

# KANSAS CITY KANSAS COMMUNITY COLLEGE

## Board of Trustees Meeting

January 15, 2008

The regular monthly meeting of the Board of Trustees was called to order at 9:30 a.m. in the Board Conference Room at the College by Chairman Mary Ann Flunder. Roll call indicated the following Trustees present: Donald Ash, Ray Daniels, Nolen Ellison, Karen Hernandez, Mary Ann Flunder, J.D. Rios, and Clyde Townsend.

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

### Additions:

#### **IX. Finance**

##### C. Recommendations

4. Approval of payment of \$12,313.59 to The Kansas City Star for position advertisements for December 2007 for Human Resources (General Fund)  
College Attorney, Deryl Wynn, also wished to add to the wording on Miscellaneous Business item C. . . **“and to discuss matters subject to attorney-client privilege”** Trustee Rios moved to approve the Agenda with the amendments as presented. Trustee Townsend seconded and the motion carried.
2. Trustee Rios moved to approve the minutes of the Special Board Meeting on December 10, 2007 and the regular meeting of the Board of Trustees on December 18, 2007. Trustee Townsend seconded and the motion carried.
3. Under Patrons & Petitioners, the Chairman asked for any citizens wishing to address the Board do so at this time. Ms. Loreen Jones addressed the Board as a student of the Wellness Center and Wyandotte County resident. She requested consideration of better parking for the Allied Health Building and reduction of the tuition for the summer semester due to the abbreviated length of session. Following discussion regarding investigation of these requests, it was suggested that the Administration investigate these issues and report back to the full Board with a recommendation.

The next person to address the Board was Ms. Christal Watson from the Black Chamber of Commerce, Workforce Development , 8532 Spring Ave., Kansas City, KS 66109. Ms. Watson spoke about projects in the area which would bring approx. 2,000-3,000 new jobs to be filled. She then spoke regarding the partnerships in the workforce development area with KCKCC and the Building Employment Service Training program. (B.E.S.T.) Following continued discussion it was determined that Ms. Watson would be invited to the next Ad-Hoc committee meeting for Board Planning & Evaluation.

4. There were no communications.
5. Under the President’s Report, Dr. Burke reported on the following:

**Board of Trustees--Journal of Proceedings – January 15, 2008--Page 2**

- Legislative Session opening 1/14/08
  - KBOR deferred maintenance program granting of \$2.5 million of the \$3.2 requested
  - Federal Support of \$799,000 through Senator Brownback & Congressman Moore for Community Based Job Training
  - Enrollment figures up 6.8% YTD
6. Dr. Ardebili gave the Provost's Report on the following:
- Plan for merger of KCKATS and KCKCC being sent to Kansas Board of Regents
  - Roxanne Kelly and Blake Flanders from KBOR will be on campus January 18<sup>th</sup> and have offered to help with the KCKATS-KCKCC merger. Steve Ghering and Barbara Schilling would be present also
  - Dennis Cheek, VP of the Kaufman Foundation to tour campus
7. Dr. Ardebili introduced Leota Marks, Dean of Human Resources to give the Personnel Report. Dean Marks introduced the four recently hired Directors, Susan Stuart – Director of Online Svcs., Susan Turner – Grant Writer, Barbara Clark Evans – Director of the Intercultural Center, and John Burrighat – Director of the Bookstore. The Board welcomed them.
8. Dean Marks then presented the following information items:
- Acknowledgment of the death of Dr. Edwin Bratton, Instructor of Computer Information Systems effective January 1, 2008
  - Resignation of Ross Sherwood as Campus Police Officer effective January 28, 2008
  - Resignation of Susan Taylor as On Track Instructor in the Continuing Ed. & Community Services Division effective January 7, 2008
9. Dean Marks presented the following personnel recommendations for approval:
- Approval to employ Cynthia Lahmann as Web Designer in the Information Services Division effective January 3, 2008 at the annual salary of \$36,461.00
  - Approval to employ John B. Burrighat as Director of Campus Bookstore Operations effective January 7, 2008 at the annual salary of \$50,000.00
  - Approval to employ Melinda G. Nyp as Administrative Assistant in the Nursing & Allied Health Division effective January 7, 2008 at the annual salary of \$26,428.00
  - Approval to employ the following Adjunct Instructors at the rate of \$684.00 per credit hour:

Michael L. Gilstrap	Business	January 16, 2008
Deanna M. Mathison	Speech	January 16, 2008
  - Approval of change in status of employment for Meghna Patel from Adjunct Instructor to full time Instructor for Respiratory Therapy effective January 10, 2008 at the annual salary of \$36,365.16
  - Approval of change in status of employment and duties for Darryl Kline to Lead Maintenance Worker in the Buildings & Grounds Dept. effective January 3, 2008 with an increase of pay of \$1.00 per hour

Trustee Daniels moved to approve the personnel recommendations as presented. Trustee Townsend seconded and the motion carried.

10. Mr. Brian Bode, Dean of Financial & Administrative Svcs., presented the bills for payment. Trustee Townsend moved to pay the bills as presented. Trustee Daniels seconded. Trustee Rios asked about the practice of awarding retirement gifts. Following discussion it was the consensus to look into this issue and formulate some guidelines for gifts for retirees.
11. Dean Bode presented the Financial Report. Following discussion, Trustee Ash moved to approve the Financial Report as presented. Trustee Rios seconded and the motion carried.
12. Dean Bode requested approval of the following recommendations:
  - Approval of payment of \$156,746.99 to Commerce Bank for Visa credit card purchases from November 11, 2007 thru December 10, 2007 (Various Funds)
  - Approval of payment of \$15,589.95 to Condensed Curriculum International for instructor salaries, textbooks, materials, supplies, and curriculum for Fall 2007 Phlebotomy Technician and Medical Billing classes (Community Services Fund-Cont Ed)
  - Approval of payment of \$13,495.75 to Williams, Spurgeon, Kuhl, & Freshnock, Architects, Inc. for professional services from November 24, 2007 thru December 14, 2007 (Capital Outlay Fund)
  - Approval of payment of \$12,313.59 to The Kansas City Star for position advertisements for December 2007 for Human Resources (General Fund)Trustee Daniels moved to approve the recommendations as presented. Trustee Townsend seconded and the motion carried.
13. Under the Committee Reports, Trustee Rios reported on behalf of the Finance & Audit Committee that the auditor William Schmidt and Dean Bode were to be commended on the professional and thorough manner in which they worked through the audit. He then turned the explanation of the Annual Audit over to Dean Bode. Following further comments and explanation by the auditor, William Schmidt, there was discussion. Trustee Rios stated that to have an audit with no findings was commendable and worked in further support of the students' access to Financial Aid in the form of PELL and SEOG funds. Trustee Daniels moved to accept the Annual Audit for the year ending June 30, 2007. Trustee Townsend seconded and the motion carried.
14. Trustee Hernandez stated that she sent out a draft of a policy of Laptops and Cell Phones for Board of Trustee members. Legal Counsel was consulted. Following comments, Trustee Ellison noted that he would prefer that the issue be taken up at the Board Retreat soon to be planned. There was discussion. Dr. Burke then reported that he had received the Facilities Task Force report and it would be presented in plan form to the Site Planning Committee in the near future.
15. Under unfinished business Trustee Ellison was asked to present his report from the Ad-hoc Planning & Evaluation Committee. Trustee Ellison distributed his written report titled "Dr. Martin Luther King, Jr. – 2008." He then read the following resolution:

**WHEREAS**, the civil rights, brotherhood and reconciliation work of Martin Luther King, including the Nobel Peace Prize awarded in December 11, 1964 set him apart from others of his age and commitments to the true American dream; and,

**WHEREAS**, Kansas City Kansas Community College has, since 1968, acknowledged the significant and important human, intellectual and civil rights gains accomplished by Dr. King's life, death; and,

**WHEREAS**, the Board of Trustees of Kansas City Kansas Community College has established a full day of reflection on the history and legacy of Dr. King by officially closing the college on January 21, 2008, so the ML King, Jr. national holiday is observed on campus, by encouraging participation in the citywide MLK Day, and by acknowledging a full day, that encourages students to honor and reflect on Dr. King's teachings and legacy in the UNITY COFFEE HOUSE located in the J. Paul Jewell Student Center;

**NOW THEREFORE BE IT RESOLVED THAT**, the Board of Trustees of the College officially recognizes the 2008 January legacy events planned to honor Dr. Martin Luther King, Jr. and his work for justice and equality in our nation; and,

**BE IT FURTHER RESOLVED**, That, the **Board charges** the Office of the President, Dean of Students and the Intercultural Center to work with the Ad-hoc Planning and Evaluation Committee to (1) review the status of the MLK History and legacy Programs and (2) recommend ways to sharpen the focus and strengthen the college's observance of the life and work of Dr. King, including ways to *connect* the *Images of Excellence Endowed Scholarship* recognition program, *support* the Corporation for National and Community Service's – Martin L. King, Jr. *Day of Service*, and creating appropriate academic bridges to the Kansas City Kansas MLK Holiday Celebration Committee activity.

Trustee Daniels moved to approve the resolution as presented. Trustee Townsend seconded and the motion carried.

16. Dr. Burke referred to the Operating Grant Distribution Formula as recommended by the KACCT redistribution committee. Dr. Burke asked Dean Bode to explain the formula. His recommendation to the Board was to support the Operating Grant Distribution Formula at this time and in the future, if possible, support the removal of the "hold harmless" portion of the formula. Trustee Daniels moved to support the Operating Grant Distribution Formula as recommended by Dean Bode. Trustee Townsend seconded and the motion carried.
17. The next item was to set the date and time of the Board Retreat. Dr. Burke recommended the week of January 28<sup>th</sup>. It was agreed that the retreat be set for Saturday February 2, 2008, beginning at 8:00 a.m. Breakfast will be served at 8:00 a.m. Dr. Burke recalled some of the subject items for the retreat as follows:
  - Planning & Budgeting Process (Timeline of Activities)
  - Policy Issues
    - Laptop & Cell Phones for BOT
    - Credit Card Use

- Use of College Facilities
  - Authority of Board Chair to appoint committees
  - Board Committees
  - Board Self Evaluation
18. Dr. Burke recommended moving to executive session for the purpose of discussing possible acquisition of real estate and to discuss a matter subject to attorney-client privilege for a period not to exceed 30 minutes. Trustee Ash moved to enter executive session for the purpose of discussing possible acquisition of real estate and to discuss a matter subject to attorney-client privilege for a period not to exceed 30 minutes. Trustee Rios seconded and the motion carried. The chairman allowed five minutes to clear the room.
19. The Board entered executive session at 12:10 p.m.
20. At 12:40 p.m. the Board reconvened in regular session at which time Trustee Daniels moved to extend executive session for a period of 20 minutes. Trustee Ash seconded and the motion carried.
21. The Board re-entered executive session.
22. At 1:00 p.m. the Board reconvened in regular session at which time Trustee Daniels moved to adjourn the meeting. Trustee Ash seconded and the motion carried.

The meeting adjourned at 1:00 p.m.

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

\_\_\_\_\_ Secretary