



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



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

KANSAS CITY KANSAS COMMUNITY COLLEGE
Board of Trustees Meeting
Tuesday, January 16, 2024 – 5:00 P.M.

CONSENT AGENDA – Item A
Meeting Minutes - AMENDED

1. **Call to Order & Pledge of Allegiance:** Chairwoman Evelyn Criswell called the Kansas City Kansas Community College Board of Trustees Meeting to order at 5:09 p.m. in the KCKCC Zoom meeting platform on Tuesday, January 16, 2024. The meeting was scheduled to be hybrid but since KCKCC was closed due to the weather, the meeting was virtual. The Pledge of Allegiance was led by Trustee Don Ash.
2. **KCKCC Mission Statement:** Chair Criswell read the College mission statement.
3. **Roll Call:** Trustees present were Chairwoman Evelyn Criswell, Vice Chair Brad Isnard, Mr. Donald Ash, Mr. Mark S. Gilstrap, Ms. Linda Hoskins Sutton and Dr. Brenda Scruggs Andrieu. Dr. Mary Ann Mosley was not present.
4. **Welcome and Introduction of New Board Members:** Chair Criswell invited Dr. Greg Mosier, President, to introduce the new Board members, Mr. Mark S. Gilstrap, Dr. Brenda Scruggs Andrieu and Dr. Mary Ann Mosley.
 - Dr. Mosier explained that every two years there is an election process for Trustees. Four Trustees were up for election. Trustee Don Ash was voted in again as one of KCKCC's Trustees and there were three new Trustees, Mr. Mark Gilstrap, Dr. Brenda Scruggs Andrieu and Dr. Mary Ann Mosley. Dr. Mosley was not present. Dr. Andrieu and Mr. Gilstrap introduced themselves and were welcomed by the Board.
5. **Board Elections for 2024 Calendar Year:** Chair Criswell acknowledged that January is when the Board reorganizes its offices and gave the floor to Dr. Mosier, Board Secretary.
 - Dr. Mosier proceeded with the election of Board officers and requested nominations for the Board Chairperson. Chair Criswell nominated Vice Chair Brad Isnard. Trustee Ash seconded the nomination. Hearing no other nominations, Dr. Mosier requested a

motion to close nominations and to elect Trustee Brad Isnard to serve as KCKCC's Board Chairperson. Chair Criswell made the motion. Trustee Hoskins Sutton seconded the motion. **The Motion Carried.** Dr. Mosier congratulated Chair Isnard and handed over the virtual gavel and the meeting to him.

Chair Isnard opened the floor to nominations for the Board Vice Chairperson. Trustee Ash nominated Trustee Evelyn Criswell for Vice Chairperson. Chair Isnard seconded the nomination. Trustee Hoskins Sutton nominated herself for Vice Chairperson. Hearing no other nominations, Chair Isnard called for a motion to close nominations. Trustee Hoskins Sutton made the motion. Chair Criswell seconded the motion. **The Motion Carried.**

Mr. Greg Goheen, College Attorney, advised that a roll call vote should be conducted with each member naming their chosen person. Trustee Ash voted for Criswell; Trustee Criswell voted for Criswell; Trustee Gilstrap voted for Criswell; Trustee Hoskins Sutton voted for Sutton; Chair Isnard voted for Criswell; Trustee Mosley was not present; Trustee Scruggs Andrieu voted for Sutton. With four (4) votes to two (2) votes, for Trustee Evelyn Criswell, Trustee Criswell was voted as Vice Chairperson and Chair Isnard gave congratulations.

6. **Board Assignments for 2024 Calendar Year:** Chair Isnard proceeded with the Board assignments for the 2024 calendar year for Board Secretary, Treasurer, Representing Law Firm, Freedom of Information Officer and the Official College Newspaper.

Chair Isnard announced the Board Secretary position is traditionally held by the College President and called for a motion to appoint Dr. Mosier as Board Secretary. Vice Chair Criswell made the motion. Trustee Ash seconded the motion. **The Motion Carried.**

Chair Isnard shared the Board Treasurer role is traditionally held by the College's Chief Financial Officer and called for a motion to appoint Dr. Shelley Kneuvean as Board Treasurer. Trustee Hoskins Sutton made the motion. Vice Chair Criswell seconded the motion. **The Motion Carried.**

Chair Isnard moved to the College's Legal Firm and called for a motion to continue to support McAnany, Van Cleave and Phillips, or MVP Law, as the College's Legal Firm. Trustee Hoskins Sutton made the motion. Vice Chair Criswell seconded the motion. **The Motion Carried.**

Chair Isnard announced the College's Freedom of Information Officer is traditionally filled by the College's Chief Information Officer and called for a motion to appoint Mr. Peter Gabriel as the College's Freedom of Information Officer. Vice Chair Criswell made the motion. Trustee Gilstrap seconded the motion. **The Motion Carried.**

Chair Isnard moved to the designation of the Official College Newspaper, shared that for

the last several years “The Wyandotte Echo” has served this role and called for a motion to continue to appoint “The Wyandotte Echo” as the College’s newspaper of record. Vice Chair Criswell made the motion. Trustee Ash seconded the motion. **The Motion Carried.**

Chair Isnard announced that the appointments for Board Committees will be shared at the February Board meeting and he will contact members to gauge their interest in the various committees.

7. **Approval of Agenda:** Chair Isnard called for a motion to approve the agenda. Trustee Hoskins Sutton made the motion. Vice Chair Criswell seconded the motion. **The Motion Carried.**
8. **Audience to Patrons and Petitioners:** Chair Isnard invited patrons or petitioners to address the Board. There were no patrons or petitioners online.
9. **Recognitions/Presentations:** Chair Isnard invited Ms. Mary Spangler, Executive Director of Foundation, to present the KCKCC Foundation Bi-Annual Update. Ms. Spangler presented the following –
 - The Foundation operates as a separate 501(c)(3) organization with a mission to support the mission and strategic initiatives of the College. The Foundation was started in 1977 with a primary purpose to raise scholarship funding and administer a scholarship program. In 2024, the Foundation continues that robust program. In the last academic year, 952 students were served with philanthropic gifts that provided scholarship aid. As a separate 501(c)(3), the Foundation has a separate Board of Directors consisting of several dedicated community volunteers and leaders. The Foundation has its own separate annual financial audit. Since Ms. Spangler began in this position about five years ago, the Foundation has expanded to raising additional dollars to help with special programs and capital initiatives. The Centennial Path campaign began three years ago and is very close to the \$62 million goal. The Foundation is on a June 30th fiscal year. Year to date the Foundation had 1,082 different gifts totaling \$388,381.00.

Ms. Spangler’s virtual connection was lost. Dr. Mosier reported Ms. Spangler and her staff have done an amazing job with scholarship funds, building the endowment and the capital campaign. Chair Isnard added that he appreciated Ms. Spangler’s work and considered himself fortunate to sit as the Trustee representative on the Foundation’s Board.

10. **Communications:** Chair Isnard announced there were no communications scheduled.

11. **Board Committee Reports:** Chair Isnard invited the Board Committees to report.
 - On behalf of the Board Finance Committee (BFC), Chair Isnard, Chair of the BFC, reported the BFC met on Monday, January 8, 2024, with him and Trustee Ash, there is a vacancy on the committee at the moment. The committee reviewed and approved a report of the items for payment - Items B&C in the Board packet. The financial summary and financial reports for the previous month were approved. Revenue for the month was under \$2.7 million, mostly from student tuition for the

upcoming Spring semester. There was about \$800,000 in auxiliary funding primarily related to Centennial Hall housing for the Spring term. Two Certificates of Deposit matured at the end of December, the College, according to Board policy, will look at reinvesting those. An update was received on the downtown project and finalizing the last few items on student housing. Dr. Kneuvean provided information about the calendar for the upcoming budget conversations.

Chair Isnard called for motion to accept the report. Trustee Hoskins Sutton made the motion. Vice Chair Criswell seconded the motion. **The Motion Carried.**

- On behalf of the Board Policy Committee (BPC), Trustee Hoskins Sutton, Chair of the BPC, reported the BPC will have two policies later in the meeting that went through all of the processes. Chair Isnard called for a motion to accept the report. Trustee Ash made the motion. Vice Chair Criswell seconded the motion. **The Motion Carried.**
- As the Kansas Association of Community Colleges (KACC) Delegate, Trustee Ash reported that on Thursday at 7:30 a.m. at the Capital in Topeka is the Donuts with Legislators annual event. This is an opportunity to meet with our legislators and thank them for their support of community colleges. The legislative agenda has been developed and includes requests to fund the community college formula for various classes and programs.

On the weekly Presidents' Call, there was a first review of the legislative post-audit office's audit of community college athletics. Most attendees were pleasantly surprised. There was some inaccurate data and information. KACC will get a chance to make comments for correction.

KACC would host three virtual orientations and trainings for new Trustees or any Trustee. The first one was last week attended by Trustee Gilstrap and Trustee Ash.

- As the Association of Community College Trustees (ACCT) Delegate, Trustee Ash reported the National Legislative Summit in Washington, D.C. is February 4th through 7th. A good contingent from the College would attend, including the President, Executive Vice President, Student Senate President Ms. Elizabeth Daniels and a number of Trustees. Trustee Hoskins Sutton would have a Diversity, Equity and Inclusion (DEI) committee meeting and Trustee Ash would have his first Constitution and Bylaws committee meeting. Trustee Ash congratulated Trustee Hoskins Sutton that the ACCT President & CEO, Jee Hang Lee, requested Trustee Hoskins Sutton to continue working on another two-year term on the DEI committee.

Trustee Hoskins Sutton thanked Trustee Ash for that acknowledgement and shared she currently serves on that committee. Trustee Hoskins Sutton reported the committee had a pre-meeting on January 5th to prepare for the National Legislative Summit. Meeting topics included: items to help set the agenda, the new DEI Chairperson met the

committee, groundwork was completed, the DEI subcommittee, the toolkit (KCKCC is using it), DEI providing more wrap-around services, whether DEI should add another component – Accessibility (DEIA), working with the caucus leadership on succession plans for the board of directors and various committees, and what inclusion should look like. This committee was being very inclusive, looking at all groups. Trustee Hoskins Sutton looked forward to the February meeting.

Trustee Ash commented the Trustees will have a comprehensive report after the trip and will bring materials back for the Trustees that are not attending.

The Wyandotte County legislative delegation held their annual town hall meeting last week with four Trustees in attendance – Ash, Hoskins Sutton, Isnard and Gilstrap. KCKCC had the largest group of elected officials from any of the Boards or other bodies of electeds. All had an opportunity to interact with individuals on behalf of the College.

Chair Isnard called for a motion to accept the report. Vice Chair Criswell made the motion. Trustee Hoskins Sutton seconded the motion. **The Motion Carried.**

Trustee Ash added that Dr. Balog, Executive Vice President, also attended the legislative town hall meeting and Dr. Mosier pointed out he also attended the standing-room-only event.

- On behalf of the Board Community Engagement Committee (BCEC), Trustee Ash, Member of the BCEC, reported since there are two vacancies on the committee, the last meeting was held in December - until the committee assignments are finalized. Chair Isnard acknowledged that the Board Community Engagement Committee did not meet due to vacancies.

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

13. **Student Senate Report:** Chair Isnard called for the Student Senate report. Ms. Elizabeth Daniels, Student Senate President, and Ms. Eden Barnes, Student Senate Vice President, reported for the month of January, Student Senate did not have a report to give and wished everyone a Happy New Year.

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

- It was good to have everyone back. It was exciting to have new Trustees. Last year was a terrific year for multiple reasons and achieving KCKCC's centennial birthday in September.

Thanked everyone for making this evening's virtual Board meeting happen with the weather closure of the schools across the metro area and the closure of KCKCC.

The College has a beautiful Bi-Annual Strategic Plan Report with a lot of great information from the last six months that will be distributed at the February Board meeting.

Dr. Mosier was contacted by “Newsweek” for an interview with a release date of January 19th. The full-page article will include things being done at KCKCC, the investment in the College, in our community and in the future, about what KCKCC is doing to meet the student and the community needs and with a focus on how our infrastructure for the next 100 years is being built. Highlights include the Centennial Hall project, the downtown Community Education, Health and Wellness Center project and the College’s plans to increase the services provided to Leavenworth County with that new upcoming site. The article will be in print form and on the “Newsweek” website.

Dr. Mosier spent the last four days in San Francisco - two days meeting with Rita Blitt, an artist who has donated 142 paintings and her artwork for sculptures, and two days looking at hundreds of paintings and pieces for a possible project that may be pursued in the next year to add more elements to the College.

The downtown project has a demolition permit and the College submitted the preliminary development plan with the Unified Government (UG). Dr. Mosier shared a fundraising graphic illustrating the main amounts of money raised for the capital campaign. The goal was \$62 million and today’s total was \$61.3 million, which included in-kind donations of property. If Representative LaTurner’s community project funds discretionary spending request is successful on January 19th, the total will be \$64 million.

This amount of money raised for the downtown center shows that KCKCC has a great project, by the level of commitment and the financial support that has been given. There is about another \$3.3 million of requests in process. Dr. Mosier shared an image of the money raised by all the partners. KCKCC’s portion of the goal was \$48 million. To date, without LaTurner’s funding, KCKCC is at \$47.3 million meaning 99% of the fundraising goal has been met. If LaTurner’s \$2.92 million is added into the budget, KCKCC is at \$50 million equaling 104% of our fundraising target with more to come.

There are a lot of people across the College working really hard on this project. The item that put us over the top, was Dr. Shelley Kneuvean working on the new market tax credits – KCKCC’s portion was \$3.744 million. Sunderland Foundation also gave an additional gift of \$3.5 million for KCKCC specifically. The College will still raise more money as these funds do not include our Furniture & Equipment (F&E).

Dr. Mosier reminded the Trustees the Board Retreat was scheduled for the morning of February 17th or February 24th and to submit availability for those dates.

Marketing materials are being created for the ACCT National Legislative Summit, including a downtown project update, information on our existing and our to-be congressional discretionary request - FY 2023 for automated engineering, FY 2024 for commercial construction technology and FY 2025 for an entrepreneurship and innovation center at the Technical Education Center (TEC).

Due to recent inclement weather, the College had been closed two days which affected enrollment and credit hours. Vice President Pope will give a presentation on the academic calendar and request that one day of open enrollment is added to give students an extra opportunity to enroll.

Chair Isnard called for a motion to accept the report. Vice Chair Criswell made the motion. Trustee Hoskins Sutton seconded the motion. **The Motion Carried.**

15. **Executive Vice President's Report:** Chair Isnard called for the Executive Vice President's report. Dr. Scott Balog highlighted the following items from the Board report –
- Welcomed the new Trustees.
 - Monthly reports focus on institutional strategy, partnerships and operations.
 - Strategy - Legislative activity included attending legislative town halls, attending a legislative reception in Topeka this week, gearing up for the National Legislative Summit in D.C. in February. This helps build up our legislative platform and making contacts to position the College for opportunities and for support. Dr. Balog was grateful for the engagement of Trustees Ash and others that continue to engage the process and support the work in advocating for KCKCC, our needs and our students' needs.
 - For Congressional discretionary funds, or earmarks, the College is focusing the 2025 earmark on an innovation and entrepreneurship hub to be located at the Technical Education Center. The hub would leverage existing space – renovation of 8,000 to 13,000 square feet, depending on funding. It also depends on supporting the needs of the residents of Wyandotte County and the KC metro region. There will be a meeting to bring together entrepreneurial ecosystem leaders from across the KC metro and leaders of regional efforts and initiatives to inform the work within this innovation and entrepreneurship hub, for the need for space for entrepreneurs, for startups, for small companies that need incubation space. KCKCC is laser focused on the demands within this area with a focus on jobs and focus on the economy.
 - The College is reviewing data tools and resources with Information Services and Institutional Effectiveness to grow data capacity to make informed decisions. We are democratizing the use of data across the College so decisions are made based on real data; everything done should be based on demand and it should be informed.
 - Partnerships – KCKCC is focused on continuing to grow partnerships with employers, developing career pathways for students.
 - Working with KC Rising, President Mosier and Dr. Balog are co-chairing a workforce action team that is developing a new workforce model for the KC metro region.
 - Leading work to grow enrollment at the College, building off of the contributions of

the strategic enrollment management task force, includes the streamlining of our admissions application. KCKCC is in partnership with Archer Education, a local ed tech company that is helping broaden the enrollment funnel and support the needs of prospective students that are reaching out to request information so that the College can help them chart their course, collect information and customize a personalized plan for their academic journey.

Chair Isnard called for a motion to accept the report. Trustee Ash made the motion. Vice Chair Criswell seconded the motion. **The Motion Carried.**

16. Vice President Academic Affairs Report: Chair Isnard called for the Vice President of Academic Affairs report. Mr. Jerry Pope highlighted the following items from the Board report –

- As an update from last month about the HLC interim monitoring report, it was submitted before the December 31st due date and in the system it is still marked as In Process. It would take two to four weeks to get a result.
- For the Division of Academic Support and Assessment, one priority was to increase service learning. There was a list of service learning hours that students volunteered and participated in - KCK Humane Society, Nourished KC, Little Leaders of KCK, and Letters Against Isolation for the Elderly with over 90 hours of service to these organizations in the Fall semester.
- For the Interdisciplinary Undergraduate Research Symposium, which a strategic goal of academic affairs was to increase that undergraduate academic resource, in Spring 2023, 17 students participated, but in Fall 2023, 56 students participated. There was also a celebration of First-Generation Student day that this undergraduate research program hosted.
- Phi Theta Kappa teamed up with Student Activities. The division of Math, Science, Business, Technology, and Social and Behavioral Sciences and Public Service participated in some holiday activities. Campus Wonderland had 58 students registered for the event to receive items.
- The Center for Teaching Excellence hosted a group from Johnson County Community College - the Director of Faculty Development and Faculty Fellows and others visited regarding faculty professional development. Mr. Pope gave thanks to Mr. Tom Grady, Faculty Director of Center for Teaching Excellence, and his team for that event.
- The music department traveled to New Orleans. Dr. Justin Binek, Associate Professor, gave a poster presentation about his textbook that he wrote. Mr. John Stafford, Professor, is working on a publication.
- Mr. Michael Florence, HVAC Instructor/Coordinator, and Mr. Michael Rollen, Multimedia/Video Production Instructor, had their classes collaborate on creating a video for our programs. Mr. Pope gave congratulations and thanks.
- The Physical Therapy Assistant students had 100% first-time pass rate.
- Cybersecurity Instructor Kelly Olinde and Dr. Edward Kremer, Dean of Math, Science and Computer Technology, worked on Intelligence Community Center for Academic Excellence in Partnership with the University of Kansas.
- Biology Assistant Professor Kara Reed, Psychology Associate Professor Victor Ammons,

and Dr. Edward Kremer have been accepted to present at the American Association of Community Colleges (AACC) Annual Conference in April 2024 on some of our general education learning outcome work - congratulations to them. The College will send a group of attendees.

Chair Isnard called for a motion to accept the report. Vice Chair Criswell made the motion. Chair Isnard seconded the motion. The Motion Carried.

17. **Vice President Student Affairs and Enrollment Management Report:** Chair Isnard called for the Vice President of Student Affairs and Enrollment Management report. Dr. Chris Meiers highlighted the following items from the Board report –

- Welcomed the new Trustees.
- The Student Success Center has wrapped up the first phase of their student course maps. This is critical and related to our Title III programming. This is a way to give students a guide for the sequence of courses to take within the semester and other non-academic milestones such as seeing the career services offices or job fairs or internships. Almost all the degree programs are done, next is the certificate programs and some of the pre-professional transfer programs.
- Financial Aid - As reported in the news, the Free Application for Federal Student Aid (FAFSA) application has been delayed. Higher education institutions have not heard when applications will begin being received, possibly towards the end of the month. It will be a very busy time for financial aid staff with the new calculations that are involved with financial aid. As a community college, more students will be eligible for more Pell money so that may have a positive impact on enrollment. KCKCC is doing a lot of outreach through the financial aid office in our Trio Educational Opportunity Center program to reach out to students through high schools or community events. The department is working with Marketing to ensure students are getting the most accurate information about how to submit the new FAFSA, how they can get help and resources.
- Last Monday was the first Student Success Workshop as part of our Title III partnership in collaboration with the Center for Teaching Excellence. There was a wonderful seminar about aligning student strategies for enrollment and completion. Over 150 faculty and staff members participated in that event.
- Last week was the first walk through of Children's Mercy Park for the Spring graduation ceremony. This will be a great resource and will ease capacity issues.
- The baseball turf replacement field was on progress for completion which will provide a great service. There will be a ribbon cutting ceremony for that in the Spring.
- The Director of Student Engagement, Mr. Mark Nelson, was hired through a national search. He is a Kansas City, Kansas native, a Summer Academy graduate and had a lot of great experience at Kansas State University and Oklahoma State.

Chair Isnard called for a motion to accept the report. Trustee Ash made the motion. Vice Chair Criswell seconded the motion. The Motion Carried.

18. **Vice President Educational Innovation and Global Programming Report:** Chair Isnard

called for the Vice President Educational Innovation and Global Programming report. Dr. Fabiola Riobé highlighted the following items from the Board report via a recorded video –

- Welcomed the new Trustees.
- In Adult and Continuing Education, numbers are steadily rising with 172 students enrolled in GED, 265 in ESL, with a 24 student wait list for the ESL program - in the Fall, KCKCC will open new sections. The department is preparing for the Kansas Board of Regents (KBOR) visit in early March. There is excitement about the partnerships that are lined up and how KCKCC is continuously looking to expand our portfolio of program offerings in continuing education. Two new vehicles will be added to the Driver's Education program. There is exploration of adding new programs around Information Technology (IT), to respond to the IT needs of our community
- In High School Partnerships, our students have an average Grade Point Average of 3.12. Our KCKCC team attended the Complete College America Convening in Las Vegas and got great insights to enhance enrollment and how to create a sense of belonging for our students, maximize opportunities for degree attainment and job security.
- International Services and Global Programming has 52 international students on campus which is a 4% increase from Fall to Spring. The Spirit and Truth Worship Center provided welcome back packages for F1 students. The College now takes Duolingo as an English proficiency exam to expedite applicants. Dr. Riobé gave congratulations to Dr. Candice Scott for being accepted into the NAFSA Academy and for being appointed to serve on the KCKCC Professional Development Committee.
- In Online Education Services, Ms. Susan Stuart led a great cross-functional team in looking at the opportunity to select a new learning management system. For now, Blackboard Ultra will remain then transition completely in the Fall. Dr. Riobé gave thanks to Ms. Stuart and the team for all the work.
- In Workforce Innovation, we graduated seven Industrial Maintenance Technician (IMT) students. Evaluations are being done on how to add new apprenticeships to the course offerings. The 8th cohort for IMT is being created.
- Dr. Riobé wished a happy Martin Luther King Day and reminded all the words of Dr. King, "Intelligence plus character - that is the goal of true education."

Trustee Hoskins Sutton questioned the transition to Blackboard Ultra and if it will be a smooth transition in the Fall. Dr. Mosier answered on behalf of Dr. Riobé, as the presentation was a prerecorded message, that Ms. Stuart and her team will have a staged transition with training. Ms. Stuart added the team met with Blackboard today to get that communication plan, the training plan and the implementation plan going. There will be multiple opportunities to roll out emails, videos and trainings for students. It is a much more streamlined version of Blackboard, more user friendly and more modern and updated. Students will have an easier time navigating it because of this streamline affect.

Chair Isnard called for a motion to accept the report. Vice Chair Criswell made the motion. Trustee Hoskins Sutton seconded the motion. **The Motion Carried.**

19. **Chief Marketing and Institutional Image Officer Report:** Chair Isnard called for the Chief

Marketing and Institutional Image Officer report. Ms. Kris Green highlighted the following items from the Board report –

- Ms. Green gave thanks to the experienced marketing team who has very well pulled together several projects over the last weeks.
- The quarterly marketing advisory committee meeting was held to discuss how the team is engaged in the marketing plan, the programs that are requiring supportive action and the toolbox being offered for those programs and a Centennial celebration.
- Over the holiday time, marketing provided the President's holiday card and support for the President's holiday party.
- Marketing assisted Dr. Balog in creating and designing the strategic plan update.
- Marketing supported the enrollment drive. We increased our budget for enrollment advertising compared to the previous year. Marketing focused on TV, radio, digital advertising on computers and social media, postcards, personalized e-mail communication and other activities. The College is boosting on social media and sending emails that individuals could continue to enroll this week; provided we now have the extended day, marketing will send that communication to encourage students to continue to enroll.
- There were several design projects.
- Marketing met with Yoodle, the consultant for upgrading the website. Focus groups will be launched in the next month, primarily with high school students, as well as existing students, faculty and staff.
- Two celebration activities for the Centennial are being planned. In the Spring semester, will be the 100th anniversary dinner where KCKCC will invite community members and leaders on campus together to celebrate our Centennial. On April 13th, will be a community showcase where the College will invite the Wyandotte County community to main campus to share what our students, faculty and staff all do in a variety of ways.

Chair Isnard called for a motion to accept the report. Trustee Gilstrap made the motion. Vice Chair Criswell seconded the motion. **The Motion Carried.**

20. Chief Financial Officer Report: Chair Isnard called for the Chief Financial Officer report.

Dr. Shelley Kneuvean highlighted the following items from the Board report –

- The monthly financial summary document reflects highlights of the detailed reports to show the net position of the College, which is very positive. KCKCC is in a strong financial position. From November to December, the monthly change went down as is typical for this time of year because expenses stay level each month with payroll and insurance. Revenues come in at certain times of the year – January is a big month for revenue. Budget expenditures are on track as expected. The revenue received this month was primarily related to the Spring semester tuition and the housing. Student housing remains full.
- Two Certificates of Deposits that totaled almost \$3.8 million expired. Request for bids will be sent to the various banks.
- The contracted work on the Jewell entrance elevator was done but the Fire Marshal did not pass the elevator. The elevator phone system is now required to be replaced with

technology - a video two-way camera communication system. On this month's recommendations for payment list, a \$27,772 expenditure for the video equipment and the installation was approved. This will take about a week once the equipment arrives.

- The gym floor in the field house has been tested over the last month. There is optimistic preliminary information that the fix may be a relatively lower cost. Athletics has relocated all the games and practices through the Spring, and the plan is to have the gym open in time for Fall.
- The police administration has relocated back to the main campus near the police offices. There is an administrative office suite and a locker room is being developed.
- The baseball turf was about done with some work still to do on the grass.
- The downtown demolition process has moved forward. Last week fencing was installed around the property, the permit was issued by the Unified Government (UG) and they were going to start demolition last week, but it was on hold because of the weather.
- As part of the Unified Government's Preliminary Development Plan process, a community meeting to present the plan must be held. Letters will be sent to notify residents that surround the property within 200 feet - this gives them an opportunity to be informed and provide any input. That will happen on January 29th at 6:00 p.m. Then at the UG Planning Commission on February 12th will be the presentation of the actual plan for approval.
- The College was awarded tax credits. This will require items to come before the Board. It is a fairly complicated legal process. We will be working with College Attorney Greg Goheen and the attorneys with Central Bank of Kansas City and Baker Tilly.

Trustee Gilstrap questioned if the Certificate of Deposits money is attempted to be kept in our local community. Dr. Kneuvean answered, yes per Board policy, invitations to bid are sent to all banks that have a presence in KCKCC's service area - Wyandotte County or Leavenworth County.

Trustee Hoskins Sutton questioned who the elevator two-way communication goes to - the fire department or campus police. Dr. Kneuvean answered, for all elevators, the service vendor that maintains the elevator runs the dispatch and they coordinate with the fire department and share the information with the College's police department. There are maintenance contracts to have them provide that service. Trustee Hoskins Sutton questioned if this is a new policy nationwide or a UG requirement that will be required in the new building downtown. Dr. Kneuvean answered, it is the state of Kansas, they passed a new fire code statewide.

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

21. **Chief Human Resources Officer Report:** Chair Isnard called for the Chief Human Resources Officer report. Ms. Christina McGee highlighted the following items from the Board report –

- Human Resources hired a Director of Employee Relations, Samuel DeLeon - from

Kansas University, has a great deal of experience in employee relations and talent management and he lives in the community. He starts on Monday.

- The Talent Development Manager sent a college-wide survey to all employees regarding their needs for training development. This assessment tool will be used to inform short-term and long-term goals as it relates to professional development and making sure those align with the overall strategic plan of the College. There will be more information to share about that at a later date.
- The Human Resources department is working on the faculty salary increases being input into the system so that faculty would be able to receive their increases based upon the master contract that was approved last month.
- The Center for Equity, Inclusion and Multicultural Engagement continues to hold presentations throughout various forms during various programs. They had a new session called Inclusive Leadership and they are continuing on their projects from last semester with all in campus voting, planning for Black History Month and New American Open House.

Vice Chair Criswell questioned the new supervisors training and if there is a time limit for existing supervisors to take a refresher training. Ms. McGee answered the supervisors can take training at any point. About two years ago, all supervisors were required to go through training. This training is specific for new supervisors but the previous supervisors have had this particular training and we allow it to be an option if they want a refresher. At this point, it is not required for existing supervisors to go back through the training program.

Chair Isnard called for a motion to accept the report. Vice Chair Criswell made the motion. Trustee Hoskins Sutton seconded the motion. **The Motion Carried.**

22. **Chief Information Officer Report:** Chair Isnard called for the Chief Information Officer Report. Mr. Peter Gabriel highlighted the following items from the Board report –

- Welcomed the new Trustees.
- The Database and Network Services teams created new virtual servers for Colleague User Interface (UI) and self-service environments. The new versions will not bring any visual updates or changes to it, so not much would be seen on the front end. The software the new version is on required new updates. The test servers are up, the pre-production servers are up and are being tested to check the functionality. They should be ready the first week of February.
- Network Service has updated the virtual server infrastructure software and the backup infrastructure software to their latest versions without interruptions to the services provided.
- The Computing Services members have been working on the checked-out laptops that the students returned from the Fall semester. About 200 laptops will be reimaged and ready to check out again.

Chair Isnard called for a motion to accept the report. Trustee Hoskins Sutton made the motion. Vice Chair Criswell seconded the motion. **The Motion Carried.**

23. **Unfinished Business:** Chair Isnard invited Mr. Jerry Pope, Vice President of Academic Affairs, to present the Revisions to 2023-2024 Academic Calendar and 2024-2025 Academic Calendar. Mr. Pope presented the following –

- Two changed items that impact each of those academic calendars is the new location and time for graduation. The College made the decision to move graduation to Children's Mercy Park. As a reminder, the academic calendar is brought to the Board for approval from the Vice President of Academic Affairs in collaboration with various groups on campus. For 2024, KCKCC's graduation ceremony would be held at Children's Mercy Park and there would only be one graduation ceremony at 1:00 p.m. For 2025, the graduation ceremony would be held at Children's Mercy Park with one graduation ceremony at 7:00 p.m. The third change was due to twice recently in January the College was closed due to inclement weather. For this Spring semester, the College would like to extend late enrollment to January 23rd to give students one extra day to enroll.

Chair Isnard called for a motion to approve the Revisions to the 2023-2024 Academic Calendar and the 2024-2025 Academic Calendar. Trustee Hoskins Sutton made the motion. Vice Chair Criswell seconded the motion. **The Motion Carried.**

24. **New Business:**

- Chair Isnard presented the Vote for Association of Community College Trustees (ACCT) Diversity, Equity & Inclusion Committee Member.
 - Dr. Mosier pointed out that input was collected electronically from individual Board members, but this action item is to formalize the selection for Trustee Linda Hoskins Sutton for the written record.

Chair Isnard shared additional background information that Trustee Linda Hoskins Sutton is currently serving a two-year term on the Association of Community College Trustees Diversity, Equity and Inclusion Committee and desires to run for reelection for a second two-year term. The committee requires a letter of support from the KCKCC Board supporting Trustee Hoskins Sutton to serve on the committee and to provide the financial support for her to attend the committee meetings each year just prior to the ACCT National Legislative Summit and the ACCT Leadership Congress.

Chair Isnard called for a motion to approve Trustee Linda Hoskins Sutton to run for reelection for the two-year term on the Association of Community College Trustees Diversity, Equity & Inclusion Committee. Vice Chair Criswell made the motion. Trustee Ash seconded the motion. **The Motion Carried.**

- Chair Isnard presented the Signature of KCKCC Board of Trustees Ethical Conduct Policy.
 - Board members would each sign the KCKCC Board of Trustees Ethical Conduct policy as a standard practice. Since this meeting was not in person, Dr. Mosier explained there would be an opportunity to sign the document electronically via DocuSign. For

the new Trustees, Trustee Ash explained these are standard forms that the Board members sign. Trustee Hoskins Sutton further explained that all Trustees sign the document every year.

- Chair Isnard presented the Signature of KCKCC Board of Trustees Confidentiality and Non-Disclosure Obligations of Trustees Policy.
 - The KCKCC Board of Trustees Confidentiality and Non-Disclosure Obligations of Trustees Policy document would also be sent to Board members electronically for signature as it is signed as standard practice in January.

- Chair Isnard invited Trustee Linda Hoskins Sutton to present the College Policies - Disposition of College-Owned Surplus Property (Policy 4.18) and Essential Personnel (Policy 5.64). Trustee Hoskins Sutton presented the following –
 - The Board Policy Committee handles any policy, the Board of Trustees approves policies and the president implements the policies in the College. The committee met and reviewed the policies in December. These two policies went through the whole process including the senates.

Hearing no questions, Chair Isnard called for a motion to approve the College Policies - Disposition of College-Owned Surplus Property (Policy 4.18) and Essential Personnel (Policy 5.64) as presented. Trustee Ash made the motion. Vice Chair Criswell seconded the motion. **The Motion Carried.**

- Chair Isnard invited Dr. Scott Balog, Executive Vice President, to present the KCKCC Strategic Plan Bi-Annual Report. Dr. Balog presented the following –
 - The Strategic Plan Bi-Annual Report is brought to the Board every six months with an update on progress as it relates to the strategic plan and the priorities approved by the Board. Few colleges do this on a six-month basis and it is helpful to keep the College focused on the identified priorities. The plan encapsulates a tremendous amount of work that President’s Cabinet and teams across the College are leading to the benefit of our students and community. Dr. Balog thanked President’s Cabinet, their teams and Dr. Steve Nettles, Director of Institutional Effectiveness, for their work in driving the College forward in responding to the priorities identified and for their work to contribute to developing this update.

This was a plan that was approved by the Board of Trustees in July and it built off of the success of work guided by the priorities contained within the prior plan. Dr. Balog presented slides on the Accomplishments from the Prior Plan, Meeting the Community’s Needs, Priorities, Goals & Key Initiatives: Priority 1: Student Success, Priority 2: Quality Programs & Services, Priority 3: Employee Engagement, and Priority 4: Community Engagement; Performance and Accountability.

Chair Isnard commented this report highlights that KCKCC is achieving many goals at a rapid pace and constantly improving the effectiveness of the College. He thanked Dr.

Balog and his teams for the hard work as KCKCC continues to improve every day.

Dr. Balog commented that the update will help the newest Trustees get up to speed quickly and become more familiar with the College's priorities and the work that is going on across the College.

Dr. Mosier added this is a quick three-year plan that does not have time to go stale like five-year plans and the bi-annual updates keeps us focused, moving forward and achieving the goals lined out for the three-year cycles.

Trustee Ash commented the work that went into developing this plan was amazing and ran deeply throughout the College with input and review. Receiving these updates is what keeps us all focused. Trustee Ash gave thanks for all the work.

Chair Isnard called for a motion to approve the KCKCC Strategic Plan Bi-Annual Report. Vice Chair Criswell made the motion. Trustee Hoskins Sutton seconded the motion. **The Motion Carried.**

- Chair Isnard invited Mr. Jerry Pope, Vice President of Academic Affairs, to present the KCKCC AY 2022 Kansas Board of Regents (KBOR) Performance Annual Report Update. Mr. Pope presented the following –
 - Mr. Pope reported to the Board of Academic Affairs Standing Committee on October 31st. That committee approved KCKCC, along with other institutions, for 100% funding of any new funding that is identified because KCKCC met four or more of the indicators. It has not been approved by KBOR - the notation in the minutes is that committee would forward it to KBOR in the academic year. Mr. Pope will present the final report once it is approved by KBOR as it is still waiting to be approved by the KBOR committee.

Chair Isnard called for a motion to approve the KCKCC AY 2022 Kansas Board of Regents (KBOR) Performance Annual Report Update. Trustee Ash made the motion. Trustee Gilstrap seconded the motion. **The Motion Carried.**

- Chair Isnard invited Dr. Shelley Kneuvean, Chief Financial Officer, to present the Proposed KCKCC FY 2024-2025 Annual Budget Calendar. Dr. Kneuvean presented the following –
 - The outline of the steps taken to put together a budget proposal is in the Board packet. The highlighted items involve the Board of Trustees in various meetings and discussions such as tuition rates and fees in February, the budget workshop in June, projection of the estimated changes in assessed valuations which starts the discussion about the mill levy in June, additional conversations based on the state law's detailed process in regard to the mill levy in July and August, and if needed in September.

Dr. Mosier reminded Dr. Kneuvean that last year a representative from the UG did a preliminary mill levy assessment value in March or April that was within one or two percent. Dr. Mosier requested that Dr. Kneuvean contact the representative about presenting sooner to give KCKCC additional time to run different scenarios. Dr. Kneuvean will invite the county assessor; he will not be able to give actual numbers early since it is a very procedural process.

Vice Chair Criswell appreciated the highlights on the document because it made it easy to understand what needs to be thought about in advance.

Chair Isnard called for a motion to approve the Proposed KCKCC FY 2024-2025 Annual Budget Calendar. Vice Chair Criswell made the motion. Trustee Hoskins Sutton seconded the motion. **The Motion Carried.**


25. **Adjournment:** Chair Isnard welcomed the new Trustees, looked forward to getting to know them as the Board serves the students and the community and thanked them for taking the steps to help be a leader for the College. Trustee Ash gave a big thank you and appreciation to Vice Chair Criswell for her leadership in the Chair's position over the last couple of years. Trustee Ash gave thanks to Chair Isnard as the Vice Chair for last year. Chair Isnard agreed and stated it has been great working with everyone for the last two years on the Board and hoped to count on Vice Chair Criswell's help with the new role of Chair.

Dr. Mosier echoed the sentiments and has been fortunate to have the opportunity to work with Vice Chair Criswell as Chair and appreciated the time, commitment and deep level of thought put into many conversations and the guidance provided to Dr. Mosier which has made some significant differences on how we have moved forward. Dr. Mosier looked forward to working with Chair Isnard in the same capacity. Dr. Mosier felt fortunate to have such a strong Trustee team, gave thanks to all Trustees and welcomed the new Trustees. Dr. Mosier thanked everyone who pulled the meeting together to go full virtual in short notice.

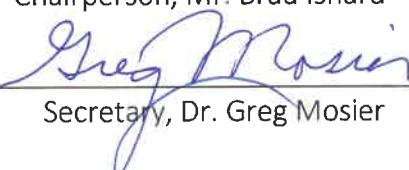
Chair Isnard called for a motion to adjourn the meeting. Trustee Ash made the motion. Vice Chair Criswell seconded the motion. **The Motion Carried.**

The meeting adjourned at 7:25 p.m.

ATTEST:



Chairperson, Mr. Brad Isnard



Secretary, Dr. Greg Mosier