



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 Special Meeting
Tuesday, March 24, 2026 – 5:00 P.M.**

**Meeting Location: Hybrid – Kansas City Kansas Community College (KCKCC)-Main Campus
Upper Jewell Lounge and Zoom Meeting**

AGENDA

1. **Call to Order**
2. **Roll Call**
3. **Board of Trustees Candidate Interviews:**
 - 5:15 – 6:05 p.m. Ms. Jammie A. Johnson
 - 6:05 – 6:15 p.m. *Break*
 - 6:15 – 7:05 p.m. Mr. Sam L. Voyles
 - 7:05 – 7:15 p.m. *Break*
 - 7:15 – 8:05 p.m. Mr. Deon Whitten
4. **Adjournment**



BOARD OF TRUSTEES HANDBOOK

2025-2026

Board Organization and Practices

Committees – Standing and Ad-hoc

The Board of Trustees may establish standing or ad hoc committees as needed as determined by the Board in consultation with the President. Any Board member or the President may suggest the addition or deletion of standing or ad hoc committees. The final decision to add or delete a committee shall be by normal voting procedure of the Board. While committees may be established by the Board, the Board has determined that it is in the best interest of the College to submit such matters and concerns to a process consisting of broad policy discussions and decisions in the domain of the Board of Trustees with the Board acting as a “Committee of the Whole.” This provides an opportunity for all Trustees to participate in all issues coming before the Board for discussion, planning and possible action.

Assignment of Board members to committees shall be the responsibility of the Chair in consultation with Board members and the President. Board members may request assignment to specific committees, but the final decision regarding assignments rests with the Chair.

In January of each year, the members of standing committees shall determine a meeting schedule for the year. Some committees may need to meet on a monthly basis while others may meet as needed. The scope and urgency of the work should determine the meeting times. Ad-hoc committees will establish meeting dates and times as needed.

Kansas Open Meeting Act (KOMA) requirements apply to committees established by the Board.

Filling Vacancies

A vacancy occurs when a trustee resigns from his/her position before the end of his/her term or a trustee is unable to fulfill his/her duties due to serious illness or death. The Board must then decide whether to provisionally appoint someone to fill the vacancy or to hold a special election.

Legal authority for filling vacancies: Pursuant to K.S.A. 71-201(b)(15), the Board of Trustees is granted power to appoint a member to fill any vacancy on the Board of Trustees for the balance of the unexpired term. When a vacancy occurs, the board shall publish a notice one time in a newspaper having general circulation in the community college district stating that the vacancy has occurred and that it will be filled by appointment by the Board not sooner than 15 days after such publication.

Procedure for filling vacancies: If the Board desires to fill a vacant Trustee position, the Board shall:

1. Acknowledge, in open session, that a vacancy has occurred;
2. Move and vote to publish a notice in local newspapers stating that the vacancy has occurred and that on a date certain (at least 15 days after the date of the publication), the Board of Trustees will have a meeting where members will make an appointment to fill the vacancy;
3. Publish the notice;
4. Confirm that the notice contains the date, time and place of the meeting to fill the vacancy;
5. Invite persons to submit their names and statements of interest and resumes for consideration by a date and certain time;
6. Schedule a date to review and consider the credentials of persons desiring to fill the trust vacancy. Note: It may be advisable to schedule the meeting date for the filling of the vacancy so there is sufficient time to consider applications and conduct any interviews;
7. Discuss and/or determine, in open session, whether to use a specific method for selecting the new trustee (i.e., interviews by the Board as a whole, a board committee, written application, in accordance with specific criteria, etc.); and
8. Select new trustee, in open session, in accordance with Kansas Open Meetings Law and the Modern Rules of Order.
9. Refer to Appendix D for detail.

The Board Chair

Selection

The Board Chair will be selected at the January meeting for a term of one year. Robert's Rules will be followed to select the officers.

Whoever is selected should be willing to commit the extra energy and time it takes to fulfill the responsibilities as well as have the necessary skills to be effective. It is important to also consider complementary working and leadership styles with the President.

Role of the Board Chair

The Board Chair, as all Board members, has no legal authority as an individual other than that specifically delegated by the Board. Boards should have a policy that describes the role and expectations of the Board Chair. He or she is a member of the Board team, but has greater responsibility to create a positive climate, lead the Board, and work closely with the President.

APPENDIX D

Procedure for Reviewing Applications and the Appointment for Midterm Vacancy

Timeline:

- Date 1 Board Meeting – Board votes to accept resignation of Trustee or announces vacancy due to incapacity or death of Trustee. Board announces process and procedure for filling vacancy for the balance of the unexpired term. Board selects date for closure of receipt of applications and approves publication notice
- Date 2 Publish (unofficial) Notice to KCKCC website
- Date 3 Publish (official) Legal Record
- Date 4 Applications deadline (5 p.m.)
- Date 5 Distribute application materials to Board Members
 - Includes applications, worksheet and procedures
- Date 6 Special Board Meeting – Board narrows slate of applicants for review
- Date 7 Notification to select candidates of interview date and time
 - Send letter via email to those not selected
 - Call and send letter to those selected to schedule interviews
- Date 8 Special Board Meeting to interview candidates
- Date 9 Selection of new trustee by roll-call vote at next regular meeting of the Board of Trustees
- Date 10 Successful candidate takes office to fill the Trustee vacancy for the balance of the unexpired term

Procedure:

After completing the interview process of qualified candidates during the special Board meeting, the following procedure will be used to fill the vacancy on the Board of Trustees during the Board's next regular meeting of the academic year:

- 1) Nomination Votes: Each Trustee will indicate on private written ballot two candidates for nomination for appointment as Trustee. (The ballot is an open record subject to disclosure, but allows each Trustee to privately indicate preference simultaneously with other Trustees)
 - a) The ballots will be tabulated by Secretary and Treasurer to the Board.

Revised July 31, 2019

- b) The nomination ballot is NOT the election ballot.
 - c) Those candidates who receive two or more nomination votes will be announced by the Chair as eligible for the final ballot.
- 2) Final Ballot: The final ballot will then be distributed, and each Trustee will select ONE candidate.
- a) The votes will be tallied and the candidate receiving the majority number of votes will be announced.
 - b) If there is a tie, all other candidates will be dropped from the final ballot, the Board may openly discuss the two final candidates for up to five minutes and then final ballot voting will be repeated with only two candidates listed.
 - c) The five-minute Board discussion and voting on the final two candidates may be repeated multiple times if necessary.
- 3) Motion to Appoint: “Motion to appoint and elect [Candidate’s Name] to fill the unexpired term of [Name Vacating Member], Trustee of the Board of KCKCC.” Requires a second, discussion and majority vote. Once majority is reached, the voting stops and the candidate is deemed elected.
- a) If there is not a majority at this stage, the candidate who receives the second most votes will be announced, and the motion process will be repeated.

Ballot Examples:

Kansas City Kansas Community College	
BOARD OF TRUSTEES VACANCY	
First Nominating Ballot	
Each Board member is asked to circle two candidates for nomination for appointment as Trustee.	
Candidate Name 1	Candidate Name 4
Candidate Name 2	Candidate Name 5
Candidate Name 3	Candidate Name 6

**Kansas City Kansas Community College
BOARD OF TRUSTEES VACANCY**

Final (as indicated in section 2) Nominating Ballot

Each Board member is asked to circle one candidate for nomination for appointment as Trustee.

Candidate Name 1

Candidate Name 4

Candidate Name 2

Candidate Name 5

Candidate Name 3

Candidate Name 6



Kansas City Kansas Community College Board of Trustees - September 16, 2025

KCKCC is an Equal Opportunity Educational Institution.