

## **Minutes of the Board of Trustees Meeting January 15, 2012**

1. The meeting of the Board of Trustees was called to order at 8:00 a.m. by Chairman Don Ash who then asked everyone to stand for the Pledge of Allegiance.
2. Chairman Ash asked for **Roll Call**. Roll Call indicated the following trustees present: Don Ash, Cathy Breidenthal, Ray Daniels, Wendell Maddox, Mary Ann Flunder, J.D. Rios and Clyde Townsend.
3. Chairman Ash asked for **Approval of the Agenda**. Trustee Townsend made a motion to approve the Agenda. Trustee Maddox seconded and the motion carried.
4. Chairman Ash asked for **Approval of the Minutes of the December 11, 2012 Board of Trustees meeting**. Trustee Maddox said there needed to be a correction on **page 2, #5**. <*Chairman Ash* needed to be corrected to read *Trustee Maddox*.> Chairman Ash said there needed to be a correction on **page 1, #1**. <*Roll Call* omitted the name *J.D. Rios* as being present at the December 11, 2012 meeting>. Corrections were noted and Trustee Rios made a motion to approve the December 11, 2012 Minutes. Trustee Maddox seconded and the motion carried.

Chairman Ash asked for **Approval of the Minutes of the December 17, 2012 Special meeting of the Board of Trustees**. Trustee Rios made a motion to approve the December 17, 2012 Minutes. Trustee Breidenthal seconded and the motion carried.

5. Chairman Ash asked for **Audience to Patrons and Petitioners**. (1) Paul Bowman, 3815 N. 99<sup>th</sup>, KCK 66109 addressed the Board of Trustees. Mr. Bowman, a former KCKCC, and recently retired, campus police officer made known his concerns, at what he felt, was a “grave injustice” for the KCKCC campus police. Mr. Bowman said there were staff members/faculty on campus who received supplemental pay for extra duties assigned them; however, the campus police didn’t receive supplemental pay for their extra duties. Mr. Bowman went on to describe the extra duties taken on by the police dept., i.e., in charge of all campus keys and locks for the main campus as well as the satellite locations, fingerprinting of all nurses twice a semester, monitoring \$2 million worth of surveillance equipment and fire alarms, patrolling the main campus, as

well as five satellite locations, the tech center and the dorms. Mr. Bowman expressed that the KCKCC Police Chief is the only chief in the area without a “take-home car.” Mr. Bowman said when he once expressed, to a staff member, how difficult it was to hire and keep good help because of low pay, the staff member said KCKCC police “weren’t deserving of higher pay because they don’t face the danger, on a daily basis, of other officers. Mr. Bowman said, “Anytime you put on the uniform, you face danger.” Mr. Bowman said, “To sum it up,” he felt like, “The evil step-child...you have me but you don’t want me.” Chairman Ash thanked Mr. Bowman for addressing the BOT and thanked him for his service. (2) Debra Michel, 3108 Brown Ave., KCK 66104, addressed the Board of Trustees. Ms. Michel said she had been a former KCKCC student, had concerns for the Board of Trustees but came to say “thank you” and to offer a blessing. Chairman Ash thanked Ms. Michel for speaking and for the blessing. (3) Janice McIntyre, 8620 Cleveland, KCK 66109 handed out information regarding AAUW (American Association of University Women) which included their past, current and future projects. Ms. McIntyre again stressed the importance of AAUW and its mission, “Advances equity for women and girls through advocacy, education, philanthropy, and research.” Ms. McIntyre said the AAUW originally started as a KCMO group but, with the sponsorship and support of the KCMO group, and a membership of 40 students and 35-40 faculty women, they will shortly declare their own KCKCC group. She said they consistently work with other organizations. Trustee Maddox asked if there was a focus on assisting women in non-traditional jobs. Ms. McIntyre responded, “Indeed, we do” and gave an example of working with the STEM (science, technology & math) program tutoring students in those areas. She stressed they would like to expand the job field for women in engineering and other math related fields. Trustee Breidenthal said she would like to introduce Alise Martiny, the first woman to lead “Women in Construction” to Ms. McIntyre. Ms. McIntyre thanked the Board of Trustees for their support. Chairman Ash thanked Ms. McIntyre for her update to the BOT.

6. (Janice McIntyre was to have made her presentation during VI. **Communications**)
7. Chairman Ash asked for the **President’s Report**. Dr. Givens spoke of the January 8<sup>th</sup> joint meeting of the KCKCC Endowment Board and KCKCC Trustees. The

BOT was represented by Trustees Daniels and Breidenthal, and Dr. Givens said they may give an update later in the meeting. Dr. Givens gave a report on events leading up to the Dr. Martin Luther King, Jr. Holiday; **(1)** 1/17/13 – Annual Black Achievers’ Dinner; **(2)** 1/19/13 - SCLC Scholarship Prayer Breakfast at the Sprint Center at which Dr. Givens is the keynote speaker; **(3)** 1/21/13 28<sup>th</sup> National Celebration for Dr. Martin Luther King, Jr. at the Reardon Center; **(4)** 2/14/13 – KACCT Meeting and Phi Theta Kappa Recognition Luncheon in Topeka, KS (Trustee Daniels will represent the BOT in Chairman Ash’s place); **(5)** KCKCC Board of Trustees Retreat Tuesday, February 5, 2013 at 5:00 p.m. in the Executive Board Room. Dr. Givens reported that Chairman Ash and Trustee Mary Ann Flunder would be attending the ACCT Summit in Washington D.C. Feb. 11-14, 2013.

8. Chairman Ash asked for the **Personnel Report**. Dean Leota Marks said she wanted to bring everyone’s attention to the *Employee Early Retirement Plan* discussed at the December 11, 2012 Board of Trustees’ meeting and asked approval for the Plan. Trustee Rios made a motion to approve the *Employee Early Retirement Plan*. Trustee Daniels seconded and the motion carried. Dean Marks asked approval for the *Minority Contracting Procedures*, also discussed at the December 11, 2012 Board of Trustees’ meeting. Trustee Daniels made a motion to approve the *Minority Contracting Procedures*. Trustee Rios seconded and the motion carried. Dean Marks brought attention to item VIII A. 1-9 of the Personnel Report and asked approval of VIII B. 1-28 of the Personnel Report. Trustee Rios referenced #24 & #25 of section B and asked how much advance notice needed to be given for retirement. Dean Marks said there was not a required time for *regular* retirement notification only for *early* retirement. Trustee Rios made a motion to approve VIII B. 1-28 of the **Personnel Report**. Trustee Townsend seconded and the motion carried.
9. Chairman Ash asked for the **Vice-President for Academic Affairs Report**. Dr. Agha-Jaffar reported that a Project Manager, for the T4E Grant, had been hired with an effective start date of January 14, 2013. Dr. Agha-Jaffar will introduce Natasha El-Scari at the February 19<sup>th</sup> Board of Trustees meeting. Dr. Agha-Jaffar said Ms. El-Scari is from Kansas City, MO and had previously worked on the Outward Bound Grant as the project manager. The interview committee was very impressed with the questions Ms. El-Scari had for them as well as the fact that she

seemed very student oriented. Dr. Agha-Jaffar said Ms. El-Scari's transition into the role, as Project Manager, would be a gradual one. Regarding Dr. Agha-Jaffar's report, Trustee Rios asked for an explanation between *Accuplacer* and *Compass*. Dr. Agha-Jaffar explained that KCKCC was the only community college currently using Accuplacer testing. KCKCC will need to transition to Compass as is being required by the Kansas Board of Regents (KBOR). KBOR would like all Kansas community colleges to use the same method of testing. Dr. Agha-Jaffar went on to explain that Compass testing is more stringent as to how the student is tested, i.e., the seating arrangement of students in the testing area as well as having a specific time for testing...students cannot just walk in for a test. Trustee Rios commented, referring to an item in Brian Bode's report, that there were no test results from recent Accuplacer testing. Dr. Agha-Jaffar said the high schools were currently testing students for the Fall Semester, August 2013. Trustee Daniels expressed concern for the accuracy of placement testing. Dr. Agha-Jaffar said she would be working with Dr. Kelly to help students understand the significance of the tests. Dr. Daniels said he hoped the high schools were working with students to help them prepare for placement testing. Dr. Agha-Jaffar asked approval of her report. Trustee Daniels made a motion to approve the **Vice President for Academic Affairs Report**. Trustee Maddox seconded and the motion carried.

10. Chairman Ash asked for the **Vice President for Student & Administrative Services Report**.

- Brian Bode introduced Robert Roberson, the new Academic Advisor in the Student Advising Center. Robert is a Kansas City, Kansas native, a graduate of KCKCC and UMKC. Trustee Rios asked Robert if he was going to develop an athletic advising process. Robert said he had been an athletic trainer and had some experience working with student athletes. The Student Advising Center is developing the process to set athletes' schedules (coaches will not set the schedules) as well as integrate them into the Advising Center. Trustee Rios asked if this would help increase their GPA and competency requirements. Mr. Roberson said, "Yes sir." Mr. Bode thanked Mr. Roberson for attending the BOT meeting on such short notice.
- Mr. Bode gave an update on the new baseball field and track and reported the first baseball game is scheduled for February 23<sup>rd</sup> at 1:00 p.m. The Hall of Fame induction ceremony, for men and women athletes, is the evening of

February 23<sup>rd</sup>. Referring to page 4 of Brian Bode’s report, Trustee Rios inquired about the hiring of three new campus police officers. Mr. Bode said two of the police officers were new hires, approved in the budget, and the third is an unfilled position. Referring to the Building & Grounds section of Brian Bode’s report, Trustee Rios asked about the replacement and repair of the broken bleacher boards in the Fieldhouse. Trustee Rios asked if there had been an estimate for replacement. Mr. Bode said, no, there hadn’t been. Referring to Risk Management, Trustee Rios asked about the computation of Workman’s Comp premiums. Mr. Bode said they were looking at active claims within each comparable area...there is a significant increase in claims across the state. Mr. Bode said the federal computation for workman’s comp will, most probably, be affected by the new health insurance requirements. Referring to page 9, Enrollment Management, Trustee Rios voiced his concern at the low high school numbers. Mr. Bode said the Accuplacer tests are administered at the request of the high schools and/or the students. Mr. Bode called on Dr. Denise McDowell regarding the low number of high school students. Dr. McDowell said the low numbers reflect a positive thing as testing is done earlier. Trustee Daniels, referring to the extra duties Dr. McDowell has assumed due to the recent retirement of a staff member in Enrollment Management, suggested there needs to be better notice for those faculty/staff retiring in the future. Trustee Rios asked if there would be someone to train high school counselors regarding financial aid for students. Dr. McDowell said they were working on a way to “tag-team” to go to the high schools to educate counselors on the process and procedures. In addressing the Accuplacer testing, Dr. Agha-Jaffar said since KCKCC gives the Compass Test, “We probably need to designate specific dates for testing.” Dr. McDowell, addressing the change from Accuplacer testing to Compass testing, said the Accuplacer test is more mobile and has more web-based accessibility than the Compass test. Trustee Flunder asked Brian Bode about KCKCC advertising on the new electronic scoreboard at Bonner Springs High School and if we would be charged for that service. Mr. Bode said we absolutely would be; however, the project is on hold at the moment due to a change of the Bonner Springs athletic director. Trustee Maddox, referring to the Media Services section, asked what a Tri-caster switcher was. Mr. Bode said it was a way to assist Media Services to transport their equipment with greater ease of portability.

Trustee Ash, referring to page 5 of Brian Bode’s report, asked Dean Baz Abouelenein about the decision to use BoardVantage for electronically storing BOT documents. Dean Abouelenein said that, after the December 17<sup>th</sup> Special Board Meeting presentation, he had set up three demo accounts as a trial for BoardVantage. It was decided that a representative of BoardVantage would give a demonstration at the Board of Trustees Retreat, February 5<sup>th</sup>. Brian Bode asked approval for his report. Trustee Rios made a motion to approve the **Vice President for Student and Administrative Services report**. Trustee Breidenthal seconded and the motion carried.

11. Brian Bode asked approval for **XI. A Payment of the Bills**. Trustee Rios made a motion to approve Payment of the Bills. Trustee Maddox seconded and the motion carried. Brian Bode asked approval for **XI. B Financial Report**. Trustee Rios said the Finance Committee reviewed the report and he was grateful to the Deans for keeping expenses down. They were at 53% for expenditures. Trustee Rios said the electrical usage was down and indicated that in conserving energy, out of the 17 months, since the roof had new insulation installed, there were only 4 months where there was additional electric usage. Trustee Rios said, “Very good record and wise investment!” Trustee Flunder asked if KCKCC had ever received a check back from the public utility company. Mr. Bode said we had not. Trustee Flunder said she was going to look into that. Trustee Rios made a motion to approve XI. B Financial Report. Trustee Maddox seconded and the motion carried. Brian Bode asked approval for **XI. C Recommendations 1-5** (#5 Amendment to the Agenda) - Mr. Bode referenced #4, the laser cutter. This piece of equipment is for the TEC machine Technology group as part of the T4E Grant. Mr. Bode said the staff member who recommended this laser cutter said it was the best for the Tec students. The company whose bid was accepted, Amada America, gave the college a \$195,000 educational discount. The company will also give additional training on use of the machine. Dr. Agha-Jaffar said the additional expense was submitted as part of the T4E Grant Proposal which included an additional \$500,000 in the budget. Trustee Rios made a motion to approve XI. C Recommendations 1-5. Trustee Townsend seconded and the motion carried.

12. Chairman Ash asked for **XII. Committee Reports**. Trustee Daniels spoke of the recent combined meeting of the BOT and KCKCC Endowment Association.

Among the items discussed was promotion of the college. The combined entities will meet again January 24<sup>th</sup> in the Executive Board Room. Trustee Breidenthal thanked the Endowment Association for their support of the Advancement Council and said they looked forward to working together when it would be appropriate. Trustee Daniels congratulated Jim Beechwood for his new position as Director of College Relations and thought it was a very good choice. Chairman Ash gave an update of his attendance at the KACCT Quarterly meeting in Colby, KS recently. He said the members of KACCT were working diligently with the number of new legislators in developing relationships. Trustee Ash said they addressed the Revenue shortfall but that they still didn't know the full impact it would have on the state. Trustee Ash said he and Trustee Mary Ann Flunder would be in Washington D.C. February 11-14, 2013 for the ACCT Summit and reminded everyone of the KACCT reception February 14<sup>th</sup> in Topeka, KS. Dean Shirley Wendel reminded the BOT of the Nursing simulation lab tour immediately following the meeting.

13. Chairman Ash moved to **XIII Miscellaneous** and said the BOT needs to recess to Executive Session. Trustee Ash asked attorney, Deryl Wynn, how long for Executive Session. Mr. Wynn said approximately 10-15 minutes with “no action to follow.” Trustee Rios made a motion to move to Executive Session to discuss nonelected personnel matters, to protect the confidentiality of the person's involved, with no action to follow. Trustee Maddox seconded and the motion carried. Deryl Wynn said, “Mr. Chairman, we need to move to Executive Session **with** action to follow.” Chairman Ash asked for a “friendly” amendment to the motion to indicate Executive Session with action to follow. The motions presented by both Trustee Rios and Trustee Maddox stood. Executive Session began at 9:12 a.m. Members of the Board of Trustees, Dr. Givens and Brian Bode returned from Executive Session at 9:33 a.m.

14. Chairman Ash asked for **XIV. Unfinished Business**. Trustee Rios made a motion to approve contracting with ACCT, at the rate of \$30,000, to assist in the search for a new Vice President for Academic Affairs upon Dr. Agha-Jaffar's retirement effective June 30, 2013. Trustee Townsend seconded and the motion carried.

- Chairman Ash asked if there were any further comments or discussion. Trustee Maddox, referring to Paul Bowman's comments during Audience to

Patrons and Petitioners, questioned how the BOT needed to proceed in addressing Mr. Bowman’s concerns...specifically, the extra duties of police officers with no compensation. Trustee Rios said the actions taken by the BOT in the spring, allowed for the hiring of two new officers <Included in Report of VP for Student and Administrative Services> to allow for their extra duties. Trustee Breidenthal said there were a couple of his comments that needed to be addressed, specifically, the compensation for extra duties. Chairman Ash asked Brian Bode if he would get further information to members of the Board. Trustee Daniels thought it might be a good idea to do a comparison of other campus officers’ salary to that of KCKCC officers. Trustee Daniels addressed the comment about Chief Schneider not having use of a take-home car. Trustee Townsend asked if Chief Schneider had ever had use of a take-home car with Brian Bode responding, “Yes.” Trustee Maddox said these issues need to be reviewed but that the BOT didn’t want to take this “out of the hands of the staff.” Trustee Daniels said “the officers should not feel unappreciated.” Chairman Ash said, according to the yearly report, presented by Chief Schneider, “the staff and students feel safe, because of our campus police department, and thought they did a good job.” Chairman Ash said the Board of Trustees is most appreciative of the KCKCC police department.

15. Chairman Ash asked for a motion for **Adjournment**. Trustee Rios made a motion for adjournment. Trustee Maddox seconded and the motion carried. The meeting of the January 15, 2013 Board of Trustees adjourned at 9:42 a.m.

ATTEST:

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Chairman

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Secretary