

# KANSAS CITY KANSAS COMMUNITY COLLEGE

## Board of Trustees Meeting

May 10, 2005

The regular monthly meeting of the Board of Trustees was called to order at 9:00 a.m. in the Board Conference Room at the College by the Vice Chairman, Mrs. Jo Ann Huerter. Chairman Mr. Clay Roberts, Jr. indicated that the Vice Chairman, Mrs. Jo Ann Huerter would be conducting the meeting for him again this month. Roll call indicated the following members present: Mr. Dave Duckers, Mrs. Catherine Durham, Mrs. Mary Ann Flunder, Mrs. Jo Ann Huerter and Mr. Clay Roberts, Jr. Ms. Sarah Washington was absent.

1. Dr. Thomas Burke, President noted the following amendments to the Agenda:

**Addition(s):**

**XI. Unfinished Business**

Second reading and adoption of the Refund of Tuition and Fees for Activated Military Personnel policy

**XII. Miscellaneous Business**

B. Accept proposed policy on Travel of Trustees, Faculty and Staff – Dave Duckers

C. Consider First Amendment to Real Estate Purchase Contract with YMCA

D. Enter executive session to consider non-renewal of a non-tenured faculty member and hear Level V Grievance

Mr. Duckers moved to approve the Agenda with the Amendments as presented. Mrs. Flunder seconded and the motion carried.

2. Mrs. Flunder moved to approve the minutes of the April 12, 2005 Board of Trustees meeting. Mr. Roberts seconded.
3. There were no patrons or petitioners wishing to address the Board at this time. Noticing that Pastor McFeders was present at the meeting, he was asked if he wished to address the Board at this time and his response was no. Mr. Reid informed the Board that there was no business regarding the earlier request of Pastor McFeders on this meeting agenda.
4. There were no communications to be read at this time.
5. Under the President's Report Dr. Burke took a moment to acknowledge the recent accomplishment of the KCKCC Debate Team and their Coach, Darren Elliott. They recently won, for the second consecutive year, the Community College National Debate Championship. The Board congratulated and applauded them on their achievement.
6. Dr. Burke then introduced Dr. Idahlynn Karre to give a report on her findings as presented in the Communications Audit. Dr. Karre thanked all those involved in the audit and gave a complete report on the processes and research involved. She informed the Board that the

overall results were excellent and highly commendable. Following brief discussion Mrs. Huerter thanked Dr. Karr for her work and time spent here at the college.

7. Dr. Burke then informed the Board of the year end activities which included the open house in the Art Dept. that day:

- Annual Endowment Fundraiser/Car Show – May 14<sup>th</sup>
- GED Graduation, Field House, 8 p.m. – May 18<sup>th</sup>
- Nurses’ Pinning, Performing Arts Ctr., 7 p.m. – May 18<sup>th</sup>
- Graduation Breakfast, Lower Jewell, 9 a.m. – May 19<sup>th</sup>
- Commencement, Field House, 8 p.m. – May 19<sup>th</sup>

8. Dr. Burke reported on the status of funding at the state level which included a \$3.1 million allocation to replace the reduction in out-of-district funding, from the counties, and a \$5.1 million appropriations increase to be shared by all 19 community colleges in the state.

9. Dr. Morteza Ardebili, Vice President for Executive Services, noted the following Personnel Information items:

- Resignation of Laura Harper as Nursing Instructor in the Allied Health Division effective June 30, 2005
- Retirement of Roger Bell as Director of Information Systems in the Information Services Department effective July 1, 2005

10. Dr. Ardebili presented the following Personnel Recommendations for approval:

- Approval to employ Barbara D. Brauch as Class II Secretary in the College Relations Dept. effective May 9, 2005 at the annual salary of \$21,470
- Approval to employ Roger S. Villanueva as Part-Time Campus Police Officer effective April 23, 2005 at the hourly rate of \$14.00
- Approval to employ the following part time Instructors for Workforce Development credit classes:
 

Ardith Bequette	Business Math	\$1,875.00
Ardith Bequette	Intro to Business	\$1,875.00
Joe Ritt	Applied Math I	\$ 650.00
- Approval to employ the following part time Instructors for Workforce Development non-credit classes:
 

Switzer Resource Grp.	VL-Essentials Skills of Leadership	\$2,000.00
Sara Martella	Spanish for Construction	\$ 550.00
Sara Martella	Workplace Spanish	\$ 900.00
- Approval to employ the following part time Instructors for Continuing Education non-credit classes:
 

Jim Hathaway	Defensive Driving Ed.	\$ 80.00
Jim Hathaway	Driver Ed. (Classroom)	\$ 600.00
Jim Hathaway	Driver Ed. (Driving)	\$1,360.00
Larry Hill	GED Fast Track	\$1,680.00
Max Klamm	GED Spanish Pretest	\$ 102.00

- Approval of change in status of employment for Gerald Kline from Lead Custodian to Custodian effective May 19, 2005 with decrease in annual salary of \$2,080.00  
Mr. Roberts moved to approve the Personnel Recommendation items VII 1-6 as presented.  
Mrs. Flunder seconded and the motion carried.

11. Dr. Walter gave a brief introduction of Mrs. Sandra Osburn, Phi Theta Kappa Advisor, to present a report from the PTK students that traveled to the Netherlands to study different aspects of foreign popular culture. Following the student presentation, Mrs. Osburn noted that the KCKCC Mu Delta chapter of PTK had once again received the International Beta Alpha Continued Excellence Award.
12. Dr. Walter introduced Dr. Cindy Hoss to give a report on the status of the Title III Grant “Comprehensive Student Engagement Program.” Following that report Dr. Hoss gave a report on the status of the Higher Learning Commission Accreditation visit preparations. She reported that the accreditation visit to our campus is scheduled for October 17, 18 & 19<sup>th</sup> of this year.
13. Dr. Walter spoke briefly regarding the need for new full time faculty positions in the areas for English, Sociology & Respiratory Therapy and then introduced Dr. Amy Fugate, Dr. Henry Louis and Dr. Shirley Wendell to give some background on the these needs. The Board thanked these Deans for their presentations. Dr. Walter stated that there was no action requested at this time but consideration was requested for possible action at the June board meeting.
14. Mr. Jerry Reid, Vice President for Student & Administrative Services, presented the bills for payment. Mrs. Flunder moved to pay the bills as presented. Mr. Roberts seconded and a roll call vote resulted as follows:

Mr. Duckers	No
Mrs. Durham	No
Mrs. Flunder	Yes
Mrs. Huerter	Yes
Mr. Roberts	Yes

The motion carried.
15. The Financial Report was accepted as presented.
16. Mr. Reid referred to Attachment A of the Agenda regarding proposed Special Class Fees for 2005-2006, and recommended approval of the fees as presented. Mrs. Flunder moved to approve the scheduled fees for 2005-2006 as presented. Mr. Duckers seconded. There was brief discussion regarding which where new fees and why. Following this discussion the vote was taken and the motion carried.
17. Mr. Reid referred to Attachment B of the Agenda regarding the bids to remove the hot water heater in the Field House. Mr. Reid explained the importance of removing this very old and faulty piece of equipment and recommended accepting the low bid from CAS, Inc. of Lee’s Summit, MO in the amount of \$6,000.00. Mr. Duckers moved to accept Mr. Reid’s

recommendation for the removal of the hot water heater from the Field House by CAS, Inc. for \$6,000.00. Mr. Roberts seconded and the motion carried.

18. Mr. Reid referred to Attachment C of the Agenda regarding the bids for the removal of trees between Humanities and Library buildings and recommended acceptance of the low bid from Larry Bair Excavation of Louisburg, KS in the amount of \$16,600.00. Mrs. Flunder move to approve the recommendation of Mr. Reid to accept the low bid of \$16,600.00 to remove the trees from between the Library and Humanities buildings. Mr. Duckers seconded and the motion carried.
19. Mr. Reid referred to Attachment D of the Agenda regarding the resurfacing of the Child Care Center/Credit Union parking lot and road to Continuing Education Building and recommended accepting the low bid of \$189,420.00 from American Marking. Mr. Roberts moved to approve the recommendation of Mr. Reid to accept the low bid of \$189,420.00 from American Marking to resurface the Child Care Center/Credit Union parking lot and road to Continuing Education Building. Mr. Duckers seconded and the motion carried.
20. Mr. Reid referred to Attachment E of the Agenda regarding the re-roofing of the Nursing and Child Care Center buildings and recommended accepting the low bid of \$133,465.00 from Kaw Roofing. Mrs. Flunder moved to approve the recommendation of Mr. Reid to accept the low bid of \$133,465.00 from Kaw Roofing to re-roof the Child Care Center and Nursing buildings. Mrs. Durham seconded and the motion carried.
21. There were no committee reports.
22. Under Unfinished Business Mr. Duckers referred to the policy for Refund of Tuition and Fees for Activated Military Personnel which was submitted for first reading at the April meeting and moved to adopt the policy as follows:

**Policy:**

**Refund of Tuition and Fees for Activated Military Personnel**

It shall be the policy of Kansas City Kansas Community College that students serving in the National Guard or Reserves who are called to active duty during an academic term are entitled to receive a full refund of tuition and/or fees, if they withdraw, for all classes dropped. Students who are directed to report for active duty during an academic term shall also be entitled to receive a full refund of tuition and fees. All refunds may be contingent upon presentation of official documentation. Students who volunteer for military service may be subject to the institution's non-military refund policy.

Mrs. Durham seconded and the motion carried.

23. Under Miscellaneous Business Dr. Burke noted that in keeping with the five percent increase in salary for faculty granted in their contract for 2005-2006, he recommended that a five percent increase be given to all employees not under the Master Contract, including

adjunct instructors, for the 2005-2006 year. Mrs. Durham moved to give all employees not under the Master Contract, including adjunct instructors, a five percent increase for the 2005-2006 year. Mr. Duckers seconded and the motion carried.

24. Mr. Duckers introduced for first reading a proposed travel policy for all school employees as follows:

**RESOLUTION**

**The Board of Trustees of the Kansas City Kansas Community College believe that it has a duty to Kansas City Kansas Community College and to the taxpayers of Wyandotte County, Kansas to fully disclose its actions to the public and to make sure that monies expended to pay for travel of Board members, faculty and staff of Kansas City Kansas Community College be spent wisely and efficiently and only when Kansas City Kansas Community College and the taxpayers of Wyandotte County, Kansas directly benefit from necessary and approved travel.**

**Be it Resolved, that in order to accomplish the above stated goals, the Board of Trustees of Kansas City Kansas Community College does hereby establish the following procedures and policies with regards to the travel approval:**

**1. That all requests for approval to travel by a Board member, as a representative of Kansas City Kansas Community College, be submitted in writing by the Board member stating why the request to travel is necessary to enhance and benefit Kansas City Kansas Community College; and an itemization of the proposed cost of the travel request.**

**That the request along with the documents described above be placed on the written agenda for the next regularly scheduled Board of Trustees meeting. That in open meeting, the Board of Trustees, take up the request to travel. That a majority of the Board of Trustees must vote to approve the request or the request be deemed denied.**

**2. That a request for travel approval by faculty members or administrative staff be submitted in writing along with the reasons why the travel is necessary to enhance and benefit the interest of Kansas City Kansas Community College and an itemization of the projected cost of said travel. This travel request will be submitted to the office of the President of Kansas City Kansas Community College for written approval or**

**denial. The President will keep records of the request and the President's decision which shall be available upon proper request to members of the Board of Trustees and to other parties as allowed by State law.**

**Any request to travel to the same conference by more than two (2) members of the faculty and/or staff shall only be approved or denied by the Board, by a vote, in open meeting at the next regularly scheduled Board of Trustees meeting following the receipt by the President of the request of travel.**

**Be It So Resolved**

**This \_\_\_\_\_ day of \_\_\_\_\_, 2005**

Mr. Duckers moved to accept this policy for first reading. Mr. Roberts seconded the motion.

A roll call vote resulted as follows:

Mr. Duckers	Yes
Mrs. Durham	No
Mrs. Flunder	Yes
Mrs. Huerter	Yes
Mr. Roberts	Yes

The motion carried.

25. The next item was consideration of the First Amendment to the Real Estate Purchase Contract with the YMCA, which would extend the closing date for the purchase from December 28, 2005 to approximately May 31, 2006. Mr. Roberts moved to approve the amendment to the Purchase Contract. Mr. Duckers seconded and the motion carried.
26. Mrs. Flunder moved to enter executive session for the purpose of considering the non-renewal of a non-tenured faculty member and hearing a Level V Grievance for a period of 30 minutes with possible action to follow. Mr. Duckers seconded and the motion carried. The chairman allowed five minutes to clear the room before entering executive session.
27. Executive session commenced at 11:30 a.m. At 12:00 p.m. executive session was extended for 30 minutes. At 12:30 p.m. executive session was extended for 15 minutes.
28. At 12:45 p.m. regular session reconvened. At this time Mr. Duckers moved to deny the Level V Grievance against the college president. Mr. Roberts seconded and the motion carried unanimously.
29. Mr. Duckers moved to approve the request by the Academic Services area for three faculty members for the areas of Sociology, English and Respiratory Therapy. Mrs. Flunder seconded the motion and the motion carried.

30. Mrs. Flunder moved to adopt the following resolution regarding the non-renewal of a non-tenured faculty member:

**FINAL ACTION OF THE BOARD OF TRUSTEES:  
NON-RENEWAL OF A NON-TENURED INSTRUCTOR'S CONTRACT**

**RESOLUTION**

**WHEREAS, on the 12<sup>th</sup> day of April, 2005, the Board of Trustees of Kansas City Kansas Community College, by resolution duly adopted, took action to notify Chun Hu, of the Board's intent to non-renew her contract as an instructor for the 2005-2006 school year; and**

**WHEREAS, the board of trustees gave written notice to Chun Hu on or about the 12<sup>th</sup> day of April,2005, that it was the intent of the board of trustees not to renew her contract for the 2005-2006 school year; and**

**WHEREAS, after extensive consideration and thorough discussion, the board has determined that the matter should be resolved as follows:**

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF KANSAS CITY KANSAS COMMUNITY COLLEGE:**

**Section 1. That the contract of Chun Hu not be renewed for the 2005-2006 school year;**

**Section 2. That Chun Hu be given, personally or by restricted mail, a signed copy of this resolution.**

**ADOPTED by the Board of Trustees of Kansas City Kansas Community College this 10<sup>th</sup> day of May, 2005**

Mr. Duckers seconded and the roll call vote resulted as follows:

Mr. Duckers	Yes
Mrs. Durham	No
Mrs. Flunder	Yes
Mrs. Huerter	Yes
Mr. Roberts	Yes

The motion carried.

31. Mr. Duckers moved to adjourn the meeting. Mr. Roberts seconded and the motion carried.

The meeting adjourned at 12:55 p.m.

ATTEST: \_\_\_\_\_ Chairman

\_\_\_\_\_ Secretary