

MINUTES OF A MEETING OF THE BOARD OF TRUSTEES  
OF  
JOHNSON COUNTY COMMUNITY COLLEGE

A meeting of the Board of Trustees of Johnson County Community College was called to order by the Chair on April 20, 2023 at 4:00 pm in the Hugh W. Speer Board Room, 137 General Education Building, on the JCCC campus, 12345 College Boulevard, Overland Park, Kansas and via Zoom Webinar. Seven Trustees attended, with six Trustees present in-person, and one trustee via zoom.

Trustees      Lee Cross  
                     Nancy Ingram  
                     Laura Smith-Everett  
                     Mark Hamill, via zoom  
                     Greg Musil  
                     Dawn Rattan  
                     Melody Rayl

Staff            Andy Bowne, President

John Adessi, Business Advisor Kansas SBDC  
Kate Allen, VP College Advancement and Government Affairs  
Jay Antle, Professor History/Executive Director Sustainability  
Jason Arnett, Manager Coffee Bars and Food Court  
Jeffrey Benes, Transportation Instructor, Continuing Education  
Shannon Benes, Adjunct Faculty Mathematics  
Jason Brunkan, Senior Multimedia Engineer & Event Specialist, Audio Visual Services  
Rob Caffey, Vice President Information Services/CIO  
Heather Callaway, Director, Audit and Advisory Services  
Colleen Chandler, Interim Vice President, Human Resources  
John Clayton, Executive Director, Institutional Effectiveness, Planning and Research  
Brett Cooper, Associate Professor Math Resource Center  
Dustin Dallam, Video Systems Engineer, Video Services  
Travis Garrod, Senior Enterprise Desktop Engineer, Academic Technology Services  
Chris Gray, VP Strategic Communication and Marketing  
Tom Hall, Associate Vice President Campus Services and Facility Planning  
Vincent Haworth, Director Capital Access Center, SBDC  
Scott Hobson, Video Systems Engineer, Video Services  
Chris Horvat, Senior Videographer & Editor, Video Services  
Jeff Hoyer, Executive Director, Space Management  
Dixie Johnson, Emergency Management Coordinator

Jessica Johnson, Director Small Business Development Center  
Judy Korb, Interim Executive Vice President Student Services & Learner Engagement  
Tim Laughlin, Senior Simulation Specialist, Video Services  
Marc Leacox, Senior Multimedia Engineer & Event Specialist, Audio Visual Services  
Rachel Lierz, EVP Finance and Administrative Services  
Liz Loomis, Sr. Executive Assistant, President's Office  
Mickey McCloud, EVP Academic Affairs, CAO  
Caitlin Murphy, Special Assistant to President, President's Office  
Kelsey Nazar, VP and General Counsel  
Derek Nester, Senior Multimedia Engineer & Event Specialist, Audio Visual Services  
Alisa Pacer, Director, Emergency Management  
Chandra Russell, Budget Director  
Gurbhushan Singh, Associate Vice President Instruction  
Pam Vassar, Interim Executive Vice President Student Services & Learner Engagement  
Janelle Vogler, Associate Vice President Business Services  
Elisa Waldman, Vice President, Workplace Development & Continuing Education  
Sandra Warner, Executive Director Mission Continuity and Risk Management  
Stephanie Willis, Business Advisor Kansas SBDC

PLEDGE OF ALLEGIANCE	Trustee Cross led the Board of Trustees and other meeting participants in the reciting of the Pledge of Allegiance.
QUORUM	Trustee Cross announced a quorum with seven Trustees present.
AWARDS AND RECOGNITIONS	Dr. Bowne introduced Carson Couch, the Student Spotlight for March.  Elisa Waldman and Jessica Johnson introduced recipients of the Small Business Development Center 2023 Awards: Emerging Business of the Year – Cap Creation LLC dba Grad Cap Remix; Existing Business of the Year – Little Building Blocks Early Childhood Development Center; Exporting Business of the Year – Aero-Mod, Inc.; and Capital Access Center Existing Business of the Year –RSVP Med Spa & Cosmetic Eye Institute
OPEN FORUM	Trustee Cross announced there were no registered speakers.

## BOARD REPORTS

- Student Senate** Daniel Gonzales provided an update on Student Senate. He announced where Senators volunteered during Service Week, which was held the last week of March. Daniel also mentioned the timeline for upcoming Executive Board and Senate elections with applications due April 4– 28, and the election is May 1-3. Daniel stated the Student Senate was able to fund events for six organizations and welcomed two new organizations.
- College Lobbyist** Mr. Carter shared information from the monthly legislative update report with the Board of Trustees.
- Faculty Association** Brett Cooper provided an update on the Faculty Association. He spoke on the many professional association conferences the faculty have been able to attend. Brett discussed the probationary period for new faculty and the upcoming faculty evaluation process for non-probationary faculty. Brett also announced that he is not seeking reelection, and this was his last time addressing the Board.
- Johnson County Education Research Triangle** Trustee Musil provided an update on JCERT, noting the 1/8 cent sales tax and revenue trends the past few years.
- Kansas Association of Community College Trustees** Trustee Ingram provided the KACCT updates. Trustee Ingram discussed the meeting and honor banquet on April 14, noting four JCCC students were recognized. She discussed the legislative updates and community college funding provided at the quarterly meeting. Trustee Ingram also mentioned that April is National Community College month.
- Foundation** Trustee Rattan provided the Foundation update. She announced the Chairs for 2023 Some Enchanted Evening are Sharon and Jerry Cook, and the Johnson Countian of the Year is Dr. Roy A. Jensen, Director of KU Cancer Center. Trustee Rayl spoke about a new event, “Summer Sips and Scholarships” which is a woman’s networking event on June 13, in the WHCA from 4:00 – 6:00 pm. She stated the goal of this event is to bring women together to learn about JCCC, the Foundation

and the impact of student scholarships. Trustee Rattan announced that the Hall Family Foundation has awarded the college a \$12,000 grant for K-12 performing arts programming.

College Council Jason Arnett provided an update on College Council. He announced the Staff Council Town Hall is Tuesday, April 25 at 2:30 pm on Zoom. Jason added updates on the Adjunct Council which has three interested instructors and hope to add more members and noted the Academic Branch Council is taking nominations for chair and vice chair and has been discussing an in-person all-faculty meeting this Fall. Jason said the College Council subcommittee on communications plans to hold focus groups in the fall. He mentioned Rachel Haynes attended College Council to present an overview of the engagement survey.

#### COMMITTEE REPORTS AND RECOMMENDATIONS

Collegial Steering Trustee Cross announced the next Collegial Steering committee meeting is May 10, 2023.

Employee Engagement and Development Trustee Hamill reviewed items from the April 5, 2023 Employee Engagement and Development Committee meeting.

**Following discussion, upon motion by Trustee Hamill, seconded by Trustee Ingram, which motion carried unanimously, the Board of Trustees accepted the recommendation of the College administration to approve modifications to the Criminal Background Checks Policy 413.03, the New Hire Requirements Policy 415.01, the Certification and/or Licensing Policy 415.05, the Probationary Period Policy 415.0, the Resignations Policy 415.07, the Exit Interview Policy 415.09, the Copyright and Patents Policy 425.0, the Employee Use of College Property Policy 429.01, and the Loss of Personal Property Policy 430.01, as shown subsequently in the Board packet.**

Inclusion and Belonging Committee Trustee Rattan reviewed items from the April 5, 2023 Inclusion and Belonging Committee meeting.

Management and  
Finance Committee

Mr. Musil reviewed items from the April 5, 2023 Management and Finance Committee meeting.

**Following discussion, upon motion by Trustee Musil, seconded by Trustee Rattan, which motion carried unanimously, the Board of Trustees accepted the recommendation of the College administration to approve modifications to the Reimbursement of Travel Expenses Policy 216.01, the Soliciting on Campus Policy 426.01, and the Weapons Policy 660.00, as shown subsequently in the Board packet.**

**A motion was made by Trustee Musil, seconded by Trustee Ingram, to approve the remaining recommendations as one. Trustee Hamill requested the Artisun Solar for Rooftop Solar PV Design and Installation be considered separately. Trustee Musil amended his motion, seconded by Trustee Ingram, to pull the Artisun Solar from the single vote, which motion carried unanimously.**

**Following discussion, upon motion by Trustee Musil, seconded by Trustee Ingram, which motion carried unanimously, the Board of Trustees accepted the recommendation of the College administration to approve the Single Source Justification to CDW, for the Splunk software renewal for \$202,920.12, the Single Source Justification to Dell, for computer equipment purchases for \$450,000.00, the Single Source Justification to Johnson Controls Fire Protection, for TrueSite workstations for \$380,330.87, approve the low bid from Prairie Band Construction for Student Center (SC) Testing Services Renovation, in the amount of \$223,641.77, with an additional 10% contingency of \$22,364.18 to allow for possible unforeseen costs, for a total amount of \$246,005.95, and approve the proposal from ETix, LLC for the provision of Online Box Office Ticketing Software system for a base year of \$53,164.00 and a total estimated expenditure of \$282,253.60 including the renewal options, through 2028.**

**Following discussion, upon motion by Trustee Musil, seconded by Trustee Ingram, which motion carried with a 6-1 vote, with Mr. Hamill voting against, the Board of Trustees accepted the**

**recommendation of the College administration to approve the proposal from Artisun Solar for Rooftop Solar PV Design & Installation, for a total expenditure not to exceed \$500,000.00 for the design and installation of rooftop solar photovoltaic (PV) systems to be installed on the roofs of the Student Center and Library.**

Student Success  
Committee

Trustee Ingram reviewed items from the April 5, 2023 Student Success Committee meeting.

PRESIDENT'S  
RECOMMENDATIONS  
FOR ACTION

Treasurer's Report

**Following discussion, upon motion by Trustee Smith-Everett, seconded by Trustee Ingram, which motion carried unanimously, the Board of Trustees accepted the recommendation of the college administration to approve the Treasurer's Report for the month of February 2023, subject to audit.**

President's Monthly  
Report to the Board

Dr. Bowne provided his President's report to the Board. He highlighted the recent success of the Golden Girls, the Model UN Team and the Leadership Challenge Team. Dr. Bowne spoke on Spring and Summer enrollment numbers for credit and non-credit students. He highlighted the Spring 4.4% increase in credit hours and showed graphs indicating summer credit hours are indicating a slight increase. Dr. Bowne then shared plans to discuss agenda items from the cancelled April retreat.

NEW BUSINESS

President Performance

**A motion was made by Trustee Smith-Everett and seconded by Trustee Musil, which motion carried unanimously, to add the Presidential Performance Review process to the agenda.** Trustee Smith-Everett led a discussion on revising the President's annual Performance Review.

OLD BUSINESS

Trustee Cross announced there was no old business.

CONSENT AGENDA	<b>Following discussion, upon motion by Trustee Ingram, seconded by Trustee Smith-Everett, which motion carried unanimously, the Board of Trustees approved the consent agenda, including the Human Resources Addendum, as shown in the Board Packet. The consent agenda items included the following:</b>
Minutes of Previous Meeting	Minutes from the March 16, 2023 Board of Trustees Meeting.
Cash Disbursement Report	Ratified the total cash disbursements, as shown in the Board Packet, for the total amount of \$ 9,961,863.84.
Grants, Contracts and Awards	The acceptance of grants, as shown in the Board Packet, and the authorization to expend funds in accordance with the terms of the grants.
Curriculum	Changes to the curriculum, as shown in the Board Packet.
Affiliation, Articulation and Reverse Transfer Cooperative and Other Agreements	Authorized the college to enter into agreements with the agencies/institutions, as shown in the Board Packet.
Academic Calendar 2024-2025	Approved the academic calendar for 2024-2025, as shown in the Board Packet.
Transfer to JCCC Foundation Tribute Fund	Authorized the transfer of \$150 designated for this gift be donated to the JCCC Foundation student scholarship fund.
Retirements	MARC BOUTON, Maintenance Supervisor, Operations, effective June 30, 2023
Separations	KYLIE PHELPS, Accounting Specialist, Operations, effective March 30, 2023.

ZACHARY GREDLICS, Program Coordinator, Workforce Development & Continuing Education, effective March 22, 2023.

JOSH SMITH, Program Director, Workforce Development & Continuing Education, effective April 07, 2023.

HOLLY YORK, Program Coordinator, Workforce Development & Continuing Education, effective April 12, 2023

RALPH CAPONE, Associate Professor Railroad Electronics, Academic Affairs, effective June 30, 2023.

HANS STRONSTAD, Sous Chef, Operations, effective April 19, 2023.

Contract Non-Renewal Shannon Lueker RR Welding Trainer  
Tyler Mangels RR Welding Trainer  
Leavon Thomas RR Welding Trainer  
Darrell Wapp RR Welding Trainer  
Wendell Smith Automotive Trainer  
Britton Hill Assistant Professor Automotive Tech  
Scott Craig Professor EMS Simulation

EXECUTIVE SESSION

**At 7:48 p.m., upon motion by Trustee Musil, seconded by Trustee Ingram, the Board of Trustees agreed to recess into executive session at 7:55 p.m. until 8:25 p.m. for consultation with legal counsel regarding a pending personnel matter, which would be deemed privileged in the attorney-client relationship. Dr. Bowne, Dr. McCloud, Ms. Chandler, Ms. Nazar, and John Doyle were invited to attend.**

The meeting reconvened at 8:25 p.m. and Trustee Cross announced that no action had taken place during executive session.

ADJOURNMENT

**Upon motion by Trustee Rayl, seconded by Trustee Ingram which motion carried 5-0, with Trustees Smith-Everett and Hamill absent during the vote, the Board of Trustees meeting adjourned at 8:26 p.m.**



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Lee Cross  
Chair

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Nancy Ingram  
Vice Chair