

Board of Trustees Meeting

November 13, 2012

1. The meeting of the Board of Trustees was called to order at 8:00 a.m. by Chairman Don Ash. He asked everyone to stand for the Pledge of Allegiance. **Roll Call** indicated the following trustees present: Don Ash, Cathy Breidenthal, Ray Daniels, Wendell Maddox and Clyde Townsend. Trustee Rios was not able to attend.
2. Chairman Ash asked for **Approval of the Agenda**. Trustee Daniels made a motion to approve the Agenda. Trustee Maddox seconded and, being no further comments or questions, the motion carried.
3. Chairman Ash asked for **Approval of the Minutes of the October 16, 2012** Board of Trustees meeting. Trustee Maddox made a motion to approve the Minutes. Trustee Breidenthal seconded and, being no further comments or questions, the motion carried.
4. Chairman Ash asked for **Audience to Patrons and Petitioners**. Being none, Chairman Ash moved to the next order of business.
5. Chairman Ash asked for **Communications**. Dr. Givens said she had items to be addressed but she would continue in her President's Report.
6. Chairman Ash asked for the **President's Report**.
 - Dr. Givens said she will be attending the KBOR Conference in Topeka Wednesday, November 14. During the conference she will be participating in a panel discussion, with representatives from Community & Technical Colleges, on the new Articulation & Implementation Policy. Dr. Givens announced that Chairman Ash sits on the panel of KBOR and will be part of the discussion.
 - Dr. Givens stated she has been appointed to the Economic Workforce Development Committee and will be traveling to Washington D.C. for their conference November 28 & 29, 2012.
 - Dr. Givens said she had received a request for, and had approved, a name change from that of Counseling and Advising Department to that of Student

Advising Center. She said she appreciated the fact that they took the initiative to implement such a change and that it was more appropriate for the services offered students.

- Dr. Givens thanked Brian Bode and Jeff Sixta for installation of the doors on either end of the Upper Jewell.
- Dr. Givens announced four events of which the Board of Trustees needed to be aware:
 - November 26 – Joint meeting of the Endowment Association and the Board of Trustees at McAnany, Van Cleave & Phillips from 4:30-6:30 P.M.
 - December 6 – Holiday Party at McAnany, Van Cleave & Phillips from 5:00-8:00 P.M.
 - December 12 – 2nd Annual Combined Presidents Open House & Faculty and Staff Holiday Party in the Lower Jewell from 11:00-2:00 p.m.
 - December 13 - Board of Trustees holiday gathering at the home of Ray and Joan Daniels, from 5:00-7:00 p.m.
- Dr. Givens talked about the focus of KCKCC but one area not mentioned was the establishment of Leadership Team Meetings. The Leadership Team meets six times a year...three times in the fall and three times in the spring. Dr. Givens said these meetings have been a way for the Deans to get to know each other in a more social setting and that they've been "great so far!" The first Leadership Team video was shown during the meeting and at its conclusion, Dr. Givens thanked Michael Kimbrough and the staff of the Media Dept. for the excellent job they do producing the videos.

7. Chairman Ash asked for the **Personnel Report**. Dean Leota Marks said she wanted to draw their attention to item VII A. 1-2 and asked approval of item VII B. 1-10 as well as the Amendment to the Agenda, of the October 16th Personnel Report, for items 21, 22, 23 on pages 2-5. Trustee Daniels made a motion to approve item VII B. 1-10 and the Amendment for items 21, 22 & 23. Trustee Townsend seconded and, being no further comments or questions, the motion carried. Dean Marks asked approval for item VII C. Trustee Townsend made a motion to approve item VII C. Trustee Breidenthal seconded and, being no further comments or questions, the motion carried.

8. Chairman Ash asked for the Vice-President for Academic Affairs Report.

- Dr. Agha-Jaffar asked approval for 2013-2014 Class Fees. Dr. Agha-Jaffar said there were no changes, to the fees from the previous year, but there was one addition to the list of class fees, Stage Craft I. She said students need to be able to build and use props for this class but that a fee was needed to cover the expense for the use of these items. Trustee Daniels made a motion to approve the 2013-2014 Class Fees. Trustee Maddox seconded, and being no further comments or questions, the motion carried.
- Dr. Agha-Jaffar asked approval of the Vice-President for Academic Affairs Report. She referenced the recent Grant and said they had received “an invitation we couldn’t refuse” from the Department of Labor to attend a webinar for all awardees of the Grant, Tuesday, November 13th. Dr. Agha-Jaffar said they had received a call from the Federal Project Office to submit several reports and they were compiling those reports for submission. She also stated the posting for a Project Manager was in place and that the posting closes November 25th. Dr. Agha-Jaffar said, after interviews, they hoped to have that person in place by January 2013. Trustee Daniels asked about Kaufman Foundation Scholarships. Dr. Agha-Jaffar said the Kaufman Foundation approached KCKCC about targeting students who were enrolled in the 2+2 program with Emporia State. Once those students were identified, they would receive funding for their two years at KCKCC and then move on to a four year college. Dr. Agha-Jaffar said they would be considered “Kaufman Scholars.” Chairman Ash called for a motion to approve the report. Trustee Townsend made a motion to approve the Vice-President for Academic Affairs report. Trustee Breidenthal seconded, and being no further comments or questions, the motion carried.

9. Chairman Ash asked for the Vice-President for Student and Administrative Services Report.

- Brian Bode said he had been at the airport by 5:30 a.m. that morning to wish the KCKCC volleyball team “good luck” as they continued their national play-offs. He said the fact that they beat the #1 team in the country is terrific. Mr. Bode asked approval for his report. Chairman Ash asked if the water main break had caused significant damage. Mr. Bode said the water main

break was at the Field House but that the damage at the Allied Health Building was the result of an old rusted drinking fountain for which there was \$16,000 in damage to the floor. After closing the school for the afternoon, to shut off the water, the repair was made and campus activity resumed the next morning. Chairman Ash said it was a good idea for the addition of a female RA saying, “Kudos to the female students” for making the suggestion. Chairman Ash asked about the outdoor movie projector and screen mentioned in Mr. Bode’s report. Mr. Bode said they would need to take several factors into consideration before making a decision. Chairman Ash commented on the Time-Warner Agreement and said the cost savings of \$3000/month was significant and said, “Good job to everyone who worked on it.” Trustee Daniels asked about the Women’s Resource Center for qualified single parents and said it was a positive thing. He asked about the program, in conjunction with KU, and Mr. Bode referred to Dr. Denise McDowell. Dr. McDowell said approximately 1000 students are involved in the program with half of them from KCKCC. Chairman Ash asked approval for the Vice-President for Student and Administration report. Trustee Breidenthal made a motion to approve the report. Trustee Townsend seconded and, being no further comments or questions, the motion carried.

10. Brian Bode asked approval for:

- Item 10 A. - **Payment of the Bills**. Trustee Maddox made a motion to approve Payment of the Bills. Trustee Townsend seconded and, being no further comments or questions, the motion carried.
- Item 10 B. – **Financial Report**. Trustee Townsend made a motion to approve the Financial Report. Trustee Maddox seconded and, being no further comments or questions, the motion carried.
- Item 10 C.1-6 – **Recommendations**. Trustee Daniels asked, “Are the insurance payments up or down?” Mr. Bode said they were “up.” He said the increased value of Tech I raised the cost of insurance. Trustee Daniels asked if we were paying worker’s comp insurance for both schools with Mr. Bode’s response, “yes.” Trustee Flunder asked about KPERs payment for part-time employees and how it had been overlooked. Mr. Bode said, in so many cases, someone is hired as a part-time person and then someone is needed

over the weekend or someone doesn't show up and a fill-in is needed. Before long, that person(s) has worked 641 hours as opposed to 640. Mr. Bode said that now every part-time person signs a notification when they're hired acknowledging their work hours. If they go over the 640, they will be reimbursed for their time. Trustee Daniels asked, "Do we pay our share?" Mr. Bode said, "No, the state pays." Chairman Ash called for approval of Mr. Bode's report. Trustee Townsend made a motion to approve Recommendations 1-6 of Mr. Bode's report. Trustee Maddox seconded and, being no further comments or questions, the motion carried.

11. Chairman Ash asked for **Committee Reports**.

- Trustee Breidenthal reported on the Advancement Council saying they would be making a presentation at the December 11th Board of Trustees' meeting.
- Chairman Ash said he would be attending the KBOR meeting in Topeka Wednesday, along with Dr. Givens, and participating in the panel discussion on the new articulation agreement. Chairman Ash said he would be attending the KACCT Conference in Colby, KS December 7-8 at Colby Community College.
- Trustee Maddox asked if it had been decided as to which Board members would serve on the Personnel Committee. Chairman Ash said there was "room for anyone wanting to serve."

12. Chairman Ash asked for **Miscellaneous Business**.

Trustee Townsend made a motion to move to Executive Session for 15 minutes to (a) discuss the acquisition of real estate and (b) to discuss a nonelected personnel matter with action to follow. Trustee Breidenthal seconded and members of the Board of Trustees moved to Executive Session at 8:36 a.m. Members of the Board of Trustees returned from Executive Session at 8:54 a.m.

13. Chairman Ash asked for **Unfinished Business**.

There being none, Chairman Ash asked for a motion for adjournment. Trustee Maddox made a motion to adjourn the meeting of the Board of Trustees. Trustee Townsend seconded and, being no further comments or questions, the motion carried.

The November 13, 2012 meeting of the Board of Trustees adjourned at: 8:55 a.m.

ATTEST:

Chairman: _____

Secretary: _____