

KANSAS CITY KANSAS COMMUNITY COLLEGE

Board of Trustees Meeting

November 17, 2009

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

1. Trustee Rios moved to approve the agenda with the following amendment:

XIV E. Executive session for the purpose of discussing the possible acquisition of real estate and personnel matters regarding staff positions, salaries, and fringe benefits **and a personnel matter subject to attorney-client privilege to protect the privacy of those involved.**

Trustee Townsend seconded and the motion carried.

2. Trustee Rios moved to approve the minutes of the October 20, 2009 Board of Trustees meeting as presented. Trustee Maddox seconded and the motion carried.
3. Under Patrons & Petitioners Mr. Jerry Pope, Faculty Association President, reported to the Board that the vote was taken recently regarding the proposed faculty contract for the 2009-2010 year. He noted that the proposed faculty contract for the 2009-2010 year passed favorably with only 5 descending votes. He thanked the Board at this time.
4. Under communications, Dr. Burke read a letter of thanks from Trustee Wendell Maddox for the thoughts and sympathy conveyed by the Board upon the death of his brother.
5. Under the President's Report Dr. Burke reported on the following:
 - American Executive Magazine Insert, which he distributed copies of to the Board
 - The good work by the Endowment Association on the Annual Hall of Fame Banquet held recently
 - The success of the Silver Harvest Banquet put on by the African American Student Union recently held. Dean Lee thanked all Board Members that attended and supported this event.
 - Status of the Technical Education Authority and the process of course and program alignment
 - Kansas Board of Regents meetings being held on Wednesday & Thursday in Topeka with the main topic being the budget cuts
 - The end-of-year activities:
 - Nurse's Pinning Ceremony - Dec. 14th @ 7:00 p.m., Field House**
 - President's Open House - Dec. 16th 11-2 p.m., Conference Center**
 - Candlelighting Ceremony – December 2, 2009, 9 & 11, PAB**

**Last Day of Classes – December 7th
Finals – December 8-15**

- KBOR's Tech Ed. Authority's VP of Finance is comparing 20th day snapshots in which KS Community Colleges averaged an increase in enrollment of 9.5% for Fall 2009. Following discussion the President's Report was concluded.
6. Under the Provost's Report, Dr. Agha-Jaffar reported as the Acting Assoc. Provost for Academic Affairs on the following:
- Audio Engineering/Music Technology Dept. hosted the Electronic Music Midwest on November 5-7. Attendance was great. Next year it will be held at Lewis University and will be back here in 2011.
 - We have a total of 233 online instructors (adjuncts and F-T). By the end of this month, approximately 25% of them would have completed the Applying the Quality Matters Rubric training. Five of those have received their QM seal of approval, and eight have completed peer review training through QM, after which they can become reviewers.
 - The Debate program hosted the National qualifying High School Debate tournament. Around 90 teams showed up from 8 states.
 - The Theatre production of *Extremities* is on 11/19-11/21 at 8:00 p.m. and 11/22 at 2:30 p.m.
 - Dr. Charles Leader took 19 Drama Club students to New York on 11/5-11/8. They went to see KCKCC alum Nathan Jackson's play *Broke-ology* about growing up in KCKS. The play was performed at the Lincoln Center in the Newhouse Theatre. Students got to see the sights in NY several other plays and musicals and had a great time.
 - Dr. Leader is taking some of the cast of *Rent* to sing at the United Way lunch on Wednesday.
 - The Department of English is starting a literary magazine called *Scenic Route*. The first issue will come out in Spring. It will contain plays, poems, stories written by KCKCC students.
 - The Forensics Squad, under the direction of Amy Arellano, did their second annual trick or Treat for Humanity project. They delivered over 800lbs of food and over 10 bags of clothing to Central Ave. Center of Hope. Located in Wyandotte County, the center offers many services to the community, including a food pantry, food service, thrift store, etc.
 - Dr. Mario Ramos-Reyes of the Social and Behavioral Sciences division has published his third book: *La Republica Com Tarea Etica—the Ethical Foundation of Our Republic*.
7. Dean Brian Bode reported as the Acting Associate Provost for Finance & Student Services on the following:
- Recently attended Leadership Conference at Johnson County Community College (8 staff & faculty attended)
 - 89 H1N1 Vaccines administered in the recent clinic
 - The "Buckle Up for Safety" signs put up at the exits of the campus.
 - Career Center's Open House recently held
 - Blood Drive recently held resulting in 63 units of blood donated

- Child Care Center survey recently done. A copy of the survey will be brought to the Board's next meeting.
 - Early enrollment is starting for the Spring semester and everyone is diligently working with the new system to make it as smooth as possible
 - 137 Exit exam assessments for the Fall semester
 - Leavenworth Center is hosting the Leavenworth/Lansing Chamber of Commerce coffee at 9:00 a.m. on November 18th
 - KCKCC's total contribution through collections and pledges to the United Way Campaign was \$11,762
 - Program for "Undocumented Students in the Pipeline" recently held. (Ms. Flunder requested a copy of the presentation)
 - Upgrade of network bandwidth to 60 from 20 MBs on campus now complete
 - First snow removal done on 11/17 at 4:00 a.m.
8. Dean Leota Marks gave the Personnel Report starting with the following Personnel Information items:
- Retirement of Dale Shetler as Professor of Vocal Music in the Humanities & Fine Arts Division effective June 30, 2010
 - Resignation of Sarah Parker as Personal Trainer in the Wellness Center effective October 8, 2009
 - Resignation of Dayton Owens as Men's Soccer in the Athletic Department effective November 2, 2009
 - Resignation of Craig Maleta as PT Lab Asst. in the MICT Program effective November 11, 2009
9. Dean Marks requested approval of the following Personnel Recommendations:
- Termination of employment of Wanda Gatshall as Physical Therapy Assistant Program Director effective November 17, 2009
 - Approval of early retirement for Anthony Serrano as Information Systems Professional in the Information Technology Division effective December 31, 2009
 - Approval to employ Donald R. Balluch as Construction Technology Instructor in the Tech. Ed. Center effective November 2, 2009 at the annual salary of \$40,728.99
 - Approval to employ Shaun C. Pate as Technical Assistant in the Financial Aid Dept. effective November 18, 2009 at the annual salary of \$23,297.00
 - Approval to employ Edward E. Adel as Culinary Program PT Substitute Instructor effective October 23, 2009 at the rate of \$20.72 per hour
 - Approval to employ Tinalisa Turner as PT Relief Secretary in the Human Resources Dept. effective November 5, 2009 at the rate of \$10.05 per hour
 - Approval to employ Felicia A. Johnson as PT Relief Clerk in the Financial Aid Dept. effective October 30, 2009 at the rate of \$10.05 per hour
 - Approval to employ Jennifer M. Smith as PT Wellness Staff & Lifeguard in the Allied Health Div. effective November 10, 2009 at the rate of \$10.05 per hour

- Approval to employ the following Adjunct Instructors effective January 14, 2010 at the rate of \$715.00 per credit hour:
 - Muhammed Ayub Math & Science
 - Patricia A. Carnahan Social Science
 - Approval to employ the following students:
 - Federal Work Study
 - Chalmous McKinney Music Dept.
 - Sasha Newman Honors Office
 - Ayana Tribitt Social Science Div.
 - College Funded (all tutors)
 - Eyerusalem Belachew
 - Thomas Franz
 - Any Herrmann
 - Amanda Hersh
 - Thelma Kamyab
 - Michael Hornick
 - Ryan Kracht
 - Brady Salvatorelli
 - Bobbi Walden
 - Approval of change in status of employment for Sheridan Smith from Student Records Secretary to Administrative Assistant to the Dean of Enrollment Management & Registrar in the Admissions Office effective November 2, 2009 at the annual salary of \$27,023.00
Trustee Rios moved to approve the personnel recommendations as presented. Trustee Maddox seconded and the motion carried.
9. Under the Finance Report Dean Bode requested payment of the bills as presented. Trustee Maddox moved to pay the bills and Trustee Breidenthal seconded. Following brief discussion the vote was called and the motion carried.
10. Dean Bode referred to the Financial Report and requested its acceptance. Trustee Rios spoke briefly on behalf of the Finance Committee by saying that the committee had reviewed it and recommended its acceptance. Trustee Rios moved to accept the Financial Report as presented. Trustee Maddox seconded. Following discussion the vote was taken and the motion carried.
11. Dean Bode requested approval of the following recommendations:
- Approval of payment of \$275,527.23 to Commerce Bank for Visa credit card purchases for October 2009 (Various Funds)
 - Approval of payment of \$13,555 to Datatel for 20 Application Server licenses with maintenance for Information Services (General Fund)
 - Approval of payment of \$16,926.81 to WSKF Architects for architectural services for five capital projects (Capital Outlay Fund)
 - Approval to purchase a Lab-Volt Basic Industrial Control Unit with accessories and training from Innovative Education Systems for \$22,011.80 for Electrical Technology (TEC) (Sole Source) (Perkins Fund)

- Approval to purchase Masimo Rad-57 & Rad-87 Oximeter equipment, accessories, licensing, and training for \$18,993.00 from Masimo Americas, Inc. for Respiratory Therapy (Sole Source) (Perkins Fund)
- Approval to purchase a Triton DTS Traction Unit and a Vectra Genisys 2CH Therapy System for \$13,099.98 from Sammons-Preston for Physical Therapy (Perkins Fund)

Bids:

Triton DTS:	Sammons-Preston (\$9,307.71)	Theratek (\$9,675.00)
Vectra Genisys:	Sammons-Preston (\$3,792.27)	Medco Sports (\$4,977.50)

- Approval to enter into a five year contract with Coca-Cola Bottling Company of Mid-America for campus soft drink vending (Proposals were solicited, received, and reviewed from Coca-Cola, PepsiAmericas, and 7UP Bottling Company.)
- Approval to purchase four Survivair Self-Contained Breathing Apparatus, eight air tanks, and accessories from Airgas Safety, Inc. for \$16,312.00 for Fire Science (Perkins Fund)

Bids:

Airgas	Bristol, Pa	\$16,312.00
Day Star	Kansas City, Mo	\$17,064.00

- Approval to accept the low bid of \$10,030.00 from Myers Brothers for a Kwik Way Valve Refacer, Hex Set, and Arbor Set for Auto Technology (TEC) (Perkins Fund)

Bids:

Myers Brothers	Kansas City, Ks	\$10,030.00
Van Norman	Marion, Ia	\$10,351.00
Woodward	Clackamas, Or	\$10,462.05

- Approval to accept the bid of \$27,449.00 from Design Mechanical, Inc. for installation of a Liebert DS Precision Cooling System in the Humanities Building (ITIS) for Buildings and Grounds (Capital Outlay Fund)

Bids:

Design Mechanical	Kansas City, Ks	\$27,449.00
ADJ-HUX (P1)	Lenexa, Ks	No Bid
Fagan	Kansas City, Ks	No Bid
Metro	Lenexa, Ks	No Bid

- Approval to accept the low bid of \$33,436.64 from Praxair Distribution for Miller, Lincoln, and Multimaster welding equipment for Welding (TEC) (Perkins Fund)

Bids:

Praxair	Kansas City, Mo	\$33,436.64
Linweld	Kansas City, Mo	\$33,926.66
Airgas	Kansas City, Ks	\$35,305.63

- Completion of the architectural drawings and preparation of bid documents for the construction of a Police Academy. Estimated cost \$1.6M. (As recommended by the Facility Committee after their review at the monthly meeting.)
- Completion of the architectural drawings and preparation of bid documents for the repair of the west overflow parking lots. Estimated cost for architect and construction \$240K. (As recommended by the Facility Committee after their review at the monthly meeting.)
- Completion of the architectural drawings and preparation of bid documents for the construction of a new service road to the Humanities building with an estimated cost of

\$85,000. (As recommended by the Facility Committee after their review at the monthly meeting.)

- Approval to submit to Legal Counsel for action: Preparation of legal documents to trade 0.999 acres of College land for 0.909 acres of land owned by The Living Word Church. The College land is east of the church entryway and the Church land is the land south of the Buildings and Grounds building, between the Church and B&G. (As recommended by the Facility Committee after their review at the monthly meeting.)
- Approval to submit to the Endowment Association and Student Services for action: Proceed with engineering studies, drawings, bids, and fund-raising for the renovation of Mears-Brett baseball field on the Campus. Private monies appear to be available for this renovation and the Endowment Association has agreed to “host” this action to provide the best solution for private donations of money, effort, and/or in-kind services. (As recommended by the Facility Committee after their review at the monthly meeting.)

Trustee Townsend moved to approve the recommendations as presented. Trustee Breidenthal seconded. Following brief discussion the vote was taken and the motion carried.

12. Under the Committee Reports the following committees reported:

- The facility committee reported that they had reviewed and recommended approval of the items 12-16 of the finance recommendations
- Academic Affairs Committee had met and were working on defining the committee purpose and goals, and that they were including Workforce Development as part of the mission.

13. Under Unfinished Business, Dr. Burke referred to the policy on “Identity theft Prevention – Red Flag” for second reading and approval. Trustee Townsend moved to adopt the policy on “Identity Theft Prevention – Red Flag”. Trustee Rios seconded and the motion carried. **(Attachment 1)**

14. Dr. Burke referred to the policy on “Prohibited Weapons” for second reading and recommended adoption of the policy as presented. **(Attachment 2)** Trustee Maddox moved. Trustee Breidenthal seconded. There was discussion. At this point legal counsel was consulted and recommended a change in the last paragraph of replacing the word “Thus”, with “Therefore”. Trustee Rios moved to accept the friendly amendment to the motion as stated and Trustee Breidenthal seconded. The motion carried on the friendly amendment as recommended. The vote was then taken to approve the original motion to approve the policy as recommended with the amendment, and the motion carried.

15. Under Miscellaneous Business Dean Bode gave a brief presentation and recommended approval of the “Multi-Hazard Mitigation Plan” by Resolution. **(Attachment 3)** Trustee Rios moved to adopt by resolution the “Multi-Hazard Mitigation Plan”. Trustee Townsend seconded and the motion carried.

16. Dr. Burke mentioned the next ACCT/AACC Annual Legislative Congress in February 2010 and that there were decisions to be made concerning the Kansas trustees continuing to

host the legislative breakfast. There was discussion and direction to the trustees to inform Mary Ann or Don of their thinking on this matter.

17. Dr. Burke recommended approval of the Faculty Master Contract for 2009-2010 with a 1.5% increase on the base salary. Trustee Townsend moved to approve the Faculty Master Contract for 2009-2010 with a 1.5% increase on the base salary as recommended by Dr. Burke. Trustee Maddox seconded and the motion carried.
18. The next item of business was approval of the Proposal by KC Consensus as presented by the Community Affairs Committee of Trustees Maddox and Breidenthal. (**Attachment 4**) Trustee Breidenthal made a brief presentation about the purpose of the proposal and project being “community involvement with the college on community progress as a whole” through communication between the college and community focus groups. Following discussion Trustee Rios moved to accept the proposal of KC Concensus as presented with the agreement of 10 external and 5 internal focus groups at the approximate cost of \$20,200.00. Trustee Maddox seconded and the motion carried with 5 yes and 1 no vote.
19. Dr. Burke recommended entering executive session for the purpose of discussing the possible acquisition of real estate, personnel matters regarding staff positions, salaries, and fringe benefits, and a personnel matter subject to attorney-client privilege for the protection of privacy of the individual. Trustee Rios moved to enter executive for the purposes recommended for a period of 30 minutes with possible action to follow. Trustee Townsend seconded and the motion carried. The chairman allowed 10 minutes to clear the room.
20. Executive session commenced at 10:40 a.m.
21. At 11:10 a.m. the Board reconvened in regular session at which time Trustee Townsend moved to extend executive session for a period of 15 minutes. Trustee Breidenthal seconded and the motion carried.
22. At 11:25 a.m. the Board reconvened in regular session at which time Trustee Townsend moved to extend executive session for a period of 15 minutes. Trustee Breidenthal seconded and the motion carried.

Trustee Flunder left the meeting at 11:30 a.m.

23. At 11:45 a.m. the Board reconvened in regular session at which time Trustee Rios moved to approve the posting for the positions of Professional Assistant Bookkeeper in the Business Office and Database Manager for Information Services as proposed. Trustee Breidenthal seconded and the motion carried.
24. Trustee Rios moved to authorize the allocation of up to \$180,000.00 for one time payments to staff for the year 2009-2010. Trustee Maddox seconded and the motion carried.

Board of Trustees--Journal of Proceedings – November 17, 2009--Page 8

- 25. Trustee Townsend moved to adopt the resolution of intent to terminate the contract of employment for Wanda Gattshall-Peresic effective November 17, 2009 and to execute the notice of such immediately. Trustee Maddox seconded and the motion carried.
- 26. Trustee Townsend moved to adjourn the meeting. Trustee Rios seconded and the motion carried.

The meeting adjourned at 11:50 a.m.

ATTEST: _____ Chairman

_____ Secretary