

KANSAS CITY KANSAS COMMUNITY COLLEGE

Board of Trustees Meeting

July 15, 2008

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 the Chairman Mary Ann Flunder. 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. Dr. Burke presented the following changes to the Agenda:

**Addition(s):**

**X. Personnel**

**A. KCKCC Personnel Information:**

**2. Deletion of the following EMT Lab Assistants not teaching in Fall 2008:**

**Chris Maleta  
Craig Maleta  
Emily Ammel  
Nick Carvan  
Matt Zibeilski  
Travis Fennel  
Kris White**

**IX. Finance**

**C. Recommendations:**

11. Approval to purchase 12 Roland DP990 pianos, 1 Roland KR107 piano, and 1 Roland RCS848 lab conferencing system from Vacarro Piano & Organ for \$36,788.00 for Humanities & Fine Arts. (Capital Outlay Fund)

It was noted that Trustee Ellison wished to add the report of the Board Planning & Evaluation Committee to the agenda. The Chair responded that it would be under the Committee Reports. Trustee Rios moved to approve the Agenda with the amendments as presented by Dr. Burke. Trustee Townsend seconded and the motion carried.

2. The next item was the annual reorganization of the Board. Prior to the nominations for office, Dr. Burke noted that the positions of Treasurer and Secretary of the Board be updated as discussed by the Planning & Evaluation Committee. Following discussion regarding this issue it was the consensus that the officers of Secretary and Treasurer remain the same as present and that the board review the definition of these positions in the very near future. (Trustee Ellison left the Board Table at this time.) Trustee Flunder handed over the gavel to Dr. Burke to hear nominations for the Chairman of the Board of Trustees for 2008-2009. Trustee Townsend nominated Trustee Rios. Trustee Hernandez nominated Trustee Ellison. There being no other nominations, Trustee Townsend moved to close nominations. Trustee Daniels seconded and the motion carried.

Dr. Burke called for all votes for Trustee Rios for Board Chairman 2008-2009. There were 4 votes. Dr. Burke called for all votes for Trustee Ellison for Board Chairman for 2008-2009. There were 2 votes. Trustee Ellison returned to the Board Table and stated that he did not wish to be nominated for Board Chair and therefore could not be a candidate. There was discussion regarding the point of order and Trustee Ellison's handout by the Planning & Evaluation Committee. Dr. Burke apologized but Trustee Ellison said the apology was unacceptable. Dr. Burke gave the gavel to the Chairman who then called for nominations for Vice Chairman of the Board of Trustees for 2008-2009.

3. Chairman Rios called for nominations for Vice Chairman of the Board. Trustee Ellison nominated Trustee Hernandez for the position. Trustee Daniels nominated Clyde Townsend for the same position. Hearing no further nominations, the Chairman called for a vote of those wishing to elect Trustee Hernandez as Vice Chairman and there were 2 votes. Chairman Rios called for a vote of those wishing to elect Trustee Townsend as Vice Chairman and there were 5 votes. Trustee Townsend was elected Vice Chairman of the Board of Trustees for the 2008-2009 year.
4. Chairman Rios called for nominations of the Secretary of the Board. Trustee Townsend nominated Dr. Thomas Burke for Secretary of the Board. Hearing no other nominations, Trustee Townsend moved to cease nominations. Trustee Daniels seconded and the motion carried. The Chairman called for the votes for Dr. Burke as Secretary. The vote was unanimous for Dr. Burke as Secretary for the Board for 2008-2009.
5. Chairman Rios called for nominations for Treasurer of the Board. Trustee Daniels nominated Mr. Brian Bode for Treasurer of the Board. Hearing no other nominations the Chairman closed the nominations and called for a vote. The vote was unanimous for Mr. Brian Bode as Treasurer for the Board for 2008-2009.
6. Chairman Rios called for Board appointments for 2008-2009. Trustee Daniels moved to accept the bank Depositories presented as follows:
  - Brotherhood Bank & Trust**
    - Board Scholarship
    - Federal Programs
    - Capital Outlay
  - Higher One Bank**
    - Student Refunds
  - US Bank**
    - Student Loan Restricted Account
  - Mid-American Bank & Trust**
    - Adult & Continuing Education
    - Incidental Fund
  - Security Bank of KC**
    - General Fund
    - National Parks Grant – Quindaro Ruins

**Security Bank of KC (Cont.)**

Health Care Account  
Health & Child Care Reimbursement Acct.

**UMB Bank**

Payroll

**Liberty Bank**

General Fund Investment

Trustee Townsend seconded. There was discussion regarding the institutions' compliance with the Community Reinvestment Act Legislation and debit card distribution for student financial aid refunds. Trustee Ellison asked for an explanation which Mr. Bode gave. Following further discussion the vote was called for and the motion carried.

7. The Chairman noted that the next issue was the naming of the official college newspapers. Dr. Burke explained that because the Wyandotte West was not a daily publication but it had in the past been included to receive notices. Dr. Burke recommended that the Kansas City Kansan be named the official College newspaper for 2008-2009 with the caveat that the Wyandotte West receive official notices for publication as well. Trustee Townsend move to approve the Dr. Burke's recommendation. Trustee Ash seconded and the motion carried.
8. The Chairman noted that next was the appointment of legal counsel for 2008-2009. Trustee Ash moved to appoint McAnany, Van Cleave & Associates as the college's legal counsel for 2008-2009. Trustee Townsend seconded and the motion carried.
9. Dr. Burke recommended that as in the past, that the Dean of Institutional Services serve as the Freedom of Information Officer for 2008-2009. Trustee Townsend moved to appoint the Dean of Institutional Services as the Freedom of Information Officer for 2008-2009. Trustee Daniels seconded. Following discussion the vote was taken and the motion carried. The request was made to distribute the new organization chart to the Board.
10. The next item was the naming the day and time for the regularly scheduled Board of Trustees. Trustee Townsend proposed the second Tuesday of each month at 5:00 p.m. Following lengthy discussion it was decided that the meeting day would be the second Tuesday of each month at 9:00 a.m. Trustee Ash moved that the meeting day would be the second Tuesday of each month at 9:00 a.m. Trustee Flunder seconded and the motion carried.
11. Chairman Rios called for any changes or corrections to the minutes of the June 17, 2008 Board of Trustees meeting. Trustee Daniels moved to correct the wording of #17 of the minutes to read as follows:
  17. *Trustee Daniels moved to endorse the increase in ATS fees set by Kansas City Kansas Board of Education for post secondary Continuing Education and High School classes. Trustee Ellison seconded and the motion carried.*Trustee Townsend seconded and the motion carried.
12. Under Audience to Patrons & Petitioners Mr. Dave Hurrelbrink of 4015 N. 11<sup>th</sup>, Kansas City, KS 66109 distributed a letter on behalf of the Business West organization requesting that KCKCC increase taxes in the upcoming year less than the rate of inflation, estimated to

be between 4 and 5 percent. He noted that the organization was addressing most of the taxing entities in the county making the same request. He thanked the Board for their time and offered to take any question. There were none. He was thanked for coming to the meeting.

13. There were no communications.
14. Dr. Burke started his report by distributing the most recent organization chart reflecting the new positions and changes in yellow. These took place primarily in response to the merger of the ATS with KCKCC. He noted the change in name of the ATS to KCKCC Technical Education Center (TEC). Trustee Ellison requested that the record show discussion of the board regarding the conflict of interest in the transition due to the administrative official of the USD 500 serving on the KCKCC Board of Trustees now that the ATS has merged with KCKCC as addressed in his June 13<sup>th</sup> letter. The college attorney also advised the administration of KCKCC to give public notice of the merger and name change of the ATS. It was also suggested that there be a merger celebration with KCKCC and KCKCC Technical Education Center personnel at the college. After reviewing the organizational chart it was questioned why the head of the ATS held the title of “Executive Director” while the other positions reporting to the Provost held the title of Dean. Dr. Burke replied that was the title she had at ATS and that it would be taken care of. Trustee Ellison stated that it is the CEO’s responsibility to provide the Board a plan of strategy and structure for the transition so that they are informed on what to expect.
15. Dr. Burke noted that the Board of Regents staff and Technical Education Authority liaisons would be making a campus visit on July 23<sup>rd</sup>, and that the Higher Learning Commission Accreditation Focus Visit would be made on August 17-19. The HLC would be focusing on the impact of the merger on the resources of KCKCC. Trustee Ellison asked about the Board having time with the visiting team. Dr. Burke said he would provide the answer to that when he received the itinerary of the team.
16. Dr. Burke introduced the college attorney, Deryl Wynn, to brief the Board on the changes to the Kansas Open Meeting Act. Mr. Wynn stated that the three elements of the meeting would be (1) interaction of the members, (2) public interest as the subject, and (3) relating to the functions of the body (board). He also noted that the majority of the body for the seven member board would now be four to take action. He noted that there was now a \$500 fee for violation of the KOMA and would be assessed individually.
17. Under the Provost’s Report, Dr. Ardebili introduced the three new Deans, Dr. Sue Courtney, Dean of Business & Technology; Dr. Hasan Naima, Dean of Math & Science; and Dr. Sangki Min, Dean of Institutional Services.
18. Dr. Ardebili presented the Kansas City Kansas Community College Annual Report for 2007-2008, 2008 Annual Survey of Employees to Assess Organization Climate, and the requested KCKCC Employee Evaluations Instruments.

19. Dr. Ardebili reported on the ATS merger and renaming as the KCKCC Technical Education Center and asked Dean Brian Bode to report on the financial status of the transition with Dean Leota Marks to give a status report on the transition of ATS merging personnel. Following those reports, Dean Marks announced the date of the KCKCC Technical Education orientation has been set for August 11, 2008.
20. Provost Ardebili introduced Dean Richard Lee to give a report regarding the college's participation in activities proposed at last month's meeting by visiting Richard Mabion. The dates for the conference are yet to be determined and will be discussed in the near future.
21. Faculty and staff have formed a new committee entitled the Sustainability Committee that would deal with issues of environment and sustainability of the environment. Trustee Ellison strongly suggested that the college was in need of a position classification & adjustment structure that would include the rationale in selection and evaluation of existing positions that would presume fairness in the grading process.
22. Trustee Flunder recommended that there be a policy that we advertise "in-house" first before advertising externally to decrease advertising expense when we end up hiring internally. Dr. Ardebili explained that by advertising externally we receive a broader pool of possible qualified individuals from which to choose. Dr. Ellison and Dr. Daniels stated their agreement. Trustee Flunder did not agree but she made the point that the advertising expenses still needed to be carefully considered when it was necessary to advertise.
23. Dean Leota Marks gave the Personnel Report by presenting the following personnel information items:  
KCKCC Personnel Information:
  - Resignation of Monica Roberts as Administrative Assistant for Humanities & Fine Arts Division effective June 25, 2008
24. Dean Marks presented the following personnel recommendations for approval:  
KCKCC Personnel Recommendations:
  - Approval Shana L. Burgess as Community Prevention Specialist in the Regional Prevention Center of Wyandotte county effective July 7, 2008 at the annual salary of \$31,240.00
  - Approval to employ the following part time Instructors for Continuing Education & Community Services non-credit classes:

Jim Hathaway	Driver's Education	\$1,800.00
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  - Approval to employ Jeremy C. Hammer as Part Time Personal Trainer in the Wellness Center effective July 14, 2008 at the hourly rate of \$10.00
  - Approval of change in status of employment for Dr. Susan Courtney from Professor of Business to Dean of the Business & Technology Division effective August 1, 2008 at the annual salary of \$95,000.00
  - Approval of change in status of employment for Dr. Hasan Naima from Asst. Professor of Mathematics to Dean of the Math & Science Division effective August 1, 2008 at the annual salary of \$90,000.00

- Approval of change in status of employment for Dr. Sangki Min from Director of the Center for Research & Community Development to Dean of the Institutional Services Division effective July 1, 2008 at the annual salary of \$90,000.00

KCKCC Technical Ed. Center Personnel Recommendations:

- Approval to employ Diane K. Roberts as Accounting Instructor in the KCKCC Technical Ed. Center effective August 11, 2008 at the annual salary of \$60,453.34
- Approval to employ Ronald L. Bales as Auto Collision Repair Instructor in the KCKCC Technical Ed. Center effective July 1, 2008 at the annual salary of \$74,914.00
- Approval to employ Richard W. Gravelle as Auto Collision Repair Instructor in the KCKCC Technical Ed. Center effective August 11, 2008 at the annual salary of \$47,704.42
- Approval to employ Robert S. McGowan as Auto Technology Instructor in the KCKCC Technical Ed. Center effective August 11, 2008 at the annual salary of \$42,139.67
- Approval to employ John Hattok as Auto Technology Instructor in the KCKCC Technical Ed. Center effective August 11, 2008 at the annual salary of \$50,316.75
- Approval to employ Michael R. Finnegan as Computer Repair Instructor in the KCKCC Technical Ed. Center effective August 11, 2008 at the annual salary of \$48,357.50
- Approval to employ Thomas D. Coryell as Construction Technology Instructor in the KCKCC Technical Ed. Center effective August 11, 2008 at the annual salary of \$40,258.67
- Approval to employ Marjo B. Anderson as Cosmetology Instructor in the KCKCC Technical Ed. Center effective July 1, 2008 at the annual salary of \$59,491.96
- Approval to employ Kathleen J. McGowan as Early Childhood Education Instructor in the KCKCC Technical Ed. Center effective August 11, 2008 at the annual salary of \$48,357.50
- Approval to employ Deborah A. Moehlman as Health Careers Instructor in the KCKCC Technical Ed. Center effective August 11, 2008 at the annual salary of \$40,258.67
- Approval to employ James J. Carmack as HVAC Instructor in the KCKCC Technical Ed. Center effective August 11, 2008 at the annual salary of \$41,094.84
- Approval to employ David C. Yantz as HVAC Instructor in the KCKCC Technical Ed. Center effective August 11, 2008 at the annual salary of \$40,258.67
- Approval to employ Mark G. Moehlman as Machine Technology Instructor in the KCKCC Technical Ed. Center effective July 1, 2008 at the annual salary of \$57,706.92
- Approval to employ Terry L. Bales as Medical Assistant Instructor in the KCKCC Technical Ed. Center effective July 1, 2008 at the annual salary of \$76,210.13
- Approval to employ John A. Brandt as Multimedia/Video Instructor in the KCKCC Technical Ed. Center effective August 11, 2008 at the annual salary of \$41,094.84
- Approval to employ Mary F. Bautista as Practical Nursing Instructor in the KCKCC Technical Ed. Center effective August 11, 2008 at the annual salary of \$45,562.09

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- Approval to employ Charlotte O. Webb as Practical Nursing Instructor in the KCKCC Technical Ed. Center effective August 11, 2008 at the annual salary of \$57,631.84
- Approval to employ Sandra M. Wallace as Practical Nursing Instructor in the KCKCC Technical Ed. Center effective August 11, 2008 at the annual salary of \$57,631.84
- Approval to employ Therese M. Seward as Practical Nursing Instructor in the KCKCC Technical Ed. Center effective August 11, 2008 at the annual salary of \$41,094.84
- Approval to employ Peatric M. Sambol-Gordon as Practical Nursing Instructor in the KCKCC Technical Ed. Center effective August 11, 2008 at the annual salary of \$46,136.92
- Approval to employ Lisa J. Nelson as Practical Nursing Instructor in the KCKCC Technical Ed. Center effective August 11, 2008 at the annual salary of \$43,600.00
- Approval to employ Mary K. Knaus as Nail Technology Instructor in the KCKCC Technical Ed. Center effective August 11, 2008 at the annual salary of \$41,094.84
- Approval to employ Vineta D. Sankey-Belden as Part Time CAN Instructor in the KCKCC Technical Ed. Center effective July 1, 2008 at the hourly rate of \$21.66
- Approval to employ Carly Eastling as Academic Support Facilitator in the KCKCC Technical Ed. Center effective August 11, 2008 at the annual salary of \$46,005.29
- Approval to employ Delores A. Chaffin as Administrative Assistant to the Director at the KCKCC Technical Ed. Center effective July 1, 2008 at the annual salary of \$39,643.26
- Approval to employ Scott E. Smith as Admissions Counselor in the KCKCC Technical Ed. Center effective July 1, 2008 at the annual salary of \$74,424.68
- Approval to employ Gayle F. Norton as Admissions Secretary in the KCKCC Technical Ed. Center effective July 1, 2008 at the annual salary of \$27,242.15
- Approval to employ Darlis J. McGee as Admissions Secretary in the KCKCC Technical Ed. Center effective July 1, 2008 at the annual salary of \$38,766.16
- Approval to employ Carolyn J. Riedel as Bookkeeper in the KCKCC Technical Ed. Center effective July 1, 2008 at the annual salary of \$29,082.02
- Approval to employ Susan L. Miller as Bookstore staff in the KCKCC Technical Ed. Center effective July 1, 2008 at the annual salary of \$31,457.35
- Approval to employ Crystal Bowen as Evening Adult Education Secretary in the KCKCC Technical Ed. Center effective July 1, 2008 at the annual salary of \$23,459.40
- Approval to employ Barbara J. Schilling as Executive Director of the KCKCC Technical Ed. Center effective July 1, 2008 at the annual salary of \$108,777.46
- Approval to employ Sandra K. McGill as financial Aid Officer in the KCKCC Technical Ed. Center effective July 1, 2008 at the annual salary of \$50,102.32
- Approval to employ Karen Sherie Ragan as Resource Center Secretary in the KCKCC Technical Ed. Center effective July 1, 2008 at the annual salary of \$23,401.15
- Approval to employ Mary P. Lawless as Software/Database Support in the KCKCC Technical Ed. Center effective July 1, 2008 at the annual salary of \$61,446.00

- Approval to employ Katrena Roberson as Student Records Secretary in the KCKCC Technical Ed. Center effective July 1, 2008 at the annual salary of \$22,059.87
- Approval to employ Richard L. Piper as Supervisor of Technical Programs in the KCKCC Technical Ed. Center effective July 1, 2008 at the annual salary of \$77,400.80
- Approval to employ Cliff Smith as Supervisor of Technical Education in the KCKCC Technical Ed. Center effective July 1, 2008 at the annual salary of \$79,120.82
- Approval to employ Donna S. Shawn as Supervisor of Technical Education in the KCKCC Technical Ed. Center effective July 1, 2008 at the annual salary of \$81,357.52
- Approval to employ Jenny S. Bithos as Technical Support staff in the KCKCC Technical Ed. Center effective July 1, 2008 at the annual salary of \$65,148.44
- Approval to employ Irene Doll as Part Time Web Site & Graphics Support Staff in the KCKCC Technical Ed. Center effective July 1, 2008 at the hourly rate of \$17.00
- Approval to employ William J. McNamee as Part Time Auto Technology Aid in the KCKCC Technical Ed. Center effective August 11, 2008 at the hourly rate of \$17.77
- Approval to employ Lola J. Benson as Part Time Cooking Aid in the KCKCC Technical Ed. Center effective August 11, 2008 at the hourly rate of \$14.39

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

Trustee Daniels moved to approve the KCKCC Tech. Ed. Center personnel recommendations as presented. Trustee Townsend seconded. There were questions regarding number's 23, 41, 42 and 43 (part time status) as to how many hours they would be working. The chairman clarified that the motion was for the purpose of getting the personnel hired and the answers to those specific personnel questions would be provided to the board in the near future. Trustee Ellison then noted the relevance that the position and classification structure he referenced earlier had to this matter. The vote was taken to approve the KCKCC Tech. Ed. Center personnel recommendations as presented and the motion carried.

25. Under the Finance Report Dean Bode presented the bills for payment. Trustee Townsend moved to pay the bills as presented. Trustee Daniels seconded and the motion carried.
26. Dean Bode then presented the monthly Financial Report for approval and answered specific items concerning the T-Bill rates. It was the recommendation of the Finance Committee that the T-Bill funds were moved to CD's bearing a 3% – 3.25% interest rate instead of the current rate of the T-Bill at 1.8%. Dean Bode corrected the title of the June 31 report which accidentally read May 31. Trustee Ellison requested from the President a summary of the full cost for the lease rental, utilities, maintenance, and ancillary costs for the police academy based on the last year's expenses. Trustee Ash moved to approve the Financial Report as presented. Trustee Townsend seconded.
27. Trustee Townsend moved to approve the following recommendations under the Finance section:



- Approval of payments of \$256,492.61 to Commerce Bank for Visa credit card purchases for May 2008 and \$169,038.69 for June 08 (Various Funds)
- Approval to purchase 13 Dell Latitude D630 laptop computers for \$14,554.02 from Dell Computers, Inc. for Information Services (General Fund) (Sole Source) (State of Kansas Contract)
- Approval to accept the proposal for on-call architectural services from Williams, Spurgeon, Kuhl & Freshnock Architects. Firms bidding for the architectural services contract were Byers, Gunn & Hart Architects, Blevins & Bradbury Architects, Rafael Architects, and Williams, Spurgeon, Kuhl & Freshnock Architects.
- Approval of payment of \$21,485.00 to KACCT for 2008-09 dues for the Office of the President (General Fund)
- Approval to accept the bid of \$11,401.00 from Tribune Publishing for printing the 2008 Fall Class Schedule Tabloid for College Advancement (General Fund)
- Approval to renew Basic Athletic Insurance with Life Insurance Company of North America for \$26,235 and Catastrophic Athletic insurance with Mutual of Omaha for \$4,078 for 2008-09 with Dissinger Insurance Services for Athletics (General Fund)

3 Basic bids:

Life Insurance of NA	\$26,235
Nationwide Life	\$37,000
US Fire Insurance	\$30,000

- Approval to purchase one year renewal of Novell Academic License for \$25,213.50 from Novell, Inc. for Information Services (Sole Source) (General Fund)
- Approval of payment of \$154,255.00 to Datatel for annual maintenance for FY 09 (General Fund)
- Approval of authority to contract with Datatel for a Supplemental Scope of Work for implementation of the Colleague Student and Human Resources Systems, not to exceed \$200,000. This is a time and material contract. Datatel consultants will build the codes, data, logic and rules to KCKCC requirements and provide end-user documentation and end-user training. (Capital Funds)
- Approval to increase the mileage reimbursement rate from \$0.505 per mile to \$0.58.5 per mile in accordance with newly issued IRS guidance
- Approval to purchase 12 Roland DP990 pianos, 1 Roland KR107 piano, and 1 Roland RCS848 lab conferencing system from Vacarro Piano & Organ for \$36,788.00 for Humanities & Fine Arts (Capital Outlay Fund)

Trustee Hernandez seconded and the motion carried.

28. Dean Bode referred to the Child Care Center income statement requested by the Board Finance & Audit Committee to be given to the trustees. Dr. Burke also noted that the architectural firm that was selected to be the on-call college architect does have experience in the area of facility planning, site planning, and master planning.

Trustee Hernandez moved to break for a period of five minutes. Trustee Daniels seconded and the motion carried. The board recessed at 11:30 a.m. for five minutes.

29. The Board reconvened at 11:35 a.m. At this time Trustee Hernandez gave her report of the Board Policy Committee regarding the policy for the evaluation of the President under the “Duties of the Board of Trustees”. Following the reading of the proposed policy she was recommending on behalf of the Board Policy Committee Trustee Hernandez requested action on this policy. Trustee Ellison moved to accept the committee report but to table any action on this policy until the Board has had the chance to discuss it. Trustee Flunder seconded. Discussion ensued. Following discussion, Trustee Ellison amended his motion to be to accept the committee report, approve the ACCT Framework Administrative Evaluation Device for the President’s evaluation, have Dr. Burke complete his self-evaluation and mail it to all of the trustees with their own AED to complete, at which time they would schedule a special meeting (via telephone, etc.) for the purpose of performing this evaluation prior to the next regular meeting, but to table action of the proposed policy until members of the Board have had a chance to review and discuss it. Trustee Flunder accepted and seconded the amended motion. The motion carried. Trustee Ellison requested that a copy of the President’s contract be sent to the Board members. Trustee Ellison handed a copy of the policies and procedures manual from Johnson County Community College to share with the trustees and treasurer, and gave Dean Bode a copy of the materials on budgeting and planning at JCCC. Following Trustee Ellison’s comments, Trustee Hernandez distributed the written report on the Intercultural Council.
30. Legal counsel advised that if they wished to amend the agenda they could do so to include action on policy that was accepted for first reading at the last month’s meeting. Trustee Townsend moved to amend the agenda as recommended. Trustee Daniels seconded. Trustee Townsend moved to approve the following policy and policy revisions accepted for first reading last month:

**Kansas City Kansas Community College  
Recommended Policy Revisions  
June 17, 2008**

**NEW POLICY**

**Electronic Equipment Policy**

**Upon request, a Trustee shall be provided, at no expense to the Trustee, electronic equipment to be for the business of the College and the Trustee’s official duties. As used in this policy, “electronic equipment” includes but is not limited to, a cellular phone; computer (either PC or laptop); intranet and internet access; electronic mail service; and facsimile devices to conduct business on behalf of the College.**

**REVISED POLICIES**

**Section II – Duties of the President, page 12, Handbook of Policies and Procedures, #1**

**The President shall be the Chief Executive Officer of the Board of Trustees in all matters pertaining to the conduct and management of the educational work of the College, all financial and business matters, construction, maintenance security and safety, and operation of the buildings, grounds and equipment. The President must sign all documents pertaining to his responsibilities.**

**Section III – Duties of Specified Administrative Positions, page 13, Handbook of Policies and Procedures, #1**

**The Provost is the Chief Academic and the Chief Operating Officer of the College, reporting directly to the President. As the academic leader and key management officer in the office of the President, the Provost is responsible to the College President for all academic, academic support, institutional services, and financial management operations of the College. The Provost is also responsible for signing all documents pertaining to his responsibilities.**

**Accepted for first reading: 6/17/08**

Trustee Hernandez seconded. Trustee Ellison suggested that the maker of the motion add that his motion be directed to the president as soon as possible. Trustee Townsend amended his motion to include the wording “and be implemented as soon as possible.” Following further discussion legal counsel recommended that a complete policy with strikes and adds be presented to the Board for review. Trustee Daniels requested to amend the motion that section II and section III pertaining to Duties of the President and Duties of Specified Administrative Positions be brought back to the Board with the strikes and adds with different language pertaining to “The President must sign all documents pertaining to his responsibilities.” Trustee Townsend amended his motion as requested by Trustee Daniels. The motion was to approve the new Electronic Equipment as presented and that proposed policy revisions in section II and section III pertaining to Duties of the President and Duties of Specified Administrative Positions be brought back to the Board with the strikes and adds with different language pertaining to “The President must sign all documents pertaining to his responsibilities.” Trustee Daniels seconded the motion with amendments. The vote was taken and the motion carried.

31. The next report was from the Site Planning Committee by Trustee Ash. He distributed a written copy of the report and reported briefly about the content. He explained that the committee had met to review the on-call architectural services selection. He emphasized the importance of the selection of Williams, Spurgeon, Kuhl & Freshnock Architects in the upcoming projects. Trustee Ash then distributed copies of the report and noted the highlights of the KACCT Annual Retreat.
32. Trustee Rios distributed and gave a brief report on behalf of the Board Audit & Finance Committee. He stated that he will know more about the IRS requirement that the Endowment organization and college be audited by the same firm, by next month’s meeting.
33. Trustee Ellison requested that the President work with the Dean of Financial & Administrative Services to prepare a budget for the auxiliary enterprises for accountability purposes. Trustee Ellison moved to accept the official minutes of Board Audit & Finance committee and that between then and next month’s meeting there be a direct conversation with our own auditor about the areas of disagreement with the auditor for the purpose of clarification about his concerns. Trustee Hernandez seconded and the motion carried.
34. The Board Planning & Evaluation Committee report was made by Trustee Ellison which contained an agenda which identified active 17 policy issues for the upcoming year needing

to be addressed. Dr. Ardebili distributed that document to the trustees that was to be entered into the record. (**Attachment 1**)

35. Chairman Rios stated that he felt that there was a need for an “ad-hoc” committee to interact with the merger issues while the transition took place.
36. Under unfinished business the chairman stated that there was a proposal by the USD 500 Board of Education regarding the sick leave benefits for designated employees of the KCKCC TEC. Trustee Ash moved to approve the proposal by the USD 500 Board of Education regarding the sick leave benefits. Trustee Townsend seconded and the motion carried.
37. Chairman Rios proposed approval to publish the 2009 Fiscal Year budget. Dean Bode explained more in depth the terms of the budget for 2008-2009 school year. Following discussion Trustee Hernandez moved to approve the publication of the budget as presented. Trustee Daniels seconded and the motion carried.
38. The next item was the setting of the time and day of the Budget Hearing. Trustee Flunder moved to hold the Annual Budget Hearing for 9:00 a.m. on Tuesday, August 12, 2008 with the regular meeting immediately to follow. Trustee Hernandez seconded and the motion carried.
39. Trustee Daniels moved to approve the Joint Working Draft of the Resolution of Partnership with the Unified Government on the “Dotte Promise”, Police Academy, and Workforce Development Institute as a non-binding expression of intent. (**Attachment 2**) Trustee Ellison seconded and the motion carried.
40. Trustee Ash moved to enter executive session for the purpose of discussing personnel compensation, possible acquisition of real estate, and personnel matters subject to attorney-client privilege for a period of 30 minutes with possible action to follow. Trustee Hernandez seconded. The Chairman allowed five minutes to clear the room at 1:10 p.m.

Trustee Ellison left the meeting at 1:10 p.m.

41. The Board entered regular session at which time Trustee Townsend moved to extend executive session for a period of 10 minutes. Trustee Hernandez seconded and the motion carried.
42. The Board reconvened in regular session at 1:50 p.m. at which time the Chairman requested rationale for the increase of salaries for select personnel. Following discussion, Trustee Daniels moved to approve the following recommended adjustments in salaries effective July 1, 2008:

Name	Position	Current Salary	Proposed Salary	Salary Difference

Janie Ballard	Admin. Asst./Human Resources	29,344.00	31,344.00	2,000
Linda Pendleton	Supervisor/Human Resources	56,698.00	58,698.00	2,000
Jan Hare	Supervisor/Payroll	62,351.00	64,351.00	2,000
Marie Branstetter	Director, Financial Svcs.	73,877.00	74,877.00	1,000
Mary Dorr	Director/Financial Aid	76,807.00	79,807.00	3,000
Leota M. Marks	Dean/Human Resources & Affirmative Action	94,050.00	97,050.00	3,000
Jim Lahmann	Director/Purchasing & Risk Management	96,069.00	97,069.00	1,000
Dr. Charles Wilson	Dean/Soc. Science Div.	102,920.00	103,920.00	1,000
Brian Bode	Dean/Finance & Admin. Svcs.	104,620.00	107,620.00	3,000
Dr. Denise McDowell	Dean/Enrollment Mgmt. & Registrar	108,421.00	111,421.00	3,000
Dr. Shirley Wendell	Dean/Nursing & Allied Health	118,183.0	122,183.00	4,000
Dr. Morteza Ardebili	Provost	156,279.00	161,279	5,000

Trustee Hernandez seconded and the motion carried.

43. Trustee Daniels moved to approve an increase of \$1.00 per hour for all Building & Grounds employees effective July 1, 2008 in addition to the following adjustments for selected Buildings & Grounds employees effective July 1, 2008:

Name	Position	Current Salary	Proposed Salary	Salary Difference
Michael Hill	Electrician Helper	35,456	37,536.00	2,080
Dale Lutgen	HVAC Technician/Plumber	54,072	57,192	3,120
Judy Welch	Tech. Asst./Shipping & Receiving	35,674	37,754	2,080
<b>MAINTENANCE</b>				
Daryl Kline	Lead Maintenance Wkr.	44,964	45,484	520
Chris Powell	CAT5/Phone Tech.	44,115	46,195	2,080
Adrian Welch	CAT5/Phone Tech.	25,972	28,052	2,080
Lloyd Segrist	Haz-Mat Tech.	40,289	42,369	2,080
Melissa Sanchez	Relief Mail Clerk/Cust.	34,071	36,151	2,080
<b>GROUNDS</b>				
Shawn Schavee	Grounds Mechanic	29,441	31,521	2,080
Bob Schwartz	Lead Grounds Wkr.	41,265	44,865	2,600
<b>CUSTODIANS</b>				

To Be Determined	Lead Day Custodian			2,600
Charles Cofield	Custodial Supervisor	44,769	47,849	2,080
Curtis Smith	Lead Evening Cust. & Floor Tech.	34,445	37,045	2,600
To Be Determined	Lead Floor Tech.			2,600
Marshall Brown	Custodian/Floor Tech.	30,002	32,082	2,080
Roosevelt Hammond	Custodian/Floor Tech.	24,657	26,737	2,080
Rick Sanchez	Custodian/Floor Tech.	40,456	42,526	2,080
Mark Jones	Ld. Cust./Flr.Tech./MidN.	31,100	32,348	3,328
Kenneth Dugger	Cust./Floor Tech/MidN.	35,562	38,170	2,080
Gerald Kline	Cust./Floor Tech./MidN.	34,189	36,997	2,080
Emmanuel Calhoun	Cust./Floor Tech./Eve.	23,146	25,226	2,080
David Ntete	Cust./Floor Tech./Day	22,741	24,831	2,080
Albert Hollinshed	Cust./Floor Tech./Day	28,760	30,840	2,080
To Be Determined	General Laborer		22,741	
To Be Determined	General Laborer		22,741	

Trustee Ash seconded and the motion carried.

44. Trustee Ash moved to authorize the administration to seek property for possible purchase or lease for the expanding ESL program. Trustee Daniels seconded and the motion carried.
45. Trustee Hernandez moved to adjourn the meeting. Trustee Daniels seconded and the motion carried.

The meeting adjourned at 2:02 p.m.

ATTEST: \_\_\_\_\_ Chairman

\_\_\_\_\_ Secretary