1. General Functions

1.1 The meeting was called to order by President David Disney at 6:37 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
Mariann Tow, Vice President
Robert H. Martin, Trustee
Trent M. Skaggs, Trustee
Richard C. Tolbert, Trustee
Christopher R. Whiting, Trustee

Mark S. James, Chancellor

1.3 Welcome of Guests and Staff Members

1.4 Communications

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 Tow and seconded by Trustee Whiting that the consent agenda for October 17, 2013 be approved.

Motion carried by the following vote:

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

*1.5.2 APPROVAL OF MINUTES
The Board of Trustees approved the minutes of the work session and the regular meeting held on September 26, 2013.
*1.5.3 WORK SESSION NOVEMBER 14, 2013
The Board of Trustees approved the November 14, 2013 work session to be held at 5:30 p.m. at the MCC Administrative Center, Kansas City, Missouri.

*1.5.4 BOARD OF TRUSTEES ABSENCE
The Board excused the absence of Richard C. Tolbert from the September 26, 2013 meeting.

*1.5.5 APPOINTMENT OF DIRECTOR: METROPOLITAN COMMUNITY COLLEGE FOUNDATION
The Board of Trustees adopted a resolution appointing Kathy Achelpohl as a new Director of the Metropolitan Community College Foundation. The resolution may be found on page 10.

2. Administration

2.1 BOARD POLICIES - ADOPTION
It was moved by Trustee Tow and seconded by Trustee Skaggs that the Board of Trustees adopt a resolution approving adoption of proposed revised 3.25030 Board Policy Employee Grievance, revised and renamed 3.25090 Board Policy Participation in Political Elections, and new 2.25060 Board Policy Social Media. The resolution and board policies may be found on pages 13-22.

Motion carried by the following vote:

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

*2.2 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 24.

*2.3 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 26.

*2.4 GRANT RELATED CONTRACTS
The Board of Trustees approved the grant related contracts as reported in the resolution on page 28.
3. Personnel

*3.1 PROFESSIONAL PERSONNEL RECOMMENDATIONS
The Board of Trustees approved the professional personnel recommendations listed on pages 30-31.

4. Business and Finance

4.1 TREASURER'S REPORT
It was moved by Trustee Tow and seconded by Trustee Whiting that the Board of Trustees adopt a resolution approving the disbursements for the month of September 2013. The resolutions and related documents may be found on pages 33-38.

Motion carried by the following vote:

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

4.2 BIDS
It was moved by Trustee Tow and seconded by Trustee Whiting that the Board of Trustees adopt the resolution and approve the lowest acceptable bids meeting specifications. The resolution and bids are on pages 40-47.

Motion carried by the following vote:

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

4.3 GENERAL AGREEMENTS
It was moved by Trustee Tow and seconded by Trustee Whiting that the Board of Trustees approve entering into the agreements listed in the resolution on page 49.

Motion carried by the following vote:

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

*4.4 SOLE SOURCE PURCHASE/ CONTRACT PURCHASES
The Board of Trustees approved the sole source and contract purchases listed on page 50.

*4.5 MEMBERSHIPS
The Board of Trustees approved renewal of the institutional membership listed in the resolution on page 52.
4.6 MCC-SURPLUS PROPERTY-BIDS
As per the Agenda Item Background, Board President David Disney opened the only bid submitted in response to the notice published by MCC on October 1 and October 8, 2013 that MCC would accept bids for the purchase of the remaining parcel of land which had once been part of the Blue Springs campus. After review with legal counsel, it was moved by Trustee Martin and seconded by Trustee Tow that the Board of Trustees accept the bid submitted by Hunt Midwest Real Estate Development, Inc. ("Hunt Midwest") and proceed with the sale of the property. A copy of the Hunt Midwest bid may be found on pages 54-56.

Motion carried by the following vote:

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

5. Physical Facilities

6. Curriculum and Instruction

*6.1 CONTRACTED SERVICES AGREEMENT
The Board of Trustees approved the contracted services agreements listed in the resolution on page 58.

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

12.1 The meeting was adjourned 6:47 p.m.

Date Approved,  Respectfully submitted,

11/14/13

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

TO: BOARD OF TRUSTEES
FROM: CHANCELLOR
SUBJECT: Consent Agenda

DATE: October 17, 2013
ITEM & FILE NO.: 1.5.1
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 October 17, 2013.

INITIATOR: Mark S. James
BOARD ACTION DATE: October 17, 2013
EFFECTIVE DATE: October 17, 2013
AGENDA ITEM BACKGROUND

TO: BOARD OF TRUSTEES
FROM: CHANCELLOR
DATE: October 17, 2013
ITEM & FILE NO.: 1.5.2

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

REASON FOR BOARD CONSIDERATION:

☐ APPROVAL
☐ ACCEPTANCE
☐ INFORMATION
ENCLOSURE(S)
Minutes

BACKGROUND:
The minutes of the work session and regular meeting of the Board of Trustees for September 26, 2013 are submitted for approval.

RECOMMENDATION:
The Chancellor recommends that the Board of Trustees approve the minutes of September 26, 2013.

INITIATOR: Mark S. James
BOARD ACTION DATE: October 17, 2013
EFFECTIVE DATE: October 17, 2013
AGENDA ITEM BACKGROUND

TO: BOARD OF TRUSTEES  DATE: October 17, 2013
FROM: CHANCELLOR   ITEM & FILE NO.: 1.5.3
SUBJECT: *Work Session  CATEGORY:
REASON FOR BOARD CONSIDERATION:
| ☒ APPROVAL        |
| ☐ ACCEPTANCE      |
| ☐ INFORMATION     |
ENCLOSURE(S)

BACKGROUND:

A work session of the Board of Trustees will be held November 14, 2013, at 5:30 p.m., at the MCC Administrative Center, 3200 Broadway, Kansas City, Missouri.

RECOMMENDATION:
The Chancellor recommends that the Board of Trustees approve the November 14, 2013 work session.

INITIATOR:  BOARD ACTION DATE:  EFFECTIVE DATE:
Mark S. James  October 17, 2013  October 17, 2013
AGENDA ITEM BACKGROUND

TO: BOARD OF TRUSTEES
FROM: CHANCELLOR
DATE: October 17, 2013
ITEM & FILE NO.: 1.5.4

SUBJECT: *Board of Trustees Absence

CATEGORY:
Board of Trustee Business

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

BACKGROUND:

According to the by-laws of the Board of Trustees, 1.10055 Absences from Meetings, any member of the board failing to attend the meetings of the Board for three (3) consecutive regular meetings, unless excused by the Board for reasons satisfactory to the Board, shall be deemed to have vacated the seat.

The following board member has asked to be excused:

Richard C. Tolbert, September 26, 2013

RECOMMENDATION:

Richard C. Tolbert be excused from attending the September 26, 2013 Board of Trustees meeting.

INITIATOR: BOARD ACTION DATE: EFFECTIVE DATE:

October 17, 2013 October 17, 2013
AGENDA ITEM BACKGROUND

TO: BOARD OF TRUSTEES
FROM: CHANCELLOR
DATE: October 17, 2013
ITEM & FILE NO.: 1.5.5

SUBJECT: * Appointment of Director: Metropolitan Community College Foundation

CATEGORY: Board of Trustee Business

REASON FOR BOARD CONSIDERATION:
- APPROVAL
- ACCEPTANCE
- INFORMATION

ENCLOSURE(S):
- Resolution
- Biography

BACKGROUND:

The Board of Trustees of the Metropolitan Community College, as members of the Metropolitan Community College Foundation, shall approve or reject nominees to the Board of Directors of the Foundation.

At the October 9, 2013 meeting of the Foundation Board of Directors meeting, one nominee was approved for recommendation to the Board of Trustees of the Metropolitan Community College. The recommendation is for the election of Kathy Achelpohl for a three-year term, subject to renewal. This will bring the number of directors to 19 (17 voting members; 2 Emeritus).

RECOMMENDATION:

The Chancellor recommends that the Board of Trustees adopt the resolution appointing the new Director of the Metropolitan Community Colleges Foundation.

INITIATOR:
Mark S. James

BOARD ACTION DATE: October 17, 2013
EFFECTIVE DATE: October 17, 2013
RESOLUTION

WHEREAS, the Board of Trustees of Metropolitan Community College are members of the Metropolitan Community College Foundation;

WHEREAS, the membership of the Metropolitan Community College Foundation shall meet at least annually to approve or reject nominees for the Board of Directors for the Foundation; and

WHEREAS, Kathy Achelpohl has been duly nominated according to the bylaws of the Metropolitan Community College Foundation for a three-year term, subject to renewal, on the Board of Directors of the Metropolitan Community College Foundation;

NOW, THEREFORE, BE IT RESOLVED, that Kathy Achelpohl be and is hereby, appointed for a three-year term on the Board of Directors of Metropolitan Community College Foundation; and

BE IT FINALLY RESOLVED, that this appointment shall be incorporated by reference to this resolution and made a part of the files of the District.
Biographical Information
Proposed Director of the Metropolitan Community College Foundation

Kathy Achelpohl, Principal, BNIM

- Registered Architect - Missouri
- LEED Accredited Professional Building Design Construction
- Architecture Board Member, Missouri Board for Architects, Professional Engineers, Professional Land Surveyors and Landscape Architects
- Architecture Advisory Board Member University of Kansas School of Architecture, Design & Planning
- AIA National Convention 2011, Women in Architecture Dinner, Keynote Speaker
- AIA Women’s Leadership Summit 2011, Speaker
- University of Southern California Executive Education Program 2012, Speaker
- AIA Kansas City Chapter
- Jury Chair, AIA Iowa, Excellence in Sustainable Design Awards, 2006
- Society for College and University Planning, Member 1998-Present
- Guest Critic: University of Kansas, University of Missouri-Kansas City, Pratt Institute

Education
- Bachelor of Architecture, University of Kansas (KU)
- Bachelor of Environmental Design, KU
- Design Curriculum, School of Fine Arts, KU
- Heriot Watt University, Edinburgh, Ewart Scholar

Professional and Civic Affiliations
- Municipal Art Commission, Kansas City, MO Commission, 2008-Present
- Brush Creek Community Partners, Cultural Committee
- Arts Council of Metropolitan Kansas City, Volunteer
- Centurion, Greater Kansas City Chamber of Commerce, Class of 2004

Honors Awards & Recognitions
- Thayer Medal – Recognition of Design Excellence
- AIA Scholastic Award, AIA Certificate of Merit
**AGENDA ITEM BACKGROUND**

TO: BOARD OF TRUSTEES  
FROM: CHANCELLOR  
DATE: October 17, 2013  
ITEM & FILE NO.: 2.1  
CATEGORY: Administration

<table>
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<tr>
<th>SUBJECT: Board Policy - Adoption</th>
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**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 revised, renamed and new policies have been developed by the Chancellor’s Policy Review Committee, which includes representatives of the shared governance groups, were successfully lodged with the Chancellor’s Cabinet, and were lodged with the Board of Trustees on September 26, 2013.

- **Adopt 3.25030 BP Employee Grievance – Revised**  
- **Adopt 3.25090 BP Participation in Political Activities - Revised & Renamed**  
- **Adopt 2.25060 BP Social Media - New**

It is recommended that these revised, renamed and new Board Policies be adopted.

**RECOMMENDATION:**

The Chancellor recommends that the Board of Trustees approve the proposed adoption of Board Policies 3.25030, 3.25090, and 2.25060.

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<tr>
<th>INITIATOR:</th>
<th>BOARD ACTION DATE:</th>
<th>EFFECTIVE DATE:</th>
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<tbody>
<tr>
<td>Mark S. James</td>
<td>October 17, 2013</td>
<td>October 17, 2013</td>
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RESOLUTION

WHEREAS, the Board of Trustees believes it is in the best interest of the District to adopt a revised policy on Employee Grievance to provide a more structured process for administration of employee grievances;

WHEREAS, the Board of Trustees believes it is in the best interest of the District to adopt a revised and renamed policy on Participation in Political Elections to meet current legal and regulatory requirements; and

WHEREAS, the Board of Trustees believes it is in the best interest of the District to adopt a policy on Social Media to meet current legal and regulatory requirements;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of the Junior College District of Metropolitan Kansas City, Missouri, that the Board policies listed below are adopted; and

3.25030 BP Employee Grievance – Revised

3.25090 BP Participation in Political Elections - Revised & Renamed

2.25060 BP Social Media - New

BE IT FURTHER RESOLVED, that the policies, as incorporated herein, be made a part of the files of the District.
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 in this procedure shall be utilized only when either party believes that a fair and equitable solution has not been reached through such informal means as the last available option to resolve the issue.

I. Applicability

A. A grievant shall be a regular full-time or flexible part time flexible 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. An employee who has concerns related to employment matters covered under this policy are encouraged to talk to his/her 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:

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

B. 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.

C. 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.

D. 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.

E. 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.

F. 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.

G. 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 facilitated by the office of human resources - 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. Each governance group shall also select a replacement one (1) alternate member to act in the event of inability to serve by the chosen members of the grievance hearing committee.

C. The members selected by the governance groups will be provided appropriate training, facilitated by the office of human resources and will be appointed to serve for three (3) academic years.

D. 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 of human resources. The associate vice chancellor of human resources shall evaluate the objections and, if valid, shall direct the selection committee to submit a replacement(s).

E. The grievance hearing committee shall choose its own chairperson.

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

G. The names of all persons named in the grievance shall be kept confidential within the parameters of this policy. The deliberations of the grievance hearing committee shall remain confidential to the extent possible. All materials related to the grievance shall be returned to the grievance 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. Hearing Determination

Prior to proceeding to a hearing, the grievance hearing committee shall meet to review the steps taken during the informal process and recommendations made by the office of human resources to resolve the matter. The grievance hearing committee may make a determination to adopt the recommendations for resolution made by the office of human resources or determine that the matter should proceed to a hearing.
IX. 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 retained for the purpose of representing parties to the grievance shall not be present at the hearing and shall not be allowed to participate, present witnesses, make opening or closing statements, introduce evidence or participate in the hearing as an advocate in grievance hearing, hearing procedures, or attend the grievance hearing.

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

J. The grievance hearing committee shall proceed to a decision promptly.

X. Findings of the Grievance Hearing Committee

A. The grievance hearing 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.
XI. 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 grievance hearing committee's recommendation is taken.

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

XII. 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

CPDC: August 9, 2011
CPDC: September 6, 2011

Chancellor's Cabinet: November 3, 2011

CPDC: November 8, 2011
CPDC: January 10, 2012
CPDC: July 10, 2012
CPDC: November 26, 2012
CPDC: December 11, 2012
CPDC: January 8, 2013
CPDC: March 19, 2013
CPDC: April 9, 2013
Cabinet July 23, 2013
PROPOSED REVISION

METROPOLITAN COMMUNITY COLLEGE

BOARD POLICY

PARTICIPATION IN POLITICAL ACTIVITIES

3.25090 BP

As used herein, "Political Activities" shall mean those activities engaged in for the purpose of electing or defeating a candidate for partisan or non-partisan elected or appointed office, and/or to endorsing or opposing any partisan or non-partisan position or ballot issue.

The Metropolitan Community College (the college) is a political subdivision of the state of Missouri. As such, the college shall not participate or intervene in a campaign of any candidate for public office, endorse a candidate for public office, oppose a candidate for public office, sponsor events, publish ratings of candidates, or comment on elections or actions, statements, or positions taken by candidates, nor shall it endorse or oppose any ballot measure. Notwithstanding the foregoing, the college may offer educational forums and debates at which issues may be discussed but no candidate or measure shall be endorsed or opposed.

College employees shall not engage in or induce other employees to engage in political activities during established hours of employment or while engaged in official college duties. Employees may not use college facilities, resources, supplies, or equipment, including electronic, digital, or telecommunications technology, for Political Activities.

College employees are free and encouraged to participate in lawful political activities on their own time...

The foregoing conditions recognize the rights of free speech and freedom of the press guaranteed by The First Amendment to the United States Constitution and are not intended to set aside the principles of academic freedom.

Adopted: Board of Trustees
July 15, 1976

CPRC October 19, 2005
CPRC September 11, 2012
CPRC November 26, 2012
CPRC December 11, 2012
CPRC January 8, 2013
CPRC March 19, 2013
CPRC April 9, 2013
Cabinet July 29, 2013
PROPOSED

METROPOLITAN COMMUNITY COLLEGE

BOARD POLICY

2.25060 BP

SOCIAL MEDIA

2.25060 BP

Social media are defined as various online technology tools designed to enable communication through social interaction, created using highly accessible and scalable publishing techniques via online platforms. Examples include, but are not limited to, LinkedIn, Twitter, Facebook, YouTube, MySpace and social media hosted internally by Metropolitan Community College (the college).

Employees are expected to follow the same polices and exhibit the same professional standards online as they are required to do in the work place.

I. Social Media Sites

A. The posting of confidential or proprietary information about the college, students, employees, or alumni is prohibited. Employees must adhere to the following including, but not limited to: applicable state and federal requirements, copyright law, college computer usage policies, the Family Educational Rights and Privacy Act, and all applicable college privacy and confidentiality requirements.

B. The college name or logo may not be used to promote any product, opinion, cause, or political candidate. Representation of personal opinions as those of the college is prohibited.

C. Obey the Terms of Use of any social media platform employed and the policies and procedures of the college.

II. Official Media Sites

A. If the site will be used to distribute information on behalf of the college, or one of its divisions, a content owner must be designated and the site will be considered a college official page and subject to review, approval, and removal by the college’s communication team.

B. For a group to be recognized by the college as an official social media account, the proposed content owner must seek approval from the communication and community relations department of the college. If approved, the site will be listed on the college’s social media page.
C. It is the responsibility of the college and community relations department to review all social media inquiries. This office should also be used as a resource for the college community for any social media needs. The college and community relations department will ensure that official sites comply with this policy.

III. Content/Content Owners

A. All social media sites officially recognized by the college must have a current college employee and an employee in a supervisory capacity as a content owner at all times. Should a content owner leave the college for any reason or no longer wish to be a content owner it is the responsibility of the division, department, or group sponsor to ensure designation and/or replacement of a content owner. The communications and community relations department should be notified when a new content owner is designated.

B. College employees identified as content owners are held responsible for managing and monitoring content of their officially recognized accounts. Content owners are responsible to remove content that may violate the college's policies or procedures.

C. Students are permitted to have content owner access to social media accounts and tools when appropriate; however, the primary content owner must be an MCC employee.

D. The college has the right to remove any content for any reason, including, but not limited to, content that it deems threatening, obscene, a violation of intellectual property rights or privacy laws, or otherwise injurious or illegal.

Reference: Computer and Computer Technology Usage 2.25050 BP

Drafted: August 23, 2011

CPRC: December 8, 2011
CPRC: January 10, 2012
CPRC: March 9, 2012
CPRC: April 10, 2012
CPRC: July 10, 2012
CPRC: August 28, 2012
CPRC: November 26, 2012
CPRC: January 8, 2013
CPRC: July 23, 2013
Cabinet July 29, 2013
AGENDA ITEM BACKGROUND

TO: BOARD OF TRUSTEES
FROM: CHANCELLOR
DATE: October 17, 2013
ITEM & FILE NO.: 2.2

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.

The City of Kansas City, Missouri - Neighborhood Tourist Development Fund – MCC-Maple Woods Funds are being requested for the annual Storytelling Celebration that provides over 100+ events each November at public school districts, libraries, community centers, boys and girls clubs, etc. The grant period would be May 1, 2014 – April 30, 2015. The amount request is $13,000. No match is required.

The City of Kansas City, Missouri - Neighborhood Tourist Development Fund – MCC-Penn Valley Funding would support the 1st Annual Speaker’s Series. National Speaker will engage the Kansas City community on a number of topics including diversity and inclusion. The grant period would be May 1, 2014 – April 30, 2015. The amount request is $80,000. No match is required.

The City of Kansas City, Missouri - Neighborhood Tourist Development Fund – MCC-Penn Valley Funding would provide support for the High School Women’s Basketball Holiday Tournament. The 3-day tournament will include twenty-four metro high school women’s basketball teams. The grant period would be December 1, 2013 – April 30, 2014. The amount request is $25,598. No match is required.

RECOMMENDATION:

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

INITIATOR:
Mark S. James

BOARD ACTION DATE: October 17, 2013
EFFECTIVE DATE: October 17, 2013
# 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>Storytelling Celebration – MCC-Maple Woods</td>
<td>$13,000</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>1st Annual Speaker’s Series MCC-Penn Valley</td>
<td>$80,000</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>High School Women’s Basketball Tournament – MCC- Penn Valley</td>
<td>$25,598</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>
# AGENDA ITEM BACKGROUND

**TO:** BOARD OF TRUSTEES  
**FROM:** CHANCELLOR  
**DATE:** October 17, 2013  
**ITEM & FILE NO.:** 2.3  
**CATEGORY:** Administration  
**SUBJECT:** *Acceptance of Funds from External Source*  
**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 Education – Title III Strengthening Institutions – MCC-District/Penn Valley/Blue River: MCC was awarded three grants to implement Project FOCUS (Fundamentals for Outcomes, Completion, Understanding and Success). The funds will be used to develop a comprehensive integrating curricular transformation and first-year student support to improve underprepared students’ progress, persistence, and success. Project FOCUS will target both developmental (mathematics, writing and reading) and key college-level courses and redesign them to use instructional strategies informed by best practices in improving the success of underprepared students. The curricular element of the activities call for redesigning development mathematics, writing, and reading courses to add new modular, mastery-based options to enable improved student learning and accelerated progress through essential pre-college level courses. The total MCC five-year award for the three grants is $12,209,353. The grant period is October 1, 2013 - September 30, 2018. No match is required.

**RECOMMENDATION:**

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

<table>
<thead>
<tr>
<th>INITIATOR</th>
<th>BOARD ACTION DATE</th>
<th>EFFECTIVE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mark S. James</td>
<td>October 17, 2013</td>
<td>October 17, 2013</td>
</tr>
</tbody>
</table>
RESOLUTION

WHEREAS, the Board of Trustees of The Junior College District of Metropolitan Kansas City, Missouri has approved the submission of applications for funds from an external source as follows:

<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>Project FOCUS MCC – District</td>
<td>$7,713,051</td>
<td>$0</td>
<td>U.S. Department of Education (DOE): October 1, 2013 – September 30, 2018</td>
</tr>
<tr>
<td>Project FOCUS MCC – Blue River</td>
<td>$2,247,442</td>
<td>$0</td>
<td>U.S. Department of Education (DOE): October 1, 2013 – September 30, 2018</td>
</tr>
<tr>
<td>Project FOCUS MCC – Penn Valley</td>
<td>$2,248,860</td>
<td>$0</td>
<td>U.S. Department of Education (DOE): October 1, 2013 – September 30, 2018</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 agency for acceptance of funds.
AGENDA ITEM BACKGROUND

<table>
<thead>
<tr>
<th>TO:</th>
<th>BOARD OF TRUSTEES</th>
<th>DATE: October 17, 2013</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>*Grant Related Contract</td>
<td>CATEGORY: Administration</td>
</tr>
<tr>
<td>REASON FOR BOARD CONSIDERATION:</td>
<td>☑ APPROVAL</td>
<td>ENCLOSURE(S): Resolution &amp; Summary</td>
</tr>
<tr>
<td></td>
<td>☐ ACCEPTANCE</td>
<td></td>
</tr>
<tr>
<td></td>
<td>☐ INFORMATION</td>
<td></td>
</tr>
</tbody>
</table>

BACKGROUND:

MCC routinely enters into contracts, as a contractor, with local agencies to provide services for which they receive grant funds. The agency below has requested that MCC provide contracted services.

Raytown C-2 School District: Career Education Consortium - College Access Challenge Grant - MCC-AC – MCC will receive $20,000 (matching funds) from Raytown C-2 School District (Career Education Consortium) to cover personnel expense to implement the College Access Challenge Grant (CACG) at Herndon Career Center. The College Access Challenge Grant helps students and families learn about, prepare for, and apply for financing a postsecondary education in an effort to increase the rate of Missourians who attend and succeed in higher education. The contract period is September 1, 2013 – May 20, 2014.

RECOMMENDATION:

The Chancellor recommends that the Board of Trustees adopt the resolution approving the grant related contract.

<table>
<thead>
<tr>
<th>INITIATOR:</th>
<th>BOARD ACTION DATE:</th>
<th>EFFECTIVE DATE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mark S. James</td>
<td>October 17, 2013</td>
<td>October 17, 2013</td>
</tr>
</tbody>
</table>
RESOLUTION

WHEREAS, MCC administration has determined it to be in the best interest of the District to enter into contractual agreements with various agencies and organizations to provide services related to projects supported by local, state or federal grants; and

WHEREAS, an agreement has been negotiated with the following organization;

<table>
<thead>
<tr>
<th>Applications and Units Participating</th>
<th>Amount</th>
<th>Funding Source &amp; Period</th>
</tr>
</thead>
</table>

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

BE IT FINALLY RESOLVED, that the Board of Trustees hereby approves the foregoing contract and that the proper officers of the Board and District are authorized to execute said agreement for and on behalf of The Junior College District of Metropolitan Kansas City, Missouri.
AGENDA ITEM BACKGROUND

TO: BOARD OF TRUSTEES
FROM: CHANCELLOR
DATE: October 17, 2013
ITEM & FILE NO.: 3.1

SUBJECT: *Professional Personnel Recommendations
CATEGORY: Personnel

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

BACKGROUND:
The following summary highlights the personnel recommendations for the month:

A. Administrator - New

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.

INITIATOR: Tuesday L. Stanley
BOARD ACTION DATE: October 17, 2013
EFFECTIVE DATE: October 17, 2013
<table>
<thead>
<tr>
<th>Name</th>
<th>Anticipated Location</th>
<th>Position</th>
<th>Length of Contract</th>
<th>Effective Date</th>
<th>Salary Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jamerson Jr., Londell</td>
<td>Administrative Center</td>
<td>Chief of Campus Police</td>
<td>8 months</td>
<td>11/01/2013</td>
<td>II</td>
</tr>
</tbody>
</table>
Jamerson Jr., Londell, Jefferson City, Missouri earned a Bachelor of Arts degree with a major in Criminal Justice from Lindenwood University, St. Charles, Missouri in 2005. Mr. Londell worked full-time as zone corporal assistant zone commander, zone sergeant, troop c lieutenant special operations director, troop c lieutenant metropolitan operations director and as director commercial vehicle enforcement division for the Missouri State Highway Patrol from 1990 to 1995, 1995 to 2000, 2000 to 2003, 2003 to 2005 and 2005 to 2013 respectively.
AGENDA ITEM BACKGROUND

<table>
<thead>
<tr>
<th>TO:</th>
<th>BOARD OF TRUSTEES</th>
<th>DATE</th>
<th>October 17, 2013</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></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 September 2013 and the monthly financial reports and operational budget summary for the month of September 2013. 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 September 2013.

<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>October 17, 2013</td>
<td>October 17, 2013</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>
</tr>
</thead>
<tbody>
<tr>
<td>UMB Bank</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounts Payable</td>
<td>$5,187,066</td>
<td>Checks/Direct Deposits 210728-211314/18607-18350</td>
</tr>
<tr>
<td>Payroll</td>
<td>$3,364,854</td>
<td>Checks/Direct Deposits/ACH 68186-66324/545180-548308</td>
</tr>
<tr>
<td>Payroll Taxes</td>
<td>$1,088,406</td>
<td>ACH</td>
</tr>
<tr>
<td>Financial Aid &amp; Refunds</td>
<td>$2,974,988</td>
<td>Checks/Direct Deposits 5256507-5258582</td>
</tr>
<tr>
<td>Financial Aid &amp; Refunds</td>
<td>$343,329</td>
<td>ACH</td>
</tr>
<tr>
<td>Procurement Cards</td>
<td>$73,194</td>
<td>ACH</td>
</tr>
<tr>
<td>Utilities</td>
<td>$278,915</td>
<td>ACH</td>
</tr>
<tr>
<td>Credit Card Processing Fees</td>
<td>$51,559</td>
<td>ACH</td>
</tr>
<tr>
<td>Bank Analysis Service Charge</td>
<td>$4,994</td>
<td>ACH</td>
</tr>
<tr>
<td>TOTAL DISBURSEMENTS</td>
<td>$13,367,305</td>
<td></td>
</tr>
</tbody>
</table>
**METROPOLITAN COMMUNITY COLLEGE**  
Operational Funds Budget Summary  
September 30, 2013

<table>
<thead>
<tr>
<th></th>
<th>Original Budget 8/31/2013</th>
<th>Adjustments</th>
<th>Budget 9/30/2013</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenues</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General &amp; Special Projects Fund</td>
<td>$113,786,894</td>
<td>$</td>
<td>$113,786,894</td>
</tr>
<tr>
<td>Institute for Workforce Innovation</td>
<td>4,978,761</td>
<td></td>
<td>4,978,761</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>118,765,655</td>
<td></td>
<td>118,765,655</td>
</tr>
<tr>
<td><strong>Expenditures</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General &amp; Special Projects Fund</td>
<td>106,519,920</td>
<td></td>
<td>106,519,920</td>
</tr>
<tr>
<td>Institute for Workforce Innovation</td>
<td>4,768,488</td>
<td></td>
<td>4,768,488</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td>111,288,408</td>
<td></td>
<td>111,288,408</td>
</tr>
<tr>
<td><strong>Revenues Over Expenditures</strong></td>
<td>7,477,247</td>
<td></td>
<td>7,477,247</td>
</tr>
<tr>
<td><strong>Fund Transfer (To)</strong></td>
<td>(7,282,935)</td>
<td></td>
<td>(7,282,935)</td>
</tr>
<tr>
<td><strong>Change in Fund Balance</strong></td>
<td>$194,312</td>
<td>$</td>
<td>$194,312</td>
</tr>
</tbody>
</table>
### Metropolitan Community College
Cash Investment Summary
September 30, 2013

<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 VALUE</th>
<th>BOOK VALUE</th>
<th>MARKET VALUE</th>
<th>MATURITY DATE</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>Govt Agency - Fed National Mortgage Assn.</td>
<td>n/a</td>
<td>UMB</td>
<td>05/21/13</td>
<td>1.000%</td>
<td>$3,000,000</td>
<td>$3,000,000</td>
<td>$3,000,000</td>
<td>11/21/13</td>
<td></td>
</tr>
<tr>
<td>Govt Agency - Fed National Mortgage Assn.*</td>
<td>n/a</td>
<td>UMB</td>
<td>11/09/12</td>
<td>0.350%</td>
<td>$3,000,000</td>
<td>$3,005,044</td>
<td>$3,004,920</td>
<td>11/28/13</td>
<td></td>
</tr>
<tr>
<td>Govt Agency - Fed National Mortgage Assn.</td>
<td>n/a</td>
<td>UMB</td>
<td>09/20/13</td>
<td>0.250%</td>
<td>$1,000,000</td>
<td>$1,003,803</td>
<td>$1,003,570</td>
<td>12/13/13</td>
<td></td>
</tr>
<tr>
<td>Govt Agency - Fed Home Loan Mortgage Corp</td>
<td>n/a</td>
<td>UMB</td>
<td>09/25/12</td>
<td>0.450%</td>
<td>$5,000,000</td>
<td>$5,000,000</td>
<td>$4,999,500</td>
<td>12/25/13</td>
<td></td>
</tr>
<tr>
<td>Govt Agency - Fed National Mortgage Assn.</td>
<td>n/a</td>
<td>UMB</td>
<td>09/27/12</td>
<td>0.585%</td>
<td>$3,000,000</td>
<td>$3,000,000</td>
<td>$2,988,240</td>
<td>12/27/13</td>
<td></td>
</tr>
<tr>
<td>Govt Agency - Fed Home Loan Mortgage Corp</td>
<td>n/a</td>
<td>UMB</td>
<td>09/27/12</td>
<td>0.516%</td>
<td>$3,000,000</td>
<td>$3,000,000</td>
<td>$2,988,090</td>
<td>12/27/13</td>
<td></td>
</tr>
<tr>
<td>Govt Agency - Fed National Mortgage Assn.</td>
<td>n/a</td>
<td>UMB</td>
<td>04/09/13</td>
<td>0.700%</td>
<td>$2,000,000</td>
<td>$2,000,000</td>
<td>$1,953,840</td>
<td>12/27/13</td>
<td></td>
</tr>
<tr>
<td>Govt Agency - Fed National Mortgage Assn.</td>
<td>n/a</td>
<td>UMB</td>
<td>01/16/13</td>
<td>0.910%</td>
<td>$3,000,000</td>
<td>$3,000,000</td>
<td>$2,969,640</td>
<td>09/20/17</td>
<td></td>
</tr>
<tr>
<td>Govt Agency - Fed National Mortgage Assn.</td>
<td>n/a</td>
<td>UMB</td>
<td>02/06/13</td>
<td>0.530%</td>
<td>$3,000,000</td>
<td>$3,000,000</td>
<td>$2,969,640</td>
<td>09/20/17</td>
<td></td>
</tr>
<tr>
<td>Govt Agency - Fed National Mortgage Assn.</td>
<td>n/a</td>
<td>UMB</td>
<td>02/28/13</td>
<td>0.950%</td>
<td>$3,000,000</td>
<td>$3,000,000</td>
<td>$2,959,530</td>
<td>11/28/17</td>
<td></td>
</tr>
</tbody>
</table>

Repurchase Agreement  
(note 1)  
UMB  
Main Deposit  
0.04%  
$29,830,304  
$26,830,753  
Book to Market Difference  

$34,000,000  
$34,013,627  
$33,863,210  
$350,417

---

### Cash & Investments Portfolio

- **Govt Agencies:** $34,000,000, 53%
- **Repurchase Agreements:** $29,830,304, 47%

### Investments by Maturity Date

- **50 months:** $3,000,000, 9%
- **47 months:** $6,000,000, 18%
- **3 months:** $14,000,000, 41%
- **2 month:** $11,000,000, 32%
Notes:

Note 1 - Collateral held at the Federal Reserve.


Note 3 - Callable Security - Federal Home Loan Mortgage Corp. Callable 12/25/13 - 0.450. Yield to Maturity 9/25/15 - 0.479


Note 6 - Callable Security - Federal Home Loan Mortgage Corp. Callable 12/27/13 - 0.516. Yield to Maturity 9/27/16 - 0.64


Note 8 - Federal National Mortgage Assn. Yield to Maturity 9/20/17 - 0.93


Note 10 - Federal National Mortgage Assn. Yield to Maturity 11/28/17 - 0.95

Note 11 - Federal National Mortgage Assn. Yield to Maturity 9/20/17 - 0.91


* 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

Three months ended September 30, 2013 compared to September 30, 2012

<table>
<thead>
<tr>
<th></th>
<th>FY 2014</th>
<th></th>
<th>FY 2013</th>
<th></th>
<th>Percent YTD to 2013 Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenues</strong></td>
<td></td>
<td><strong>Current Annual Budget</strong></td>
<td><strong>Monthly Activity</strong></td>
<td><strong>Year to Date (YTD)</strong></td>
<td><strong>Percent YTD to Budget</strong></td>
</tr>
<tr>
<td>Student Tuition and Fees</td>
<td>$45,228,015</td>
<td>$45,228,015</td>
<td>$268,618</td>
<td>$22,782,042</td>
<td>50.4%</td>
</tr>
<tr>
<td>State Aid</td>
<td>$30,288,454</td>
<td>$30,288,454</td>
<td>$2,616,501</td>
<td>$7,279,293</td>
<td>24.0%</td>
</tr>
<tr>
<td>Federal, State, Local Grants &amp; Contracts</td>
<td>$3,280,560</td>
<td>$3,280,560</td>
<td>$59,876</td>
<td>$260,776</td>
<td>7.8%</td>
</tr>
<tr>
<td>State and County Taxes</td>
<td>$31,515,391</td>
<td>$31,515,391</td>
<td>$262,924</td>
<td>$649,015</td>
<td>2.1%</td>
</tr>
<tr>
<td>Investment Income</td>
<td>$125,000</td>
<td>$125,000</td>
<td>$15,750</td>
<td>$532,344</td>
<td>38.3%</td>
</tr>
<tr>
<td>Other Income</td>
<td>$3,369,474</td>
<td>$3,369,474</td>
<td>$74,495</td>
<td>$1,289,832</td>
<td>28.8%</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>$113,786,894</td>
<td>$113,786,894</td>
<td>$3,300,164</td>
<td>$32,793,302</td>
<td>28.8%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>FY 2014</th>
<th></th>
<th>FY 2013</th>
<th></th>
<th>Percent YTD to 2013 Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Expenditures</strong></td>
<td></td>
<td><strong>Actual Results (Unaudited)</strong></td>
<td><strong>Monthly Activity</strong></td>
<td><strong>Year to Date (YTD)</strong></td>
<td><strong>Percent YTD to Budget</strong></td>
</tr>
<tr>
<td>Instructional</td>
<td>$41,694,961</td>
<td>$41,640,169</td>
<td>$3,496,102</td>
<td>$7,754,054</td>
<td>18.5%</td>
</tr>
<tr>
<td>Academic Support</td>
<td>$10,525,553</td>
<td>$10,480,714</td>
<td>$720,285</td>
<td>$2,044,659</td>
<td>19.5%</td>
</tr>
<tr>
<td>Student Services</td>
<td>$11,275,737</td>
<td>$11,624,491</td>
<td>$969,370</td>
<td>$2,473,135</td>
<td>21.3%</td>
</tr>
<tr>
<td>Plant Operation and Maintenance</td>
<td>$11,110,130</td>
<td>$11,006,385</td>
<td>$825,558</td>
<td>$1,999,650</td>
<td>18.2%</td>
</tr>
<tr>
<td>Institutional Support</td>
<td>$30,114,568</td>
<td>$29,669,100</td>
<td>$2,114,712</td>
<td>$5,188,385</td>
<td>17.5%</td>
</tr>
<tr>
<td>Scholarships and Fellowships</td>
<td>$1,532,355</td>
<td>$1,532,355</td>
<td>$75,527</td>
<td>$535,344</td>
<td>34.9%</td>
</tr>
<tr>
<td>Public Service</td>
<td>$276,616</td>
<td>$276,616</td>
<td>$21,221</td>
<td>$56,920</td>
<td>20.6%</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>$106,519,920</td>
<td>$106,519,920</td>
<td>$8,224,775</td>
<td>$20,052,147</td>
<td>18.8%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Revenues over(under) Expenditures</th>
<th>FY 2014</th>
<th>FY 2013</th>
<th>2013 Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenues over(under) Expenditures</td>
<td>$7,266,974</td>
<td>$7,266,974</td>
<td>$(4,924,611)</td>
</tr>
</tbody>
</table>
THE METROPOLITAN COMMUNITY COLLEGE  
Auxiliary Enterprises Fund Revenues and Expenditures  
Three months ended September 30, 2013 compared to September 30, 2012

<table>
<thead>
<tr>
<th>Fiscal Year 2014</th>
<th>Fiscal Year 2013</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenue</strong></td>
<td><strong>Expense</strong></td>
</tr>
<tr>
<td>$9,366,790</td>
<td>$8,064,485</td>
</tr>
<tr>
<td>$227,898</td>
<td>$261,513</td>
</tr>
<tr>
<td>$3,772,178</td>
<td>$2,783,930</td>
</tr>
<tr>
<td>$450,000</td>
<td>$228,051</td>
</tr>
<tr>
<td>$31,493</td>
<td>$25,984</td>
</tr>
<tr>
<td>$96,590</td>
<td>$97,596</td>
</tr>
<tr>
<td>$610,000</td>
<td>$340,905</td>
</tr>
<tr>
<td>$32,637</td>
<td>$9,723</td>
</tr>
<tr>
<td>$97,912</td>
<td>$86,257</td>
</tr>
<tr>
<td>$722,640</td>
<td>$959,288</td>
</tr>
<tr>
<td>$50,847</td>
<td>$62,345</td>
</tr>
<tr>
<td>$153,048</td>
<td>$193,850</td>
</tr>
<tr>
<td>$12,000</td>
<td>$18,341</td>
</tr>
<tr>
<td>$1,432</td>
<td>$4,555</td>
</tr>
<tr>
<td>$2,147</td>
<td>$9,541</td>
</tr>
<tr>
<td>$539,500</td>
<td>$358,776</td>
</tr>
<tr>
<td>$47,319</td>
<td>$25,101</td>
</tr>
<tr>
<td>$151,364</td>
<td>$99,289</td>
</tr>
<tr>
<td>$215,250</td>
<td>-</td>
</tr>
<tr>
<td>$15,875</td>
<td>-</td>
</tr>
<tr>
<td>$46,125</td>
<td>-</td>
</tr>
<tr>
<td>$11,916,180</td>
<td>$9,969,856</td>
</tr>
<tr>
<td>$407,301</td>
<td>$389,221</td>
</tr>
<tr>
<td>$4,321,362</td>
<td>$3,269,923</td>
</tr>
</tbody>
</table>

**Bookstore**  
Budget: $9,366,790  
Monthly: $227,898  
Actual YTD: $3,772,178

**Broadway Plaza**  
Budget: $450,000  
Monthly: $31,493  
Actual YTD: $96,590

**Northland Human Services**  
Budget: $610,000  
Monthly: $32,637  
Actual YTD: $97,912

**Recreation Centers**  
Budget: $722,640  
Monthly: $50,847  
Actual YTD: $153,048

**Food Service**  
Budget: $12,000  
Monthly: $1,432  
Actual YTD: $2,147

**Pioneer**  
Budget: $539,500  
Monthly: $47,319  
Actual YTD: $151,364

**Parking Garage**  
Budget: $215,250  
Monthly: $15,875  
Actual YTD: $46,125

**TOTAL AUXILIARY**  
Annual Budget: $11,916,180  
Monthly: $407,301  
Actual YTD: $4,321,362
AGENDA ITEM BACKGROUND

TO: BOARD OF TRUSTEES  DATE: October 17, 2013
FROM: CHANCELLOR  ITEM & FILE NO.: 4.2
SUBJECT: Bids: 6974, 6975, 6976, 6977, 6978  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>6974</td>
<td>Printer &amp; Copier Paper</td>
<td>DW</td>
<td>General</td>
</tr>
<tr>
<td>6975</td>
<td>Printer Toner</td>
<td>DW</td>
<td>General</td>
</tr>
<tr>
<td>6976</td>
<td>Asphalt &amp; Concrete Maintenance &amp; Improvements</td>
<td>DW</td>
<td>Maintenance &amp; Repairs</td>
</tr>
<tr>
<td>6977</td>
<td>Building Exteriors Maintenance &amp; Improvements</td>
<td>DW</td>
<td>Maintenance &amp; Repairs</td>
</tr>
<tr>
<td>6978</td>
<td>Parking Garages Maintenance &amp; Improvements</td>
<td>PV, HSI, BP</td>
<td>Maintenance &amp; Repairs</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: October 17, 2013  EFFECTIVE DATE: October 17, 2013
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>Printer &amp; Copier Paper</td>
<td>6974</td>
<td>Xpedx</td>
<td>$46,194.47</td>
</tr>
<tr>
<td>District wide</td>
<td></td>
<td>Olathe, KS</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>OfficeMax</td>
<td>$44,531.07</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Edwardsville, KS</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Clayton Paper, Inc.</td>
<td>$18,446.38</td>
</tr>
<tr>
<td></td>
<td></td>
<td>St. Joseph, MO</td>
<td></td>
</tr>
<tr>
<td>Printer Toner</td>
<td>6975</td>
<td>OfficeMax</td>
<td>$61,596.33</td>
</tr>
<tr>
<td>District wide</td>
<td></td>
<td>Edwardsville, KS</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>CVR Computer Supplies</td>
<td>$3,969.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Cherry Hill, NJ</td>
<td></td>
</tr>
<tr>
<td>Asphalt &amp; Concrete Maintenance &amp; Improvements</td>
<td>6976</td>
<td>Hanrahan Asphalt Paving Co., Inc.</td>
<td>$313,065.15</td>
</tr>
<tr>
<td>District wide</td>
<td></td>
<td>Grandview, MO</td>
<td></td>
</tr>
<tr>
<td>Building Exteriors Maintenance &amp; Improvements</td>
<td>6977</td>
<td>MTS Contracting</td>
<td>$150,520.00</td>
</tr>
<tr>
<td>District wide</td>
<td></td>
<td>North Kansas City, MO</td>
<td></td>
</tr>
</tbody>
</table>
## RESOLUTION

<table>
<thead>
<tr>
<th>Item</th>
<th>Bid No.</th>
<th>Successful Bidder</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parking Garages Maintenance &amp; Improvements</td>
<td>6978</td>
<td>MTS Contracting</td>
<td>$122,625.00</td>
</tr>
<tr>
<td>Penn Valley, BP, HSI</td>
<td></td>
<td>North Kansas City, MO</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 Request Number - 6974 - Printer and Copy Paper
Source of Funding - General
Total Amount of Bid Award - $ 109,171.92
Number of Bids Sent to Companies - 24

*Ordered by and delivered to campuses*: award based on estimated cost of supplying 4 commonly used skus to campus locations at historic quantity levels.

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Location</th>
<th>Price</th>
<th>MBE/WBE</th>
</tr>
</thead>
<tbody>
<tr>
<td>OfficeMax</td>
<td>Edwardsville, KS</td>
<td>$44,531.07</td>
<td></td>
</tr>
<tr>
<td>Clayton Paper</td>
<td>St. Joseph, MO</td>
<td>45,016.90</td>
<td></td>
</tr>
<tr>
<td>Xpedx</td>
<td>Edwardsville, KS</td>
<td>49,679.20</td>
<td></td>
</tr>
</tbody>
</table>

*Ordered by and delivered to Print Shop*: award based on estimated cost of supplying 13 high-quantity skus in bulk to the Print Shop location at historic quantity levels.

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Location</th>
<th>Price</th>
<th>MBE/WBE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clayton Paper</td>
<td>St. Joseph, MO</td>
<td>$18,446.38</td>
<td></td>
</tr>
<tr>
<td>Xpedx</td>
<td>Edwardsville, KS</td>
<td>20,692.50</td>
<td></td>
</tr>
<tr>
<td>OfficeMax</td>
<td>Edwardsville, KS</td>
<td>NE</td>
<td></td>
</tr>
</tbody>
</table>

*Ordered by and delivered to campuses*: award based on estimated cost of supplying 62 high-quantity and specialty skus in bulk to the Print Shop location at historic quantity levels.

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Location</th>
<th>Price</th>
<th>MBE/WBE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Xpedx</td>
<td>Edwardsville, KS</td>
<td>$46,194.47</td>
<td></td>
</tr>
<tr>
<td>Clayton Paper</td>
<td>St. Joseph, MO</td>
<td>NE</td>
<td></td>
</tr>
</tbody>
</table>

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

- American Discount Office Supplies, Olathe, KS
- American Indian Enterprise & Business Council, Kansas City, MO
- Asian American Chamber of Commerce of Kansas City, Overland Park, KS
- Black Economic Union, Kansas City, MO
- Costco, Kansas City, MO
- Express Business Supply, Shawnee Mission, KS
- Federal Office Products, Lenexa, KS
- Free Lance Printing & Mailing Solutions, Lenexa, KS
- Industrial Supply, Inc., Kansas City, KS
- K.C. Envelope Company, Inc. Kansas City, MO
- Kansas City Business Supply, Kansas City, MO
- MBEconnect.com, Overland Park, KS
- Mid-America Minority Supplier Development Council, Kansas City, MO
- Missouri Office Systems & Supplies, Grandview, MO

*a=Recommended Vendor
*In Dist./MO Preference
*NE=Not Equal*
BID RECOMMENDATIONS
For Items Over $10,000

Rangel Distributors, Kansas City, MO
RIS Paper, Uniontown, OH
Sam’s Club, Grandview, MO
Smart Business Products, Columbia, MO
Tierney Office Products, Kansas City, MO
Unisource, Lenexa, KS
US SBA, Kansas City, MO
Warwick Papers, Overland Park, KS

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 - 6975 - Printer Toner
Source of Funding - General
Total Amount of Bid Award - $65,565.33
Number of Bids Sent to Companies - 20

**OEM - Original Equipment Manufacture:** Award based on cost of 17 most commonly requested toner cartridges, delivery terms and vendor discounts.

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Location</th>
<th>Price</th>
<th>MBE/WBE</th>
</tr>
</thead>
<tbody>
<tr>
<td>OfficeMax</td>
<td>Edwardsville, KS</td>
<td>$61,596.33</td>
<td></td>
</tr>
<tr>
<td>Office Pal</td>
<td>Lakewood, NJ</td>
<td>62,140.80</td>
<td></td>
</tr>
<tr>
<td>Beyond Technology</td>
<td>Centennial, CO</td>
<td>62,708.99</td>
<td></td>
</tr>
<tr>
<td>MOS - IT</td>
<td>Kansas City, MO</td>
<td>65,126.09</td>
<td></td>
</tr>
<tr>
<td>Ink Cloners, LLC</td>
<td>Pompton Lakes, NJ</td>
<td>70,434.00</td>
<td></td>
</tr>
<tr>
<td>Office Depot</td>
<td>Boca Raton, FL</td>
<td>71,468.33</td>
<td></td>
</tr>
<tr>
<td>LD Products</td>
<td>Long Beach, CA</td>
<td>77,174.33</td>
<td></td>
</tr>
<tr>
<td>CVR Computer Supplies</td>
<td>Cherry Hill, NJ</td>
<td>$3,969.00</td>
<td></td>
</tr>
</tbody>
</table>

**Compatible/Remanufactured:** Award based on cost of 11 most commonly requested toner cartridges, delivery terms and vendor discounts.

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Location</th>
<th>Price</th>
<th>MBE/WBE</th>
</tr>
</thead>
<tbody>
<tr>
<td>CVR Computer Supplies</td>
<td>Cherry Hill, NJ</td>
<td>$3,969.00</td>
<td></td>
</tr>
<tr>
<td>LD Products</td>
<td>Long Beach, CA</td>
<td>4,872.77</td>
<td></td>
</tr>
<tr>
<td>Ink Cloners, LLC</td>
<td>Pompton Lakes, NJ</td>
<td>4,948.40</td>
<td></td>
</tr>
<tr>
<td>Beyond Technology</td>
<td>Centennial, CO</td>
<td>5,286.53</td>
<td></td>
</tr>
<tr>
<td>LaserCycle</td>
<td>Lenexa, KS</td>
<td>5,301.77</td>
<td></td>
</tr>
<tr>
<td>OfficeMax</td>
<td>Edwardsville, KS</td>
<td>6892.68</td>
<td></td>
</tr>
<tr>
<td>MOS - IT</td>
<td>Kansas City, MO</td>
<td>7,009.70</td>
<td></td>
</tr>
<tr>
<td>Office Depot</td>
<td>Boca Raton, FL</td>
<td>10,999.24</td>
<td></td>
</tr>
</tbody>
</table>

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

- Cartridge King of KS, Topeka, KS
- EBE Office Solutions, Olathe, KS
- American Indian Enterprise & Business Council, Kansas City, MO
- Asian American Chamber of Commerce of Kansas City, Overland Park, KS
- Black Economic Union, Kansas City, MO
- MBEnet.com, Overland Park, KS
- Mid-America Minority Supplier Development Council, Kansas City, MO
- Missouri Office Systems & Supplies, Grandview, MO
- MTC-Midwest Technology Connection, Kansas City, MO
- Southeast Laser, Inc., Lawrenceville, GA
- 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 RECOMMENDATIONS
For Items Over $10,000

Bid Request Number - 6976 - Asphalt & Concrete Maintenance & Improvements FY '14
Source of Funding - Maintenance & Repair
Total Amount of Bid Award - $ 313,065.15
Number of Bids Sent to Companies - 15

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Location</th>
<th>Price</th>
<th>MBE/WBE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hanrahan Asphalt Paving Co., Inc.</td>
<td>Grandview, MO</td>
<td>$ 313,065.15</td>
<td></td>
</tr>
<tr>
<td>Little Joe's Asphalt, Inc.</td>
<td>Bonner Springs, KS</td>
<td>512,482.68</td>
<td></td>
</tr>
<tr>
<td>The Wilson Group</td>
<td>Greenwood, MO</td>
<td>709,889.52</td>
<td></td>
</tr>
</tbody>
</table>

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

AGC - Association of General Contractors, Columbia, MO
American Indian Enterprise & Business Council, Kansas City, MO
Asian American Chamber of Commerce of Kansas City, Overland Park, KS
Builder's Association, Kansas City, MO
Calvert's Paving., Inc. Kansas City, MO
Dodge Reports, Mission, KS
MBEconnect.com, Overland Park, KS
McConnell & Associates, Kansas City, MO
Mid-America Minority Supplier Development Council, Kansas City, MO
Minority Contractor's Association of Kansas City, Kansas City, MO
Missouri iSqft Plan Room, Maryland Heights, MO
Reed Construction Data, Norcross, GA

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 - 6977 - Building Exteriors Maintenance & Improvements FY '14
Source of Funding - Maintenance & Repair
Total Amount of Bid Award - $150,520.00
Number of Bids Sent to Companies - 16

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Location</th>
<th>Price</th>
<th>MBE/WBE</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTS Contracting, Inc.,</td>
<td>North Kansas City, MO</td>
<td>$150,520.00</td>
<td></td>
</tr>
<tr>
<td>PCI-Performance Contracting, Inc.,</td>
<td>Grandview, MO</td>
<td>158,697.00</td>
<td></td>
</tr>
<tr>
<td>Vazquez Commercial Contracting, LLC</td>
<td>Kansas City, MO</td>
<td>255,214.00</td>
<td></td>
</tr>
<tr>
<td>Building Restoration Corporation</td>
<td>Kansas City, KS</td>
<td>320,768.00</td>
<td></td>
</tr>
<tr>
<td>The Wilson Group</td>
<td>Greenwood, MO</td>
<td>277,029.52</td>
<td></td>
</tr>
</tbody>
</table>

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

AGC - Association of General Contractors, Columbia, MO
American Indian Enterprise & Business Council, Kansas City, MO
Asian American Chamber of Commerce of Kansas City, Overland Park, KS
Builder's Association, Kansas City, MO
Dodge Reports, Mission, KS
MBEconnect.com, Overland Park, KS
Mid-America Minority Supplier Development Council, Kansas City, MO
Minority Contractor's Association of Kansas City, Kansas City, MO
Missouri iSqft Plan Room, Maryland Heights, MO
Reed Construction Data, Norcross, GA
Western Waterproofing, 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 RECOMMENDATIONS
For Items Over $10,000

Bid Request Number - 6978 - Parking Garage Maintenance & Improvements FY '14
Source of Funding - Maintenance & Repair
Total Amount of Bid Award - $22,625.00
Number of Bids Sent to Companies - 15

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Location</th>
<th>Price</th>
<th>MBE/WBE</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTS Contracting, Inc.</td>
<td>North Kansas City, MO</td>
<td>$122,625.00</td>
<td>261,323.00</td>
</tr>
<tr>
<td>Building Restoration Corporation</td>
<td>Kansas City, KS</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

AGC - Association of General Contractors, Columbia, MO
American Indian Enterprise & Business Council, Kansas City, MO
Asian American Chamber of Commerce of Kansas City, Overland Park, KS
Builder's Association, Kansas City, MO
C&M Restoration, Kansas City, MO
Dodge Reports, Mission, KS
MBEconnect.com, Overland Park, KS
Mid-America Minority Supplier Development Council, Kansas City, MO
Minority Contractor's Association of Kansas City, Kansas City, MO
Missouri iSqt Plan Room, Maryland Heights, MO
PCI- Performance Contracting, Inc., Grandview, MO
Reed Construction Data, Norcross, GA
The Wilson Group, Greenwood, MO
Vazquez Commercial Contracting, 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.mcckc.edu.
AGENDA ITEM BACKGROUND

<table>
<thead>
<tr>
<th>TO:</th>
<th>BOARD OF TRUSTEES</th>
<th>DATE: October 17, 2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>FROM:</td>
<td>CHANCELLOR</td>
<td>ITEM &amp; FILE NO.: 4.3</td>
</tr>
<tr>
<td>SUBJECT:</td>
<td>General Agreements</td>
<td>CATEGORY: Business and Finance</td>
</tr>
<tr>
<td>REASON FOR BOARD CONSIDERATION:</td>
<td>[ ] APPROVAL</td>
<td>ENCLOSURE(S)</td>
</tr>
<tr>
<td></td>
<td>□ ACCEPTANCE</td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ INFORMATION</td>
<td></td>
</tr>
</tbody>
</table>

BACKGROUND

MCC administration has approved entering into the following agreements:

**Norton & Schmidt Consulting Engineers, L.L.C.**

General Agreement
Metropolitan Community College requires qualifications for limited scope of Engineering Services. The Revised Request for Qualifications #6922 was issued in May 2013. Norton & Schmidt was among the successful firms and has been selected for project management of asphalt and concrete maintenance and improvement projects. MCC shall pay Norton & Schmidt an amount not to exceed $22,000 for these services. The term is from the date of the last signature to termination of the project.

General Agreement
Metropolitan Community College requires qualifications for limited scope of Engineering Services. The Revised Request for Qualifications #6922 was issued in May 2013. Norton & Schmidt was among the successful firms and has been selected for project management of building exterior maintenance and improvement projects. MCC shall pay Norton & Schmidt an amount not to exceed $16,000 for these services. The term is from the date of the last signature to termination of the project.

RECOMMENDATION:
The Chancellor recommends that the Board of Trustees adopt the resolution approving the general agreements.

<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>October 17, 2013</td>
<td>October 17, 2013</td>
</tr>
</tbody>
</table>
RESOLUTION

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

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees that the agreements 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>Norton &amp; Schmidt Consulting</td>
<td>Project Managers – asphalt &amp; concrete</td>
<td>Not to exceed</td>
<td>Last signature –</td>
</tr>
<tr>
<td>L.L.C.</td>
<td>maintenance &amp; improvements</td>
<td>$22,000</td>
<td>project termination</td>
</tr>
<tr>
<td>Norton &amp; Schmidt Consulting</td>
<td>Project Managers – building exterior</td>
<td>Not to exceed</td>
<td>Last signature –</td>
</tr>
<tr>
<td>L.L.C.</td>
<td>maintenance &amp; improvements</td>
<td>$16,000</td>
<td>project termination</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: October 17, 2013
ITEM & FILE NO.: 4,4

SUBJECT: * Sole Source Purchases/Contract Purchases

CATEGORY: Business and Finance

REASON FOR BOARD CONSIDERATION:

☑ APPROVAL
☐ ACCEPTANCE
☐ INFORMATION

ENCLOSURE(S)

The following sole source purchases are being submitted for approval.

<table>
<thead>
<tr>
<th>Amount</th>
<th>Item</th>
<th>Vendor</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>$173,830.00</td>
<td>CNC lathe machining centers</td>
<td>Haas Factory</td>
<td>BTC</td>
</tr>
<tr>
<td>$ 26,995.00</td>
<td>Tegrity Campus Subscription</td>
<td>McGraw-Hill Education</td>
<td>PV - HSI</td>
</tr>
<tr>
<td>$ 52,728.00</td>
<td>Blackboard Analytics</td>
<td>Blackboard Inc</td>
<td>DW</td>
</tr>
<tr>
<td>$100,000.00</td>
<td>Postage for FY 14</td>
<td>USPS</td>
<td>DW</td>
</tr>
</tbody>
</table>

RECOMMENDATION:
The Chancellor recommends that the Board of Trustees approve these sole source and contract purchases.

INITIATOR: Tuesday L. Stanley
BOARD ACTION DATE: October 17, 2013
EFFECTIVE DATE: October 17, 2013
AGENDA ITEM BACKGROUND

TO: BOARD OF TRUSTEES
FROM: CHANCELLOR
DATE: October 17, 2013
ITEM & FILE NO.: 4.5

SUBJECT: *Memberships

CATEGORY: Administration

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

BACKGROUND:

Metropolitan Community College administration has approved renewing its membership with the following organization.

Kansas City Area Development Council (KCADC): KCADC is a private, non-profit organization charged with representing the economic interests of the entire two-state, 18-county region of Greater Kansas City. Their mission includes stimulating economic growth, promoting the region as the business location of choice, and positioning the region competitively against other major metros for the retention, expansion and attraction of jobs and investment. KCADC involves and engages its investor members through a variety resources, events, leadership opportunities and personal attention. Annual membership dues are $22,500 for October 1, 2013 through September 30, 2014.

RECOMMENDATION:

The Chancellor recommends that the Board of Trustees adopt the resolution to renew institutional membership with these organizations.

INITIATOR:
Tuesday L. Stanley

BOARD ACTION DATE:
October 17, 2013

EFFECTIVE DATE:
October 17, 2013
RESOLUTION

WHEREAS, the Board of Trustees of The Junior College District of Metropolitan Kansas City, Missouri recognizes the importance of institutional membership in organizations that serve as advocates for community colleges;

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

<table>
<thead>
<tr>
<th>Organization</th>
<th>Membership Period</th>
<th>Membership Dues</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kansas City Area Development Council</td>
<td>10/01/13-09/30/14</td>
<td>$22,500</td>
</tr>
</tbody>
</table>

BE IT FINALLY RESOLVED, that the proper officers of the Board and District be, and they are hereby, authorized to submit membership renewal for and on behalf of The Junior College District of Metropolitan Kansas City, Missouri.
AGENDA ITEM BACKGROUND

<table>
<thead>
<tr>
<th>TO:</th>
<th>BOARD OF TRUSTEES</th>
<th>DATE: October 17, 2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>FROM:</td>
<td>CHANCELLOR</td>
<td>ITEM &amp; FILE NO: 4.6</td>
</tr>
<tr>
<td>SUBJECT:</td>
<td>MCC-Surplus Property - Bids</td>
<td>CATEGORY: Business &amp; Finance</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>REASON FOR BOARD CONSIDERATION:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>☑ APPROVAL</td>
<td>☑ ACCEPTANCE</td>
</tr>
<tr>
<td>☑ INFORMATION</td>
<td>ENCLOSURE(S)</td>
</tr>
<tr>
<td></td>
<td>Public Notice</td>
</tr>
</tbody>
</table>

BACKGROUND:

At the July 12, 2007 regular Board of Trustees meeting, the Board declared the entire MCC-Blue River: Blue Springs Campus as surplus property and authorized administration to negotiate the sale of the land and improvements. Remaining to be sold is an approximately 9.78 acre parcel of vacant ground.

Pursuant to RSMo 177.091(4), “If real property is not sold or leased through a real estate broker, notice that the board is holding the property for sale or offering it for lease shall be given by publication in a newspaper within the county in which all or a part of the district is located which has general circulation within the district, once a week for two consecutive weeks, the last publication to be at least seven days prior to the sale or lease of the property...” In compliance with the Board directive, MCC published a notice of public sale and advertisement for bids in the Kansas City Star on October 1, 2013 and October 8, 2013.

Bids are to be accepted until 6:30 p.m., C.D.T., October 17, 2013 and will be opened during the October 17, 2013 regular meeting of the MCC Board of Trustees.

RECOMMENDATION:
The Chancellor recommends that the bids be opened and that the Board of Trustees take such action as it deems appropriate and in compliance with statutory requirements in response to the bids.

<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>October 17, 2013</td>
<td>October 17, 2013</td>
</tr>
</tbody>
</table>
October 16, 2013

Mr. David L. Disney  
President, Board of Trustees  
Junior College District of Metropolitan Kansas City, Missouri  
3200 Broadway  
Kansas City, MO 64111

RE: Bid for the Purchase of Property

Dear Mr. Disney:

Please consider this letter as our bid and summarization of the basic terms and conditions for Hunt Midwest Real Estate Development, Inc. or its assigns (the “Buyer”) to purchase the approximately 9.78-acre parcel of land located as described in the Notice of Public Sale published in the Kansas City Star on October 1, 2013 and October 8, 2013, on the north side of NW Jefferson Street and east of NW Jefferson Court in Blue Springs, Jackson County, Missouri (the “Property”), from The Board of Trustees of the Junior College District of Metropolitan Kansas City, Missouri (the “Seller”), along the following terms, as shall be more fully defined in the Real Estate Purchase Contract (the “Land Contract”):

1. Purchase Price: $1,000,000.00 to be paid in cash at closing.

2. Buyer shall be granted a government approval and feasibility study period, which shall commence with the full execution of the Land Contract, acceptable to both parties, and shall terminate one hundred twenty (120) days thereafter. Buyer shall deliver such Land Contract for the review and approval of the Seller no later than ten business days from the receipt of the acceptance of this bid by the Seller. Closing shall be contingent upon Buyer determining the cost to develop the site and obtaining all necessary governmental approvals required by any governmental authority or agency to develop / operate the Property as a seniors housing, assisted-living and memory care facility. Buyer shall use its best efforts to determine the economic feasibility of the project and to obtain all governmental approvals during this period. However, if Buyer is unable to obtain all of the governmental approvals within the period, Buyer shall have an additional sixty (60) days after the expiration of the period to obtain the governmental approvals. Buyer and agents of the Buyer will be granted access to the property during this period to allow for environmental, historic, soils and other tests and/or studies that Buyer deems necessary to be completed. Buyer may, in its sole discretion, with or without cause and without penalty, terminate the contract by giving Seller notice in writing at any time prior to the end of the government approval and feasibility study period, as may be extended.
3. An earnest money deposit in the amount of Ten Thousand Dollars ($10,000), (the “Earnest Deposit”) shall be made by Buyer to Kansas City Title Company, or other title company mutually acceptable to both parties, with the delivery of the fully executed Land Contract. The Earnest Deposit shall be credited to the purchase price at closing. If Buyer terminates the contract prior to the expiration of the government approval and feasibility study period, as may be extended, then the Earnest Deposit shall be fully refundable to Buyer.

4. Seller shall pay for and furnish to Buyer a Preliminary Title Commitment and an ALTA survey acceptable to Buyer within 30 days of full execution of the Land Contract.

5. Buyer and Seller shall prorate taxes, insurance, assessments, etc. as of the date of closing.

6. Seller shall agree to terminate the billboard lease and cause the advertising company holding the lease to remove the large billboard located on the property within 45 days of the Closing.

7. Closing shall be on or before thirty (30) days after the expiration of the government approval and feasibility study period, as may be extended.

8. Seller shall hold Buyer harmless against all claims by brokers and agents for any real estate commission due in this transaction. Seller will pay any and all commissions if due. Buyer is unrepresented in this transaction.

9. Seller shall provide buyer with copies of any and all easements, leases, rental, agricultural or other such agreements or documents which affect or provide others rights to the Property.

10. Seller shall not enter into any other agreements, including any contracts for sale of the Property, or any letter of intent in connection therewith until the expiration of this bid and/or the termination of the Land Contract as defined therein.

11. The last signature date below shall be deemed the effective date of this agreement.

While this Bid for the Purchase of Property is non-binding, it is the intent of both parties to negotiate and execute within 30 days of full execution of this non-binding Bid for the Purchase of Property, a binding and definitive Land Contract along the above lines and with other terms and conditions customary for this type of transaction and mutually acceptable to both parties. The terms of this Bid for the Purchase of Property shall be incorporated into the Land Contract. If the general terms as outlined above are acceptable, please indicate by signing two copies of this Bid for the Purchase of Property and returning one to the undersigned. This offer shall expire without further action required if Seller has not returned a fully executed original to buyer by 5:00 pm CDT on October 18, 2013.

If you have any questions or need additional information, please do not hesitate to contact me at (816) 455-2500 or by email to oreynolds@huntrmidwest.com.
On behalf of our team, we are excited about the opportunity to work with you and are confident that your site will be an excellent location to meet the needs of the senior population requiring assisted and memory-related care.

Sincerely,

BUYER:
CENTERPOINT SLP LLC
By: Hunt SH7, LLC, its authorized Member
    By: Hunt Midwest Real Estate Development, Inc.,
        Its sole Member

By: [Signature]
    Ora H. Reynolds, President
Date: 10/16/13

Bid is accepted and agreed to and Buyer is approved to submit the Land Contract,

SELLER:
THE BOARD OF TRUSTEES
THE JUNIOR COLLEGE DISTRICT OF METROPOLITAN KANSAS CITY, MISSOURI

By: [Signature]
    David L. Disney, President
Date: 10/17/13
**AGENDA ITEM BACKGROUND**

<table>
<thead>
<tr>
<th>TO:</th>
<th>BOARD OF TRUSTEES</th>
<th>DATE: October 17, 2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>FROM:</td>
<td>CHANCELLOR</td>
<td>ITEM &amp; FILE NO.: 6.1</td>
</tr>
<tr>
<td>SUBJECT:</td>
<td>*Contracted Service Agreements</td>
<td>CATEGORY: Curriculum and Instruction</td>
</tr>
<tr>
<td>REASON FOR BOARD CONSIDERATION:</td>
<td></td>
<td>ENCLOSURE(S): Resolution</td>
</tr>
</tbody>
</table>

**BACKGROUND:**

Metropolitan Community College administration contracts with area companies to provide services for MCC, its clients and/or students.

**Workforce Performance Improvement (vendor)**
This Agreement of Contracted Services engages the vendor to provide a customized course for Next Generation Controls Architecture to the employees of MCC’s client, Ford Motor Company. MCC shall pay vendor a fixed-price of $21,280.00 for (4) weeks of on-site training at Ford’s Kansas City Assembly Plant. MCC shall be reimbursed all expenses for this course through Ford’s Missouri Customized Training Program funds. The term is from September 23, 2013 through October 28, 2013.

**Emhart Teknologies (vendor)**
This Agreement of Contracted Services engages the vendor to provide a customized course for DCE Troubleshooting & Maintenance Program to the employees of MCC’s client, Ford Motor Company. MCC shall pay vendor $18,824.50 for: (5) classes at $2,000 each, 20 manuals at $300 each, $1,045 hotel and meal expenses, $1,045 in travel hours, and $734.50 in mileage. Classes will be for two (2) second shift groups, and three (3) third shift groups. MCC shall be reimbursed all expenses for this course through Ford’s Missouri Customized Training Program funds. The term is from September 30, 2013 through October 4, 2013.

**RECOMMENDATION:**
The Chancellor recommends that the Board of Trustees adopt the resolution approving entering into the contracted service agreements.

<table>
<thead>
<tr>
<th>INITIATOR:</th>
<th>BOARD ACTION DATE:</th>
<th>EFFECTIVE DATE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mark S. James</td>
<td>October 17, 2013</td>
<td>October 17, 2013</td>
</tr>
</tbody>
</table>
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 to MCC, its clients and/or students;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees that the Contracted Services 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>Workforce Performance Improvement</td>
<td>Customized Next Generation Controls Architecture Training</td>
<td>$21,280.00</td>
<td>9/23/13 – 10/28/13</td>
</tr>
<tr>
<td>Emhart Teknologies</td>
<td>Customized DCE Troubleshooting &amp; Mainenance</td>
<td>$18,824.50</td>
<td>9/30/13 – 10/4/13</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 Contracted Services Agreements for and on behalf of Metropolitan Community College and that such Contracted Services Agreements shall be incorporated by reference to this resolution and made a part of the files of the District.