

KANSAS CITY KANSAS COMMUNITY COLLEGE

Board of Trustees Meeting

September 14, 2005

The regular monthly meeting of the Board of Trustees was called to order at 5:30 p.m. in the Board Conference Room at the College by the Chairman, Mr. J.D. Rios. Roll call indicated the following Trustees present: Nancy Carry, Catherine Durham, Jo Ann Huerter, Karen Hernandez, Mary Ann Flunder, and J.D. Rios.

1. Dr. Burke, President, presented the following amendment to the Agenda:

Corrections:

VII B. 13. Change of title for Dr. Charles Wilson from Temporary Assistant Dean of the Social Science Division to Interim Dean of the Social Science Division at a salary based on an annual salary of \$90,000 per year.

Trustee Flunder moved to approve the agenda with the amendment as presented.

Trustee Carry seconded and the motion carried.

2. The next item was approval of the minutes of the August 9th Board of Trustees meeting. Trustee Flunder noted the following correction on item #26 of who made the motion: **Trustee Flunder (not Durham) moved to appoint Dr. Charles Wilson as Temporary Assistant Dean for the Social Science Division with the rate of compensation being six hours of reassigned time during the working semester and \$500 per week while the Dean is not on duty. Trustee Durham (not Huerter) seconded and the motion carried.** Trustee Huerter moved to approve the minutes of the August 9th Board of Trustees meeting as corrected. Trustee Durham seconded and the motion carried.
3. The Chairman invited any Patrons or Petitioners to address the Board at this time. Dr. Charlie Leader, Instructor of Theatre and Speech, addressed the Board thanking them for their support in approving his recent sabbatical during the Winter 2005 semester to continue his work on his book on Annie Oakley.
4. The next order of business was communications at which time Dr. Burke stated that he had one communication but wished to present it under the President's Report.
5. Under the President's Report Dr. Burke noted the recent receipt of two American Flags sent from Sgt. Major Jana Harrison of the 196th Corp Support Battalion Sitz in Iraq. These flags were sent with certificates of appreciation for KCKCC personnel and community support of their request for the collection of items for Iraqi children in the

past year. Dr. Burke stated that Jana Harrison was the wife of KCKCC employee Roger Harrison who worked as Veteran Affairs representative at the Leavenworth Center. Dr. Burke will write a letter on behalf of the Board and college thanking Sgt. Major Harrison's unit for the flags.

6. Dr. Burke noted that KCKCC Mu Delta chapter of Phi Theta Kappa had gotten an immediate start on relief efforts for Hurricane Katrina victims by starting the coordination of a statewide campaign for relief of all of the PTK chapters in Kansas. On the same topic of Hurricane Katrina Dr. Burke informed the Board that in an effort to assist the displaced Kansas residents attending school in the affected areas at the time of the hurricane, that KCKCC would waive administrative requirements for those students to attend here for the remainder of the academic year. He stated that KCKCC would also refund the full semester's tuition to any student volunteers traveling down to the affected areas to assist in relief efforts. Dr. Burke recommended that the Board set out-of-state tuition for displaced out-of-state resident hurricane victims at \$49.00 per credit hour for the balance of the 2005-2006 school year. This is the same as the in-state rate. Dr. Burke also recommended a scholarship for in-state residents attending schools in the hurricane affected areas coming home to Kansas for the Fall mid-term classes at KCKCC. Following legal advise from the college attorney Trustee Huerter moved to set the tuition of non-Kansas residents displaced by Hurricane Katrina at \$49.00 per credit hour for the balance of the 2005-2006 school year. Trustee Durham seconded and a roll call vote resulted as follows:

Trustee Carry	Yes
Trustee Durham	Yes
Trustee Flunder	Yes
Trustee Hernandez	Yes
Trustee Huerter	Yes
Trustee Rios	Yes

The motion carried unanimously.

7. Trustee Flunder moved to approve a scholarship for Kansas residents displaced by Hurricane Katrina coming back to Kansas City for tuition and fees for the Fall 2005 mid-term classes. Trustee Huerter seconded and a roll call vote resulted as follows:

Trustee Carry	Yes
Trustee Durham	Yes
Trustee Flunder	Yes
Trustee Hernandez	Yes
Trustee Huerter	Yes
Trustee Rios	Yes

The motion carried unanimously.

8. Dr. Burke informed the Board that the duties of the Vice President for Academic Services had been delegated to the Academic Deans & Directors and that they would be working with him in the interim.

9. Dr. Burke noted that the college would be undergoing a “mock” visit in preparation for the upcoming Higher Learning Commission accreditation visit in October. He then introduced Dr. Cindy Hoss and Dr. Brian Whitehead to give an update on the upcoming visit preparations. Dr. Hoss distributed the Self-Study report and recognized and commended all of the those involved in the process and the steering committee. Following Dr. Hoss was Dr. Whitehead noting that the feedback was positive about many things while also identifying some weakness to be worked on. Dr. Hoss said that the steering committee was proud of the self-study, and the administration should be as well. The Board Chairman commended the steering committee on their work and efforts in producing the self study.

10. Dr. Burke informed the Board that he will be on a team with the President/CEO for the Kansas Board of Regents, the President of Fort Hayes State University, the President of Manhattan Area Technical College attending the Improving Lives Policy Summit sponsored by the American Council on Education, in Charlotte, North Carolina on September 28-29, 2005.

11. At this time Trustee Huerter inquired about the enrollment figures for the semester compared to last year. Dr. Burke reported that the last report he saw showed a decrease of 0.16% compared to last year at the same time. He also noted that most colleges in Kansas were down in enrollment last year but KCKCC was not.

12. Next, Dr. Morteza Ardebili, Vice President for Executive Services, presented the following Personnel Information items VII A 1-14:
 - Resignation of Jacquelyn Reeves as ESL Instructor in Adult Education effective August 1, 2005
 - Resignation of Carol A. Mahieu as ASAP/ESL Instructor in the Continuing Education Division effective August 22, 2005
 - Elimination of the following part time employees as EMT Lab Instructors effective August 15, 2005 due to inactivity:
 - Michael Arnett
 - Kona Blankis
 - Coleen Bosley
 - Allen Durbin
 - Pam LaRue
 - Pat Morey
 - Stefani Palmer
 - Misty Sargent

13. Dr. Ardebili recommended approval of the following Personnel items:
 - Approval to uphold the termination of Vivorene Jones as Information Systems Professional in the Information Services Dept. effective August 22, 2005

- Approval to employ the following Adjunct Instructors at the rate of \$657.00 per credit hour:

Laura Ellen R. French	Music	August 15, 2005
Leilani R. Boyd	EMT	August 15, 2005
Robin D. Tucker	Nursing	August 15, 2005
Rita L. Hoop	Paralegal	August 15, 2005
Alexander M. Browning	Mathematics	August 15, 2005
Belete Fikru	Respiratory Therapy	August 15, 2005
David D. McIntire	Music	August 15, 2005
Maya Vasudevamurthy	Piano	August 15, 2005
Kathleen A. Walsh	Reading	August 15, 2005
Jack H. Andrade	EMT	August 15, 2005
Bradley L. Holaday	Biology	August 15, 2005
Traci Dillavou	Communication	August 15, 2005
Randal E. Clouette	Chemistry	August 15, 2005
Thomas M. O'Toole	Speech	August 15, 2005
Ryan P. Oldham	Music	August 15, 2005
Terry A. Huggins-Garrison	Business	August 15, 2005
Scott B. Unrein	Music	August 15, 2005
Nicholas S. Phillips	Piano	August 15, 2005
Kimberly L. Bollinger	Vocal Music	August 15, 2005
Shari L. Augustine	Dance	August 15, 2005
Sariah K. Pinick	Vocal Music	August 15, 2005
Scott J. Robson	Speech	August 15, 2005

- Approval to employ Susan J. Taylor as Full Time ASAP Instructor in the Continuing Education Division effective August 8, 2005 at the rate of \$18.00 per hour (Grant Funded)
- Approval to employ Carol A. Mahieu as ASAP/ESL Instructor in the Continuing Education Division effective August 15, 2005 at the rate of \$18.00 per hour
- Approval to employ Crystal Robinson as EMT Lab Supervisor in the Math/Science & Technology Division effective September 6, 2005 at the annual salary of \$29,205.00
- Approval to employ the following Part Time Instructors for Workforce Development non-credit classes:

Sara Martella	Spanish for Warehousing	\$ 630.00
Christina Sell	Spanish for Telecommunicators	\$ 180.00
Stephanie Marquez	Spanish for Telecommunicators	\$ 180.00
Christina Sell	Spanish for Customer Service	\$ 510.00

- Approval to employ the following Part Time Instructors for Continuing Education non-credit classes:

Steve Samuels	UAW/GM Skill Ctr.	\$1,162.50
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- Approval to employ Richard B. Stordahl as Part Time Groundswoker in the Buildings & Grounds Dept. effective August 16, 2005 at the rate of \$10.00 per hour
- Approval to employ Kellen G. Selk as Part Time Groundswoker in the Buildings & Grounds Dept. effective August 16, 2005 at the rate of \$10.00 per hour
- Approval to employ Nathan T. Boykin as Part Time Child Care Teacher in the Campus Child Care Center effective August 16, 2005 at the rate of \$9.50 per hour
- Approval to employ Ann D. Maddox as Part Time Child Care Teacher in the Campus Child Care Center effective September 6, 2005 at the rate of \$9.50 per hour
- Approval to employ the following EMT Lab Assistants in the Math/Science & Technology Division effective August 15, 2005 at the rate of \$9.00 per hour:
 - Marc M. DeWalt
 - Lori J. Crabb
 - Brieanne J. Miller
 - Chad A. Chambers
 - Travis A. Fennel
- Change of title for Dr. Charles Wilson from Temporary Assistant Dean of the Social Science Division to Interim Dean of the Social Science Division effective September 5, 2005 at a salary based on an annual salary of \$90,000 per year

Trustee Carry moved to approve the Personnel Recommendations as presented. Trustee Flunder seconded the motion. There were questions. The college attorney recommended that the board amend their motion to table action until after executive session. Trustee Carry was in agreement and amended her motion to table the item until after executive session. Trustee Flunder was in agreement with her second and the motion carried.

14. Mr. Jerry Reid, Vice President for Student & Administrative Services, distributed the Financial Audit Reports for the year 2003-2004 and introduced Mr. Leon Logan of Logan & Schmidt, CPA. Mr. Logan reviewed the Audits and summaries with comment that there were no major reportable deficiencies; however, there were areas needing correction for the future. The Chairman directed Dr. Burke to confer with the appropriate staff and the college attorney regarding procedure and necessary policy to be brought back to the Board for approval at the next regular Board Meeting. The Chairman called for a motion to accept the Financial Report. Trustee Durham moved to approve the Financial Audit Reports as presented by Logan & Schmidt, CPA's for the year 2003-2004. Trustee Hernandez seconded and a roll call vote resulted as follows:

Trustee Carry	Yes
Trustee Durham	Yes
Trustee Flunder	Yes
Trustee Hernandez	Yes
Trustee Huerter	Yes
Trustee Rios	Yes

The motion carried unanimously.

15. Mr. Reid presented the bills for payment. Trustee Huerter moved to pay the bills as presented. Trustee Carry seconded and the motion carried.
16. Mr. Reid presented the Financial Report. Trustee Carry moved to accept the Financial Report as presented. Trustee Durham seconded and the motion carried.
17. Mr. Reid referred to Attachment A of the Agenda and recommended purchase of Hon furniture, including 62 chairs and 30 tables, for Room 3632 in the Flint Building from Corporate Express of Kansas City, MO for the amount of \$14,214.00. Trustee Flunder moved to accept the recommendation of Mr. Reid to purchase Hon furniture, including 62 chairs and 30 tables, for Room 3632 in the Flint Building from Corporate Express of Kansas City, MO for the amount of \$14,214.00. Trustee Huerter seconded and the motion carried.
18. Mr. Reid referred to Attachment B of the Agenda and recommended purchase of 14 software upgrades for AutoCAD Architectural Desktop from 2005 to 2006 and 11 software upgrades for Autodesk Inventor Pro from 9 to 10 for the amount of \$7,501.00 from Mid-West CAD out of Lee's Summit, MO. Following discussion Trustee Huerter moved to accept the recommendation of Mr. Reid to purchase 14 software upgrades for AutoCAD Architectural Desktop from 2005 to 2006 and 11 software upgrades for Autodesk Inventor Pro from 9 to 10 for the amount of \$7,501.00 from Mid-West CAD out of Lee's Summit, MO. Trustee Hernandez seconded and the motion carried.
19. Mr. Reid recommended purchase of MySQL Database training for Instructional technology Web Services for the amount of \$7,350.00 from MySQL (Sole Vendor). Trustee Huerter moved to accept Mr. Reid's recommendation to purchase MySQL Database training for Instructional technology Web Services for the amount of \$7,350.00 from MySQL (Sole Vendor). Trustee Carry seconded and the motion carried.
20. Mr. Reid recommended purchase of 8 Parature Online Helpdesk software licenses for Information Services from Parature (Sole Source Vender) for the amount of \$12,000.00. Trustee Carry moved to accept the recommendation of Mr. Reid to purchase 8 Parature Online Helpdesk software licenses for Information Services from Parature (Sole Source Vender) for the amount of \$12,000.00. Trustee Huerter seconded and the motion carried.
21. Mr. Reid referred to Attachment C of the Agenda and recommended purchase of 4 Oracle Database Software licenses with Software Updates and Product Support from Mythics of Virginia Beach, VA for Information Services for the amount of \$18,038.00. Following discussion Trustee Huerter moved to accept Mr. Reid's recommendation to purchase 4 Oracle Database Software licenses with Software Updates and Product

Support from Mythics of Virginia Beach, VA for Information Services for the amount of \$18,038.00. Trustee Durham seconded and the motion carried.

22. Mr. Reid informed the Board that the college location of 630 Minnesota Ave., KC, KS had become “unworkable” and recommended moving the 17 students attending that location to the main campus to complete their non-credit classes. They would have 30 days following the initiation of the cancellation of the lease. Mr. Reid introduced Lori Trumbo, Dean of Continuing Education & Community Services, and invited her to answer questions regarding the subject. Following discussion it was concluded that the building could no longer support the computer classes it had been struggling to support for a while due to the condition of the electrical system of the building and there being no plans to update it. Mrs. Trumbo suggested the site of 552 Minnesota Ave. to house these classes along with a center for a state project under the Workforce Investment Act being established between now and June 2006. In the interim the students at 630 Minnesota Ave. location would take their classes in the lower level of the Continuing Ed. Building which is presently designated for Adult Education classes anyway. Trustee Carry moved to terminate the lease at 630 Minnesota Ave., KC, KS immediately, giving the students 30 days notice that their classes would be moved to the main campus after that. Trustee Huernandez seconded and a roll call vote resulted as follows:

Trustee Carry	Yes
Trustee Durham	Yes
Trustee Flunder	No
Trustee Hernandez	Yes
Trustee Huerter	Yes
Trustee Rios	Yes

The motion carried with 5 yes and 1 no votes.

23. Trustee Huerter inquired if anything more had been done in the research for an electronic marquee at the State Ave. and Parkway Ave. entrances. He responded that one of the challenges with proceeding with it was the city ordinance about moving messages on signage. It was determined that the college attorney would research those ordinances and bring the information back to the Board for further consideration of signage.
24. Under Committee Reports, Trustee Carry reported on behalf of the Site Planning Committee Board representatives, Trustee Hernandez and herself, by inquiring about the Fine Arts Building project, and the possibility of purchasing the YMCA facilities adjacent to college property. It was explained that the college had already entered an agreement and made a downpayment to purchase the facility and was waiting for the new YMCA facility to be completed to take further action. Dr. Burke explained that the Fine Arts Center project had to go back to the “drawing board” due to inadequate raising of funds for the building plan that had been proposed. Trustee Flunder and Trustee Durham reported on their trip to Seattle, WA on September 7-10, 2005. Trustee Flunder noted

her desire to be registered for the February ACCT Legislative Summit in Washington, D.C. As a result of the reports the Chairman directed the Board Policy Committee, consisting of Trustee Carry and Trustee Durham, to work on a Board Members Guide similar to those discussed in the workshop recently attended by Trustee Durham. The Chairman also directed the appropriate Board Representative to work with the Faculty & Staff Development personnel on various forms of recognition at these conferences and locally. The Board Chairman directed Trustee Hernandez, as Board Representative to the College Senate to work with the Senate on the formulation of a travel policy and to have a recommendation by the December Board of Trustees meeting.

25. Under Unfinished Business Trustee Hernandez introduced Diane Kappen of the Minority Museum to give a presentation on the collection of David Shapiro and the possibility of housing the collection on the KCKCC campus. Following Ms. Kappen's presentation there were questions and an advisement by the college attorney that any items would need to be inventoried and appraised to know how the college would handle this responsibility. The Chairman directed the parties involved, Trustee Hernandez and Diane Kappen, to compose an official proposal that would answer possible questions clearly and then bring it to the Board of Trustees for consideration.

26. The next item of Unfinished Business was a proposal of a Flex Time Schedule presented by Terry Morrison of the Staff Senate. Following Mr. Morrison's presentation and discussion the college attorney made the clarification that the proposal applied to Staff only and could be administered on a trial basis. The Chairman directed Dr. Burke to work with the appropriate staff on writing the policy as recommended. Dr. Burke then said he would recommend that Human Resources work with the college attorney to write the policy. Trustee Huerter moved to accept the addition to policy as presented for practice for a one year trial period. Trustee Carry seconded and a roll call vote resulted as follows:

Trustee Carry	Yes
Trustee Durham	Yes
Trustee Flunder	Yes
Trustee Hernandez	Yes
Trustee Huerter	Yes
Trustee Rios	Yes

The motion carried unanimously. The Chairman explained that this policy was empowering Supervisors to make this choice and emphasized that we should follow the policy in executing it. He then directed Dr. Burke to evaluate the process and procedure of the policy and Dr. Burke responded that because it was a Human Resource issue that they should follow up on the process.

27. At this time Trustee Carry moved to enter executive session for a period not to exceed ten minutes for the purpose of discussing personnel matters with possible action to

follow. Trustee Huerter seconded and the motion carried. At 8:40 p.m. the Chairman allowed five minutes to clear the room.

28. Executive session commenced at 8:45 p.m. At 8:55 p.m. executive session was extended for ten minutes.

29. At 9:05 p.m. executive session adjourned and regular session reconvened. Trustee Huerter moved to remove items VII B 1-13 from the table. Trustee Carry seconded and the motion carried.

30. Trustee Carry moved to approve Personnel Recommendation items VII B 1-13 as presented. Trustee Hernandez seconded and the motion carried.

31. Trustee Flunder moved to adjourn the meeting. Trustee Huerter seconded and the motion carried.

32. The meeting adjourned at 9:11 p.m.

ATTEST: _____ Chairman

_____ Secretary