

KANSAS CITY KANSAS COMMUNITY COLLEGE

Board of Trustees Meeting

June 17, 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 Chairman Mary Ann Flunder. Roll call indicated the following Trustees present: Donald Ash, Ray Daniels, Nolen Ellison, Karen Hernandez, Mary Ann Flunder, J.D. Rios, and Clyde Townsend.

1. Following roll call, Chairman Flunder called for approval of the agenda and the following amendments as presented:

Change(s):

VIII. Personnel

B. Recommendations:

9. Changes to Student Summer Employee list:

- Addition of Sebastian Valverde in Buildings & Grounds (FT) effective June 17, 2008
- Deletion (resignation) of Aviance Smith in Nursing Lab (FT) effective June 12, 2008
- Addition of Emily Kidder in Nursing Lab (FT) effective June 17, 2008

Addition(s):

IX. Finance

C. Recommendations:

12. Approval of the acceptance of the bid from Four Star Electric for purchase and installation of a fire alarm and security system, including alternate bids 1, 2, 3, 4, and 5, not to exceed \$1,561,683 (\$825,000 from State Bond Loan Funds and \$736,683 Capital Fund)
13. Approval to purchase servers from IBM Direct: 2 multi-blade servers and configuration installation support for Information Services to support Datatel for \$28,125.50 (Capital Outlay Fund) (Sole Source)
14. Approval to purchase computers from Dell Computers, Inc: 24 OptiPlex 755 desktops for the On-Track for \$31,560.00 (Grant Funds) (Sole Source) (State of Kansas Contract)
15. Letter from Liberty Bank

XI. Unfinished Business

Martin Luther King Celebration

XII. Miscellaneous Business

- A. Set a date and time for the Budget Workshop
- B. Executive session to consider: compensation for all personnel except full-time faculty, discuss evaluation of President, board self-evaluation, and to discuss ATS personnel issues

Trustee Rios moved to approve the agenda with the amendments as presented. Trustee Townsend seconded and the motion carried.

2. Trustee Daniels moved to approve the minutes of the May 12, 2008 Special Meeting of the Board of Trustees. Trustee Hernandez seconded. Trustee Ellison noted that the language reflected on the second bullet of item #1 should have read “Institute Effectiveness Outcomes Report” (not Strategic Plan). This change was noted.
3. Trustee Rios moved to approve the minutes of the May 13th Board Meeting. Trustee Townsend seconded and the motion carried.
4. Chairman Flunder opened the meeting up to any Patrons & Petitioners wishing to address the Board at this time. Mr. Richard Mabian, P.O. Box 4412, Kansas City, KS distributed information and spoke briefly requesting the college’s participation in the upcoming Quindaro Festival on July 12th. Following discussion Trustee Ellison asked Provost Ardebili to have Dean Richard Lee work with Mr. Mabian on what KCKCC can do to participate.
5. There were no communications.
6. Under the Provost’s Report, Dr. Ardebili announced that as of Wednesday, the Kansas Board of Regents had approved the merger of the KCKAVTS and KCKCC, and that the Higher Learning Commission had also approved the merger last week as well. Dr. Ardebili briefly described the expediting of the process and that the funding disbursement authority could be given to us between July 15, 2008 and August 1, 2008. Further discussion followed regarding the process of the merger. Trustee Rios asked to hear from the Deans of the respective areas regarding the readiness of their areas for the merger. Reports from Dean Dr. Wendel, Dean Bode, Dean Abouelenein, Dean Dr. LeBeau, Dean Dr. McDowell, and Dean Trumbo. Trustee Ellison suggested that there be a “party” or welcoming event following soon after the July 1, 2008 merger date celebrating the merger of the ATS with the community college. The board and administration was in agreement with this.
7. Dr. Ardebili introduced Dean Leota Marks to give a presentation on Affirmative Action. Following her report Trustee Ellison spoke to the subject of the board’s self-evaluation and the organization structure of the college to include the President, Provost, and Treasurer of the Board. He was informed that those personnel issues would need to be addressed in executive session.
8. Dean Bode gave an update on the Budget. There was discussion regarding the unpaid \$2.3 mil in county taxes and the possible effect upon the college budget. Mr. Bode requested a special meeting to have a final budget discussion to include this subject prior to the regular meeting. Trustee Ellison requested executive summary reports on this subject.
9. Dean Marks gave the personnel report with the following information items:
 - Resignation of Darcy McGrath as Director of Workforce Development in the Business, Continuing Education & Community Services Division effective July 17, 2008

10. Dean Marks presented the following Personnel Recommendations for approval:

- Approval to uphold the termination of Max Seifert as Campus Police Officer effective May 16, 2008
- Approval to employ Phanh Vongphrachanh as FT Instructor/Coordinator of the ESOL Program in the Humanities & Fine Arts Division effective August 7, 2008 at the annual salary of \$40,728.99
- Approval to employ Shirley A. Fessel as Transcript Analyst in the Admissions Office effective June 2, 2008 at the annual salary of \$23,000.00
- Approval to employ the following Adjunct Instructors at the rate of \$684.00 per credit hour:

Heather H. Schull	Nursing	June 3, 2008
Katherine L. Collins	Psychology	June 3, 2008
Jeannie B. Duncan	Early Childhood Ed.	June 3, 2008
Alphonse J. Mendy	Science	June 3, 2008

- Approval to employ the following part time Instructors for Workforce Development non-credit classes:

Sue Courtney	E-mail Etiquette/ (Henderson Engineering)	\$125.00
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- Approval to employ the following part time Instructors for Continuing Education non-credit classes:

Joyce McMahan	Ethics Topics for Nurses & Allied Health Professions	\$405.00
Joyce McMahan	Ethical Boundaries for Nurses, OT	\$48.00
Tom Renfro	Private Pilot Ground School	\$174.00

- Approval to employ Cynthia Dee Bruno as PT Asst. Volleyball Coach in the Athletics Dept. effective May 12, 2008 at the annual salary of \$10,000.00
- Approval to employ the following EMT Lab Assistants in the Math/Science & Technology Division effective June 9, 2008 at the rate of \$9.00 per hour:

Johnetta Fields
Angie L. Larson

- Approval to employ the following students for 2008 Summer Hire:

OFFICE/ DEPT	FT	PT	ASSIGNMENTS		
Academic Resource Center		1	Jenny McIntyre	PT	
Admissions	2	1	Hannah Burgess Libby Graham	FT FT PT	
Athletics (Fields)	5		Jared Berman Mitch Handley Kylie Koch Jarid Renzelman Brett Mize	FT FT FT FT FT	
Athletics (Softball)	1		Raffique Providence	FT	
Athletics (Women's)	1		Ashleigh Gallio	FT	

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BB)					
Athletics (Men's BB)		1		PT	
Biology Lab	1		Charita Lane	FT	
Bookstore	1		Chris Kuzila	FT	
Buildings & Grounds	5 Grounds		Sebastian Valverde Bryan Torez Michael Steele Richer Graves Zachary Jaskinia	FT FT FT FT FT	Eff. 6/17
Business Office	1		LaTisha Wheeler	FT	
Campus Nurse	1		Kizzie Njeru	FT	
Campus Police	2	1	Tory Courtright	FT FT PT	Res. 6/11
Career Center		1	Heather Franklin	PT	
OFFICE/ DEPT	FT	PT	ASSIGNMENTS		
Chemistry	1		Jerome Foster	FT	
Child Care Center	2		Bedawi Gomez LaDonna St. Louis	FT FT	
CIS	1		Seth Harris, Jr.	FT	
Continuing Education	1-Off. 1-NYSP		Mercedes Reed Romel Lewis	FT FT	
Counseling	1		LaSandra Daniels	FT	
Duplicating	1		Marie Dettmer	FT	
Early Childhood Ed. & Respiratory Therapy	1		Yvonne Oprean	FT	
Freshman Orientation		1	Miriam Gray	PT	
Honors	1		Adam Schmitz	FT	
Humanities		1	Erionne Lee	FT	
Intercultural Center	1		Carlos Esparza	FT	
Learning Commun. (Dr. Naima)	1		Zoe Papaisan	FT	
Leavenworth Center		3	Tonnesha Jefferson Staci Litz Kelsea Thompson	PT PT PT	
Library	2		Alana Roach Jennifer Stephens	FT FT	

Media	2		Keenan Simmons Ahmet Ozakinci	FT FT	
Nursing Lab	1		Aviance Smith Emily Kidder	FT FT	Res.6 /12 Eff. 6/17
Perf. Arts Center		1 (PM)	Anthony Neeley	PT	
Phi Theta Kappa	1		Mollie Mahon	FT	
Research Center	1		Jongjun Jeon	FT	
Social Science (Ewa Unoke & Inter. Cult. Ctr.)	1		Prasanthi Chinige	FT	
Social Science Off.	1		Jill Langley	FT	
Student Activities		1	Anita Madrigal	PT	
Student Services		1	Shelley Anderson	PT	
Theatre		2	Chris Daniel Bethany Kolman	PT PT	App.
OFFICE/ DEPT	FT	PT	ASSIGNMENTS		
Wellness Center	2	2	Musret Ozakinci Tanja Williams Christopher Jenkins	FT FT PT FT	
PAY = \$6.60 PER HOUR					

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

11. Dean Bode then presented the bills for payment. Trustee Daniels moved to pay the bills as presented. Trustee Townsend seconded and the motion carried.
12. Dean Bode referred to the Finance Report and requested its approval. Trustee Rios moved to accept the Financial Report as presented. Trustee Townsend seconded and the motion carried.
13. Dean Bode requested approval of the following recommendation items:
 - Approval of payment of \$269,801.11 to Commerce Bank for Visa credit card purchases for April 2008 (Various Funds)
 - Approval to purchase an Interactive Online Learning license for \$10,195.00 from Custom Guide Learn on Demand for Information Services (General and Incidental Funds) (Sole Source)

- Approval to accept the low bid of \$6,898.00 per month from Corporate Cleaning Group for ATS custodial services (Capital Outlay Fund)
 - 2 bids:
 - Corporate \$6,898.00
 - Coverall \$10,851.40
- Approval to accept the bid of \$63,828.00 from Heartland Seating, Inc. for removal, renovation, and reinstallation of bleachers in the Field House (Capital Outlay Fund)
- Approval to accept the best bid of \$170,758 from Acme Floor Company for the installation of hardwood athletic flooring in the Field House (Capital Outlay Fund)
 - 2 bids:
 - Lankford: \$166,400 (floor) \$3,700 (ADA) \$450 (Art)
 - Total \$170,550
 - Acme: \$159,569 (floor) \$10,189 (ADA) \$1,000 (doors)
 - Total \$170,758
- Approval to purchase computers from Dell Computers, Inc: 20 OptiPlex 755 desktops for the CAD Lab for \$24,022.80; 25 OptiPlex 755 desktops and 10 Latitude D630 laptops for Information Services for \$32,828.80; and 40 OptiPlex 755 desktops for two English Labs for \$37,776.00 (Capital Outlay Fund) (Sole Source) (State of Kansas Contract)
- Approval to purchase computers from Dell Computers, Inc: 20 OptiPlex 755 desktops for \$24,352.60 for MST Computer Lab 2605; and, 18 Optiplex 755 desktops for \$16,999.20 for English Computer Lab 2102 (Title III Fund) (Sole Source) (State of Kansas Contract)
- Approval to accept a gift of 3 hand-held police radios, total value \$10,544.41, from Wyandotte County (These radios are part of a Federal Law Enforcement and Terrorism Protection Program grant that included KCKCC Campus Police.)
- Request authorization to enter into a contract with InfraRed Concepts Corporation for digital and infrared surveys of the roofs of all KCKCC buildings, not to exceed \$20,934.81. (Capital Funds) (This contract provides for moisture (and thus energy) loss identification on each roof. The infrared survey is overlaid on the digital photos and shows any moisture under the roof surfaces. This will allow the College to better identify and correct roofing problems and provides a basis for 3 follow-up years of surveys to track improvements. This is a cooperative contract with Douglas County and Lawrence Public Schools.)
- Approval of payment of \$12,000.00 to the Kansas City Area Development Council for 2008-09 annual membership dues (General Fund)
- Approval of contract increase of \$18,196.00 from Dave's Construction to compensate for increased cost of asphalt between bid dates and start of re-paving of College Parkway (Capital Funds) (New total bid is \$217,696.00. This increase does not effect the decision to award the contract to Dave's Construction, their cost remains below the other bid received from Updike Paving's bid of \$259,088.56.)
- Approval of the acceptance of the bid from Four Star Electric for purchase and installation of a fire alarm and security system, including alternate bids 1, 2, 3, 4, and 5, not to exceed \$1,561,683 (\$825,000 from State Bond Loan Funds and \$736,683 Capital Fund)

- Approval to purchase servers from IBM Direct: 2 multi-blade servers and configuration installation support for Information Services to support Datatel for \$28,125.50 (Capital Outlay Fund) (Sole Source)
 - Approval to purchase computers from Dell Computers, Inc: 24 OptiPlex 755 desktops for the On-Track for \$31,560.00 (Grant Funds) (Sole Source) (State of Kansas Contract)
- Trustee Rios moved to approve the recommendations as presented. Trustee Hernandez seconded and the motion carried.

14. Under Committee Reports, Trustee Hernandez distributed her report on the NCORE conference that she recently attended. Trustee Hernandez also made a report for the Policy Committee and submitted the following new policy and policy revisions for first reading:

**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 Townsend moved to accept the policy for first reading. Trustee Daniels seconded and the motion carried.

15. Trustee Ellison made the following recommendations:
- Board Follow Up wth President on Goals & Objective

- Make adjustments to the Scope of Audit (after looking closely at in executive session
 - Look closely to Schmidt audit issues before accepting ATS accounts
- Trustee Daniels moved to have the Finance Committee meet with Mr. Schmidt, Dean Bode, and Dr. Burke to review accounts before merger, and then report back to the full Board. Trustee Townsend seconded and the motion carried.
16. Trustee Ellison distributed information on the Martin Luther King, Jr. celebration and noted that he would hold his report until next month's meeting.
 17. Trustee Daniels moved to endorse the increase in ATS fees set by Kansas City Kansas Board of Education for post secondary Continuing Adult Education and high school classes. Trustee Ellison seconded and the motion carried.
 18. Trustee Daniels moved to move the regular July Board of Trustees meeting to July 15th at 9:30 a.m. instead of July 8th due to the July 4th holiday interfering with deadlines. Trustee Rios seconded and the motion carried. It was noted that Dr. Ardebili said he would have the calendar by the July Board Meeting.
 19. Chairman Flunder announced that the Board would enter executive session for a period of one hour for the purpose of discussing compensation for all personnel except full-time faculty, discuss evaluation of President, and to discuss ATS personnel issues. At 11:55 a.m. the chairman allowed 5 minutes to clear the room. Executive session commenced at 12:00 Noon.
 20. At 1:00 p.m. the Board entered regular session at which time Trustee Rios moved to extend executive session for a period of 15 minutes. Trustee Ash seconded and the motion carried.
 21. The Board reconvened in open session at 1:15 p.m.

Trustee Rios left the meeting at 1:15 p.m.
 22. Trustee Ellison moved to approve the recommendation of the Ad-Hoc Planning & Evaluation Committee as follows, with the proviso that the committee made up of the Chairman of the Board Policy Committee, the Chairman of the Board, and Vice Chairman of the Board review the current status and then report back to the full Board to take action:
 1. Based on the three month time period (June 1, 2008 thru August 31, 2008) agreed upon by the President and Chairman of the Ad-Hoc Planning & Evaluation Committee, the Board of Trustees approve this timeframe and outcomes.
 2. The final form of the 2007-2008 Presidential Evaluation shall be made up of the CDurham-Carry 2006 Evaluation Questionnaire (weighted) and the Chapter 21 Presidential Evaluation Options (weighted) outlined in the 2007 Trustee Handbook adopted by the Board of Trustees in regular session.

- a. Board Legal Counsel act as “special consultant” to Board Chair and Trustees, for managing the 2007-2008 Presidential Evaluation process.
- b. Based upon Legal Counsel’s discussion with the Ad-Hoc Planning and Evaluation Committee on June 5, 2008, the committee recommends the use of an Evaluation Device created to address Performance Goals identified to address the President’s 2007-2008 Performance Review. The Performance Goals and measures for the 2007-2008 should be identified by President Burke and the Policy Committee of the Board. The Vice Chairman of the Board is a member of the Policy Committee. The chairman of the Board, under the new Kansas Open Meeting Law provisions should attend Committee deliberations to complete Presidential Evaluation work and recommendations for the Board consideration at the September Board meeting. The 2008-2009 Evaluation Plan is to be agreed.
- c. Salary recommendations recommended are retroactive to July 1, 2008.
- d. 2007-2008 Performance Reviews for the Provost and Treasurer will be addressed in line with the KCKCC Performance Assessment System (PAS).

Trustee Hernandez seconded and the motion carried.

23. At 1:30 p.m. Trustee Ash moved to enter executive session for the purpose of continuing the discussion on personnel compensation matters for a period of 20 minutes. Trustee Hernandez seconded and the motion carried.

24. Executive session commenced at 1:31 p.m.

Trustee Flunder left the meeting at 1:47 p.m.

25. Regular session reconvened at 1: 51 p.m. At this time Trustee Townsend was chairing the meeting. Following discussion, Trustee Daniels moved to approve three new positions effective July 1, 2008 as follows:
 - Admissions & Records – Coordinator of Degree Audits & graduation Certification at an annual salary of \$31,240.00
 - Human Resources – Professional Assistant at an annual salary of \$27,000.00
 - Online Education – Online Educational Services Technical Support Specialist at an annual salary of \$36,461.00 (To be paid out of online fees.)

Trustee Hernandez seconded and the motion carried with 4 yes and 1 no vote.

26. Trustee Daniels moved to approve the following employee reclassifications:
 - Terre Wiseman upgrade from Class II Secretary to Professional Assistant at the rate of \$2,500.00 additional annual compensation effective July 1, 2008
 - Rob Crane upgrade from Personal Trainer to Assistant Director at the rate of \$3,000.00 additional annual compensation effective July 1, 2008

Trustee Ash seconded and the motion carried with 4 yes and 1 no vote.

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27. Trustee Daniels moved to approve a 4.5% increase for all KCKCC personnel except those on Master Contract, not including other proposed salary adjustments effective July 1, 2008. Trustee Ash seconded and the motion carried unanimously.
28. Trustee Daniels moved to approve a 4.5% increase for all Adjunct Faculty effective August 2008. Trustee Ash seconded and the motion carried.
29. Trustee Daniels moved to adjourn the meeting. Trustee Hernandez seconded and the motion carried.

The meeting was adjourned at 2:00 p.m.

ATTEST: _____ Chairman

_____ Secretary