

KANSAS CITY KANSAS COMMUNITY COLLEGE

Board of Trustees Meeting

January 17, 2012

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, Mary Ann Flunder, Wendell Maddox, J.D. Rios, and Clyde Townsend.

1. The chairman called for approval of the agenda and noted that there were amendments to the agenda at the trustees' places. Trustee Rios moved to approve the Agenda with the following amendments:

ADDITION(S):

VI. President's Report

- A. Dr. Lisa Gonzales, Chairperson, Kansas Mission of Mercy (KMOM) update on February 17 and 18 dental clinic. (**Moved from VIII. A of Vice President's Report**)
- B. Doug Bach, Unified Government - Presentation on Interlocal Agreements (Info in Folder)
- C. Rich Rasdall, Endowment Assn. – Discussion on Endowment and Alumni Assn.By-Laws (Info in Folder)

VIII. Vice President's Report – (Renumber items B & C to items A & B)

- A. Mr. William Schmidt, report of the 2011 Financial Audit
- B. Request for special board meeting on January 31, 2012 to select contractors for TEC1

X. Finance

- C. Recommendations
 4. Request approval to contract with Wilcott Construction, Inc. for \$1,237,128 for the Package B (buildings) included in the sportsfield upgrade proposal. (Bond Funds) **Attachment A**)
 5. Request approval to contract with Nemaha Landscape Construction, Inc. for \$2,810,268 for the Package A (Infrastructure, track, soccer, and baseball surfaces) included in the sportsfield upgrade proposal. (Bond Funds) **(Attachment B)**
 6. Request approval to rent six more apartments from Royal Ridge at the standard rate of \$3,465.00 per month. (General Fund)

Trustee Townsend seconded and the motion carried.

2. The Chairman called for the approval of the minutes of the December 20, 2011 Board of Trustees meeting. Trustee Rios mentioned that the Class Fee Schedule for 2012-2013 on item #6 needed to be attached to the minutes. Trustee Townsend moved to approve the

minutes of the December 20, 2011 board meeting with the approved Class Fee Schedule for 2012-2013 to be attached. Trustee Maddox seconded and the motion carried.

3. The chairman asked for any patrons or petitioners wishing to address the Board to do so at this time. Mr. Richard Mabion of 2035 Oakland, Kansas City, KS stood to address the Board and give an update on the upcoming “Breaking the Silence” conference, and program change in the keynote speaker with the subject to now be based on the need for STEM Education and neighborhood based connections.
4. Under Communications, Dr. Givens noted that she had three communications, one of which was a letter in Mr. Bode’s possession from a student thanking him for his help, that he asked not be read.

Dr. Givens read a letter from Trudy Bers of Oakton Community College commending the assistance given to her and her fellow HLC consultant/evaluator during their visit to the KCKCC campus in December. Dr. Bers made special mention of Dr. Agha-Jaffar’s good work and attention.

Dr. Givens read a letter from Wayne Walden on behalf of the Volunteers of the Cooper-Foreman Heirloom Garden thanking the college for their support of its location on the KCKCC campus. Mr. Walden also reported on local interaction and projects in the garden as well as future plans.

5. Trustee Rios then asked that the new employees be introduced to the Board, and Brian Bode then introduced Shawn Derritt as the Interim Director of Counseling & Advising, Gina Draper-Academic Advisor, Harriet Taylor- Academic Advisor in the Counseling & Advising Dept. and Peggy Friedmann, Receptionist in the President’s Office. The Board welcomed them thanked them for being present.
6. Under the President’s Report, Dr. Givens introduced Dr. Lisa Gonzales, Chairperson of the Kansas Mission Of Mercy (KMOM) project to take place on February 17th in cooperation with KCKCC at the TEC1 Building. Brian was asked to give more information from the campus side regarding volunteers and facilities. He noted that most things were in order, but they could probably use more volunteers.

Dr. Givens then introduced Mr. Doug Bach from the Unified Government to give a presentation on the renewal of the Neighborhood Revitalization Act Agreement. Mr. Bach explained the renewals of these agreements and the changes in the areas that were covered in the agreements. Following much discussion it was the consensus of the Board to approve the initial draft of the renewals agreements with a request that the UG consider the limitations on incentives for multi-family projects.

Dr. Givens introduced Mr. Rich Rasdall and Mrs. Patricia Gaunce of the KCKCC Endowment Association to give a presentation regarding the status of the Endowment Association and direction of its growth. Mr. Rasdall reported on the structure of the

program/organization and fiduciary responsibilities. It was suggested by legal counsel that because the individual to be hired as the director would be an independent contractor, it would be advisable to write a “common interest” MOU. With Mr. Rasdall in agreement, the Board Chairman then directed Dr. Givens, Deryl Wynn, and Mr. Rasdall to work together on the composition of that MOU.

7. The next item was the report of the Provost. Dr. Tamara Agha-Jaffar introduced Dr. Cherilee Walker, Dean of Humanities who spoke briefly about the success of the Debate Team and then introduced the Debate Coach, Darren Elliott. Mr. Elliott introduced his assistant Debate Coach, Scott Elliott and then presented the following debate team members and the awards they held:

Tom Garvey & Ryan McFarland – Univ. of Iowa Tournament, Novice, Jr. Varsity & Varsity Division (KCKCC won all three divisions.) Holding Championship Trophy for the Varsity Division.

Evan Johnson & David Bowers – Plaque for 3rd place, Junior Varsity Division from Univ. of Texas, Dallas Tournament

Evan Johnson & Josh Miller – 1st Place Jr. Varsity Division, Univ. of Iowa Tournament

Marin Loken, Sophomore & Justin Parks, Sophomore – 1st Place Novice Divisions – Univ. of Iowa and Univ. of Texas, Dallas Tournament

Marin Loken – Top Speaker awards from multiple tournaments

Evan Johnson – Top Speaker, Jr. Varsity Div., Univ. of Iowa Tournament

David Bowers, Sophomore & Ryan McFarland– Parliamentary Debate Ranked in the top 30 teams nationally

The chairman asked that the debaters introduce themselves. Mr. Elliott noted that the team was presently ranked #3 nationally, before he had them introduced themselves as follows:

David Bowers – Sophomore

Tom Garvey – Sophomore

Evan Johnson – Freshman

Josh Miller – Freshman

Tom Garvey – Sophomore

Tyler Gillette – Freshman

Justin Parks – Sophomore

Marin Loken – Sophomore

The Board applauded the team and their accomplishments.

8. Continuing under her report, Dr. Agha-Jaffar introduced Dr. Ed Kremer, Dean of Technology, Math & Science Division to introduce Marcia Pomeroy, Director of the Office of Cultural Enhancement & Diversity at the University of Kansas Med. Ctr., concerning the \$90,000 grant received for the Saturday Academy. Marcia Pomeroy thanked the Board for having her and Dr. Cynthia Annett of the Urban Academy here to make their presentation. Following the presentations there were questions and discussion regarding the grant and Saturday Academy projects.

Dr. Agha-Jaffar concluded her report by noting that the Board was in possession of her written report as well. The Chairman noted that the board would come back to that following the report from the auditors.

9. At this time Brian Bode introduced Mr. William Schmidt, college auditor, to present and review the audit for the past year. Mr. Schmidt started his report with the audit for the college in general for the Combined Financial Statements for years ended June 30, 2011 and comparative June 30, 2010. Following Mr. Schmidt's presentation, he introduced Mr. Joe Globoke to review the audit on the Federal Award programs for year ending June 30, 2011. Mr. Globoke prefaced his review with the note that the college had complied with all requirements and that no deficiencies were found. Following Mr. Globoke's presentation, Mr. Schmidt noted that the last item of the management letter noted that there were no deficiencies found and no material weaknesses. However, in an ongoing effort of improvement, there were some opportunities to improve internal processes and control. Following the review of the audits, it was the consensus of the board to wait on the approval of the audit until the next board meeting to allow the opportunity for the board members to review the audit material.
10. The Chairman asked for approval of the Provost's Report. After brief review Trustee Townsend moved to approve the Provost's Report as presented. (**Attachment 1**) Trustee Breidenthal seconded and the motion carried.
11. Under the Vice President's Report, Mr. Bode requested that a special meeting of the Board of Trustees be held on January 31, 2011 for the purpose of selecting the bids for the construction projects for the TEC1 building. Following discussion Trustee Townsend moved to hold a special meeting of the Board with a working dinner at 5:30 p.m. on January 31st for the purpose of selecting contractors for the TEC1 and approving the audit as presented today. Trustee Rios seconded and the motion carried.
12. Following discussion Trustee Rios moved to approve the Vice President's Report as presented. (**Attachment 2**) Trustee Townsend seconded and discussion followed. The vote was taken and the motion carried.
13. The next item was the Personnel Report which was presented by Leota Marks, Dean of Human Resources & Affirmative Action. Mrs. Marks presented the following information items:
 - Resignation of Jeff Beck as Adjunct Instructor in the Humanities & Fine Arts Division effective December 31, 2011
 - Resignation of Paul F. Katsulis as PT Lab Assistant in the Auto Collision Program at the TEC effective December 31, 2011
 - Resignation of Michele A. Gerdes as FT Practical Nursing Instructor in the Nursing Division effective December 21, 2011
14. Dean Marks then presented the following personnel recommendations for approval:

- Approval to upgrade the position of Technical Assistant in the Biology Dept. to Biology Lab Coordinator at the annual starting salary of \$32,024.33 effective January 17, 2012
- Approval to add the new position of PT Assistant Women’s Soccer Coach at the starting hourly rate of \$11.50 effective January 17, 2012
- Approval to add the new position of Lab Assistant in the Fire Science Program at the starting hourly rate of \$21.40 effective January 17, 2012
- Approval of increase of \$5,000.00 in the annual salary for Dr. Sangki Min for additional duties effective February 1, 2012
- Approval of increase of \$2,000.00 in the annual salary for Veronica Shipley as Administrative Assistant to the Dean of Institutional Services for additional duties effective February 1, 2012
- Approval of increase/salary adjustment to \$23,413.49 for Anne Gazaway as FT Receptionist in the Auto Collision Dept. at the TEC retroactive to August 8, 2011
- Approval of increase/salary adjustment to \$24,000.00 for Janie Ballard as FT Receptionist in the Auto Technology Dept. at the TEC retroactive to August 8, 2011
- Approval to employ Peggy L. Friedmann as FT Receptionist in the President’s Office effective January 3, 2012 at the annual salary of \$23,413.49
- Approval to employ the following Adjunct Instructors at the rate of \$778.00 per credit hour:

Steve A. Collins Social Science March 16, 2011

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

LaTricia Joyner Exercise Science October 11, 2011
 Charles Brown HVAC October 11, 2011
 James M. Zeeb Fire Science January 9, 2012
 Tiffany M. McBurney Biology January 9, 2012
 Robert J. Cole English January 9, 2012
 Edward F. Wilson ESOL January 9, 2012
 Madalyn R. Miller-Allen ESOL January 9, 2012
 Marilyn J. Ray Reading January 9, 2012
 John R. Krueger HUDV January 9, 2012
 Nadege J. Saint-Maxent Foreign Language January 9, 2012

- Approval to employ John D. Guernsey as FT Campus Police Officer effective January 3, 2012 at the annual salary of \$31,673.58
- Approval to employ Melanie G. White as FT Adult Education Instructor for Math in the Continuing Education Division effective January 3, 2012 at the annual salary of \$24,948.00
- Approval to employ Wade A. Bronson as PT Grounds Worker in the Buildings & Grounds Dept. effective January 3, 2012 at the hourly rate of \$10.68
- Approval to employ the following PT Instructors for the Continuing Education non-credit classes:

INSTRUCTOR	CLASS	START/END DATE	SALARY
Joyce McMahon	Ergonomics 101 for	9/6 – 10/14/11	\$112.50

	Occupational Therapists (Processed through Payroll)		
Joyce McMahon	A Review of the Shoulder for Healthcare Professionals (Processed through Payroll)	9/19 – 10/28/11	\$360.00
Shelle Dietrick-Werner	Occupational Therapy Process and Influences in the School Setting	9/6 – 10/14/11	\$90.00
James Hathaway	Driver’s Education (Processed through Payroll)	10/11 – 11/10/11	\$3600.00
Irene Breedlove	Yoga for Personal Health	10/25 – 12/8/11	\$300.00
James Hathaway	Driver’s Education / Classroom Instruction Only - Leavenworth Ctr (Processed through Payroll)	11/7 – 12/14/11	\$600.00
Dawn Glasgow	CPR / AED for Professional Rescuers and Health Care Providers	12/5/11	\$150.00
Joyce McMahon	A Review of the Hand for Healthcare Professionals (Processed through Payroll)	10/31 – 12/11/11	\$540.00
Joyce McMahon	End of Life Issues for Healthcare Professionals (Processed through Payroll)	10/17 – 12/12/11	\$120.00

- Approval of change in status of employment for Shawn Derritt from Assistant Professor/Counselor to Interim Director of the Counseling & Advising Dept. effective January 3, 2012 at the annual salary of \$64,000.00

- Approval to uphold termination of Darla M. Morrow as PT Custodian in the Buildings & Grounds Dept. effective January 9, 2012
- Trustee Rios moved to approve the personnel recommendations as presented. Trustee Townsend seconded and the motion carried.
15. Under the Finance Report, Mr. Bode requested permission to pay the bills as presented. Trustee Townsend moved to pay the bills as presented. Trustee Breidenthal seconded and the motion carried.
16. Following review of the Financial Report, Mr. Bode requested approval of the report. Trustee Rios moved to approve the Financial Report as presented. Trustee Breidenthal seconded and the motion carried.
17. Mr Bode then requested approval of the following Finance Recommendations:
- Approval of payment for \$ 250,816.92 to Commerce Bank for Visa credit card purchases for December 2011. (Various Funds)
 - Approval of payment for \$14,698.00 to Alexander Open Systems, Inc. for a Barracuda Message Archiver 850 for energizer updates and instant replacement. (General Fund)
 - Approval of payment for \$11,093.15 to Galbraith Van and Storage (North American Van Lines) for Dr. Givens move from California to Kansas City. (General Fund)
- Trustee Townsend moved to approve the Finance Recommendations X C 1-3 as presented. Trustee Rios seconded and the motion carried.
18. Mr. Bode then noted that the remaining Finance Recommendations X C 4-6 could be taken individually and approved one at a time. Following the explanation of items X C 4-6 by Mr. Bode, the following motions were made and approved:
- X C 4. Trustee Rios moved to approve the contract with Wilcott Construction, Inc. for \$1,237,128 for the Package B (buildings) included in the sports field upgrade proposal. (Bond Funds) (**Attachment A/Agenda**) Trustee Maddox seconded and the motion carried.
- X C 5. Trustee Rios moved to approve the contract with Nemaha Landscape Construction, Inc. for \$2,810,268 for the Package A (Infrastructure, track, soccer, and baseball surfaces) included in the sports field upgrade proposal. (Bond Funds) (**Attachment B Agenda**) Trustee Breidenthal seconded and the motion carried.
- X C 6. Trustee Townsend moved to approve the rental of six more apartments from Royal Ridge at the standard rate of \$3,465.00 per month. (General Fund) Trustee Ash seconded and the motion carried.
19. The next item was the Committee Reports. Trustee Breidenthal made a request on behalf of the Advancement Council for Dr. Givens' Goals and Objectives. Dr. Givens responded that she would be prepared to share the goals for the institution with the Advancement Council on February 6th at the 4:00 p.m. meeting at the conference center.

20. Trustee Rios moved to amend the current agenda for the executive session to state for attorney-client communication to discuss matters which would be deemed privileged under the attorney-client privilege and enter executive session for that purpose for a period of 30 minutes, and for the purpose of discussing personnel matters to protect the privacy of the individual(s) involved for an additional 30 minutes, making the entire executive session one hour. Trustee Townsend seconded and the motion carried. At 11:10 a.m. the Chairman allowed for a 5 minute break.

21. The Board entered executive session at 11:15 a.m.

22. At 12:15 p.m. the board entered regular session for Trustee Rios to move to extend executive session for a period of 30 minutes. Trustee Maddox seconded and the motion carried.

23. At 12:45 p.m. the board reconvened in regular session at which time Trustee Maddox moved to adjourn. Trustee Breidenthal seconded and the motion carried.

The meeting adjourned at 12:45 p.m.

ATTEST: _____ Chairman

_____ Secretary