

KANSAS CITY KANSAS COMMUNITY COLLEGE

Board of Trustees Meeting

June 21, 2011

At 7:55 a.m. Judge Earnest Johnson administered the oath of office for the re-elected trustees Ash, Daniels, Flunder, and Townsend for the next four year term effective July 1, 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. The 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. Dr. Burke noted the following amendments to the Agenda:

**Addition(s):**

**II. Approval or Amndment of the Agenda - Presentation of two Board Resolutions following approval of agenda.**

**X. Finance**

C. Recommendations:

12. Approval to purchase Online Education servers and hardware upgrades from Dell for \$69,412.96

**XIII. Miscellaneous**

- A. Consideration and approval of AAS in Technical Studies as proposed to Kansas Board of Regents (**Attachment B**)

Trustee Rios moved to approve the agenda as amended. Trustee Townsend seconded and the motion carried.

2. At this time Chairman Ray Daniels presented Dr. Burke with the following resolution engraved on a plaque:

**RESOLUTION**

**WHEREAS**, Kansas City Kansas Community College is an urban, open-door, and comprehensive community college existing by and under the authority of the laws of the State of Kansas which primarily serves persons in the communities of Wyandotte and Leavenworth counties; and

**WHEREAS**, the Board of Trustees of Kansas City Kansas Community College (the "Board of Trustees") is an elected body charged with the governance of Kansas City Kansas Community College (the "College"); and

**WHEREAS**, Dr. Thomas R. Burke, the President of Kansas City Kansas Community College, after nearly two decades of faithful and exemplary service to Kansas City Kansas Community College has announced his retirement and thus concludes his career in postsecondary education with the distinction of being the longest serving President of the College; and

**WHEREAS**, the accomplishments of Dr. Thomas R. Burke during his tenure as President of the College are far too numerous to list here, and yet, recent

milestones indicative of Dr. Burke's insightful leadership, merit special mention, (1) the College recently acquired the former West Branch YMCA and in collaboration with the Kansas City Kansas Police Department will soon complete construction of the KCKPD Police Academy; and (3) in response to a Legislative directive, the College merged what was formerly known as the Kansas City, Kansas Area Vocational and Technical School ("AVTS") into the College which led to the establishment of the Kansas City Kansas Community College Technical Education Center (the "Tech Ed.") and

**WHEREAS**, due in large part to the effective and dynamic leadership qualities of Dr. Burke as exhibited in his spearheading the merger with AVTS, the College enters into the 21st century fully prepared and poised to lead in the implementation of specialized programs and curricula designed to provide students with the opportunity to successfully participate in a variety of careers essential to meeting business and industry needs in the workplace; and

**WHEREAS**, the College and the Tech. Ed. Will provide students of diverse ethnicity and backgrounds with a global perspective that encourages understanding of cultural differences; and

**WHEREAS**, the Board of Trustees of Kansas City Kansas Community College recognizes and now publicly declares that Dr. Thomas R. Burke has had a profound impact on the College, the local community and all of Kansas postsecondary education; and

**WHEREAS**, the Board of Trustees of Kansas City Kansas Community College now wishes to bestow upon Dr. Thomas R. Burke a formal recognition and honor befitting his sustained period of commendable service, to wit, the designation of "President Emeritus.

**Now, Therefore, be it resolved**, the Board of Trustees of Kansas City Kansas Community College, in recognition of the excellent leadership and performance does hereby declare Dr. Thomas R. Burke as a

**KANSAS CITY KANSAS COMMUNITY COLLEGE PRESIDENT EMERITUS.**

**ADOPTED by the Board of Trustees of the Kansas City Kansas Community College on the 21<sup>st</sup> day of June, 2011.**

Trustee Townsend moved to approve the Resolution declaring Dr. Thomas R. Burke as a Kansas City Kansas Community College President Emeritus as presented. Trustee Ash seconded and the motion carried.

3. Trustee Chairman Ray Daniels presented the following resolution naming the Dr. Thomas R. Burke Technical Education Center:

**RESOLUTION NAMING THE  
DR. THOMAS R. BURKE TECHNICAL EDUCATION CENTER**

**WHEREAS**, Kansas City Kansas Community College is an urban, open-door, and comprehensive community college existing by and under the authority of the laws of the State of Kansas; and

**WHEREAS**, pursuant to Kansas Statutes Annotated 71-201, the Board of Trustees of Kansas City Kansas Community College (the “Board of Trustees”) is an elected body charged with the governance of Kansas City Kansas Community College (“KCKCC” or the “College”), and in that capacity, “(a) The board of trustees, in accordance with the provisions of law and the rules and regulations of the state board of regents, shall have custody of and be responsible for the property of the community college and shall be responsible for the operation, management and control of the college;” and

**WHEREAS**, the Board of Trustees, for nearly two decades, has employed Dr. Thomas R. Burke in the position of Chief Executive Officer for the operation of the College in conformity with the adopted policies of the Board of Trustees; and

**WHEREAS**, as president, Dr. Burke has guided the Kansas City Kansas Community College into an era of financial security and increased enrollment, as evidenced by the many major acquisitions and accomplishments that have occurred under Dr. Burke, which serve as a clear testament to his leadership; and

**WHEREAS**, the accomplishments of Dr. Burke during his tenure as President of the College are far too numerous to list here, and yet, a recent milestone illustrates Dr. Burke’s decisive and insightful leadership and merits special mention: in response to a Legislative directive, the College merged what was formerly known as the Kansas City, Kansas Area Technical School into the College which led to the establishment of the Kansas City Kansas Community College Technical Education Center; and

**WHEREAS**, due in large part to the effective and dynamic leadership qualities of Dr. Burke, the College launched into the 21st century fully prepared and poised to lead in the implementation of specialized programs and curricula designed to provide students with the opportunity to successfully participate in a variety of careers which will meet business and industry needs in the workplace, and which will further provide students of diverse ethnicity and backgrounds with a global perspective that encourages understanding of cultural differences; and

**WHEREAS**, the Board of Trustees recognizes and now publicly declares that Dr. Burke has had a profound impact on the College, the local community, and all of Kansas postsecondary education; and

Now, therefore, be it resolved, the Board of Trustees of Kansas City Kansas Community College, in recognition of the excellent leadership and performance does hereby declare that the new Technical Education Center upon its opening shall be named the “Dr. Thomas R. Burke Technical Education Center.”

**ADOPTED** by the Board of Trustees of the Kansas City Kansas Community College on the 21<sup>st</sup> day of June, 2011.

Trustee Maddox moved to approve the Resolution naming the Dr. Thomas R. Burke Technical Education Center as presented. Trustee Rios seconded and the motion carried.

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The Chairman allowed for a 10 minute break at 8:15 a.m. for photos of and congratulations to Dr. Burke on the resolutions.

4. The board reconvened in regular session at 8:25 a.m. at which time Trustee Townsend moved to approve the minutes of the May 17, 2011 Regular Board of Trustees meeting as presented. Trustee Ash seconded and the motion carried.
5. Trustee Flunder moved to approve the minutes of the Special Board of Trustees meeting on May 23, 2011 as presented. Trustee Maddox seconded and the motion carried.
6. Trustee Rios moved to approve the minutes of the Special Board of Trustees meeting on May 24, 2011 as presented. Trustee Breidenthal seconded and the motion carried.
7. The Chairman asked for any Patrons and Petitioners wishing to address the Board do so at this time. Mr. Richard Mabion of 2035 Oakland, KC, KS identified himself and spoke briefly on Environmental Literacy and requested assistance from KCKCC on this endeavor. The Chairman directed Mr. Mabion to work with Trustee Rios and VP Brian Bode on possible financial assistance.
8. Under Communications, Dr. Burke noted many thanks from his wife Sara and himself and circulated her thank you note for the recent reception, gifts and well wishes from the Board and community.
9. Under the President's Report Dr. Burke reported on the following issues:
  - Thanks for all the Board of Trustees support on his retirement
  - A successful graduation with 905 students graduating at the end of Spring semester
  - KBOR met last week and elected Chairman Ed McKeckney and Vice Chairman Tim Emmert
  - KBOR authorized a new Technical Education degree for Tech. Ed. students
  - Advisor Service Award for 10 years of service to Phi Theta Kappa to Stacy Tucker
10. Provost Tamara Agha-Jaffar reported on the following:
  - KCIA Retreat: June 2-3
    - Transfer and Articulation: KBOR has created a Transfer and Articulation Advisory Council with representatives from 2-year and 4-year institutions.
    - Incentive Compensation Regulation: Prohibits any employee from advising/enrolling students in his/her class if the employee is getting compensated per head. The regulation has been forwarded to the BOT's attorney for direction and guidance.
    - Distance Ed Regulations: Dept. of Ed's "state authorization" regulation, which forces states to follow federal rules when granting a college or university permission to operate within the state. The regulation requires distance education programs to get authorization in every state where its students live in order to participate in federal student aid programs. We are in the process of pursuing authorization from each state.
  - Introduce Dr. Sangki Min who gave a presentation about the HLC Open Pathways Project, Degree Profile, and new method for re-accreditation.

- HLC has approved our new location for the Auto Technology/Auto Collision and Hybrid and Electric Vehicle program. HLC will come in October for the required on-site visit.
- On May 24, the Essential Employability Skills (EES) subcommittee hosted an information meeting for the public regarding our Community EES program. Approximately 35 people from community groups, churches, non-profit organizations, businesses, and KCKCC employees met to learn about volunteer opportunities and programming. We provided information about the 4 training areas: Workplace Readiness, Communication, Teamwork, and Work Ethics. Purpose was to get support and volunteers.
- Dr. Cherilee Walker has been selected as an inductee in the Lakeland Community College Alumni Hall of Fame. The induction ceremony will take place on August 4 in Ohio.
- Jim Mair in the Music Dept. hosted another successful Jazz Camp with nearly 50 participants.
- Dr. Charles Leader, Coord. of Theatre Dept., has been invited to direct a stage version of Hitchcock's *The 39 Steps* at the Black Hills Playhouse in Custer State Park, near Rapid City, South Dakota. The festival is being run by Dr. Leader's former students.
- Grant Von Lunen, Welding instructor, was named section educator of the year from the Kansas City section of AWS (American Welding Society). He was also nominated to be the district representative for educator of the year.
- Jim Lyle and Enis Alpakin are hosting the Advanced Teaching of Math and Sciences (ATOMS) MSP Grant from NSF—June 20-30<sup>th</sup>. There are 43 participants: USD 500 Math and Science Teachers

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

11. Vice President Brian Bode gave his report regarding the following:

- Information Technology – Fall 2011 catalog on-line has been updated
- Richard Lee's Retirement Reception on June 22<sup>nd</sup> at 1:-3:30 p.m.
- Student Senate – Upcoming Blood Drive at the TEC week of 6/27/11
- 20 students have been placed by the Career Center in Summer Internships
- Enrollment Management Division held annual retreat and focused on Connectivity through Strength Quest
- 3,604 students enrolled in Summer classes
- The Thomas R. Burke Technical Education Center is 70 percent completed.
- Michael Haen Police Academy is almost finished. Ceremony should be at the end of July 2011
- African Safari – Philanthropic gesture of new carpet in one room country school building supported by PTK fundraiser Ralph Bunche Chapter, and other various collections throughout the campus community (showed brief video)

12. In the absence of Dean Leota Marks, Mr. Bode presented the Personnel Information items as follows:

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- Resignation of Eileen Derks-Wilson as Instructor of Practical Nursing in the Nursing & Allied Health Division effective June 30, 2011
- Resignation of Fredrick Wagner as Head Volleyball Coach in the Athletic Dept. effective July 15, 2011 (FT)
- Resignation of Erionne D. Thompson as Administrative Assistant to the Dean of Humanities effective June 30, 2011
- Resignation of the following PT Lab Assistants from the EMS Program effective May 18, 2011:
 

Steven Buff	Bernard Cacho
Kyle Cochran	Bryan Davis
Joshua Levin	Leanne Miller
David Purnell	Brandon Simpson
Douglas Wallace Jr.	

13. Mr. Bode then presented the following Personnel Recommendations for approval:

- Approval to employ Robert N. Page as FT Grounds Worker in the Buildings & Grounds Dept. effective June 1, 2011 at the annual salary of \$24,552.15
- Approval to employ James M. Matlack as Workforce Development Coordinator in the Business & Continuing Education Division effective May 9, 2011 at the annual salary of \$32,024.33
- Approval to employ the following Adjunct Instructors at the rate of \$722.00 per credit hour:
 

Lynette S. Sparkman-Barnes	Psychology	June 2, 2011
Mary L. Caldwell	Psychology	June 2, 2011
- Approval to employ James W. Schoepf as Part Time Lab Assistant in the MICT program effective June 1, 2011 at the hourly rate of \$12.06
- Approval to employ the following Part Time Instructors for Continuing Education Non-Credit classes:

INSTR.	CLASS	START/ END DATE	SALARY
James Hathaway	Defensive Driving (Processed through Payroll)	4/26/11	\$160.00
Maya Zahira School of Belly Dance	Belly Dance Conditioning Workout	4/7 – 5/5/11	\$315.00
James Hathaway	Driver’s Education (Leavenworth Center) (Processed through Payroll)	4/12 – 5/12/11	\$1680.00
Irene Breedlove	Yoga for Personal Health	3/29 – 5/12/11	\$350.00
Maya Zahira School of Belly Dance	Belly Dance Aerobics Belly Dance Technique	4/18 – 5/16/11 4/18 – 5/16/11	\$105.00 \$350.00
Mike Ning	Jazz Camp	6/6 – 6/10/11	\$550.00
Jim Mair	Jazz Camp	6/6 – 6/10/11	\$2000.00
Everette Devan	Jazz Camp	6/6 – 6/10/11	\$550.00

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- Approval to employ the following students:

Federal Work Study

Jakara Lee Career Center

College Funded

Irina Albright Tutor

Guillermo Borrego Tutor

Christopher Challans Tutor (Leav. Center)

Kathryn Christwell Tutor

Olin Coones Tutor

Mandi Daniel Tutor

Jeffrey Gumminger Tutor

Tiffany Jennings Softball

Reni Johnson Tutor (Leav. Center)

Ashley Nachbar Ambassador

Kyle Oatney Information Services

Shelli Partridge Tutor

Christina Petersen Tutor (Leav. Center)

Brianna Reynolds Ambassador

Denise Zuniga Tutor (Leav. Center)

- Approval to employ the following Part-Time 2011 NYSP Part Time Lifeguard(s)/Swim Aides:

Joseph Bustamante @ \$8.00/hr. (Re-hire)

Mikah Reed @ \$8.00/hr (New Hire)

- Approval to employ the following for the 2011 NYSP Summer Program:

Salary (Returning)

Activity Director Christopher Cooper \$3,500.00/3 pmt. \$1,166.66

Sports Professional Rochelle Nalls \$2,500.00/3 pmt. \$833.33

Liasion Officer Torrance Allen \$3,000.00/3 pmt. \$1000.00

Hourly (Returning)

Sports Professional Marlon Love \$12.00hr

Sports Professional Ashley Adorante \$12.00hr

Education Specialist Anthony Morgan \$12.00hr

Education Specialist Rebecca Minor \$12.00hr

Team Leader Stephen Reynolds \$8.00hr

Team Leader Milton Henry \$8.50hr

Team Leader Tiara Ford \$8.50hr

Team Leader Perry Holliday \$8.00hr

Project Aid Ashley Wakefield-Hall \$7.50hr

Project Aid Morgan Buckner \$7.50hr

Project Aid Bruce Brooks \$7.50hr

Sports Professional/ Project Aids Paid Hourly (New Hires)

Medical Coordinator Monique Hegwood \$15.00hr

Sports Professional Justin Richmond \$12.00hr

Sports Professional Vaughn Taylor \$12.00hr

Project Aid Plillicia Thomas \$7.50hr

Project Aid	Kalthleen Brisbane	\$7.50hr
Project Aid	Alexandria Blaurock	\$7.50hr
Project Aid	Eric Wickliffe	\$7.50hr
Project Aid	Skyler Hall	\$7.50hr

- Approval of change in status of employment for Tricia A. Schwind from Part-Time to Full-Time Instructor of Practical Nursing in the Nursing & Allied Health Division effective August 8, 2011 at the annual salary of \$38,025.36

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

14. Mr. Bode presented the bills for payment. Following an explanation of the bills to be paid, Trustee Townsend moved to approve the bills for payment as presented. Trustee Maddox seconded and the motion carried.

15. Mr. Bode presented the Finance Report. Following explanation from Trustee Rios of the Finance Committee, Trustee Breidenthal moved to accept the Finance Report as presented. Trustee Maddox seconded and the motion carried.

16. Mr. Bode presented the following Financial Recommendations for approval:

- Approval of payment for \$283,401.47 to Commerce Bank for Visa credit card purchases for May 2011. (Various Funds)
- Approval to purchase lighting for the gym (100-6 Lamp T5H0 high bay florescent fixtures) from TD Electric, Inc for \$49,750.00. (Capital Fund)
 

TD Electric, Inc.	\$49,750.00
Sunshine Lighting Co.	\$52,455.05
- Approval of payment of \$26,861.25 to WSKF for Architectural services for Campus Boulevard design. (Capital Fund)
- Approval to purchase Campus Boulevard street lighting from Western Extralite for \$35,686.34. (Capital Fund)
 

Western Extralite Company	\$35,686.34
Stanion Wholesale Electric Co.	\$38,502.00.
- Approval for payment for membership to Kansas City Area Development Council for the amount of \$12,000.00 (General Fund)
- Approval for payment to Sigmanet of \$16,584.50 for classroom computers and routers for the Computer Technology program. (Student fees)
- Approval for payment to KASB for workers compensation premiums for the 2011-2012 school year for \$161,268.00. (General Fund)
- Approval for payment of \$185,457.00 to Datatel for 2011/2012 maintenance (Student Fee/General Fund)
- Approval for payment for housing furniture for dorm room apartments from Federal Office Supply for \$138,787.80. The bids are:
 

Staples	\$288,224.07
Adden	\$186,279.32
Nebraska Furniture Mart	\$265,225.34
Office Max	<u>Bid 1</u> \$224,923.48 <u>Bid 2</u> \$207,680.48



Federal Office Supplies \$138,787.80

- Approval to contract with William B. Schmidt, CPA, LLC for \$41,250 to conduct the 2010/2011 Fiscal Year audit. (General Fund)
- Approval for payment for new road construction (Campus Blvd) from Amino Bros for \$556,790.00 base bid plus \$11,175 for ALT #4. (Capital Fund)

Name	Base Bid	<i>N. Campus</i>	<i>S. Campus</i>	<i>Retaining Wall</i>
		Alt No 1	Alt No 2	ALT No 4
Precision Const	\$614,000	\$342,000	\$269,550	\$7,000
Amino Bro (KCK)	\$556,790	\$277,400	\$279,340	\$11,175
Little Joe's	\$719,850	\$357,945	\$244,435	\$n/a
McAnany	\$560,000	\$280,000	\$280,000	\$5,000
Kan Heavy Const	\$577,772	\$260,864	\$180,210	\$2,844
Kissick Const	\$747,302	\$408,351	\$359,001	\$5,121
O'Donnell	\$619,217	\$389,362	\$225,555	\$4,300
Miles Excav	\$662,000	\$351,000	\$311,000	\$3,200
JM Fahey	\$637,568	\$378,150	\$312,350	\$9,500
Kaaz Const	\$771,644	\$463,141	\$341,689	\$5,075

- Approval to purchase Online Education servers and hardware upgrades from Dell for \$69,412.96

Trustee Townsend moved to approve the Financial Recommendations as presented. Trustee Ash seconded and the motion carried.

17. Mr. Bode presented the following Special Financial Recommendation V.D.1 for approval:

- Approval of Board Resolution to release retirement fund of Dr. Thomas Burke
- Trustee Townsend moved to approve the Special Recommendation V. D. 1. as presented. Trustee Flunder seconded and the motion carried.

18. Mr. Bode presented the following Special Financial Recommendation V. D. 2. for approval:

- Approval of the preliminary General Fund operating budget for 2012. Specifically, approval of :
  - \$1,200 per year salary increase for full-time staff and a proportional increase for part-time staff. Approval is requested so the payroll system can be adjusted before the 1<sup>st</sup> payday on July14.
  - New personnel and TEC personnel for 2012. Advertising for some of these positions must start now in order to have the positions filled by the mid-August opening of the TEC locations.

Trustee Townsend moved to approve #V.D.2.b. as follows and to wait for approval of V.D.2.a. until after executive session:

- New personnel and TEC personnel for 2012. Advertising for some of these positions must start now in order to have the positions filled by the mid-August opening of the TEC locations.

Trustee Maddox seconded and the motion carried.

19. Chairman Daniels asked for committee reports. He commented on the good job by the Board Committee of Trustee Breidenthal, Flunder and Townsend on the President's Retirement

Reception. Trustee Ash reported briefly on behalf of the Facilities & Site Planning Committee. Trustee Breidenthal noted that she would have more to report next month on the KACCT Marketing Committee. Trustee Ash reported on the KACCT Policy Committee about the activation of the Industrial Advisory Council for the Community Colleges. Trustee Ash was elected as Vice Chairman for the KACCT.

20. Dr. Burke recommended approval of the offering of the AAS in Technical Studies from KCKCC. Trustee Rios moved to approve the offering of the AAS in Technical Studies from KCKCC. Trustee Townsend seconded and the motion carried.
21. Chairman Daniels requested a motion to enter executive session for the purpose of discussing personnel matters relating to non-elected personnel to protect the privacy interests of those involved and to discuss faculty negotiations to protect the public interest in negotiating a fair and equitable contract for a period of one hour. Trustee Rios moved to approve the motion to enter executive session as stated. Trustee Maddox seconded and the motion carried. The Chairman allowed for a 5 minute break and the Board entered executive session at 10:05 a.m.
22. The Board reconvened in regular session at 11:05 a.m. at which time Trustee Rios moved to approve item # V.D.2.a. as follows:
  - \$1,200 per year salary increase for full-time staff and a proportional increase for part-time staff. Approval is requested so the payroll system can be adjusted before the 1<sup>st</sup> payday on July14.Trustee Townsend seconded and the motion carried.
23. Trustee Rios moved to continue the roll over contract for Vice President Brian Bode and Provost Tamara Agha-Jaffar to expire July 1, 2013 and to direct the attorney to complete those contracts for signature. Trustee Townsend seconded and the motion carried.
24. Trustee Ash moved to adjourn the meeting. Trustee Townsend seconded and the motion carried.

The meeting was adjourned at 11:10 a.m.

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

\_\_\_\_\_ Secretary