BOARD OF TRUSTEES
Metropolitan Community College
Regular Meeting
September 26, 2013

1. General Functions

1.1 The meeting was called to order by President David Disney at 6:46 p.m. The meeting was held at the MCC-Blue River Campus, 20301 East 78 Highway, Independence, Missouri.

1.2 Roll Call

Present: David L. Disney, President
         Mariann Tow, Vice President
         Robert H. Martin, Trustee
         Trent M. Skaggs, 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 September 26, 2013 be approved.

Motion carried by the following vote:

AYES: Trustees Disney, Martin, Skaggs, 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 August 15, 2013.

*1.5.3 WORK SESSION OCTOBER 17, 2013
The Board of Trustees approved the October 17, 2013 work session to be held at 5:30 p.m. at the MCC Administrative Center, Kansas City, Missouri.
Board of Trustees
Minutes, September 26, 2013
Page 2

*1.5.4 **BOARD OF TRUSTEES ABSENCE**
The Board excused the absence of Trent M. Skaggs from the August 15, 2013 meeting.

1.6 Reports

1.6.1 **CHANCELLOR’S REPORT**
Chancellor James thanked MCC-Blue River President Michael Banks for hosting the October Board of Trustees meeting. Dr. Banks welcomed all in attendance and introduced Lynn Canaday, Business faculty, who shared information about the MCC Volunteer Income tax Assistance Program (VITA).

2. Administration

*2.1 **BOARD POLICIES - LODGING**
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 were lodged with the Board of Trustees. The lodged board policies may be found on pages 11-28.

*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 30.

3. Personnel

*3.1 **PROFESSIONAL PERSONNEL RECOMMENDATIONS**
The Board of Trustees approved the professional personnel recommendations listed on pages 32-39.

4. Business and Finance

4.1 **TREASURER’S REPORT**
It was moved by Trustee Martin and seconded by Trustee Tow that the Board of Trustees adopt a resolution approving the disbursements for the month of August 2013. The resolutions and related documents may be found on pages 41-46.

Motion carried by the following vote:

AYES: Trustees Disney, Martin, Skaggs, 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 48-53.

Motion carried by the following vote:

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

4.3 PUBLIC HEARING GENERAL FUND LEVY
At 7:09 p.m. Board President, David Disney recessed the regular meeting and moved into a public hearing to entertain discussion of the levy.

President Disney asked for comments from the public. Hearing none, President Disney reconvened the regular meeting at 7:10 p.m.

4.4 GENERAL FUND LEVY
It was moved by Trustee Martin and seconded by Trustee Tow that the Board of Trustees adopt the resolution authorizing the general operating levy for 2013-2014 at $0.2369 on the $100 assessed valuation. The resolution is on page 57.

Motion carried by the following vote:

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

4.5 GENERAL AGREEMENT
It was moved by Trustee Tow and seconded by Trustee Whiting that the Board of Trustees approve entering into the agreement listed in the resolution on page 59.

Motion carried by the following vote:

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

*4.6 SOLE SOURCE PURCHASE/ CONTRACT PURCHASES
The Board of Trustees approved the sole source and contract purchases listed on page 60.

*4.7 MEMBERSHIPS
The Board of Trustees approved renewal of the institutional memberships listed in the resolution on page 63.
4.8 **RETAIENED JOBS TRAINING PROJECT: ALLIANT TECHSYSTEMS OPERATIONS, LLC**
The Board of Trustees approved a Retained Jobs Training Project as detailed in the resolution on pages 65-67.

4.9 **TAX INCREMENT FINANCE COMMISSION APPOINTMENTS**
It was moved by Trustee Tow and seconded by Trustee Whiting that the Board of Trustees appoint the Kansas City Public Library and Mid-Continent Public Library representatives to represent MCC on administrative and individual project level TIF commissions. The resolution is on page 69.

Motion carried by the following vote:

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

5. **Physical Facilities**

4.1 **FACILITY USE AGREEMENT**
The Board of Trustees approved the facility use agreement listed in the resolution on page 71.

6. **Curriculum and Instruction**

6.1 **CLIENT AGREEMENTS**
The Board of Trustees approved the client agreements listed in the resolution on page 74.

6.2 **CONTRACTED SERVICES AGREEMENT**
The Board of Trustees approved the contracted services agreement listed in the resolution on page 76.

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

12.1 The meeting was adjourned 7:13 p.m.

Date Approved, 

October 17, 2013

Respectfully submitted,

[Signature]

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

TO: BOARD OF TRUSTEES
FROM: CHANCELLOR
DATE: September 26, 2013
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 September 26, 2013.

INITIATOR: Mark S. James
BOARD ACTION DATE: September 26, 2013
EFFECTIVE DATE: September 26, 2013
**AGENDA ITEM BACKGROUND**

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<tr>
<th>TO:</th>
<th>BOARD OF TRUSTEES</th>
<th>DATE: September 26, 2013</th>
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<tr>
<td>FROM:</td>
<td>CHANCELLOR</td>
<td>ITEM &amp; FILE NO.: 1.5.2</td>
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<tr>
<td>SUBJECT:</td>
<td>*Approval of Minutes</td>
<td>CATEGORY:</td>
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<td>Board of Trustee Business</td>
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<td>REASON FOR BOARD CONSIDERATION:</td>
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**BACKGROUND:**

The minutes of the work session and regular meeting of the Board of Trustees for August 15, 2013 are submitted for approval.

**RECOMMENDATION:**

The Chancellor recommends that the Board of Trustees approve the minutes of August 15, 2013.

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<td>Mark S. James</td>
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AGENDA ITEM BACKGROUND

TO: BOARD OF TRUSTEES
FROM: CHANCELLOR
DATE: September 26, 2013
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 October 17, 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 October 17, 2013 work session.

INITIATOR: Mark S. James
BOARD ACTION DATE: September 26, 2013
EFFECTIVE DATE: September 26, 2013
AGENDA ITEM BACKGROUND

TO:   BOARD OF TRUSTEES                            DATE:  September 26, 2013
FROM: CHANCELLOR                                  ITEM & FILE NO.:  1.5.4

SUBJECT: *Board of Trustees Absence               CATEGORY:  Board of Trustee Business

REASON FOR BOARD CONSIDERATION:                   ENCLOSURE(S)

☐ APPROVAL
☐ ACCEPTANCE
☐ INFORMATION

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:

Trent M. Skaggs – August 15, 2013

RECOMMENDATION:

Trent M. Skaggs be excused from attending the August 15, 2013 Board of Trustees meeting.

INITIATOR:                                        BOARD ACTION DATE: September 26, 2013
                                                    EFFECTIVE DATE: September 26, 2013
AGENDA ITEM BACKGROUND

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<td>ITEM &amp; FILE NO.: 1.6.1</td>
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<td>Chancellor’s Report</td>
<td>CATEGORY: Reports</td>
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<td>REASON FOR BOARD CONSIDERATION:</td>
<td>□ APPROVAL □ ACCEPTANCE □ INFORMATION</td>
<td>ENCLOSURE(S)</td>
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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:

Mark S. James

BOARD ACTION DATE:  

EFFECTIVE DATE:  

3200 Broadway | Kansas City, MO 64111 | T (816) 604-1000 | F (816) 759-1158 | www.ricckc.edu
AGENDA ITEM BACKGROUND

TO: BOARD OF TRUSTEES
FROM: CHANCELLOR
DATE: September 26, 2013
ITEM & FILE NO.: 2.1

SUBJECT: *Board Policies - Lodging
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 revised, renamed and new policies have been developed by the Chancellor’s Policy Review Committee, which includes representatives of the shared governance groups, and were successfully lodged with the Chancellor’s Cabinet.

Lodge 3.25030 BP Employee Grievance - Revised
This proposed revision will provide a more structured process for administration of employee grievances.

Lodge 3.25090 BP Participation in Political Elections - Revised & Renamed
This proposed revision was initiated to meet current legal and regulatory requirements.

Lodge 2.25060 BP Social Media - New
This proposed revision was initiated to meet current legal and regulatory requirements.

RECOMMENDATION:
The Chancellor recommends that the Board of Trustees approve the lodging of the proposed revised and renamed and new Board Policies.

INITIATOR: Mark S. James
BOARD ACTION DATE: September 26, 2013
EFFECTIVE DATE: September 26, 2013
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

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

Chancellor’s Cabinet: November 3, 2011

CPRC: November 8, 2011
CPRC: January 10, 2012
CPRC: July 10, 2012
CPRC: November 26, 2012
CPRC: December 11, 2012
CPRC: January 8, 2013
CPRC: March 19, 2013
CPRC: April 9, 2013
Cabinet July 23, 2013
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 availed of 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. A disagreement concerning the interpretation or application of:

      a1. salary schedules and conditions;

      b2. employment contracts; or

      c3. 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 discrimination, harassment, their 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 have--has concerns related to employment--employment matters covered under this policy related matters are encouraged to talk to their--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 must **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 and Determination of Grievability

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

A4. Assure that the grievance is clearly stated on the employee grievance form.

B2. 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.

C3. Determine that reasonable attempts to settle the grievance 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.

D4. 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.

E5. If the matter is deemed grievable, inform in writing the person(s) responsible for, or against whom the grievance is directed (the respondent), and request a written response within seven working days 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 person bringing the grievance grievant.

6. Determine whether the grievant wishes the case to be heard by a committee made up of administrators, faculty, and staff, type 1, or peers, type 2.

F7-8. 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.8-7. 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 facilitated by the office of human resources—either type 1 or type 2—fourteen (14) twenty-one (21) calendar days after determination of grievability filing of the grievance by the office of human resources.

E. Request for hearing committee review by the grievant—seven (7) calendar days to respond in writing to the office of human resources if there is an objection to anyone named on the committee.

EF E. Grievance hearing committee hearing and recommendation—twenty-eight (28) thirty (30) calendar days from date of referral submission to the committee.

VI. Formation of Grievance Hearing Committee

A. Membership of the grievance hearing committee shall consist of:

1. Type 1—two (2) administrators, two (2) faculty members, and two (2) staff members, with the chairperson non-voting; or

2. Type 2—five (5) six peers.

B. Members of the grievance hearing committee shall be selected by the president of the faculty senate, Staff Association, district staff council, and the executive board representatives of the Administrative Association. 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.

ED. 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).

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

EF. All grievance hearing committee members shall receive training in appropriate hearing procedures from the district legal counsel or his/her designee prior to conducting a hearing.

FG. 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 chair-person and relinquished to the associate vice chancellor for human resources.

VII. Adherence to Time Schedules

It shall be the obligation of all parties to meet the time schedules. Extensions may be granted by the associate vice chancellor of human resources or his/her designee for—extenuating circumstances to determine whether an extension of timelines is appropriate.

VIII. 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.

VIII. Rules of Conducting a Hearing

A. The content of the hearing shall be held in confidence to the extent possible. The questions, responses, and deliberations which take place in the course of the grievance hearing.

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, hearings 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 by a court stenographer or similar means. A copy of the transcript of the proceedings shall be 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.

IX. 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 chancellor associate vice chancellor of human resources or, if the chancellor 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 chancellor or his/her designee 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 decision grievance hearing committee's recommendation may be taken to the vice-chancellor for administrative services. Upon review of the written determination appeal and recommendation of the grievance hearing committee, the vice chancellor of administrative services shall notify the associate vice chancellor for human resources and the grievant of their determination. Within ten (10) calendar days of the determination of the vice chancellor of administrative services, the grievant may appeal the determination to the chancellor in writing. The chancellor shall review the findings and recommendations of the grievance hearing 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.

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

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

Chancellor’s Cabinet: November 3, 2011
CPRC: November 8, 2011
CPRC: January 10, 2012
CPRC: July 10, 2012
CPRC: November 26, 2012
CPRC: December 11, 2012
CPRC: January 8, 2013
CPRC: March 19, 2013
CPRC: April 9, 2013
Cabinwt July 29, 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 REVISION

METROPOLITAN COMMUNITY COLLEGE

BOARD POLICY

3.25090 BP

PARTICIPATION IN POLITICAL ACTIVITIES ELECTIONS

3.25090 BP

Reference: 6.15010 BP Academic Freedom

All district personnel are encouraged to participate in the political process. They are especially encouraged to further the educational purposes of the district by taking an active interest in district affairs and district elections.

Since district bond and levy elections affect programs or services, it is incumbent upon the district to inform the voters of all possible outcomes if the election should pass or fail. Therefore, the chancellor, district officers, and other appropriate personnel shall fully inform the electorate of the relevant facts in bond and levy elections.

There are, however, certain constraints which, by law, must be adhered to; therefore, the chancellor shall ensure that all personnel are informed of the following:

(1) Students may be informed during instructional periods about the issues of an election, but during such periods shall not be exhorted to vote in a particular manner by district personnel.

(2) District personnel and facilities may be used for purposes of informing the public about the alternatives being presented in any election.

The foregoing conditions recognize the rights of free speech and freedom of the press guaranteed by the First Amendment to the United States Constitution. Further, these conditions in no way set aside the principles of academic freedom.

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.

Metropolitan Community College (the college) is a tax-exempt entity and, therefore, is prohibited from engaging in certain types of political activity to preserve the college’s non-partisan independent status. The Metropolitan Community College (the college) is a political subdivision of
the state of Missouri. As such, The college may 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 may 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 purposes Political Activities.

College employees may engage in are free and encouraged to participate in lawful political activities. However, such activities must be done on the employees' time. Political, as used in this policy, refers to those activities or materials carried out or used to advance a candidate for partisan or non-partisan elected or appointed office or to advance any partisan position or any ballot initiative.

The foregoing conditions recognize the rights of free speech and freedom of the press guaranteed by The First Amendment to the United States Constitution. Further these conditions in no way deny are not intended to set aside the principles of academic freedom.

Adopted: Board of Trustees
__July 15, 1976

Reviewed: CPSC October 19, 2005
Revised: CPSC September 11, 2012
CPSC November 26, 2012
CPSC December 11, 2012
CPSC January 8, 2013
CPSC March 19, 2013
CPSC April 9, 2013
Cabinet July 29, 2013
PROPOSED
MetrosPoliTaN 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 workplace.

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

<table>
<thead>
<tr>
<th>TO:</th>
<th>BOARD OF TRUSTEES</th>
<th>DATE:</th>
<th>September 26, 2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>FROM:</td>
<td>CHANCELLOR</td>
<td>ITEM &amp; FILE NO.:</td>
<td>2.2</td>
</tr>
<tr>
<td>SUBJECT:</td>
<td>*Applications for Funds from External Sources</td>
<td>CATEGORY:</td>
<td>Administration</td>
</tr>
<tr>
<td>REASON FOR BOARD CONSIDERATION:</td>
<td></td>
<td>ENCLOSURE(S):</td>
<td>Summary of Projects</td>
</tr>
</tbody>
</table>

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.

Developmental Disabilities Board of Clay County – College Experience for Adults with Developmental Disabilities (CEADD) – MCC-Maple Woods. MCC coordinates the CEADD program that provides on-going college education experience for persons with disabilities. MCC would receive $50,475 for the grant period of January 1, 2014 through December 31, 2014. No match is required.

Platte County Developmental Disabilities Resource Board – College Experience for Adults with Developmental Disabilities (CEADD) – MCC-Maple Woods. MCC coordinates the CEADD program that provides on-going college education experience for persons with disabilities. MCC would receive $16,172 for the grant period of January 1, 2014 through December 31, 2014. No match is required.

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

<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>September 26, 2013</td>
<td>September 26, 2013</td>
</tr>
</tbody>
</table>
## 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>College Experience for Adults with Developmental Disabilities (CEADD) – MCC-Maple Woods</td>
<td>$50,475</td>
<td>$0</td>
<td>Developmental Disabilities Board of Clay County&lt;br&gt;January 1, 2014 - December 31, 2014</td>
</tr>
</tbody>
</table>
AGENDA ITEM BACKGROUND

TO: BOARD OF TRUSTEES
FROM: CHANCELLOR
DATE: September 26, 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. Special Services Administrator - New
B. Faculty - Probationary – New
C. Non-Teaching Faculty – Probationary – Emergency Hire – Limited Duration - New
D. Special Contract Faculty – Emergency Hire – Limited Duration – 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: Mark S. James
BOARD ACTION DATE: September 26, 2013
EFFECTIVE DATE: September 26, 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>Edwards, Kendra A.</td>
<td>Penn Valley</td>
<td>Performance Director - Resource Development</td>
<td>10 months</td>
<td>09/03/2013</td>
<td>I</td>
</tr>
</tbody>
</table>
A. BACKGROUND

Edwards, Kendra A., Jefferson City, Missouri earned a Bachelor of Science degree with a major in Criminal Justice from Lincoln University, Jefferson City, Missouri in 1993, and a Master of Public Affairs degree with a major in Public Management from Park University, Parkville, Missouri in 2000. Ms. Edwards worked full-time as director of resident services for Housing Authority of Kansas City, Kansas City, Missouri from 2000 to 2002; as full-time director of program grants for Boys and Girls Club of Greater Kansas City, Kansas City, Missouri from 2003 to 2005; as full-time director of sponsored research and grants & contracts administrator for Lincoln University, Jefferson City, Missouri from 2006 to 2013; and as part-time grant consultant for Alms Consulting Services, Kansas City, Missouri from 2002 to 2006.
<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>Craig-Carriaga, Robin A.</td>
<td>Penn Valley</td>
<td>Biology Instructor</td>
<td>172 days</td>
<td>08/15/2013</td>
<td>IV</td>
</tr>
</tbody>
</table>
B. BACKGROUND

Craig-Carriaga, Robin A., Prairie Village, Kansas earned a Bachelor of Science degree in Agriculture, a Master of Science degree in Animal Science, and a Doctor of Philosophy degree in Philosophy from Kansas State University, Manhattan, Kansas in 1999, 2001 and 2007 respectively. Ms. Craig-Carriaga worked as full-time postdoctoral research associate for University of Missouri-Kansas City, Kansas City, Missouri in 2009; as full-time visiting assistant professor in biology and adjunct faculty in biology for Dickinson College, Carlisle, Pennsylvania in 2010; as full-time postdoctoral research scientist for University of Missouri-Kansas City, Kansas City, Missouri from 2011 to 2013; and as part-time faculty for Metropolitan Community College, Kansas City, Missouri in 2013.
<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Anticipated Location</th>
<th>Length of Contract</th>
<th>Salary Range</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sickendick, Cynthia L.</td>
<td>Librarian</td>
<td>Penn Valley</td>
<td>85 days</td>
<td></td>
<td>08/19/2013</td>
</tr>
</tbody>
</table>
Sickendick, Cynthia L., Overland Park, Kansas earned a Bachelor of Arts degree with a major in English, History and minor in German, from William Woods College, Fulton, Missouri in 1974, and a Master of Library Science with a major in Library Science from Emporia State University, Emporia, Kansas in 2009. Ms. Sickendick work part-time as file clerk for Johnson County Law Library, Olathe, Kansas from 2005 to 2008; as part-time document delivery specialist for Graceland University, Independence, Missouri from 2009 to 2011; and as part-time reference librarian for Metropolitan Community College, Kansas City, Missouri from 2011 to 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>Kotar, Brenda</td>
<td>Penn Valley</td>
<td>Nursing Instructor - ADN</td>
<td>170 days</td>
<td>08/13/2013</td>
<td>III</td>
</tr>
</tbody>
</table>
Kotar, Brenda, Prairie Village, Kansas earned an Associate in Applied Science degree in Professional Nursing, from Metropolitan Community College, Kansas City, Missouri in 2003, and a Master of Science in Nursing with a major in Nursing Administration, University of Mary – Bismark, Bismark, North Dakota in 2011. Ms. Kotar worked as full-time registered nurse for St. Lukes Hospital, Kansas City, Missouri from 2007 to 2008; as full-time registered nurse and charge nurse for Children’s Mercy Hospital, Kansas City, Missouri from 2008 to 2013 and 2010 to 2013 respectively; and as part-time simulation lab operator and clinical supervisor for Metropolitan Community College, Kansas City, Missouri from 2012 to 2013.
AGENDA ITEM BACKGROUND

<table>
<thead>
<tr>
<th>TO:</th>
<th>BOARD OF TRUSTEES</th>
<th>DATE</th>
<th>September 26, 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>☑ APPROVAL</td>
<td>☑ INFORMATION</td>
<td>ENCLOSURE(S):</td>
</tr>
<tr>
<td></td>
<td>☑ ACCEPTANCE</td>
<td></td>
<td>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 August 2013 and the monthly financial reports and operational budget summary for the month of August 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 August 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>September 26, 2013</td>
<td>September 26, 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>
<th>REFERENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>UMB Bank</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounts Payable</td>
<td>$ 3,644,676</td>
<td>Checks/Direct Deposits</td>
<td>210201-210717/18105-18349</td>
</tr>
<tr>
<td>Payroll</td>
<td>$ 2,537,875</td>
<td>Checks/Direct Deposits/ACH</td>
<td>66046-66187/542853-545179</td>
</tr>
<tr>
<td>Payroll Taxes</td>
<td>$ 867,521</td>
<td>ACH</td>
<td></td>
</tr>
<tr>
<td>Financial Aid &amp; Refunds</td>
<td>$ 5,804,491</td>
<td>Checks/Direct Deposits</td>
<td>5253146-5256506</td>
</tr>
<tr>
<td>Financial Aid &amp; Refunds</td>
<td>$ 147,846</td>
<td>ACH</td>
<td>Credit Card reimbursements</td>
</tr>
<tr>
<td>Procurement Cards</td>
<td>$ 63,444</td>
<td>ACH</td>
<td></td>
</tr>
<tr>
<td>Utilities</td>
<td>$ 299,899</td>
<td>ACH</td>
<td></td>
</tr>
<tr>
<td>Credit Card Processing Fees</td>
<td>$ 24,072</td>
<td>ACH</td>
<td></td>
</tr>
<tr>
<td>Bank Analysis Service Charge</td>
<td>$ 4,581</td>
<td>ACH</td>
<td></td>
</tr>
<tr>
<td>TOTAL DISBURSEMENTS</td>
<td>$ 13,394,205</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Original Budget 7/31/2013</td>
<td>Adjustments</td>
<td>Budget 8/31/2013</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>$ 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>Total Revenues</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>Total Expenses</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>Fund Transfer (To)</td>
<td>(7,282,935)</td>
<td></td>
<td>(7,282,935)</td>
</tr>
<tr>
<td>Change in Fund Balance</td>
<td>$ 194,312</td>
<td>$</td>
<td>$ 194,312</td>
</tr>
</tbody>
</table>
## Metropolitan Community College
### Cash Investment Summary
#### August 31, 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 AMOUNT</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>01/16/13</td>
<td>0.400%</td>
<td>$ 3,000,000</td>
<td>$ 3,000,985</td>
<td>$ 2,936,700</td>
<td>09/20/13</td>
<td>Note 11</td>
</tr>
<tr>
<td>Govt Agency - Fed National Mortgage Assn.</td>
<td>n/a</td>
<td>UMB</td>
<td>02/06/13</td>
<td>0.500%</td>
<td>$ 3,000,000</td>
<td>$ 3,000,823</td>
<td>$ 2,936,700</td>
<td>09/20/13</td>
<td>Note 8</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>0.437%</td>
<td>$ 5,000,000</td>
<td>$ 5,000,214</td>
<td>$ 4,997,900</td>
<td>09/25/13</td>
<td>Note 3</td>
</tr>
<tr>
<td>Govt Agency - Fed National Mortgage Assn.</td>
<td>n/a</td>
<td>UMB</td>
<td>09/27/12</td>
<td>0.340%</td>
<td>$ 3,000,000</td>
<td>$ 3,000,000</td>
<td>$ 2,974,140</td>
<td>09/27/13</td>
<td>Note 4</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>0.470%</td>
<td>$ 3,000,000</td>
<td>$ 3,000,509</td>
<td>$ 2,977,380</td>
<td>09/27/13</td>
<td>Note 6</td>
</tr>
<tr>
<td>Govt Agency - Fed National Mortgage Assn.</td>
<td>n/a</td>
<td>UMB</td>
<td>04/08/13</td>
<td>0.513%</td>
<td>$ 2,000,000</td>
<td>$ 2,000,789</td>
<td>$ 1,936,780</td>
<td>09/27/13</td>
<td>Note 5</td>
</tr>
<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>$ 5,000,000</td>
<td>$ 5,000,000</td>
<td>$ 4,802,700</td>
<td>11/21/13</td>
<td>Note 2</td>
</tr>
<tr>
<td>Govt Agency - Fed National Mortgage Assn.</td>
<td>n/a</td>
<td>UMB</td>
<td>05/28/13</td>
<td>0.450%</td>
<td>$ 3,000,000</td>
<td>$ 3,007,341</td>
<td>$ 2,956,330</td>
<td>11/25/13</td>
<td>Note 7</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>$ 3,007,567</td>
<td>$ 3,003,680</td>
<td>11/29/13</td>
<td>Note 9</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>$ 2,932,860</td>
<td>11/28/17</td>
<td>Note 10</td>
</tr>
</tbody>
</table>

Repurchase Agreement (note 1) | UMB | Main Deposit | 0.05% | $ 33,000,000 | $ 33,018,228 | $ 32,454,150 | $ (564,078) | Book to Market Difference |

### Cash & Investments Portfolio
- **Govt Agencies, $33,000,000, 49%**
- **Repurchase Agreements, $34,207,237, 51%**

### Investments by Maturity Date
- **1 month**
  - $15,000,000, 58%
- **3 months**
  - $11,000,000, 33%
- **51 months**
  - $3,000,000, 9%
Notes:
Note 1 - Collateral held at the Federal Reserve
Note 3 - Callable Security - Federal Home Loan Mortgage Corp. Callable 9/25/13 - 0.437. Yield to Maturity 9/25/15 - 0.479
Note 4 - Callable Security - Federal National Mortgage Assn. Callable 6/27/13 - 0.34. Yield to Maturity 9/27/16 - 0.69
Note 6 - Callable Security - Federal Home Loan Mortgage Corp. Callable 9/27/13 - 0.47. Yield to Maturity 9/27/16 - 0.64
Note 8 - Callable Security - Federal National Mortgage Assn. Callable 9/20/13 - 0.50. Yield to Maturity 9/20/17 - 0.93
Note 10 - Federal National Mortgage Assn. Yield to Maturity 11/28/17 - 0.95
Note 11 - Callable Security - Federal National Mortgage Assn. Callable 9/20/13 - 0.40. 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  
Two months ended August 31, 2013 compared to August 31, 2012

<table>
<thead>
<tr>
<th></th>
<th>FY 2014 Original Annual Budget</th>
<th>Current Annual Budget</th>
<th>Monthly Activity</th>
<th>Year to Date (YTD)</th>
<th>Percent YTD to Budget</th>
<th>FY 2013 Original Annual Budget</th>
<th>Actual Results (Unaudited)</th>
<th>Monthly Activity</th>
<th>Year to Date (YTD)</th>
<th>Percent YTD to 2013 Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenues</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Tuition and Fees</td>
<td>$45,228,015</td>
<td>$45,228,015</td>
<td>$4,751,624</td>
<td>$22,513,424</td>
<td>49.8%</td>
<td>$43,737,428</td>
<td>$45,454,287</td>
<td>$5,266,863</td>
<td>$23,364,846</td>
<td>51.4%</td>
</tr>
<tr>
<td>State Aid</td>
<td>$30,268,454</td>
<td>$30,268,454</td>
<td>$2,330,386</td>
<td>$4,660,792</td>
<td>15.4%</td>
<td>$27,387,385</td>
<td>$29,705,779</td>
<td>$2,354,052</td>
<td>$4,708,104</td>
<td>15.8%</td>
</tr>
<tr>
<td>Federal, State, Local Grants &amp; Contracts</td>
<td>$3,280,560</td>
<td>$3,280,560</td>
<td>$138,864</td>
<td>$200,900</td>
<td>6.1%</td>
<td>$3,420,369</td>
<td>$3,217,362</td>
<td>$73,158</td>
<td>$156,685</td>
<td>4.9%</td>
</tr>
<tr>
<td>State and County Taxes</td>
<td>$31,515,391</td>
<td>$31,515,391</td>
<td>$202,685</td>
<td>$386,091</td>
<td>1.2%</td>
<td>$30,985,556</td>
<td>$31,831,624</td>
<td>$357,392</td>
<td>$482,390</td>
<td>1.5%</td>
</tr>
<tr>
<td>Investment Income</td>
<td>$125,000</td>
<td>$125,000</td>
<td>$13,645</td>
<td>$516,594</td>
<td>413.3%</td>
<td>$50,000</td>
<td>$288,854</td>
<td>$10,792</td>
<td>$53,573</td>
<td>-18.5%</td>
</tr>
<tr>
<td>Other Income</td>
<td>$3,369,474</td>
<td>$3,369,474</td>
<td>$363,411</td>
<td>$1,215,337</td>
<td>36.1%</td>
<td>$3,442,836</td>
<td>$3,806,371</td>
<td>$411,515</td>
<td>$1,327,913</td>
<td>34.9%</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td><strong>$113,786,894</strong></td>
<td><strong>$113,786,894</strong></td>
<td><strong>$7,801,625</strong></td>
<td><strong>$25,493,138</strong></td>
<td>25.9%</td>
<td><strong>$109,023,374</strong></td>
<td><strong>$113,726,569</strong></td>
<td><strong>$8,479,772</strong></td>
<td><strong>$30,093,511</strong></td>
<td>26.6%</td>
</tr>
</tbody>
</table>

| Expenditures             |                                 |                      |                 |                    |                      |                             |                               |                 |                    |                        |
| Instructional           | $41,684,961                     | $42,001,007          | $2,052,425      | $4,255,952         | 10.1%                | $47,188,845                 | $45,353,470       | $2,505,233       | $4,997,953        | 11.0%                 |
| Academic Support        | $10,525,553                     | $10,517,072          | $714,509        | $1,324,374         | 12.5%                | $13,012,173                 | $13,201,890       | $915,793         | $1,751,984        | 13.3%                 |
| Student Services        | $11,275,737                     | $11,342,943          | $842,894        | $1,503,765         | 13.3%                | $12,779,346                 | $12,756,789       | $885,950         | $1,550,790        | 12.1%                 |
| Plant Operation and Maintenance | $11,100,130        | $11,098,070          | $832,560        | $1,174,082         | 10.8%                | $12,067,543                 | $11,500,658       | $1,262,563       | $1,605,283        | 14.0%                 |
| Institutional Support    | $30,114,568                     | $29,751,857          | $1,592,686      | $3,073,673         | 10.3%                | $22,321,948                 | $24,942,343       | $1,418,972       | $3,311,992        | 13.3%                 |
| Scholarships and Fellowships | $1,532,355          | $1,532,355           | $415,335        | $459,171           | 30.0%                | $1,562,355                  | $1,402,898        | $458,132         | $501,871          | 35.6%                 |
| Public Service          | $276,616                       | $276,616             | $19,567         | $35,899            | 12.9%                | $305,944                    | $373,828          | $23,048          | $40,029           | 10.7%                 |
| **Total Expenditures**  | **$106,519,920**               | **$106,519,920**     | **$6,479,976**  | **$11,827,372**    | 11.1%                | **$109,237,954**            | **$109,543,876**  | **$7,469,691**   | **$13,759,902**   | **12.6%**              |

| Revenues over(under) Expenditures | $7,266,974                     | $7,266,974          | $1,321,649       | $17,665,766        |                      |                             |                               |                 |                    |                        |
# THE METROPOLITAN COMMUNITY COLLEGE

## Auxiliary Enterprises Fund Revenues and Expenditures

**Two months ended August 31, 2013 compared to August 31, 2012**

<table>
<thead>
<tr>
<th>Fiscal Year 2014</th>
<th>Fiscal Year 2013</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Revenue</td>
</tr>
<tr>
<td><strong>Bookstore</strong></td>
<td></td>
</tr>
<tr>
<td>Budget</td>
<td>$ 9,365,790</td>
</tr>
<tr>
<td>Monthly</td>
<td>$ 3,349,101</td>
</tr>
<tr>
<td>Actual YTD</td>
<td>$ 3,544,480</td>
</tr>
<tr>
<td><strong>Broadway Plaza</strong></td>
<td></td>
</tr>
<tr>
<td>Budget</td>
<td>$ 450,000</td>
</tr>
<tr>
<td>Monthly</td>
<td>$ 35,716</td>
</tr>
<tr>
<td>Actual YTD</td>
<td>$ 65,097</td>
</tr>
<tr>
<td><strong>Northland Human Services</strong></td>
<td></td>
</tr>
<tr>
<td>Budget</td>
<td>$ 610,000</td>
</tr>
<tr>
<td>Monthly</td>
<td>$ 32,838</td>
</tr>
<tr>
<td>Actual YTD</td>
<td>$ 65,275</td>
</tr>
<tr>
<td><strong>Recreation Centers</strong></td>
<td></td>
</tr>
<tr>
<td>Budget</td>
<td>$ 722,640</td>
</tr>
<tr>
<td>Monthly</td>
<td>$ 50,444</td>
</tr>
<tr>
<td>Actual YTD</td>
<td>$ 102,199</td>
</tr>
<tr>
<td><strong>Food Service</strong></td>
<td></td>
</tr>
<tr>
<td>Budget</td>
<td>$ 12,000</td>
</tr>
<tr>
<td>Monthly</td>
<td>$ 375</td>
</tr>
<tr>
<td>Actual YTD</td>
<td>$ 715</td>
</tr>
<tr>
<td><strong>Pioneer</strong></td>
<td></td>
</tr>
<tr>
<td>Budget</td>
<td>$ 539,500</td>
</tr>
<tr>
<td>Monthly</td>
<td>$ 52,082</td>
</tr>
<tr>
<td>Actual YTD</td>
<td>$ 104,045</td>
</tr>
<tr>
<td><strong>Parking Garage</strong></td>
<td></td>
</tr>
<tr>
<td>Budget</td>
<td>$ 215,250</td>
</tr>
<tr>
<td>Monthly</td>
<td>$ 16,375</td>
</tr>
<tr>
<td>Actual YTD</td>
<td>$ 32,250</td>
</tr>
<tr>
<td><strong>TOTAL AUXILIARY</strong></td>
<td></td>
</tr>
<tr>
<td>Annual Budget</td>
<td>$ 11,916,180</td>
</tr>
<tr>
<td>Monthly</td>
<td>$ 3,539,821</td>
</tr>
<tr>
<td>Actual YTD</td>
<td>$ 3,914,061</td>
</tr>
</tbody>
</table>
AGENDA ITEM BACKGROUND

TO: BOARD OF TRUSTEES
FROM: CHANCELLOR
DATE: September 26, 2013
ITEM & FILE NO.: 4.2

SUBJECT: Bids: 6950, 6956, 6971, 6972
CATEGORICAL: 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>6950</td>
<td>Natural Gas Transportation</td>
<td>PV, LV</td>
<td>General</td>
</tr>
<tr>
<td>6956</td>
<td>Ice Melt</td>
<td>DW</td>
<td>General</td>
</tr>
<tr>
<td>6971</td>
<td>Install New Vacuum Receiver Tank</td>
<td>PV</td>
<td>General</td>
</tr>
<tr>
<td>6972</td>
<td>Treadmills</td>
<td>LV</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: September 26, 2013
EFFECTIVE DATE: September 26, 2013
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>Natural Gas Transportation</td>
<td>6950</td>
<td>Constellation Energy</td>
<td>&gt; $10,000.00</td>
</tr>
<tr>
<td>Longview and Penn Valley</td>
<td></td>
<td>Shawnee Mission, KS</td>
<td></td>
</tr>
<tr>
<td>Ice Melt</td>
<td>6956</td>
<td>American Midwest Distributors</td>
<td>$5,701.20</td>
</tr>
<tr>
<td>Districwide</td>
<td></td>
<td>North Kansas City, MO</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Grass Pad</td>
<td>$5,134.80</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Kansas City, MO</td>
<td></td>
</tr>
<tr>
<td>Install New Vacuum Receiver Tank</td>
<td>6971</td>
<td>Foley Company</td>
<td>$19,754.00</td>
</tr>
<tr>
<td>Penn Valley</td>
<td></td>
<td>Kansas City, KS</td>
<td></td>
</tr>
<tr>
<td>Treadmills</td>
<td>6972</td>
<td>Performance Fitness Equipment</td>
<td>$12,750.00</td>
</tr>
<tr>
<td>Longview</td>
<td></td>
<td>Blue Springs, 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 RECOMMENDATIONS
For Items Over $10,000

Bid Request Number - 6950 - Natural Gas Transportation
Source of Funding - General
Total Amount of Bid Award - expected to exceed $10,000.00 annually
Number of Bids Sent to Companies - 9

*Award based on service inclusions and cost per ITS pipeline main transport.*

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Location</th>
<th>Price per ITS</th>
<th>MBE/WBE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Constellation Energy</td>
<td>Shawnee Mission, KS</td>
<td>$ 0.24</td>
<td></td>
</tr>
<tr>
<td>Sourcegas Energy Services</td>
<td>Kansas City, MO</td>
<td>0.25</td>
<td></td>
</tr>
</tbody>
</table>

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

- 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
- MBEconnect.com, Overland Park, KS
- Mid-America Minority Supplier Development Council, Kansas City, MO
- Seminole Energy, Shawnee, KS
- 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 RECOMMENDATIONS**
For Items Over $10,000

Bid Request Number - 6956 - Ice Melt  
Source of Funding - General  
Total Amount of Bid Award - $ 10,836.00  
Number of Bids Sent to Companies - 40

*Rock Salt (50 lb bags) 23 pallets*

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Location</th>
<th>Price</th>
<th>MBE/WBE</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Midwest Distributors</td>
<td>North Kansas City, MO</td>
<td>$4,057.20</td>
<td>a</td>
</tr>
<tr>
<td>Nu-Life Laboratories, Inc.</td>
<td>Prairie Village, KS</td>
<td>4,496.73</td>
<td></td>
</tr>
<tr>
<td>Grass Pad</td>
<td>Kansas City, MO</td>
<td>6,085.80</td>
<td></td>
</tr>
<tr>
<td>AmSan</td>
<td>Jacksonville, FL</td>
<td>6,784.54</td>
<td></td>
</tr>
<tr>
<td>Ewing Irrigation Products</td>
<td>Olathe, KS</td>
<td>7,201.53</td>
<td></td>
</tr>
</tbody>
</table>

*Rock Salt (bulk) 1 truckload*

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Location</th>
<th>Price</th>
<th>MBE/WBE</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Midwest Distributors</td>
<td>North Kansas City, MO</td>
<td>$1,644.00</td>
<td>a</td>
</tr>
<tr>
<td>Nu-Life Laboratories, Inc.</td>
<td>Prairie Village, KS</td>
<td>1,822.25</td>
<td></td>
</tr>
</tbody>
</table>

*Sidewalk de-icer (50 lb bags) 8 pallets*

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Location</th>
<th>Price</th>
<th>MBE/WBE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grass Pad</td>
<td>Kansas City, MO</td>
<td>$3,782.80</td>
<td>a*</td>
</tr>
<tr>
<td>John Deere Landscapes</td>
<td>Cleveland, OH</td>
<td>3,657.36</td>
<td></td>
</tr>
<tr>
<td>Nu-Life Laboratories, Inc.</td>
<td>Prairie Village, KS</td>
<td>3,916.08</td>
<td></td>
</tr>
<tr>
<td>AmSan</td>
<td>Jacksonville, FL</td>
<td>4,457.04</td>
<td></td>
</tr>
<tr>
<td>Grass Pad</td>
<td>Kansas City, MO</td>
<td>4,637.36</td>
<td></td>
</tr>
</tbody>
</table>

*Potassium Chloride Pellets (50 lb bags) 2 pallets*

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Location</th>
<th>Price</th>
<th>MBE/WBE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grass Pad</td>
<td>Kansas City, MO</td>
<td>$1,352.00</td>
<td>a</td>
</tr>
<tr>
<td>Ewing Irrigation Products</td>
<td>Olathe, KS</td>
<td>1,492.00</td>
<td></td>
</tr>
<tr>
<td>Nu-Life Laboratories, Inc.</td>
<td>Prairie Village, KS</td>
<td>1,565.60</td>
<td></td>
</tr>
<tr>
<td>John Deere Landscapes</td>
<td>Cleveland, OH</td>
<td>1,652.00</td>
<td></td>
</tr>
</tbody>
</table>

Bid requests were also sent to the following companies/organizations:  
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  
Boresow Chemical Company, Olathe, KS  
Burtin & Associates, Inc., Kansas City, MO  
Cargill Salt Company, Hutchinson, KS

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

Clayton Paper, St. Joseph, MO
Continental Research Corporation, St. Louis, MO
Dale Brothers, Kansas City, KS
Davis Supply Company, Kansas City, MO
Ferguson Enterprises, Kansas City, MO
Gardn-Wise Distributors, Inc., Wichita, KS
Grainger, Inc., Kansas City, MO
Greenleaf Construction Company, Kansas City, MO
Hillyard, Inc., Kansas City, MO
KC Sanitary Supply Company, Kansas City, MO
Lesco, Inc., Cleveland, OH
Logistical Resource Solutions, Inc., St. Louis, MO
Massco Business Products, North Kansas City, MO
MBEconnect.com, Overland Park, KS
Meticulous Lawn Service, Kansas City, MO
Mid America Distribution, Olathe, KS
Mid-America Minority Supplier Development Council, Kansas City, MO
North American Salt, Overland Park, KS
Packaging & More, Kansas City, KS
Planters Seed Company, Kansas City, MO
Plaza Maintenance Products, Raytown, MO
Q4 Industries, Overland Park, KS
Satellite Janitorial Company, Kansas City, MO
Scotwood Industries, Shawnee Mission, KS
St. Joseph Agri Services, St. Joseph, MO
Tri Star Seed Company, Spring Hill, KS
US SBA, Kansas City, MO
Xpedx, Olathe, KS
Zep Manufacturing Company, Riverside, MO

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

a=Recommended Vendor
*=In Dist/OM Preference
NE=Not Equal
Bid Request Number - 6971 - Install New Vacuum Receiver Tank - PV  
Source of Funding - General  
Total Amount of Bid Award - $ 19,754.00  
Number of Bids Sent to Companies - 22

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Location</th>
<th>Price</th>
<th>MBE/WBE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foley Company</td>
<td>Kansas City, MO</td>
<td>$ 19,754.00</td>
<td></td>
</tr>
<tr>
<td>Design Mechanical</td>
<td>Kansas City, KS</td>
<td>22,955.00</td>
<td></td>
</tr>
</tbody>
</table>

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

Alexander Mechanical, Kansas City, MO  
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  
Corless Mechanical, Harrisonville, MO  
Donaldson Mechanical, Lee's Summit, MO  
Edwards McDowell, North Kansas City, MO  
Groom's Mechanical Services, Kansas City, MO  
Heartland Mechanical Service, Kansas City, KS  
Insight Mechanical Contractors, Raytown, MO  
Kansas City Mechanical, Inc., Kansas City, KS  
Lippert Mechanical, Kansas City, MO  
Martin Mechanical Corp, Kansas City, MO  
MBEconnect.com, Overland Park, KS  
Mid-America Minority Supplier Development Council, Kansas City, MO  
Stanger Industries, Inc., Kansas City, MO  
United Heating & Cooling Inc., Grandview, MO  
US Engineering, Kansas City, MO  
US SBA, Kansas City, MO  
Waldinger Corporation, North 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.
Award base of cost of 3 treadmills that can hold up under heavy wear and tear.

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Location</th>
<th>Price</th>
<th>MBE/WBE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Performance Fitness Equipment</td>
<td>Blue Springs, MO</td>
<td>$12,750.00</td>
<td>a</td>
</tr>
<tr>
<td>Central States Fitness</td>
<td>Leawood, KS</td>
<td>$13,185.00</td>
<td></td>
</tr>
<tr>
<td>Cybex International, Inc.</td>
<td>Medway, MA</td>
<td>$14,082.81</td>
<td></td>
</tr>
<tr>
<td>Promaxima</td>
<td>Houston, TX</td>
<td>$14,397.00</td>
<td></td>
</tr>
<tr>
<td>Fitness Showcase</td>
<td>Overland Park, KS</td>
<td>$14,625.00</td>
<td></td>
</tr>
<tr>
<td>Advanced Exercise Equipment</td>
<td>Littleton, CO</td>
<td>$14,685.00</td>
<td></td>
</tr>
<tr>
<td>Cybex International, Inc.</td>
<td>Medway, MA</td>
<td>$15,758.13</td>
<td></td>
</tr>
<tr>
<td>Advanced Exercise Equipment</td>
<td>Littleton, CO</td>
<td>$18,285.00</td>
<td></td>
</tr>
<tr>
<td>Fitness Showcase</td>
<td>Overland Park, KS</td>
<td>$19,305.00</td>
<td></td>
</tr>
<tr>
<td>Advanced Exercise Equipment</td>
<td>Littleton, CO</td>
<td>$22,797.00</td>
<td></td>
</tr>
<tr>
<td>Performance Fitness Equipment</td>
<td>Blue Springs, MO</td>
<td>NE</td>
<td></td>
</tr>
<tr>
<td>Proxima</td>
<td>Houston, TX</td>
<td>NE</td>
<td></td>
</tr>
<tr>
<td>Proxima</td>
<td>Houston, TX</td>
<td>NE</td>
<td></td>
</tr>
<tr>
<td>Push Pedal Pull</td>
<td>Sioux Falls, SD</td>
<td>NE</td>
<td></td>
</tr>
</tbody>
</table>

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

- Advantage Fitness Products, Santa Monica, CA
- 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
- Bodyquest Fitness, Oklahoma City, OK
- Comm-Fit, Addison, TX
- Fitness Gallery, Merriam, KS
- Fitness Resource Group, Parkville, MO
- Johnson Health Technology, Cottage Grove, WI
- Lifefitness, Schiller Park, IL
- MBEconnect.com, Overland Park, KS
- Mid-America Minority Supplier Development Council, Kansas City, MO
- Ortho Flexx Gym Equipment LLC, Lake Tapawingo, MO
- Power Systems, Knoxville, TN
- Technogym, Seattle, Wa
- Total Strength & Speed, West Columbia, SC
- 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.mckck.edu.
AGENDA ITEM BACKGROUND

TO: BOARD OF TRUSTEES
FROM: CHANCELLOR
DATE: September 26, 2013
ITEM & FILE NO.: 4.3

SUBJECT: Public Hearing General Fund Levy
CATEGORY: Business and Finance

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

BACKGROUND:
In compliance with Section 67.110, RSMo, the District is required to hold a public hearing on proposed tax rates prior to the final adoption of the rates so that citizens may be heard. In compliance with the statutory mandate, the District prepared and submitted to the Kansas City Star for publication on September 17, 2013 its Notice of Public Hearing General Fund Property Tax Levy (the “Notice”) for purposes of the required hearing. A copy of the original Background and Notice as published is attached hereto.

In accordance with the annual budget approved by the Board of Trustees at its June 13, 2013 meeting, the amount of tax revenues required to be raised for District operations is Thirty-One Million Five Hundred Fifteen Thousand Three Hundred Ninety-Five Dollars ($31,515,395). Based upon figures from the county assessors, the tax levy necessary to raise that amount was estimated to be Twenty-Three and Fifty-Six One Hundredths Cents ($0.2356), and this amount was published by the District in the statutory Notice.

On September 18, 2013, the day following that on which the District’s Notice was published in the Kansas City Star, the District received a letter from Jackson County, Missouri indicating that its assessed valuation numbers had declined from the amount originally provided to the District. As a result of Jackson County’s correction of its error, the lower assessed valuation number from Jackson County has required that for the tax rate to raise the amount of tax revenues budgeted for District operations, the District’s required tax levy rate be increased from the levy initially calculated and published in the Notice from Twenty-Three and Fifty-Six One Hundredths Cents ($0.2356) to Twenty-Three and Sixty-Nine One Hundredths Cents ($0.2369). It is this latter number which is being proposed as the District’s tax levy and which individuals or groups wishing to speak may address.

STATUS:
Any individual or group wishing to speak on the proposed tax rates will be recognized at this time. Under Item 4.4 the Board will be requested to set the levy at Twenty-Three and Sixty-Nine One Hundredths Cents ($0.2369) for general operations.

INITIATOR:

Tuesday L. Stanley

BOARD ACTION DATE: September 26, 2013
EFFECTIVE DATE: September 26, 2013
NOTICE OF PUBLIC HEARING ON PROPOSED RATE OF TAXES FOR THE JUNIOR COLLEGE DISTRICT OF METROPOLITAN KANSAS CITY, MISSOURI

Notice is hereby given to those persons resident within The Junior College District of Metropolitan Kansas City, Missouri, hereinafter described as The Metropolitan Community College, that a public hearing shall be held on September 26, 2013, commencing at 6:30 p.m. at MCC Blue River at 20301 East 78 Highway, Independence, Missouri, for the purpose of enabling citizens to be heard concerning the proposed rate of taxes for said Metropolitan Community College.

In accordance with the provisions of Section 67.110, RSMo, 2000 the following information is submitted:

1. The assessed valuation by category of real and personal tangible property of said Metropolitan Community College for fiscal year 2013-2014 is estimated as follows:
   (a) Real estate $ 10,003,338,885
   (b) Personal property $ 2,561,103,238

2. The assessed valuation by category of real and personal tangible property of said Metropolitan Community College for the preceding fiscal year is as follows:
   (a) Real estate $ 9,957,536,133
   (b) Personal property $ 2,545,421,329

3. The amount of revenue required to be provided from the property tax as set forth in the annual budget adopted by the Board of Trustees of said Metropolitan Community College for the rate to be levied is as follows:

   General operating revenue from the property tax $31,515,395

4. The amount of revenue estimated for 2013-14 for new construction and improvements is projected at $249,501.

5. The estimated tax rate proposed to be set for taxation is as follows:
   General operating levy $0.2356 cents per $100.00 assessed valuation

By order of the Board of Trustees of Metropolitan Community College, this 17th day of September, 2013.

David L Disney
President, Board of Trustees
Cynthia K. Johnson
Secretary, Board of Trustees
AGENDA ITEM BACKGROUND

TO: BOARD OF TRUSTEES
FROM: CHANCELLOR
DATE: September 26, 2013
ITEM & FILE NO.: 4.4
SUBJECT: General Fund Levy
CATEGORY: Business and Finance
REASON FOR BOARD CONSIDERATION:

☐ APPROVAL
☐ ACCEPTANCE
☐ INFORMATION
ENCLOSURE(S): Resolution

BACKGROUND:

Funds for operation of the District are partially secured through a tax levy. For fiscal year 2013-14, the initial property tax levy rate, calculated in accordance with Article X, Section 22 of the Missouri Constitution and Section 137.073, RSMo, was determined to be Twenty-Three and Fifty-Six One Hundredths Cents ($0.2356) per One Hundred Dollars ($100.00) assessed valuation. The District published this proposed tax levy on September 17, 2013 in the Kansas City Star in its Notice of Public Hearing General Property Tax Levy (“Notice”). The day following publication of the Notice, the District received a letter from Jackson County, Missouri, indicating that the County’s assessed valuation numbers had declined from the amount originally provided to the District. As a result of the corrected information furnished by Jackson County, the tax levy rate required to raise tax revenues for District operations as budgeted by the Board of Trustees on June 13, 2013 has been increased from Twenty-Three and Fifty-Six One Hundredth Cents ($0.2356) per One Hundred Dollars ($100.00) assessed valuation, as originally calculated, to Twenty-Three and Sixty-Nine One Hundredth Cents ($0.2369) per One Hundred Dollars ($100.00) assessed valuation.

The proposed tax rate, based upon assessed valuation figures provided by Cass, Clay, Jackson and Platte Counties, is up from last year’s rate, Twenty-Three and Forty-Nine One Hundredth Cents ($0.2349) per One Hundred Dollars ($100.00) assessed valuation.

In compliance with Section 67.110, RSMo, the District has held a Public Hearing on the proposed Tax Rate.

RECOMMENDATION:
The Chancellor recommends that the Board of Trustees adopt a resolution authorizing the general operating levy for 2013-2014.

INITIATOR:
Tuesday L. Stanley

BOARD ACTION DATE: September 26, 2013
EFFECTIVE DATE: September 26, 2013
RESOLUTION

WHEREAS, the Board of Trustees of the Metropolitan Community College (the District) estimates the amount of revenue required to be raised from property taxes to operate the District for the ensuing year (July 1, 2013 through June 30, 2014) to be Thirty-One Million Five Hundred Fifteen Thousand Three Hundred Ninety-Five Dollars ($31,515,395), such tax revenue being in addition to state aid, tuition, and other nontax receipts; and

WHEREAS, the Board estimates the rate of taxation required to raise such amount of general funds to be approximately Twenty-Three and Sixty-Nine One Hundredths Cents ($0.2369) per One Hundred Dollars ($100.00) assessed valuation;

NOW, THEREFORE, BE IT RESOLVED, that there hereby be established the General Operating Levy for 2013-2014 of Twenty Three and Sixty-Nine One Hundredths Cents ($0.2369) on the One Hundred Dollars ($100.00) assessed valuation, and the proper officers of the Board and District be and they are hereby authorized to notify the proper officers of Cass, Clay, Jackson and Platte Counties, State of Missouri, of the general operating levy for 2013-2014 set by this resolution.
AGENDA ITEM BACKGROUND

TO: BOARD OF TRUSTEES
FROM: CHANCELLOR
DATE: September 26, 2013
ITEM & FILE NO.: 4.5

SUBJECT: General Agreement
CATEGORY: Business and Finance

REASON FOR BOARD CONSIDERATION:

 Resolution

BACKGROUND

MCC administration has approved entering into the following agreement:

Smarthinking, Inc.
The master Online Tutoring Services Agreement was executed between MCC and Smarthinking, Inc. on June 26, 2008. This master agreement is perpetual, unless terminated by the parties, as long as there is an active subordinate agreement (a Statement of Work) for the current year’s services and rates. Under the 2013-2014 Statement of Work, MCC acquires 500 hours of online tutoring at $30 per hour for a total of $15,000.00, plus an Annual Fee of $2,250.00, for a total of $17,250.00 for the term. The term is from September 1, 2013 through August 31, 2014.

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

INITIATOR: Tuesday L. Stanley
BOARD ACTION DATE: September 26, 2013
EFFECTIVE DATE: September 26, 2013
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 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>Smarthinking, Inc.</td>
<td>Online Tutoring Services</td>
<td>$17,250.00</td>
<td>9/1/13 – 8/31/14</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
FROM: CHANCELLOR
DATE: September 26, 2013
ITEM & FILE NO.: 4.6

SUBJECT: * Sole Source Purchases/Contract Purchases
CATEGORY: Business and Finance

REASON FOR BOARD CONSIDERATION:

<table>
<thead>
<tr>
<th>Amount</th>
<th>Item</th>
<th>Vendor</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>$15,000.00</td>
<td>Compliance Burn Program</td>
<td>Local Emergency Training</td>
<td>BR</td>
</tr>
<tr>
<td>$15,905.00</td>
<td>Nursing Software renewal</td>
<td>ProQuest LLC</td>
<td>PV</td>
</tr>
<tr>
<td>$23,189.00</td>
<td>Classroom language versions</td>
<td>Rosetta Stone</td>
<td>PV</td>
</tr>
<tr>
<td>$42,060.00</td>
<td>ImageNow Maintenance renewal</td>
<td>Perceptive Software</td>
<td>DW</td>
</tr>
<tr>
<td>$21,975.00</td>
<td>Typewell Services</td>
<td>Quality Transcription Specialists</td>
<td>DW</td>
</tr>
<tr>
<td>$20,000.00</td>
<td>Postage</td>
<td>Pitney Bowes meter</td>
<td>DW</td>
</tr>
</tbody>
</table>

The following purchases utilizing competitively bid contracts available to MCC are being submitted for approval.

<table>
<thead>
<tr>
<th>Amount</th>
<th>Item</th>
<th>Vendor</th>
<th>Location</th>
<th>Contract</th>
</tr>
</thead>
<tbody>
<tr>
<td>$41,889.41</td>
<td>Server warranty renewal</td>
<td>CDW Government</td>
<td>DW</td>
<td>NJPA</td>
</tr>
<tr>
<td>$17,040.83</td>
<td>Carpet and installation</td>
<td>FDC Contract</td>
<td>LV</td>
<td>E&amp;I</td>
</tr>
<tr>
<td>$21,765.00</td>
<td>Truck w/snow plow package</td>
<td>Joe Machens Ford</td>
<td>MW</td>
<td>State of MO</td>
</tr>
<tr>
<td>$13,300.00</td>
<td>MOREnet services renewal</td>
<td>UMC</td>
<td>DW</td>
<td>University of MO</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: September 26, 2013
EFFECTIVE DATE: September 26, 2013
AGENDA ITEM BACKGROUND

TO: BOARD OF TRUSTEES  DATE: September 26, 2013
FROM: CHANCELLOR  ITEM & FILE NO.: 4.7
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 organizations.

American Association of Community Colleges (AACC): AACC is the primary advocacy organization for the nation’s community colleges. AACC promotes community colleges by providing a national voice and advocacy for the community college mission, serves as a national information resource, facilitates collaboration among AACC stakeholders and offers leadership and career development opportunities. MCC’s institutional membership dues are $14,997 for the 2014 calendar year.

The Higher Learning Commission (HLC): HLC is an independent corporation and one of two commission members of the North Central Association of Colleges and Schools (NCA), which is one of six regional institutional accreditors in the United States. HLC accredits degree-granting post-secondary educational institutions in the North Central region. Additionally, HLC creates and maintains relationships with the federal government and other organizations such as state departments of education and other accrediting agencies with broader communities dependent on the quality of higher learning received in accredited colleges and universities. Accreditation assures that the institution meets or exceeds minimum standards of quality, assists institutions in determining acceptability of transfer credits, enables graduates to sit for certification examinations, and provides a basis for determining eligibility for federal student assistance as students must attend an accredited institution to apply for federal grants or loans. MCC’s institutional dues for fiscal year 2014 are $12,870.50.

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: September 26, 2013
EFFECTIVE DATE: September 26, 2013
Missouri Community College Association (MCCA): MCCA is the organization through which Missouri’s community colleges unite for advocacy, education, and professional development and which serves as the voice of community colleges in essential conversations with the Office of the Governor, legislators, the Missouri Department of Higher Education, the Missouri Department of Elementary and Secondary Education, the Missouri Department of Economic Development and its Division of Workforce Development, other higher education partners, and other key groups. MCCA depends largely on institutional dues and revenue from events, which serve as a valuable source of professional development for community college professionals throughout the state, to underwrite is operating expenses. MCC’s institutional dues for calendar year 2014 are $61,919.10
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 memberships listed below are hereby approved;

<table>
<thead>
<tr>
<th>Organization</th>
<th>Membership Period</th>
<th>Membership Dues</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Association of Community Colleges</td>
<td>1/1/14 – 12/31/14</td>
<td>$14,997.00</td>
</tr>
<tr>
<td>The Higher Learning Commission</td>
<td>7/1/13 – 6/31/14</td>
<td>$12,870.50</td>
</tr>
<tr>
<td>Missouri Community College Association</td>
<td>1/1/14 – 12/31/14</td>
<td>$61,919.10</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 renewals for and on behalf of The Junior College District of Metropolitan Kansas City, Missouri.
AGENDA ITEM BACKGROUND

TO: BOARD OF TRUSTEES  DATE: September 26, 2013
FROM: CHANCELLOR  ITEM & FILE NO.: 4.8
SUBJECT: *Retained Jobs Training Project: Alliant Techsystems Operations LLC (ATK Series 2013)  CATEGORY:
BUSINESS AND FINANCE

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

BACKGROUND:

The attached Resolution approves a Retained Jobs Training Project for Alliant Techsystems Operations LLC to fund costs of training in an amount not to exceed $3,528,430 on a pay-as-you-go basis. The project will provide training for 1,500 retained jobs. The Resolution authorizes District representatives to finalize and execute the necessary documents in connection with the Alliant Techsystems Operations LLC project.

Alliant Techsystems Operations LLC (ATK) makes small arms ammunition for the government and also many commercial sales. ATK has been at Lake City Army Ammunition Plant for 12 years. The training project for ATK will focus on up-skilling the workforce. Wage and some salary positions, such as technicians, machinists, operators, leads and maintenance, will learn new technical and functional skills to effectively operate and maintain modernized equipment. Certain key skilled trade positions, such as electricians, linemen and technicians, will need additional training for future sustainment. Individual development plans will be customized to meet the needs of the salaried workforce, including presentation skills, risk management, Microsoft computer training, munitab and other specialized software solutions.

ATK participated in the New Jobs Training program in 2004 (creating 503 jobs) and in 2006 (creating 347 jobs).

RECOMMENDATION:
The Chancellor recommends that the Board of Trustees adopt a resolution approving a Retained Jobs Training Project for Alliant Techsystems Operations, LLC.

INITIATOR: Tuesday L. Stanley  BOARD ACTION DATE: September 26, 2013  EFFECTIVE DATE: September 26, 2013
RESOLUTION

RESOLUTION DETERMINING ELIGIBILITY OF ALLIANT TECHSYSTEMS OPERATIONS LLC FOR PARTICIPATION IN THE MISSOURI COMMUNITY COLLEGE RETAINED JOBS TRAINING PROGRAM ON A PAY AS YOU GO BASIS IN AN AMOUNT NOT TO EXCEED $3,528,430, APPROVING A PROGRAM AGREEMENT WITH THE EMPLOYER AND FISCAL AGENT AND FINDING THAT THE REVENUES PROVIDED IN THE PROGRAM AGREEMENT ARE SUFFICIENT TO SECURE THE FAITHFUL PERFORMANCE OF OBLIGATIONS INCURRED THEREUNDER; AUTHORIZING AND APPROVING CERTAIN DOCUMENTS AND AUTHORIZING CERTAIN OTHER ACTIONS IN CONNECTION WITH SUCH PROJECT.

WHEREAS, The Junior College District of Metropolitan Kansas City, Missouri (the "District") is a body corporate and political subdivision of the State of Missouri, organized and existing under the Revised Statutes of Missouri, as amended; and

WHEREAS, the District is authorized pursuant to Sections 178.760 to 178.764, RSMo, and the associated regulations (the “Original Authority”), and on and after August 28, 2013, Sections 620.800 through 620.809 RSMo, as amended from time to time (the “Act”), to enter into agreements with employers located within the state to train employees for Retained Jobs (as defined by the Act); and

WHEREAS, Alliant Techsystems Operations LLC (the "Employer"), is authorized to conduct business under the laws of the state of Missouri, and has submitted an application to the District to participate in a job training program permitted by the Act; and

WHEREAS, funds are needed to pay the cost of the training, and to purchase equipment, materials and supplies in connection with such training, on a pay as you go basis in an amount not to exceed $3,528,430, as described in an Application filed by the District and the Employer and approved by the Missouri Department of Economic Development (collectively referred to herein as the "Project"); and

WHEREAS, the Application referred to above was submitted and approved by Missouri Department of Economic Development under the Original Authority pursuant to direction from the Missouri Division of Workforce Development (“DWD”); and

WHEREAS, the Board of Trustees of the District hereby finds and determines that it is desirable and in the best interests of the District that the District approve an agreement to fund the Program Costs of the Project and further finds and determines that it is necessary and desirable in connection with the funding of the Project that the District take certain other actions and approve the execution of certain other documents as herein provided.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE JUNIOR COLLEGE DISTRICT OF METROPOLITAN KANSAS CITY, MISSOURI, AS FOLLOWS:
Section 1. Determination of Eligibility and Sufficiency of Revenues. The District hereby determines that the Employer is eligible to participate in the Missouri Community College Retained Jobs Training Program and that the amount of revenues provided pursuant to the Program Agreement (as hereinafter defined) are sufficient in amount to secure the faithful performance of the obligations under the Program Agreement.

Section 2. Approval of Project. The District hereby approves the Retained Jobs Training Project (Alliant Techsystems Operations LLC Project) Series 2013 for the purpose of providing funds to pay the costs of the Project on a pay as you go basis not to exceed $3,528,430.

Section 3. Limited Obligations. The amounts to be funded under the Program Agreement (defined below) shall be limited obligations payable solely from disbursements from the Community College Job Training Fund established pursuant to the Act, subject to appropriations from the State and such other revenues and receipts received by the District pursuant to the herein authorized Program Agreement. The Program Agreement shall not constitute a debt or liability of the District or any political subdivision of the State of Missouri and shall not constitute an indebtedness within the meaning of any constitutional or statutory debt limitation or restriction.

Section 4. Authorization of Documents. The District is hereby authorized to enter into the following agreements (the “Transaction Documents”), in substantially the form presented to and reviewed by the Board of Trustees of the District at this meeting and attached to this Resolution (a copy of which shall be filed in the records of the District), with such changes therein as shall be approved by the officers of the District executing such documents, such officers, signatures thereon being conclusive evidence of their approval thereof.

(a) Program Agreement (the "Program Agreement") among the District, the Employer, and UMB Bank, N.A. as fiscal agent (the "Fiscal Agent"), pursuant to which training services shall be provided to the Employer as permitted by the Act.

Section 5. Execution of Documents. The officers of the District are hereby authorized to negotiate and the District is hereby authorized to enter into and the President or the Vice President of the Board of Trustees or the Chancellor or any Vice Chancellor and the Secretary of the District are hereby authorized and directed to execute and deliver, for and on behalf of and as the act and deed of the District, the Transaction Documents and such other documents, certificates and instruments as may be necessary or desirable to carry out and comply with the intent of this Resolution all on such final terms and provisions as the officers executing the documents may deem advisable, the determination by such officer of the advisability of any such action to be conclusively evidenced by his or her signature on the Transaction Documents.

Section 6. Additional Documents. The Board of Trustees directs White Goss Bowers March Schulte & Weisenfels, a professional corporation, as special counsel for the District, Piper Jaffray & Co. as financial advisor for the District, and UMB Bank, N.A., serving as fiscal agent, to proceed with the preparation or review of the additional documents and proceedings necessary in connection with the Project and the Transaction Documents, in compliance with the Act and in accordance with this Resolution.

Section 7. Further Authority. The District shall, and the officers, agents and employees of the District are hereby authorized and directed to, take such further action, and execute such other documents, certificates and instruments as may be necessary or desirable to carry out and comply with the intent of this Resolution, and to carry out, comply with and perform the duties of the District with respect to the Program Agreement.
Section 8. Effective Date. This Resolution shall take effect and be in full force immediately after its adoption by the Board of Trustees of the District.

PASSED AND ADOPTED by the Board of Trustees of The Junior College District of Metropolitan Kansas City, Missouri this 26th day of September, 2013.
AGENDA ITEM BACKGROUND

| TO:     | BOARD OF TRUSTEES | DATE: September 26, 2013 |
| FROM:   | CHANCELLOR        | ITEM & FILE NO.: 4.9     |
| SUBJECT:| Tax Increment Finance Commission Appointments | CATEGORY: Business and Finance |

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

BACKGROUND:

As a taxing district, MCC has an interest in Tax Increment Finance (TIF) projects that occur throughout our district. Each TIF district has a commission and state and municipal law provides for representation on those commissions for all taxing entities within each TIF district. Specifically, the mayor appoints several members, school districts may appoint two representatives, counties appoint two representatives, and all other districts levying ad valorem taxes appoint one joint representative.

State law and city ordinances require that the governing boards of all taxing districts either adopt a resolution that appoints a representative for a specific time period for each TIF Commission or adopt a resolution that empowers the chief executive to make the appointments on behalf of the governing board. The attached resolution shall permit the Board to appoint the Kansas City Public Library and Mid-Continent Public Library representatives for a period of two years to represent MCC on administrative and individual project level TIFs in their respective jurisdictions consistent with the mutual agreement of the affected taxing districts.

RECOMMENDATION:
The Chancellor recommends that the Board of Trustees approve the Tax Increment Finance Commission Appointments.

<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>September 26, 2013</td>
<td>September 26, 2013</td>
</tr>
</tbody>
</table>
RESOLUTION

WHEREAS, the laws regarding Missouri Tax Increment Finance (TIF) Commissions provide for a Taxing District Representative, hereinafter "Representative", to collectively represent ad valorem taxing districts;

WHEREAS, RSMo. 99.820 and City Ordinances require that the governing boards of said districts either adopt a resolution that appoints a Representative for a specific time period for each TIF Commission or adopt a resolution that empowers the chief executive officer to make the appointments on behalf of the governing board; and

WHEREAS, the boundaries of The Junior College District of Metropolitan Kansas City, Missouri comprise areas in Cass, Clay, Jackson, and Platte Counties with multiple ad valorem taxing districts and multiple TIF Commissions;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees has determined it prudent to appoint the Kansas City Public Library and Mid-Continent Public Library representatives to represent MCC on administrative and individual project level TIFs consistent with the mutual agreement of the affected taxing districts for a period of two years in their respective jurisdictions.
AGENDA ITEM BACKGROUND

TO: BOARD OF TRUSTEES
FROM: CHANCELLOR
DATE: September 26, 2013
ITEM & FILE NO.: 5.1

SUBJECT: *Facility Use Agreement
CATEGORY: Physical Facilities

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

BACKGROUND:

Metropolitan Community College Administration has approved the following agreement under which MCC shall rent available space in order to generate revenue.

University of Missouri - Kansas City on behalf of KC STEM Alliance
UMKC on behalf of the KC STEM Alliance is entering into a Facility Use Agreement with MCC for Exhibit Halls and other space at the MCC-Business & Technology campus for the express purpose of presenting the FIRST® Greater Kansas City Regional Robotics Competition. UMKC shall pay MCC a total sum of $18,798.00. The term is from March 10, 2014 through March 15, 2014.

RECOMMENDATION:

The Chancellor recommends that the Board of Trustees adopt the resolution approving the Facility Use Agreement.

<table>
<thead>
<tr>
<th>INITIATOR:</th>
<th>BOARD ACTION DATE:</th>
<th>EFFECTIVE DATE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday Stanley</td>
<td>September 26, 2013</td>
<td>September 26, 2013</td>
</tr>
</tbody>
</table>
RESOLUTION

WHEREAS, the Board of Trustees has heretofore approved that administration enter into agreements with various businesses and institutions whereby Metropolitan Community College will rent available space in order to generate revenue;

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

<table>
<thead>
<tr>
<th>Business</th>
<th>Space</th>
<th>Rental Fee</th>
<th>Agreement Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>UMKC on behalf of KC STEM Alliance</td>
<td>Exhibit Halls A/B and meeting rooms at MCC-BTC</td>
<td>$18,798.00</td>
<td>3/10/14 – 3/15/14</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
FROM: CHANCELLOR
SUBJECT: *Client Agreements

| DATE: September 26, 2013 |
| ITEM & FILE NO.: 6.1 |
| CATEGORY: Curriculum and Instruction |
| ☑ APPROVAL ☐ ACCEPTANCE ☐ INFORMATION | ENCLOSURE(S): Resolution |

BACKGROUND

Metropolitan Community College administration has approved entering into the following agreements under which MCC shall provide the described services.

Johnson County Community College
MCC-IWI to provide Supply Chain & Logistics training services for up to a maximum of (20) Johnson County Community College (JCCC) students. MCC shall be paid a flat fee of $16,000.00 for up to (10) students, with an additional $45.00 per person charge for student counts that exceed (10). Remaining classes will include a referral fee to MCC for all students sent to JCCC for the program equal to 20% of the course. Services will be provided at JCCC. Term is from September 1, 2013 through December 31, 2013.

Greater KC LINC (LINCWorks)
MCC-IWI will provide bundled training and job placement services to participants of the Missouri Work Assistance Initiative who are referred through LINCWorks and its partnering organizations. Services shall be provided at various locations from July 1, 2013 through June 30, 2014. Client shall pay MCC an amount not to exceed $280,000.

Mo-Kan Teamsters Apprenticeship and Training Fund
MCC-IWI provides training in heavy equipment, dump truck and construction programs for Mo-Kan Training Fund students at a discounted rate in return for Mo-Kan’s lease of equipment (four trucks) to MCC for $1.00 for one year. MCC may use the equipment to train Mo-Kan’s referred students, as well as members of the general public and other MCC clients. MCC and Mo-Kan will split the cost of maintenance 50%-50%. MCC will provide a minimum of (4) CDL-A training classes with a minimum of (10) students in each class, at a rate of $1,500.00 per student, for a total of $60,000.00 that Mo-Kan shall pay MCC for the term. The term is from July 1, 2013 through June 30, 2014.

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

INITIATOR: Mark S. James
BOARD ACTION DATE: September 26, 2013
EFFECTIVE DATE: September 26, 2013
Kansas City, Missouri Public Schools

Kansas City, Missouri Public Schools (client) contracts with MCC to provide consulting services in support of the ALIO operating system (financial accounting software) implementation to include, administrative support at $55/hour, performance consultant at $80/hour, performance consultant II at $90/hour, and performance manager/performance consultant III at $105/hour. The client shall pay MCC up to a maximum of $100,000.00 for the term of the contract, with actual hours worked to be invoiced monthly. The term is from September 1, 2013 through June 30, 2014.
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 agreements listed below are hereby approved;

<table>
<thead>
<tr>
<th>Institution</th>
<th>Services</th>
<th>Amount</th>
<th>Agreement Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Johnson County Community College</td>
<td>Supply Chain &amp; Logistics training program</td>
<td>$16,000 for up to 10 students, $45 per additional student</td>
<td>9/1/13 – 12/31/13</td>
</tr>
<tr>
<td>Greater KC LINC (LINCWorks)</td>
<td>Training &amp; job placement services</td>
<td>$280,000</td>
<td>7/1/13 – 6/30/14</td>
</tr>
<tr>
<td>Mo-Kan Teamsters Apprenticeship and Training Fund</td>
<td>Equipment lease in return for reduced training fees</td>
<td>$60,000</td>
<td>7/1/13 – 6/30/14</td>
</tr>
<tr>
<td>Kansas City, Missouri Public Schools</td>
<td>ALIO operating system implementation consulting</td>
<td>$100,000</td>
<td>9/1/13 – 6/30/14</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
SUBJECT: *Contracted Service Agreement

DATE: September 26, 2013
ITEM & FILE NO.: 6.2
CATEGORY: Curriculum and Instruction

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

BACKGROUND:

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

Renshenhouse Electric Supply
MCC contracts with Renshenhouse Electric Supply (Vendor) to provide a tailored Legacy PLC-5 Maintenance & Troubleshooting training to up to (12) employees of Ford Motor Company. Vendor charge includes $7,502 for a one week of course delivery, $2,796 for course materials, and $5,000 for usage of a Rockwell Automation Workstation PLC-5. MCC agrees to pay Vendor $15,298 for all the services. IWI will be reimbursed for all expenses through Ford’s Missouri Customized Training Program Funds. The term is August 19, 2013 through August 23, 2013.

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

INITIATOR:
Mark S. James

BOARD ACTION DATE:
September 26, 2013

EFFECTIVE DATE:
September 26, 2013
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 Agreement listed below is 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>Resenhouse Electric Supply</td>
<td>Legacy PLC-5 Maintenance Training</td>
<td>$15,298</td>
<td>8/19/13 – 8/23/13</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 Agreement for and on behalf of Metropolitan Community College and that such Contracted Services Agreement shall be incorporated by reference to this resolution and made a part of the files of the District.