

KANSAS CITY KANSAS COMMUNITY COLLEGE

Board of Trustees Meeting

July 11, 2007

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 temporary Chairman Mary Ann Flunder. Roll call indicated the following Trustees present: Donald Ash, Ray Daniels, Mary Ann Flunder, J.D. Rios, and Clyde Townsend. Trustee Karen Hernandez was present by phone.

1. Trustee Daniels moved to approve the Agenda with the amendments as presented by Dr. Burke, College President/Board Secretary as follows:

(Additions)

VIII. Personnel

A. Information:

7. **Resignation of Stacie Zech as ASAP Enrollment Manager in the Continuing Education & Community Services Division effective July 23, 2007**

B. Recommendations:

9. **Approval to employ Rita L. Thompson as FT Nursing Instructor in the Nursing & Allied Health Division effective August 9, 2007 at the annual salary of \$36,365.16**
10. **Approval to employ Donna J. Stock as FT Instructor in the Respiratory Therapy Program in the Nursing & Allied Health Division effective August 9, 2007 at the annual salary of \$36,365.16**

XI. Finance

C. Recommendations:

6. ***Approval of payment of \$226,688.47 to Commerce Bank for Visa credit card purchases from May 11, 2007 thru June 10, 2007 (Various Funds) (See Financial Report)***
7. ***Approval of payment of \$23,426.00 to Novell for renewal of a Value 1 Bundle FTE School e-License for August 1, 2007 thru July 31, 2007 (Sole Source) (General Fund)***
8. ***Approval to purchase a Baltimore Air Cool FXT-175 cooling tower from McQueeney Group, Inc., Kansas City, Mo. for \$13,625 for the Performing Arts Center (Sole Source) (Capital Outlay Fund)***
9. ***Approval to accept the low bid of \$14,988.00 from Design Mechanical, Kansas City, Kansas for removal of a Marley cooling tower and installation of a BAC FXT-175 cooling tower for the Performing Arts Center (Capital Outlay Fund) 2 BIDS:***
Fagan Company--\$21,837
Design Mechanical--\$14,988
10. ***Approval to contract with Updike Paving Corporation, Stanley, Kansas for asphalt removal and replacement for the truck turnaround between Jewell and Flint for \$17,328.22 (Capital Outlay Fund)***

2 BIDS:

Dave's Construction--\$17,500

Updike Paving--\$17,328.22. (Capital Outlay Fund)

- 11. Approval to solicit bids and enter into a contract for construction of a motorcycle storage facility not to exceed \$75,000 (Continuing Education Fund—Motorcycle Course Fees)**
- 12. Approval of payment of \$23,825 to KC Mentoring Initiative for stipends, transportation, and fees for the Summer Science Academy (Grant funds)**

XIV. Miscellaneous Business

C. Enter executive session for the purpose of discussing personnel matters pertaining to non-elected personnel to protect the privacy of the parties involved and attorney-client privilege to discuss matters deemed privileged within the attorney-client relationship

Trustee Townsend seconded and the motion carried.

2. The next item was the annual reorganization of the Board. At this time Trustee Flunder handed over the gavel to Dr. Burke to hear nominations for the Chairman of the Board of Trustees for 2007-2008. Trustee Daniels nominated Trustee Flunder. Trustee Hernandez nominated Trustee Rios. There being no other nominations, Trustee Townsend moved to cease nominations. Trustee Daniels seconded and the motion carried.

Dr. Burke called for all votes for Trustee Flunder for Board Chairman for 2007-2008. There were 4 votes. Dr. Burke called for all votes for Trustee Rios for Board Chairman 2007-2008. There were 2 votes. Trustee Flunder was elected KCKCC Board of Trustees Chairman for 2007-2008.

3. Dr. Burke returned the gavel to the Chairman who then called for nominations for Vice Chairman of the Board of Trustees for 2007-2008. Trustee Townsend nominated Trustee Rios for Vice Chairman of the Board of Trustees. There being no other nominations, Trustee Townsend moved to cease nominations and take the vote. The Chairman called for the vote. The vote for Trustee Rios for Vice Chairman of the Board of Trustees was unanimous with 6 yes votes. Trustee Rios was elected the KCKCC Board of Trustees Vice Chairman for 2007-2008.
4. The Chairman called for nominations for Board Secretary. Trustee Rios moved to elect Dr. Burke as Board Secretary for 2007-2008. Trustee Daniels seconded and the motion carried unanimously.
5. The Chairman called for nominates for Board Treasurer. Trustee Townsend moved to elect Dean Brian Bode as Board Treasurer for 2007-2008. Trustee Daniels seconded and the motion carried.
6. The Chairman noted that the next order of business was the naming of Bank Depositories. Trustee Daniels moved to approve the Bank Depositories for 2007-2008 as presented (**Attachment 1**). Trustee Rios seconded and the motion carried.

7. The Chairman noted that the next item was the naming of the official college newspaper. Dr. Burke reminded the Board that in the past the Kansas City Kansan was the official newspaper, but that notices were also sent to the Wyandotte West for publication. Because the Wyandotte West was a weekly publication it didn't meet the desired frequency requirements of consecutive daily publication of some notices. Trustee Daniels moved to appoint the Kansas City Kansan as the official college newspaper as recommended. Trustee Townsend seconded and the motion carried.
8. The Chairman noted the next order of business to be the appointment of the college's legal counsel. Dr. Burke recommended the reappointment of McAnany, Van Cleave & Phillips to be the college's legal counsel. Trustee Daniels moved to reappoint McAnany, Van Cleave & Phillips as the college's legal counsel for 2007-2008. Trustee Townsend seconded. As part of the discussion Trustee Flunder requested a discounted rate. Mr. Wynn stated that the rate would not exceed that of any other school district or governmental agency. The vote was taken and the motion carried.
9. The Chairman noted the next order of business to be the appointment of the Freedom of Information Officer for KCKCC. Dr. Burke explained that the Dean for Institutional Services would normally fill that role, and recommended that Dr. Bryan LeBeau, Dean of Institutional Services, continue to serve in this capacity. Trustee Rios moved to accept the President's recommendation as recommended. Trustee Townsend seconded and the motion carried.
10. The next item was to set the day and time of regular meetings of the Board of Trustees for the year 2007-2008. Trustee Townsend moved to set the meeting time for the monthly meetings of the Board of Trustees to the second Tuesday of each month at 9:30 a.m. in the Board Room. Trustee Hernandez seconded. There was discussion.

Following discussion Trustee Daniels requested to amend the motion for the meeting time in October to be the second Thursday of October at 9:30 a.m. due to absentee trustees on the second Tuesday of October.

Trustee Townsend amended the motion to set the meeting time for the monthly meetings of the Board of Trustees to the second Tuesday of each month at 9:30 a.m. in the Board Room with the exception of the October meeting to be held at 9:30 a.m. on the second Thursday of October. Trustee Hernandez seconded the motion carried.

11. Trustee Townsend moved to approve the minutes of the June 13th Board of Trustees meeting and the June 25, 2007 Budget Workshop as presented. Trustee Rios seconded and the motion carried.
12. There were no Patrons or Petitioners to the Board.
13. There were no communications.
14. Under the President's Report, Dr. Burke reported on the following:

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- The Coca-cola Scholarship awarded to KCKCC nominee Cathleen Pannell who is a Fire Science Major transferring to Park University following her studies at KCKCC
- The recent positive press coverage on the Campus Child Care's receipt of Accreditation for Child Care of School Age Children and After School Child Care Programs

15. Under the Provost's Report, Dr. Morteza Ardebili reported on the following:

- The college's annual report distributed to the Board accompanied by the Fact Book
- Further commentary from Dean Richard Lee of Student Services on the recent National Accreditation of the child care program for school-aged children, which included the presentation of an award to him for his support of the Child Care Center programs by Child Care Center teacher, Delores Daniels
- Presentation of the "Keeper of the Dream" awards to Trustee Clyde Townsend and outgoing Trustee Catherine Durham for their participation and support of the Intercultural Center programs and events

16. Dean Leota Marks of the Human Resources Dept. presented the following personnel information items:

- Termination of the following EMT Lab Assistants effective Fall 2007 semester:
 - Lacey Rogers
 - Brian Williams
 - Nick Gerkovich
 - Chris Rogers
 - Matt Morrow
- Resignation of Fred Postlewait as Information Systems Professional in the Information Services Division effective July 31, 2007
- Resignation of Sandra Morgan as ESL/On Track Instructor in the Continuing Education & Community Services Division effective June 30, 2007
- Resignation of Steve Berry as Maintenance Worker in the Buildings & Grounds Dept. effective June 22, 2007
- Resignation of Mark Powell as Custodian in the Buildings & Grounds Dept. effective June 6, 2007
- Resignation of Matthew Morrow as MICT Lab Instructor in the Math, Science & Technology Division effective June 20, 2007
- Resignation of Stacie Zech as ASAP Enrollment Manager in the Continuing Education & Community Services Division effective July 23, 2007

17. Dean Marks then presented the following Personnel Recommendations for approval:

- Approval of early retirement of Bill Chennault as Dean of Information Services effective September 30, 2007
- Approval to employ Joseph C. Mundt as Fitness Specialist in the Wellness Center effective June 18, 2007 at the annual salary of \$24,885.00
- Approval to employ Eva M. Boyd as Video Technical Specialist in Media Technology effective July 2, 2007 at the annual salary of \$35,746.00

- Approval to employ Ricardo Nunez as Network Specialist in Information Technology & Information Systems Dept. effective July 2, 2007 at the annual salary of \$35,746.00
- Approval to employ Miriam Hernandez as part time Custodian in the Buildings & Grounds Dept. effective July 16, 2007 at the hourly rate of \$9.65
- Approval to employ the following part time Instructors for Continuing Education & Community Services non-credit classes:

Jim Hathaway	Drivers Education	\$2,520.00
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- Change in status of employment for Dr. Sangki Min from Asst. Director to Director of the Center for Research & Community Development effective July 2, 2007 at the annual salary of \$71,000.00
- Change in status of employment for David Ntete from part time Custodian in the Buildings & Grounds Dept. at 12 hours per week maximum to 27 hours per week maximum effective June 19, 2007 at the hourly rate of \$9.65
- Change in status of employment of Theresa Holliday from Admissions Counselor to Assistant Registrar in the Admissions Office effective August 1, 2007 at the annual salary of \$42,102.24
- Approval to employ Rita L. Thompson as FT Nursing Instructor in the Nursing & Allied Health Division effective August 9, 2007 at the annual salary of \$36,365.16
- Approval to employ Donna J. Stock as FT Instructor in the Respiratory Therapy Program in the Nursing & Allied Health Division effective August 9, 2007 at the annual salary of \$36,365.16

Trustee Daniels moved to approve the Personnel Recommendations as presented. Trustee Ash seconded and the motion carried.

18. Under the Financial Report, Dean Brian Bode of Financial & Administration Services presented the bills for payment. Trustee Rios moved to pay the bills as presented. Trustee Daniels seconded and the motion carried.
19. Preceding the accounts report, Trustee Rios asked Dean Bode for the information he had requested at the last meeting regarding the status and service of the college bookstore and Deli. Dean Bode supplied Trustee Rios with that information and copies were made for the other trustees for momentary discussion. While copies were being made Dean Bode presented the balance of the Finance Report. Trustee Daniels moved to accept the Finance Report as presented. Trustee Townsend seconded and the motion carried.
20. Dean Bode referred to the first item of recommendation which was the publication of the 2008 Budget as discussed at the Annual Budget Workshop. Dean Bode presented the options discussed and Dr. Burke recommended selection of the budget which would decrease the Capital Fund mill levy by .25 to 1.767. The General Fund mill levy was reduced by 0.560 to 17.667. Following discussion Trustee Daniels moved to publish the 2008 Budget with a 1.767 mill levy for the Capital Fund and 17.667 mill levy for the General Fund as discussed. Trustee Townsend seconded and the motion carried unanimously.
21. At this time Trustee Rios led the discussion regarding the information on the profit of the bookstore and verified that those funds were partially used to subsidize programs that were

short of funding. Following this discussion Dean Bode requested approval of the balance of recommendations under the Financial Report as follows:

- Approval to publish the fiscal year 2008 Budget as discussed at the Annual Budget Workshop
 - Approval of payment of \$18,996.59 to the Kansas Association of Community College Trustees for 2007-2008 dues (General Fund)
 - Approval of payment of \$16,378.92 to The Kansas City Star for position advertisements for Human Resources (General Fund)
 - Approval of payment of \$73,370.00 to Plato Learning, Inc. for AS ALG license transition fees for Math, Science, and Technology (Incidental Fund--Math Course Fees)
 - Approval of renewal of Basic Athletic insurance with Life Insurance Company of North America for \$26,475 and Catastrophic Athletic insurance with Mutual of Omaha for \$4,078 for 2007-2008 from Dissinger Insurance Services (General Fund) (**Attachment B**)
 - Approval of payment of \$226,688.47 to Commerce Bank for Visa credit card purchases from May 11, 2007 thru June 10, 2007 (Various Funds) (See Financial Report)
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 - Approval to accept the low bid of \$14,988.00 from Design Mechanical, Kansas City, Kansas for removal of a Marley cooling tower and installation of a BAC FXT-175 cooling tower for the Performing Arts Center (Capital Outlay Fund)
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 - 2 BIDS:
 - Dave's Construction--\$17,500
 - Updike Paving--\$17,328.22. (Capital Outlay Fund)
 - Approval to solicit bids and enter into a contract for construction of a motorcycle storage facility not to exceed \$75,000 (Continuing Education Fund—Motorcycle Course Fees)
- Trustee Rios moved to approve the Financial Recommendations as presented. Trustee Townsend seconded and the motion carried.

22. Under Committee Reports Trustee Hernandez referred to a handout given to the trustees regarding the Hmong Veterans Recognition event at the KCKCC Field House that Saturday, July 14th at 2:00 p.m. She urged anyone wishing to attend to contact her so she could turn in attendance numbers.
23. Chairman Flunder noted that she wished to appoint Trustee Don Ash as the co-representative of KCKCC for the ACCT/AACC and KACCT organizations to serve with her. She noted

that due to business in the very near future she felt the necessity to make that appointment at this meeting and that she would be calling trustees individually to discuss the other committee appointments of the Board.

24. The Chairman recommended the Annual Budget Hearing take place on Tuesday, August 14, 2007 at 9:30 a.m. with the regular monthly meeting to follow immediately after. Trustee Ash moved to accept the recommended time and date of the Annual Budget Hearing of August 14, 2007 at 9:30 a.m. Trustee Rios seconded and the motion carried.
25. The next item of discussion was the position vacancy on the Board of Trustees resulting from the death of Nancy Carry. Mr. Wynn, the college's legal counsel, advised of the statute that allows the Board to fill the vacancy if they wish of three steps that would need to be included in the process. These were to publish notice to fill the position for a period of fifteen days, note when the decision will be made to complete the process, and note the criteria or items required to apply and fill the position. Trustee Daniels moved that the vacancy be filled but that the official notice of vacancy and process be discussed further before posting or advertising. Trustee Townsend seconded the motion. After brief discussion, the vote was taken and the motion carried.
26. Trustee Rios moved to enter executive session for a period not to exceed 20 minutes for the purpose of discussing personnel matters pertaining to non-elected personnel to protect the privacy of the parties involved and the attorney-client privilege to discuss matters deemed privileged within the attorney-client relationship. Trustee Townsend seconded and the motion carried. The Chairman allowed five minutes to clear the room. Before breaking from the meeting Dr. Ardebili introduced Mr. Bill Chennault who would be retiring from the college in the near future. Mr. Chennault spoke briefly and the Board thanked Mr. Chennault for his 30 years of contributions and service to the college. The Chairman recessed the meeting for five minutes before entering executive session.
27. The Board entered executive session at 6:35 p.m. The Board reconvened in regular session at 6:55 p.m. At this time Trustee Daniels moved to acknowledge receipt of Dr. Ruth Heflin's challenge to the administration of her grievance and her proposed remedy regarding her place of duty, and directed that the remedy be denied and Dr. Heflin be required to return to duty at the main campus or as otherwise directed by the administration. Trustee Rios seconded and the motion carried. The Chairman directed the college attorney to inform Dr. Heflin of its decision.
28. Trustee Townsend moved to adjourn the meeting. Trustee Daniels seconded and the motion carried.

The meeting was adjourned at 6:57 p.m.

ATTEST: _____ Chairman

_____ Secretary