

KANSAS CITY KANSAS COMMUNITY COLLEGE

Board of Trustees Meeting

February 10, 2009

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 Chairman J.D. Rios. Roll call indicated the following Trustees present: Ray Daniels, Nolen Ellison, Karen Hernandez, J.D. Rios, and Clyde Townsend. Donald Ash and Mary Ann Flunder were not present at this time.

1. Dr. Burke noted the following amendments to the agenda for approval:

Corrections:

VI. President's Report:

- B. Presentation and approval of Interlocal Agreement for City of Bonner Springs New Neighborhood Revitalization Property Tax Rebate Plans 3 & 4 (NRP 3& NRP4)

Additions:

VII. Provost Report

- B. First Reading of Corrections/Additions to the KCKCC Policy & Procedure Manual (Attachment A – 5 pages added)

IX. Finance

C. Recommendations

8. Approval of payment of \$76,052.00 to the Unified Government of WyCo/KCK for KCK Police Department 2007 instructor fees (General Fund)
9. Approval to purchase RN Comprehensive Assessment & Review Programs for \$20,934.00 from Assessment Technologies Institute, LLC for Nursing (General Fund--Allied Health Fees)
10. Approval to purchase Clients, SharePoint, Jukebox, SQL SDI, & Exchange licenses for \$21,895.00 from Syncsort for Information Services (General Fund)

Trustee Flunder arrived at 9:04 a.m. Trustee Townsend moved to approve the amended agenda as presented. Trustee Daniels seconded. Following discussion regarding unfinished business from last month the vote was taken and the motion carried.

2. Trustee Townsend moved to approve the minutes of the January 13, 2009 Board of Trustees meeting as presented. Trustee Daniels seconded and the motion carried.
3. Under Patrons & Petitioners Mr. Haywood Parker of the “2nd Chance @ Learning” program made a brief introduction of himself and the purpose of the program, which was to help “at risk” students in the urban area with educational opportunities. He said that he looked forward to working with the college in the future.
4. Under Communications Dr. Burke noted that there were two brief notes of thanks for the well wishes and sympathy sent from the Lena Rios and Bill Burke families.
5. Under the President's Report Dr. Burke reported briefly on the following:

- Acknowledgement of Dr. Chan Tung of the Business & Technology Div. for his completion of the KCPDC Supervisory Development Program (Dr. Tung was unable to attend due to his teaching of classes at the same hour as the Board meeting but was wished well.)
- Introduced Mayor Clausie Smith of Bonner Springs to give a presentation with Marsha Ashford of the Economic Development Dept. for the city of Bonner Springs on the proposed Neighborhood Revitalization Plans 3 & 4 which would be replacing expiring plans 2 & 1.

Following the presentation of these plans, Trustee Daniels moved to approve NRP#3. Trustee Townsend seconded and the motion carried.

6. Trustee Daniels moved to approve the Bonner springs NRP#4 as proposed. Trustee Townsend seconded and the motion carried.
7. Continuing the President's Report, Dr. Burke reported on the following:
 - The college closing on March 20th for alarm testing on campus
 - SB11 – Senate Bill 11 regarding ownership of property by community colleges outside of their taxing county area but within its service area was passed 40-0. It is set to be heard by the Higher Education Committee in the near future.
 - Thursday, February 12th KACCT and Council of Presidents meetings in Topeka in conjunction with the Annual KACCT Phi Theta Kappa Honors Luncheon
 - The annual Chamber of Commerce Luncheon on February 27th at the Jack Reardon Ctr.
 - The Black Chamber of Commerce Luncheon on March 11th at the Jack Reardon Ctr.Chairman Rios commented on the feedback from the delegation commending Dr. Burke on his work with them. The chairman also thanked the Deans for their focus at these difficult times on keeping our help to students the priority.

Trustee Ellison asked a question about any property purchase being pursued in Leavenworth as an option to further expense of leasing in the case of the KCKCC Leavenworth Center since a good portion of the enrollment is from Leavenworth County. The answer was “not at this time” but if land were to be donated and could possibly be used that SB11 would now allow it. There was discussion.

Trustee Flunder would try to reschedule meetings with the Mayor before the next board meeting.

8. Under the Provost's Report, Dr. Ardebili relayed to the Board that due to the standardization of Programs in the merged ATS's with their community colleges/universities, it was required for KCKCC Practical Nursing Program curriculum to be worked on and submitted to the Tech. Ed. Authority for approval. Dr. Ardebili referred to a handout and noted that this curriculum had already been approved by the Tech. Ed. Authority and that he did want to share this with the Board. Trustee Ellison requested a list of the programs that the Tech Ed. Authority is wanting standardized. Dr. Ardebili replied that he would provide that to Trustee Ellison.

9. Dr. Ardebili referred to the KCKCC Policy Handbook revisions for first reading and they were accepted for first reading.
10. Dr. Ardebili called for the Dean of Human Resources, Ms. Leota Marks to give the Personnel Report. Dean Marks presented the following Personnel Information item:
 - Resignation of Peatric Sambol-Gordon as Nursing Instructor in the Tech. Ed. Center effective March 6, 2009
11. Dean Marks then presented the following Personnel Recommendations for approval:
 - Approval of early retirement for Regina Smith as Administrative Assistant to the Dean of Enrollment & Registrar effective April 30, 2009
 - Approval to employ the following Adjunct Instructors at the rate of \$715.00 per credit hour effective January 14, 2009:

Jarius O. Jones	Mathematics
Amy L. Rodriguez	Nursing
John Cota, Jr.	EMT
Courtney M. Kilgore	Mathematics
Kent M. Kenne	Physical Therapy Asst.
Diana G. Rodriguez	Spanish
David B. Chael	Music
Catherine M. Warren	Nursing
Ronald E. Bartlett	Reading
Don Haussler	Mathematics
Sarah H. LaBarr	Music
Dr. Yusuf Al-Hassan	Mathematics
David Breneman	Digital Imaging
Susan Stuart	Online Education
 - Approval to employ the following Lab Assistants in the Allied Health Division effective January 14, 2009 at the rate of \$10.00 per hour:

Christopher D. Carroll	EMT
Jessica L. Scherman	EMT
Jennifer E. Grosko	EMT
Richard G.D. Johnson	EMT
Tyra J. Turner	EMT
 - Approval to employ the following Lab Assistants in the Allied Health Division effective January 14, 2009 at the rate of \$12.00 per hour:

Chad T. Beckley	MICT
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 - Approval to employ Telisa R. Gilkey as Part Time Custodian in the Buildings & Grounds Dept. effective January 24, 2009 at the rate of \$10.05 per hour (with a 12 hr. per week maximum)
 - Approval to employ the following Part Time Instructors at the Tech. Ed. Ctr. effective January 14, 2009 at the rate of \$20.72 per hour:

Marsha A. Harman	CNA Program
Garrett L. Crews	Electrical Theory

- Approval of change in status of employment for Susan K. Klamm from Secretary in Continuing Education at the Tech. Ed. Center to Administrative Assistant to the Dean of Nursing & Allied Health effective February 2, 2009 at the annual salary of \$27,023.00
- Approval of change in status of employment for Stacy Tucker from Director of Phi Theta Kappa to Director of Honors/Phi Theta Kappa effective February 2, 2009 with an annual increase in salary of \$7,799.31

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

12. Dr. Ardebili called for Dean Bode to give the Finance Report. Dean Bode presented the bills for payment. Trustee Daniels moved to approve payment of the bills as presented. Trustee Townsend seconded and discussion followed regarding a reimbursement payment to a staff member that was duplicated five times in error. Dean Bode pointed this out and said that he would have it corrected in the report. The vote was called for and the motion carried with six yes votes and one no vote from Trustee Ellison.
13. Dean Bode requested approval of the Finance Report as presented. Trustee Townsend seconded and the motion carried.
14. Dean Bode presented the following recommendations for approval:
 - Approval of payment of \$252,396.50 to Commerce Bank for Visa credit card purchases for January 2009 (Various Funds)
 - Approval of payment of \$44,176.77 to KCK Public Schools USD 500 for contractual lease expenses for Nov/Dec 08 for the Technical Education Center (TEC Fund)
 - Approval to contract with Blevins & Bradbury, Inc. for architectural fees of \$135,000.00 for performance of the Scope of Services as proposed for the Humanities, Social Science, Science, and Flint building re-roofing projects (State of Kansas Loan Funds—Capital Fund)
 - Approval of payment of \$10,052.84 to Reddi Rootr KC for water line repair at the Flint building (General Fund)
 - Recommendation to replace the Kansas City Kansan with the Wyandotte West as the official college newspaper
 - Approval to purchase a 3-year license for an online tutoring platform from AskOnline, Inc. for \$22,500.00 for Math (Title III Fund)
 - Approval to accept the low bid of \$10,076.80 from Parsons Audio for audio equipment for the Theater department (General Fund)
 - 2 Bids:
 - Full Compass \$10,346.89
 - Parsons Audio \$10,076.80
 - Approval of payment of \$76,052.00 to the Unified Government of WyCo/KCK for KCK Police Department 2007 instructor fees (General Fund)
 - Approval to purchase RN Comprehensive Assessment & Review Programs for \$20,934.00 from Assessment Technologies Institute, LLC for Nursing (General Fund--Allied Health Fees)

- Approval to purchase Clients, SharePoint, Jukebox, SQL SDI, & Exchange licenses for \$21,895.00 from Syncsort for Information Services (General Fund)

Trustee Townsend moved to approve the recommendations 1-4 and 6-10. Trustee Daniels seconded and the motion carried.

15. The following Committee Reports were made:

- Trustee Flunder reported as ACCT Representative on the Legislative Summit that was going on in Washington, D.C. at present and that Don Ash was having the meetings with the designated legislators. She noted that there would be a more complete report later.
 - Trustee Flunder noted that Senator Sam Brownback would be speaking at the KCK Chamber Luncheon on Feb. 27th.
 - Trustee Flunder gave the arrangement details for her husband, Admiral's funeral on Saturday, February 14th.
 - Trustee Flunder announced that the Black Chamber of Commerce Luncheon would take place on Wednesday March 11th at the Reardon Center.
- Trustee Hernandez made a report for the Board Policy Committee by submitting for first reading, a new policy employing an Ombudsman at the college. Trustee Flunder seconded. There was brief discussion concerning the policy being reviewed by the college staff before approving. Trustee Hernandez amended the motion to include review by the college policy committee for first reading. Trustee Flunder amended her second to accept the same. The vote was taken and the motion carried.
- Trustee Daniels reported for the Audit & Finance Committee on the following issues:
 - Approval by the committee of the Financial recommendations submitted on the Agenda to the full Board for approval
 - Bonding of the Treasurer of the Board – Trustee Daniels moved to approve the increasing of the Bond for all employees to \$500,000 including the treasurer. Trustee Townsend seconded. Following discussion Trustee Ellison recommended that the Board not act on this today until they have more information/comparisons from other schools of similar enrollment to decide an appropriate level of bonding of the Treasurer. Trustee Daniels withdrew his motion, and Trustee Townsend withdrew his second. It was agreed that that information/comparison would be done by the administration and brought back to the trustees at a later date.
 - Acceptance for first reading of Financial Best Practices recommendations of the committee and included in Chapter 28, Section 7 of the Trustee Handbook. Trustee Hernandez moved to accept for first reading the Financial Best Practices recommendation of the committee. Trustee Flunder seconded and the motion carried.
 - Trustee Daniels moved to approve the following Financial recommendation (#5 from section IX C. of the agenda):
 - Recommendation to replace the Kansas City Kansan with the Wyandotte West as the official college newspaperTrustee Townsend seconded and there was discussion explaining why the Kansas City Kansan was no longer qualified to be the official college newspaper. The vote was called for and the motion carried.
 - The committee's review of the requirements on Grant Disbursements and funds possibly being sent back to distributor because they weren't fully expended. It

was explained that Dean Bode was investigating whether that return of funds would be necessary.

- The joint Board meeting to discuss the Master Facilities Plan and Budget Planning by those two committees in a special meeting of the full board.
 - The amendment in the bidding process to include the completion of a new form by the bidders to note their business status. Upon review of this form, Trustee Hernandez inquired about a question being included on this form requesting disclosure of any violations of code within three years preceding their bid date. Following discussion, it was agreed that this form would go back to the committee for further work.
 - Trustee Ellison reported for the Workforce Planning Committee on the following issues:
 - Synchronization of the Tech. Ed. Center with the Tech. Ed. Authority of KBOR
 - Black History Month project and events
 - Donnelly College's participation in the YWCA Friday Night-Ed Dwight event
 - Trustee Flunder's rescheduling of the meetings with the Mayor for the Site Planning Committee and Workforce Planning Committee
 - Suggested that info packets for candidates of the Board of Trustee election be made up or a forum be coordinated to inform the candidates and answer any questions regarding responsibilities of a board member
16. Trustee Townsend moved to enter executive session for a period of 30 minutes for the purpose of discussing faculty negotiations and to discuss matters subject to attorney-client privilege to protect the privilege and the board's position in potential litigation. Trustee Daniels seconded and the motion carried. The chairman allowed for a five minute recess to clear the room before executive session.
17. Executive session commenced at 11:00 a.m.
18. The Board reconvened in regular session at 11:38 a.m.
19. Trustee Daniels moved to approve the changes to Policy 3.15 Employee Early Retirement Plan as presented for second reading. Trustee Townsend seconded and the motion carried.
20. Trustee Daniels moved to approve the changes to Policy 5.06 Use of Equipment and Vehicles. Trustee Townsend seconded and the motion carried.
21. Trustee Daniels moved to approve the suggested terms of settlement suggested by the insurance council in the lawsuit of prior employee Craig Gockel. Trustee Townsend seconded and the motion carried.
22. Trustee Daniels moved to adjourn the meeting. Trustee Townsend seconded and the motion carried.

The meeting adjourned at 10:55 a.m.

ATTEST: _____ Chairman

_____ Secretary