheon in April as it is not normally on a Monday.

Chair Criswell asked for any questions for Trustee Ash. Hearing none, Chair Criswell called for a motion to accept the report. Trustee Isnard made the motion. Trustee Hoskins Sutton seconded the motion. **The Motion Carried.**

9. **Consent Agenda:** Chair Criswell called for a motion to approve the Consent Agenda. Trustee Hoskins Sutton questioned the Item B Recommendations for Payment document since there were no recommendations for payment. Vice Chair Brune replied this was discussed in the Board Finance Committee meeting. Dr. Shelley Kneuvean confirmed there were no recommendations for payment this month. The Board commented this is the first time this has occurred. Trustee Ash motioned to approve the Consent Agenda. Trustee Hoskins Sutton seconded the motion. **The Motion Carried.**

10. **Student Senate Report:** Chair Criswell reported there was no Student Senate Report due to winter break.

11. **President's Report** – Chair Criswell called for the President's report. Mr. Jerry Pope, Vice President of Academic Affairs, on behalf of Dr. Greg Mosier, read the President's Reports. Highlights included –

- Dr. Mosier wished everyone a good evening and sent his regrets for not being able to attend this month's Board meeting. While being off campus, Dr. Mosier knows everything has been handled well by the President's Cabinet members and others to wrap up projects for the calendar year 2022.

A tremendous amount of work has been accomplished this year by members of the Blue Devil family throughout the institution, a few examples were tonight's presentations of the first draft of the KCKCC 2024-2027 Strategic Plan and the 2021-2022 Assessment Report. That just scratches the surface of what the College has accomplished this calendar year and he's extremely grateful.

Dr. Mosier's report thanked all the Board members for their dedication and commitment to KCKCC and our students as new ground is being forged and are working to achieve continuous quality improvement. Thanked the Board for that support.

COVID-19: Since the last Board meeting, employees only had four COVID-related incidences, three employees tested COVID-positive and one close contact. For students, there were three COVID-related incidents, with all three being COVID positive. Those numbers continue to trend very low.

The President's report will be very brief so that Cabinet members can report on items in their divisions that encompass all KCKCC areas.

KCKCC was granted \$80,000 from the special KBOR ARPA funds to purchase food and other resources needed by students that will be available in KCKCC's Blue's Kitchen. These funds must be expended by June 15, 2023.

KCKCC continues to excel on a great path forward, continuing to expand programs and services that are offered to the students and community, and really exciting times ahead.

Dr. Mosier personally wished everyone a very Merry Christmas, Happy Hanukkah, Happy Kwanzaa and a joyous holiday season no matter how you celebrate. Please be safe during the holidays so in January everyone can launch into the College's true Centennial year 2023.

Chair Criswell asked for any questions for Mr. Pope. Hearing none, Chair Criswell called for a motion to accept the report. Trustee Hoskins Sutton made the motion. Trustee Brown seconded the motion. The Motion Carried.

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

- One high level item is the purchase of a software that allows the College to reach the students for student evaluations of instruction survey. The results will be used as part of the portfolio process for the evaluation of instructors. As of today, there is a 15% response rate, which is much higher than in the past. The robust informational reports will be received by the faculty and the Deans.

The College has an Ad Astra product, which is KCKCC's scheduling software, called Monitor. It is a dashboard that allow a section-by-section comparison of enrollment trends year over year. It will help determine if extra classes need to be added or if classes could be preemptively canceled.

An electronic catalog final meeting is Thursday so the next catalog will be electronic. A lot of time will be saved.

Tableau has been purchased as it was not as expensive as thought and it is a little cheaper than the enterprise version of Power BI. It is the Seminole software for dashboards and the Director of Institutional Effectiveness, Henry Hinkle, and his team have been working to get the data ready for when the software is ready. The College will have true dashboards available very soon.

The Lansing Correction Facility graduation was this past week. There were eight Welding Certificate A graduates and seven GED graduates.

The Nursing Pinning for RN and PN students will be held in the Fieldhouse this Thursday, December 15th at 7:00 PM. The Board was cordially invited to attend.

The Foundation hosted a lunch gathering following the candle lighting service and the scholarship giving as a result was \$1,800 with online donations of \$1,200 and free will basket donations of \$600.

The research symposiums were one of the strategic goals from the last Strategic Plan to highlight and make a more robust experience for undergraduate research for students.

Mr. Pope asked for questions from the Board.

Trustee Daniels commented in the Center for Teaching Excellence the list of opportunities around improving instruction and learning being provided is astounding.

Mr. Pope agreed the Faculty Director, Mr. Tom Grady, is really working on that strategic goal.

This reminded Mr. Pope to give a brief update on the status of faculty negotiations. The negotiations are close to being finished. There are a number of tentative agreements: faculty salaries are in line with the Board-approved budget. Faculty will put forth two options for the faculty to choose. The faculty have requested specific language in the contract around due process. There is one more meeting scheduled on January 23. The Interest-Based Bargaining process has been a learning curve.

Chair Criswell asked for any questions for Mr. Pope. Hearing none, Trustee Daniels motioned to accept the report. Trustee Brown seconded the motion. **The Motion Carried.**

13. **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 –

- As a follow up to Trustee Isnard’s question from the last Board meeting, Amazon has moved away from hosting sections of courses at their site. KCKCC still has a robust program growing. In Fall 2021, there were 16 students and Fall 2022, 54 students. There will be continued focus on engagement activities for that program.

The Spring 2023 enrollment report as of Monday, headcount is down 3.5% from last Spring and credit hours are down 4.7%. Dr. Meiers and Mr. Pope are reviewing the TEC enrollments by program and will be working with the Deans and advisors to determine how the trend will line up for the Spring semester. Interestingly, the high school locations are down, the dual and concurrent enrollment across all locations in the high schools were up 2.5%. There is a big spike, specifically 65% increase from last spring in main campus enrollment for high school students and a 7.8% in TEC students.

The first Strategic Enrollment Management Committee meeting was last week. This is the college wide group that will be preparing the multiyear Strategic Enrollment Management Plan that will be presented to the board in May. Dr. Meiers and Dr. Donna Bohn, Dean of Arts, Communications and Humanities, are co-chairing the committee. The committee intends to be heavy users of Tableau and dashboards to forecast enrollment trends, retention, recruitment, marketing and the student experience, how to target underrepresented students, how to build programs and services. Currently, there is a search for a Title III Grant Director and for Career and Retention Advisors to target underrepresented groups.

A Blue’s Kitchen budget is being developed with Dr. Kneuvean for the \$80,000 grant. The pantry will be moved downstairs into a new location. The new Basic Needs Coordinator, Finn Corrigan, is making sure there are programs and services across all KCKCC locations to address food insecurity.

There has been a lot of intentional effort this year to revamp the College employment work study process. There is a tremendous increase in students working on campus. There are 70 students this Fall compared to 44 in previous years. KCKCC continues to help support and grow that process as it is a great learning experience for students but also a sound retention strategy in keeping students progressing toward their degree.

Mr. Wade Abel, Director of the Military and Veterans Center, has been selected as a National Association of Veterans Program Administrators, Board of Directors and Region Six Delegates. Congratulations were extended to Mr. Abel on that recognition.

Sad to report, but happy to report, after 28 years of service, Ms. Mary Dorr, Director of Financial Aid, has announced her retirement will be the 1st of February. Congratulations to Ms. Dorr on a tremendous career serving students in the community. A college wide reception will be held in January.

Dr. Meiers asked for questions from the Board.

Hearing none, Chair Criswell called for a motion to accept the report. Trustee Brown made the motion. Trustee Ash 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 –

- The marketing team has been focused on Spring enrollment. At I-435 & K-32, a graduate is on a billboard. The new billboard is on a 6-month contract at a competitive rate. The billboard will be changed January 17 once Spring enrollment has ended.
- Radio advertising began in November and will be heard again in January.
- Digital advertising continues with tv, digital, social media, email blasts to targeted audiences. To date, digital advertising has given KCKCC 694 email leads that are shared with admissions and divisions once or twice per month.
- Focus has been on the Strategic Plan, the Strategic Plan update and will soon give a 6-month update on the progress of the current plan that will be finished July 2023.
- Campus Printing and Graphics Design team continue to quickly turnaround projects.
- Social media continues to grow, Instagram followers increased this month.
- The Candle Lighting Ceremony was a successful event. The Instagram reel did well.
- The marketing team is handling a lot of photography, graphic design work, social media posts are being done every day.
- Two new groups have been launched. The Marketing Advisory Council includes groups from all academic and shared governance and staff groups that have a focus on events, promotion or marketing to meet quarterly to learn, collaborate and plan initiatives together. The Centennial Celebration Committee was also launched. Will be

bringing forward a detailed calendar for the Centennial academic year 2023-24, in the process of creating events and finalizing it in February.

Chair Criswell asked for any questions for Ms. Green. Hearing none, Chair Criswell called for a motion to accept the report. Trustee Daniels made the motion. 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 –

- Dr. Kneuvean gave appreciation to Vice Chair Brune for her reporting of the Board Finance Committee.

Dr. Kneuvean mentioned an initiative directed by Dr. Mosier to improve the College's visibility on receiving bids and getting more participation from vendors and better pricing for the College. A new landing page on the website has been launched - KCKCC.edu Doing Business. Thanks was given to the marketing team for helping. There is a vendor registration to help learn about more businesses, particularly in the local community, that offer services and goods so when there is a bid opportunity, they can be contacted to submit a proposal.

Another landing page is coming soon for the café with the ability to pre-order food and will have the catering menu. The local vendor running the café, Elevate, has had quite a few activities at the end of the calendar year since there have been gatherings for students. Having a local restaurant come in and provide this service so students have access to hot food on campus is wonderful.

The College Police have a lot of interagency communication. All the agencies throughout the community, including the Kansas City, Kansas Police Department, the College Police Department, the Sheriff's Office, and the KBI - meet every other week to do a review, primarily of shootings that have occurred in the community, but all serious crime activity. They share information so everyone is situationally aware. This is a great way to build those relationships.

Dr. Kneuvean thanked the College Police at TEC for helping Harvesters on the third Friday of each month. Harvesters runs a site out of the TEC parking lot and the College Police helps them unload and load, run traffic control and serving hundreds of people, sometimes including KCKCC students and employees. This is a great partnership. Dr. Kneuvean encouraged everyone to visit the next event.

Centennial Hall had a live fire drill. There was smoke, the fire department came on scene and did a full investigation. There were heating elements that had dust and debris on them and as it burned off smoke pushed into the hallways. This gave an opportunity to practice evacuating the building.

The phase one environmental study for the downtown project has been completed and the report received. There will be additional testing of the site to make sure there are no underground tanks. Hazardous materials have been identified and inventoried that need to be removed such as paint, spray cans or barrels of chemicals that are in the buildings.

A request for proposals for architects and engineers for the downtown project has been done. Interviews will be held the first week of January with the three respondents. Once selected and contracted with an architect the actual drawings beyond the concept will begin.

One of the funding sources for the downtown project being reviewed is the new market tax credits. An application for those was submitted to Central Bank. Dr. Kneuvean reported meeting with another group that will potentially help identify other entities that have new market tax credits to award to entities like the College. There is a possibility to generate between \$3 million and \$5 million for the project.

Dr. Kneuvean asked for questions from the Board.

Trustee Brown commented it the information is positive. Hearing no other questions, Trustee Daniels motioned to accept the report. Trustee Hoskins Sutton seconded the motion. **The Motion Carried.**

16. **Chief Human Resources Officer Report** – Chair Criswell called for the Chief Human Resources Officer report. Ms. Sheila Joseph, Talent Development Manager, on behalf of Ms. Christina McGee reported the following –

- All the employee benefit premiums for the coming year have been entered and will be reflected on the January 15 paycheck for 2023.

The employee engagement High Five program where employees recognize each other for going above and beyond in their positions has received 135 High Fives this year.

In the talent development area, there is a monthly professional development series that has been developed since July. November's topic by Shai Perry, Art Gallery Coordinator, was an interactive art of life presentation that included clay sculpting. The next session is January 25 with Lesley Strohschein, Controller, to discuss the KCKCC college credit card policies and the use of the credit card.

Ms. Joseph asked for questions from the Board indicating Ms. McGee will be joining remotely later in the meeting.

Hearing none, Chair Criswell called for a motion to accept the report. Trustee Brown made the motion. Trustee Ash 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 –

- Thanked Media Services for their hard work setting up and breaking down media equipment for the Board meeting to the Nursing Pinning event on Thursday.

Another application was added to the Single Sign On process.

Information Services has helped Mr. Pope and members of his team with the electronic catalog software and the evaluation software.

Yesterday was the deadline for students to return the 300 checked out laptops. Two-thirds of the laptops have been returned. Information Services is working on the return of the other one-third of the laptops. The laptops will be cleaned, reimaged and refreshed for the next semester of students.

Other projects include Dr. Meiers' area to review the application process. Partnering with the Ellucian to review the process end-to-end to see what is being used, what is not being used and how it could be improved. That project will begin in January.

Mr. Gabriel asked for questions from the Board.

Trustee Brown commented being surprised so many students wanted to use the computers, thought most wanted their own. Mr. Gabriel replied it is a good, helpful service to provide. It is a lot of work for Information Services as it is a quick turnaround of nine business days to turn around the 300 laptops.

Chair Criswell asked for any additional questions for Mr. Gabriel. Hearing none, Chair Criswell called for a motion to accept the report. Trustee Daniels made the motion. Trustee Brown seconded the motion. **The Motion Carried.**

18. **Unfinished Business:** Chair Criswell called for Ms. Christina McGee, Chief Human Resources Officer, to present on the KCKCC Hybrid Work Pilot Program.

- Ms. McGee joined remotely due to attending an Executive Leadership Conference in Arizona. Ms. McGee thanked the Board for reviewing the pilot procedure and asking great probing questions. Ms. McGee asked if there were any additional questions or comments.

Trustee Hoskins Sutton commented the Board mostly agrees it should be a 2-year program. There is a concern for the program to be available to as many employees as possible to not counteract and hurt morale. The more individuals that experience the program will give the most information about whether the program will be successful.

Trustee Isnard thanked Ms. McGee and her team for answering detailed questions about the program to help the Board feel more comfortable with the pilot program.

Trustee Hoskins Sutton added that this is a pilot program, therefore it did not go through the Board Policy Committee. The pilot will be studied for two years then the outcomes will be reviewed before going through a possible policy process.

Ms. McGee has questioned external colleagues about their path for hybrid work. Other colleges are testing the process also. Chair Criswell commented that benchmarking is important, asking peers in your profession is an important part of the process.

Trustee Isnard questioned, of Ms. McGee's external colleagues, if it is more common if they choose lots of staff to have one or two days remote and the rest in person or if there are many who are identifying positions that can be fully remote versus ones that need to be on site. Ms. McGee replied the individuals spoken with are not allowing 100% remote work. The maximum is two days with one college only allowing one day per week. None of the individuals spoken with have fully transitioned to 100% for any position.

Chair Criswell announced no action is to be taken at this time. On behalf of the Board, Chair Criswell thanked Ms. McGee for her great work.

19. New Business:

- Chair Criswell called for Mr. Jerry Pope, Vice President of Academic Affairs, to present on the Approval of a Revised Academic Program: Computer Support Specialist – Certificate Realignment.
 - Mr. Pope reported the program is going through the realignment process at the State level. Advisory Boards and representative faculty are convened from across the State which make recommendations that are then acted upon and approved. This action moves this program certificate to align with the State. The request has gone through the College governance process and there are no concerns about requesting this approval.
 - Trustee Daniels motioned for the approval. Trustee Hoskins Sutton seconded the motion. **The Motion Carried.**

- Chair Criswell called for Trustee Linda Hoskins Sutton to present on the Approval of College Policies.

- o Trustee Hoskins Sutton read the titles of the policies shared in the Board packet - Transfer Standards (Policy: 2.17) and Residence Life Live-In Staff Occupants (Policy 3.09, Procedure: 3.09A). Trustee Hoskins Sutton asked for any comments, thoughts or suggestions about the policies.

Chair Criswell commented about the Live-In Staff Occupants being a great, smart, important policy to have in place in order to provide that extra layer of clarity. Chair Criswell thanked Trustee Hoskins Sutton and the committee for the good work and thoughtfulness on the policy. Trustee Hoskins Sutton gave credit to Dr. Meiers for the foresight and the Dean and coordinators. Centennial Hall needs staff there all the time and if the staff call this their home there needs to be some leniency while still following rules and regulations. Trustee Hoskins Sutton thanked everyone involved.

Trustee Daniels motioned to approve the two policies. Trustee Ash seconded the motion. **The Motion Carried.**

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

The meeting adjourned at 6:20 p.m.

On behalf of the Board, Vice Chair Brune, Trustee Brown and Trustee Hoskins wished Happy Holidays to everyone. Merry Christmas, Happy Holidays, be safe, Happy New Year and we will see you in January.

ATTEST:

DocuSigned by:

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Chairperson, Ms. Evelyn Criswell


Mr. Jerry Pope for Secretary, Dr. Greg Mosier