

**KANSAS CITY KANSAS COMMUNITY COLLEGE
MINUTES OF THE BOARD OF TRUSTEES MEETING
MAY 21, 2013**

- I. 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. After the Pledge, Chairman Ash asked for a moment of silence for the victims of the recent tornedos.
- II. Chairman Ash asked for **Roll Call**. Roll Call indicated the following trustees present: Don Ash, Cathy Breidenthal, Ray Daniels, Mary Ann Flunder, Wendell Maddox, J.D. Rios and Clyde Townsend.
- III. Chairman Ash asked for **Approval of the Agenda**. Trustee Rios made a motion to approve the Agenda. Trustee Townsend seconded. Trustee Daniels made a motion to hold approval of numbers 18, 19, 20 of the Personnel Report until Executive Session. Trustee Rios made a “friendly” amendment to the Agenda - to approve 18, 19, and 20 of the Personnel Report, after Executive Session. The motion carried.
- IV. Chairman Ash asked for **Approval of the Minutes of the April 16, 2013** Board of Trustees meeting. Trustee Rios made a motion to approve the Minutes of the April 16, 2013 BOT meeting. Trustee Breidenthal seconded. Trustee Daniels made a motion to amend the Minutes of 11C. Recommendation #6-Tuition increase (page 6 of 7) to read, *“Trustee Daniels moved approval of the request “with the understanding that it includes only those Missouri students in Platt, Clay, Jackson or Johnson Counties.”* Trustee Rios seconded and the motion carried. Chairman Ash asked for **Approval of the Minutes of the Special Meeting of the BOT on April 19, 2013**. Trustee Daniels made a motion to approve the minutes of the April 19, 2013 meeting. Trustee Townsend seconded and the motion carried. Chairman Ash asked **Approval of the Minutes of the Special Meeting of the BOT on May 14, 2013**. Trustee Daniels made a motion to approve the minutes of the May 14, 2013 meeting. Trustee Breidenthal seconded and the motion carried.
- V. **Audience to Patrons and Petitioners:** There being none, Chairman asked for Item VI.
- VI. Chairman Ash asked for **Communications**. Dr. Givens read a letter from KBOR regarding the recent Perkins Loan audit process. The letter confirmed the review process showed no institutional compliance issues...the data review is complete. The letter thanked everyone involved in the data review process.

VII. Chairman Ash asked for the **President's Report**. Dr. Givens deferred to VP-Student & Administrative Services, Brian Bode, to introduce Andrica Wilcoxon. Ms. Wilcoxon is Outreach and Prevention Coordinator for the Community Outreach Counseling program at KCKCC. Ms. Wilcoxon was reporting on the recent Drug Take Back Drive. She said she had set a goal of collecting 500 pounds for Wyandotte County. A total of 663 pounds was collected in Wyandotte County, a 93% increase over the 343 pounds collected in the county in the last Drug Take Back in September. Leavenworth County collected 467 pounds, an increase over the 107 pounds collected last September. The Drug Take Back addresses the elimination of old medicines in home cabinets that are susceptible to misuse and abuse. Ms. Wilcoxon said the drive takes place approximately every six months and she expects to promote another in the fall of 2013.

Mr. Bode asked VP-Academic Affairs, Dr. Agha-Jaffar, to introduce Darren Elliott, Debate Team Coach, to talk about the recent awards and accomplishments of the Speech & Debate Team. Mr. Elliott said this was the second year KCKCC had a debate team in the National Debate Tournament held at Weber State University in Ogden, Utah and only the second community college team in history to qualify. Mr. Elliott said they participated in Parliamentary Debate as well as Lincoln/Douglas Debate. The team only had one week to prepare for the Lincoln/Douglas Debate but tied for 1st place. In addition to preparing for and winning all of their awards, the students on the KCKCC Debate Team provide volunteer tutoring to high school students in preparation for their debates. Chairman Ash thanked coach Darren Elliott, assistant coach Scott Elliott and the debate team of Alex Ganzman, Marin Loken, Krystyn Russell, Justin Parks, Ryan McFarland and Evan Johnson. The team was given a standing ovation for their accomplishments.

Dr. Givens announced that the recent Employee Recognition Dinner was a huge success with 251 attendees, the largest turn-out in the history of the dinner. Dr. Givens also said the dinner "was the briefest" and ended at the earliest time ever.

VIII. Chairman Ash asked for the **Personnel Report**. Dean Leota Marks brought attention to **8A** items 1-17 and asked approval for **8B** items 1-17. Trustee Townsend made a motion to approve 8B #s1-17 (#s 18, 19, 20 to be discussed during Executive Session) of the Personnel Report. Trustee Rios seconded and the motion carried. Trustee Rios asked Dean Leota Marks to comment on Personnel's analysis of classification of employees who are either part-time or full-time. Dean Marks said they were working on identifying those staff for the purpose of health insurance. Trustee Rios asked if there were complications in doing so. Dean Marks said they want to make sure their data is correct.

- IX. Chairman Ash asked for the **Vice President for Academic Affairs Report**. Dr. Tamara Agha-Jaffar drew attention to the Amendment to the Agenda - Master Contract, and asked approval of the BOT. It was suggested the wording under Article I. Definitions read: "Faculty that teach in a Trade and Industry program" and changing the wording from "Career Programs" to "Technical Programs," under Trade and Industry Program of the Master Contract. Trustee Rios asked if there would be any ramifications to change the wording in the Master Contract definition. Brian Bode said the word "tech" was being used as a descriptor of the faculty and "Tech" is a location. The change is suggested so as not to conflict with other definitions. Trustee Rios also asked if this had been reviewed by legal counsel. Attorney, Deryl Wynn, responded that legal had reviewed the change and it was acceptable. Darren Elliott said he was involved as a representative for the professional faculty and said this "was a vetted process." Trustee Rios made a motion to accept the change in wording of the Master Contract. Trustee Maddox seconded and the motion carried. VP for Academic Affairs, Dr. Agha-Jaffar, had Chairman Ash sign the change on the Master Contract.

Dr. Agha-Jaffar introduced Cheryl Postlewaite, Director of Library Services, Don Balluch, Tech Ed. instructor and Mike Bigelow to present a power point about the new library circulation desk. Ms. Postlewaite said the library was in desperate need of a new circulation desk but the cost of \$60,000 would have been prohibitive at this time. With a bid of \$9500.00, which included the cost of materials and labor, the circulation desk was designed and built by the Tech Ed. students under the direction of Mr. Balluch. Ms. Postlewaite also thanked Jeff Sixta and the crew of Building & Grounds for moving out the old desk and installing the new one. Mr. Balluch said this was a "good experience for the students, they learned a lot." Dr. Agha-Jaffar asked approval of her report, including documents in the Board packets. Trustee Maddox made a motion to approve the VP-Academic Affairs report. Trustee Townsend seconded and the motion carried.

- X. Chairman Ash asked for the **Vice President for Student and Administrative Services Report**. Brian Bode introduced John Burrigh, KCKCC Bookstore manager and Jay Matlack, of Workforce Development, to present a "KCKCC Made" report. KCKCC STUDENTS design/develop/make items to sell in the Bookstore with the knowledge that they receive 70% of the profit and split the difference with Workforce Development and the Bookstore as a partnership. John Burrigh said students have to apply as well as go through an interview process to get their items in the Bookstore. The purpose of the process is to encourage entrepreneurship on the part of the student as well as give them small business incentives. A few of the students, who have items on display, described their creative processes. Jay Matlack said "KCKCC Made" was a recent, small, feature on Channel 41 news. Trustee Rios commented that the bookstore is very much "under rated." He said this was a good collaboration with staff and students and good

motivation in which students could be involved. Chairman Ash thanked and commended Jay Matlack and John Burrigh for their presentation as well as the students whose items were displayed.

Mr. Bode brought attention to *Attachment A, Bond Resolution No. 13-2*. This is the continuing process of the Resolution authorizing the offering for sale of lease purchase agreement certificates of participation, series 2013, of KCKCC, Wyandotte County, KS. Mr. Bode said the formal protest period for the sale of the bonds ends June 1st and that, if it clears the protest period, "By doing this, we're telling the firm of Piper Jaffray & Co. to go out and market and sell the bonds." Trustee Flunder asked if there was a company in Wyandotte Co., who could sell the bonds. Mr. Bode said he was not aware of a company in Wyandotte Co. Mr. Bode asked approval of the Bond Resolution. Trustee Rios made a motion to accept the Bond Resolution. Trustee Townsend seconded and the motion carried.

Mr. Bode presented *Attachment B, second reading of the Drug Policy for Student Athletes*. He said the red lettering indicated what was read at the April 16, 2013 BOT meeting and the blue lettering indicated changes/corrections made by Dr. Tamara Agha-Jaffar (grammatical and/or spelling corrections). He also said there was one more correction...page 10, paragraph #2, the word should read *banned* not *band*. Mr. Bode reiterated this policy confirms the importance for all new and returning students to be clean and drug free. Mr. Bode asked that the policy be approved so it can be sent to all student athletes. Trustee Rios asked the Athletic Director, Tony Tompkins for any comments. Mr. Tompkins said he thought the policy was something needed and heading in the right direction. College attorney, Deryl Wynn, said the policy was fully vetted and ready for acceptance and that any modifications in the future would be minor. Trustee Daniels emphasized that he felt this policy was "positive not punitive." Mr. Bode asked acceptance of the Drug Policy. Trustee Daniels made a motion to accept the Drug Policy. Trustee Breidenthal seconded and the motion carried.

XI. **Finance**

- A. Mr. Bode asked approval for Payment of the Bills. Trustee Rios made a motion to approve payment of the bills. Trustee Townsend seconded and the motion carried.
- B. Mr. Bode asked approval for the Finance Report. Trustee Rios said that after reviewing the budget that we should be at 17% this time of year; at 22% remaining in the budget authorizing facility usage. He said there were no overt concerns. The electrical usage was up over previous Aprils but thought the energy efficiency was continuing in the right direction. Mr. Bode said the previous usage was at 29 days and this year it was at 34 days. Trustee Rios made a motion to approve the Finance Report. Trustee Townsend seconded and the motion carried.
- C. Mr. Bode asked approval for items 1-6 under Recommendations and #7 on the Amendment to the Agenda. Trustee Rios said, in reference to #4 and the

Amendment to #4, that after review the recommendation to “get away from leasing” of the property at 7539 State Ave, hopefully as was stated in the new Master Plan, this will be more aligned with the policy. Mr. Bode, in referencing #7 on the Amendment, stated that after review and suggestions from the BOT, the college will enter into an agreement with Chevron Energy Solutions to conduct their energy audit. Mr. Bode said that after Chevron strengthened their education plan, they were more in alignment with the college needs. Trustee Daniels made a motion to approve the recommendation of Chevron Energy Solutions. Trustee Funder seconded and the motion carried.

D. Mr. Bode asked approval to extend the “Metro” tuition rate for KCMO students to include Cass County, MO. He said this will allow the metro suburbs of Raymore, Peculiar, Harrisonville, etc. to be in the “Metro” area. Trustee Maddox made a motion to approve item #D. Trustee Townsend seconded and the motion carried.

XII. Chairman Ash asked for **Committee Reports**. Trustee Breidenthal reported on the April 25, 2013 Advancement Council/Listening Project Reception. Trustee Breidenthal said, though it was a small turn out, they were able to recruit a few new members and to update the community on the Listening Project. Trustee Breidenthal asked the BOT for recommendations of community members who might be interested in serving on the Advancement Council. Trustee Daniels reported on the Policy Committee of which he and Trustee Flunder are part. He said working with the Policy Committee and the amount of policies needing review and updating, is a “voluminous process,” but he will bring a report to the June BOT meeting. Trustee Rios reported on the recent Endowment Association meeting saying they were “bundling” opportunities for scholarships. Trustee Rios reported on several upcoming scholarships for students on behalf of the Endowment Association. He said the Endowment Board had requested a meeting with the BOT and Dr. Givens to discuss several collaborative efforts and will have a report at the June BOT meeting.

XIII. Chairman Ash asked for any **Miscellaneous Business**. Chairman Ash asked for a motion to adjourn to Executive Session to discuss both Personnel Matters and Financial Data. Deryl Wynn suggested the total time for Executive Session would be approximately 40 minutes with the first session about 10-15 minutes and the second about 20 minutes. Trustee Rios made a motion to adjourn to Executive Session at 9:35 a.m. Trustee Townsend seconded and the motion carried. At 10:07 a.m., Dr. Agha-Jaffar reported the BOT was entering the second half of the Executive Session - Financial Data. Executive Session ended at 10:32 a.m.

XIV. Chairman Ash asked for **Unfinished Business**. Trustee Rios made a motion to approve those Personnel items discussed during Executive Session, items # 18, 19 and 20 under Section VIII-B. Trustee Daniels seconded and the motion carried. Chairman Ash

reported on the recent April 24, 2013 Joint Meeting of the KCKCC BOT and the Endowment Association and asked if the minutes needed to be approved. Deryl Wynn said this was a general meeting with no action to follow and there would be a meeting in the future. There was one correction to the minutes of the BOT and Endowment Association meeting: Page 2 – “J.D. Rios informed the Board of the new **practice** which included collaboration between V.P.s, Deans, and Directors with the College for fundraising. **Practice was changed from policy.** Mr. Bode reminded everyone of their parking passes for graduation. Chairman Ash reminded everyone of the combined luncheon for the BOT and the College Senate at 11:30 a.m. in room 2325.

- XV. Chairman Ash asked for **Adjournment**. Trustee Rios made a motion for adjournment. Trustee Breidenthal seconded and the motion carried.

The meeting of the BOT adjourned at 10:35 A.M.

ATTEST:

Chairman

Secretary