

# KANSAS CITY KANSAS COMMUNITY COLLEGE



Recruit/Enroll/Retain/Goal Attainment \* Institutional Vibe \* Communication \* Person-to-Person Services

## KANSAS CITY KANSAS COMMUNITY COLLEGE Board of Trustees Meeting AGENDA July 17, 2018 – 9:00 AM

### Upper Jewell

1. Call to Order & Pledge of Allegiance
2. Roll Call
3. Approval of Agenda
4. Audience to Patrons and Petitioners
5. Recognition(s)
6. Board Committee Reports
7. Board Appointments and Designations for the 2018-2019 Academic Year
  - Naming of Official College Newspaper (Currently Wyandotte Echo)
  - Appointment of Freedom of Information Officer (Peter Gabriel, Interim CIO?)
  - Board Committee Assignments for 2018-2019 ([attachment](#))
8. Consent Agenda:
  - (Item #A) Approval of Minutes of the June 19, 2018 Meeting
  - (Item #B) Approval of Recommendations for payment
  - (Item #C) Approval Personnel Items (H.R.)
  - (Item #D) Salary Adjustments ([attachment](#))
  - (Item # E) Authorization to Publish 2018-2019 Budget ([attachment](#))
  - (Item #F) Kincaid Bus Agreement – Athletic Travel (Ongoing services)
9. Student Senate – Aliyah Shaw, President
10. President's Report – Dr. Greg Mosier
11. Marketing & Community Outreach Report – Ms. Tami Bartunek

12. **VP-Academic Affairs Report** – Interim VP, Dr. Ed Kremer

13. **VP-Student Affairs Report** – Dr. Delfi Wilson

14. **Information Services Report** – Interim CIO, Mr. Peter Gabriel

15. **Human Resources Officer Report** – Ms. Christina McGee

16. **Finance & Administrative Services Report** – Mr. Mike Beach

17. **Unfinished Business**

- Confirm Board of Trustees Calendar – meeting dates/times for 2018-2019 (Currently third Tuesday of each month at 9:00 a.m., (August Budget Publishing & November Thanksgiving date necessitate moving each meeting up one week)
- Approval of renewal of College insurance as presented by Mr. John Bovard at the June 19<sup>th</sup> Board of Trustees meeting.

18. **New Business**

- Master Transportation Lease Renewal (Mike Beach)
- Pauly Group Contract for Services in VP-AA Search (**attachment**)

19. **Executive Session(s)**

- To discuss non-elected personnel matters with College attorney to protect the privacy interests of the individual(s) to be discussed.

20. **Adjournment**

**Kansas City Kansas Community College  
Minutes of the Board of Trustees Meeting  
June 19, 2018**

CONSENT AGENDA - # A.  
Meeting Minutes

Upper Level Jewell

- 1) **Call to Order and Pledge of Allegiance:** The June meeting of the Board of Trustees was called to order at 9:00 a.m. by Board Chair Rosalyn Brown. The Pledge of Allegiance was led by new KCKCC President, Dr. Greg Mosier.
- 2) **Roll Call:** Indicated the following present, Trustees: Rosalyn Brown, Evelyn Criswell, Ray Daniels, Tyrone Garner, Janice McIntyre, and Linda H. Sutton. Trustee Ash was unable to attend.
- 3) **Approval of Agenda:** Chair Brown called for approval of the Agenda, with Amendments. Trustee Sutton moved to approve and Trustee McIntyre seconded. The Motion Carried.
- 4) **Audience to Patrons and Petitioners:**
  - Mr. John Bovard, President and CEO of Bovard Insurance Group, gave a brief overview of the College insurance renewal. Mr. Bovard stated that the renewal would be \$1,000 less than the 2017 rate. Mr. Bovard also stated that Bovard Insurance had been part of KCKCC for 10+ years. The renewal of the Insurance will need approval at the July, 17 meeting of the Board of Trustees.
  - Mr. Murrell Bland, Executive Director of Business West, announced that the recent establishment of a not-for-profit corporation, Business West Endowment Foundation would provide scholarship funds for KCKCC students. Mr. Bland requested that the College make a commitment to hold the line on property taxes, as part of the College's budget, for the coming year. Chair Brown thanked both Mr. Bovard and Mr. Bland for addressing the Board.
- 5) **Recognitions:**
  - The Board recognized Shazia Saddiqua and Christopher Day, Research Assistants at KCKCC, as being recipients of the KBOR Data Quality Award at the Data and Planning Conference in Topeka on June 6.
  - Dr. Mosier read the recognition letters for Dave Wheatman and Christopher, both TEC instructors, for their Innovative Technology Internship Grants.
- 6) **Board Committee Reports:** In the absence of Trustee Ash, Chair Brown reported on the June 1 & 2 KACCT/COP Quarterly meeting held at TEC. Chair Brown stated the attendance was good and the program had information on legislative updates and the presentation by Dr. Brian Davidson was very informative.
- 7) **Consent Agenda:** Chair Brown called for approval of the Consent Agenda, items # A – D. Trustee Daniels moved to approve the Consent Agenda A-C but stated he wanted to pull approval of item # D until further discussion. Trustee Garner seconded and the Motion Carried.

- 8) **Student Senate Report:** Student Senate reports will resume in July.
  
- 9) **President’s Report:** Dr. Greg Mosier gave his first report stating that this was his second week as KCKCC President and that he was “happy to be here.” He reported meeting with faculty and staff. Dr. Mosier reported on attending the Degree in 3 Memorandum of Understanding Signing Ceremony on June 12 at BEST Conference Center on the KU Edwards Campus. The MOU is a partnership among K-12, community colleges and KU Edwards Early College Pathway Program. Hearing no further questions or comments, Trustee Daniels moved to approve the President’s Report and Trustee Sutton seconded. The Motion Carried.
  
- 10) **Community Outreach and Marketing Report:** Ms. Tami Bartunek reported on the launch of two radio stations that would carry enrollment information for KCKCC. Ms. Bartunek reported on the demographics the stations reach and that KCKCC will also receive bonus airtime of 200 mentions. Trustee Criswell stated that she will be interested in hearing statistics associated with enrollment and marketing. Hearing no further questions or comments, Trustee Criswell moved to approve the report and Trustee McIntyre seconded. The Motion Carried.
  
- 11) **Vice-President for Academic Affairs:** Dr. Ed Kremer introduced Barbara Clark-Evans, Director of the Intercultural Center, Marquis Harris, Coordinator, and Shai Perry, Art Gallery Assistant, presented an update on the Center. Marquis Harris presented a power point on the variety of events that take place in the Center and the many diverse cultures it represents. Trustee Daniels asked who helps with planning the events. Mr. Harris stated that the events include those students from the varied cultures who assist with planning the events from their particular areas. Trustee Garner asked about grant funds to assist in the Center. Mr. Harris stated that K-State partners with USD 500, in assisting with a joint grant. Hearing no further questions or comments, Trustee Sutton moved to approve the report and Trustee McIntyre seconded. The Motion Carried.
  
- 12) **Vice-President of Student Affairs Report:** In the absence of Dr. Delfi Wilson, Dr. Shawn Derritt presented the Student Affairs Report. Dr. Derritt reported that summer enrollment is up...credit hours are up as well as applications. Dr. Derritt stated they are hopeful to see an increase in fall enrollment. Dr. Derritt reported on the reason for the change from Student Services to Student Advising and Support Services. Dr. Derritt reported that the new title seemed to be more inclusive for all students. He also reported there is a learning specialist for those students who may need assistance. Dr. Derritt reported that F.B.O.E. had seven graduates, thanks in part to the guidance of program director, Roger Suggs and the TRIO program, under the direction of Mr. Michael Cozart, had twenty-two graduates. Trustee Daniels stated that he appreciated Student Advising and Support Services reaching out to students in need. Tina Church Lewandowski reported that Mary Dorr and her staff go to the different high schools in the area assisting high school students with their enrollment.

- 13) **Chief Information Officer Report:** Mr. Peter Gabriel presented an update on IT services stating that they had finished all the hardware replacement for computers. He reported that this was the first small step in replacing all the old desktop computers, which is about 30% of all the computers on campus. Mr. Gabriel gave an update on the webpage, per Trustee Garner’s request, and stated that the Beta site will be up and in place for November 1<sup>st</sup>. Hearing no further questions or comments, Trustee Daniels moved to approve the report and Trustee Garner seconded. The Motion Carried.
- 14) **Human Resources Report-** In the absence of Christina McGee, Human Resource Officer, giving an oral report, it is included in Board Effect for review.
- 15) **Finance & Administrative Services Report –** CFO, Mr. Mike Beach reported on the following:
- Budget Workshops were productive
  - Insurance renewal is July 1<sup>st</sup> and the amount will be on the Consent Agenda
  - Regarding the bus lease, for three-25 passenger buses from Kincaid Bus Company, could be a risk.
  - Building & Grounds are making strides in completing the bridge over the pond.
  - The Auditor Engagement Letter will need approval under New Business
  - The Veterans’ Center is underway
  - Flag poles have been resituated next to the front entrance of the Jewell Building.
  - New carpet installed in Upper Jewell
  - Learning Commons elevator is nearly complete
  - Campus Police continue to do a great job of monitoring the campuses
  - TEC air condition units have been updated
- Trustee Garner commented on the improvements being made throughout campus, without a tax increase, but asked to keep in mind public safety for guests, personnel and students.
- Mr. Beach reported that Trustees will need to do a final approval of the parking lot upgrade.
- 16) **Unfinished Business:** No Unfinished Business for discussion.
- 17) **New Business:**
- Chair Brown asked for a motion to approve the Resolution changing the bank signatories for FY 2018-19. Trustee Daniels moved to approve and Trustee Garner seconded. Motion Carried. Trustee Criswell asked that the banks be checked to make sure they were all in Wyandotte County.
  - Chair Brown asked for a motion to approve the Engagement Audit Letter with Novak Birks, CPA. Trustee Daniels moved to approve and Trustee Criswell seconded. Motion Carried. Trustee Daniels asked if there had been a significant change in the letter from previous years. Mr. Bill Miller responded, “No, that due to tough regulations, it was pretty standard each year.”

- Chair Brown opened discussion regarding the times for the 2018-2019 Board of Trustee meetings. Holding meetings on the third Tuesday of each month seemed to work well for the Trustees but the request was made to check with other outside entities to see if that day conflicted. The time of the meeting was discussed among the Trustees with some wanting a meeting later in the day and others holding on to the morning meetings. Through an oral survey of several Board member the following were their responses:

Criswell = later Sutton = early McIntyre = later Garner = later
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Trustee Daniels suggested checking with other groups to get their input. Chair Brown suggested this subject be tabled until the July meeting. Trustee Criswell suggested the information, as to when other groups met, be included in the Board Packets (Board Effect). It was discussed that the July meeting will still take place on the third Tuesday, July 17<sup>th</sup> at 9:00 a.m. in Upper Jewell.

- 18) **Executive Session:** As there was no Executive Session, approval of the Purchasing and Procurement procedure, tabled earlier during Consent Agenda, needed further discussion. Trustee Daniels asked Greg Goheen if there was a policy or procedure in place regarding Procurement. Dr. Mosier stated that contracts should be approved at the Cabinet level. Trustee Criswell asked if the contracts of minority or women owned business would be considered first. Trustee Daniels suggested that the Policy Committee work with legal counsel for proper wording of the final policy/procedure. Trustee Criswell stated that the language does not need to be specific. Trustee Daniels suggested that the Purchasing and Procurement procedure be approved *as is* but it would be necessary to come back for the final wording. Trustee Daniels moved to approve the procedure, as is, and Trustee McIntyre seconded. The **Motion Carried.**
- 19) **Adjournment:** Chair Brown called for a motion to adjourn. Trustee Daniels moved to approve and Trustee McIntyre seconded.

The meeting of the Board of Trustees adjourned at: **10:33 A.M.**

ATTEST: \_\_\_\_\_  
Chairperson, Rosalyn Brown

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Secretary, Dr. Greg Mosier

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## Recommendations for Payment July 17, 2018

### CONSENT AGENDA – Item # B.

1. Approval in the amount of \$23,929.04 to **Pay-LESS Office Products, Inc.** for furniture in Learning Commons and few various locations on campus. Requested by Mike Beach
2. Approval in the amount of \$22,254.70 to **Redshelf, Inc.** for books in the Campus Bookstore. Requested by Kasey Mayer.
3. Approval in the amount of \$22,947.00 to **Leavenworth Senior High School** classes. Requested by Marie Branstetter.
4. Approval in the amount of \$18,834.82 to **MVP Law**. This invoice #751453 includes the 1/12 of the annual flat fee of \$8666.66 + invoices 751454-751459 involving litigation. Requested by Mike Beach.
5. Approval in the amount of \$14,320.00 to **Apple Computing** for the replacement of new iPads, that are over 5 years old and no longer receive updates. Requested by Peter Gabriel, IT.
6. Approval in the amount of \$321,126.00 to **Ellucian** for licensing, maintenance and support of Colleague Systems. Requested by Peter Gabriel, IT.
7. Approval in the amount of \$47,500.00 to **Ellucian** for SAAS 5-yr. agreement, Premium User License Fee, and Standard user License Fee. Requested by Peter Gabriel IT.
8. Approval in the amount of \$14,902.35 to **Proquest-Alexander Street** for use in the Learning Commons for streaming of films for patrons. Requested by Peter Gabriel, IT.
9. Approval in the amount of \$16,655.00 to **Yellow Dog Networks** for Network services. Requested by Peter Gabriel, IT.
10. Approval in the amount of \$42,000.00 to **Pauly Group, Academic Search Consulting**, to launch and facilitate the search process for the Vice President for Academic Affairs ("Open Position).
11. June bills totaling \$1,756,558.00 includes May VISA bills of \$239,274.65.



## PERSONNEL ITEMS FOR APPROVAL

### Consent Agenda # C

### SEPARATIONS/INFORMATION

	ACTION	NAME	JOB TITLE	DEPT	DIV	EFF. DATE
1.	Resignation	Shure Herr	Senior Database Administrator	Information Services	Chief Information Officer	07/05/2018
2.	Resignation	Mark Ruthenberg	Network Engineer	Information Services	Chief Information Officer	07/06/2018
3.	Resignation	Deborah Ross	PT Custodian	Buildings & Grounds	Chief Financial Officer	07/07/2018
4.	Resignation	Brooke Wilson	PT Lifeguard Wellness Staff	Wellness Center	Math, Science, & Business Technology	06/29/2018

### RECOMMENDATIONS/APPROVALS

	ACTION	NAME	JOB TITLE	DEPT	DIV	EFF. DATE	RATE OF PAY
1.	Reclassification	Michael Adams	Adult Education Motorcycle Instructor	Continuing Education	Heath Professions	07/01/2018	\$20.00 per hour
2.	Reclassification	Susan Anderson	Interim Director of Nursing	Nursing	Heath Professions	03/19/2018	\$74,970.00
3.	New Hire	Paul Barksdale	Part-Time Maintenance/ Painter	Buildings & Grounds	Chief Financial Officer	07/09/2018	\$11.26 per hour
4.	New Hire	Rebecca Gandara	Student Financial Aid Loan Specialist	Financial Aid	Vice President of Student Affairs	07/09/2018	\$16.83 per hour
5.	New Hire	Delores Pitchlyn	Technical Assistant- Student Advising Center	Student Advising Center	Vice President of Student Affairs	07/16/2018	\$14.47 per hour
6.	New Hire	Jose Cantu	Maintenance Worker- Facility Maintenance	Buildings & Grounds	Chief Financial Officer	07/25/2018	\$16.35 per hour



7.	New Hire	Jimmy Nguyen	Maintenance Worker- Facility Maintenance	Buildings & Grounds	Chief Financial Officer	07/25/2018	\$16.35 per hour
8.	New Hire	Elena Gann	Business Coach	Workforce Development	Dean of Technology &	06/21/2018	\$49,500.00
9.	New Hire	Maria De La Cruz	Part-time Custodian	Buildings & Grounds	Chief Financial Officer	06/25/2018	\$11.26 per hour
10.	New Hire	Sean Burkett	Employee Relations Manager	Human Resources	President	07/16/2018	\$62,000.00