

KANSAS CITY KANSAS COMMUNITY COLLEGE

Board of Trustees Meeting

December 20, 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, Ray Daniels, Wendell Maddox, J.D. Rios, and Clyde Townsend. Cathy Breidenthal and Mary Ann Flunder were absent at this time.

1. Following the roll call the Chairman greeted everyone and wished all Happy Holiday and proceeded by asking for a motion to approve the agenda with the following amendment:

ADDITION(S):

XIII. Miscellaneous Business

Executive session for the purpose of discussing a personnel matter of non-elected personnel to protect the privacy interests of the individual to be discussed
Trustee Rios moved to approve the Agenda as amended. Trustee Townsend seconded and the motion carried.

2. Trustee Maddox moved to approve the Minutes of the November 15, 2011 Board of Trustees meeting as presented. Trustee Townsend seconded and the motion carried.
3. The Chairman called for any Patrons or Petitioners wishing to address the Board at this time. There were none.
4. Under Communications the President, Dr. Givens, read the following:
 - Letter from Barbara Turner Newby, Kansas City Kansas Women's Chamber of Commerce, Wyandotte County Veterans Commemoration Event Chairman thanking Mr. Brian Bode for the college's assistance in providing additional parking and transportation at the college.
 - Letter from the Kansas Health Foundation informing the college that they were unable to grant funding under the Kansas Health Foundation Recognition Grant application submitted earlier regarding the "Saturday Science and Math Academy" project.
 - Letter dated September 10, 2011 thanking the President for supporting Dr. Denise McDowell's participation in the 2011 HERS Denver Summer Institute.
 - Correspondence from *The Journal* proposing a promotional media project to be used by the college in the form of 5-6 Minute Documentaries specifically designed to inform the local and national public about KCKCC programs and degrees. Dr. Givens noted that she would be going forward on that project.

Trustee Flunder arrived at the meeting at 8:05 a.m.

5. Under the President's Report Dr. Givens noted that she had recently spoken at the Kansas Board of Regents meeting on December 15th and thanked Dr. Agha-Jaffar and Brian Bode for their assistance with supplying background information on the college for that. Also Dr. Givens noted that the *Community Cares Christmas Event* was now in progress in the Field House with free haircuts and various other activities and offerings for children up to 18 years of age. She commented that this was quite an event for the community.
6. Under the Provost Report, Dr. Agha-Jaffar referenced the proposed list of class fees for 2012-2013 and requested approval of these fees. Trustee Rios moved to approve the schedule of class fees for 2012-2013 as proposed. Trustee Townsend seconded and the motion carried. There were questions and comments regarding items on the written report from the Provost. **(Attachment 1)** Following reports and presentations from Dr. Marvin Hunt, Fine Arts students, and Susan Stewart, Trustee Rios moved to approve the written Provost's report. Trustee Maddox seconded and the motion carried.
7. The next item was the report from the Vice President for Student and Administrative Services, Brian Bode. Following the report and related discussion, Trustee Maddox moved to approve the written report as presented. **(Attachment 2)** Trustee Townsend seconded and the motion carried.
8. The next report was the Personnel Report from Dean Leota Marks. Dean Marks presented the following personnel information items:
 - Resignation of Kimberly I. Clabaugh as FT Nursing Instructor effective December 16, 2011
 - Resignation of Mary K. Fisher as Network Specialist in the Information Services Division effective December 16, 2011
9. Dean Marks then presented the following personnel recommendation items:
 - Approval to employ Ronald J. Whitehead as FT Campus Police Officer effective November 28, 2011 at the annual salary of \$31,673.58
 - Approval to employ David Wainwright as FT Campus Police Officer effective January 3, 2012 at the annual salary of \$25,595.34
 - Approval to employ John S. Fenton as Coordinator of Student Financial Aid & Veterans Certifying Official in the Enrollment Management Division effective November 28, 2011 at the annual salary of \$32,024.33
 - Approval to employ Elizabeth L. Gammon as Professional Assistant/Bookkeeper CECS in the Business Office effective November 28, 2011 at the annual salary of \$25,793.33
 - Approval to employ the following Adjunct Instructors at the rate of \$722.00 per credit hour:

Donna J. Miller-Brown	Audio Engineering	January 9, 2012
Henrietta J. Doner-Hedrick	Fine Arts	January 9, 2012
Marie A. Dolembro	Art	January 9, 2012
 - Approval to employ Terri L. Schwager as PT Assistant Director/Nursing Retention in the Nursing & Allied Health Division effective November 14, 2011 at the hourly rate of \$37.27

- Approval to employ Lemuel E. Norman as PT Painter in the Buildings & Grounds Dept. effective January 3, 2012 at the hourly rate of \$13.01
- Approval to employ Darla M. Morrow as PT Custodian in the Buildings & Grounds Dept. effective December 12, 2011 at the hourly rate of \$10.68
- Approval to employ Rhonda J. Hutton as PT Relief Secretary in the Human Resources Dept. effective December 12, 2011 at the hourly rate of \$10.68
- Approval to employ Ann J. Keeling as PT Acquisitions Assistant in the Library effective November 28, 2011 at the hourly rate of \$10.68
- Approval to employ Leah J. Warden as PT EMT Lab Assistant in the Nursing & Allied Health Division effective November 7, 2011 at the hourly rate of \$10.68
- Approval to employ Erica B. Walley as PT EMT Lab Assistant in the Nursing & Allied Health Division effective December 1, 2011 at the hourly rate of \$10.68
- Approval to employ Thomas M. Bigelow as Substitute Instructor in the Construction Technology Program at the Technical Education Center effective December 1, 2011 at the hourly rate of \$37.27
- Approval to employ the following PT Instructors for Continuing Education non-credit classes:

INSTRUCTOR	CLASS	START/END DATE	SALARY
Rachel Keck Excellerant, Inc.	Just Once Piano for Busy People	11/5/11	\$135.00
Mike Ning	Get Wired	10/29, 11/5/11	\$150.00
James Hathaway	Defensive Driving (Processed through Payroll)	11/12/11	\$80.00
Amber Smith	Quilting	9/8 – 11/17/11	\$750.00
Hermon Mehari	High School All Star Jazz Band	9/7 – 11/16/11	\$1000.00
Dawn Glasgow	CPR / AED for Professional Rescuers and Health Care Providers	11/17/11	\$450.00

- Approval to employ Elizabeth L. Hicks as PT Teacher Observer in the Math, Science & Computer Technology Division effective December 5, 2011 for the monthly compensation of \$2,550.00 /annual salary of \$26,775.00 for December 2011-June 15, 2012 & August – December 15, 2012 (Grant Funded)
- Approval of change in status of employment for Kenneth R. Swearingen from Campus Police Officer to Campus Police Sergeant effective November 16, 2011 at the annual salary of \$41,689.69
- Approval of change in status of employment for Shaun C. Pate from Technical Assistant in Financial Aid to Technical Assistant in the Academic Resource Center effective December 12, 2011 at the annual salary of \$24,729.97

- Approval of change in status of employment for Valorie J. Engholm from PT On Track Instructor 2 to PT Instructor Adult Education/Youth Build effective November 16, 2011
Trustee Rios moved to approve the personnel recommendations as presented. Trustee Maddox seconded and the motion carried.
10. Mr. Bode requested approval to pay the bills as presented. Trustee Rios moved to approve payment of the bills as presented. Trustee Maddox seconded. There was brief discussion and explanation from Mr. Rios on behalf of the Finance Committee regarding the bills. The vote was taken and the motion carried.
11. Mr. Bode presented the following finance recommendations for approval:
- Approval of payment for \$339,076.39 to Commerce Bank for Visa credit card purchases for November 2011. (Various Funds)
 - Approval to pay iParadigms, LLC \$10,146.20 for TurnItIn Online Education Software for our Online Education Services department. (General Fund)
 - Approval to sign extended lease with Royal Ridge Apartments for 6 additional rooms in another (the 3rd) building at the current lease amount (\$3,692.00) per month for the 6 apartments. (General Fund)
- Trustee Rios moved to approve the finance recommendations as presented. Trustee Townsend seconded and the motion carried.
12. There were no Committee Reports.
13. Under the advisement of the College Attorney, Trustee Rios moved to amend the agenda by adding to the executive session reasons to discuss matters subject to attorney-client privilege to protect the communications with legal counsel, specifically to discuss matters in litigation, for a total period of 30 minutes. Trustee Rios moved to amend the agenda as recommended. Trustee Ash seconded and the motion carried. The chairman allowed 5 minutes to clear the room before executive session commenced at 8:55 a.m.
14. The Board reconvened in regular session at 9:25 a.m. at which time Trustee Townsend moved to extend executive session for a period of 15 minutes. Trustee Maddox seconded and the motion carried. The board entered executive session again at 9:25 a.m.
15. The Board reconvened in regular session at 9:40 a.m. by motion of Trustee Townsend and second by Trustee Maddox and the motion carried. At this time Trustee Townsend moved to adjourn the meeting. Trustee Maddox seconded and the motion carried.
16. The meeting adjourned at 9:41 a.m.

ATTEST: _____ Chairman

_____ Secretary