

KANSAS CITY KANSAS COMMUNITY COLLEGE

Board of Trustees Meeting

June 19, 2012

The regular monthly meeting of the Board of Trustees was called to order at 8:00 a.m. in the Upper Jewell of the College by Trustee Dr. Ray Daniels. Roll call indicated the following Trustees present: Cathy Breidenthal, Ray Daniels, Mary Ann Flunder, Wendell Maddox, J.D. Rios, and Clyde Townsend. Trustee Donald Ash was absent.

1. Following roll call, Chairman Daniels asked for approval of the June 19, 2012 **Agenda**. Trustee Rios asked to amend the agenda at the end to recess in to executive session for the purpose of *consultation with the college attorney on a matter protected by attorney-client relationship as well as to discuss nonelected personnel matters to protect the privacy interests of the individual(s) to be discussed*. Whether or not there will be action to follow, the Board will determine at some later time. Trustee Rios moved to approve the June 19, 2012 Amended Agenda. Trustee Maddox seconded and the motion carried.
2. Trustee Rios moved to approve the **Minutes** of the Board of Trustees meeting of May 15, 2012. Trustee Maddox seconded and the motion carried. Trustee Rios commented saying he appreciated the detail of the minutes. Chairman Daniels questioned the different layout of the June Agenda and wondered if it should be the way it was previously done...with the approval of Personnel, V-President's and Provost's reports all listed together. Trustee Rios thought the new format used less paper with less duplication and recommended to continue current layout as approved. It was also mentioned, if anyone wanted to see what had transpired at a previous meeting, they could access a hard copy from the President's Office. Chairman Daniels also complimented a couple of the KCKCC Deans...Dean Cherilee Walker for her performance singing the National Anthem and God Bless America at a recent Chicago Cubs game and to Dean Marvin Hunt's band, *House Jumpers*, for their recent performance at the college. Chairman Daniels commented, "Now the bar is kind of high for the other Deans!"
3. Chairman Daniels asked for any **Patrons or Petitioners** wishing to address the Board. At this time **Richard Mabion**, 2035 Oakland Ave, Kansas City, KS 66102 (Wyandotte Co.), came forward to speak about the "Breaking the Silence Conference." Mr. Mabion wanted to thank the KCKCC Board of Trustees for their support of the conference, over the years, both financially as well as verbally. Mr. Mabion has been associated with the Breaking the Silence Conference for the past five years and said he is proud of what they have accomplished as well as what they have presented to the city. He said it is now time for KCK to "step up to the plate" to make things happen and also asked, "where do we go from here?" The conference assisted low income families. Mr. Mabion spoke of attending the NAACP Conference in Florida and was very impressed. However, he said he was disappointed that more young people, from the mid-west, were not involved in environmental issues as well as in the various NAACP Chapters throughout the mid-west. Mr. Mabion is associated with both Sierra Club and NAACP and hopes to get more young people involved in both. Chairman Daniels then thanked Mr. Mabion for speaking to the BOT.
4. Chairman Daniels asked for any **Communication**. Dr. Givens responded "I have no communication."

5. Under the **President’s Report**, Dr. Givens made a presentation to **Daniel Ward**, KCKCC employee, for his completion of the Supervisory Development Program (SDP). SDP is sponsored by the Kansas City Professional Development Council, a consortium that includes members from both two-and four-year institutions...public and private, of which KCKCC is a member. The certification is earned after completion of seven core classes plus an additional elective session. Dr. Givens first made note that information <Attachment A> was provided about the SDP, in the BOT packets, and then thanked Mr. Ward for his effort on behalf of the college. Chairman Daniels asked Mr. Ward if he felt this was worthwhile and Mr. Ward responded that he “strongly recommends the program.” Also, under the President’s Report, Dr. Givens announced that the KCKCC Debate and Forensics Team would be honored June 28, 2012 at 7:00 p.m. by Mayor Joe Reardon during the Annual County Champions Night at the Unified Government Council Chambers. Trustee Rios moved to accept the President’s Report. Trustee Townsend seconded and the motion carried.

6. Dean of Human Resources, Leota Marks came forward to present the **Personnel Report** and asked for approval for item VII Numbers 1-5 with a correction to Number 1.a. Chairman Daniels asked for any comments and then thanked whoever is responsible for the timely payments for Continuing Education (Number 5) part-time instructors. Dean Marks also thanked Continuing Education. Trustee Townsend moved to accept the Personnel Report. Trustee Breidenthal seconded and the motion carried.

7. Chairman Daniels asked for the **Provost’s Report**. Dr. Tamara Agha-Jaffar and Dr. Sangki Min presented a power point to the Board of Trustees concerning the Degree Qualifications Profile pilot. Provost Agha-Jaffar explained that KCKCC was invited by the Higher Learning Commission (HLC) to be one of 23 institutions participating in the Lumina Foundation’s project of the Degree Qualifications Profile (DQP). DQP consists of a series of learning outcomes in five broad areas that simultaneously build on and support one another. They provide general reference points to assess student progress and level of achievement in each outcome and can serve as a roadmap for degree attainment. The outcomes delineate increasing levels of challenge from one degree level to the next. The implementation of DQP fulfills the requirement of the Quality Initiative process, which is one of two required processes of HLC’s Open Pathways Accreditation Process. Dr. Agha-Jaffar explained that KCKCC embarked on the project by first merging our existing 21st Century Outcomes with the Degree Qualifications Profile. This undertaking resulted in strengthening our 21st Century Outcomes by adding dimension and greater specificity. Our next step was to have faculty map the competencies in each of their syllabi with the corresponding Degree Profile competencies. Chairman Daniels asked “at what subject(s) are we looking?” Dr. Agha-Jaffar explained it was generic and that they tried to make the guidelines as “user friendly” as possible. Trustee Rios asked about the variables in working with different students and applying this to each. Dr. Min explained that each instructor would, based upon the guidelines within the DQP and their course, look at each student’s progress, or lack thereof, and be able to access where the strengths and weaknesses were within what is being taught. Dr. Min demonstrated the data base he created to store this information. He explained how the data base enables us to evaluate program curriculum in terms of which DQP outcomes are being addressed; the frequency with which each outcome is being addressed; calculate student performance on each competency; and measure student progress. Dr. Min also demonstrated the Online Competency Index form submitted by faculty at the end of each semester. The form indicates the level of student performance on each competency in the course. With this information, Dr. Min is able to generate reports on the course level, program level, and institutional level and provide feedback to faculty, deans, and the Provost. Faculty use this information to determine what modifications—if any—they want to make to the curriculum, thereby closing the loop on assessment.

Dr. Agha-Jaffar explained that HLC was so impressed with the progress we have made on this project that out of the 23 institutions participating in this pilot, we were the only institution invited to present at the national conference in Chicago. She attributed the success we have garnered on the project to the hard work and collaborative efforts of her colleagues on the Deans' Council, faculty, and staff—each of whom has played a significant role in its success. Chairman Daniels then asked if there were any other comments relating to the Provost's Report, specifically the merger of the Career Center and Workforce Development. Trustee Maddox commented that it was an "excellent idea." Dr. Agha-Jaffar said there was so much over-lapping of what transpires in the Career Center and Workforce Development that, with Dean Hunt's input, it was thought to be a good idea that the two entities merge under "one umbrella." "Center for Workforce Excellence & Community Development" was a suggested name. Trustee Rios wondered, from a financial standpoint, if this would be a complicated merger ("marriage"), though he was in favor of the idea, but thought there would need to be periodic updates. Dean Marvin Hunt, of Business and Continuing Education, said they had an idea of "how to make the marriage work." Chairman Daniels asked about a time-line and Trustee Maddox asked if, logistically, this would cause "movement on campus." Dr. Agha-Jaffar said that they would like to consolidate to a central location but they would need further discussion with Dr. Givens. Dr. Givens said the reason for the ongoing discussions was to allow for input and discussion among those directly impacted. Trustee Rios said, "We look forward to updates." Trustee Rios then moved to accept the Provost's Report. Trustee Maddox seconded and the motion carried.

8. Brian Bode presented the **Vice-President's Report** and pointed out a correction on page 1 pertaining to the Campus Childcare Center. On the last item, the iSmart Start tablet did not come from Metropolitan Council on Early Learning but came from United Way. Chairman Daniels questioned the purchase proposal for a child care property (second item under Campus Childcare Center) and Mr. Bode responded that this is not something specific, but rather, something being looked at for the future. Chairman Daniels asked if there were any questions regarding the Vice-President's report. Trustee Rios had a comment regarding both the Vice-President and Provost's reports and their length. He asked that, since they were unusually long, is there some way to pin point the items of most importance. Mr. Bode then talked about an incident on campus involving a student threatening suicide. One of the KCKCC police officers, who had been trained in this area, was able to talk the student in to being transported to KU Med for professional evaluation. Chairman Daniels said he thought this was a great report. Dr. Givens commented that she has spoken with Mr. Bode and Dr. Agha-Jaffar, with regard to the length of their reports, and suggested they meet with individual members of the Board of Trustees before the regular board meetings to review areas needing to be addressed in depth. This may help shorten the lengthy board meetings. Trustee Rios also asked Dean Baz Abouelenein, Information Services, to use more comparisons when reporting statistics. "When there's a value it would be helpful to have a comparison to form a baseline." Trustee Rios also reiterated that reports should relate to the Strategic Plan as a living, breathing entity. Deryl Wynn, KCKCC legal counsel, commented on the section of Mr. Bode's report regarding the Regional Prevention Center of Wyandotte County and KCKCC's participation in the Town Hall Meeting on May 11th. Mr. Wynn said this was a very positive thing on Mr. Bode's report. Trustee Rios then commented on the statistics of the Academic Resource Center and thought the percentages "were alarming, but then...compared to what?" Mr. Rios stated that for data to be beneficial, statistics need to be updated. Mr. Bode said statistics are compared month-to-month. But then asked, "What is baseline?" "There are differences in the end of the year report...to what do we compare?" Trustee Rios said we need a "baseline/trend comparison." Chairman Daniels said he liked both monthly and annual reports. Dr. Agha-Jaffar said she was in the process of editing the annual end-of-year report from each of the Deans to be presented at the next board meeting. She said it could easily be 170 pages. Chairman Daniels asked if she could "summarize it!" Trustee Rios said to "prioritize...have a few speaking points." "Make sure it's in sync with the Strategic Plan." At this point, Trustee Townsend moved to accept the Vice-President's Report. Trustee Maddox seconded and the motion

carried. Mr. Bode then covered the corrected Budget that had been included in the Board Members' binders. Saying the budget was a preliminary sketch of "where we're going" regarding capital outlay. He will ask for a half-mill more for capital outlay. On the second page, the Technical foundation budget, there was a "closing gap" on the amount the state owes colleges, excluding tech schools that have been being over-funded. Mr. Bode said, of the \$8 million allocated from the legislature for new tech budget, KCKCC will receive over \$750 thousand. This was based on a formula Dr. Givens had taken to the presidents on how much funding the state would owe community colleges versus some of the technical schools. Regarding instructional salaries – Dr. Givens approved hiring three new KCKCC faculty. This hiring is aligned with the Strategic Plan. Of the items, in the Budget, to be approved by the Board of Trustees, is the purchase of computers. The Budget includes this purchase and the goals of the Strategic Plan are met because computers will be placed in the Developmental Math lab. Mr. Bode also addressed the settlement with Aetna of a 6% decrease in the Health Care Plan. Mr. Bode said the Budget is pretty much aligned with last year's. Also addressed, were the fees collected from students for Information Technology classes. These fees, in turn, go back to further fund the I.T. budget. Discussion evolved regarding the need to schedule a date for the next Budget meeting as well as for the official posting. Trustee Rios stated that the Finance Committee reviewed the budget. He met with Dr. Givens to discover how the Strategic Plan will be supported. Again, Trustee Rios said "it's not about sustaining but about supporting the Strategic Plan initiative." "We need to build back up the capital fund" commented Trustee Rios. "It's about Short-term cost for long-term gain" said Trustee Rios. He said he hopes the citizens understand when they see progress for the students...that we need to "expand and improve our facilities."

At this point, Mr. Bode said he had a presentation regarding Minority/Women Based Businesses. <Attachment C> Mr. Bode handed out a *Draft* of "Procurement Policy for Minority/Women Based Enterprises." He explained that Deryl Wynn, college attorney, was able to obtain and assist with the guidelines, from Wyandotte Unified Government, for the hiring practices of minority and women owned businesses. With this information, Mr. Bode was able to incorporate those guidelines for KCKCC with the exception of the bidding amount. Wyandotte Unified Government starts their bidding process at \$250,000 for minority/women businesses. Mr. Bode said the amount for KCKCC would be \$100,000. Mr. Wynn said "we would benefit from the mistakes made by the Wyandotte Unified Government." He also went on to say that the Wyandotte Unified Government would be a great source to find a listing of these businesses...especially assisting in confirming which are in compliance." Mr. Bode asked that the Board of Trustees assist with the proper wording of the guidelines so they would meet the requirements necessary to "make sure the college was protected....but still reaching out." Trustee Maddox asked if there had been discussion as to contract bids and policy on prevailing wages and workers, i.e. certification. Chairman Daniels said we would need a formal policy on procedure. Trustee Rios said that "even when finalized, we may need an annual review." "We don't want this to be a 'paper tiger'." Trustee Flunder asked about suppliers and mentioned suppliers for the bookstore as an example. She wanted to know if there is a list of minority suppliers that the college might use. Mr. Wynn said there would probably be some legality there but it was possible to do so. Chairman Daniels asked when they might expect the next report. Mr. Bode replied, "August."

9. Chairman Daniels then asked for a motion to approve the **payment of the bills**. Trustee Rios moved to approve the payment of the bills. Trustee Townsend seconded and the motion carried.
10. Chairman Daniels asked for approval of the **Financial Report** and asked if there were any questions. Trustee Rios said the Finance Committee had gone over the Finance Report. Chairman Daniels said it "looks like we may have some money left over" and then asked if there were any questions. Trustee Rios made a motion to approve the Financial Report. Trustee Maddox seconded and the motion carried.

11. Next, under **Recommendations**, Mr. Bode asked for approval for Item C numbers 1-9. Trustee Rios addressed the difference in price (#9) in the wood chip mulch as opposed to the rubber mulch. Saying that “as an elementary school principal, it’s much more cost effective for long-term use to use rubber mulch and there is also a safety factor.” Trustee Maddox questioned the purchase of the audio system from AVI for the sports complex in the amount of \$65,944.69. Mr. Bode said this system is needed, not just as a means for announcing at sports events, but to be used in emergencies as well. Mr. Bode also gave an update as to when the first field event would take place and said it would be ready for the first soccer game August 23rd or 24th. He said they needed to prioritize for the events and felt the soccer and track needed to take priority. Mr. Bode also gave an update on the Tech Centers and said the roof was about 90% done on Tech 1 but both are being re-roofed and would be done by the end of July. He suggested that if anyone wanted to come out and see the progress, to let him know and he would be happy to give them a tour. Chairman Daniels asked if there was air conditioning in the building yet. When Mr. Bode said there was not, Trustee Breidenthal said, “I think we’ll wait!” Trustee Breidenthal asked about signage at both tech centers to make the community aware of what was going on. Mr. Bode said they were working on putting signs in place. Trustee Rios made a motion to approve the Recommendations. Trustee Breidenthal seconded and the motion carried.
12. Chairman Daniels asked if there was anything under **Committee Reports**. Trustee Flunder addressed the recent media coverage at the Johnson County Community College Retreat. Trustee Flunder said she thought the retreat was “pretty good” and that she was impressed with what Dr. Bumphus had to say. However, she thought “there was nothing new.” “It took 48 pages to tell us what we’re doing right or wrong!” Trustee Flunder suggested they look at ways to get the scores up for the students in USD 500. Chairman Daniels said he was impressed with what KCKCC was doing and thought “we are on track with our Strategic Plan with what Dr. Bumphus was saying.” Trustee Rios said he “took great comfort with where KCKCC is.” He also said that over the long-term, it takes “time to get students through the pipeline.” The lack of library (research) skills as well as writing skills, of incoming students, was discussed; however, Trustee Rios said he is “optimistic about the future.” Dr. Givens commented that it was good for the Provost, Dr. Agha-Jaffar, to attend to hear the differences as well as comparisons to our KCKCC Strategic Plan. Trustee Rios made a motion to approve the Committee Reports. Trustee Breidenthal seconded and the motion carried.
13. Under **Unfinished Business**, it was discussed that at the regular July 17, 2012 Board of Trustees meeting, the date to publish the Budget meeting would be decided. Upcoming dates for the year would also be decided. Trustee Rios made a motion to approve Unfinished Business. Trustee Townsend seconded and the motion carried. Chairman Daniels also brought to the attention of the Board that they had a College Survey in their monthly packet. It was discussed that the Board would go over the information at the next Board of Trustees meeting. Dr. Daniels thought the findings of the report were very good. Dates were also discussed for the Budget meeting. June 28, 2012 was temporarily scheduled.
14. At this time, Chairman Daniels discussed going into **Executive Session** and asked how much time needed to be allotted. Mr. Wynn said they would need approximately 25 minutes for personnel decisions and another 25-30 minutes for other executive discussion. It was decided that Executive Session would begin at 10:15 a.m. in room 3433, and last for one hour. Trustee Breidenthal made a motion for Executive Session to convene at 10:15 a.m. Trustee Townsend seconded and motion carried.
15. Members of the Board reconvened at 11:22 a.m. At this time Dr. Daniels asked for a motion to adjourn. Trustee Breidenthal made a motion for adjournment. Trustee Maddox seconded and motion carried.

The meeting of the Board of Trustees ended at 11:25 a.m.

ATTEST: _____ Chairman
_____ Secretary