

KANSAS CITY KANSAS COMMUNITY COLLEGE

Board of Trustees Meeting

April 19, 2011

The regular monthly meeting of the Board of Trustees was called to order at 8:00 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, Wendell Maddox, J.D. Rios, and Clyde Townsend. Mary Ann Flunder was not present at roll call.

1. Dr. Burke, College President, noted the following amendments to the agenda:

Addition(s):

X. Finance

C. Recommendations (Attachment B)

8. Request authority to contract with Seal-o-Matic for \$33,285 for asphalt work at TEC 2 and TEC 3.
9. Request authority to contract with Mac's Fence for \$26,900 for fencing at TEC 2 and TEC 3.
10. Request authority to contract with Jeff Hoge Concrete for \$43,900 for concrete work at TEC 2 and TEC 3.
11. Request authority to contract with D&D Masonry for \$246,900 for masonry work at TEC 2 and TEC 3.
12. Request authority to contract with Lawson Steel for \$69,000 for structural steel work at TEC 2 and TEC 3.
13. Request authority to contract with KC Christian for \$316,300 for carpentry, metal studs, and acoustical ceiling work at TEC 2 and TEC 3.
14. Request authority to contract with Cornell Roofing and Sheet Metal for \$221,950 for roofing work at TEC 2 and TEC 3.
15. Request authority to contract with DH Restoration for \$27,235 for joint sealants at TEC 2 and TEC 3.
16. Request authority to contract with Artistic Flooring for \$39,850 for flooring at TEC 2 and TEC 3.
17. Request authority to contract with Byers Glass and Mirror for \$24,188 for glass and glazing at TEC 2 and TEC 3.
18. Request authority to contract with Advanced Protective Coating, Inc. for \$161,475 for painting at the TEC 2 and TEC 3.
19. Request authority to contract with Western State Fire Protection for \$70,049 for fire suppression systems at TEC 2 and TEC 3.
20. Request authority to contract with Barts Electric for \$487,700 for electrical work at TEC 3 and Tec 3.
21. Request authority to contract with KC Mechanical for \$342,689 for plumbing at TEC 2 and TEC 3.

22. Request authority to contract with MidStates Heating and Cooling, Inc. for \$205,900 for HVAC work at TEC 2 and TEC 3 unless KC Mechanical combination is bid for plumbing and HVAC is lower than MidStates.

XIII. Miscellaneous Business (Additions & Renumbering)

- A. Approval of revised Organization Chart (**Attachment A**)
- B. Revision of contract with EnGage, LLC (Renumbered)**
- C. Annual meeting with College Senate (Addition)**
- D. Retirement reception for Dr. Burke (Addition)**
- E. Set aside Board policy 200 Hiring Policy, page 42,**
 - a. Completed Application Form, for applicants for the position of President (Addition)**
- F. Executive session to discuss a personnel matter subject to attorney client privilege to protect the privacy of the individual involved, possible acquisition of real estate, and faculty negotiations. (Renumbered)**
- G. Review of Board of Trustee Handbook (Renumbered)**

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

2. Trustee Maddox moved to approve the minutes of the Special Board of Trustees meeting on March 9, 2011 as presented. Trustee Townsend second and the motion carried.
3. Trustee Rios moved to approve the minutes of the regular Board of Trustees meeting on March 15, 2011 as presented. Trustee Breidenthal seconded and the motion carried.
4. Trustee Townsend moved to approve the minutes of the Special Board of Trustees meeting on March 30, 2011 as presented. Trustee Ash seconded and the motion carried.
5. Trustee Rios moved to approve the minutes of the Special Board of Trustees meeting on March 31, 2011 as presented. Trustee Maddox seconded and the motion carried.
6. The Chairman asked if there were any Patrons or Petitioners wishing to address the Board at this time. Mr. Richard Mabion of 2035 Oakland, Kansas City, KS stood to address the Board and distributed a program from the 2011 “Breaking the Silence” conference held at the college on March 11 & 12. He thanked the Board for the college’s partnership in this event and noted the different sponsors listed on the program who also participated. The Chairman thanked Mr. Mabion for his work in the community.

Ms. Mary Martin of 804 S. 89th St., Kansas City, KS stood to address the Board as a citizen of Wyandotte County and also a bidder on a recent project bid. She noted her concerns with the bidding process on this project and wanted to share it with the Board. The Chairman thanked Ms. Martin for addressing the Board and noted that they were glad she had come to the meeting.

The next patron to address the Board was Mr. Sidney King, President of the Liberty Bank of Kansas City, Kansas, who wanted to thank the Board and college for their business.

7. Under Communications, Dr. Burke read a letter from Mr. Wayne Walden on behalf of the volunteer committee of the Heirloom Garden located on the KCKCC campus. Mr. Walden noted his thanks for all of the assistance of the college in hosting and maintaining the newly located community garden on the north side of the Flint Building.
8. Dr. Burke then reported on the following issues:
 - The return of the Legislators to Session on April 25th and the discussion of up to a 2% cut in the funding for higher education
 - Conceal and Carry Law has been tabled until next session
 - Practical Nursing program receiving recommendation for renewal of accreditation with no recommended corrections
 - Meeting with Andy Tompkins, Kansas Board of Regents went well regarding the plans for the TEC relocation and Police Academy construction
 - KBOR Meeting April 20th
 - Recent email from Darren Elliott regarding KCKCC Debate Team's 8th Consecutive National Championship
 - Governor's Latino Commission meeting on campus on April 28th

The Chairman commended and congratulated Darren Elliott and the KCKCC Debate Team and noted that this accomplishment deserved much celebration.

Trustee Flunder arrived at the meeting at 8:25 a.m.

9. Dr. Agha-Jaffar, Provost, gave her report on the following:
 - Introduction of Stacy Tucker who in turn introduced the following PTK students/officers to share the details of the awards won by the KCKCC Chapter:
 - Julia Glenn - explained the College Project Award, Most Improved Chapter Award, Dr. Burke's Lifetime Achievement Award
 - Sandy Gomez – explained the (Honorable Mention) Yearbook Award, Outstanding Officer of the Year (Katty Vasquez - Recipient)
 - Katty Vasquez – explained Honors in Action Award, Outstanding Member of the Year (James Makona – Recipient), Advisor Honorable Mention (Ms. Stacy Tucker)
 - Marvin Bowens – explained the Regional Service Project Award
 - Adam Shirley – explained the Great Idea Award and Regional Outstanding Chapter Award
 - Ms. Stacy Tucker – explained the Highest Award for the Kansas Regional Distinguished Officer Team

The Board applauded their achievements.

- Deans Council Spring 2011 Newsletter will be emailed to the campus and Board of Trustees.

- The update and revision on the KCKCC catalogue has been completed and submitted for layout,
- On Wednesday, April 13, the Workforce Development committee hosted a panel discussion on Essential Employability Skills (EES). The panel consisted of representatives from UPS, Livestrong Sporting Park, Scientific, Quest Diagnostic, and Thatcher Funeral Home. Of the approx. 275 attending, most were students from both the main campus and the TEC. A video archive of the event will be placed in the KCKCC library and will be shown on Cable channel 17. There is consideration of holding this panel every semester.
- TEC Appliance Repair program: In the Skills USA competition, KCKCC students received top 3 places: Mike Dunn in first with a score of 89% and qualifying for nationals; Dan Ward in 2nd place; and Herb Rock in 3rd place.
- KCKCC TEC has been providing forklift and OSHA 10 training for Barron's Auxier, a company that provides warehouseman training for FEC and the Kansas Dept. of Corrections. 10 of the 11 students who completed the warehouseman program, are employed in warehouse positions. 3 students in the first group of students sponsored by the Kansas Dept. of Corrections, completing the program, are employed and 4 are in the process of interviews. Two in the second group sponsored by the Dept. of Corrections, have interviews lined up awaiting their completion of the training. Students who complete the training receive OSHA 10 and OSHA Forklift Certificate are the two nationally recognized certificates awarded for training completion. At a very reasonable price, TEC has purchased an upright forklift for training use.
- Cheryl Runnebaum, Assistant Prof. of Professional Cooking, passed all the requirements for the Certified Hospitality Educator Training and will be receiving her certificate.
- We are working on an articulation agreement with JCCC for an AAS in Food and Beverage. Students who receive their cooking certificate from us can take their gen. eds from here and then transfer to JCCC to complete their Associate's degree.
- Mario Ramos-Reyes, assistant professor of Philosophy, has been published in the SELA-YALE Law School Conference 2010. This is the 5th volume that includes one of his papers.
- The Kansas Board of Nursing came for a site visit for the P.N. program. Director, Susan White, excelled in writing the self-study and in preparing for the visit. The visitors were very impressed and they had no requirements. Congratulations to Susan and Shirley for a job well done.
- Kansas City Jazz Summit: April 25-30 on KCKCC campus. 24 H.S. and college bands and two jazz choirs from Oklahoma, Missouri and Kansas will be participating as well as members of the Kansas City Jazz Orchestra and other leading jazz educators from the Kansas City area Thursday through Saturday. The summit is

geared towards middle school, high school, and college students and will include clinics, performances, Thursday night's Jazz Cabaret, and Friday evening performances at Unity on the Plaza.

The Chairman thanked Dr. Agha-Jaffar for her report.

10. Under the Vice President's Report, Mr. Brian Bode reported on the following:

- Introduced the new Director of Counseling, Dr. Alda Preston, and she spoke briefly
- The upcoming Wyandotte County Ethnic Festival on April 23rd
- Take Your Child to Work Day on April 28th
- Employee Appreciation Picnic on May 4th
- Employee Recognition Dinner on May 6th
- Ben Hayes serving as mentor for the National Council for Staff Program & Organizational Trainers
- Campus Police recently attended conference for College Law Enforcement Officers
- Rapid Transit Bus route in front of college, necessitating a sidewalk to meet ADA requirements going out to State Ave.
- Presidential Survey Information on Website
- Information Services adding 16 new computers to Senior Lab
- New PA system installed in the Field House
- Upcoming Election Forums
- Robert Beach & Faith Moody working on videos to make documents more accessible to hearing and visually impaired students
- The Academic Resources Center has assisted with tutoring for 202 students in math, 93 students in reading, 45 individual, and 39 online students.
- ARC is working with USD 50 on how to get documentation of learning disabilities for students from the high schools
- TEC held a Community Resource Fair to assist students with their needs and resources while in school
- The Admissions Office saw 170 Bonner H.S. students, 30 Kauffman scholars from various schools, 27 Sumner H.S. students and has visited Turner H.S. to recruit for ESL program.
- Financial Aid has processed approx. 2800 financial aid applications by April 15 and they are actively informing students and families now to get their FAFSA applications in as soon as possible
- Successful Academic Program Policy for financial aid requiring a GPA 2.0 and 66% completion rate (progress toward certificate or degree program)
- April 1st is early enrollment for the Fall Semester
- Graduation Breakfast on May 19th
- College Transfer Day at the Leavenworth held recently with 9 universities present
- Jon Oler received the Jayhawk Conference Coach of the Year award for their Basketball season
- Easter egg hunt on campus Saturday, April 23rd
- Job Fair on campus "Workplace KC"
- Livestrong Arena had a successful job fair on campus

- Region Prevention Center hosting new TV program called “Focal Point” to be seen on Channel 17
- April 21st, closed site disaster training event on campus for emergency situation

Following questions about the report, the Chairman thanked Mr. Bode for his report.

Dr. Burke mentioned that KCKCC would be hosting the KACCT/COP Retreat on June 10 & 11 due to Ft. Scott not having the housing resources for attendees.

11. Dean Leota Marks reported the following Personnel Information items:

- Retirement of Dr. Thomas R. Burke as College President effective July 1, 2011
- Resignation of Lisa J. Nelson as Instructor/Practical Nursing/Nursing Division effective June 30, 2011
- Resignation of Shirley A. Graves as PT Technical Assistant in the Financial Aid Office effective March 24, 2011
- Resignation of Betty J. Parker as PT Instructor/Practical Nursing at the Tech. Ed. Ctr. effective June 30, 2011

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

- Approval of early retirement for Bonnie C. Bennett as Counselor effective June 30, 2011
- Approval of retirement for Norma Cowdrick as Associate Professor of Art in the Humanities Division effective June 30, 2011
- Approval to employ Alda S. Preston as Director, counseling & Advising in Student Services Dept. effective April 4, 2011 with an annual salary of \$59,398.52
- Approval to employ Everett L. Fletcher as PT Evening Information Specialist in the Enrollment Management Division effective April 11, 2011 at the hourly rate of \$10.10

- Approval to employ the following Adjunct Faculty Instructors at the rate of \$722.00 per credit hour:

Patricia A. Brost	English	August 18, 2011
Richard C. Gammon III	Intro to Internet	March 16, 2011
Jason R. Hogue	Speech	March 16, 2011
Erin L. Ellsworth	Speech	June 2, 2011

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

Eric Stiles	Pattern Drafting I – Online	\$115.20
	Basic Sewing / Tailoring – Online	\$76.80
Shelle Dietrick-Werner	Occupational Therapy	\$360.00
	Process and Influences in the School Setting	\$240.00
Shari Augustine	Zumba Classes	\$98.00
	Zumba Classes	\$122.50
	Zumba Classes (Processed through Payroll)	\$14.00

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Stephanie Marquez	Community Spanish I (Processed through Payroll)	\$600.00
Maya Zahira School of Belly Dance	Belly Dance Conditioning Workout @ Leav. Center	\$140.00
James Hathaway	Driver's Education (Processed through Payroll)	\$2540.00

- Approval to employ the following Federal Work Study students for the Spring 2011 Semester at the rate of \$7.25 per hr.:

Kris Bailie	Business Office
Craig Dobson	Theatre
Laquita English	Academic Resource Center
Jennifer Gilmore	Respiratory Therapy
Rameka Meeks	Duplicating
Heather Rabior	Child Care Center
Missy Rome	Respiratory Therapy
Lacey Vandenberg	Social Science
- Approval to employ the following College Funded students for the Spring 2011 Semester at the rate of \$7.25 (except Interns at \$10.00 per hr.):

Robert Burch	Tutor
Jayne Foskett	Women's Softball
James Fulton	Theatre
Leigh Grinter	Campus nurse (Intern)
Melissa Hamby	Tutor
Brandy Hoover	Theatre
Ryan Jackson	Leav Center
Khrystal Johnson	Tutor
Heather Kearns	Tutor
Michael Koehn	ARC (Intern)
Ricardo Lattibeaudiere	Soccer
Kellie McCaskill	Library
Henry Mitchell	Media Services
Jackson Montgomery	Leav Center
Daniel Murtha	Leav Tutor
Arlene Regalado	Tutor
Jessica Rodas	Biology Lab
Kristyn Russell	Debate
Monica Shonkwiler	Career Center
Kayla Simpson	Tutor
Jonathan Tennant	Leav Center
Vivian Thomas	ESL (Intern)
Arlene Tilton	Tutor
Jasmine Wakefield	Music (Jerry Pope)

Jueyu Wang Intercultural Center
 Leneise Watts Research (Intern)

- Approval of change in status of employment for Arelys Lantigua from PT to Full Time Custodian in the Buildings & Grounds Dept. effective April 4, 2011 at the annual salary of \$23,311.98

Trustee Rios moved to approve the Personnel Recommendations as presented. Trustee Townsend seconded and the motion carried.

13. Mr. Bode requested approval to pay the bills. Trustee Breidenthal moved to approve payment of the bills as presented. Trustee Maddox seconded and the motion carried.

14. Mr. Bode presented the Finance Report for approval. Following questions and discussion, Trustee Rios moved to approve the Finance Report as presented. Trustee Townsend seconded and the motion carried.

15. Mr. Bode presented the following Financial Recommendations and requested approval of the first six items:
 - Approval of payment for \$251,466.41 to Commerce Bank for Visa credit card purchases for January 2011. (Various Funds)
 - Request approval for Board Chairman and President to sign an Amendment to the March 26, 2008 Postsecondary Education Institution Infrastructure Loan Program increasing KCKCC loan by \$4,425.39. Manhattan Area Technical College could not spend all of their loan funds and KCKCC can.
 - Request approval to enter into a 3 year service contract with Blevins and Bradbury Architects to provide Project Management/Owner Representative services for the renovation projects to the entryways to campus buildings and for the construction of a new performing arts center. Total contract price for the 3 years is \$180,000. (Bond Funds)

Blevins and Bradbury	Bonner Springs	\$180,000
WSKF Architects	KCK	\$204,925
Tom McCasland	Lawrence	\$238,000
Lacy Company	KC, MO	\$299,000
LADCO Development	Overland Park	\$337,500
Zimmer Companies, Inc.	KC, MO	\$450,000
 - Request authority to contract with Bob D. Campbell engineering for \$10,700 for structural engineering for the athletic field renovation. (Bond Funds)
 - Request authority to contract with PKMR Engineers for \$11,700 for mechanical, electrical, and plumbing engineering for the athletic field renovation. (Bond Funds)
 - Request authority to contract with Cook, Flatt, and Stroebel for \$48,900 for civil engineering for the athletic field renovation. (Bond Funds)

Cook, Flatt, & Stroebel	KCK	\$48,900
BHC Rhodes	KCK	\$71,370
Shafer, Kline, and Warren		\$82,620
 - Request authority to increase tuition by \$5.00 per credit hour in-state and \$15 per credit hour out-of-state for the 2011/2012 academic year. KCKCC will remain the

5th lowest tuition of the 19 Kansas Community Colleges and will be \$10 per hour less expensive than Johnson County and \$16 less than MCC in MO.

- Request authority to contract with Seal-o-Matic for \$33,285 for asphalt work at TEC 2 and TEC 3.
- Request authority to contract with Mac's Fence for \$26,900 for fencing at TEC 2 and TEC 3.
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- Request authority to contract with MidStates Heating and Cooling, Inc. for \$205,900 for HVAC work at TEC 2 and TEC 3 unless KC Mechanical combination is bid for plumbing and HVAC is lower than MidStates.

Trustee Townsend moved to approve Finance Recommendation items 1-6 as presented.

Trustee Maddox seconded and the motion carried.

16. Trustee Daniels recommended tabling of the following recommendation item #7:

- Request authority to increase tuition by \$5.00 per credit hour in-state and \$15 per credit hour out-of-state for the 2011/2012 academic year. KCKCC will remain the 5th lowest tuition of the 19 Kansas Community Colleges and will be \$10 per hour less expensive than Johnson County and \$16 less than MCC in MO.

Following discussion, Trustee Ash moved to table Financial Recommendation X C.-7 until the Board can meet to discuss it further. Trustee Flunder seconded and the motion carried.

17. Following discussion regarding Financial Recommendations items X C.8-22, Dr. Burke recommended tabling of #22 until Mr. Bode receives more information from KC

Mechanical later in the meeting. Trustee Rios moved to approve Financial Recommendations items X C.8 - 21 as presented, and table #22 until Mr. Bode receives more information from KC Mechanical later in the meeting. Trustee Townsend seconded and the motion carried.

18. Dean Leota Marks presented the updated KCKCC Organizational Chart for approval. Dr. Burke explained that there was no philosophical change, just added clarification of titles and programming alignments. Trustee Rios moved to approve the updated KCKCC Organizational Chart as presented. Trustee Breidenthal seconded and the motion carried.
19. Under Committee Reports, Trustee Breidenthal gave a brief activity report of the College Advancement Council.
20. Dr. Burke recommended approval to alter the contract of EnGage, LLC to an hourly rate not to exceed \$4,000.00 per month, instead of a flat rate of \$4,000.00 per month. Trustee Rios moved to accept the recommendation as stated. Trustee Townsend seconded and the motion carried.
21. Chairman Daniels noted that they would like to schedule a special meeting with the College Senate this year instead of in conjunction with the regularly scheduled board meeting. The consensus was that Trustee Daniels would contact the appropriate college senate officer to set the time and date.
22. Chairman Daniels noted that Dr. Burke had selected Sunday, June 12, 2011 for the date of his retirement reception here at the college in the Upper Level Jewell Bldg. A committee of Board members and staff personnel was formed to work on this and report with more detail next month.
23. Chairman Daniels stated that after discussion with the Board, it was their consensus to waive Board Policy 2.00 Hiring Policy, page 42 which would require a completed application for the applicants for the position of President. Trustee Rios moved to approve waiver of the Board Policy 2.00 Hiring Policy, page 42 which would require a completed application for the applicants for the position of President. Trustee Townsend seconded and the motion carried.
24. The next item of discussion was to set the date and time of the special meeting to discuss the following item #7 previously tabled:
 - Request authority to increase tuition by \$5.00 per credit hour in-state and \$15 per credit hour out-of-state for the 2011/2012 academic year. KCKCC will remain the 5th lowest tuition of the 19 Kansas Community Colleges and will be \$10 per hour less expensive than Johnson County and \$16 less than MCC in MO.Following discussion the consensus was to meet on April 25th at 12 Noon.
25. The next item was the information from KC Mechanical regarding their figures for the combined bid for HVAC and Plumbing for TEC 2 and Tec 3. Mr. Bode stated that the

combined bid would be approx. \$28,000.00 more than it would be to keep Mid-States Heating & Cooling as the HVAC awarded bid and KC Mechanical as the Plumbing awarded bid. Following discussion, Dr. Burke recommended entering executive session for a period of 30 minutes to discuss financial matters of private enterprises, consultation with college attorney on matters deemed privileged within the attorney client relationship, a personnel matter subject to attorney-client privilege to the privacy of the individual involved, possible acquisition of real estate, and faculty negotiations, with possible action to follow. Trustee Townsend moved to accept the recommendation to enter executive session as recommended. Trustee Rios seconded and the motion carried. The chairman allowed for a seven minute break before convening in executive session at 10:25 a.m.

26. Executive session commenced at 10:25 a.m.
27. The Board reconvened in regular session at 10:55 a.m. at which time Chairman read the resolution of the Intent to Non-Renew the Non-Tenured faculty member Phan Vongphrachanh for the 2011-2012 academic year. Trustee Rios moved to approve the resolution as read. Trustee Townsend seconded and the motion carried. **(Attachment 1)**
28. Trustee Rios moved to approve item #22 to contract with MidStates Heating and Cooling, Inc. for \$205,900 for HVAC work at TEC 2 and TEC 3. Trustee Ash seconded and the motion carried.
29. The chairman noted that the Board would probably hold off on review of the Trustee Handbook until the search process was finished.
30. Trustee Townsend moved to adjourn the meeting. Trustee Rios seconded and the motion carried.

The meeting adjourned at 11:00 a.m.

ATTEST: _____ Chairman

_____ Secretary