

KANSAS CITY KANSAS COMMUNITY COLLEGE

Board of Trustees Meeting

March 16, 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 Chairman 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 Chairman started by apologizing to everyone in attendance for this meeting being scheduled during the week of Spring Break. Dr. Burke, College President, advised the Board of the following amendments to the agenda:

**Corrections:**

**IX. Personnel**

B. Recommendations:

8. Approval to employ Deirdre N. Pittman (**not Leslie Deirdre**) as Community Prevention Specialist in the Regional Prevention Center WyCo effective February 22, 2010 at the annual salary of \$31,865,00.00

**Additions:**

**IX. Personnel**

A. Information:

2. Retirement of John M. Soptick as Mathematics Instructor in the Engineering, Math & Science Division effective July 1, 2010

B. Recommendations:

14. Approval of change in status of employment for Dr. Susan E. Courtney from Dean for Business & Continuing Education Division to Professor of Business in the Business & Technology Division effective August 11, 2010 at the annual salary of \$75,666.83

**X. Finance**

B. Recommendations:

8. Approval of payment of \$14,792.60 to Perceptive Software for iScript, CaptureNow, and ImageNow Client & Server annual software maintenance for Information Services (General Fund)

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

2. Trustee Townsend moved to approve the minutes of the February 16, 2010 Board of Trustees meeting. Trustee Maddox seconded and the motion carried.
3. The Chairman called for any patrons or petitioners wishing to address the Board. At that time Mr. Richard Mabion of 2035 Oakland, Kansas City, KS gave the Board a brief report on the recent "Breaking the Silence" conference held the Hilton Garden Inn in Kansas City,

Kansas. He distributed a report on the conference as well as a copy of the article written by an employee of the college about the conference. Mr. Mabion thanked the Board for their support through the college's help in sponsorship of the conference and asked them for their support for next year's conference planned for March 11 & 12, 2011. The Board thanked Mr. Mabion for his work and report to the Board.

4. There were no communications.
5. Under the President's Report, Dr. Burke introduced Marisa Gray, sponsor of the African American Student Union, to report on their attendance at the 33<sup>rd</sup> Annual Big 12 Conference at which they were the first community college to give a presentation at this conference. The students giving the presentation were Teri Glass, Christopher Franklin, Adoria Richardson, and Moses Franklin (not present). These students gave brief statements of what they gained from the conference and their immediate educational goals. The Board congratulated and thanked them for their work and presentation.
6. Dr. Burke continued the President's Report by noting that the report reflecting the performance of KCKCC transfer students to Emporia State University had been received and that our students had done well, and above average for undergrad students at ESU.
7. Dr. Burke gave a brief report on the legislative issues effecting Community and Technical Colleges in the state.
8. Dr. Burke noted that there would be a Board retreat held on Thursday, March 25<sup>th</sup> at 3:00 P.M. in the college Board Room for the purpose of discussing "Self-Evaluation of the Board" and financial strategies.
9. Following the President's Report was the Report from the Associate Provost for Academic Services, Dr. Agha-Jaffar. She introduced Dr. Chuck Wilson, serving as the temporary Dean for the Science & Math Division, who in turn introduced Dr. Ed. Cramer to give a presentation on the Saturday Science Academy. The Board congratulated Dr. Kremer on the success of the Saturday Academy and thanked him for all of his outstanding work with this program and students.
10. Following Dr. Kremer's presentation, Dr. Agha-Jaffar reported the following:
  - Dr. Charles Leader is recovering at home after his surgery. He expressed his appreciation to the Board for the plant and for the emails and cards he has received from the college community.
  - The KCKCC production of "A Monologue, A Memory, A Rant, and a Prayer" raised \$432.00 for Friends of Yates.
  - Dr. Gregg Ventello's recently published essay, "The Commuter," has been nominated for inclusion in the November edition of *New Letters*.
  - The KCKCC jazz band and two jazz combos, under the direction of Jim Mair, received a #1 rating at the 36<sup>th</sup> annual Pittsburg State University Jazz Festival on March 5. This is

the 11<sup>th</sup> consecutive year for our #1 ratings. The three groups received a total of 36 outstanding musicianship/soloist citations.

- Dr. Ewa Unoke took 5 student members of the KCKCC Students for Global Peace to Washington, D.C. from 2/24-2/28. They participated in the African Union simulation held at Howard University and the Kellogg Conference Hotel in D.C. The purpose of the simulation is to train students in leadership and conflict resolution. Our students received outstanding delegate awards. Their peace and security resolution was adopted as the position of the 41 participating colleges and universities, and some clauses from their Economic Committee resolution were merged with the final draft resolution. The students were invited to the Embassy of the Republic of Sierra Leone where they were entertained by His Excellency, the Ambassador. The Ambassador of Sudan was the keynote speaker. They also visited many of the national landmarks in D.C.
  - Kansas High School Debate and Forensics coaches have asked KCKCC to host their Student Congress in May. This is an honor for us and indicates the respect they have for our teams; our coaches, Darren Elliott and Amy Arellano; and our facilities. The event will bring dozens of high school students to our campus. It will be held on Saturday, May 8 alongside our HS Debate nationals Warm-up Tournament, which is on Friday and Saturday, May 7 and May 8.
  - Samantha Erickson, a student in our Mortuary Science program, was a regional recipient of the 2009 Kansas Breaking Traditions Scholarship. She was featured in the poster announcing the award.
11. Dr. Agha-Jaffar referred to Attachment A of the Agenda which was the Special Class Fees recommended for approval. She noted that there were no increases in existing class fees, only fees extracted and listed for the Technical programs. Trustee Rios moved to approve the Special Class Fees as presented. Trustee Townsend seconded and the motion carried.
12. Mr. Brian Bode, Association Provost for Finance & Administrative Svcs., introduced Dean of Student Services, Richard Lee, to introduce Carla Green to introduce two new employees in the Regional Prevention Center for Wyandotte County. They were Deirdre Pittman and Les Tramble, both as Community Prevention Specialist. The Board welcomed them to the college.
13. Mr. Bode then reported on the following:
- The new video conference facility at the Leavenworth Center
  - The care package being coordinated by Human Resources for mailing to Officer Rijfkogel in Egypt
  - 2010 Climate survey completion
  - Foundation for Excellence
  - Disbursement of \$16.2 million in financial aid through KCKCC this year
  - Early preparation of financial aid applications during the summer
  - Admissions representatives attending different workshops besides holding events on campus
  - USD Homeless Students Day
  - 30 faculty members now trained on “TRAN” (transcripts training)

- Men’s and women’s basketball season records
- Trainer Rodney Christiansen being selected to serve as the on-court trainer for the Big 12 Tournament
- Academic Excellence student participation
- Two interns serving at the Campus Child Care Center for a total over 1,000 hours
- Career Center hosting Job Fair on April 21<sup>st</sup> with 40+ companies participating and a “Green Now” workshop job training being held April 6<sup>th</sup> from 8:30 a.m. – 12:00 noon
- Maintenance is going on in the Math & Science area at this time.
- Pel grants for summer semester start this year.

Trustee Rios requested a report at the next meeting on the percentage of students receiving financial aid at present.

14. Under the Personnel Report, Dean Leota Marks reported on the following Personnel Information items:

- Resignation of Christy Fornal as Nursing Instructor in Nursing & Allied Health Division effective July 1, 2010
- Retirement of John M. Soptick as Mathematics Instructor in the Engineering, Math & Science Division effective July 1, 2010

15. Dean Marks then presented the following Personnel Recommendations for approval:

- Approval of early retirement for Sandra Thomas Ward as Business Professor and Coordinator of the Administrative Office Professionals program effective July 1, 2010
- Approval of early retirement of Valerie E. Webb as Director of the Academic Resource Center effective July 1, 2010
- Approval to employ Leslie (Les) A. Tramble as Community Prevention Specialist in the Regional Prevention Center WyCo effective February 22, 2010 at the annual salary of \$31,865,00.00
- Approval to employ Michelle M. Hull as Full Time Instructor of Nursing effective March 8, 2010 at the annual salary of \$41,339.93
- Approval to employ Traci N. Parker-Gray as Part Time Technical Assistant in the Admissions & Records Dept. effective March 3, 2010 at the hourly rate of \$10.05
- Approval to employ Donna M. Reid as Relief Secretary in the Human Resources Dept. effective February 22, 2010 at the hourly rate of \$10.05
- Approval to employ Everett L. Fletcher as Part Time Secretary at the Technical Education Center effective February 22, 2010 at the hourly rate of \$10.05
- Approval to employ Leslie Deirdre N. Pittman as Community Prevention Specialist in the Regional Prevention Center WyCo effective February 22, 2010 at the annual salary of \$31,865,00.00
- Approval to employ the following Adjunct Faculty at the rate of \$715.00 per credit hour:
 

Marian J. Augustus	Strategies	January 16, 2010
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- Approval to employ the following part time instructors for Continuing Education Non-Credit Classes :
 

Shari Augustine	Zumba	\$311.50
Shari Augustine	Night Club Two Step	\$136.50

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Shari Augustine	Ballroom Dance	\$241.50
Stephanie Marquez	Community Spanish I	\$600.00
Amber Smith	Quilting	\$525.00

- Approval to employ the following Federal Work Study Students effective February 26, 2010:

Latoya Alexander	Schools Tutor
Jermecia Boyd	Physical Therapy
Jessica Carter	Bldgs & Grounds
Timmasha Clanton	Business Division
Ernst Cramer	Theatre
Allison Conklin	Community Schools Tutor
Shomaiah Davis	Student Activities
Cassandar Hearon	Social Science
Manssa Hering	Student Services
Latasha Hughes	Media Services
Gene King	Media Services
Cortez Liggins	Duplicating
Robert Maloney	Grounds Worker
Brandy Rudy	Continuing Education
Sasha Thompkins	Career Planning & Placement
Ashlee Thompson	Athletics (Women's Basketball)
Venus Viglini	Continuing Ed
Marshon Watson	Academic Resource Ctr.
Dawn Wright	Library
Carley Peerson	Social Science

- Approval to employ the following College Funded Students effective February 26, 2010:

Robyn Blachly	Tutor
Sungbum Cho	Research
Steven Davis	Leavenworth Center
Bylinda Doss	Leavenworth Center
Elizabeth Fair	Tutor
Melanie Gardner	Tutor
Annie Gladbach	Athletics (Volleyball)
Julia Glenn	Tutor
Trichelle Heard	Athletics (Track)
Lisa Hershey	Tutor
Demanion Horton	Athletics (Track)
Jonathan Humphrey	Theatre
Brendan Kerr	Music
Cha In Lee	Library
Brittany Moore	Tutor
Kathryn Myers	Theatre
Jennifer Okolo	Athletics (Track)
Vane Omosa	Social Science

Sara Palmer	Athletics (Training Room)
Malarie Pierson	Campus Police
Mana Rivera	Humanities (ESL)
Felicia Saunders	Tutor
Cory Tinnin	Counseling
Alfred Tuwei	Tutor
Jenneka Vanderbeek	Tutor (Leav Center)
Katty Vasquez	Faculty & Staff Dev.
Danon Vaughn li	Tutor
Shante Williams	Tutor
Jordaina Bartoszek	Tutor
Natasha Martin	Tutor
Jeff Richter	Tutor

- Approval of change in status of employment for Bobby J. Fletchall from Part Time to Temporary FT Grounds Keeper in the Buildings & Grounds Dept. effective March 8, 2010 at the annual salary of \$24,430.00
- Approval of change in status of employment for Dr. Susan E. Courtney from Dean for Business & Continuing Education Division to Professor of Business in the Business & Technology Division effective August 11, 2010 at the annual salary of \$75,666.83

Trustee Rios moved to approve the personnel recommendations as presented. Trustee Townsend seconded. Trustee Daniels questioned the lack of wording-concerning the rate of pay for student workers in item #'s 11 and 12. Discussion followed. Legal counsel advised that the wording of item #'s 11 and 12 should include reference to the understood standard or guideline of practice. Trustee Rios moved to approve the amended motion to: Approval of the personnel recommendations as presented with the amendment to items 11 and 12 to include the statement "as provided in current student salary guidelines". Trustee Townsend seconded that motion to approve the amendment to the original motion as stated. The motion to amend carried. Trustee Rios then asked that Dean Marks to provide the schedules of payment to student workers to the trustees. The vote was taken on the original motion as amended to approve the personnel recommendations. The motion carried. The chairman thanked Dr. Courtney for her service as Dean to the Business & Continuing Education Division.

16. The next item was the Finance Report, at which time Dean Bode requested approval to pay the bills as presented. Trustee Townsend moved to pay the bills as recommended. Trustee Maddox seconded and the motion carried.
17. Dean Bode requested approval of the monthly Financial Report. Trustee Townsend seconded. Following brief discussion the vote was taken and the motion carried.
18. Dean Bode requested approval of the following finance recommendations:
  - Approval of payment of \$260,537.45 to Commerce Bank for Visa credit card purchases for February 2010 (Various Funds)
  - Approval of payment of \$12,221.95 to McAnany, Van Cleave & Phillips for legal services for January 2010 (General fund)

- Approval to purchase a Scantron Automated Test Management System for \$14,721.00 from Scantron Corporation for Nursing/Allied Health (Carl Perkins Fund)
- Approval of purchase of six used motorcycles from Shawnee Cycle Plaza for \$15,983.00 for Continuing Education (Motor Cycle Fund)
- Approval of acceptance of a grant for TEC Automotive collision program of \$10,000 in tools from Mac Tools, a \$1,500 impact wrench set from Chicago Pneumatics, an opportunity for each student to earn \$575 in tools from Craftsman, button down dress shirts from Cintos, and two sets of periodicals from Cintos
- Approval to accept the best bid of \$887,000.00 from Delta Innovative Roofing for the Science/Administration/Fine Arts Re-roof project (Capital Outlay from Kansas Bond Loan Fund)

<u>6 Bids:</u>	<u>Base</u>	<u>Alternate</u>	<u>Total</u>
American Roofing (LV,KS)	\$ 755,573	\$40,473	\$ 796,046
Boone Brothers (Olathe,KS)	\$ 769,077	\$32,304	\$ 801,381
Premier Contracting (KCK)	\$ 804,959	\$51,174	\$ 856,133
Delta Innovative (KCK)	\$ 836,000	\$51,000	\$ 887,000
Kaw Roofing (KCK)	\$ 934,170	\$46,000	\$ 980,170
Port Huron Roofing (Michigan)	\$1,163,750	\$28,876	\$1,192,628

- Authorize the President and Board Chair to amend the March 26, 2008 Postsecondary Education Institution loan agreement with Kansas Board of Regents \$10,185.65. This additional funding will be amortized over the remaining 6 years of the loan term.
- Approval of payment of \$14,792.60 to Perceptive Software for iScript, CaptureNow, and ImageNow Client & Server annual software maintenance for Information Services (General Fund)

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

19. Under Committee Reports the following committees gave brief reports:

- Community Relations – Trustee Breidenthal reported on the status of the Community Listening Groups
- Academic Affairs – Trustees Maddox and Flunder reported on the recent NAWB conference they attended in Washington, D.C.

There was discussion regarding possible presentations to the Board by Workforce Investment Board and also by the KU Bio-Sciences Department.

20. Under Miscellaneous Business Dr. Burke presented briefly the new proposed organizational structure and recommended its approval. There was lengthy discussion, after which Trustee Townsend moved to approve the recommendation of the President to adopt the proposed organization structure effective July 1, 2010. Trustee Maddox seconded and the motion carried.

21. The next order of business was the approval of two resolutions needed for the transfer of a small piece of property south of the maintenance building. Trustee Ash moved to approve the adoption of the necessary resolutions to transact on the property south of the

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maintenance building. Trustee Townsend seconded. There was brief discussion, the vote was taken and the motion carried.

22. The executive session that was scheduled on the agenda was cancelled at the request of the union representative to delay the grievance hearing.
23. Trustee Townsend moved to adjourn the meeting. Trustee Ash seconded and the motion carried.

The meeting adjourned at 11:30 a.m.

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

\_\_\_\_\_ Secretary