

# KANSAS CITY KANSAS COMMUNITY COLLEGE

## Board of Trustees Meeting

December 9, 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 Vice Chairman, Clyde Townsend in the absence of Chairman J.D. Rios. Roll call indicated the following Trustees present: Donald Ash, Ray Daniels, Nolen Ellison, Karen Hernandez, and Clyde Townsend. Trustees Rios and Flunder were absent.

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

- IX. C. 10. Approval to purchase one IBM Storage SA4000 EXP810 Storage Expansion Unit Model 81 with RTS for \$22,156.90 from IBM Direct for Information Services. (Capital Outlay Fund) (Sole Source)
- 11. Approval to extend the lease with West Investments for the Police Academy location for a period of 3 years, with no increase in the rent (\$5,505.00 per month) and with a termination clause added during the 3<sup>rd</sup> year

Following discussion regarding the placement of discussion of #11 Dr. Burke relinquished some time during his President's Report for the Facilities Plan report by Trustee Ash which included information regarding added agenda item IX C 11. Trustee Ash moved to accept this recommendation. Trustee Daniels seconded and the motion carried.

- 2. Trustee Hernandez moved to approve the minutes of the November 11, 2008 Board of Trustees meeting as presented. Trustee Daniels seconded and Trustee Ellison initiated discussion regarding the existence of any agreement between the Wyandotte Economic Development Council and the Workforce Development Council. Dr. Burke stated that there was no "formal" agreement that he was aware of. The vote was called for and the motion carried.
- 3. The next order of business was any Patrons & Petitioners wishing to address the Board. Mrs. Pam Louis, previous college faculty member, gave a presentation of a copy of a painting titled "David" to the college to be added to the college's art collection. Following Mrs. Louis' presentation Trustee Ellison moved to accept the painting from Mrs. Louis. Trustee Hernandez seconded and discussion commenced regarding the displaying of this painting during the special time of African American history in January and February. The vote was called for and the motion carried. The Board thanked Mrs. Louis for this gift to the college.
- 4. There were no communications.

5. Under the President’s Report, Dr. Burke reminded the Board of the following upcoming events:
  - Nurses’ Pinning Ceremony – 7:00 p.m., December 15, 2008/Perf. Arts Center
  - President’s Open House – 11:00 a.m. – 2:00, Dec. 16, 2008/Conference Center
  - Staff Holiday Party – 11:30 a.m. – 2:00 p.m. Dec. 18, 2008/Upper Jewell Building
6. Continuing under the President’s Report, Dr. Burke turned the report over to Trustee Donald Ash to give a report and update on the Facilities & Site Planning Committee.
7. The next order of business was the Provost’s Report. Provost Morteza Ardebili requested approval of the Academic Calendar for 2010-2011 as presented. Dr. Ardebili explained that the change in the Academic Calendar was the addition of two days prior to Thanksgiving Break making a full week off for Thanksgiving Break in the calendar for the academic year 2010-2011. Following discussion Trustee Daniels moved to accept the 2010-2011 Academic Calendar as presented. Trustee Hernandez seconded and the point was clarified that these two additional days would be taken from the off time of Fall Break. It was also clarified that the ATC calendar was moving over to the KCKCC calendar partially in 2009-2010 and fully in 2010-2011. The vote was called for and the motion carried.
8. Dr. Ardebili then spoke regarding the proposed four day work-week. He noted that the Board team, college attorney, Human Resources Dean, himself, and occasionally the Chief Finance Officer had met to draw a conclusion for the proposal decision. He stated that after reviewing the surveys submitted by faculty, staff and students on the matter, they had decided not to recommend moving to a four day work-week. As for the newly formed Environmental Sustainability Committee, they have met with the Provost and he will be making a presentation to the Board in the near future.
9. Under the Personnel Report, Dean Leota Marks introduced the newly promoted Mary Kobe-Peterson from Admissions & Records to Coordinator of the K-12 Initiatives in the Continuing Education & Community Svcs. and Kim Lutgen from Graphic Designer/College Relations to Supervisor of the Print Shop. The action was take at the November 11, 2008 Board of Trustees meeting. The Board congratulated them.
10. Dean Marks then noted that there were no Personnel Information items to be presented and presented the following Personnel Recommendations for approval:
  - Approval to employ Dan A. Winterringer as PT Relief Campus Police Officer effective November 9, 2008 at the hourly rate of \$15.20
  - Approval to employ Joy Cicero as PT Print Shop Worker effective November 17, 2008 at the hourly rate of \$10.05
  - Approval to employ the following part time Instructors for Continuing Education non-credit classes:

Shelby Bunce	BLS for Healthcare Providers	\$120.00
Jennifer Grosko	BLS for Healthcare Providers	\$120.00
Tasha Haas	Fiction Writing Workshop	\$105.00
Craig Kubic	Internet Basics – GM	\$240.00
Craig Kubic	Computer Basics – GM	\$900.00

Donna Kubic	Internet Basics – GM	\$240.00
Donna Kubic	Computer Basics – GM	\$900.00
Irene Maley	PALS (Ped Adv Lf Supt)	\$480.00
Stephanie Marquez	Commnity Spanish II	\$640.00
Stephanie Marquez	Asst. DEW	\$2,400.00
Stephanie Marquez	Community Spanish III	\$720.00
Joyce McMahon	Ergonomics 101 for Occup. Therapy	\$450.00
Bryan Whitehead	Digital Camera’s for Beginners	\$438.75
Kaoutar Yartaoui	Conversational Iraqi Arabic- LVC	\$2,052.00
Kaoutar Yartaoui	Conversational Iraqi Arabic –LVC	\$513.00

Trustee Daniels moved to approve the Personnel Recommendations as presented. Trustee Hernandez seconded and the motion carried.

11. Mr. Brian Bode, Acting Assistant Provost for Finance & Administrative Svcs. presented the bills for payment. Trustee Daniels moved to pay the bills as presented. Trustee Hernandez seconded and the motion carried.
  
12. Asst. Provost Bode presented the Financial Report. Trustee Daniels moved to approve the Financial Report as presented. Trustee Hernandez seconded and the motion carried. Following the motion’s approval Trustee Ellison asked about discussion of the duties of the Chief Finance Officer/Board Treasurer. He was assured by Trustee Daniels that this issue would be included in the report from the Finance & Audit Committee.
  
13. Asst. Provost. Bode presented the recommendations as follows for approval:
  - Approval of payment of \$319,832.30 to Commerce Bank for Visa credit card purchases for October 2008 (Various Funds)
  - Approval of payment of \$84,309.98 to KCK Public Schools, USD 500 for security, pest control, alarm system, instructional personnel, trash disposal, and utilities for September and October 2008 per the TEC lease agreement (TEC Fund)
  - Approval to purchase 23 Dell OptiPlex 755 computers for \$25,119.68 from Dell Computers for the TEC Medical Assistant program (Carl Perkins Fund) (State of Kansas Contract).
  - Approval to purchase the installation of 2,016 “45 Durometer” wheels for the Field House bleachers from Heartland Seating, Inc. for \$14,823.00 (Capital Outlay Fund)
  - Approval to purchase one Audient ASP8024-36 large format analog mixing console for the Audio Engineering department from Sweetwater Sound, Inc. for \$29,518.20 (Incidental Fees and General Fund) (Sole Source)
  - Approval to change the Security/Fire Alarm project contract with Four Star Electric to add additional security cameras and upgrade the backup batteries from 3 hours to 24 hours for \$30,405.91 (Capital Outlay Fund)

- Approval to accept the low bid of \$11,884.00 from Transportation Supplies, Inc. for automotive diagnostic equipment for the TEC Automotive Technology program (Carl Perkins Fund)  
Bids:

Myer/Clark/Remy	\$12,999.00
Transportation Supplies	\$11,884.00
- Approval to accept the low bid of \$63,751.89 from Airgas, Inc. for welding equipment for the TEC Welding/Fabrication program (Carl Perkins Fund)  
3 bids:

Airgas	\$63,751.89
Linweld	\$63,871.75
Praxair	\$66,085.00
- Approval to accept the low bid of \$10,295.99 from Full Compass Systems for electronic audio equipment for the Audio Engineering department (Carl Perkins Fund)  
3 bids:

Full Compass	\$10,295.99
Musician's Friend	\$10,692.94
Sweetwater	\$10,745.85
- Approval to purchase one IBM System Storage DS4000 EXP810 Storage Expansion Unit Model 81 with RTS for \$22,156.90 from IBM Direct for Information Services. (Capital Outlay Fund) (Sole Source)
- Approval to extend the lease with West Investments for the Police Academy location for a period of 3 years, with no increase in the rent (\$5,505 per month) and with a termination clause added during the 3<sup>rd</sup> year

Trustee Daniels moved to approve the Financial Recommendations as presented. Trustee Ash seconded. As discussed earlier, Trustee Daniels gave his report of the Finance & Audit Committee regarding item #11, the recommendation to extend the lease with West Investments for the Police Academy location for a period of three years. He noted that the committee is behind this recommendation due to the length of time it will take to plan and build the new facility. After Trustees Ellison and Hernandez noted that they would vote “no” or abstain, lengthy discussion ensued. Trustee Ellison noted that he would adjust his vote to “yes” and wanted to allow for the interjection of the name of Ray Byers and Clay “Bud” Roberts in the discussion of the property being leased. With the motion on the floor the vote was taken and the motion to approve recommendations 1-11 carried with four “yes” votes and one abstention.

14. Under Committee Reports, Trustee Hernandez referred to the copy of the committee's recommended policy changes for first reading with action to take place in January.
15. Trustee Daniels reported on the Finance & Audit Committee regarding the Treasurer's job description. Trustee Hernandez requested that the research regarding the necessary bonding of these positions be sent to her regarding the policy regarding the Treasurer's job description. Trustee Daniels noted that this policy change will be brought to the Board in January. The audit will be reviewed and brought to the Board in January. Trustee Daniels

said that the community college did not fall under the provisions of the Sarbanes-Oxley practices, but that it did have some valuable points of practice that this Board could benefit from that he would be reviewing with the full board in the near future. Per Trustee Ellison's request, it was agreed that the Audit Scope Agreement be included in the mailing with the audit.

16. Trustee Ellison reported on the Workforce Development Committee and spoke regarding the recognition of Martin Luther King, Jr. Day and Ed Dwight coming to town for the event. Trustee Ellison then moved that the signatory be the Provost on all Workforce Development agreements and recommendations and recommended that the Board authorize the President and the Provost to enter into a revised and updated partnership agreement with the workforce development board, to provide education, training, research and planning services that address the workforce development needs to the three county area. This includes KCKCC's and the Technical Education Center's previous partnership council agreements and contracts per advisement of legal counsel. He then changed his motion that the signatory be the Provost on all Workforce Development agreements and recommendations and that the President and the Provost enter into a revised and updated partnership agreement with the Workforce Development Board to provide education, training, research and planning services that address the workforce development needs to the three county area, and that this motion be acknowledged by the committee. Trustee Ash seconded and the motion carried.
17. Trustee Ash then reported on the recent ACCT meeting at Cloud County Community College in Concordia, Kansas attended by Trustee Flunder and himself.
18. Dr. Burke reported on the Capital Outlay Fund Resolution and recommended adoption of the resolution to levy a capital outlay tax for publication in the media as required by state law. **(Attachment 1)** Trustee Daniels moved to approve the recommendation as stated. Trustee Ash seconded and the motion carried.
19. There was brief discussion and consult with legal counsel regarding the signature of the Chief Financial Officer being on the resolution. Following discussion Trustee Daniels said he was willing to change his motion (#18) to reflect that there is an addendum to the resolution containing the signature of the Chief Financial Officer endorsing/affirming the resolution. Trustee Ash changed his second based on the change and the motion was approved again.

Trustee Daniels moved to enter executive session for a period of fifteen minutes for the purpose of discussing matters subject to attorney-client privilege to protect the privilege and the board's position in potential litigation. Trustee Ash seconded and the motion carried. The Chairman allowed for a five minute recess at 10:40 a.m. to clear the room.

Trustee Ellison noted that there would be a document coming to the board through the committee regarding a report on the Heart Project prepared by the Deans.

20. Executive session commenced at 10:45 a.m.

21. Regular session reconvened at 11:00 a.m. at which time Trustee Daniels moved to adjourn the meeting. Trustee Ellison seconded and the motion carried.

The meeting adjourned at 11:00 a.m.

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

\_\_\_\_\_ Secretary