BOARD OF TRUSTEES
Metropolitan Community College
Regular Meeting

March 15, 2012

1. General Functions

1.1 The meeting was called to order by President David L. Disney at 6:49 p.m. The meeting was held at the MCC Administrative Center, 3200 Broadway, Kansas City, Missouri.

1.2 Roll Call

Present: David L. Disney, President
Jeffrey A. Grubb, Vice President
Robert H Martin, Trustee
Richard C. Tolbert, Trustee
Mariann Tow, Trustee

Mark S. James, Chancellor

1.3 Welcome of Guests and Staff Members

1.4 Communication

1.5 Board of Trustee Business

1.5.1 CONSENT AGENDA
Approval of the consent agenda means that all items appearing in the minutes that have asterisks (*) were adopted by one single motion. Each item on the Board agenda shall be deemed to have been duly approved with the same validity as if each action were separately moved, seconded and adopted.

It was moved by Trustee Grubb and seconded by Trustee Tow that the consent agenda for March 15, 2012 be approved.

Motion carried by the following vote:

AYES: Trustees Disney, Grubb, Martin, Tolbert, and Tow
NAYS: None
ABSTENTIONS:

*1.5.2 APPROVAL OF MINUTES
The Board of Trustees approved the minutes of the regular meeting and the work session held on February 16, 2012.

*1.5.3 WORK SESSION APRIL 19, 2012
The Board of Trustees approved the April 19, 2012 work session to be held at 5:30 p.m. at MCC-Longview, 500 SW Longview Road, Lee’s Summit, Missouri.
1.6 Reports

1.6.1 CHANCELLOR'S REPORT
Vice-Chancellor Tuesday Stanley introduced Kathy Hale, Director of Enrollment Services, who presented a report about MCC's new Information Center that opened on February 27.

2. Administration

*2.1 APPLICATIONS FOR FUNDS FROM EXTERNAL SOURCES
The Board of Trustees approved the applications for funds from external sources. The summary of projects is on page 10.

*2.2 ACCEPTANCE OF FUNDS FROM EXTERNAL SOURCES
The Board of Trustees approved the acceptance of funds from external sources as reported in the resolution on page 12.

*2.3 ACCEPTANCE OF PROPERTY FROM EXTERNAL SOURCES
The Board of Trustees adopted a resolution approving the acceptance of one vehicle from the City of Independence and forty-five units of soft body armor from the Clay County Sheriff's Department. The resolution may be found on page 14.

*2.4 REVISION OF BOARD POLICY - LODGING
The proposed revision of 3.25030 BP Employee Grievance was lodged with the Board of Trustees. The lodged Board policy may be found on pages 16-21.

2.5 RESCISSION AND REVISION OF BOARD POLICIES - APPROVAL
It was moved by Trustee Martin and seconded by Trustee Tolbert that the Board of Trustees adopt a resolution approving the rescission of Board Policy 3.30010 Sexual Harassment Prevention, and replacing it with Board Policy 3.30010 Employee Discrimination and Harassment. The resolution and Board Policy may be found on pages 23-27.

Motion carried by the following vote:

AYES: Trustees Disney, Grubb, Martin, Tolbert, and Tow
NAYS: None
ABSTENTIONS: None

3. Personnel

*3.1 PROFESSIONAL PERSONNEL RECOMMENDATIONS
The Board of Trustees approved the professional personnel recommendations listed on pages 29-32.
4. Business and Finance

4.1 TREASURER’S REPORT
It was moved by Trustee Grubb and seconded by Trustee Tow that the Board of Trustees adopt a resolution approving the disbursements for the month of February 2012. The resolution and related documents may be found on pages 34-39.

Motion carried by the following vote:

AYES: Trustees Disney, Grubb, Martin, Tolbert, and Tow
NAYS: None
ABSTENTIONS: None

4.2 BIDS
It was moved by Trustee Martin and seconded by Trustee Grubb that the Board of Trustees adopt the resolution and approve the lowest acceptable bids meeting specifications. The resolution and bids are on pages 41-51.

Motion carried by the following vote:

AYES: Trustees Disney, Grubb, Martin, Tolbert, and Tow
NAYS: None
ABSTENTIONS: None

4.3 PROPOSED SCHEDULE OF TUITION AND FEES FOR 2012-2013
It was moved by Trustee Grubb and seconded by Trustee Tow that the Board of Trustees adopt a resolution approving the schedule of tuition and fees for 2012-2013. The new rates will be effective with the summer 2012 semester. The resolution and schedule are on pages 53-54.

Motion carried by the following vote:

AYES: Trustees Disney, Grubb, Martin, and Tow
NAYS: None
ABSTENTIONS: Trustee Tolbert

Trustee Tolbert requested that the minutes reflect his abstention is due to his concern that the current budget shortfall not be a burden on the students and that he believes other ways to balance the budget, such as employee salary reductions, should be explored.

*4.4 SOLE SOURCE PURCHASES
The Board of Trustees approved the sole source and contract purchases listed on page 55.
*4.5 **SURPLUS PROPERTY**
The Board of Trustees declared the items listed on page 56 as surplus and approved that they may be sold.

*4.6 **GENERAL AGREEMENTS**
The Board of Trustees approved the general agreements listed in the resolution on page 59.

*4.7 **ORGANIZATION AND AGREEMENT FOR SAFE DEPOSIT BOX**
The Board of Trustees adopted an organization resolution and agreement for a safe deposit box. The resolution is on page 61.

6. **Curriculum and Instruction**

*6.1 **ALLIED HEALTH AGREEMENTS**
The Board of Trustees adopted a resolution approving the allied health agreements listed in the summary. The resolution and summary are on pages 63-64.

*6.2 **CLIENT AGREEMENTS**
The Board of Trustees approved the client agreements listed in the resolution on page 67.

*6.3 **CONTRACTED SERVICES AGREEMENTS**
The Board of Trustees adopted a resolution approving the contracted services agreements listed in the resolution on page 70.

*6.4 **CONTINUING EDUCATION SERVICE AGREEMENT**
The Board of Trustees adopted a resolution approving a Continuing Education Service Agreement. The resolution is on page 72.

7. **Student Personnel Services**
8. **Community Services**
9. **Unfinished Business**
10. **New Business**
11. **Public Hearing**
12. **Adjournment**

12.1 The meeting was adjourned at 7:04 p.m.

Date Approved,

\[4/19/12\]

Respectfully submitted,

\[Signature\]

Cynthia K. Johnson, Secretary to the Board of Trustees
AGENDA ITEM BACKGROUND

TO:    BOARD OF TRUSTEES
FROM:  CHANCELLOR
DATE:  March 15, 2012
ITEM & FILE NO.:  1.5.1

SUBJECT:  Consent Agenda
CATEGORY:  Board of Trustee Business

REASON FOR BOARD CONSIDERATION:
☒ APPROVAL
☐ ACCEPTANCE
☐ INFORMATION
ENCLOSURE(S)

BACKGROUND:

Agenda items of a routine nature will be marked with an asterisk (*) located immediately before the item. Unless a Board member requests an item be removed for discussion, the agenda will be approved upon a motion and a second of the Board and unanimously adopted and shall have the same validity as if each action were separately moved, seconded and adopted. Any item removed upon request of a Board member will be taken up in its regular place on the agenda.

RECOMMENDATION:
The Chancellor recommends that the Board of Trustees approve the consent agenda items for March 15, 2012.

INITIATOR:  Mark S. James
BOARD ACTION DATE:  March 15, 2012
EFFECTIVE DATE:  March 15, 2012
AGENDA ITEM BACKGROUND

TO: BOARD OF TRUSTEES
FROM: CHANCELLOR
DATE: March 15, 2012
ITEM & FILE NO.: 1.5.2

SUBJECT: *Approval of Minutes
CATEGORY: Board of Trustee Business

REASON FOR BOARD CONSIDERATION:
☐ APPROVAL
☐ ACCEPTANCE
☐ INFORMATION
ENCLOSURE(8)
Minutes

BACKGROUND:

The minutes of the regular meeting and work session of the Board of Trustees for February 16, 2012 are submitted for approval.

RECOMMENDATION:

The Chancellor recommends that the Board of Trustees approve the minutes of February 16, 2012.

INITIATOR:
Mark S. James

BOARD ACTION DATE:
March 15, 2012

EFFECTIVE DATE:
March 15, 2012
AGENDA ITEM BACKGROUND

TO:     BOARD OF TRUSTEES      DATE:  March 15, 2012
FROM:   CHANCELLOR             ITEM & FILE NO.:  1.5.3
SUBJECT:  *Work Session        CATEGORY:  Board of Trustee Business
REASON FOR BOARD CONSIDERATION:  □ APPROVAL
                                      □ ACCEPTANCE
                                      □ INFORMATION
                                      ENCLOSURE(S)

BACKGROUND:

A work session of the Board of Trustees will be held April 19, 2012, 5:30 p.m. at MCC-Longview, 500 SW Longview Road, Lee’s Summit, Missouri.

RECOMMENDATION:
The Chancellor recommends that the Board of Trustees approve the April 19, 2012 work session.

INITIATOR:    BOARD ACTION DATE:    EFFECTIVE DATE:
AGENDA ITEM BACKGROUND

TO: BOARD OF TRUSTEES  DATE: March 15, 2012
FROM: CHANCELLOR  ITEM & FILE NO.: 1.6.1
SUBJECT: Chancellor’s Report  CATEGORY: Reports
REASON FOR BOARD CONSIDERATION:
☐ APPROVAL
☐ ACCEPTANCE
☐ INFORMATION
ENCLOSURE(S)

BACKGROUND:
The responsibilities of the Chancellor of Metropolitan Community College make it desirable to present reports to the Board of Trustees.

RECOMMENDATION:
Chancellor James will report on current matters of interest.

INITIATOR:  BOARD ACTION DATE:  EFFECTIVE DATE:
Mark S. James
AGENDA ITEM BACKGROUND

TO: BOARD OF TRUSTEES
FROM: CHANCELLOR
DATE: March 15, 2012
ITEM & FILE NO.: 2.1

SUBJECT: *Applications for Funds from External Sources
CATEGORY: Administration

REASON FOR BOARD CONSIDERATION:

☐ APPROVAL
☐ ACCEPTANCE
☐ INFORMATION
ENCLOSURE(S)
Summary of Projects

BACKGROUND:

Below is a summary of applications for funds from external sources. If funded, acceptance of funds will be submitted for approval at a subsequent meeting.

LINCWorks – MCC-IWI: LINCWorks is submitting an application to the Georgia-Pacific Foundation whereby MCC would provide certified job skill training, to include technical and employability modules, to 100 of their clients. The courses will include certified nurse assistant, mental health technician and phlebotomy. If awarded, LINCWorks would enter into a two-year contract with MCC for $310,000. The anticipated start date is July 1, 2012.

National Endowment for the Arts: Storytelling – MCC-Maple Woods: MCC is requesting funds to support overall operational costs of the 2013 Storytelling Celebration. There are year-round activities including workshops for high school students and approximately 175 performances at over 100 venues each November. The term of the grant would be January 1, 2013 – December 31, 2013. The amount requested is $40,000. No match is required.

U.S. Department of Commerce: Community Oriented Policing Services (COPS) – MCC-Districtwide: Funds are being requested for salary and benefits for a new police officer. COPS would provide 75 percent of the costs up to a maximum of $125,000 for the first three years of employment. MCC is requesting the full $125,000 and is required to match the remaining cost of $65,811. The term of the grant would be July 1, 2012 – June 30, 2015.

RECOMMENDATION:
The Chancellor recommends that the Board of Trustees approve the applications for funds from external sources.

INITIATOR:
Tuesday L. Stanley

BOARD ACTION DATE: March 15, 2012
EFFECTIVE DATE: March 15, 2012
## SUMMARY OF PROJECTS  
### REQUEST FOR FUNDS FROM EXTERNAL SOURCES

<table>
<thead>
<tr>
<th>Applications and Units Participating</th>
<th>Amount</th>
<th>Matching</th>
<th>Funding Source &amp; Period</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Cash</td>
<td>In-Kind</td>
</tr>
<tr>
<td>LINCWorks Technical Skills Training – MCC-IWI</td>
<td>$310,000</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Storytelling – MCC-MW</td>
<td>$40,000</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>
AGENDA ITEM BACKGROUND

TO:                      BOARD OF TRUSTEES   DATE: March 15, 2012
FROM:                    CHANCELLOR         ITEM & FILE NO.: 2.2
SUBJECT:                *Acceptance of Funds from External Sources
CATEGORY:               Administration
REASON FOR BOARD CONSIDERATION:  ☒ APPROVAL
                                ☐ ACCEPTANCE
                                ☐ INFORMATION
                                ENCLOSURE(S) Resolution

BACKGROUND:

The applications for funds from the external sources cited below have been approved by the agencies indicated.

U.S. Department of Labor: Employment Training Administration – Earn IT & Learn IT in KC Workforce Enhancement Project – MCC-BTC/IWI. The federal objective is to accelerate bottom-up innovation in expanding business and jobs in industry clusters that utilize H-1B visas so that American workers are qualified for those jobs. MCC has been awarded funds to implement an on-the-job training (OJT) program whereby the majority of funds will be paid directly to employers as reimbursement of up to 50 percent of the salary (benefits excluded) for up to 16 weeks for new employees in mid to upper level IT and related engineering positions. Since this is MCC’s first OJT grant and the scope is large, we will contract with the local workforce investment boards, Workforce Partnership, Kansas and Full Employment Council, Missouri to carry out many of the tasks related to employer contracts and federal database reporting. OJT programs are just beginning to be available to community colleges which should help build training capacity as we partner with area employers. Identified partners to date are the Clay County Economic Development Council, Cerner Corporation, Truman Medical Center, and several small companies. MCC will receive approximately $500,000 for advanced IT training and funds for a part-time program manager and clerical position, instructional costs for skills gap training, travel and outreach and $221,000 in indirect funding for overhead costs. The full grant amount is $5,000,000 with a grant period of April 2, 2012-April 1, 2016. No match is required.

RECOMMENDATION:

The Chancellor recommends that the Board of Trustees approve the resolution accepting funds from external sources.

INITIATOR:    BOARD ACTION DATE:    EFFECTIVE DATE:
Tuesday L. Stanley         March 15, 2012                 March 15, 2012
RESOLUTION

WHEREAS, the Board of Trustees of The Junior College District of Metropolitan Kansas City, Missouri has approved the submission of an applications for funds from the following external source which has now notified the College of an award:

<table>
<thead>
<tr>
<th>Applications and Units Participating</th>
<th>Amount</th>
<th>Matching</th>
<th>Funding Source &amp; Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Earn IT and Learn IT in KC – MCC-KC/IWI On-the-Job Training Program</td>
<td>$5,000,000</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>

NOW, THEREFORE, BE IT RESOLVED, that funding from this external source is accepted;

BE IT FINALLY RESOLVED, that subject to final approval by the Chancellor, the proper officers of the Board and District be, and they are hereby, authorized to execute agreements for and on behalf of The Junior College District of Metropolitan Kansas City, Missouri with the appropriate agencies for acceptance of funds.
AGENDA ITEM BACKGROUND

TO: BOARD OF TRUSTEES
FROM: CHANCELLOR
DATE: March 15, 2015
ITEM & FILE NO.: 2.3

SUBJECT: *Acceptance of Property from External Sources
CATEGORY: Administration

REASON FOR BOARD CONSIDERATION:
☐ APPROVAL
☐ ACCEPTANCE
☐ INFORMATION
ENCLOSURE(S):
Resolution

BACKGROUND:

The MCC Blue River Public Safety Institute has need for use of certain materials.

City of Independence: The City of Independence has declared a 1989 Chevrolet C1500 as surplus and has agreed to donate said vehicle to MCC-BR for use at its Public Safety Institute. The vehicle, which is valued at $3,000, will be transferred free and clear upon execution of an indemnification form.

Clay County Sheriff’s Department: The Clay County Sheriff’s Department has declared forty-five units of soft body armor as obsolete and has agreed to donate the units to MCC-BR Public Safety Institute. The units, which surpass the five-year safety margin, will replace the older ones currently serving as training aids at the Police Academy and have no monetary value.

RECOMMENDATION:

The Chancellor recommends that the Board of Trustees adopt the resolution approving the acceptance of property from external sources.

INITIATOR: Tuesday L. Stanley
BOARD ACTION DATE: March 15, 2012
EFFECTIVE DATE: March 15, 2012
RESOLUTION

WHEREAS, the Board of Trustees has heretofore approved that administration accept certain donations of which Metropolitan Community College may utilize for the furtherance of student education;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees that the acceptance of property from the external source listed below is hereby approved;

<table>
<thead>
<tr>
<th>Donor</th>
<th>Item</th>
<th>Assessed Value</th>
<th>Transfer Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Independence</td>
<td>Vehicle</td>
<td>$3,000</td>
<td>Execution of Form</td>
</tr>
<tr>
<td>Clay County Sheriff's Department</td>
<td>Soft Body Armor Units</td>
<td>None</td>
<td>Execution of General Release</td>
</tr>
</tbody>
</table>

BE IT FINALLY RESOLVED, that the proper officers of the Board and District be and are hereby authorized to execute said agreements for and on behalf of Metropolitan Community College and that such agreements shall be incorporated by reference to this resolution and made a part of the files of the District.
# AGENDA ITEM BACKGROUND

<table>
<thead>
<tr>
<th>TO</th>
<th>BOARD OF TRUSTEES</th>
<th>DATE: March 15, 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>FROM</td>
<td>CHANCELLOR</td>
<td>ITEM &amp; FILE NO.: 2.4</td>
</tr>
<tr>
<td>SUBJECT</td>
<td>* Revision of Board Policy - Lodging</td>
<td>CATEGORY: Administration</td>
</tr>
</tbody>
</table>

| REASON FOR BOARD CONSIDERATION: | ☐ APPROVAL | ☐ ACCEPTANCE | ☐ INFORMATION | ENCLOSEMENT(S): Board Policies |

## BACKGROUND:

The chancellor has undertaken as an ongoing project, the compiling, revising, and updating of the total system of District Policies and Procedures. The proposed rescinded and revised policies have been developed by the Chancellor’s Policy Review Committee, which includes representatives of the shared governance groups, and successfully lodged with the Chancellor’s Cabinet.

Lodge 3.25030 BP Employee Grievance Revised

This proposed revision will provide a more structured process when an employee files an informal or formal grievance.

## RECOMMENDATION:

The Chancellor recommends that the Board of Trustees approve the lodging of the proposed revised policy.

<table>
<thead>
<tr>
<th>INITIATOR:</th>
<th>BOARD ACTION DATE:</th>
<th>EFFECTIVE DATE:</th>
</tr>
</thead>
</table>
PROPOSED REVISION

METROPOLITAN COMMUNITY COLLEGE

BOARD POLICY

3.25030 BP

EMPLOYEE GRIEVANCE

3.25030 BP

The Board of Trustees recognizes the importance of providing a prompt and efficient procedure to secure at the lowest possible administrative level fair and equitable resolutions of employee grievances. To the extent possible, grievances shall be settled through informal means and the formal grievance procedure as set forth herein shall be availed of only when either party believes that a fair and equitable solution has not been reached through such informal means.

I. Applicability

A. A grievant shall be a regular full-time or flexible part time benefit eligible employee of the district.

B. The alleged grievance shall pertain to a disagreement concerning the interpretation or application of:

1. salary schedules and conditions;

2. employment contracts; or

3. board policies.

C. Any grievance not described above shall be considered only with the approval of the chancellor or his/her designee.

D. Termination of employment shall not be grievable nor shall issues which have been filed or adjudicated in another internal or external complaint resolution venue.

II. Informal Resolution

A. Any employee may seek advice and information related to his/her employment, salary of schedules and conditions, employment contracts, or board policies. The purpose of the informal process is to review the complaint and attempt to resolve the issue. Matters resolved through the informal process need not proceed further under the provisions of this policy.
B. Employees who have concerns related to are encouraged to talk to their supervisor or the office of human resources. Should informal resolution of the matter not be accomplished, the formal resolution process may proceed.

III. Formal Grievance Process

A. The grievance shall be filed within thirty (30) calendar days after the event or occurrence giving rise to when the grievance took place or within thirty (30) calendar days from the date on which the employee shall have reasonably known of its occurrence. Even if the informal process has commenced, if an employee wishes to file a grievance it must be done within the thirty (30) day period. The associate vice chancellor of human resources may stay proceedings under this policy until the informal process has been concluded or exhausted.

B. No reprisals of any kind shall be taken against any employee for participating in the employee grievance process. No materials pertaining to the grievance, including supporting documents submitted during the time the grievance is in process, shall become part of the employee's official personnel file.

C. A grievance shall be initiated with the filing by the grievant of a written grievance with the associate vice chancellor of human resources or the employee relations manager or his/her designee, except that if one (1) of these individuals is the person against whom the grievance is directed, the grievance shall be filed with the chancellor or his/her designee.

D. The grievant shall also submit documentation substantiating the allegation, if such exists and is in the grievant’s control.

E. The grievant shall submit a written statement indicating that reasonable avenues to achieve a solution have been attempted.

IV. Processing of Grievance

In addition to receiving the grievance, the associate vice chancellor of human resources shall:

1. Assure that the grievance is clearly stated on the employee grievance form.

2. Assure that the grievance includes the name of an individual against whom the grievance is directed or who properly represents the condition(s) being grieved.

3. Determine that reasonable attempts at informal resolution have been made. At the discretion of the associate vice chancellor of human resources or his/her designee or the chancellor or his/her designee when appropriate, a sufficient amount of additional time shall be granted to permit the possible resolution of the matter. Attempts at resolution may include, but are not limited to, meetings between the individuals involved in the grievance, mediation, referrals to outside resources that might assist in resolving the matter, training, and other such informal processes.
4. Review the grievance and investigate the issues described in the written statement and documentation to ascertain whether it falls within the parameters defined herein as grievable. If after the investigation the associate vice chancellor believes the matter is not grievable, it shall be reported in writing to the grievant.

5. If the matter is deemed grievable, the person(s) responsible for, or against whom the grievance is directed (the respondent), shall be informed. A copy of the grievance shall accompany this communication. The respondent shall have fourteen (14) calendar days to provide a written response. A copy of these materials, including the written response, shall be sent to the grievant.

6. Notify in writing the chief administrator(s) of the administrative unit(s) involved concerning the nature of the grievance, the name(s) of the grievant(s), any person(s) named as party to the grievance, and the type of committee selected by the grievant.

7. Send copies of all material pertaining to the grievance to the chairperson of the grievance hearing committee when requested.

V. **Time Schedule and Notification Requirements**

To the extent possible the following time schedules shall be observed. For the purpose of this time schedule, the date of notification shall be either the date of personal service or three (3) days after the mailing of a certified letter.

A. Filing of grievance - within thirty (30) calendar days of occurrence, as described herein.

B. Notification to person(s) named in grievance - seven (7) calendar days from the filing of the grievance.

C. Statement from person(s) named in the grievance - fourteen (14) calendar days from the receipt of notification.

D. Formation of a grievance hearing committee - twenty-one (21) calendar days after filing of the grievance by the office of human resources.

E. Grievance hearing committee hearing and recommendation - thirty (30) calendar days from submission to the committee.

VI. **Formation of Grievance Hearing Committee**

A. Membership of the grievance hearing committee shall consist of two (2) administrators, two (2) faculty members, and two (2) staff members, with the chairperson non-voting.

B. Members of the grievance hearing committee shall be selected by the president of the faculty senate, district staff council, and the administrative association. If one (1) of the foregoing
persons is a party to the grievance, the affected shared governance group shall select a replacement.

C. The grievant shall have the right to object to any of the grievance hearing committee members selected. Objections will be stated in writing and presented to the associate vice chancellor. The associate vice chancellor shall evaluate the objections and, if valid, shall direct the selection committee to submit a replacement(s).

D. The committee shall choose its own chairperson.

E. All committee members shall receive training in appropriate hearing procedures prior to conducting a hearing.

F. The names of all persons named in the grievance shall be kept confidential within the parameters of this policy. The deliberations of the committee shall remain confidential to the extent possible. All materials related to the grievance shall be returned to the committee chairperson and relinquished to the associate vice chancellor of human resources.

VII. Adherence to Time Schedules

Extensions may be granted by the associate vice chancellor of human resources or his/her designee to determine whether an extension of timelines is appropriate.

VIII. Rules of Conducting a Hearing

A. The content of the hearing shall be held in confidence to the extent possible.

B. If the grievant fails to appear at the hearing without acceptable reason, the grievance shall be denied at the discretion of the associate vice chancellor of human resources.

C. The grievant and the aggrieved party shall present their own testimony personally. Attorneys shall not be allowed to participate in grievance hearings procedures.

D. Testimony of witnesses and other evidence concerning the grievance may be presented by each party.

E. Each party shall have the aid of the grievance hearing committee, when needed, in securing the attendance of witnesses.

F. Each party shall have the right to question all witnesses who testify in person or who submit written statements.

G. All hearings shall be recorded and made available for review in the personnel office to any party to the grievance and the members of the committee upon request.
H. Each party shall have the opportunity to present a closing oral argument.

I. The committee shall reach its decision in conference on the basis of the evidence presented at the hearing.

J. The committee shall proceed to a decision promptly.

IX. Findings of the Committee

A. The committee shall address each issue before it and recommend a resolution of the grievance to the associate vice chancellor of human resources or, if the associate vice chancellor of human resources is a party to the grievance, to the vice chancellor of administrative services.

B. All parties to the grievance and the associate vice chancellor of human resources shall be notified in writing of the findings and final determination of the committee.

C. Appropriate officers shall also be furnished copies of the findings and recommendation.

X. Implementation of the Committee's Recommendation

A. The recommendation of the grievance hearing committee shall be implemented as soon as possible, unless an appeal of the committee’s recommendation is taken.

B. Within ten (10) calendar days of the decision of the committee, a written appeal of the committee’s recommendation may be taken to the vice chancellor for administrative services. Upon review of the written appeal and recommendation of the grievance committee, the vice chancellor of administrative services shall notify the associate chancellor for human resources and the grievant of their determination. Within ten (10) calendar days of the determination of the vice chancellor, the grievant may appeal the determination to the chancellor in writing. The chancellor shall review the findings and recommendations of the grievance committee, a copy of the proceedings, and the determination of the vice chancellor of administrative services. Upon the determination by the chancellor, the grievance proceedings will be concluded.

XI. Safekeeping of Grievance Materials

Materials shall be kept on file for five (5) years in the office of human resources. At that time, materials shall be destroyed unless a special request by the grievant has been received asking that they be given the file provided, however, that the district may, in its discretion, retain copies of any such file given to a grievant.

Approved: Board of Trustees
March 13, 1975
Revised: April 15, 1982
Revised: June 17, 1993

Editorial Corrections: July 10, 2006

CPRC: August 9, 2011
CPRC: September 6, 2011

Chancellor’s Cabinet: November 3, 2011

CPRC: November 8, 2011
CPRC: January 10, 2012
AGENDA ITEM BACKGROUND

TO: BOARD OF TRUSTEES
FROM: CHANCELLOR
DATE: March 15, 2012
ITEM & FILE NO.: 2.5

SUBJECT: Rescission and Revision of Board Policies - Approval
CATEGORY: Administration

REASON FOR BOARD CONSIDERATION: ☐ APPROVAL ☐ ACCEPTANCE ☐ INFORMATION ENCLOSURE(S): Board Policies

BACKGROUND:

The chancellor has undertaken as an ongoing project, the compiling, revising, and updating of the total system of District Policies and Procedures. The proposed revision and policy have been developed by the Chancellor’s Policy Review Committee, which includes representatives of the shared governance groups, and successfully lodged with the Chancellor’s Cabinet.

Approve 3.30010 BP Sexual Harassment Prevention Reescind

It is recommended that this policy be rescinded and replaced with the revised policy.

Approve 3.30010 BP Employee Discrimination and Harassment Revised

It is recommended that this policy be renamed and revised.

This proposed revision will provide a more structured response when an employee files a complaint of discrimination and/or harassment.

RECOMMENDATION:
The Chancellor recommends that the Board of Trustees approve the proposed rescission of Board Policy 3.30010 and approve the proposed renaming and revision of Board Policy 3.30010.

INITIATOR: Mark S. James
BOARD ACTION DATE: March 15, 2012
EFFECTIVE DATE: March 15, 2012
RESOLUTION

WHEREAS, the Board of Trustees believes it is in the best interest of the District to rescind the current sexual harassment prevention policy and replace it with a renamed and revised employee discrimination and harassment policy in order to provide a more structured response when an employee files a complaint of discrimination and/or harassment.

BE IT FINALLY RESOLVED, that the proper officers of the Board and District be and are hereby authorized to approve policy revisions for and on behalf of Metropolitan Community College.
METROPOLITAN COMMUNITY COLLEGE

BOARD POLICY

3.30010-BP

SEXUAL HARASSMENT PREVENTION

3.30010-BP

The board is committed to ensuring a fair, humane, and respectful environment for all employees and students, one which supports and rewards employee and student performance on the basis of relevant considerations such as ability and effort. Behaviors which inappropriately assert sexuality as relevant to employee or student performance are damaging to this environment. Sexual harassment is a form of sex discrimination which is prohibited by Title VII of the Civil Rights Act of 1964 as amended, Title IX of the Higher Education Act of 1972, and the Missouri Human Rights Act.

The board will not tolerate any behavior, whether verbal or physical conduct, which constitutes sexual harassment on campuses or in facilities owned, rented, controlled or otherwise utilized by the District. The board specifically prohibits sexual harassment of and by officers, administrators, faculty, staff, students, and all other persons.

The chancellor will develop appropriate regulations to ensure that all complaints about sexual harassment are addressed in an expeditious and equitable manner.

Approved: Board of Trustees
July 11, 1985

Revised:—November 17, 1994
Revised:—March 13, 2003
(Email:Corrections:7/10/06)
PROPOSED REVISION

METROPOLITAN COMMUNITY COLLEGE

BOARD POLICY

EMPLOYEE DISCRIMINATION AND HARASSMENT

3.30010 BP

I. Policy

A. It is the policy of the Metropolitan Community College (the college) to provide equal opportunity for all employees, free from discrimination and harassment (including sexual harassment) based on race, color, religion, sex, sexual orientation, national origin, age, and disability. This policy applies to discrimination and/or harassment complaints by employees.

B. Proceedings initiated under this policy may be terminated at any time by mutual agreement of the parties involved.

C. Retaliation against an employee who files a complaint is strictly prohibited.

D. All days identified in this policy refer to calendar days.

E. This is not intended to be an adversarial process. Therefore, attorneys may advise their clients but are not permitted to participate in or attend any meetings.

II. Informal Resolution

Any employee may seek advice and information related to discrimination and/or harassment. Employees who have reason to believe they have been discriminated against or harassed are encouraged to talk to their supervisor or the employee relations manager. If the supervisor is the subject of the allegation, the employee should seek out the employee relations manager. The purpose of the informal process is to review the allegation of discrimination and/or harassment and attempt to mutually resolve the issue. Matters resolved through the informal process need not proceed further under the provisions of this policy.

III. Formal Resolution

A. Employees who have reason to believe they have been discriminated against or harassed may file a complaint with the employee relations manager.

B. When a complaint is received, the employee relations manager shall immediately institute a thorough review of the circumstances and situations alleged in the complaint. The employee relations manager will involve other college personnel and resources as deemed appropriate.
to ensure a thorough investigation of the allegations. The complainant and the person against whom the complaint is made (respondent) will be notified that an investigation has been initiated and will have the opportunity to provide any relevant information.

C. Upon the conclusion of the investigation, the employee relations manager shall provide written determinations to the complainant and respondent and may include corrective actions, such as changes in procedures, policies, practices, or disciplinary action commensurate with any policy violation.

D. Either the complainant or respondent may request a review of the findings of the employee relations manager by the associate vice chancellor of human resources within seven (7) days of receipt of the employee relations manager’s conclusion of the investigation. The Associate Vice Chancellor of Human Resources will provide a written determination to the complainant, the respondent, and the employee relations manager.

IV. Appeal

A. Within seven (7) days of receipt of the determination by the associate vice chancellor of human resources, either the complainant or respondent may appeal the determination in writing to the vice chancellor for administrative services. Upon review of the written determination and recommendation of the associate vice chancellor of human resources, the vice chancellor of administrative services shall notify the associate vice chancellor of human resources and the complainant and respondent of the determination.

B. Within seven (7) days of the determination of the vice chancellor of administrative services determination, either the complainant or the respondent may request that a mediation panel review the decision of the vice chancellor of administrative services. The purpose of the panel will be to attempt to resolve the matter to the satisfaction of both parties prior to submission of an appeal to the chancellor. The panel shall submit recommendations for a resolution agreement between the parties. Panel members will be trained in discrimination and harassment investigations, procedures, and requirements and be chosen from the pool of employees trained to hear student discrimination and harassment matters. The panel shall consist of one (1) individual selected by the complainant, one (1) individual selected by the respondent, and one (1) individual selected by the associate vice chancellor of human resources. The chancellor shall designate an individual to act as a non-voting facilitator and advisor and to secure any additional resources determined by the facilitator to be necessary to resolve the matter. Should the parties agree to such a resolution the matter will be considered concluded.

C. Within seven (7) days of receipt of a recommendation from the panel, the complainant or respondent may appeal the determination in writing to the chancellor. Upon the determination by the chancellor, the process shall be concluded and not available for review under any other internal process.
V. Timelines

All timelines identified in this policy may be suspended by the associate vice chancellor of human resources during periods of holidays, semester breaks, finals, non-contract days for faculty, and any times that fall outside the regular school calendar and if the time for any action or decision falls upon a weekend or holiday, the action or decision shall be due the first working day following such weekend or holiday.

Reference: 7.30020 BP Non-Discrimination
Reference: 3.30010 DP Employee Discrimination and Harassment

Originated: Chancellor’s Office
Date: March 4, 2011

CPRC: April 22, 2011
CPRC: May 9, 2011
CPRC: June 14, 2011
CPRC: August 4, 2011
CPRC: September 28, 2011
CPRC: October 11, 2011

Chancellor’s Cabinet: October 31, 2011

CPRC: November 8, 2011
CPRC: December 13, 2011
AGENDA ITEM BACKGROUND

<table>
<thead>
<tr>
<th>TO:</th>
<th>BOARD OF TRUSTEES</th>
<th>DATE: March 15, 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>FROM:</td>
<td>CHANCELLOR</td>
<td>ITEM &amp; FILE NO.: 3.1</td>
</tr>
<tr>
<td>SUBJECT:</td>
<td>*Professional Personnel Recommendations</td>
<td>CATEGORY: Personnel</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>REASON FOR BOARD CONSIDERATION:</th>
<th>□ APPROVAL</th>
<th>ENCLOSURE(S): Professional Personnel Recommendations</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>□ ACCEPTANCE</td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ INFORMATION</td>
<td></td>
</tr>
</tbody>
</table>

BACKGROUND:

The following summary highlights the personnel recommendations for the month:

A. Special Contract Faculty - New
B. Professional Early Retirement
C. Professional Regular Retirement

All policies, regulations and procedures for employment of personnel, including affirmative action, have been followed.

RECOMMENDATION:

The Chancellor recommends that the Board of Trustees approve the professional personnel recommendations.

<table>
<thead>
<tr>
<th>INITIATOR:</th>
<th>BOARD ACTION DATE:</th>
<th>EFFECTIVE DATE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday L. Stanley</td>
<td>March 15, 2012</td>
<td>March 15, 2012</td>
</tr>
<tr>
<td>Name</td>
<td>Location</td>
<td>Position</td>
</tr>
<tr>
<td>---------------</td>
<td>-------------------</td>
<td>-------------------------------</td>
</tr>
<tr>
<td>Tobin, Louis J.</td>
<td>Business &amp; Technology</td>
<td>Maintenance/ Mechanical Instructor</td>
</tr>
</tbody>
</table>
Tobin, Louis J., Excelsior Springs, Missouri, earned a Bachelor of Science degree in Vocational Education Studies, from Southern Illinois University at Carbondale, Carbondale, Illinois in 1989. Mr. Tobin worked full-time as a metal forger for Mare Island Naval Shipyard, Vallejo California from 1986 to 1996; as full-time maintenance supervisor for Ball Metal Construction Kansas City, Missouri, from 1996 to 2009; and as full-time project engineer for LT Technical Services, Excelsior Springs, Missouri from 2009 to 2012.
### B. PROFESSIONAL EARLY RETIREMENT

<table>
<thead>
<tr>
<th>Name</th>
<th>Location</th>
<th>Position</th>
<th>Length of Service</th>
<th>Effective Date</th>
<th>Incentive Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Logue, Phyllis J.</td>
<td>Administrative Center</td>
<td>Student Financial Aid Manager</td>
<td>23 years</td>
<td>03/31/2012</td>
<td>83%</td>
</tr>
<tr>
<td>Boatwright, Mary S.</td>
<td>Blue River</td>
<td>Reference Librarian</td>
<td>10 years</td>
<td>07/31/2012</td>
<td>75%</td>
</tr>
<tr>
<td>Macke, Gerald P.</td>
<td>Penn Valley</td>
<td>Continuing Education-SCF</td>
<td>14 years</td>
<td>06/30/2012</td>
<td>75%</td>
</tr>
<tr>
<td>Robertson, Gwendolyn K.</td>
<td>Penn Valley</td>
<td>Physical Therapy Instructor</td>
<td>28 years</td>
<td>05/31/2012</td>
<td>85%</td>
</tr>
<tr>
<td>Name</td>
<td>Location</td>
<td>Position</td>
<td>Length of Service</td>
<td>Effective Date</td>
<td></td>
</tr>
<tr>
<td>--------------------</td>
<td>-------------------</td>
<td>-------------------------</td>
<td>-------------------</td>
<td>----------------</td>
<td></td>
</tr>
<tr>
<td>Decker, Richard A.</td>
<td>Business &amp; Technology</td>
<td>HVAC Instructor</td>
<td>9 years</td>
<td>6/30/2012</td>
<td></td>
</tr>
<tr>
<td>Carter, Sharon H.</td>
<td>Penn Valley</td>
<td>Health Careers Coordinator</td>
<td>7 years</td>
<td>6/30/2012</td>
<td></td>
</tr>
</tbody>
</table>
AGENDA ITEM BACKGROUND

<table>
<thead>
<tr>
<th>TO:</th>
<th>BOARD OF TRUSTEES</th>
<th>DATE</th>
<th>March 15, 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>FROM:</td>
<td>CHANCELLOR</td>
<td>ITEM &amp; FILE NO.:</td>
<td>4.1</td>
</tr>
<tr>
<td>SUBJECT:</td>
<td>Treasurer’s Report</td>
<td>CATEGORY:</td>
<td>Business and Finance</td>
</tr>
<tr>
<td>REASON FOR BOARD CONSIDERATION:</td>
<td>☑ APPROVAL ☐ ACCEPTANCE ☑ INFORMATION</td>
<td>ENCLOSURE(S):</td>
<td>Cash and Investment Summary Check Register</td>
</tr>
</tbody>
</table>

BACKGROUND:

The Treasurer’s Report includes the cash and investment summary and check register reflecting disbursements for the month of February 2012 and the monthly financial reports and operational budget summary for the month of February 2012. This report is submitted for Board action in accordance with Board Policy.

RECOMMENDATION:
The Chancellor recommends that the Board of Trustees adopt a resolution approving the disbursements for the month of February 2012.

<table>
<thead>
<tr>
<th>INITIATOR:</th>
<th>BOARD ACTION DATE:</th>
<th>EFFECTIVE DATE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday Stanley</td>
<td>March 15, 2012</td>
<td>March 15, 2012</td>
</tr>
</tbody>
</table>
RESOLUTION

RESOLVED, that the actions of Tuesday Stanley, Treasurer, in disbursing the following funds of Metropolitan Community College is hereby approved and ratified as the acts of the Board of Trustees.

<table>
<thead>
<tr>
<th>ACCOUNT</th>
<th>AMOUNT</th>
<th>DESCRIPTION</th>
<th>ACCOUNT NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>UMB Bank</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounts Payable</td>
<td>$5,079,997</td>
<td>Checks/Direct Deposits</td>
<td>197978-199647/11996-12281</td>
</tr>
<tr>
<td>Payroll</td>
<td>$3,005,786</td>
<td>Checks/Direct Deposits/ACH</td>
<td>64140-64250/482633-486019</td>
</tr>
<tr>
<td>Payroll Taxes</td>
<td>$1,207,442</td>
<td>ACH</td>
<td></td>
</tr>
<tr>
<td>Financial Aid &amp; Refunds</td>
<td>$2,025,221</td>
<td>Checks/Direct Deposits</td>
<td>5230751-5232373</td>
</tr>
<tr>
<td>Financial Aid &amp; Refunds</td>
<td>$220,220</td>
<td>ACH</td>
<td>Credit Card reimbursements</td>
</tr>
<tr>
<td>Procurement Cards</td>
<td>$72,087</td>
<td>ACH</td>
<td></td>
</tr>
<tr>
<td>Utilities</td>
<td>$195,780</td>
<td>ACH</td>
<td></td>
</tr>
<tr>
<td>Credit Card Processing Fees</td>
<td>$39,218</td>
<td>ACH</td>
<td></td>
</tr>
<tr>
<td>Bank Analysis Service Charge</td>
<td>$4,999</td>
<td>ACH</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL DISBURSEMENTS</strong></td>
<td><strong>$11,850,750</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Budget 1/31/2012</td>
<td>Adjustments</td>
<td>Budget 2/29/2012</td>
</tr>
<tr>
<td>-----------------------</td>
<td>------------------</td>
<td>-------------</td>
<td>------------------</td>
</tr>
<tr>
<td><strong>Revenues</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General &amp; Special Projects Fund</td>
<td>$115,341,707</td>
<td>$580 (a)</td>
<td>$115,342,287</td>
</tr>
<tr>
<td>Institute for Workforce Innovation</td>
<td>$5,253,405</td>
<td></td>
<td>$5,253,405</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>$120,595,112</td>
<td>580</td>
<td>$120,595,692</td>
</tr>
<tr>
<td><strong>Expenditures</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General &amp; Special Projects Fund</td>
<td>$107,794,775</td>
<td>221,373 (a)</td>
<td>108,016,148</td>
</tr>
<tr>
<td>Institute for Workforce Innovation</td>
<td>$5,158,983</td>
<td>(220,793) (b)</td>
<td>4,938,190</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td>$112,953,758</td>
<td>580</td>
<td>$112,954,338</td>
</tr>
<tr>
<td><strong>Revenues Over (Under) Expenditures</strong></td>
<td>$7,641,354</td>
<td>-</td>
<td>$7,641,354</td>
</tr>
<tr>
<td>Fund Transfer (To) From</td>
<td>(7,638,654)</td>
<td>-</td>
<td>(7,638,654)</td>
</tr>
<tr>
<td><strong>Change in Fund Balance</strong></td>
<td>$2,700</td>
<td>-</td>
<td>$2,700</td>
</tr>
</tbody>
</table>

**Explanation of Adjustments**

<table>
<thead>
<tr>
<th></th>
<th>Revenue</th>
<th>Expenditures</th>
<th>Net</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund 110 - General Fund</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(a) Rental Contract</td>
<td>$580</td>
<td>$580</td>
<td>$</td>
</tr>
<tr>
<td>(b) Contribution from Fund 180 (IWI)</td>
<td>$ -</td>
<td>$220,793</td>
<td>$220,793</td>
</tr>
<tr>
<td></td>
<td>$580</td>
<td>$221,373</td>
<td>$220,793</td>
</tr>
</tbody>
</table>

| Fund 180 (IWI) |         |              |     |
| (b) Contribution To Fund 110 - Operations | $ -     | (220,793)    | (220,793) |
|              | $580    | $580         | $   |
### Cash Investment Summary

**February 29, 2012**

<table>
<thead>
<tr>
<th>INVESTMENT DESCRIPTION</th>
<th>INSURED/COLLATERAL</th>
<th>PURCHASED FROM</th>
<th>PURCHASE DATE</th>
<th>YIELD RATE</th>
<th>PAR AMOUNT</th>
<th>COST</th>
<th>MATURITY DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Govt Agency - Fed National Mortgage Assn.</td>
<td>n/a</td>
<td>UMB</td>
<td>03/23/11</td>
<td>0.200%</td>
<td>$2,000,000</td>
<td>$2,035,955</td>
<td>04/20/12</td>
</tr>
<tr>
<td>Govt Agency - Fed Home Loan Bank</td>
<td>n/a</td>
<td>UMB</td>
<td>04/11/11</td>
<td>0.250%</td>
<td>$2,000,000</td>
<td>$2,001,051</td>
<td>04/30/12</td>
</tr>
<tr>
<td>Govt Agency - Fed Home Loan Bank</td>
<td>n/a</td>
<td>UMB</td>
<td>08/05/11</td>
<td>0.110%</td>
<td>$4,000,000</td>
<td>$4,031,992</td>
<td>06/18/12</td>
</tr>
<tr>
<td>Govt Agency - Fed Home Loan Bank*</td>
<td>n/a</td>
<td>UMB</td>
<td>08/24/11</td>
<td>0.110%</td>
<td>$2,000,000</td>
<td>$2,014,876</td>
<td>05/18/12</td>
</tr>
<tr>
<td>Govt Agency - Fed Home Loan Mortgage Corp</td>
<td>n/a</td>
<td>UMB</td>
<td>07/06/11</td>
<td>0.210%</td>
<td>$6,000,000</td>
<td>$6,086,876</td>
<td>06/15/12</td>
</tr>
<tr>
<td>Govt Agency - Fed National Mortgage Assn.</td>
<td>n/a</td>
<td>UMB</td>
<td>02/02/12</td>
<td>0.150%</td>
<td>$3,000,000</td>
<td>$3,010,114</td>
<td>06/19/12</td>
</tr>
<tr>
<td>Govt Agency - Fed Home Loan Bank</td>
<td>n/a</td>
<td>UMB</td>
<td>06/02/11</td>
<td>0.175%</td>
<td>$4,000,000</td>
<td>$4,071,302</td>
<td>06/20/12</td>
</tr>
<tr>
<td>Govt Agency - Fed Home Loan Bank</td>
<td>n/a</td>
<td>UMB</td>
<td>06/21/11</td>
<td>0.175%</td>
<td>$2,000,000</td>
<td>$2,035,651</td>
<td>06/20/12</td>
</tr>
<tr>
<td>Govt Agency - Fed Home Loan Bank</td>
<td>n/a</td>
<td>UMB</td>
<td>09/28/11</td>
<td>0.400%</td>
<td>$1,000,000</td>
<td>$1,014,840</td>
<td>06/29/12</td>
</tr>
<tr>
<td>Govt Agency - Fed Home Loan Mortgage Corp*</td>
<td>n/a</td>
<td>UMB</td>
<td>07/13/11</td>
<td>0.160%</td>
<td>$2,000,000</td>
<td>$2,020,026</td>
<td>07/27/12</td>
</tr>
<tr>
<td>Govt Agency - Fed Home Loan Bank*</td>
<td>n/a</td>
<td>UMB</td>
<td>08/01/11</td>
<td>0.230%</td>
<td>$2,000,000</td>
<td>$2,032,115</td>
<td>08/22/12</td>
</tr>
<tr>
<td>Govt Agency - Fed National Mortgage Assn.*</td>
<td>n/a</td>
<td>UMB</td>
<td>09/22/11</td>
<td>0.140%</td>
<td>$1,000,000</td>
<td>$1,004,872</td>
<td>09/24/12</td>
</tr>
<tr>
<td>Govt Agency - Fed Home Loan Mortgage Corp*</td>
<td>n/a</td>
<td>UMB</td>
<td>12/10/11</td>
<td>0.850%</td>
<td>$3,000,000</td>
<td>$3,020,857</td>
<td>11/14/12</td>
</tr>
<tr>
<td>Govt Agency - Fed Home Loan Mortgage Corp</td>
<td>n/a</td>
<td>UMB</td>
<td>02/22/12</td>
<td>0.200%</td>
<td>$2,500,000</td>
<td>$2,512,265</td>
<td>11/14/12</td>
</tr>
<tr>
<td>Govt Agency - Fed Home Loan Mortgage Corp</td>
<td>n/a</td>
<td>UMB</td>
<td>01/06/12</td>
<td>0.400%</td>
<td>$2,000,000</td>
<td>$2,009,578</td>
<td>12/12/12</td>
</tr>
<tr>
<td>Govt Agency - Fed Home Loan Mortgage Corp</td>
<td>n/a</td>
<td>UMB</td>
<td>02/27/12</td>
<td>0.425%</td>
<td>$3,000,000</td>
<td>$3,003,750</td>
<td>02/27/13</td>
</tr>
</tbody>
</table>

**TOTAL INVESTMENTS**

<table>
<thead>
<tr>
<th>TYPE</th>
<th>INSURED/COLLATERAL</th>
<th>BANK</th>
<th>ACCOUNT</th>
<th>RATE</th>
<th>AMOUNT</th>
<th>MCC Books</th>
</tr>
</thead>
<tbody>
<tr>
<td>Repurchase Agreement</td>
<td>(note 1)</td>
<td>UMB</td>
<td>Main Deposit</td>
<td>0.02%</td>
<td>$44,564,366</td>
<td>$41,177,973</td>
</tr>
</tbody>
</table>

**TOTAL CASH & INVESTMENTS (Bank)**

<table>
<thead>
<tr>
<th>TOTAL CASH &amp; INVESTMENTS (MCC)**</th>
</tr>
</thead>
<tbody>
<tr>
<td>$86,064,366</td>
</tr>
<tr>
<td>$82,677,973</td>
</tr>
</tbody>
</table>

---

**Cash & Investments Portfolio**

- Govt Agencies, $45,500,000, 48%
- Repurchase Agreements, $44,564,366, 52%

**Investments by Maturity Date**

- 2 months: $4,000,000, 10%
- 3 months: $6,000,000, 14%
- 4 months: $16,000,000, 39%
- 5 months: $2,000,000, 5%
- 6 months: $2,000,000, 5%
- 7 months: $1,000,000, 2%
- 9 months: $5,500,000, 13%
- 12 months: $3,000,000, 7%
Notes:
Note 1 - Collateral held at the Federal Reserve
Note 2 - Federal National Mortgage Assn. Maturity 4/20/12 - 0.20
Note 3 - Federal National Mortgage Assn. Maturity 9/24/12 - 0.14
Note 4 - Federal Home Loan Bank Maturity 8/22/12 - 0.23
Note 5 - Federal Home Loan Bank Maturity 6/20/12 - 0.175
Note 6 - Federal Home Loan Bank Maturity 6/20/12 - 0.175
Note 7 - Federal Home Loan Mortgage Corp. Maturity 7/27/12 - 0.16
Note 8 - Callable Security - Federal Home Loan Mortgage Corp. Callable 2/27/13- 0.425. Yield to Maturity 2/27/15 - 0.508
Note 9 - Federal Home Loan Bank Maturity 4/30/12 - 0.25
Note 10 - Federal Home Loan Bank Maturity 5/18/12 - 0.11
Note 11 - Federal Home Loan Mortgage Corp. Maturity 6/15/12 - 0.21
Note 12 - Callable Security - Federal Home Loan Bank. Callable 6/29/12 - 0.40. Yield to Maturity 6/29/16 - 2.02
Note 13 - Federal Home Loan Bank Maturity 5/18/12 - 0.11
Note 14 - Callable Security - Federal Home Loan Mortgage Corp. Callable 12/12/12 - 0.40. Yield to Maturity 12/12/14 - 0.75
Note 15 - Callable Security - Federal Home Loan Mortgage Corp. Callable 11/14/12 - 0.85. Yield to Maturity 11/14/16 - 1.477
Note 16 - Callable Security - Federal National Mortgage Assn. Callable 6/19/12 - 0.12. Yield to Maturity 6/19/15 - 0.899
Note 17 - Callable Security - Federal Home Loan Mortgage Corp. Callable 11/14/12 - 0.200. Yield to Maturity 11/14/16 - 0.693

* Unexpended Plant Fund Investments
** This amount does not reflect outstanding checks and deposits/withdrawals in transit
THE METROPOLITAN COMMUNITY COLLEGE  
General & Special Projects Fund Revenue and Expenditures  
Eight months ended February 29, 2012 compared to February 28, 2011

<table>
<thead>
<tr>
<th></th>
<th>FY 2012</th>
<th></th>
<th></th>
<th>FY 2011</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Annual</td>
<td>Monthly</td>
<td>Year to Date</td>
<td>Actual</td>
<td>Monthly</td>
<td>Year to Date</td>
</tr>
<tr>
<td></td>
<td>Budget</td>
<td>Activity</td>
<td>(YTD)</td>
<td>Results</td>
<td>Activity</td>
<td>(YTD)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Revenues</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Tuition and Fees</td>
<td>$47,090,677</td>
<td>$306,950</td>
<td>$42,878,644</td>
<td>$44,935,717</td>
<td>$266,685</td>
<td>$42,334,422</td>
</tr>
<tr>
<td>State Aid</td>
<td>$29,853,592</td>
<td>$2,390,826</td>
<td>$19,126,608</td>
<td>$30,595,905</td>
<td>$2,696,171</td>
<td>$20,566,240</td>
</tr>
<tr>
<td>Federal, State, Local Grants &amp; Contracts</td>
<td>$3,388,409</td>
<td>$299,923</td>
<td>$1,161,635</td>
<td>$4,619,630</td>
<td>$334,221</td>
<td>$1,301,120</td>
</tr>
<tr>
<td>State and County Taxes</td>
<td>$31,231,812</td>
<td>$3,159,030</td>
<td>$28,126,118</td>
<td>$31,645,305</td>
<td>$3,430,093</td>
<td>$29,970,410</td>
</tr>
<tr>
<td>Investment Income</td>
<td>$150,000</td>
<td>$4,726</td>
<td>$43,785</td>
<td>$137,869</td>
<td>$14,367</td>
<td>$91,484</td>
</tr>
<tr>
<td>Other Income</td>
<td>$3,627,797</td>
<td>$144,594</td>
<td>$2,872,290</td>
<td>$3,133,052</td>
<td>$113,334</td>
<td>$2,095,459</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>$115,342,287</td>
<td>$6,306,049</td>
<td>$95,209,080</td>
<td>$115,067,478</td>
<td>$6,854,871</td>
<td>$96,359,135</td>
</tr>
</tbody>
</table>

| **Expenditures**     |             |          |            |              |          |            |
|                      | **Instructional** | $49,623,791 | $4,189,009 | $28,408,567 | $57.2%   |          |
|                      | **Academic Support** | $13,130,655 | $913,745   | $7,587,797  | $57.8%  |          |
|                      | **Student Services** | $12,471,163 | $889,601   | $7,543,080  | $60.5%  |          |
|                      | **Plant Operation and Maintenance** | $12,624,025 | $703,842   | $7,209,750  | $57.1%  |          |
|                      | **Institutional Support** | $18,249,047 | $1,596,815 | $15,211,498 | $83.4%  |          |
|                      | **Scholarships and Fellowships** | $1,487,951   | $63,648    | $1,227,281  | $82.5%  |          |
|                      | **Public Service** | $429,517    | $27,289    | $228,155    | $53.1%  |          |
| **Total Expenditures** | $108,016,149 | $8,383,949 | $67,416,128 | $104,956,876 | $9,102,735 | $68,024,755 |

| **Revenues over(under) Expenditures** | $7,326,138 | $(2,077,900) | $27,792,952 | $10,110,602 | $(2,247,864) | $28,334,380 |
# The Metropolitan Community College
## Auxiliary Enterprises Fund Revenues and Expenditures
### Eight Months Ended February 29, 2012 compared to February 28, 2011

<table>
<thead>
<tr>
<th></th>
<th>Fiscal Year 2012</th>
<th>Fiscal Year 2011</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Revenue</td>
<td>Expense</td>
<td>Net Income</td>
<td>Net Income %</td>
</tr>
<tr>
<td><strong>Bookstore</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Budget</td>
<td>$9,981,440</td>
<td>$8,774,370</td>
<td>$1,207,070</td>
<td>12.1%</td>
</tr>
<tr>
<td>Monthly</td>
<td>$130,265</td>
<td>$263,795</td>
<td>$(133,529)</td>
<td>-102.5%</td>
</tr>
<tr>
<td>Actual YTD</td>
<td>$8,403,453</td>
<td>$6,474,923</td>
<td>$1,928,530</td>
<td>22.9%</td>
</tr>
<tr>
<td><strong>Broadway Plaza</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Budget</td>
<td>$365,000</td>
<td>$314,883</td>
<td>$50,117</td>
<td>13.7%</td>
</tr>
<tr>
<td>Monthly</td>
<td>$29,374</td>
<td>$135,543</td>
<td>$(106,169)</td>
<td>-361.4%</td>
</tr>
<tr>
<td>Actual YTD</td>
<td>$226,626</td>
<td>$246,294</td>
<td>$(17,668)</td>
<td>-7.7%</td>
</tr>
<tr>
<td><strong>Northland Human Services</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Budget</td>
<td>$306,000</td>
<td>$360,204</td>
<td>$(54,204)</td>
<td>-17.7%</td>
</tr>
<tr>
<td>Monthly</td>
<td>$29,818</td>
<td>$21,530</td>
<td>$8,288</td>
<td>27.8%</td>
</tr>
<tr>
<td>Actual YTD</td>
<td>$227,145</td>
<td>$225,990</td>
<td>$1,155</td>
<td>0.5%</td>
</tr>
<tr>
<td><strong>Recreation Centers</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Budget</td>
<td>$825,500</td>
<td>$782,097</td>
<td>$43,403</td>
<td>5.3%</td>
</tr>
<tr>
<td>Monthly</td>
<td>$55,653</td>
<td>$62,221</td>
<td>$(6,568)</td>
<td>-11.8%</td>
</tr>
<tr>
<td>Actual YTD</td>
<td>$461,155</td>
<td>$498,973</td>
<td>$(37,818)</td>
<td>-8.2%</td>
</tr>
<tr>
<td><strong>Food Service</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Budget</td>
<td>$242</td>
<td>$3,781</td>
<td>$(3,539)</td>
<td>-83.0%</td>
</tr>
<tr>
<td>Monthly</td>
<td>$8,485</td>
<td>$37,105</td>
<td>$(30,620)</td>
<td>-82.3%</td>
</tr>
<tr>
<td>Actual YTD</td>
<td>$7,750</td>
<td>$32,103</td>
<td>$(24,353)</td>
<td>-76.0%</td>
</tr>
<tr>
<td><strong>Pioneer</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Budget</td>
<td>$590,000</td>
<td>$380,161</td>
<td>$209,839</td>
<td>35.6%</td>
</tr>
<tr>
<td>Monthly</td>
<td>$51,056</td>
<td>$26,460</td>
<td>$24,596</td>
<td>48.2%</td>
</tr>
<tr>
<td>Actual YTD</td>
<td>$387,820</td>
<td>$174,282</td>
<td>$213,538</td>
<td>55.1%</td>
</tr>
<tr>
<td><strong>Parking Garage</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Budget</td>
<td>$145,650</td>
<td>$-</td>
<td>$145,650</td>
<td>100.0%</td>
</tr>
<tr>
<td>Monthly</td>
<td>$12,137</td>
<td>$-</td>
<td>$12,137</td>
<td>100.0%</td>
</tr>
<tr>
<td>Actual YTD</td>
<td>$97,625</td>
<td>$-</td>
<td>$97,625</td>
<td>100.0%</td>
</tr>
<tr>
<td><strong>TOTAL AUXILIARY</strong></td>
<td>$12,213,590</td>
<td>$10,628,796</td>
<td>$1,584,794</td>
<td>13.0%</td>
</tr>
<tr>
<td>Annual Budget</td>
<td>$11,601,610</td>
<td>$10,553,652</td>
<td>$1,047,958</td>
<td>13.0%</td>
</tr>
<tr>
<td>Monthly</td>
<td>$420,361</td>
<td>$607,527</td>
<td>$(187,166)</td>
<td>-44.5%</td>
</tr>
<tr>
<td>Actual YTD</td>
<td>$10,357,225</td>
<td>$8,223,469</td>
<td>$2,133,756</td>
<td>20.8%</td>
</tr>
</tbody>
</table>
AGENDA ITEM BACKGROUND

TO: BOARD OF TRUSTEES
FROM: CHANCELLOR
DATE: March 15, 2012
ITEM & FILE NO.: 4.2
SUBJECT: Bids: 6831, 6833, 6834, 6836, 6837, 6838, 6839
CATEGORY: Business and Finance
REASON FOR BOARD CONSIDERATION:
☐ APPROVAL
☐ ACCEPTANCE
☐ INFORMATION
ENCLOSURE(S)
Resolution
Bid Recommendations

BACKGROUND:

The bids requested during the past month that were in excess of $10,000 are summarized below for the Board’s approval.

<table>
<thead>
<tr>
<th>BID #</th>
<th>DESCRIPTION</th>
<th>LOCATION</th>
<th>FUND SOURCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>6831</td>
<td>Sprinkler Fitters &amp; Inspections</td>
<td>Districtwide</td>
<td>General</td>
</tr>
<tr>
<td>6833</td>
<td>Window Cleaning</td>
<td>Districtwide</td>
<td>General</td>
</tr>
<tr>
<td>6834</td>
<td>Dental Mobile Simulators</td>
<td>PV – H S I</td>
<td>Speas Foundation Grant</td>
</tr>
<tr>
<td>6836</td>
<td>Tablet Computers</td>
<td>BR</td>
<td>Perkins</td>
</tr>
<tr>
<td>6837</td>
<td>Multi-Jet Clinical Vacuum Unit</td>
<td>PV</td>
<td>General</td>
</tr>
<tr>
<td>6838</td>
<td>Operable Partitions</td>
<td>LV</td>
<td>Maintenance &amp; Repair</td>
</tr>
<tr>
<td>6839</td>
<td>Microscopes</td>
<td>BR</td>
<td>General</td>
</tr>
</tbody>
</table>

RECOMMENDATION:
The Chancellor recommends that the Board of Trustees adopt a resolution approving the lowest acceptable bids meeting specifications.

INITIATOR:
Tuesday L. Stanley

BOARD ACTION DATE: March 15, 2012
EFFECTIVE DATE: March 15, 2012
RESOLUTION

WHEREAS, bids for material needs and/or services of Metropolitan Community College (the "District") have been solicited in accordance with District Policies, Regulations and Procedures, with applicable Federal and State laws and with the requirements of the Missouri Coordinating Board for Higher Education, and such bids have now been tabulated and presented to the District's Board of Trustees;

NOW, THEREFORE, BE IT RESOLVED, upon recommendation of the District's Chancellor, the following awards are made to bidders (or, if so indicated, to the lowest responsible in-District or Missouri bidders whose bids are within District established variance guidelines) complying with the specifications as follows:

<table>
<thead>
<tr>
<th>Item</th>
<th>Bid No.</th>
<th>Successful Bidder</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sprinkler Fitters &amp; Inspections</td>
<td>6831</td>
<td>Absolute Fire, Inc.</td>
<td>&gt; $10,000 annually</td>
</tr>
<tr>
<td>Districtwide</td>
<td></td>
<td>Raytown, MO</td>
<td></td>
</tr>
<tr>
<td>Window Cleaning</td>
<td>6833</td>
<td>Midwest Contract Services, Inc.</td>
<td>&gt; $10,000 annually</td>
</tr>
<tr>
<td>Districtwide</td>
<td></td>
<td>Kansas City, MO</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Building Keepers, Inc.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Kansas City, MO</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Spicc &amp; Span Cleaning Services</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Grandview, MO</td>
<td></td>
</tr>
<tr>
<td>Dental Mobile Simulators</td>
<td>6834</td>
<td>Patterson Dental</td>
<td>$49,664.00</td>
</tr>
<tr>
<td>Penn Valley - H S I</td>
<td></td>
<td>Lenexa, KS</td>
<td></td>
</tr>
<tr>
<td>Tablet Computers</td>
<td>6836</td>
<td>SuperBiiz</td>
<td>$35,370.00</td>
</tr>
<tr>
<td>Blue River</td>
<td></td>
<td>San Jose, CA</td>
<td></td>
</tr>
<tr>
<td>Multi-Jet Clinical Vacuum Unit</td>
<td>6837</td>
<td>Blackmore &amp; Glunt</td>
<td>$25,870.00</td>
</tr>
<tr>
<td>Penn Valley</td>
<td></td>
<td>Lenexa, KS</td>
<td></td>
</tr>
<tr>
<td>Item</td>
<td>Bid No</td>
<td>Successful Bidder</td>
<td>Amount</td>
</tr>
<tr>
<td>-------------------</td>
<td>--------</td>
<td>------------------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>Operable Partitions</td>
<td>6838</td>
<td>Abbey Simons Company</td>
<td>$25,844.00</td>
</tr>
<tr>
<td>Longview</td>
<td></td>
<td>Kansas City, MO</td>
<td></td>
</tr>
<tr>
<td>Microscopes</td>
<td>6839</td>
<td>Scheerin Scientific Company, Inc.</td>
<td>$16,346.35</td>
</tr>
<tr>
<td>Blue River</td>
<td></td>
<td>Lenexa, KS</td>
<td></td>
</tr>
</tbody>
</table>

**BE IT FINALLY RESOLVED,** that the District's Chancellor cause to be executed purchase orders and to take appropriate action incident to the foregoing awards.
BID RECOMMENDATIONS
For Items Over $10,000

Bid Request Number - 6831 - Sprinker Fitters & Inspections
Source of Funding - General
Total Amount of Bid Award - Expected to exceed $10,000 annually
Number of Bids Sent to Companies - 28

Annual Inspections for All Locations

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Location</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Absolute Fire, Inc.</td>
<td>Raytown, MO</td>
<td>$5,825.00</td>
</tr>
<tr>
<td>General Automatic Sprinkler</td>
<td>Olathe, KS</td>
<td>5,925.00</td>
</tr>
<tr>
<td>Jayhawk Fire Sprinkler Company, Inc.</td>
<td>Lenexa, KS</td>
<td>5,960.00</td>
</tr>
<tr>
<td>SimplexGrinnell LP</td>
<td>Lenexa, KS</td>
<td>6,190.00</td>
</tr>
<tr>
<td>American Fire Sprinkler</td>
<td>Mission, KS</td>
<td>8,459.00</td>
</tr>
</tbody>
</table>

Hourly Rate (Repairs) - Foreman

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Location</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Absolute Fire, Inc.</td>
<td>Raytown, MO</td>
<td>$55.00</td>
</tr>
<tr>
<td>American Fire Sprinkler</td>
<td>Mission, KS</td>
<td>85.00</td>
</tr>
<tr>
<td>General Automatic Sprinkler</td>
<td>Olathe, KS</td>
<td>85.00</td>
</tr>
<tr>
<td>Jayhawk Fire Sprinkler Company, Inc.</td>
<td>Lenexa, KS</td>
<td>90.00</td>
</tr>
<tr>
<td>SimplexGrinnell LP</td>
<td>Lenexa, KS</td>
<td>91.00</td>
</tr>
</tbody>
</table>

Hourly Rate (Repairs) - 2nd Year Apprentice

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Location</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Absolute Fire, Inc.</td>
<td>Raytown, MO</td>
<td>$45.00</td>
</tr>
<tr>
<td>Jayhawk Fire Sprinkler Company, Inc.</td>
<td>Lenexa, KS</td>
<td>45.00</td>
</tr>
<tr>
<td>American Fire Sprinkler</td>
<td>Mission, KS</td>
<td>85.00</td>
</tr>
<tr>
<td>SimplexGrinnell LP</td>
<td>Lenexa, KS</td>
<td>91.00</td>
</tr>
</tbody>
</table>

Hourly Rate (Repairs) - Laborer

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Location</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Absolute Fire, Inc.</td>
<td>Raytown, MO</td>
<td>$45.00</td>
</tr>
<tr>
<td>Jayhawk Fire Sprinkler Company, Inc.</td>
<td>Lenexa, KS</td>
<td>45.00</td>
</tr>
<tr>
<td>General Automatic Sprinkler</td>
<td>Olathe, KS</td>
<td>53.00</td>
</tr>
<tr>
<td>American Fire Sprinkler</td>
<td>Mission, KS</td>
<td>85.00</td>
</tr>
<tr>
<td>SimplexGrinnell LP</td>
<td>Lenexa, KS</td>
<td>91.00</td>
</tr>
</tbody>
</table>

Bid requests were also sent to the following companies/organizations:

Advanced Fire, Inc., Oak Grove, MO
Advantage Fire Protection Systems, Inc., Blue Springs, MO

a=Recommended Vendor  
*=In Dist/MO Preference  
NF=Not Equal
Alliance Fire Protection, Lenexa, KS
Barnford Fire Sprinkler Company, Inc., Kansas City, KS
Black Chamber of Commerce, Kansas City, MO
Black Economic Union, Kansas City, MO
Century Fire Sprinklers, Inc., Kansas City, KS
Control Electric, Inc., Kansas City, MO
Ewing Irrigation, Olathe, KS
Falcon Fire Sprinkler, LLC, Kansas City, MO
Ferguson Fire & Fabrication, Kansas City, MO
Fike Corporation, Blue Springs, MO
Grainger, Inc., Kansas City, MO
Hispanic Chamber of Commerce of Greater Kansas City, Kansas City, MO
H-O-T Fire & Safety Equipment, North Kansas City, MO
Keller Fire & Safety, Kansas City, KS
Kenco Fire Equipment, Springfield, MO
MBEconnect.com, Overland Park, KS
Mid-America Minority Supplier Development Council, Kansas City, MO
National Fire Suppression, Kansas City, MO
Phoenix Fire Systems, Inc., Olathe, KS
Tyco Fire Products, Kansas City, MO
US SBA, Kansas City, MO

This bid request was advertised in the Pulse Legal Publication, Dos Mundos, Kansas City Star and The Call and also posted on www.mcckc.edu.
Bid Request Number - 6833 - Window Cleaning
Source of Funding - General
Total Amount of Bid Award - Expected to exceed $10,000 annually
Number of Bids Sent to Companies - 36

Awards made based on per visit cleaning rates for each location

*Longview, Maple Woods, Pioneer, Administrative Center, Facility Services*

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Location</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Midwest Contract Services, Inc.</td>
<td>Kansas City, MO</td>
<td>$5,186.00 a</td>
</tr>
<tr>
<td>Unlimited Building Maintenance</td>
<td>Lenexa, KS</td>
<td>7,474.00</td>
</tr>
<tr>
<td>Building Keepers, Inc.</td>
<td>Kansas City, MO</td>
<td>7,960.00</td>
</tr>
<tr>
<td>Spicc &amp; Span Cleaning Services</td>
<td>Grandview, MO</td>
<td>8,474.00</td>
</tr>
<tr>
<td>Fish Window Cleaning</td>
<td>Kansas City, MO</td>
<td>9,645.00</td>
</tr>
</tbody>
</table>

*Penn Valley, Broadway Plaza, BTC*

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Location</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Keepers, Inc.</td>
<td>Kansas City, MO</td>
<td>$3,661.00 a</td>
</tr>
<tr>
<td>Midwest Contract Services, Inc.</td>
<td>Kansas City, MO</td>
<td>4,036.00</td>
</tr>
<tr>
<td>Unlimited Building Maintenance</td>
<td>Lenexa, KS</td>
<td>5,530.00</td>
</tr>
<tr>
<td>Spicc &amp; Span Cleaning Services</td>
<td>Grandview, MO</td>
<td>6,700.00</td>
</tr>
<tr>
<td>Fish Window Cleaning</td>
<td>Kansas City, MO</td>
<td>6,780.00</td>
</tr>
</tbody>
</table>

*Blue River, PV-H S I*

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Location</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spicc &amp; Span Cleaning Services</td>
<td>Grandview, MO</td>
<td>$1,950.00 a</td>
</tr>
<tr>
<td>Midwest Contract Services, Inc.</td>
<td>Kansas City, MO</td>
<td>2,940.00</td>
</tr>
<tr>
<td>Building Keepers, Inc.</td>
<td>Kansas City, MO</td>
<td>2,949.00</td>
</tr>
<tr>
<td>Fish Window Cleaning</td>
<td>Kansas City, MO</td>
<td>4,715.00</td>
</tr>
</tbody>
</table>

Bid requests were also sent to the following companies/organizations:

A Clean Slate, Kansas City, MO
A Lot A Clean, Inc., Odessa, MO
All 4 Seasons Window Cleaning, Independence, MO
Allen Commercial Cleaning Services, Overland Park, KS
Ameriglass Cleaning, Inc., Liberty, MO
Black Chamber of Commerce, Kansas City, MO
Black Economic Union, Kansas City, MO
Citywide Window Washing, Inc., Shawnee Mission, KS
Cleaning Up, LLC, Olathe, KS
Clearview Window Cleaning, Grandview, MO

a=Recommended Vendor
*=In Dist/MO Preference
NF=Not Equal
Firehouse Window Cleaning, Inc., Leawood, KS
Heart of America Window Cleaners, Shawnee, KS
Hispanic Chamber of Commerce of Greater Kansas City, Kansas City, MO
Industrial Cleaning & Maintenance, Inc., Topeka, KS
Integrity Janitorial, LLC, Blue Springs, MO
Jani-King, Lenexa, KS
J-Co Services, Inc., Lenexa, KS
L R Cloverleaf, Inc., Overland Park, KS
MBEconnect.com, Overland Park, KS
Mid-America Minority Supplier Development Council, Kansas City, MO
MTB Services, Lenexa, KS
My T Brite Services, Lenexa, KS
Pro Service Building, Kansas City, MO
Pro Window Cleaning Service, Inc., Kansas City, MO
Quality Window Cleaning, Lee's Summit, MO
Satellite Janitorial Company, Inc., Kansas City, MO
Shine On Window Cleaning Services, Overland Park, KS
Spotless Windows, Kansas City, MO
Teco, Olathe, KS
US SBA, Kansas City, MO
Wrightway Tile Cleaning, Inc., Kansas City, MO

This bid request was advertised in the Pulse Legal Publication, Dos Mundos, Kansas City Star and The Call and also posted on www.mccckc.edu.
Bid Request Number - 6834 - Dental Mobile Simulators
Source of Funding - Speas Foundation Grant
Total Amount of Bid Award - $49,664.00
Number of Bids Sent to Companies - 18

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Location</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Patterson Dental</td>
<td>Lenexa, KS</td>
<td>$49,664.00</td>
</tr>
<tr>
<td>Benco Dental</td>
<td>Lenexa, KS</td>
<td>50,997.70</td>
</tr>
<tr>
<td>Goetze Dental Company</td>
<td>Kansas City, MO</td>
<td>52,004.00</td>
</tr>
</tbody>
</table>

Bid requests were also sent to the following companies/organizations:

- A-dec, Newburg, OR
- Black Chamber of Commerce, Kansas City, MO
- Black Economic Union, Kansas City, MO
- Doctors Equipment, Kansas City, MO
- Endoco, Memphis, TN
- Henry Schein Company, Melville, NY
- Hispanic Chamber of Commerce of Greater Kansas City, Kansas City, MO
- Hu-Friedy Manufacturing Company, LLC, Chicago, IL
- KaVo, Lake Zurich, IL
- MBEconnect.com, Overland Park, KS
- Mid-America Minority Supplier Development Council, Kansas City, MO
- Moore Medical, Farmington, CT
- Nevin Labs, Chicago, IL
- Ultradent Products, South Jordan, UT
- US SBA, Kansas City, MO

This bid request was advertised in the Pulse Legal Publication, Dos Mundos, Kansas City Star and The Call and also posted on www.mcckc.edu.

*a=Recommended Vendor
*In Dist/MO Preference
NE=Not Equal
Bid Request Number - 6836 - Tablet Computers  
Source of Funding - Perkins  
Total Amount of Bid Award - $35,370.00  
Number of Bids Sent to Companies - 31

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Location</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>SuperBliz</td>
<td>San Jose, CA</td>
<td>$35,370.00</td>
</tr>
<tr>
<td>Southern Computer Warehouse</td>
<td>Amarietta, GA</td>
<td>36,696.90</td>
</tr>
<tr>
<td>Midwest Technology Connection</td>
<td>Kansas City, MO</td>
<td>36,713.70</td>
</tr>
<tr>
<td>Gov Connection, Inc.</td>
<td>Merrimack, NH</td>
<td>36,870.00</td>
</tr>
<tr>
<td>Aprisa Technology, LLC</td>
<td>Roslyn, NY</td>
<td>37,740.00</td>
</tr>
<tr>
<td>Connecting Point</td>
<td>Green Bay, WI</td>
<td>37,770.00</td>
</tr>
<tr>
<td>Missouri Office Systems &amp; Supplies</td>
<td>Kansas City, MO</td>
<td>37,950.00</td>
</tr>
<tr>
<td>Howard Technology Solutions</td>
<td>Laurel, MS</td>
<td>37,980.00</td>
</tr>
<tr>
<td>CDW Government</td>
<td>Vernon Hills, IL</td>
<td>39,540.00</td>
</tr>
<tr>
<td>D &amp; D Security Resource</td>
<td>Martinez, CA</td>
<td>39,699.60</td>
</tr>
<tr>
<td>C.F. Motion, Inc.</td>
<td>Largo, FL</td>
<td>39,783.00</td>
</tr>
<tr>
<td>HPI International</td>
<td>Brooklyn, NY</td>
<td>NE</td>
</tr>
<tr>
<td>The Portable Warehouse</td>
<td>Anaheim, CA</td>
<td>NE</td>
</tr>
</tbody>
</table>

Bid requests were also sent to the following companies/organizations:

Ace Computers, Arlington Heights, IL  
ADF Professional Computers, Inc., Greenville, NC  
B&H Photo & Video, New York, NY  
Black Chamber of Commerce, Kansas City, MO  
Black Economic Union, Kansas City, MO  
Earthwalk Communications, Inc., Manassas, VA  
Hispanic Chamber of Commerce of Greater Kansas City, Kansas City, MO  
MBEconnect.com, Overland Park, KS  
Micro Center, Overland Park, KS  
Mid-America Minority Supplier Development Council, Kansas City, MO  
NewEgg, Whittier, CA  
Structure Wise, Inc., St. Louis, MO  
Technology Group Solutions, Overland Park, KS  
Tiger Direct, Miami, FL  
US SBA, Kansas City, MO  
World Wide Technology, Inc., St. Louis, MO  
Xerxes Computer Corporation, Bloomington, MN  
Zones, Inc., Auburn, WA

This bid request was advertised in the Pulse Legal Publication, Dos Mundos, Kansas City Star and The Call and also posted on www.mcckc.edu.

a=Recommended Vendor  
*=In Dist/MO Preference  
NE=Not Equal
Bid Request Number - 6837 - Multi-Jet Clinical Vacuum Unit
Source of Funding - General
Total Amount of Bid Award - $25,870.00
Number of Bids Sent to Companies - 9

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Location</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blackmore &amp; Glunt</td>
<td>Lenexa, KS</td>
<td>$25,870.00</td>
</tr>
</tbody>
</table>

Bid requests were also sent to the following companies/organizations:

- Black Chamber of Commerce, Kansas City, MO
- Black Economic Union, Kansas City, MO
- Halco, Inc., Kansas City, KS
- Hispanic Chamber of Commerce of Greater Kansas City, Kansas City, MO
- Lee Mathews Equipment, Kansas City, MO
- MBEconnect.com, Overland Park, KS
- Mid-America Minority Supplier Development Council, Kansas City, MO
- US SBA, Kansas City, MO

This bid request was advertised in the Pulse Legal Publication, Dos Mundos, Kansas City Star and The Call and also posted on www.mcckc.edu.
Bid Request Number - 6838 - Operable Partitions
Source of Funding - Maintenance & Repair
Total Amount of Bid Award - $25,844.00
Number of Bids Sent to Companies - 32

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Location</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abbey Simons Company</td>
<td>Kansas City, MO</td>
<td>$25,844.00</td>
</tr>
<tr>
<td>Western Fireproofing Company</td>
<td>Kansas City, MO</td>
<td>27,780.00</td>
</tr>
<tr>
<td>Abbey Simons Company</td>
<td>Kansas City, MO</td>
<td>29,548.00</td>
</tr>
<tr>
<td>Burns Boys Company, Inc.</td>
<td>Kansas City, KS</td>
<td>31,485.00</td>
</tr>
<tr>
<td>Overseas Door Company of Kansas City</td>
<td>North Kansas City, MO</td>
<td>36,292.00</td>
</tr>
</tbody>
</table>

Bid requests were also sent to the following companies/organizations:

- Black Chamber of Commerce, Kansas City, MO
- Black Economic Union, Kansas City, MO
- Bob DeGeorge Associates, Inc., North Kansas City, MO
- Bowden Contracting Company, Kansas City, KS
- Commercial Concepts & Furnishings, Independence, MO
- Contract Furnishings, Kansas City, MO
- Contract Merchandising Specialists, Overland Park, KS
- Contracting Services, Inc., Toledo, OH
- Corporate Express, Kansas City, MO
- Flynn Associates, Kansas City, MO
- Gerald Jones Company, Kansas City, MO
- Highsmith, Ft. Atkinson, WI
- Hispanic Chamber of Commerce of Greater Kansas City, Kansas City, MO
- John A. Marshall Company, Lenexa, KS
- Kansas City Installation Company, Inc., Kansas City, MO
- Kansas City Stationery, Kansas City, MO
- LGC & Associates, Inc., Kansas City, MO
- MBConnect.com, Overland Park, KS
- Mega Industries Corporation, North Kansas City, MO
- Mid-America Minority Supplier Development Council, Kansas City, MO
- Missouri Office Systems & Supplies, Kansas City, MO
- O'Brien Partition Company, Kansas City, MO
- Office Installation Company, Inc., Kansas City, MO
- Smith & Bradley's Construction Company, Kansas City, MO
- Spaces, Inc., Lenexa, KS
- Team Office, Kansas City, MO
- Triad Construction Company, Inc., Kansas City, MO
- US SBA, Kansas City, MO

This bid request was advertised in the Pulse Legal Publication, Dos Mundos, Kansas City Star and The Call and also posted on www.mcckc.edu.

a=Recommended Vendor
*=In Dist/MO Preference
NE=Not Equal
Bid Request Number - 6839 - Microscopes  
Source of Funding - General  
Total Amount of Bid Award - $16,346.35  
Number of Bids Sent to Companies - 24

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Location</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scheerin Scientific Company, Inc.</td>
<td>Lenexa, KS</td>
<td>$16,346.35 a</td>
</tr>
<tr>
<td>Fisher Scientific Company</td>
<td>Hanover, IL</td>
<td>24,635.53</td>
</tr>
<tr>
<td>Hitschfel Instruments, Inc.</td>
<td>St. Louis, MO</td>
<td>29,948.32</td>
</tr>
<tr>
<td>Ken-A-Vision Manufacturing</td>
<td>Kansas City, MO</td>
<td>32,540.00</td>
</tr>
<tr>
<td>Labsco Laboratory Supply Company</td>
<td>Lee's Summit, MO</td>
<td>NE</td>
</tr>
<tr>
<td>Cynmar Corporation</td>
<td>Carlinville, IL</td>
<td>NE</td>
</tr>
</tbody>
</table>

Bid requests were also sent to the following companies/organizations:

- A. Daigler & Company, Vernon Hills, IL  
- Bingham Enterprises, Leawood, KS  
- Black Chamber of Commerce, Kansas City, MO  
- Black Economic Union, Kansas City, MO  
- Boyce Scientific, Gray Summit, MO  
- Carolina Biological, Burlington, NC  
- Endure Medical, Inc., Cumming, GA  
- Hispanic Chamber of Commerce of Greater Kansas City, Kansas City, MO  
- MBEnnect.com, Overland Park, KS  
- Mid-America Minority Supplier Development Council, Kansas City, MO  
- Nebraska Scientific, Omaha, NE  
- Optics Planet, Northbrook, IL  
- Pasco Scientific, Westland, MI  
- Sargent-Welch, Arlington Heights, IL  
- Show Me Optical, LLC, Kansas City, MO  
- US SBA, Kansas City, MO  
- VWR Education, LLC, Rochester, NY  
- Ward's Natural Science, Rochester, NY

This bid request was advertised in the Pulse Legal Publication, Dos Mundos, Kansas City Star and The Call and also posted on www.mcckc.edu.

a=Recommended Vendor  
*=In Dist/MO Preference  
NE=Not Equal
AGENDA ITEM BACKGROUND

TO: BOARD OF TRUSTEES
FROM: CHANCELLOR
SUBJECT: Proposed Schedule of Tuition and Fees for 2012-2013
DATE: March 15, 2012
ITEM & FILE NO.: 4.3
CATEGORY: Business and Finance

BACKGROUND:

A comparison with other area educational institutions indicates that the tuition and fees charged per credit hour by MCC are still very competitive and remain generally below the local market. Based upon this comparison and the financial needs of the District, the following changes to the tuition and fee schedule are proposed for the 2012-2013 academic year.

In addition, the administration is recommending that MCC increase the lab fee rate from $12.00 per contact hour to $14.00 per contact hour to cover the increased cost of consumables in the various labs throughout the district. This fee was last increased two years ago.

A summary of the standard tuition and fee changes to become effective with summer 2012 are detailed below:

- A $5.00 per credit hour increase in the in-district tuition.
- A $5.00 per credit hour increase in the out-of-district tuition.
- A $5.00 per credit hour increase in the out-of-state tuition.

RECOMMENDATION:
The Chancellor recommends that the Board of Trustees adopt a resolution approving the attached schedule of tuition, fees and charges for 2012-2013.

INITIATOR: Tuesday Stanley
BOARD ACTION DATE: March 15, 2012
EFFECTIVE DATE: March 15, 2012
RESOLUTION

WHEREAS, the administration has revised the proposed Schedule of Tuition and Fees for 2012-2013; and

WHEREAS, the administration is recommending an increase in the lab fee rate of $2.00 per contact hour; and

WHEREAS, the proposed Schedule of Tuition and Fees is recommended by the Chancellor for implementation with the beginning of the summer 2012 term; and

WHEREAS, the proposed Schedule of Tuition and Fees for 2012-2013 has been presented to and duly considered by the Board of Trustees;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of The Junior College District of Metropolitan Kansas City, Missouri has hereby approved the change in the Schedule of Tuition and Fees effective with the summer term, 2012-2013 Academic Year.
SCHEDULE OF TUITION AND FEES

2012-2013
CHARGES PER CREDIT HOUR

<table>
<thead>
<tr>
<th>TUITIONS AND FEES</th>
<th>TUITION</th>
<th>STUDENT FEE TECHNOLOGY FEE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-district</td>
<td>$87.00</td>
<td>$2.00</td>
<td>$92.00</td>
</tr>
<tr>
<td>Out-of-district</td>
<td>156.00</td>
<td>2.00</td>
<td>161.00</td>
</tr>
<tr>
<td>Out-of-state</td>
<td>210.00</td>
<td>2.00</td>
<td>215.00</td>
</tr>
</tbody>
</table>

2012-2013
CHARGES PER CONTACT HOUR

Lab Fee Rate $14.00

PROGRAM, LABORATORY, CLINICAL AND SPECIAL FEES

1. In addition to the standard tuition and fees charged, special fees are assessed to cover materials and other costs that directly benefit students in laboratory courses and high-cost programs. These fees vary based upon differential costs associated with these courses and programs.

2. Fees for credit courses designed for business, industry and agencies, courses offered outside of the District's boundaries, and noncredit courses are based upon costs and contractual agreements.

Metropolitan Community College reserve the right to change fees and tuition without notice.
AGENDA ITEM BACKGROUND

<table>
<thead>
<tr>
<th>TO:</th>
<th>BOARD OF TRUSTEES</th>
<th>DATE:</th>
<th>March 15, 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>FROM:</td>
<td>CHANCELLOR</td>
<td>ITEM &amp; FILE NO.:</td>
<td>4.4</td>
</tr>
<tr>
<td>SUBJECT:</td>
<td>* Sole Source Purchase</td>
<td>CATEGORY:</td>
<td>Business and Finance</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>REASON FOR BOARD CONSIDERATION:</th>
<th>APPROVAL</th>
<th>ACCEPTANCE</th>
<th>INFORMATION</th>
<th>ENCLOSURE(S)</th>
</tr>
</thead>
</table>

The following sole source purchase is being submitted for approval.

<table>
<thead>
<tr>
<th>Amount</th>
<th>Item</th>
<th>Vendor</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ 32,025.00</td>
<td>CO₂ Laser System</td>
<td>Prism Sales</td>
<td>Hallmark Cards</td>
</tr>
</tbody>
</table>

**RECOMMENDATION:**
The Chancellor recommends that the Board of Trustees approve this sole source purchase.

<table>
<thead>
<tr>
<th>INITIATOR:</th>
<th>BOARD ACTION DATE:</th>
<th>EFFECTIVE DATE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday L. Stanley</td>
<td>March 15, 2012</td>
<td>March 15, 2012</td>
</tr>
</tbody>
</table>
TO: BOARD OF TRUSTEES
FROM: CHANCELLOR
DATE: March 15, 2012
ITEM & FILE NO.: 4.5

SUBJECT: * Surplus Property
CATEGORY: Business and Finance

REASON FOR BOARD CONSIDERATION:
☐ APPROVAL
☐ ACCEPTANCE
☐ INFORMATION
ENCLOSURE(S)

The following items, no longer needed by MCC, are being submitted for approval to sell.

**Business & Technology**

A-wire EDM
CNC vertical milling machine
CNC lathe
4-axis CNC turning center
Pneumatic mounting press (2)
Metallurgical prep station (2)
Metallurgical microscope (2)
Visual inspection station
Rockwell hardness tester (2)
Tensile tester
Vertical knee mill
Sonoflux
Electromagnet
Cutoff machine
Assembly training robot

**RECOMMENDATION:**
The Chancellor recommends that the Board of Trustees declare these items as surplus and approve that they may be sold.

<table>
<thead>
<tr>
<th>INITIATOR:</th>
<th>BOARD ACTION DATE:</th>
<th>EFFECTIVE DATE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday L. Stanley</td>
<td>March 15, 2012</td>
<td>March 15, 2012</td>
</tr>
</tbody>
</table>
AGENDA ITEM BACKGROUND

TO: BOARD OF TRUSTEES
FROM: CHANCELLOR
DATE: March 15, 2012
ITEM & FILE NO.: 4.6
CATEGORY: Business & Finance

SUBJECT: *General Agreements

REASON FOR BOARD CONSIDERATION:
☐ APPROVAL
☐ ACCEPTANCE
☐ INFORMATION
ENCLOSURE(S) Resolution

BACKGROUND:

MCC administration has approved the following agreements under which MCC shall receive the described services.

CBIZ Financial Solutions, Inc.: Retirement Plan Non-Fiduciary Services Agreement under which CBIZ Financial Solutions, Inc. will perform a comprehensive evaluation of MCC’s retirement plans in order to complete a Request for Proposal process for MCC’s 403(b) Plan, 457 Plan, and Employer 403b Plan for retirees. Services shall begin upon full signature and end on or about November 14, 2012. The fee of $35,000 shall be included in the RFP language for all proposing vendors to include as a one-time finder’s fee made payable to CBIZ and said finder’s fee shall be due and payable within 30 days of MCC’s execution of the winning vendor’s agreement. The fee shall be due and payable by MCC should it fail to include the appropriate language in the contract with the selected vendor and/or if MCC does not change vendors within 6 months from the date of this agreement.

Regional VIII Education Service Center: Interlocal Agreement under which MCC will become a member of the Interlocal Purchasing System, a co-op sponsored by Regional VIII Education Service Center located in Mt. Pleasant, Texas. TIPS, which is available for use by all public and private schools, colleges, universities, cities, counties, and other governmental entities, awards contracts under a competitively bid process and the awarded vendors agree to provide the best pricing, terms, and conditions available to TIPS members. The agreement is effective upon signature and will automatically renew annually until terminated and membership is at no cost.

RECOMMENDATION:
The Chancellor recommends that the Board of Trustees adopt the resolution approving the General Agreements.

INITIATOR: Board Action Date: Effective Date:

Tuesday L. Stanley March 15, 2012 March 15, 2012
Symplicity: As MCC requires a hosted student conduct management solution in order to better facilitate the tracking of campus safety issues and behavioral intervention services throughout the district, on November 4, 2011, a request for proposals was issued with a response deadline of November 22, 2011. RFP’s were distributed to five companies with the capability to provide the hosted solution. Proposals were received from three of the companies. The proposals were evaluated based on software industry experience, experience in the specific application, understanding of the needs of MCC, and the cost. After reviewing the proposals, the selection committee, consisting of student services personnel from all campuses, conducted telephone interviews with two of the three companies. After the interview process, the committee selected Symplicity to provide a hosted student conduct management solution. The initial term of the agreement will begin on or about May 1, 2012 and continue through April 30, 2015, with the option to renew for two additional one-year periods. The initial set-up fee for the software will be $1,500 with annual costs of $3,500.
RESOLUTION

WHEREAS, the Board of Trustees has heretofore approved that administration enter into agreements with businesses, agencies, and educational institutions under which Metropolitan Community College will receive or provide certain services;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees that the agreements listed below are hereby approved;

<table>
<thead>
<tr>
<th>Business</th>
<th>Services</th>
<th>Amount</th>
<th>Agreement Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>CBIZ Financial Solutions, Inc.</td>
<td>Evaluation and RFP Process</td>
<td>$35,000</td>
<td>Signaures-11/14/12</td>
</tr>
<tr>
<td>Region VIII Education Service Center</td>
<td>Purchasing Co-op</td>
<td>N/A</td>
<td>Signature-Open</td>
</tr>
<tr>
<td>Symplicity</td>
<td>Safety and Intervention</td>
<td>$5,000</td>
<td>05/01/12-04/30/15</td>
</tr>
</tbody>
</table>

BE IT FINALLY RESOLVED, that the proper officers of the Board and District be and are hereby authorized to execute said agreements for and on behalf of Metropolitan Community College and that such agreements shall be incorporated by reference to this resolution and made a part of the files of the District.
AGENDA ITEM BACKGROUND

TO: BOARD OF TRUSTEES                      DATE: March 15, 2012
FROM: CHANCELLOR                        ITEM & FILE NO.: 4.7
SUBJECT: *Organization Resolution and Agreement for Safe Deposit Box  CATEGORY: Administration

REASON FOR BOARD CONSIDERATION:
☐ APPROVAL  ☐ ACCEPTANCE  ☐ INFORMATION  ENCLOSURE(S):
Resolution

BACKGROUND:

The Administration has need for use of a safety deposit box for certain items, such as vehicle titles, deeds of trust, and similar documents required to be maintained in a confidential and safe manner.

UMB Bank: Organization Resolution and Agreement for Safe Deposit Box under which the current signers with access to the safe deposit box, Al Tunis, Bob Jensen, and Carolyn Brown, will be replaced with the following individuals whose duties are appropriate to the need for access to the documents maintained in the safe deposit box: Kathy Walter-Mack, Tuesday Stanley, Steve Frommelt, and Cynthia Johnson, provided that at least two of the named individuals will be present whenever access is had to the safe.

RECOMMENDATION:
The Chancellor recommends that the Board of Trustees adopt the resolution approving the Organization Resolution and Agreement.

INITIATOR: Mark James                      BOARD ACTION DATE: March 15, 2012  EFFECTIVE DATE: March 15, 2012
RESOLUTION

WHEREAS, the Board of Trustees has heretofore approved that administration maintain in a confidential and safe manner certain documents;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees that the agreement listed below is hereby approved;

<table>
<thead>
<tr>
<th>Business</th>
<th>Services</th>
<th>Amount</th>
<th>Agreement Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>UMB Bank</td>
<td>Safe Deposit Box</td>
<td>N/A</td>
<td>Upon Receipt-Upon Amendment/Recission</td>
</tr>
</tbody>
</table>

BE IT FINALLY RESOLVED, that the proper officers of the Board and District be and are hereby authorized to execute said agreement for and on behalf of Metropolitan Community College and that such agreement shall be incorporated by reference to this resolution and made a part of the files of the District.
AGENDA ITEM BACKGROUND

TO: BOARD OF TRUSTEES                     DATE: March 15, 2012
FROM: CHANCELLOR                        ITEM & FILE NO.: 6.1

SUBJECT: *Allied Health Agreements      CATEGORY: Curriculum and Instruction

REASON FOR BOARD CONSIDERATION:

☑ APPROVAL
☐ ACCEPTANCE
☐ INFORMATION

ENCLOSURE(S)
Resolution
Summary

BACKGROUND:

Allied Health Agreements: Students in allied health programs at MCC-Penn Valley take part of their clinical training at health-related and educational institutions. The administration has made arrangements for this learning experience at the institutions listed on the summary page.

RECOMMENDATION:
The Chancellor recommends that the Board of Trustees adopt a resolution approving these contracts or agreements.

INITIATOR:
Paul D. Long

BOARD ACTION DATE: March 15, 2012
EFFECTIVE DATE: March 15, 2012
RESOLUTION

WHEREAS, the Board of Trustees has heretofore approved the allied health programs, which require certain affiliations with health-related and educational institutions for the provision of clinical experience for program participants;

NOW, THEREFORE, BE IT RESOLVED, that subject to approval by the Chancellor, written agreements be, and are hereby, approved with those institutions listed on the summary page and incorporated herein; and

BE IT FINALLY RESOLVED, that the proper officers of the Board and District be and they are hereby authorized to execute said agreements which shall be incorporated by reference to this resolution and made part of the files of the District.
### SUMMARY

**Allied Health Clinical Agreements**

<table>
<thead>
<tr>
<th>Institution/Agency</th>
<th>Location</th>
<th>Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associated Youth Services</td>
<td>Kansas City, KS</td>
<td>Practical Nursing, Professional Nursing</td>
</tr>
<tr>
<td>Exercise Therapy Consultants</td>
<td>Belton, MO</td>
<td>Physical Therapist Assistant</td>
</tr>
<tr>
<td>Dr. Debra Galvin, PhD, OTR/L</td>
<td>Leawood, KS</td>
<td>Occupational Therapy Assistant</td>
</tr>
<tr>
<td>Holiday Resort Adult Care And Rehab Center</td>
<td>Emporia, KS</td>
<td>Occupational Therapy Assistant, Physical Therapist Assistant</td>
</tr>
<tr>
<td>Integrity Home Care</td>
<td>Independence, Missouri</td>
<td>Occupational Therapy Assistant, Practical Nursing, Professional Nursing</td>
</tr>
<tr>
<td>Living Community of St. Joseph</td>
<td>St. Joseph, MO</td>
<td>Occupational Therapy Assistant, Physical Therapist Assistant</td>
</tr>
<tr>
<td>New Mark Care Center and AEGIS Therapies, Inc.</td>
<td>Kansas City, MO</td>
<td>Occupational Therapy Assistant, Physical Therapist Assistant</td>
</tr>
<tr>
<td></td>
<td>Fort Smith, AR</td>
<td></td>
</tr>
</tbody>
</table>
AGENDA ITEM BACKGROUND

TO: BOARD OF TRUSTEES
FROM: CHANCELLOR
DATE: March 15, 2012
ITEM & FILE NO.: 6.2

SUBJECT: * Client Agreements
CATEGORY: Curriculum and Instruction

REASON FOR BOARD CONSIDERATION:
☑ APPROVAL
☐ ACCEPTANCE
☐ INFORMATION
ENCLOSURE(S):
Resolution

BACKGROUND:

MCC administration has negotiated the following agreements under which MCC shall provide the described services.

Bayer Cropscience: MCC-IWI will bring current Bayer Cropscience’s operator training manual and, thereafter, provide operator training for up to fourteen employees. Services shall be provided at the client’s facility and MCC-BTC from February 15, 2012 through March 31, 2012. The client shall pay MCC an amount of $23,000.

General Motors: MCC-IWI will provide electrical training for up to twelve General Motors electricians; such training shall consist of five different courses. Services shall be provided at MCC-BTC from February 10, 2012 through April 15, 2012. The client shall pay MCC an amount of $32,205.

General Motors: MCC-IWI will provide a Global Controls Architecture 2008 Level II course for up to twelve groups, with a group maximum of six General Motors employees. Services shall be provided at MCC-BTC from November 1, 2012 through May 31, 2013. The client shall pay MCC for classes billed up to $46,200.

RECOMMENDATION:
The Chancellor recommends that the Board of Trustees adopt the resolution approving the Client Agreements.

INITIATOR:
Mark James

BOARD ACTION DATE: March 15, 2012
EFFECTIVE DATE: March 15, 2012
Honeywell FM&T: MCC-IWI will provide Honeywell FM&T with a 195-hour excellence in manufacturing fundamentals training program. A minimum of ten participants are required and the maximum is nineteen. Services shall be provided at MCC-BTC from March 1, 2012 through September 30, 2012. The client shall pay MCC a flat rate of $39,810 for the first ten participants and $1,625 thereafter up to the maximum for a total of $54,435.

Smith Electric Vehicle US Corp.: MCC-IWI will provide up to 150 hours in the development of a data dashboard for Smith Electric Vehicle US Corp. The client shall have the ability to produce three different reports, use three different query functions, and run export reports to either Excel or PDF. Services shall be provided at both the client’s facility and MCC-IWI from February 1, 2012 through April 15, 2012. The client shall pay for hours billed up to the amount of $15,750.
RESOLUTION

WHEREAS, the Board of Trustees has heretofore approved that administration enter into agreements with businesses under which Metropolitan Community College will provide certain services;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees that the agreements listed below are hereby approved;

<table>
<thead>
<tr>
<th>Business</th>
<th>Services</th>
<th>Amount</th>
<th>Agreement Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bayer Cropscience</td>
<td>Operator Training</td>
<td>$23,000</td>
<td>02/15/12-03/31/12</td>
</tr>
<tr>
<td>General Motors</td>
<td>Electrical Training</td>
<td>$32,205</td>
<td>02/10/12-04/15/12</td>
</tr>
<tr>
<td>General Motors</td>
<td>Global Controls Architecture 2008 Level II</td>
<td>$46,200</td>
<td>11/01/12-05/31/13</td>
</tr>
<tr>
<td>Honeywell FM&amp;T</td>
<td>Excellence in Manufacturing Fundamentals Training</td>
<td>$54,435</td>
<td>03/01/12-09/30/12</td>
</tr>
<tr>
<td>Smith Electric Vehicle US Corp</td>
<td>Data Dashboard Development</td>
<td>$15,750</td>
<td>02/01/12-04/15/12</td>
</tr>
</tbody>
</table>

BE IT FINALLY RESOLVED, that the proper officers of the Board and District be and are hereby authorized to execute said agreements for and on behalf of Metropolitan Community College and that such agreements shall be incorporated by reference to this resolution and made a part of the files of the District.
AGENDA ITEM BACKGROUND

TO: BOARD OF TRUSTEES
FROM: CHANCELLOR
DATE: March 15, 2012
ITEM & FILE NO.: 6.3

SUBJECT: *Contracted Services Agreement
CATEGORY: Curriculum and Instruction

REASON FOR BOARD CONSIDERATION:
 ☒ APPROVAL
 ☐ ACCEPTANCE
 ☐ INFORMATION
ENCLORSEMENTS: Resolution

BACKGROUND: Metropolitan Community College contracts with area companies to provide services for MCC clients.

DLG Solutions: DLG Solutions will provide solder certification/recertification training for Honeywell FM&T from February 1, 2012 through December 31, 2012 and MCC shall pay the contractor a total amount of $27,280.

Kansas Construction Safety Service, LLC: Kansas Construction Safety Service, LLC will provide two three-day crane operators certification prep courses in preparation for the National Commission for the Certification of Crane Operators written examination; each course may have up to twenty-four participants. Services shall be provided from February 15, 2012 through June 30, 2012. MCC-IWI, as an OSHA Training Institute Education Center, shall pay the contractor a not to exceed fee of $43,200.

Omnex, Inc.: Omnex, Inc. provides consulting and training services in quality, environmental, and health and safety standards-based management systems. Omnex, Inc. will provide machinery failure modes and effects analysis (MFMEA) training to employees of Ford Motor Company from February 1, 2012 through March 15, 2012. MCC shall pay the contractor a total amount of $12,540 and such amount will be reimbursed through funding from Ford’s Missouri Customized Training program.

Rensenhouse Electric Supply: Rensenhouse Electric Supply will provide a Phase II: Presentation Skills program to employees of Ford Motor Company from March 5, 2012 through March 9, 2012. MCC shall pay the contractor a total amount of $10,326 and such amount will be reimbursed through funding from Ford’s Missouri Customized Training program.

RECOMMENDATION:
The Chancellor recommends that the Board of Trustees adopt the resolution approving the Contracted Services Agreements.

INITIATOR:
Mark James

BOARD ACTION DATE: March 15, 2012
EFFECTIVE DATE: March 15, 2012
Tractor Trailer Training, LLC: Tractor Trailer Training, LLC will coordinate and deliver CDL courses, which shall include the development of a calendar of courses, delivery of courses, planning and coordinating testing, maintaining tractors and trailers within the maintenance agreements, promoting MCC’s CDL program, and coordinating with MCC-IWI Outreach for contract opportunities. Services shall be provided from February 20, 2012 through June 30, 2012 and MCC shall pay the contractor an amount of $50,000, which shall be covered by the student tuition earned from the CDL open enrollment program.
RESOLUTION

WHEREAS, the Board of Trustees has heretofore approved that administration enter into agreements with various agencies, companies, and institutions to provide training and related services;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees that the agreements listed below are hereby approved;

<table>
<thead>
<tr>
<th>Business or Agency</th>
<th>Services</th>
<th>Amount</th>
<th>Agreement Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>DLG Solutions</td>
<td>Solder Certification/</td>
<td>$27,280</td>
<td>02/01/12-12/31/12</td>
</tr>
<tr>
<td></td>
<td>Recertification Training</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kansas Construction Safety Service, LLC</td>
<td>Crane Operators</td>
<td>$43,200</td>
<td>02/15/12-06/30/12</td>
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<tr>
<td></td>
<td>Certification Prep Course</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Omnex, Inc.</td>
<td>MFMEA Training</td>
<td>$12,540</td>
<td>02/01/12-03/15/12</td>
</tr>
<tr>
<td>Renshouhouse Electric Supply</td>
<td>Phase II: Presentation Skills</td>
<td>$10,326</td>
<td>03/05/12-03/09/12</td>
</tr>
<tr>
<td>Tractor Trailer Training, LLC</td>
<td>CDL Courses</td>
<td>$50,000</td>
<td>02/20/12-06/30/12</td>
</tr>
</tbody>
</table>

BE IT FINALLY RESOLVED, that the proper officers of the Board and District be, and are hereby, authorized to execute said agreements for and on behalf of Metropolitan Community College, and that such agreements shall be incorporated by reference to this resolution and made a part of the files of the District.
AGENDA ITEM BACKGROUND

<table>
<thead>
<tr>
<th>TO:</th>
<th>BOARD OF TRUSTEES</th>
<th>DATE: March 15, 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>FROM:</td>
<td>CHANCELLOR</td>
<td>ITEM &amp; FILE NO.: 6.4</td>
</tr>
<tr>
<td>SUBJECT:</td>
<td>*Continuing Education Service Agreement</td>
<td>CATEGORY: Curriculum and Instruction</td>
</tr>
<tr>
<td>REASON FOR BOARD CONSIDERATION:</td>
<td>☒ APPROVAL</td>
<td>ENCLOSURE(S): Resolution</td>
</tr>
<tr>
<td></td>
<td>☐ ACCEPTANCE</td>
<td></td>
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<tr>
<td></td>
<td>☐ INFORMATION</td>
<td></td>
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</tbody>
</table>

BACKGROUND

MCC administration has negotiated the following agreement under which MCC shall provide the described services.

Jackson County Sheriff’s Office: Continuing Education Service Agreement under which the MCC-BR Public Safety Institute, as an approved provider under the Peace Officers Standards and Training Commission, will provide training to 117 employees of the Jackson County Sheriff’s Office. Services began January 1, 2012 and will end upon course completion. Jackson County shall pay MCC $175 per officer or a total amount of $20,475.

RECOMMENDATION:

The Chancellor recommends that the Board of Trustees adopt the resolution approving the Continuing Education Service Agreement.

<table>
<thead>
<tr>
<th>INITIATOR:</th>
<th>BOARD ACTION DATE:</th>
<th>EFFECTIVE DATE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday L. Stanley</td>
<td>March 15, 2012</td>
<td>March 15, 2012</td>
</tr>
</tbody>
</table>
RESOLUTION

WHEREAS, the Board of Trustees has heretofore approved that administration enter into agreements with businesses, agencies, and educational institutions under which Metropolitan Community College will provide certain services;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees that the agreement listed below is hereby approved;

<table>
<thead>
<tr>
<th>Business</th>
<th>Services</th>
<th>Amount</th>
<th>Agreement Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jackson County Sheriff's</td>
<td>Peace Officers</td>
<td>$20,475</td>
<td>01/01/12-Course</td>
</tr>
<tr>
<td>Office</td>
<td>Standards/Training</td>
<td></td>
<td>Completion</td>
</tr>
</tbody>
</table>

BE IT FINALLY RESOLVED, that the proper officers of the Board and District be and are hereby authorized to execute said agreement for and on behalf of Metropolitan Community College and that such agreement shall be incorporated by reference to this resolution and made a part of the files of the District.
I am Carole Maltby.... I am MCC....Just as you, trustees are MCC. All of the employees or students here tonight are MCC. Whether we are trustees, officers, administrators, faculty, staff, early retirees, full time or part time ....WE ARE MCC.

Throughout our history MCC...we... have maintained an image of vitality, purpose and integrity. MCC as an organization has valued its parts so confidently as to rely on the collective wisdom of shared governance. She has demonstrated her integrity and kept her promises.

I speak to you tonight for the early retirees who helped build this institution...teaching, innovating, creating new programs.... meeting the educational needs of this community through strength, creativity, perseverance and commitment.

Tonight I show you the only group of employees who have been left out of MCC's shared governance...the only group being asked to take a draconian 65% cut in salary...a group being asked to accept the possibility of being eliminated from even a minimal course load by an egregious bypass of the policies, regulations and procedures. Disregarding the policies developed through shared governance dishonors the insight and expertise of their authors and opens the door to the favoritism and discrimination that MCC...WE have worked so hard to avoid.

Not only does the proposed retroactive change to the early retiree's agreements constitute a breach of contract, it undermines the integrity of this institution... Which future promises will be kept? Which ones broken? In light of the 3.5% increase in compensation all the other employee groups will receive this year, it is shameful that 135 employees who have served this institution for 10-40 years are being forced out on a limb waiting for the ax to fall. I have a Bachelor's Degree in Biology and a Doctorate in Veterinary Medicine... after spending a 36 year professional career in teaching, program development, governance and leadership, I find this proposal egregious, unjustifiable, discriminatory and...painful.

We hope that your wisdom will prevail and that the early retirees can be involved in developing strategies for solutions to the current financial concerns.

I speak for early retirees, I speak for MCC.

Board Speech 3/17/11