

KANSAS CITY KANSAS COMMUNITY COLLEGE

Public Budget Hearing and Board of Trustees Meeting

August 12, 2008

The annual Budget Hearing 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, Clyde Townsend. Roll call indicated the following trustees present: Don Ash, Dr. Ray Daniels Dr. Nolen Ellison, Mary Ann Flunder, Karen Hernandez, and Clyde Townsend. Trustee J.D.Rios was absent at this meeting.

1. Mr. Brian Bode, Dean of Financial & Administrative Svcs., referred to Attachment A of the Agenda regarding the proposed Budget for 2008-2009. The Chairman called for public comments regarding the proposed budget as published. There were none. The Chairman then called for any comments from the Board of Trustees. At this time Trustee Ellison referred to a memo from him to the Chairman and the Vice Chair requesting a delay in the adoption of this budget until the board has met with the auditor to make sure that there is a correct reconciliation from the Treasurer, and to discuss the issues posed in Trustee Ellison's memo.
2. Following discussion Trustee Daniels moved to close the budget hearing. Trustee Ellison seconded and the motion carried.

The Chairman adjourned the public budget hearing at 9:07 a.m.

ATTEST: _____ Chairman

_____ Secretary

Board of Trustees Meeting

August 12, 2008

The regular monthly meeting of the Board of Trustees was called to order at 9:07 a.m. in the Board Conference Room at the College by the Vice Chairman, Clyde Townsend. Roll call indicated the following trustees present: Don Ash, Ray Daniels, Nolen Ellison, Mary Ann Flunder, Karen Hernandez, and Clyde Townsend. J.D.Rios was absent.

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

Addition(s):

VII. Provost Report

Policy 1.02a - Disability Accommodation/Pet Policy - First Reading

VIII. Personnel

B. Personnel Recommendations:

- 16. Approval to employ Heidi K. Holtz as FT Nursing Instructor in the Nursing & Allied Health Division effective August 7, 2008 at the annual salary of \$37,092.47**
- 17. Approval to employ Charles C. Brown as PT Aide/HVAC at the Technical Education Center effective July 1, 2008 at the rate of \$20.72 per hour**
- 18. Approval to employ Edwin L. Walker as PT Small Engine Instructor at the Technical Education Center effective August 11, 2008 at the rate of \$20.72 per hour**
- 19. Approval to employ Larry L. Cicero as PT Computer Instructor at the Technical Education Center effective August 11, 2008 at the rate of \$20.72 per hour**
- 20. Approval to employ the following EMT Lab Assistants effective August 11, 2008 at the rate of \$10.00 per hour:**
Stevem R. Buff
Meribeth Gardner
- 21. Approval to employ the following MICT Lab Assistants effective August 11, 2008 at the rate of \$12.00 per hour:**
Adam Bechelmayr
Kathleen A. Rankin
Leilani R. Boyd (Additional duties to Adjunct Instructor position)

IX. Finance

C. Recommendations:

- 7. Approval to purchase Crisp Books, Retail Readiness Assessment software, and certification vouchers for \$41,712.00 from the National Retail Federation (DOE Earmarked Grant Funds)**
- 8. Approval to purchase AHLE START materials, texts, and workbooks for \$16,280.00 from the American Hotel and Lodging Educational Institute (DOE Earmarked Grant Funds)**
- 9. Approval to purchase SISTEM Alchemy Systems LP license, laptop, software, and clickers for \$24,800.00 from Alchemy, LLC (DOE Earmarked Grant Funds)**

XII. Miscellaneous Business

A. Executive session for the purpose of discussing the possible acquisition of real estate *and a matter subject to attorney client privilege (added)*

D. Action on the FY 09 Budget

Trustee Daniels moved to approve the amendments to the agenda as presented. Trustee Ellison seconded and the motion carried.

2. Trustee Daniels moved to approve the minutes of the July 15th meeting with the caveat, by Trustee Ellison, to request for follow up discussion regarding the FY 09 budget with the board and college auditor. Trustee Hernandez seconded and the motion carried.

3. Under Patrons & Petitioners there was no one wishing to address the board, but Trustee Ellison introduced two guests in the audience, Dr. James O'Maxwell of the Pre-employment Training Program located at 18th and Washington Blvd., Pastor Emeritus of Roswell Church of Christ, and Vice President of Southwestern Christian College in Tyler Texas. Next to be introduced was Mr. Michael Dayton, previous employee of the Kaufman Foundation.
4. There were no communications to the Board.
5. Under the President's Report Dr. Burke noted that he would be attending the Kansas Board of Regents Meeting in Wichita on August 20th and would be meeting with the System Council of Presidents (SCOPS) as one of the four community college presidents on that council. He noted that they would be talking about the Technical Ed. Authority and possible distribution formula pertaining to technical education in the community colleges.
6. Dr. Burke informed the Board that the Higher Learning Commission Focus Team would be performing their focus visit on the merger of the ATS with KCKCC at the main campus and the Technical Education Center (TEC) on August 18 & 19, 2008.
7. Dr. Burke reported on the request from the last board meeting to update the positions of the TEC and their titles. These positions have been incorporated into the KCKCC structure and the salaries reconciled with the titles they hold.
8. Dr. Burke reported on the academic performance of the athletes in the Jayhawk Conference which reflected the average GPA of 3.09 for baseball athletes and 2.67 for basketball athletes. Dr. Burke praised the Athletic Dept. on the work with the athletes in support of their academics.
9. Dr. Burke noted that the Chairman of the Board, Trustee Rios, suggested and requested that the meetings for the Board be set on the third Tuesday of the month for the next three months because of his required absence due to his work. There was discussion. The consensus was to leave the meeting schedule as it is at present for the second Tuesday of each month.
10. Trustee Flunder asked for and received more clarification on the positions on the organizational chart.
11. Dr. Burke called attention to the article in the August 1-7, 2008 KC Business Journal regarding the recent proposals for Casino's in Wyandotte County and the "boost" that KCKCC would receive in the terms of workforce development training opportunities. There was brief discussion.
12. Under the Provost Report, Dr. Ardebili gave the Policy Committee members on the Board the draft of the Pet Policy under Disability Accommodation section of the Policy Handbook for their review before presentation to the Board for adoption.

13. Under the Personnel Report, Dean Marks reported on the request concerning the number of hours that the TEC part time workers work. Two of the three applicable workers have been corrected to full time status and are on the agenda for today.
14. Dean Marks distributed the report requested at the July Board Meeting regarding Position Classification.
15. Dean Marks then acknowledged the following Personnel Information Items:
 - Resignation of Crystal Bowen as Continuing Education Secretary in the KCKCC Technical Education Center effective August 8, 2008
16. Dean Marks then presented the following Personnel Recommendation for approval:
 - Approval of early retirement for Charles Huntington as supervisor in the college print shop effective July 31, 2008
 - Approval to employ George L. Crump as Electrical Instructor in the KCKCC Technical Education Center effective August 11, 2008 at the annual salary of \$37,092.47
 - Approval to employ Cheryl M. Runnebaum as Professional Cooking Instructor (186 days/year) at the KCKCC Technical Education Center effective August 11, 2008 at the annual salary of \$40,728.90
 - Approval to employ Sheridan Smith as Student Records Secretary at the KCKCC Technical Education Center effective July 28, 2008 at the annual salary of \$23,297.00
 - Approval to employ Elyse M. Max as On-Track Enrollment Mgr. effective July 28, 2008 at the annual salary of \$37,440.00
 - Approval to employ Charles B. Knapp as Business & Industry Coordinator at the KCKCC Technical Education Center effective October 1, 2008 at the annual salary of \$59,931.20
 - Approval to employ Marcus Heard as PT Food Service Aide at the KCKCC Technical Education Center effective August 11, 2008 at the hourly rate of \$10.90
 - Approval to employ the following part time Instructors at the KCKCC Technical Education Center effective July 1, 2008 at the hourly rate of \$20.72:

Yvonne Jackson	CNA
William P. McGivern	Basic Home Repair (& Maint. Worker)
Betty Parker	Practical Nursing
Jane E. Dieckhoff	Computer
Joe E. Norton	Substitute
Anita K. McMichael	Substitute
Mary Lou Feagan	Substitute
Deborah M. Reynolds	Substitute
Charles M. Bond	Substitute
Johnny L. Stevenson	Substitute
 - Approval to employ the following part time Instructors at the KCKCC Technical Education Center effective August 11, 2008 at the hourly rate of \$20.72:

Johnnie Belcher, Jr.	Computer Technician
Wesley J. Lee	Computer Aided Drafting
H. Joe Desko, Jr.	HVAC

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| David F. Latty | Auto Collision Repair |
| Lloyd “Kelly” Reynolds | Computer |
| Joseph H. DeBella | Welding |
| Anita J. Holzrichter | CNA |
| Mary R. Barr | CNA |
| Sharon L. Sparkman | Medical & Home Health Aides |
- Approval to employ the following part time Instructors for Continuing Education non-credit classes:

Jim Hathaway	Defensive Driving (6/28)	\$ 80.00
Jim Hathaway	Defensive Driving (7/15)	\$100.00
Jim Hathaway	Defensive Driving (7/16)	\$100.00
Jim Hathaway	Defensive Driving (7/17)	\$100.00
Jim Hathaway	Defensive Driving (7/19)	\$ 80.00
Steven Samuels	Beginning Computers	\$120.00
 - Approval of correction in effective date of employment from June 30 to June 24, 2008 for Nicholas Hower as Summer Student Employee in Information Services Div.
 - Approval of correction in status of employment for Vineta D. Sankey-Belden to CAN Instructor at the KCKCC Technical Ed. Ctr. effective July 1, 2008 at the annual salary (instead of hourly) to 37,296.00
 - Approval of correction of status of employment for William J. McNamee as Auto Technology at the KCKCC Technology Ed. Ctr. effective July 1, 2008 at the annual salary (instead of hourly) to \$37,296.00
 - Approval of change in status of employment for Thomas A. Besgrove from Adjunct Instructor to Full-Time Digital Design Instructor in the Humanities & Fine Arts Division effective August 7, 2008 at the annual salary of \$40,728.99
 - Approval of change in status of employment for Irene Maley from MICT Lab Assistant to FT EMTC Instructor in the Math & Science Division effective August 7, 2008 at the annual salary of \$40,728.99
 - Approval to employ Heidi K. Holtz as FT Nursing Instructor in the Nursing & Allied Health Division effective August 7, 2008 at the annual salary of \$37,092.47
 - Approval to employ Charles C. Brown as PT Aide/HVAC at the Technical Education Center effective July 1, 2008 at the rate of \$20.72 per hour
 - Approval to employ Edwin L. Walker as PT Small Engine Instructor at the Technical Education Center effective August 11, 2008 at the rate of \$20.72 per hour
 - Approval to employ Larry L. Cicero as PT Computer Instructor at the Technical Education Center effective August 11, 2008 at the rate of \$20.72 per hour
 - Approval to employ the following EMT Lab Assistants effective August 11, 2008 at the rate of \$10.00 per hour:

Stevem R. Buff
Meribeth Gardner
 - Approval to employ the following MICT Lab Assistants effective August 11, 2008 at the rate of \$12.00 per hour:

Adam Bechelmayr
Kathleen A. Rankin
Leilani R. Boyd (Additional duties to Adjunct Instructor position)

Trustee Daniels moved to approve the Personnel Recommendations as presented. Trustee Ash seconded and the motion carried. Trustee Ellison requested a follow up discussion concerning the personnel classification system on the September agenda under unfinished business.

17. Dean Brian Bode requested permission to pay the bills. Trustee Ash moved to pay the bills as presented. Trustee Daniels seconded and the motion carried.

18. Dean Bode presented the Financial Report for approval. He noted that Dr. Ellison had inquired about Community Development Investment banks, and Dean Bode informed the Board that Brotherhood, Mid America, Security, Liberty, and USB are all designated Community Development banks. He then requested approval of the Financial Report. Trustee Daniels moved to approve the Financial Report as presented. Trustee Ash seconded. Following questions from Trustee Ellison, the vote was taken and the motion carried.

19. Dean Bode presented the following recommendations for approval:

- Approval of payment of \$53,796.49 to Campus America for renewal of software licenses and system administration for Information Services for FY 09(General Fund)
- Approval of payment of \$30,500.00 to Angel Learning for renewal of software licenses and system administration for Online Education for FY 09(General Fund)
- Approval of payment of \$20,595.00 to Datatel for renewal of ESSA annual maintenance for FY 09 (General Fund)
- Approval of payment of \$11,015.00 to Alexander Street Press for subscriptions and videos for the Library (General Fund)
- Approval of payment of \$15,118.66 to EBSCO for annual subscription renewals for the Library (General Fund)
- Approval to accept the low bid of \$438,576.00 from Cornell Roofing for re-roofing the Printshop, Allied Health, Library, and Community Ed buildings. (Capital Outlay Fund, KS Bond Funded)

4 bids:

Cornell Roofing	Independence, Mo	\$438,576.00
American Roofing	Leavenworth, Ks	\$448,373.00
Kaw Roofing	Kansas City, Ks	\$465,520.00
Delta Innovative	Kansas City, Ks	\$488,724.00

- Approval to purchase Crisp Books, Retail Readiness Assessment software, and certification vouchers for \$41,712.00 from the National Retail Federation (DOE Earmarked Grant Funds)
- Approval to purchase AHLE START materials, texts, and workbooks for \$16,280.00 from the American Hotel and Lodging Educational Institute (DOE Earmarked Grant Funds)
- Approval to purchase SISTEM Alchemy Systems LP license, laptop, software, and clickers for \$24,800.00 from Alchemy, LLC (DOE Earmarked Grant Funds)

Dean Bode noted that on item #6 the lowest bid, though qualified is not necessarily the best bid. Following discussion, Trustee Ellison moved to accept the bid from American Roofing

in the amount of \$448,373.00 based on the Board's desire to do business with a company closer to the service area of the college (instead of Independence, MO). Trustee Flunder seconded. The original recommendation was as follows:

6. *Approval to accept the low bid of \$438,576.00 from Cornell Roofing for re-roofing the Printshop, Allied Health, Library, and Community Ed buildings. (Capital Outlay Fund, KS Bond Funded)*

4 bids:

<i>Cornell Roofing</i>	<i>Independence, Mo</i>	<i>\$438,576.00</i>
<i>American Roofing</i>	<i>Leavenworth, Ks</i>	<i>\$448,373.00</i>
<i>Kaw Roofing</i>	<i>Kansas City, Ks</i>	<i>\$465,520.00</i>
<i>Delta Innovative</i>	<i>Kansas City, Ks</i>	<i>\$488,724.00</i>

The vote was taken and the motion carried to accept the bid from American Roofing out of Leavenworth, KS in the amount of \$448,373.00 for the re-roofing of the Print Shop, Allied Health, Library, and Community Ed Buildings.

20. Next, Trustee Ash moved to approve the following Finance recommendation items:

- Approval of payment of \$53,796.49 to Campus America for renewal of software licenses and system administration for Information Services for FY 09(General Fund)
- Approval of payment of \$30,500.00 to Angel Learning for renewal of software licenses and system administration for Online Education for FY 09(General Fund)
- Approval of payment of \$20,595.00 to Datatel for renewal of ESSA annual maintenance for FY 09 (General Fund)
- Approval of payment of \$11,015.00 to Alexander Street Press for subscriptions and videos for the Library (General Fund)
- Approval of payment of \$15,118.66 to EBSCO for annual subscription renewals for the Library (General Fund)
- Approval to purchase Crisp Books, Retail Readiness Assessment software, and certification vouchers for \$41,712.00 from the National Retail Federation (DOE Earmarked Grant Funds)
- Approval to purchase AHLE START materials, texts, and workbooks for \$16,280.00 from the American Hotel and Lodging Educational Institute (DOE Earmarked Grant Funds)
- Approval to purchase SISTEM Alchemy Systems LP license, laptop, software, and clickers for \$24,800.00 from Alchemy, LLC (DOE Earmarked Grant Funds)

Trustee Daniels seconded and the motion carried.

21. Under Committee Reports Trustee Ellison reported that the Planning & Evaluation Committee had met on August 8th but he would provide the written report later. Trustee Ash reported that the Site Planning Committee was waiting on formalization of the contract to begin working with the College Architect to begin work on Police Academy and overall Master Plan. There was lengthy discussion regarding the committee appointments and numbers of members to the committees. Trustee Hernandez moved to table the discussion until next month. Trustee Ellison seconded. The roll call vote resulted as follows:

Trustee Ash	No
Trustee Daniels	No

Trustee Ellison	Yes
Trustee Flunder	Yes
Trustee Hernandez	Yes
Trustee Townsend	No

The motion failed.

22. Trustee Ellison distributed copies of a letter that he intended to hand carry to the Kansas Attorney General which stated his concerns about board practices.
23. Under Unfinished Business, Dr. Burke referred to attachments B & C of the agenda regarding the policy revisions for the article entitled *Duties of the Board of Trustees and its Administrative Personnel* of the College Policy Handbook. After reviewing the revisions Trustee Daniels stated that the wording still had not been altered to clarify the wording regarding signatures of the President's Designees. There was discussion and it was determined that Human Resources would meet with the Board Policy Committee again to formulate the desired changes to these policies. There was further discussion regarding the addition of this matter to the executive session for the consideration of wording to the committee chair.
24. Trustee Daniels moved to enter executive session for a period of 45 minutes for the purpose of discussing the possible acquisition of real estate and a matter pertaining to attorney/client privilege with possible action to follow for. Trustee Ellison seconded and the motion carried. The Chairman allowed for a 10 minutes recess before entering executive session.
25. Executive session commenced at 10:35 a.m.
26. Executive session was extended at 11:20 a.m. for a period of 35 minutes.
27. The Board reconvened and Trustee Ash moved to enter regular session. Trustee Hernandez seconded and the motion carried. Regular session restarted at 12:05 p.m.
28. Dr. Burke recommended that the Board set meeting dates for the President's Evaluation and Board Retreat. Following discussion Trustee Ellison moved that the Board hold a Board Retreat with Dr. Susan Lindahl as the facilitator. Trustee Hernandez seconded. There was further discussion regarding the dates of Friday, August 22nd and Saturday August 23rd with the complete Board of Trustees and the officers of the Board along with the college auditor. It was the consensus of the Board to hold the retreat at approx. 1:30 p.m. to 5:00 p.m. on Friday, August 22nd and 9:00 a.m. to 12:00 p.m. on Saturday, August 23rd with the location to be announced along with notice being sent out. A vote was taken and the motion carried.
29. Dr. Burke then noted that the date and time of the President's Evaluation be determined. A time and date of Monday, September 8th at 6:00 p.m. in the College Board Room was suggested and agreed upon.

30. The next item was to act on the FY 09 Budget. The Chairman asked for possible dates to discuss and approve the Budget for 2008-2009. Following discussion Trustee Ellison moved that the Board hold a special meeting for the following purpose:
- To meet with the College President, Provost, and Auditor to discuss the findings of the external audit and to assess fiscal policies and protocols;
 - To consider and approve the 2008-2009 budget; and
 - To recess into executive session to discuss personnel matters of a personal nature to protect the privacy interests of the individuals involved and to discuss a matter deemed privileged within the attorney client relationship.

Trustee Flunder seconded and the motion carried.

31. Trustee Ellison moved that the Treasurer of the Board work with Provost Ardebili to have the budget planning schedule calendar for the coming year to the Board by the September 9th meeting. Trustee Hernandez seconded and the motion carried.
32. Trustee Daniels moved to adjourn the meeting. Trustee Ellison seconded and the motion carried. The meeting adjourned at 12:20 p.m.

ATTEST: _____ Chairman

_____ Secretary