

KANSAS CITY KANSAS COMMUNITY COLLEGE

Board of Trustees Meeting

November 16, 2010

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 this time.

1. The Chairman announced the following amendments to the agenda:

Addition(s):

Executive Session be held Following VI. President's Report, for a period of 10 minutes for communications deemed privileged within the attorney-client relationship.

X. Finance

C. Recommendations:

11. Approval of the following Resolution No. 10-5:

A RESOLUTION AUTHORIZING KANSAS CITY KANSAS COMMUNITY COLLEGE TO ENTER INTO A LEASE PURCHASE TRANSACTION, THE PROCEEDS OF WHICH WILL BE USED TO PAY THE COSTS OF ACQUIRING, CONSTRUCTING AND INSTALLING CERTAIN EQUIPMENT AND PERSONAL PROPERTY IMPROVEMENTS TO COLLEGE BUILDINGS; AND TO APPROVE THE EXECUTION OF CERTAIN DOCUMENTS IN CONNECTION THEREWITH.

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

2. Trustee Maddox moved to approve the minutes of the October 19th Board of Trustees meeting. Trustee Townsend seconded and the motion carried.
3. There were no patrons or petitioners to address the Board.
4. There were no communications.
5. Under the President's Report, Dr. Burke reported on the following:
 - Activities recently held on campus
 - KBOR Meeting on Wednesday, Nov. 17th discussing new funding formulas
 - Upcoming activities:
 - Thanksgiving Break
 - Joint Legislative meeting on Nov. 30th at the Tech. Ed. Ctr.
 - Urban League Luncheon on December 2th

- KACCT Quarterly meeting on Dec. 5 & 6 at Labette Community College
 - Tech. Ed. Authority Meeting on Dec. 8th
 - Candle Lighting Ceremony on December 8th
 - Board of Regents meeting on Dec. 15 & 16
 - Nurses' Pinning Ceremony on December 15th
 - President's Open House on December 16th
6. Trustee Townsend moved to enter executive session for a period of 10 minutes for communications deemed privileged within the attorney-client relationship. Trustee Breidenthal seconded and the motion carried. Executive session commenced at 8:15 a.m.

Trustee Flunder arrived at 8:20 a.m.

7. Regular session reconvened at 8:25 a.m. at which time the Provost, Dr. Agha-Jaffar made her report on the following:
- **Performance Agreement** - Dr. Min and Dr. Agha-Jaffar are going to Topeka on Nov. 17 to meet with KBOR concerning our Performance Agreement.
 - **Climate Survey** - Sessions were supposed to be held in October/November. Multiple sessions had been scheduled, and faculty and staff were invited to register for a session. After registration was closed, Dr. Courtney informed me that the number of registrants was very low—31 (5 administrators; 12 staff; 14 faculty), and she requested that we reschedule it for the first week of Spring semester before classes started. Sessions have been rescheduled for January 10, 2011, during the Administrative Welcome.
 - **Workforce Development** – (1) Dr. Hunt, Dr. Kremer, two business faculty, a computer technology faculty, and Continuing Ed staff met with Cerner reps on Monday, 15th to help develop training/education pathways to support their growth in KCKC. (2) Dr. Hunt, Rich Piper, and Marisa met with Leavenworth Development Council, Tonganoxie City rep, and others to recruit a business couple from Chicago who want to move their 300 employee business to our service area. We are competing with Gardner for this. They do technology work such as welding, CNC operations, and fabrication.
 - **Energy Auditor Training and Certification** – On November 29-December 3, KCKCC will be hosting an Energy Auditor Class to provide Energy Auditor Training and Certification for Efficiency Kansas. The course is offered by the Metropolitan Energy Center in partnership with UG and the cost is \$1,500. Scholarships are available.
 - **Hot Careers Day at TEC** - Held on November 9 and 10, and about 225 high school students from a dozen area high schools participated. Students were given a tour of the different programs at the TEC, experienced hands-on training, heard from current students about their educational experience, and gathered information about the education and training required for a variety of technical fields. New activities included the hands-on session from the Fire Science program and “**Career Jumping**” to provide exposure to a variety of careers conducted during lunch.
 - **Wyandotte High School Career Day (11/10)** - Dr. Charlie Leader and Shari Augustine (adjunct) worked with students on a variety of activities related to theatre and dance. Visit to Park University. Dr. Wilson and an instructor and coordinator took 16 students to

Park University on November 6 to meet with the Admissions director, chair for Social Work, and the president of the university.

- **PTK** - Our PTK chapter membership has earned a Pinnacle Award and a Membership Scholarship because the chapter membership has increased 25% over last year, earning a total of 5 membership scholarships. PTK chapter membership went up from 147 to 189 this year. Each scholarship is worth \$45.

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

8. Mr. Brian Bode gave his Vice President's Report on the following:

- The United Way Drive for 2010 ended with \$17,281.00 raised which beat last year's drive by 67%
- "Make a Dean Sing" fundraiser on Tuesday, Nov. 30th sponsored by the Intercultural Center to benefit the El Centro organization and the Women's Center.
- The Economics Club and the Intercultural Center are sponsoring a clothing, blanket and food drive until December 10th for the needy families in the community.
- The Business & Continuing Education Division and Intercultural Center is sponsoring an Adopt-A-Family program through El Centro for the holidays.
- The holiday party for World & Local Hunger at the Conference Center on December 1st sponsored by the Fitness & Wellness Center
- "The Power of Words – Anti Bullying" coming in on December 1st from 11 a.m.-12 p.m sponsored by the Intercultural Center, the Diversity Club and the Teachers of Tomorrow organization.
- Enrollment Management Division conducted 143 placement test last month with over half testing into developmental reading and 87 percent testing into developmental math.
- 130 students that took part in a test taking and test anxiety workshop
- TEC Enrollment Management Personnel are helping over at the Tech. Ed. Center by tutoring and mentoring students in Accuplacer skills to help them succeed in their Accuplacer tests.
- 102 students with disabilities are enrolled in 932 hours with a wide variety of needs. This is an average of 9 credit hours per students being helped through the Academic Resource Center.
- Disbursements were up last month because \$3.8 million in Financial Aid was awarded in October time bringing the current total financial aid disbursed to \$12 million.
- Media Services is completing their third year of the "Media Wednesday" program where they offer training to local high school students interested in video technology.
- The Portal was released to faculty and staff on November 8th. Issues are being worked out and of great benefit to using the different areas of the network due to the ease of moving to the different systems.
- New E-Commerce System brings enhanced methods of payment for students and updating their accounts.
- Computer classes will not override the limits of computers for enrollment but will immediately drop students withdrawing from a class allowing another student to get in the class if there is student dropping a class.
- The Volleyball team finished 28-11 for the season

- The Child Care Center selected to receive the 2010 Infant/ Toddler Recruitment and Retention Project Grant in the amount of \$25,000 from Care Aware of Kansas.
 - The Child Care Center will be undergoing the accreditation review on the 18th & 19th of November by the National Community Education Association with a strong emphasis on before & after school age programs.
 - 113 Students who have applied for assistance from the Community Outreach office.
 - Degree checks are proceeding in the counseling office.
 - Hosted an employment outlook at Wyndotte County through our Career Center with Rich Ayers and Sharon McMillian with 45 people attending.
 - Cerner spoke at an internship workshop and Nov. 8th interviewed some of our students
 - Police Academy work is proceeding along with street work. Many events taking place at the same time putting somewhat of a strain on Buildings & Grounds Dept. and the Campus Police Dept. but they all did a great job.
 - Update on the repairs and warranty on the roofing project. The entry road to the YMCA was not up to current EPA safety guidelines so the resolution is being worked on at present due to the gas pipeline location. Once there is a resolution, it will be brought to the Board.
9. Dean Leota Marks, having no personnel information items, presented the following Personnel Recommendations for approval:
- Approval to employ Louis J. Adams as FT Custodian Supervisor in the Buildings & Grounds Dept. effective October 22, 2010 at the annual salary of \$33,349.92
 - Approval to employ Raquel B. Lopez as FT Technical Assistant for Admissions-Records effective November 1, 2010 at the annual salary of \$23,413.49
 - Approval to employ Elwood R. Cole as FT Adult Education Instructor of Math in the Continuing Education Division effective October 14, 2010 at the annual salary of \$26,460.00
 - Approval to employ Paula F. Brady as FT Adult Education Instructor of ESL in the Continuing Education Division effective November 1, 2010 at the annual salary (prorated) of \$17,463.60
 - Approval to employ the following Adjunct Instructors at the rate of \$722.00 per credit hour:

Valerie E. Webb	Psychology	January 18, 2011
Patricia F. Nugent	Business Technology	January 18, 2011
 - Approval to employ Carmen V. Hannon-Patton as PT Library Circulation Clerk in the Library/Institutional Services Division effective November 1, 2010 at the hourly rate of \$10.10
 - Approval to employ Joy R. Lawrence as PT Library Circulation Clerk in the Library/Institutional Services Division effective November 1, 2010 at the hourly rate of \$10.10
 - Approval to employ Shelley D. Cetin as PT Adult Ed. Instructor for Parent Literacy in the Continuing Education Division effective November 8, 2010 at the hourly rate of \$18.81
 - Approval to employ Denene M. Brox as PT Technical Assistant at the Tech Ed. Center effective November 8, 2010 at the hourly rate of \$10.10

- Approval to employ Sarah N. Cole as PT Aide in the Food Service program in the Tech. Ed. Center effective October 18, 2010 at the hourly rate of \$10.10
- Approval to employ Cynthia L. Singleton as PT Technical Assistant/Evenings in the Admissions Office effective October 18, 2010 at the hourly rate of \$10.10
- Approval to employ the following part time instructors for Continuing Education Non-Credit classes:

INSTRUCTOR	CLASS	START/END DATE	SALARY
Stephanie Marquez	Community Spanish I (PAID THROUGH PAYROLL)	9/20 – 10/6/10	\$600.00
Irene Breedlove	Yoga for Personal Health	9/7 – 10/21/10	\$350.00

- Approval to employ the following Students:
Federal Work Study (\$7.25 Per Hr.)
 Bobbie Jones Journalism
 Cassie Bragdon Campus Nurse (Intern, \$10.00 per hr.)
College Funded (\$7.25 Per Hr.)
 Humam Alrammah Tutor
 Kristopher Bright Tutor
 Heather Dobbins Tutor
 Amy Ingala Ambassador
 Anthony Montei Music Dept
 Anna Prado Tutor
 Jill Salinas Tutor
 Jo Stewart Tutor
 Sisten Stripling Tutor
- Approval of change in status of employment for Marisa Gray to include additional duties related to HEART Program effective June 1, 2010 thru May 1, 2011 at an annual salary of \$42,914.67
- Approval of change in status of employment for Patricia A. Verbeck from Class II Secretary to Administrative Assistant in the Nursing & Allied Health Division effective November 1, 2010 at an annual salary of \$27,158.12

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

10. Dean Marks then gave her report on Affirmative Action. Discussion followed on goals and how they were established and Dean Marks responded that they were basically by statistics for Wyandotte County and Kansas City, Kansas.
11. Mr. Bode presented the bills for payment. Trustee Rios moved to pay the bills as presented. Trustee Townsend seconded and the motion carried.
12. Mr. Bode reviewed the Financial Report with the Board. Trustee Townsend moved to approve the Financial Report as presented. Trustee Maddox seconded and the motion carried.

13. Mr. Bode requested approval of Finance Recommendations numbered C 1-9 as presented. There was discussion followed by Trustee Rios moving to approve the Finance Recommendations as requested. Trustee Breidenthal seconded and the motion carried.

14. Trustee Rios moved to approve Finance Recommendation number C 10 by approving Resolution 10-3 as follows:

RESOLUTION 10-3

A RESOLUTION AUTHORIZING KANSAS CITY KANSAS COMMUNITY COLLEGE, WYANDOTTE COUNTY, KANSAS TO ENTER INTO A LEASE PURCHASE TRANSACTION, THE PROCEEDS OF WHICH WILL BE USED TO PAY THE COSTS OF ACQUIRING, CONSTRUCTING AND INSTALLING CERTAIN EDUCATIONAL BUILDING IMPROVEMENTS ON THE COLLEGE CAMPUS IN KANSAS CITY, KANSAS AND TO APPROVE THE EXECUTIVE OF CERTAIN DOCUMENTS IN CONNECTION THEREWITH SUBJECT TO APPROVAL BY LEGAL COUNSEL.

Trustee Breidenthal seconded and the motion carried.

15. Trustee Rios moved to approve Finance Recommendation number C 11 by approving Resolution 10-5 as follows:

RESOLUTION 10-5

A RESOLUTION AUTHORIZING KANSAS CITY KANSAS COMMUNITY COLLEGE TO ENTER INTO A LEASE PURCHASE TRANSACTION, THE PROCEEDS OF WHICH WILL BE USED TO PAY THE COSTS OF ACQUIRING, CONSTRUCTING AND INSTALLING CERTAIN EQUIPMENT AND PERSONAL PROPERTY IMPROVEMENTS TO COLLEGE BUILDINGS; AND TO APROVE THE EXECUTION OF CERTAIN DOCUMENTS IN CONNECTION THEREWITH SUBJECT TO REVIEW BY LEGAL COUNSEL.

Trustee Townsend seconded and the motion carried.

16. Under Committee Reports, Trustee Maddox reported that the work with the Workforce Development Committee is coming along and that they have made great strides. He will be reporting on that in the future.

17. Chairman Daniels noted that there would be discussion during every Board meeting beginning in December reviewing the newly approved Trustee Handbook. The handbooks will be mailed to the trustees in time to review the first chapter prior to the December meeting.

18. Dr. Agha-Jaffar presented the Electric Vehicle Certificate Program description to the Board for approval to send to the KBOR for its approval. Trustee Rios moved to approve the Electric Vehicle Certificate Program to be sent to the State for approval. Trustee Maddox seconded and the motion carried.

19. Dr. Burke suggested the meeting for December possibly be moved from the 21st to the 14th due to the time line of the college closing. Trustee Townsend moved to move the December Board Meeting to December 14th instead of the 21st. Trustee Breidenthal seconded and the motion carried.
20. Trustee Townsend moved to enter executive session for a period of 15 minutes for the purpose of discussing possible acquisition of real estate and a real estate matter subject to attorney-client privilege. Trustee Breidenthal seconded and the motion carried. The Chairman allowed 5 minutes to clear the room.
21. Executive session commenced at 9:30 a.m.
22. The Board reconvened in regular session at 9:45 a.m. at which time Trustee Rios moved to amend the agenda to include approval of Resolution 10-4. Trustee Townsend seconded and the motion carried.
23. Trustee Rios moved to approve Resolution 10-4 as follows:

RESOLUTION 10-4

BE IT RESOLVED THAT THE COLLEGE RATIFIES THE JUNE 30, 2010 COMMERCIAL AND INDUSTRIAL REAL ESTATE SALES CONTRACT BETWEEN THE COLLEGE AS BUYER AND CURNOW PARTNERSHIP, LLC AS SELLER COVERING THE PROPERTY LOCATED AT 6800 STATE AVE. AND IT RATIFIES THE AUGUST 6TH FIRST AMENDMENT TO THIS CONTRACT WHICH LEGALLY DEFINES THE REAL ESTATE BEING PURCHASED. THE COLLEGE HEREBY AUTHORIZES ITS PRESIDENT THOMAS BURKE AND THE COLLEGE'S EMPLOYEES AND ATTORNEYS THAT DR. BURKE DESIGNATES TO TAKE ALL ACTIONS AND EXECUTE ALL DOCUMENTS ON BEHALF OF THE COLLEGE NECESSARY TO CLOSE THE PURCHASE OF THE REAL ESTATE SUBJECT TO THE CONTRACT AS AMENDED.

Trustee Townsend seconded and the motion carried.

24. Trustee Rios moved to authorize the lease termination of the property as presented and authorize Dr. Burke and college agents and attorneys to do all things necessary to execute or effect this recommendation. Trustee Maddox seconded and the motion carried.
25. Trustee Rios moved to amend the agenda to include discussion of progress on the construction manager's work. Trustee Townsend seconded and the motion carried. Discussion ensued regarding differences in the estimates for the scope of work and timelines for the work.
26. Trustee Maddox moved to adjourn the meeting. Trustee Townsend seconded and the motion carried.

The meeting was adjourned at 10:03 a.m.

ATTEST: _____ Chairman

_____ Secretary