

# KANSAS CITY KANSAS COMMUNITY COLLEGE

## Board of Trustees Meeting

January 19, 2010

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 Trustee Ray Daniels. Roll call indicated the following Trustees present: Donald Ash, Cathy Breidenthal, Ray Daniels, Mary Ann Flunder, Wendell Maddox, J.D. Rios, and Clyde Townsend.

1. The college president, Dr. Thomas Burke recommended approval of the agenda with the following change:

**Additions:**

**V. Communications**

A. Review of audit for FY 2009 – William Schmidt

Trustee Rios moved to approve the Agenda as recommended with the change as presented. Trustee Townsend seconded and the motion carried.

2. Trustee Townsend moved to approve the minutes of the December 15, 2009 Board of Trustees minutes. Trustee Breidenthal seconded and the motion carried.
3. There were no Patrons or Petitioners wishing to address the Board at this time.
4. Under Communications, Dr. Burke noted that he had received the Audit Report from the College Audit firm and introduced William Schmidt to review the College Audit for 2009. Following the detailed review/report of the 2009 audit, there was brief discussion. Following discussion Trustee Maddox moved to approve the 2009 audit as presented. Trustee Ash seconded and the motion carried.
5. Dr. Burke than gave the President's Report on the following:
  - The Governor's recent state-of-the-state address emphasizing education, possible taxes on the sale of cigarettes, and an increase of 1% on sales tax
  - The Board of Trustees meeting with the state legislators to take place on Tuesday, January 26<sup>th</sup> at the Docking Bldg. in Topeka
  - KBOR meeting on Wednesday and Thursday, January 20 & 21
  - The Board retreat at the Hilton Garden Inn on January 22 & 23 with Susan Lindahl as facilitator
  - Enrollment figures for Spring 2010 semester appear to be up at present
  - The Unified Government's meeting today regarding the Cerner Corporation in Wyandotte County

6. The Associate Provost for Academic Affairs, Dr. Tamara Agha-Jaffar gave her report on the following:
  - Distribution of the finalized Faculty Master Contracts
  - 2<sup>nd</sup> Edition of the Deans Council Newsletter
  - College Prep Academy program with USD 500 (Trustee Daniels requested a report at the February board meeting regarding the College Prep Academy and concurrent enrollment/dual enrollment)
  - Success of the enrollment session for Spring 2010 Semester
  - Increase in minimum number of students in a class from 8 to 10 resulted in the consolidation of some class sections.
  - The revised articulation agreement portion of the homepage has been revised and updated.
  - Jeanne Crane-Smith, Director for Emerging Workers & Continuing Education, is the recipient of the 2010 Higher Education Award given by the Greater Kansas City Hispanic Collaborative for her dedication to advancing the education of Hispanic students.
  - Ken Mark, Business Professor, is the recipient of the Tonganoxie Citizen of the Year Award at the Tonganoxie Chamber of Commerce luncheon today
  - Jim Mair, Associate Professor & Director of Instrumental Music, will be planning a week long Jazz Summit for April 2011. We are hoping to attract 1,000 – 1,200 people of various levels of instrumental jazz talent (There was discussion regarding concern over space for the event and Trustee Rios requested that this subject be discussed at the upcoming Board Retreat.)
  - Dr. Burke also mentioned the “Drop-In Conversation” event being co-sponsored by KCKCC on Thursday, January 21<sup>st</sup> on Campus to promote the discussion among and between community business leaders, educators, parents, and patrons of the county to create ways of keeping students from dropping out of school.
  - Dr. Burke also announced the upcoming event “Successful Navigation of the Racial Terrain” on Wednesday, February 17<sup>th</sup> in room #3632 of the Flint Bldg.
  
7. Associate Provost Brian Bode, reported on the following items:]
  - February 17<sup>th</sup> event in the Intercultural Center at which Dr. Terrance Roberts will be speaking part of the celebration activities for Black History Month. Dr. Courtney clarified that there will be several speakers and a public and student forums as part of the event.
  - The piloting of the networking program Microsoft Office Communication Server and Microsoft Windows 7
  - The starting of a checkout program for laptops for students which will be located in the Library
  - A more successful enrollment experience
  - The Office for the Dean of Student Services will need correct sizes for the Board members for the regalia to be ordered for commencement ceremonies.
  - Career Center will be holding a career fair on Wednesday, April 21<sup>st</sup> entitled “Workplace Kansas City”

- Congratulations to Camille Shorts of the Campus Childcare Center on completing her Bachelor degree from Donnelly College
  - No phone calls in the month of December from the College Nurse's Office reporting flu-like symptoms
  - Men's Basketball team has 14-3 record this season so far.
  - There were 14 students receiving Single Parent and Displaced Homemakers Tuition Grants last semester from the Community Outreach & Women's Outreach Center.
  - HR is coordinating a campaign establishing a fund named "Making Life Better by Sharing our Humanity with Haiti" to raise money for earthquake relief in Haiti.
  - Fine Arts Jazz program in the Performing Arts Center on February 4<sup>th</sup> with \$5 tickets sold by student organizations to raise money for their organization. There will be three events this year co-sponsored by the college.
  - Work done in the buildings during Christmas Break
  - Emergency Preparedness meeting at which it will be determined whether the county qualifies for assistance due to the holiday snow storm.
8. Mr. Bode introduced Ms. Valerie Webb, Director for the Academic Resources Center, to give a report requested by Trustee Daniels at the December meeting. Following Mrs. Webb's report, the Board thanked her and commended her on the job that she and her staff were doing.
9. Next was the Personnel Report given by Dean of Human Resources, Mrs. Leota Marks. Dean Marks presented the following Personnel Information item:
- Resignation of Jenny S. Bithos as Technical Support Personnel at the Tech. Ed. Center effective January 14, 2010
  - Retirement of Gerald Hodgson as Science Professor in the Engineering, Math & Science Division effective July 1, 2010
  - Termination of employment of the following positions and personnel effective December 31, 2009 due to termination of the Title III Grant Funding:

Veronica Knight	Director – Title III Grant (Vac. Pd. To 1/31/10)
Jamie Spenard	Tutor – Title III Grant
Yawo Ekpoh	Tutor – Title III Grant
  - Resignation of Shaunte Montgomery as On-Track Instructor effective December 31, 2009
10. Dean Marks presented the following Personnel Recommendations for approval:
- Approval to employ Daryl L. Menke as Professor of Physical Therapy in the Allied Health Division effective January 14, 2010 at the annual salary of \$25,283.80
  - Approval to employ Carolyn E. Jaqua as Front Office Assistant at the Tech. Ed. Center effective January 19, 2010 at the annual salary of \$23,297.00
  - Approval to employ Christine R. Popoola as Administrative Assistant to the Dean of Engineering, Math & Science effective December 14, 2009 at the annual salary of \$27,023.00
  - Approval to employ Vanesa Salgado as Part Time Secretary in the Counseling & Advising Office effective December 15, 2009 at the hourly rate of \$10.05

- Approval to employ the following Adjunct Instructors at the rate of \$715.00 per credit hour:

Ronald I. Malcolm	Sign Language	January 14, 2010
Ann Elwell	Psychology	January 14, 2010
Lisa M. Gerstenkorn	Voice	January 14, 2010
Susan A. Ives	Digital Imaging	January 14, 2010
Timothy Goss	English	January 14, 2010
Thomas K. Hohenbeck	Biology	January 14, 2010
Anita M. Metoyer	Biology	January 14, 2010
Delanna Y. Toevs	Math	January 14, 2010
Lori M. Kravets	Accounting	January 19, 2010
Adrienne E. Ford	Intro to Business	January 19, 2010
Nicholas J. Foley	Psychology	March 20, 2010
Mark S. Hudson	Philosophy	March 23, 2010

- Approval to employ the following Part Time Instructors for Continuing Education:

Kaoutar Yartaoui	Conversational Iraqi Arabic	4/27 – 6/12/09	\$2052.00
Stephanie Marquez	Community Spanish	7/13 – 29/09	\$600.00
Jane Dieckhoff	PowerPoint – GM	7/13 – 15/09	\$240.00
Jim Hathaway	Driver’s Education	7/7 – 8/6/09	\$3000.00
Joyce McMahan	Ergonomics	9/14 – 10/23/09	\$337.50
Stephanie Marquez	Community Spanish	9/29 – 10/15/09	\$600.00
Jim Hathaway	Defensive Driving	10/24/09	\$80.00
Stephanie Marquez	Community Spanish	10/27 – 11/12/09	\$600.00
Stephanie Marquez	Fun Saturday Spanish for Kids	10/24 – 11/14/09	\$480.00
Jim Hathaway	Defensive Driving	12/5/09	\$80.00
Mary Kobe Peterson	Crop in the Dotte	9/12, 10/10, 11/14, 12/12/09	\$240.00

- Approval of change in status of employment for Carla D. Green from Prevention Specialist to Director for the Regional Prevention Center effective January 4, 2010 at the annual salary of \$59,103.00
- Approval of change in status of employment for Denise Rankin-McField from Part Time Secretary to Student Records Secretary at the Tech. Ed. Center effective January 4, 2010 at the annual salary of \$23,297.00

Trustee Rios moved to approve Personnel Recommendations IX B. 1-8 as presented. Trustee Townsend seconded and the motion carried.

11. Dean Marks introduced Ms. Carla Green as the new Director for the Regional Prevention Center. Ms. Green handed out a brief status summary for the Regional Prevention Center. The Board welcomed her.
12. Assoc. Provost Bode presented the bills for payment and requested their approval. Trustee Townsend moved to pay the bills as presented. Trustee Maddox seconded and the motion carried.

13. Following discussion Trustee Rios moved to accept the Financial Report as presented. Trustee Breidenthal seconded and the motion carried.

14. Assoc. Provost Bode presented the following financial recommendations for approval:

- Approval of payment of \$257,673.09 to Commerce Bank for Visa credit card purchases for December 2009 (Various Funds)
- Approval of payment of \$16,288.00 to Southwest Missouri Allied Health Education for tuition reimbursement for Diagnostic Ultrasound Program students for Fall 2009 (Continuing Education Fund)
- Approval of payment of \$32,371.95 to Condensed Curriculum International for salaries, textbooks, lab supplies, materials, and curriculum for Pharmacy and Phlebotomy Technician courses for Fall 2009 (Community Services Fund)

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

15. Next were the committee reports:

- Policy Committee – Trustee Daniels referred to the Policy Revisions in Handbook of Policies and Procedures being entered for first reading.
- Facilities Committee – Trustee Ash spoke briefly concerning the facility committee meeting with different companies for ideas for improvement of campus areas.
- Community Affairs – Trustee Breidenthal reported briefly on the Listening Focus Groups and their initiatives/goals and purposes and the work being done.

16. Trustee Ash moved to enter executive session for a period of 20 minutes for the purpose of discussing issues pertaining to personnel and matters subject to attorney-client privilege with possible action to follow. Trustee Breidenthal seconded and the motion carried. The chairman allowed for a ten minute break and advised that the board would convene in executive session at 11:00 a.m.

17. Trustee Townsend moved to reconvene in regular session at 11:19 a.m. Trustee Maddox seconded and the motion carried.

18. Trustee Rios moved to adjourn the meeting. Trustee Maddox seconded and the motion carried.

The meeting adjourned at 11:20 a.m.

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

\_\_\_\_\_ Secretary