

KANSAS CITY KANSAS COMMUNITY COLLEGE

Board of Trustees Meeting

March 10, 2009

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 J.D. Rios. Roll call indicated the following Trustees present: Donald Ash, Ray Daniels, Nolen Ellison, Mary Ann Flunder, Karen Hernandez, J.D. Rios, and Clyde Townsend.

1. The Chairman called for a motion to approve the agenda. Trustee Ellison noted that he had an amendment to the agenda under correspondence which was a letter from a trustee to the auditor. After noting this addition to the agenda, Trustee Daniels moved to approve the agenda as presented with the amendment as noted. Trustee Townsend seconded and the motion carried.
2. The chairman called for a motion to approve the minutes of the February 10, 2009 Board of Trustees meeting. Trustee Daniels moved to approve the minutes of the February 10, 2009 Board of Trustees meeting as presented. Trustee Townsend seconded. Trustee Ellison noted that he had questions, one specifically under the finance recommendation regarding payment of \$76,052.00 to the Unified Government for KCK Police Dept. 2007 instructor fees and that he wanted an explanation of what was included in the payments to the UG. Following discussion, the vote was called for and the motion carried with six "yes" votes and one "no" vote by Trustee Ellison to approve the minutes as presented. Trustee Ellison wanted it recorded in the minutes that there were questions concerning the February minutes specifically regarding the Police Academy and other areas. The chairman agreed to note that.
3. The chairman called for a motion to approve the minutes of the February 25, 2009 Special Meeting of the Board of Trustees. Trustee Daniels moved to approve the minutes of the February 25, 2009 Special Meeting of the Board of Trustees. Trustee Townsend seconded. Trustee Ellison noted that the minutes did not reflect the discussion and agreement of what the next steps were for the architectural firm regarding the Strategic and Master plans. Following discussion it was determined that in item number 2 of the minutes it was decided that the architectural firm would be preparing a report to the Board hopefully for the March 10th meeting. The firm called to move their report to the April 14th meeting. The vote was called for and the motion carried to approve the minutes of the February 25th Special Meeting of the Board of Trustees.
4. There were no Patrons or Petitioners wishing to address the Board at this time.
5. Communications to the Board included a thank you note from the family of Admiral Flunder for the expression of condolences from the Board and college on the family's loss.

6. Another communication was noted by Trustee Ellison in the form of a letter from him to the college auditor in response to the auditor's letter of January 26th. He stated that his concerns were about the continuing issues regarding the work by the auditor for the years 2005, 2006, 2007 and January 2008, and noted that he would be discussing it in public between now and April 2, 2009.
7. Under the President's Report, Dr. Burke reported on the following:
 - SB11 passed to the House Higher Education Committee, and is believed to be viewed favorably as it is worked this week
 - SB266 which was a bill that would restrict community colleges to a cap of 103% of tax dollars received in the previous year was presently in the Senate Assessment/Taxation Committee
 - It has been rumored at the Capitol that the stimulus package monies coming to the state for education will be used to reduce the number of cuts to the pending educational budget.

Trustee Ellison noted that he picked up several communications that he felt should have been given to the Board and the appropriate Board committees. He noted that he still did not have the information that he felt was essential to the functioning of the workforce development committee that he chairs.

8. Under the Provost's Report, Dr. Ardebili stated that the next item was the request for Sabbatical Leave in the Humanities & Fine Arts Division and asked that Acting Assistant Provost of Academic Affairs, Dr. Agha-Jaffar introduce English Professor Tom Weis to give a brief presentation of his sabbatical request. Mr. Weis spoke briefly about the student writing handbook that he authored and used for his students. He explained that it was in need of an overall update/revision with possible publication. The Board commended him on his work.

Trustee Ellison recommended and then moved that the Policy Committee of the Board take the matter of Board approved policy and procedure with respect to creation of original products under advisement and return to the Board as soon as possible so that we can support the work of faculty within this context. Trustee Hernandez seconded. There was brief discussion regarding the time line for the approval of the sabbatical leave and work of the board to create possible policy that addresses creative processes in the future. The Chairman called for the vote on the recommendation. The motion carried unanimously.

9. Trustee Daniels moved to approve the Sabbatical for Professor Tom Weis for Fall 2009 semester as requested. Trustee Ash seconded and the motion carried.
10. Provost Ardebili then referred to Attachment A of the Agenda regarding the special class fee changes for 2009-2010 and requested approval of the fee schedule changes. Trustee Townsend moved to approve the fee changes as presented for 2009-2010. Trustee Hernandez seconded. There was discussion clarifying a typographical error on the attachment. There was further clarification called for in the rationale of the increase in some of the nursing courses. Trustee Ellison distributed information to the Board Members.

After Trustee Ellison explained why his would be a “no” vote Trustee Daniels moved to approve the class fees for 2009-2010 and Trustee Townsend seconded. The motion was already on the floor so the vote was taken and resulted in the motion being carried with five “yes” and two “no” votes. The “no” votes were by Trustees Ellison and Hernandez.

11. The next item was a report from the College Sustainability Committee. Dr. Ardebili introduced Penny Mahon, the chairman of the Campus Sustainability Committee who then introduced the members of the committee present and the names of those unable to attend. Ms. Mahon introduced Dr. Steve Collins who spoke regarding the history of the sustainability movement on campus and to propose the hiring of a firm to conduct a campus-wide study of sustainable practices at KCKCC. The proposal consisted of the physical plant element which was presented by Mr. Curtis Smith, Biology Instructor, and the educational element which presented by Ms. Penny Mahon. Following the presentation it was agreed by the board to have a discussion at the April meeting regarding the next steps to be taken. When asked about the approximate cost of the sustainability project, Mr. Bode responded that the cost would be approx. \$100,000.00. Trustee Ellison commented that because the master plan project and this sustainability project would have to be worked together that structure needed to be put into this plan and a possible committee assigned to it. Upon the conclusion of the report, the Board thanked the Campus Sustainability Committee members for their presentation and work on this.

12. Under the Personnel Report, Dean Leota Marks presented the following Personnel Information items:
 - Retirement of Nancy Gordon as Secretary in the Faculty and Staff Development Office effective April 30, 2009
 - Retirement of Judy Miller as Professional Assistant in the Business Office effective May 31, 2009

13. Dean Marks presented the following personnel recommendations for approval:
 - Approval to employ Kimberly J. Evans as Continuing Education Secretary at the Tech. Ed. Center effective February 9, 2009 at the annual salary of \$23,297.00
 - Approval to employ Gail A. Smith as Admissions Receptionist/Cashier at the Tech. Ed. Center effective March 16, 2009 at the annual salary of \$23,297.00
 - Approval to employ Shawn P. Culbertson as PT Wellness Center Staff & Lifeguard in the Wellness Center effective February 12, 2009 at the hourly rate of \$10.00
 - Approval to employ Deborah F. Horton as PT CNA Instructor at the Tech. Ed. Center effective March 2, 2009 at the hourly rate of \$20.72
 - Approval to employ Cynthia D. Weaver as PT Practical Nursing Instructor at the Tech. Ed. Center effective February 23, 2009 at the hourly rate of \$20.72
 - Approval to employ Courtney N. Guy as PT Wellness Center Staff & Lifeguard in the Wellness Center effective February 23, 2009 at the hourly rate of \$10.00
 - Approval to employ the following part time Instructors for Continuing Education Non-Credit classes:

Stephanie Marquez	Asst. DEW	\$2,160.00
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Stephanie Marquez	Asst. DEW	\$2,400.00
Kaoutar Yartaoui	Conversational Iraqi Arabic	\$2,052.00

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

14. Under the Finance Report, Mr. Bode, Assistant Provost of Financial & Administrative Services, requested approval of the bills as presented. Trustee Townsend moved to approve the bills as presented. Trustee Ash seconded and there was brief discussion regarding the Tech. Financial Aid payments. The motion carried.
15. Asst. Provost Bode presented the Finance Report for approval. Trustee Townsend moved to accept the Finance Report as presented. Trustee Daniels seconded. Following lengthy discussion the vote was taken and the motion carried with one “no” vote by Trustee Ellison.
16. Asst. Provost Bode requested approval of the following recommendations:
 - Approval of payment of \$218,579.68 to Commerce Bank for Visa credit card purchases for February 2009 (Various Funds)
 - Approval to purchase 100 Dell UltraSharp 1908FP computer monitors for \$14,601.00 from Dell Computers, Inc. for Computing Services (Sole Source) (State of Kansas Contract) (General Fund)
 - Approval of payment of \$13,260.00 to Lewer Agency for international student health insurance premiums for Spring 09 (Incidental Fund)
 - Approval to purchase 7 server processors, a storage process enclosure, disk array and redundant switches from Dell Computers for the amount of \$156,468.48 (Incidental Fund) (This purchase provides redundant server and switch capability to the Online Education program).Trustee Daniels moved to approve the recommendations as presented. Trustee Townsend seconded and the motion carried with one “no” vote by Trustee Ellison.
17. Under committee reports, Trustee Hernandez requested a special meeting of the board to discuss the policy changes and distributed a written copy of her board policy committee report. There was discussion regarding the number of administrators, deans, directors levels 1 & 2 and their classification and salary ranges. The chairman determined that because some of the information was being seen for the first time that this would be discussed at the April board meeting. Trustee Ellison gave a copy of his analysis of the executive structure classification and salary ranges to the board members. It was to be further clarified with Human Resources before the organization chart be presented for first reading and discussion at the April Board meeting. Following comments by Trustee Daniels, the chairman noted that he understood the discussion about the organizational structure needed to be reviewed. It was the consensus that this matter would be discussed at the April meeting.
18. Under the Audit & Finance Committee Report, Trustee Daniels distributed a written report to follow and recommended and moved approval that bonding in the amount of \$500,000 for all employees including the Board Treasurer. Trustee Townsend seconded. Following discussion from Trustee Ellison the vote was taken and the motion carried with one “no”

vote by Trustee Ellison based on the fact that he did not feel adequate information was provided to the board to make that decision.

19. Trustee Daniels noted that he was presenting the amended wording in Financial Procedures Best Practices included Chapter 28, Section 7 of the Trustee Handbook that was been accepted for first reading by the full board at the February board meeting. The question about who would be responsible for adopting the Financial Code of Ethics had been asked. He stated that the President, Provost and Dean of Financial & Administrative Services would adopt the Financial Code of Ethics. Trustee Daniels moved to approve the Financial Best Practices as presented. Trustee Townsend seconded and discussion ensued. At Trustee Ellison's recommendation Trustee Flunder moved to change the number of years for the period between reviews to 5 years instead of 7 in the Best Practices wording. Trustee Hernandez seconded. Trustee Daniels agreed to this change to his motion. Trustee Townsend agreed to amend his second to allow the amendment by Trustee Flunder. The roll call vote to change the number of years for the period between reviews to 5 years instead of 7 in the Best Practices wording resulted as follows:

Trustee Ash	Yes
Trustee Daniels	No
Trustee Ellison	Yes
Trustee Flunder	Yes
Trustee Hernandez	Yes
Trustee Rios	Yes
Trustee Townsend	No

The motion carried 5 – 2.

The vote was called for approval on the original motion to approve Financial Procedures Best Practices included Chapter 28, Section 7 of the Trustee Handbook that was been accepted for first reading by the full board at the February board meeting as amended above. The motion carried unanimously.

20. Trustee Ellison distributed written correspondence regarding his Workforce Development Report regarding the Facilities Master Plan, KCKCC Tech Merger review, and Special Continuing Education Planning & Funding for 2009-2010. The chairman of the committee recommended that the firm of Williams, Spurgeon, Kuhl & Freshnock be charged with recommending to the Board the next steps to complete the Campus Master Plan with a proposed schedule by the April Board Meeting. The committee chairman recommended that KBOR Alignment Project, KCH Sarbanes & Oxley Best Practices, current policy and procedures project, be reviewed as part of the 2009-2010 planning resource allocation and budgeting process during the March and April financial decision making process, including all budget increases for the year. The committee recommended that the Board Treasurer and planning support team in line with the merger document shared earlier with assistance of the deans, both responsible for workforce planning and the new Workforce Development Institute facility, and that Dean Barb Schilling, Dean Lori Trumbo, and Dean Sangki Min report on the status of the merger plan results at the April meeting of the Board. The committee recommended that a board work session be held to address these certain concerns. Trustee Ellison moved that the facilities master plan and the schedule worked out

by the architect be presented back to the Board at the April meeting of the Board and that the Campus Sustainability Committee's information to be incorporated into it. Trustee Hernandez seconded and discussion followed. The vote was taken and the motion carried.

21. Trustee Ellison recommended and moved that the Best Practices commitment from the Finance Committee and current policy and procedures project, be reviewed as part of the 2009-2010 planning resource allocation and budgeting process during the March and April financial decision making process, including all budget increases for the coming year. Trustee Hernandez seconded. Trustee Daniels questioned whether or not a motion was necessary to continue with the commitment already made. Provost Ardebili reminded the Board that the Tech Program Funding does not start until the 2010-2011 year. The chairman informed the committee chair that a motion was not necessary and to have the committee carry that duty out with the workforce development planning committee. Trustee Ellison withdrew his motion and Trustee Hernandez withdrew her second.
22. Trustee Ellison recommended and moved that the Board Treasurer and planning support team, in line with the merger document shared earlier, with assistance of the deans, both responsible for workforce planning and the new institute facility, Dean Barb Schilling, Dean Sue Courtney, Dean Lori Trumbo, and Dean Sangki Min report on the status of the merger plan results at the April meeting of the Board. Trustee Daniels requested to make an amendment to the motion. Trustee Daniels amended the motion to read that at the April Board meeting a report come from the Administration regarding progress made on the overall plan on the status of the Tech. Education merger. The chairman determined the motion unnecessary and authorized the workforce development committee to work with the administration on that report to the Board in April.
23. Trustee Daniels continued his report by referring to the amended form approved by the committee to be included with all RFP's sent out by the college for the vendors to complete as part of the bidding process. Ellison moved to approve the change in the bid document as recommended by the Finance committee. Trustee Townsend seconded. There was brief discussion. The vote was taken and the motion carried.
24. Trustee Hernandez distributed a written copy of the College Senate Report.
25. Trustee Townsend moved to enter executive session for the purpose of discussing faculty negotiations, possible acquisition of real estate, and matters subject to attorney-client privilege for a period of 40 minutes. Trustee Daniels seconded and the motion carried. The chairman allowed five minutes to clear the room before entering executive session.
26. Executive session commenced at 11:15 a.m.
27. The Board reconvened in regular session at 11:55 a.m., at which time Trustee Daniels moved to adjourn the meeting. Trustee Townsend seconded and the motion carried.

The meeting was adjourned at 11:55 a.m.

ATTEST: _____ Chairman
_____ Secretary