

KANSAS CITY KANSAS COMMUNITY COLLEGE

Board of Trustees Meeting

November 11, 2008

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, Mary Ann Flunder, Karen Hernandez, J.D. Rios, and Clyde Townsend. Trustees Ray Daniels and Nolen Ellison were absent.

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

**Addition(s):**

**VIII. Personnel**

B. Recommendations:

7. Approval to employ Brian Ml. Almanza as Online Educational Services Technical Support Specialist in the Online Education Dept. effective November 17, 2008 at the annual salary of \$39,766.00
8. Approval to employ the following Part-Time Relief Campus Police Officers in the Campus Police Dept. effective November 9, 2008 at the hourly rate of \$15.20:  
Joseph E. Orendac  
Robert K. Mikulan  
Ross A. Hatfield  
Gregory A. Bradley  
Solomon D. Young II  
Steve L. Williams
9. Approval to employ Jeron C. Slater as Part-time Custodian in the Buildings & Grounds Dept. effective November 8, 2008 at the hourly rate of \$10.05

**IX. Finance**

C. Recommendations

14. Approval of payment of \$11,055.00 to ProQuest LLC for ProQuest Central database licensing for 2008/09 for the Library (General Fund)
15. Approval to purchase floor covering storage racks and accessories for the Field House gym floor from Cover Sports USA for \$19,410.00 (Capital Outlay Fund)

2 Bids:

Cover Sports USA	\$19,410.00
Memphis Net	\$19,938.75

**XII. Miscellaneous Business**

Enter executive session to discuss temporary personnel changes, faculty negotiations **and to discuss matters protected by the attorney-client privilege to protect the privilege and the board's position in potential litigation** (added wording)

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

2. Trustee Townsend moved to approve the minutes of the October 14, 2008 Board of Trustees meeting as presented. Trustee Hernandez seconded and the motion carried.
3. There were no Patrons or Petitioners wishing to address the Board at this time.
4. There were no communications.
5. Under the President's report, Dr. Thomas Burke noted on the following:
  - Ben Hayes as the recipient of the 2008 Glenn Schmitz Award for Staff Development from NCSPD.
  - The amount of \$13,646.07 raised at KCKCC for the 2008 United Way campaign which was approx. \$3,500.00 over last year. Special thanks were given to Linda Pendleton of Human Resources and Stacy Tucker of Phi Theta Kappa for their work with this annual fundraiser.
  - Wyandotte Economic Development Council
  - The state legislature announcing a 1% recession in the expense budget for 2010 making it 3% instead of 2%
  - The success of the recent TAASU and Hall of Fame banquets held at KCKCC
6. Under the Provost Report Dr. Ardebili had no report and deferred to Dean Leota Marks to give the Personnel Report. Dean Marks presented the following Personnel Information items:
  - Resignation of Mumtaz Ward as On-Track ESL Instructor in the Continuing Education & Community Services Division effective October 13, 2008
  - Resignation of Ashley Love as Adjunct Instructor in the Social Science Division effective September 25, 2008
7. Dean Marks then presented the following Personnel Recommendations for approval:
  - Approval to employ Robert M. Hill as Adjunct Instructor of English in the Humanities & Fine Arts Division effective October 14, 2008 at the rate of \$715.00 per credit hour
  - Approval to employ Harry Shute as Substitute Instructor in the Tech. Ed. Ctr. effective October 1, 2008 at the hourly rate of \$20.72
  - Approval to employ the following Federal Work Study Students:

Robbin Cobbins	Child Care Center
Isaiah Trammell	Tutor/Indian Springs
Yao Hounkpati	Chemistry Lab
  - Approval to employ the following College Funded Work Study Students:

Trichelle Heard	Athletics
Jordanne Leiker	Softball
Brittney Miller	Women's Basketball
Arnaldo Miranda	Social Science

Samah Naima	Wellness
Melinda Payne	Leavenworth Tutor
JiHee Shim	ESOL
Sarah Voll	Social Science

- Approval of change in status of employment for Mary Kobe-Peterson from Admissions Counselor in the Admissions Office to Coordinator of K-12 Initiatives in the Continuing Education & Community Services Division effective November 3, 2008 at the annual salary of \$35,000.00
  - Approval of change in status of employment for Kim Lutgen from Graphic Designer/Pre-Press Technician to Supervisor of the Print Shop in the College Relations Dept. effective October 27, 2008 at the annual salary of \$41,000.00
  - Approval to employ Brian Ml. Almanza as Online Educational Services Technical Support Specialist in the Online Education Dept. effective November 17, 2008 at the annual salary of \$39,766.00
  - Approval to employ the following Part-Time Relief Campus Police Officers in the Campus Police Dept. effective November 9, 2008 at the hourly rate of \$15.20:
    - Joseph E. Orendac
    - Robert K. Mikulan
    - Ross A. Hatfield
    - Gregory A. Bradley
    - Solomon D. Young II
    - Steve L. Williams
  - Approval to employ Jeron C. Slater as Part-time Custodian in the Buildings & Grounds Dept. effective November 8, 2008 at the hourly rate of \$10.05
- Trustee Townsend moved to approve the Personnel Recommendations as presented. Trustee Ash seconded and the motion carried.
8. Dean Brian Bode then commenced the Finance Report by presenting the Bills for payment. Trustee Townsend moved to approve payment of the bills as presented. Trustee Flunder seconded and the motion carried.
9. Dean Bode presented the written Finance Report for approval. Trustee Ash moved to accept the Finance Report as presented. Trustee Hernandez seconded and the motion carried.
10. Dean Bode presented the following recommendations for approval:
- Approval of payment of \$290,495.07 to Commerce Bank for Visa credit card purchases for September 2008 (Various Funds)
  - Approval of payment of \$18,514.00 to KCKCC for FY 2009 payment of Title III share of Datatel Management System (Title III Fund)
  - Approval of payment of \$15,739.10 to the University of Kansas Department of Student Housing for housing for Summer Science Academy students and counselors July 1-18, 2008 (Kaufman Scholars Grant Fund)
  - Approval of payment of \$23,746.00 to KC Mentoring Initiative for YLDC and Saturday Academy HS & MS student stipends for Sept-Oct 2008 (Kaufman Scholars Grant Fund)

- Approval of payment of \$321,937.50 to the Kansas Board of Regents for loan and service fee payments due under the PEI Infrastructure Improvement Program Loan Agreement (Capital Outlay Fund)
- Approval of change order for replacement of the Printshop concrete roof deck for \$32,273.00 from American Roofing (Capital Outlay Fund, Kansas Bond Funded)
- Approval to purchase renewal of History and Science Resource Center licenses for 2009 from Gale Cengage Learning for \$12,526.64 for the Library (General Fund)
- Approval to purchase a Point of Sales System WPOS/EPS upgrade from MBS Systems for \$40,388.00 for the Bookstore (Bookstore Fund)
- Approval to purchase EvitaXL-USED RT Program equipment for \$13,218.48 from Draeger Medical for the Respiratory Therapy program (Respiratory Therapy Fees Fund)
- Approval to purchase two Intellect Legend XT electro-therapy system carts and one Pathway MR25 EMG trainer for \$12,180.00 from Sammons Preston, Inc. for the Physical Therapy Assistant program (Carl Perkins Fund)
- Approval to purchase three vehicles and trade-in three vehicles for \$76,780.00 from Danny Zeck Ford for the Technical Education Center (TEC Capital Outlay Fund)
- Approval to accept the low bid of \$10,304.27 from Tribune Publishing for printing the KCKCC 2009 Spring Class Schedule tabloid for College Advancement (General Fund)

2 bids:

Tribune Publishing	\$10,304.27	Columbia, Mo
Lawrence Journal-World	\$10,948.91	Lawrence, Ks

- Approval to accept the low bid of \$11,516.51 from Dimension Graphics for printing the TEC Spring 2009 Class Catalog for the Technical Education Center (TEC Fund)

2 bids:

Dimension Graphics	\$11,516.51	Lenexa, Ks
Graphic Services	\$15,226.00	Kansas City, Ks

- Approval of payment of \$11,055.00 to ProQuest LLC for ProQuest Central database licensing for 2008/09 for the Library (General Fund)
- Approval to purchase floor covering storage racks and accessories for the Field House gym floor from Cover Sports USA for \$19,410.00 (Capital Outlay Fund)

2 Bids:

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Memphis Net	\$19,938.75

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

11. The next order of business was Committee Reports. The following committees reported:

- Audit & Finance Committee – Trustee Hernandez requested that the job description for the Board Treasurer be submitted to her as the chair of the Board Policy Committee when completed
- Workforce Development Committee – (Written report left by Trustee Ellison) Trustee Rios requested that discussion of #1 be discussed at the Board Retreat and #2, Policy Action Calendar be moved under the Board Policy Committee instead of the Workforce Development Committee.

- Site Committee – Trustee Ash distributed a report on the status of the work on the college's place in the city's Master Plan and prioritization of issues, development of the Police Academy's partnership with the college.
  - ACCT Conference – Trustee Flunder reported on issues at the conference in New York Oct. 30 - Nov. 2, 2008. Trustee Flunder also requested that the college pay for her dues to the African American Community College Trustees Assn. for the coming year.
  - Board Policy Committee – Aside from a review of the Board Policy Handbook be discussed at the Board Retreat, Trustee Hernandez had no report from the Board Policy Committee
12. Under Unfinished Business Trustee Townsend moved to adopt the following purchasing policy as presented last month for first reading:
- Policy 7.0 Purchasing Policy**  
**Section V. Special Procurement Policies**  
**Add 5.9 Acceptance of Gifts to the College**
- Gifts of real or personal property with an estimated value equal to or greater than \$1,000 will be accepted by the Board of Trustees. Gifts valued at less than \$1,000.00 may be accepted by the President or his designated representative and will be reported to the Board of Trustees each quarter.**
- Trustee Hernandez seconded and the motion carried.
13. Dr. Burke recommended entering executive session for the purpose of discussing temporary personnel changes, faculty negotiations and to discuss matters protected by the attorney-client privilege to protect the privilege and the board's position in potential litigation with possible action to follow for a period of one hour. Trustee Townsend moved to approve the recommendation as stated. Trustee Hernandez seconded and the motion carried. Regular session recessed at 9:35 a.m. at which time the chairman allowed five minutes to clear the room.
14. Executive session convened at 9:40 a.m. The chairman extended the executive session at 10:40 a.m. for a period of five minutes. At 10:45 a.m. executive session was extended for an additional five minutes.
15. The Board reconvened in regular session at 10:50 a.m. at which time President Burke recommended that the Board name Dr. Tamara Agha-Jaffar as Acting Associate Provost for Academic Services and Mr. Brian Bode as Acting Associate Provost for Financial & Institutional Services on a temporary basis at the additional monthly compensation of \$1,500.00 to be reviewed no later than June 30, 2009. Trustee Townsend moved to approve the recommendation as stated. Trustee Ash seconded and the motion carried.
16. Trustee Townsend moved to adjourn the meeting. Trustee Ash seconded and the motion carried.

The meeting adjourned at 10:55 a.m.

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

\_\_\_\_\_ Secretary