

KANSAS CITY KANSAS COMMUNITY COLLEGE

Board of Trustees Meeting

May 12, 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: Donald Ash, Ray Daniels, Karen Hernandez, Mary Ann Flunder, J.D. Rios, and Clyde Townsend.

1. Chairman Rios called for any amendments to the agenda. Dr. Burke noted the following amendments to the agenda:

Additions:

VIII. Personnel

- B. 12. Approval to employ James M. Zeeb as MICT Lab Assistant in the Allied Health Division effective April 15, 2009 at the rate of \$12.00 per hour
13. Approval Melissa M. Allen as Administrative Assistant to the Dean of Enrollment Management/Registrar effective June 1, 2009 at the annual salary of \$27,023.00
14. Approval to employ Dennis M. Connor as Part Time Campus Police Officer effective May 4, 2009 at the rate of \$15.20 per hour
15. Approval to non-renew the faculty contract for the academic year 2009-2010 for Thomas D. Coryell as resolved on April 30, 2009 by the Board of Trustees

XII. Miscellaneous Business

Enter executive session to discuss Faculty Negotiations **and personnel matters as they pertain to the assignment of personnel on the organizational chart. (Added wording)**

Trustee Ash moved to approve the amendments to the Agenda as presented. Trustee Townsend seconded and the motion carried.

2. Trustee Townsend moved to approve the minutes of the April 14, 2009 Board of Trustees meeting as presented. Trustee Daniels seconded and the motion carried.
3. Trustee Daniels moved to approve the minutes of the April 30, 2009 Special Board Meeting as presented. Trustee Flunder seconded and the motion carried.
4. There were no Patrons or Petitioners wishing to address the Board.
5. There were no communications.
6. Under the President's Report Dr. Burke noted the following end of year activities:
 - May 20 - GED Graduation/PAC @ 6:00 p.m.

- May 20 – Nurses Pinning Ceremony/PAC @ 8:00 p.m.
- May 21 – Graduation Breakfast /Jewell Bldg. @ 9:00 a.m.
- May 21 – Commencement Ceremony/PAC @ 8:00 p.m.

Dr. Burke then reported on the following:

- Adjournment of Legislative Session after ending with budget cut for 2009-2010 of 9.85% over the original 2008-2009 budget
- A requested joint meeting of the Board of Trustees and the College Senate to take place under the President's Report next month

7. Under the Provost's Report, Dr. Morteza Ardebili noted that he would have one of the Deans give a report on their division, but would move that to the last item on his report. He then introduced Dr. Agha-Jaffar who in turn introduced Debate and Forensics Coaches Darren Elliott and Amy Arellano. They gave brief reports on their accomplishments with the Debate and Forensics teams. Darren Elliott then spoke as the Vice Chair of the College Senate and read a letter from the College Senate commending Trustee Karen Hernandez for her service as the Board Representative to the College Senate. He then read a letter to the Board of Trustees asking for serious consideration in the appointment of her replacement on the College Senate. Lastly, Mr. Elliott read a note from the College Senate asking that the College Senate be included in the discussion and decision making regarding the reorganization under the practice of the "shared leadership." The Board thanked Mr. Elliott for his correspondence and congratulated him and his debate students on their success.

Dr. Agha-Jaffar gave a brief report on the Interactive Distance Learning (IDL) program that the college will be participating in with Piper High School, and hopefully on the KCKCC campus as they establish IDL labs in the future.

Dr. Sue Courtney gave a report on the VITA Program success, SIFE Team competitions and success, and the Tech Ed. Center Welding Program students' competition and success.

Dr. Hasan Naima, Dean of Math & Science Division gave a presentation on the programs the Math & Science Division was hosting, especially in cooperation with local K-12 schools in the fields of math and science. Some of the programs included were the Saturday Academy, High School Mathematics Camp, KAW Valley League Math Relay, Public Health Careers, Biosciences Courses, Engineering courses and Green Initiatives/Living Lab. The Board thanked Dr. Naima for his presentation and the work he has been doing.

8. Dr. Ardebili noted that the next item was the hiring of a Workforce Development Consultant to work with the Business and Technology Education Division and the Technical Education Center. Dr. Ardebili requested permission to employ the services of Adrienne Ford to move forward on the first phase which was "Planning", and then the second phase of "Implementation" for Workforce Development. There was discussion. Trustee Daniels moved to approve the employment of services of Adrienne Ford for a fee of \$7,500.00 for Phase 1 and \$5,000.00 for Phase 2 for a total fee of \$12,500.00. Trustee Hernandez seconded and discussion followed. Following discussion the vote was taken and the motion carried.

9. Ms. Leota Marks, Dean of Human Resources distributed information and gave a brief report on the turnover rate at the college as had been requested by the chairman at the previous meeting. The turnover rate for 2007 of 9.86% was compared to the 2008 rate of 6.21% for 2008. A benchmark study of 2005 reported an overall annual turnover rate in Educational Services of 13.7%.
10. Dean Marks presented the following Personnel Information item:
 - Resignation of Cheri Ewing as PT Teacher at the Child Care Ctr. effective May 1, 2009
11. Dean Marks then presented the following Personnel Recommendations for approval:
 - Approval of early retirement for Dr. Morteza Ardebili as Provost effective July 31, 2009
 - Approval of early retirement for Linda Stewart as Director of the Regional Prevention Center effective July 31, 2009
 - Approval of early retirement for Linda Pendleton as Supervisor of Human Resources effective July 31, 2009
 - Approval of early retirement for Roger Harrison as Coordinator for Veterans Affairs effective July 31, 2009
 - Approval to employ Laurie L. Licata as On-Track Even-Start family Literacy Instructor in the Continuing Education Division effective April 6, 2009 thru June 30, 2009 at the compensation of \$8,640.00
 - Approval to employ Jennifer G. Holder as On-Track Even-Start Family Literacy Instructor in the Continuing Education Division effective April 7, 2009 thru June 30, 2009 at the compensation of \$7,560.00
 - Approval to employ Michelle M. McCoy as Adult Education Instructor at the Leavenworth Center in the Continuing Education Division effective April 20, 2009 thru June 30, 2009 at the compensation of \$7,560.00
 - Approval to employ Margaret L. Simms as Substitute Cosmetology Instructor at the Technical Education Center effective April 16, 2009 at the hourly rate of \$20.72
 - Approval of change in status of employment for Jeron Slater from Part-Time Custodian at 12 hrs. per week to PT Custodian at 27 hrs. per week in the Buildings & Grounds Dept. effective April 18, 2009 with no change in pay schedule
 - Approval of change in status of employment for Olive Williams from Part-Time Custodian at 27 hrs. per week to Full Time Custodian in the Buildings & Grounds Dept. effective April 13, 2009 at the annual salary of \$23, 196.00
 - Approval of change in effective date for change in status of employment for Jeremiah J. McCluney from Admissions & Records Technical Assistant to Admissions Specialist to April 20, 2009 (**Instead of April 5, 2009 as approved at April 14 Board of Trustees meeting**)
 - Approval to employ James M. Zeeb as MICT Lab Assistant in the Allied Health Division effective April 15, 2009 at the rate of \$12.00 per hour
 - Approval Melissa M. Allen as Administrative Assistant to the Dean of Enrollment Management/Registrar effective June 1, 2009 at the annual salary of \$27,023.00
 - Approval to employ Dennis M. Connor as Part Time Campus Police Officer effective May 4, 2009 at the rate of \$15.20 per hour

- Approval to non-renew the faculty contract for the academic year 2009-2010 for Thomas D. Coryell as resolved on April 30, 2009 by the Board of Trustees
- Trustee Daniels moved to approve the personnel recommendations as presented. Trustee Townsend seconded and the motion carried.
12. The next item was the Finance Report. Mr. Brian Bode, Dean for Finance & Administrative Services presented the bills and requested payment of the bills. Trustee Townsend moved to pay the bills as presented. Trustee Daniels seconded and the motion carried.
 13. Dean Bode presented the Financial Report for approval. Trustee Townsend moved to accept the Financial Report as presented. Trustee Daniels seconded and the motion carried.
 14. Dean Bode presented the following recommendations for approval:
 - Approval of payment of \$251,321.71 to Commerce Bank for Visa credit card purchases for April 2009 (Various Funds)
 - Approval of renewal of Workers Compensation insurance for the 2009-10 plan year beginning July 1, 2009 for \$168,653 with the Kansas Association of School Boards (08-09 renewal premium was \$167,532) (General Fund)
 - Approval to purchase 10 OptiPlex 755 desktop computers for \$12,092.20 from Dell Computers, Inc. for Information Services (Sole Source) (State of Kansas Contract) (Capital Outlay Fund)
 - Approval of Sale of TEC built house at 326 N 56th Terrace, KC, KS for \$117,000, with KCKCC paying \$4,000 toward closing
 - Approval of BOT Treasurer Brian Bode to sign all documents associated with the sale of the TEC built home at 26 N 56th Terrace, KC, KS
 - Approval of renewal of ANGEL software for online education for \$114,150 for 3 years of software license and maintenance (Internet Course Fee Fund)
 - Approval to contract with Triple-I to brand and customize the KCKCC portal not to exceed \$18,500 (Capital Funds)
 - Approval to purchase academic planners from School Date Books for FY09/10 for \$13,490.00 (General Fund)Trustee Daniels commented that the Budget Committee had approved these items and moved to approve the recommendations as presented. Trustee Townsend seconded and the motion carried.
 15. Under Board Committee Reports, Trustee Hernandez reported on behalf of the Board Policy Committee by saying that there were still some items that needed to be discussed before approval. Legal counsel was consulted and advised that he had reviewed the mentioned policies and had mostly minor suggested changes. He also noted that he was in approximately 80% agreement with the AACC Guidelines for the Board Code of Ethics for the CEO but that he had some concerns with the wording stating that the chief executive officer would insure a safe and secure learning environment. His opinion was that while this is a goal, to state it as a single individual's responsibility was too broad. It would be reviewed again before approval. The chairman asked legal counsel if he had reviewed the

policies and proposed changes. Mr. Wynn responded that he had reviewed the proposed policy changes and that they were ready for action by the Board.

16. Trustee Daniels moved to approve the policy revision to the Duties Specified Administrative Positions specified on pages 13 & 14 (Due to the TEC merger) as presented. Trustee Townsend seconded and the motion carried.
17. Trustee Daniels moved to approve the policy revision to policy 2.03 Guidelines for Tuberculin Skin Testing as presented. Trustee Townsend seconded and the motion carried.
18. Trustee Daniels moved to approve the policy revision to policy 3.02 Benefits Continuation (COBRA) as presented with the following **wording added**:

Health Care Continuation for Retirees

Employees who retire with ten (10) years or more of service with KCKCC but are not eligible for KCKCC's Early Retirement Provision and who receive a retirement benefit from KPERs may continue health insurance coverage for themselves and their dependents through a KCKCCsponsored Group Health Plan. This coverage will be provided at the employee's expense until the retired employee 1) reaches the age of 65; 2) fails to make timely monthly premium payments; or 3) becomes eligible for coverage under a plan of another employer, **whichever occurs first**.

Trustee Townsend seconded and the motion carried.

19. Trustee Daniels moved to approve Policy Revisions to policy 3.03 Payroll Information as presented. Trustee Ash seconded and the motion carried.
20. There was no action to be taken on policy 3.05.
21. Trustee Daniels moved to approve Policy Revisions to policy 3.07 Workers' Compensation Insurance as presented with the first sentence "All college employees are covered by Workers Compensation insurance." to be stricken. Trustee Townsend seconded and the motion carried.
22. Trustee Daniels moved to approve Policy Revisions to policy 3.08 Educational Assistance as presented. Trustee Townsend seconded and the motion carried.
23. Trustee Daniels moved to approve Policy Revisions to policy 4.00 Request/Report for Leave of Absence as presented. Trustee Townsend seconded and the motion carried.
24. Trustee Daniels moved to approve Policy Revisions to policy 4.05 Family and Medical Leave as presented. Trustee Townsend seconded and the motion carried.
25. Trustee Daniels moved to approve Policy Revisions to policy 5.03 Work Schedules as presented. Trustee Townsend seconded and the motion carried.

26. Trustee Daniels moved to approve Policy Revisions to Policy 7.02 Facility Usage as presented. Trustee Townsend seconded. There was discussion regarding the wording for the cancellation fees and time tables. Following this discussion Trustee Daniels amended his motion to approve the Policy Revisions to Policy 7.02 Facility Usage as presented with the following terms of cancellation penalty to be included: **More than 30 days prior – No Penalty, 21 - 30 days prior – 33.33% of Rental Charge, 11 – 20 Days Prior – 50% of Rental Charge, 0 – 10 Days Prior – 100% of Rental Charge.** Trustee Townsend amended his second accordingly. The vote was taken and the motion carried.
27. Trustee Daniels moved to approve the Policy Revisions to policy 7.04 Medical Emergencies as presented. Trustee Townsend seconded and the motion carried.
28. Trustee Daniels moved to approve the Policy Revisions to policy Work Practice Controls as presented. Trustee Townsend seconded and the motion carried.
29. Trustee Townsend moved to approve the Policy Revisions to policy 5.06a Computer/Net Usage Policy as presented. Trustee Daniels seconded and the vote carried with one abstention by Trustee Hernandez.
30. Trustee Daniels moved to approve the Policy Revisions to policy 6.00, page 117, item D entitled Retirement as presented. Trustee Townsend seconded and the motion carried.
31. Trustee Daniels reported that the Finance & Audit Committee was working on the Auditor's Report, setting a budget report and a new format for the Finance Report for the Board. He also noted that a Budget Workshop for the Board needed to be scheduled soon. Following discussion it was the consensus that on the 4th of June the Board Orientation for the new members would be held in the morning with a time to be determined, and at 1:30 p.m. of the same day, the Board would hold their annual Budget Workshop.
32. Trustee Ash noted that the Site Planning Committee had not met but would report on their status at the next meeting after he had the opportunity to meet with Dean Bode.
33. Trustee Flunder reported as ACCT Representative that the 40th Annual ACCT Community College Leadership Congress would be meeting in San Francisco, CA on October 7-10, 2009. Chairman Rios also spoke of the congress and encouraged others to attend as well. Dr. Burke reminded the new members and KACCT Representatives to attend the upcoming KACCT/COP/New Trustees meetings at Seward County on June 19th & 20th.
34. Trustee Daniels moved to enter executive session for the purpose of discussing faculty negotiations and personnel matters as they pertain to the assignment of personnel on the organizational chart for a period not to exceed 40 minutes. Trustee Townsend seconded and the motion carried. At 11:05 a.m. the chairman allowed five minutes to clear the room.
35. Executive session commenced at 11:10 a.m.

36. Regular session reconvened at 11:50 a.m.
37. Trustee Daniels moved to approve the position of Interim Provost effective August 1, 2009, as a result of Dr. Ardebili's retirement, and to continue the positions of Brian Bode as Acting Associate Provost for Finance and Administrative Services, and Dr. Tamara Agha-Jaffar as Acting Associate Provost for Academic Services until such time as a revised organizational chart has been approved by the Board of Trustees. Trustee Townsend seconded and the motion carried.
38. Trustee Townsend moved to adopt the following resolution on the conveyance of college property:

A RESOLUTION AUTHORIZING THE SALE OF RESIDENTIAL PROPERTY OWNED BY KANSAS CITY KANSAS COMMUNITY COLLEGE FOR THE SUM OF ONE HUNDRED SEVENTEEN THOUSAND DOLLARS (\$117,000.00).

WHEREAS, KANSAS CITY KANSAS COMMUNITY COLLEGE, Wyandotte County, Kansas ("the College") is a Kansas community college duly created, organized and existing under the laws of the State of Kansas; and

WHEREAS, the College has, by and through the Technical Education Center Vocational and Building Trades curriculum, constructed, remodeled, and/or developed, the residential property situated at **3326 N 56TH** Terrace, Kansas City, Wyandotte County, Kansas, ("the Property") in order to provide students with hands-on and practical experience; and

WHEREAS, pursuant to KSA 71-201(a)(11), the College has determined that the construction, remodeling, and development of the Property is completed and is therefore no longer necessary for college purposes and should be disposed of in accordance with the terms and conditions set forth in the attached real estate purchase agreement.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF KANSAS CITY KANSAS COMMUNITY COLLEGE, WYANDOTTE COUNTY, KANSAS, AS FOLLOWS:

Section 1. Authorization of Lease Purchase Agreement. The College is hereby authorized to sell the Property on terms and conditions acceptable to the Chairman of the Board of Trustees, the Chairman's execution thereof to be conclusive of his approval thereof.

Section 2. Further Authority. The College shall, and the officials and agents of the College are hereby authorized and directed to, take such action, expend such funds and execute such other documents, and instruments as may be necessary or desirable

to carry out and comply with the intent of this Resolution and to carry out, comply with and perform the duties of the College with respect to the Agreement.

Section 3. Execution of Documents. The President, the Provost, the Associate Provost of Finance, the board Treasurer, and the Secretary are hereby authorized and directed to execute and deliver the Lease Purchase Agreement and such other documents, certificates and instruments as may be necessary or desirable to carry out and comply with the intent of this Resolution on behalf of and as the act and deed of the College.

Section 4. Severability. If any one or more of the terms, provisions or conditions of this resolution shall to any extent be declared invalid, unenforceable, void or voidable for any reason whatsoever by a court of competent jurisdiction, none of the remaining terms, provisions or conditions of this resolution shall be affected thereby, and each provision of this resolution shall be valid and enforceable to the fullest extent permitted by law.

Trustee Ash seconded and the motion carried.

39. Trustee Daniels moved to adjourn the meeting. Trustee Ash seconded and the motion carried.

The meeting adjourned at 11:55 a.m.

ATTEST: _____ Chairman

_____ Secretary