

**JOHNSON COUNTY COMMUNITY COLLEGE
12345 College Boulevard
Overland Park, Kansas**

**Meeting--Board of Trustees
Hugh Speer Board Room, GEB 137
April 20, 2023 – 4:00 p.m.**

AGENDA

- | | |
|---|------------------------|
| I. CALL TO ORDER | Trustee Cross |
| II. PLEDGE OF ALLEGIANCE | Trustee Cross |
| III. ROLL CALL | Trustee Cross |
| IV. BUDGET WORKSHOP | Trustee Cross |
| V. AWARDS AND RECOGNITIONS | Trustee Cross |
| A. Student Spotlight – Carson Couch | |
| B. SBDC 2023 Emerging Business of the Year –
 Cap Creation LLC dba Grad Cap Remix | |
| C. SBDC 2023 Existing Business of the Year –
 Little Building Blocks Early Childhood Development Center | |
| D. SBDC 2023 Exporting Business of the Year –
 Aero-Mod, Inc. | |
| E. SBDC 2023 Capital Access Center Existing Business of the Year –
 RSVP Med Spa & Cosmetic Eye Institute | |
| VI. OPEN FORUM | Trustee Cross |
| VII. BOARD REPORTS | |
| A. Student Senate | Daniel Gonzales |
| B. College Lobbyist | Dick Carter |
| C. Faculty Association | Brett Cooper |
| D. Johnson County Education Research Triangle | Trustee Musil |
| E. Kansas Association of Community College Trustees | Trustee Ingram |
| F. Foundation | Trustee Rattan |
| G. College Council | Jason Arnett |

VIII. COMMITTEE REPORTS AND RECOMMENDATIONS

- A. Collegial Steering** **Trustee Cross**
- B. Employee Engagement and Development (pp 1-23)** **Trustee Hamill**
- Recommendation: Criminal Background Checks**
Policy 413.03 (pp 4-5)
- Recommendation: New Hire Requirements Policy**
415.01 (pp 6-8)
- Recommendation: Certification and/or Licensing**
Policy 415.05 (pp 9-10)
- Recommendation: Probationary Period Policy 415.06 (pp 11-12)**
- Recommendation: Resignations Policy 415.07 (pp 13-14)**
- Recommendation: Exit Interview Policy 415.09 (p 15)**
- Recommendation: Copyright and Patents**
Policy 425.01 (pp 16-18)
- Recommendation: Employee Use of College Property**
Policy 429.01 (pp 19-20)
- Recommendation: Loss of Personal Property**
Policy 430.01 (p 21)
- C. Inclusion & Belonging Committee (pp 24-25)** **Trustee Rattan**
- D. Management and Finance Committee (pp 26-44)** **Trustee Musil**
- Recommendation: Reimbursement of Travel Expenses**
Policy 216.01 (pp 28-29)
- Recommendation: Soliciting on Campus Policy 426.01 (pp 30-31)**
- Recommendation: Weapons Policy 660.00 (pp 32-37)**
- Recommendation: CDW (p 39)**
- Recommendation: Dell (p 39)**
- Recommendation: Johnson Controls Fire Protection (p 39)**
- Recommendation: Student Center Testing Services**
Renovation (p 40)
- Recommendation: Rooftop Solar Photovoltaic Design**
and Installation (p 41)
- Recommendation: Box Office Ticketing Software (p 42)**
- E. Student Success (pp 45-47)** **Trustee Ingram**

IX. PRESIDENT’S RECOMMENDATIONS FOR ACTION

- A. Treasurer’s Report (pp 48-59)**
- B. Monthly Report to the Board**

**Trustee Smith-Everett
Dr. Andy Bowne**

X. NEW BUSINESS

Trustee Cross

XI. OLD BUSINESS

Trustee Cross

XII. CONSENT AGENDA

Trustee Cross

A. Regular Monthly Reports and Recommendations

- 1. Minutes of Previous Meetings**
- 2. Cash Disbursement Report (pp 60-61)**
- 3. Grants, Contracts and Awards (pp 62-64)**
- 4. Curriculum (p 65)**
- 5. Affiliation, Articulation and Reverse Transfer,
Cooperative and Other Agreements (pp 66-67)**
- 6. Academic Calendar 2024-2025 (pp 68-71)**
- 7. Retirement Tribute Fund (p 72)**

B. Human Resources (pp 73-74)

- 1. Retirement**
- 2. Separations**
- 3. Contract Non-Renewals**

C. Human Resources Addendum

XIII. EXECUTIVE SESSION

XIV. ADJOURNMENT

EMPLOYEE ENGAGEMENT AND DEVELOPMENT COMMITTEE
Minutes
April 5, 2023

The Employee Engagement and Development Committee met at 12:30 p.m. on Wednesday, April 5, 2023, in the Hugh W. Speer Board Room. Those present were Trustees Mark Hamill and Nancy Ingram; staff Andy Bowne, Colleen Chandler, Chris Gray, Caitlin Murphy, Rachel Haynes, and Glenda Land, recorder. Guests: Phil Bugeau, Jessica Hamel, and Paul Gearan from APC.

MONITOR HR AND EMPLOYEE ENGAGEMENT STRATEGIES AND INITIATIVES (HR-4)

Representatives from APC presented results from the employee engagement survey.

The total number of respondents was 924, a 38.6% completion rate. The survey was open to all employees February 9 – February 24, 2023. JCCC's results were benchmarked against national surveys of employees at 307 higher education institutions, conducted during the same timeframe as JCCC's.

Survey highlights:

- 78% of respondents are “very satisfied” or “satisfied” with overall employment experience.
- JCCC received a net promoter score (NPS) of 25.1%, which is related to the likelihood of an employee to promote JCCC as an employer to a family member/friend.
- 57% of respondents plan to stay at JCCC more than another 5 years. Two most common reasons employees would leave sooner are upcoming retirement or planning a move.
- Most respondents agree many aspects of JCCC are positive, those who feel strongly are in the minority.
- There are some critical feelings of fairness and equity across roles and/or departments.
- Most respondents report they are enjoying their current work most days.
- Recognition is an area of relative weakness, but this appears to be a widespread issue among colleges/universities.

- Intradepartmental relationships are viewed as strong while interdepartmental collaboration is not viewed as positively.
- Majority of respondents feel support from their immediate supervisor.
- The “neither” scores on the questions regarding executive leadership are likely an indication that respondents don’t feel like they have enough information. The survey did include a link to a list of JCCC’s executive leaders.
- Most respondents feel JCCC is serving its students well, but better advising and communication were identified for areas for improvement.

Based on the data and findings, APC recommends the following:

- Leverage the strong bonds within teams/departments with events and activities.
- Facilitate more interdepartmental collaboration and communication.
- Conduct manager/supervisor training on how to consistently recognize employee contributions.
- Assess the different fairness and accountability standards between departments/roles to determine valid and addressable concerns.

Rachel Haynes shared communication plans to disseminate the survey results to the campus community. Ms. Haynes also shared JCCC’s plans to address areas where improvements are needed. Among the next steps will be presenting the results to groups across campus and hosting focus groups to discuss the opportunities for growth.

JCCC’s last survey was conducted in 2019. Through conversations with APC, JCCC’s Employee Engagement Strategic Planning co-chairs and Institutional Research, it was decided the questions should not mirror the 2019 survey. Trustee Hamill requested a comparison between common themes from the 2019 and 2023 surveys.

REVIEW PERSONNEL POLICIES (HR-1)

Colleen Chandler, Vice President, Human Resources presented JCCC’s policy review and approval process.

The following personnel policies with modifications were presented:

Policy	Recommended Action	Material Changes
Criminal Background Checks Policy 413.03	Modify	The recommended changes add an applicability and purpose statement and clean up the language used in the Policy.
New Hire Requirements Policy 415.01	Modify	The recommended changes add credit check authorization and criminal background check to the list of items required as a condition of employment consistent with HR practice.
Certification and/or Licensing Policy 415.05	Modify	The recommended changes rename the Policy to Certification, Registration, and Licensing Policy 415.05 and add an applicability and purpose statement.
Probationary Period Policy 415.06	Modify	The recommended changes clarify that the probationary period pauses if an employee is on leave for more than 30 consecutive days.
Resignations Policy 415.07	Modify	The recommended changes add a purpose statement and clean up the language used in the Policy.
Exit Interview Policy 415.09	Modify	The recommended changes add an applicability and purpose statement.
Copyright and Patents Policy 425.01	Modify	The recommended changes add an applicability statement and clean up the language used in the Policy.
Employee Use of College Property Policy 429.01	Modify	The recommended changes add an applicability and purpose statement and clean up the language used in the Policy.
Loss of Personal Property Policy 430.01	Modify	The recommended changes add an applicability and purpose statement.

Report:

The Employee Engagement and Development Committee has reviewed the recommended changes to the Criminal Background Checks Policy 413.03. The recommended changes add an applicability and purpose statement and clean up the language used in the Policy.

RECOMMENDATION

It is the recommendation of the Employee Engagement and Development Committee that the Board of Trustees accept the recommendation of the College administration to approve modification to the Criminal Background Checks Policy 413.03, as shown subsequently in the Board packet.

Criminal Background Check Policy 413.03

Johnson County Community College

Series: 400 Personnel

Section: Hiring and Onboarding

Applicability: This Policy applies to all Johnson County Community College (“JCCC” or the “College”) applicants for employment and employees.

Purpose: The purpose of this Policy is to explain when a criminal background check may be required and describe the circumstances requiring an employee to notify the College after being convicted of a criminal offense.

Statement:

The College requires successful completion of a criminal background check on all persons recommended for employment (new hire or re-hire), certain employees recommended for transfer or reassignment, and for ~~all~~ other employees as may be determined in accordance with Human Resources procedures. No person covered by this Policy is authorized to begin employment or a new position prior to successfully passing a criminal background check.

All applicants for employment at the College will be advised that a criminal background check is a condition of employment, and applicants may be required to disclose information related to criminal history requested on the employment application and

during the employment screening process. Failure to fully disclose such information may result in disqualification from employment, withdrawal of an offer, or termination of employment.

All employees are required to notify the College of any conviction, guilty plea, no contest plea, or diversion agreement related to any criminal offense constituting a misdemeanor or a felony under Kansas law. This requirement does not apply to municipal ordinance violations or traffic infractions that are not considered a misdemeanor or felony offense. Such notice of conviction must be provided to Human Resources within seven (7) calendar days from the date of conviction. Upon receipt of notice of conviction from an employee, a vice president over Human Resources or designee shall review the matter, determine whether a full criminal background check is required, and shall take appropriate action in accordance with College policies. Failure of an employee to provide such notice shall be considered grounds for disciplinary action up to and including termination of employment.

A reported criminal offense conviction will not necessarily disqualify an applicant ~~or~~ or employee from employment with the College. The nature and seriousness of the offense, the date of the offense, the surrounding circumstances, evidence of rehabilitation, the relevance of the offense to the specific position, and whether hiring, transferring, or promoting the applicant ~~or~~ or employee would pose an unreasonable risk to the College may be considered before a ~~final~~ decision is reached.

Date of Adoption: 08/18/2011

Revised: 03/15/2018, / /2023

Report:

The Employee Engagement and Development Committee has reviewed the recommended changes to the New Hire Requirements Policy 415.01. The recommended changes add credit check authorization and criminal background check to the list of items required as a condition of employment consistent with HR practice.

RECOMMENDATION

It is the recommendation of the Employee Engagement and Development Committee that the Board of Trustees accept the recommendation of the College administration to approve modification to the New Hire Requirements Policy 415.01, as shown subsequently in the Board packet.

New Hire Requirements Policy 415.01

Johnson County Community College

Series: 400 Personnel

Section: Hiring and Onboarding

Applicability: This Policy applies to all Johnson County Community College (“JCCC” or the “College”) applicants for employment and employees.

Purpose: The purpose of this Policy is to describe the paperwork and tasks a new employee may be required to complete.

Statement:

Upon being recommended for employment, a new employee will be required to complete the following as a condition of employment:

1. Payroll Forms.— Withholding forms for taxes and authorizations for approved voluntary payroll deductions.

2. Oath of Office.— Pursuant to Kansas law, each employee shall be required to subscribe in writing to an Oath of Office before entering upon the duties of the job.

3. Personal Data.— Current contact information including address and telephone number.

4. Employment Eligibility Verification (Work Authorization). ~~Each employee shall be required to~~ A completed Form I-9 prior to starting work and provide documentation to certify employment eligibility in accordance with applicable laws.

~~5. Credit Check Authorization: Authorization and information required for the College or designee to conduct a credit check.~~

~~6. Criminal Background Check. Authorization and information required for the College or designee to conduct a criminal background check, which is further described in the Criminal Background Check Policy 413.03.~~

Additionally, depending on the requirements of a particular position, a new employee may be required to complete the following as a condition of employment:

1. Benefits. ~~Enrollments for College-provided employee benefit programs.~~

2. Medical Examination. ~~After an applicant for employment has received an offer of employment and before beginning~~ performance of his/her duties, the College may require medical, psychological or psychiatric examinations related to the functions of the position. The College may condition the offer of employment on the results of such examination and/or require a release from liability for prior illness, injury or conditions.

3. Polygraph Test. ~~The College may require an applicant to submit to a polygraph test, the cost of which will be at the College's expense.~~

4. Other. ~~The College reserves the right to establish other conditions of employment as may be necessary.~~

Failure to satisfactorily complete any new hire paperwork or other required tasks may result in disqualification from employment, withdrawal of an offer, or termination of employment.

Employees are expected to keep required information and documentation current throughout their employment.

Date of Adoption:

Revised: 03/15/2018 (renamed and renumbered from New Hire Requirements Policy 415.01a; material incorporated from Oath of Employment Policy 415.01b, Work Authorization Policy 415.01c, Medical Examination Policy 415.02, and Polygraph Test Policy 415.04), / /2023

Report:

The Employee Engagement and Development Committee has reviewed the recommended changes to the Certification and/or Licensing Policy 415.05. The recommended changes rename the Policy to Certification, Registration, and Licensing Policy 415.05 and add an applicability and purpose statement.

RECOMMENDATION

It is the recommendation of the Employee Engagement and Development Committee that the Board of Trustees accept the recommendation of the College administration to approve modification to the Certification and/or Licensing Policy 415.05, as shown subsequently in the Board packet.

Certification, Registration, and ~~or~~ Licensing Policy 415.05

Johnson County Community College

Series: 400 Personnel

Section: Hiring and Onboarding

Applicability: This Policy applies to all Johnson County Community College (“JCCC” or the “College”) applicants for employment and employees.

Purpose: The purpose of this Policy is to require applicants and employees in certain positions to maintain certification, registration, or licensing or meet provisional requirements.

Statement:

For those positions for which state or federal law or appropriate professional agencies impose certification, registration, or ~~licensing~~ requirements or provisional requirements, the College may consider such requirements to be necessary and bona fide occupational qualifications. It shall be the responsibility of the applicant or ~~employee~~ to provide evidence that ~~he/she~~ the applicant or employee meets the current requirements.

It shall be the responsibility of the employee to maintain current certification, registration, or ~~licensing~~ and produce written evidence of the same to the employee’s department ~~and~~ or the Office of Human Resources upon request.

Inability to meet certification, registration, or ~~licensing~~ requirements at any time during employment, or provide evidence of the same, may result in ~~suspension, demotion or termination of employment~~ discipline up to and including termination of employment in accordance with the Suspension, Demotion and Termination Policy 415.08.

Date of Adoption:

Revised: 03/15/2018, / /2023

Report:

The Employee Engagement and Development Committee has reviewed the recommended changes to the Probationary Period Policy 415.06. The recommended changes clarify that the probationary period pauses if an employee is on leave for more than 30 consecutive days.

RECOMMENDATION

It is the recommendation of the Employee Engagement and Development Committee that the Board of Trustees accept the recommendation of the College administration to approve modification to the Probationary Period Policy 415.06, as shown subsequently in the Board packet.

Probationary Period Policy 415.06

Johnson County Community College

Series: 400 Personnel

Section: Hiring and Onboarding

Applicability: This Policy applies to all Johnson County Community College (“JCCC” or the “College”) employees, except those employees who are “teachers” as defined in the Teachers’ Continuing Contract Act, by K.S.A. 72-2252 et seq., (Teachers’ Continuing Contract Act). ~~The whose p~~Probationary ~~p~~Period and notice of non-renewal or termination ~~for such “teachers”~~ shall be in accordance with the ~~provisions of K.S.A. 72-2252 et seq. Act,~~ as amended, ~~and this Policy shall not apply.~~

Purpose: The purpose of this Policy is to describe the probationary period for College employees, except “teachers.”

Statement:

The ~~“p~~Probationary ~~p~~Period” for employment at JCCC is as follows:

Employment Type	Probationary Period
Full-time regular (hourly or salaried)	12 calendar months from the first date of employment.
Part-time regular (hourly or salaried)	12 calendar months from the first date of employment.

Temporary (hourly or salaried and full-time or part-time)	Entire duration of employment.
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The applicable probationary period, as determined by Human Resources, will restart
~~w~~When employment changes from one type to another at any time (e.g., part-time employee goes to full-time, grant-funded employee converts to College-paid employee, bargaining unit member moves to non-bargaining unit member, etc.) or an employee changes positions with the College, ~~the applicable Probationary Period will restart as determined by Human Resources.~~

Additionally, any ~~p~~Probationary ~~p~~Period for an employee may be extended by action of the employee’s supervisor and a director over Human Resources for a period not to exceed an additional six (6) calendar months to begin immediately upon completion of the current Probationary Period.

Time on leave with or without pay for more than 30 consecutive calendar days shall not count toward the probationary period.s total time serviced on probation. The employee’s probationary period shall be continued effective with Upon the employee’s return from leave, time shall again accrue toward the probationary period until the total probation time ~~served~~ equals the time required for the position.

During any ~~p~~Probationary ~~p~~Period, employees may be terminated, non-renewed, or demoted for any reason ~~upon~~ immediately following written notice. Such notice shall specify the date of the determination, the nature of the determination and the effective date. After completion of the ~~p~~Probationary ~~p~~Period, employees may be terminated, non-renewed, or demoted in accordance with ~~the provisions of the~~ [Suspension, Demotion and Termination Policy 415.08](#).

Date of Adoption:
 Revised: 03/25/2010, 05/14/2015, 06/16/2016 (Effective 07/01/2016), 10/26/2017 (effective 11/01/2017), / /2023

Report:

The Employee Engagement and Development Committee has reviewed the recommended changes to the Resignations Policy 415.07. The recommended changes add a purpose statement and clean up the language used in the Policy.

RECOMMENDATION

It is the recommendation of the Employee Engagement and Development Committee that the Board of Trustees accept the recommendation of the College administration to approve modification to the Resignations Policy 415.07, as shown subsequently in the Board packet.

Resignations Policy 415.07

Johnson County Community College

Series: 400 Personnel

Section: Separation of Employment

Applicability: This Policy applies to all Johnson County Community College (“JCCC” or the “College”) employees, except those employees who are “teachers” as defined in the Teachers’ Continuing Contract Act, by K.S.A. 72-5436 et seq., (Teachers’ Continuing Contract Act), whose Resignations of such “teachers” shall be given in accordance with the provisions of K.S.A. 72-5436 et seq. that Act, as amended, ~~and this Policy shall not apply.~~

Purpose: The purpose of this Policy is to explain how employees may resign from the College.

Statement:

All resignations shall be submitted in writing to the Office of Human Resources by the resigning employee or through the resigning employee's supervisor. Resignations may be accepted by the Office of Human Resources and shall be presented to the Board of Trustees for ratification.

If an employee fails to appear for work for three consecutive work days without appropriate approval and ~~or~~ documentation, such action may be treated by the College as a resignation.

Employees should give a minimum of two weeks' written notice of resignation absent extraordinary circumstances.

Date of Adoption:

Revised: 05/14/2015, / /2023

Report:

The Employee Engagement and Development Committee has reviewed the recommended changes to the Exit Interview Policy 415.09. The recommended changes add an applicability and purpose statement.

RECOMMENDATION

It is the recommendation of the Employee Engagement and Development Committee that the Board of Trustees accept the recommendation of the College administration to approve modification to the Exit Interview Policy 415.09, as shown subsequently in the Board packet.

Exit Interview Policy 415.09

Johnson County Community College

Series: 400 Personnel

Section: Separation of Employment

Applicability: This Policy applies to all Johnson County Community College (“JCCC” or the “College”) employees.

Purpose: The purpose of this Policy is to give employees the opportunity to complete an exit interview.

Statement:

Employees separating from employment with the College will be given the opportunity to complete an exit interview conducted by the Office of Human Resources. The Office of Human Resources shall be responsible for establishing and maintaining appropriate records of exit interviews.

Date of Adoption:

Revised: 06/21/2018 (renumbered from Exit Interview Policy 415.09a), / /2023

Report:

The Employee Engagement and Development Committee has reviewed the recommended changes to the Copyright and Patents Policy 425.01. The recommended changes add an applicability statement and clean up the language used in the Policy.

RECOMMENDATION

It is the recommendation of the Employee Engagement and Development Committee that the Board of Trustees accept the recommendation of the College administration to approve modification to the Copyright and Patents Policy 425.01, as shown subsequently in the Board packet.

Copyrights and Patents Policy 425.01

Johnson County Community College

Series: 400 Personnel

Section: Property

Applicability: This Policy applies to all Johnson County Community College (“JCCC” or the “College”) employees. If an employee is subject to the Master Agreement and any provisions of this Policy are inconsistent with the Master Agreement, the terms of the Master Agreement shall control.

~~**Purpose:** Johnson County Community College is dedicated to encouraging innovation, creativity and effectiveness in serving students and the community, and the College expects its employees to comply with all laws and Policies/Procedures governing the creation and use of intellectual property. This Policy is intended~~ **The purpose of this Policy is** to define ownership interests of Inventions and Materials developed by JCCC employees, contractors, and agents. ~~With respect to employees subject to the Master Agreement, if any provisions of this Policy are inconsistent with the Master Agreement, the terms of the Master Agreement shall control.~~

Definitions:

"Inventions" means all devices, discoveries, processes, methods, uses, products or combinations, whether or not patented or patentable.

"Material(s)" means all tangible and intangible work product; discoveries; inventions;

improvements; documentation; techniques; methodologies; data; works of authorship; designs; ideas; solutions; instructional (textbooks, course content, tests, homework, etc.), literary, artistic, dramatic, and musical materials or works; software (code, games, etc.); sound, visual, audiovisual, film or other recordings or transcriptions in any format; and all other materials, published or unpublished, in hard-copy or electronic form.

"College Supported" means Inventions or Materials created in whole or in part: (1) in conjunction with the normal course of College duties for the employee, agent, or contractor (i.e., works made for hire); (2) during JCCC recognized work time, overtime, sabbatical leave, or other JCCC-granted leave with pay or partial pay; (3) with the assistance of JCCC grant money obtained by JCCC; and/or (4) with the assistance of equipment, material, software, information, or other financial and non-financial resources which are more than nominal.

"Commissioned Works" means Inventions or Materials specifically contracted for by the College.

Statement:

The College is dedicated to encouraging innovation, creativity, and effectiveness in serving students and the community, and the College expects its employees to comply with all laws and policies and procedures governing the creation and use of intellectual property.

I. Ownership

Unless otherwise specified in a contract (including grant awards), the legal title to all College Supported Inventions and Materials and the right to any related proceeds shall be held by JCCC.

When appropriate, formal statutory copyrights will be obtained for College Supported Inventions and Materials in the name of JCCC. In the case of patents, all applications shall be accompanied by appropriate assignments to assure ownership by JCCC.

II. Inventions and Materials Developed during Outside Consulting Work

Inventions and Materials made or developed by College employees for third party organizations, outside the scope of College duties and without the use of any College

resources or information, shall not be considered College Supported or Commissioned, and all rights to such Inventions and Materials shall remain with the individual.

III. College Use of Income from Copyright and Invention Proceeds

Income derived by the College from College Supported Inventions and Materials will be used at the discretion of the Board of Trustees.

IV. Releases

Employees, ~~and~~ contractors, ~~and~~ agents shall be responsible for obtaining appropriate written releases from individuals contributing to or identifiable in ~~the~~ College Supported Inventions and Materials. Written statements may also be obtained from employees, ~~and~~ contractors, or agents indicating that to the best of their knowledge, Inventions and ~~or~~ Materials developed do not infringe on existing copyrights or other legal rights.

V. Transfer of Rights

The College may at its discretion assign, transfer, lease, ~~or~~ sell all or part of its legal rights in College Supported Inventions and Materials.

VI. Policy Interpretations and Modifications

Inquiries related to this Policy may be directed to the copyright librarian. This Policy may be modified in whole or in part by the Board of Trustees, provided, however, that such modification will not affect vested rights.

Date of Adoption:

Revised: 12/17/2015 (material incorporated from Copyright Laws Policy 425.02),
06/21/2018, / /2023

Report:

The Employee Engagement and Development Committee has reviewed the recommended changes to the Employee Use of College Property Policy 429.01. The recommended changes add an applicability and purpose statement and clean up the language used in the Policy.

RECOMMENDATION

It is the recommendation of the Employee Engagement and Development Committee that the Board of Trustees accept the recommendation of the College administration to approve modification to the Employee Use of College Property Policy 429.01, as shown subsequently in the Board packet.

Employee Use of College Property Policy 429.01

Johnson County Community College

Series: 400 Personnel

Section: Property

Applicability: This Policy applies to all Johnson County Community College (“JCCC” or the “College”) employees.

Purpose: The purpose of this Policy is to govern employee use of College property.

Statement:

I. Use of College Property

Employees are permitted to use College property (e.g., tools, equipment, supplies and materials) in connection with their employment and in accordance with applicable procedures for use and ~~for~~ check-out of property.

College property is not to be taken off campus without authorization. When authorized, the employee is responsible for the property and must follow all applicable check-out procedures. If it is determined that loss or damage to College property is a result of negligence or willful misconduct, then the employee responsible for the property may be held financially responsible at the sole discretion of the College for the repair or replacement item(s), or as appropriate, subject to discipline in accordance with the Suspension, Demotion and Termination Policy 415.08.

II. Return of College Property Upon Separation

It shall be the responsibility of an employee separating from employment at the College to return all College property in the employee’s his/her custody (including, but not ~~necessarily~~ limited to, audiovisual equipment, computer equipment, keys and access

cards, staff parking permit, credit cards, library materials, and tools) and to settle any outstanding personal accounts with the College (including, but not necessarily limited to, food service or bookstore accounts, library or parking fines, travel advances, overpayment of salary, underpayment of any withholding or any debt or liability due the College). The Office of Human Resources may establish a procedure to ensure compliance with this Policy.

Date of Adoption:

Revised: 03/05/1998, 06/21/2018 (~~Previous version: renamed from Equipment and Property Checkout Policy 429.01; material incorporated from~~ Employee Checkout Policy 415.09b), / / 2023

Report:

The Employee Engagement and Development Committee has reviewed the recommended changes to the Loss of Personal Property Policy 430.01. The recommended changes add an applicability and purpose statement.

RECOMMENDATION

It is the recommendation of the Employee Engagement and Development Committee that the Board of Trustees accept the recommendation of the College administration to approve modification to the Loss of Personal Property Policy 430.01, as shown subsequently in the Board packet.

Loss of Personal Property Policy 430.01

Johnson County Community College

Series: 400 Personnel

Section: Property

Applicability: This Policy applies to all Johnson County Community College (“JCCC” or the “College”) employees.

Purpose: The purpose of this Policy is to establish the College is not responsible for the safekeeping of personal property.

Statement:

Each individual shall be responsible for the safekeeping of any personal property which is brought to campus. Should an employee experience a loss of or damage to personal property or find property that appears to be lost, the employee should contact the JCCC Police Department as soon as possible to report the loss. The College is not responsible for personal items that are lost, damaged, or stolen, unless the College agrees in writing to become a bailee of the property.

Date of Adoption:

Revised: 06/21/2018, / /2023

After review, the above listed policies will be presented to the Board of Trustees for approval.

MONITOR COMPENSATION PLANNING (HR-3)

Colleen Chandler provided an update to the Job Architecture and Compensation project currently underway with Culpepper & Associates.

Timeline and key steps of the project:

- Phase 1-2 – March through October:
 - Organization and job understanding
 - Job matching and leveling
 - Leader kickoff meeting, followed by virtual leadership breakout meetings
- Phase 3 – October through November:
 - Market assessment
 - Compensation philosophy development
 - Pay structure creation
 - Job description creation
- Phase 4 – December:
 - Final report presented

JCCC's communication plans include campus-wide email communication, project updates through Management Topics and Staff Council, and an InfoHub page.

Trustee Ingram noted it is very important that we be transparent and inform employees with updates throughout the project.

The next Employee Engagement and Development Committee Meeting is scheduled for Wednesday, June 7, 2023 in the Hugh W. Speer Board Room.

EMPLOYMENT ENGAGEMENT AND DEVELOPMENT COMMITTEE
Working Agenda
2023

HR-1 Review and Update Personnel Policies

HR-2 Monitor Employee Benefit Programs

HR-3 Monitor Compensation Planning

HR-4 Monitor HR and Employee Engagement Strategies and Initiatives

HR-5 Monitor and Discuss Collective Bargaining Initiatives

INCLUSION AND BELONGING COMMITTEE
Minutes
April 5th, 2023

The Inclusion and Belonging Committee met at 11:04 a.m. on Wednesday, April 5, 2023, in the Hugh W. Speer Board Room. Those present were Trustees Dawn Rattan and Laura Smith-Everett; staff Dr. Andy Bowne, Caitlin Murphy, Kate Allen, Dr. Mickey McCloud, Dr. Judy Korb and Silvia Arellano Fernandez (recorder).

Monitor Inclusion and Belonging Strategies and Initiatives: Meet with groups on campus, SSC (IB-1)

Kate Allen, Vice President, College Advancement and Government Affairs, introduced student Alyssa Jimenez Garcia from the Student Sustainability Club. She discussed the four pillars of sustainability: social, economic, environmental, and cultural. She also shared several projects the club has accomplished on campus, such as installation of water meters and solar canopies on campus. She mentioned the club also recently provided support for the Bollywood Boulevard event on campus

Monitor Benchmarking and Metrics: Data on Pell students (IB-2)

Natalie Alleman Beyers with the Office of Institutional Effectiveness, Planning and Research presented benchmarking information. The discussion focused on Female Student Enrollment Demographics and Outcomes. The data was compared with peer institutions from around the country.

Monitor Inclusion and Belonging Strategies and Initiatives: Update on Executive Director Search (IB-1)

Kate Allen, Vice President, College Advancement and Government Affairs, provided an update on the search for Executive Director of Inclusion and Belonging.

The committee adjourned at 11:52 a.m. The next Inclusion & Belonging Committee Meeting is scheduled for Wednesday, May 3, 2023, at 11:00 a.m. in the Hugh W. Speer Board Room.

INCLUSION AND BELONGING COMMITTEE
Working Agenda
2023

- IB-1 Monitor inclusion and belonging strategies and initiates.
- IB-2 Monitor Benchmarking and Metrics

MANAGEMENT AND FINANCE COMMITTEE

Minutes

April 5, 2023

The Management and Finance Committee met at 8:30 AM on Wednesday, April 5, 2023, in the Hugh Speer Board Room. Those present were Trustees Greg Musil and Mark Hamill; staff: Andy Bowne, Rob Caffey, Jim Feikert, Tom Hall, Rachel Lierz, Caitlin Murphy, Janelle Vogler, and Linda Nelson, recorder.

Information Technology Report

Rob Caffey, Vice President, Information Services/CIO, provided the quarterly update on Information Services. His report included an overview of the department structure, a feature on student support staff, FY23 budget and technology infrastructure investments, threat landscape and cybersecurity, status updates on various projects, and strategies related to data governance, change management and student digital experience.

Budget Update

A budget report was provided by Janelle Vogler, Vice president/CFO. The report included an update on the FY24 budget related to Johnson County property values, reappraisal, and new construction. Also covered were recommended changes to the budget guidelines associated with changes in assessed valuation and enrollment.

Review and Update Policies

Rachel Lierz, Executive Vice President for Finance and Administrative Services reviewed the recommended changes to the Reimbursement of Travel Expenses Policy 216.01, Soliciting on Campus Policy 426.01, and the Weapons Policy 660.00. These policies were reviewed as part of a scheduled review of college policies.

Management and Finance Committee
April 05, 2023

Policy	Recommended Action	Material Changes
Reimbursement of Travel Expenses Policy 216.01	Modify	The recommended changes add an applicability and purpose statement and clean up the language used in the Policy.
Soliciting on Campus Policy 426.01	Delete	The recommended changes delete the Policy because it is duplicative of the Expressive Activity Operating Procedure 217.03 and the Soliciting and Promoting on Campus Operating Procedure 217.11.
Weapons Policy 660.00	Modify	The recommended changes specify that ballistic knives and throwing stars are included in the definition of Weapons and clarify language regarding knives four inches or less in length.

Report:

The Management and Finance Committee has reviewed the recommended changes to the Reimbursement of Travel Expenses Policy 216.01. The recommended changes add an applicability and purpose statement and clean up the language used in the Policy.

RECOMMENDATION

It is the recommendation of the Management and Finance Committee that the Board of Trustees accept the recommendation of the College administration to approve modification to the Reimbursement of Travel Expenses Policy 216.01, as shown subsequently in the Board packet.

Reimbursement of Travel Expenses Policy 216.01

Johnson County Community College

Series: 200: Administrative Services

Section: Travel and Reimbursement of Expenses

Cross-Reference:

[Overnight Travel Operating Procedure 216.03](#)

[Same Day Travel Operating Procedure 216.02](#)

[Overnight Travel Operating Procedure 216.03](#)

[Candidate Travel and Reimbursement Operating Procedure 216.04](#)

[Donor Expense Reimbursement Operating Procedure 216.05](#)

Applicability: This Policy applies to Johnson County Community College (“JCCC” or the “College”) travel.

Purpose: The purpose of this Policy is to establish practices for College travel and reimbursement of related expenses.

Statement:

~~Johnson County Community~~The College will reimburse approved travel expenses incurred in the conduct of an employee’s official duties or in the performance of

approved activities for the College by a non-employee (i.e., Trustee or candidate for employment) in accordance with applicable laws and regulations. Reimbursable expenses may include transportation, lodging, meals and incidentals, registration fees and miscellaneous expenses. All reimbursement of expenses under this Policy and applicable ~~o~~Operating ~~p~~Procedures must be authorized and approved by the appropriate supervisor(s) ~~and~~/or budget administrator(s) and ~~is-are~~ subject to the availability of funds.

The President shall establish ~~o~~Operating ~~p~~Procedures for administering reimbursement of expenses under this Policy.

Date of Adoption: 07/06/1982

Revised: 02/17/2005, 02/17/2011, 08/14/2014, 06/20/2019, / /2023

Report:

The Management and Finance Committee has reviewed the recommended changes to the Soliciting on Campus Policy 426.01. The recommended changes delete the Policy because it is duplicative of the Expressive Activity Operating Procedure 217.03 and the Soliciting and Promoting on Campus Operating Procedure 217.11.

RECOMMENDATION

It is the recommendation of the Management and Finance Committee that the Board of Trustees accept the recommendation of the College administration to approve modification to the Soliciting on Campus Policy 426.01, as shown subsequently in the Board packet.

~~Soliciting on Campus Policy 426.01~~

~~Johnson County Community College~~

~~Series: 200 Administrative Services~~

~~Section: Facilities and Property~~

~~Solicitation is not permitted on college property unless authorized by the president or his/her designees. Solicitation is defined as, but not limited to, an approach or request by an individual, business or commercial organization for the purpose of selling goods, products and/or services directly to faculty, staff and/or students for personal, business or commercial gain. Unauthorized vendors may not solicit business nor buy from or sell any products or services to faculty, staff, and/or students on college property or through the use of the college's communication systems that are intended for the faculty, staff or students own individual use. This policy shall not prohibit vendors from providing information to college employees which may be intended for or necessary for conducting college business.~~

~~Employees and students shall not be permitted to sell goods, products and/or services directly to faculty, staff and/or students for personal, business or commercial gain in accordance with the terms as provided in the paragraph above. Employees or students wishing to offer products for sale which benefit a charitable organization or are items of a personal nature, such as used computer equipment or furniture, may do so through~~

~~use of an appropriate campus listserv or by following the procedures for placing notices on the campus bulletin boards as established by the Student Services branch.~~

~~The college, its employees, and students shall not release lists of employee and/or student address and/or telephone numbers to vendors who are not specifically authorized to receive that information.~~

~~Date of Adoption: 06/19/1997~~

~~Revised:~~

Report:

The Management and Finance Committee has reviewed the recommended changes to the Weapons Policy 660.00. The recommended changes specify that ballistic knives and throwing stars are included in the definition of Weapons and clarify language regarding knives four inches or less in length.

RECOMMENDATION

It is the recommendation of the Management and Finance Committee that the Board of Trustees accept the recommendation of the College administration to approve modification to the Weapons Policy 660.00, as shown subsequently in the Board packet.

Weapons Policy 660.00

Johnson County Community College
Series: 600 Safety and Security
Section: Campus Security and Control

Applicability: This Policy applies to the Johnson County Community College (“JCCC” or the “College”) campus community, including all students, personnel, and visitors i) on the JCCC main campus and locations owned or leased by JCCC that are not part of the JCCC main campus (“Campus”), or ii) when attending or participating in College activities or performing College duties at any off-campus College-sponsored or supervised classes, practices, activities or other programs (“Off-Campus Activity”).

Purpose: The purpose of this Policy is to promote a safe and secure community college and learning environment.

Definitions:

“About the Person” means that an individual may carry a Handgun if it can be carried securely in a suitable carrier, such as a backpack, purse, handbag or other personal carrier designed and intended for the carrying of an individual’s personal items. The carrier must at all times remain within the exclusive and uninterrupted control of the individual. This includes wearing the carrier with one or more straps consistent with the

carrier's design, carrying or holding the carrier or setting the carrier next to or within the immediate reach or control of the individual.

"Concealed" means completely hidden from view and does not reveal the Handgun in any way, shape or form.

"Handgun" is defined as a "firearm" pursuant to K.S.A. 75-7c02, with cross-reference to K.S.A. 75-7b01, and generally means (1) a pistol or revolver which is designed to be fired by the use of a single hand and which is designed to fire or capable of firing fixed cartridge ammunition; or (2) any other weapon which will or is designed to expel a projectile by the action of an explosive and which is designed to be fired by the use of a single hand.

"Public Areas" is defined at K.S.A. 75-7c20.

"Weapons" means a weapon described in K.S.A. 21-6301, as further defined under K.S.A. 75-7c20; and, for purposes of this Policy includes knives more than 4 inches in length, ballistic knives and throwing stars.

Statement:

JCCC prohibits the possession or use of Weapons on Campus and at Off-Campus Activities, other than as set forth below. ~~In addition, knives less than 4 inches in length may not be openly carried.~~

In accordance with the Kansas Personal and Family Protection Act, K.S.A. 75-7c01 *et seq.*, as amended, and other applicable federal and state laws, it is permissible and will not be a violation of this Policy for the:

1. lawful carrying of a Concealed Handgun on Campus by legally qualified individuals, pursuant to federal and Kansas law, and also in accordance with the Concealed Carry Restrictions set forth below.
2. lawful carrying of a Concealed Handgun by an employee performing College duties at an Off-Campus Activity, when in accordance with applicable laws and policies for such location; though carrying of a Concealed Handgun is not considered to be within the scope and course of employment (other than for

JCCC law enforcement employees) and JCCC is not liable for any resulting injuries to the employee.

3. lawful possession of a Handgun within a personal, non-College vehicle.
4. lawful possession of Weapons
 - by JCCC Police Department or other law enforcement officers while acting within the scope of their employment, by authorized armored car personnel, or by others authorized in writing by the JCCC Chief of Police or designee, or
 - as necessary for the conduct of College approved programs.

5. lawful possession of knives 4 inches or less in length.

Concealed Carry Restrictions:

Concealed Carry: Each individual who lawfully possesses a Handgun on Campus shall be wholly and solely responsible for carrying, storing and using that Handgun in a safe manner and in accordance with the law and this Policy. Individuals who carry a Handgun on Campus must carry it Concealed on or About the Person at all times. It shall be a violation of this Policy to openly display any lawfully possessed Handgun while on Campus, and in accordance with K.S.A. 75-7c24, any person who carries a Handgun openly may be subject to denial to or removal from Campus or an Off-Campus Activity.

Federal and State Restrictions: Kansas law states that the only type of firearm that an individual can carry while concealed is a Handgun as defined above. The following Kansas and federal laws apply to possession and use of firearms, including the carry of Concealed Handguns, and the violation of any of the following restrictions is both a crime and a violation of this Policy.

- An individual in possession of a concealed firearm must be at least 21 years of age [K.S.A. 21-6302(a)(4)] or possess a valid provisional license issued pursuant to K.S.A. 75-7c03 or a valid license or permit to carry a concealed firearm issued by another jurisdiction and recognized in Kansas pursuant to K.S.A. 75-7c03 [K.S.A. 21-6302(d)];
- A firearm cannot be carried by an individual:
 - under the influence of alcohol or drugs, or both, to such a degree as to render the individual unable to safely operate the firearm [K.S.A. 21-6332],
 - who is both addicted to and an unlawful user of a controlled substance [K.S.A. 21-6301(a)(10)],

- who is or has been a mentally ill person subject to involuntary commitment [K.S.A. 21-6301(a)(13)],
- with an alcohol or substance abuse problem subject to involuntary commitment [K.S.A. 21-6301(a)(13)],
- who has been convicted of a person felony crime [K.S.A. 21-6304] or convicted in any court of a crime punishable by imprisonment for a term exceeding one year [18 U.S.C. 922(g)(1)];
- An automatic firearm or sawed-off shotgun cannot be carried [K.S.A. 21-6301(a)(5)];
- A cartridge which can be fired by a Handgun and which has a plastic-coated bullet with a core of less than 60% lead by weight is illegal [K.S.A. 21-6301(a)(6)];
- Suppressors and silencers cannot be used with a firearm [K.S.A. 21-6301(a)(4)];
- Firearms cannot be fired in the corporate limits of a city or at a dwelling, or at a structure or vehicle in which people are present, except in self-defense [K.S.A. 21-6308, K.S.A. 21-6308a];
- A firearm cannot be carried by a person who:
 - is a fugitive from justice [18 U.S.C. § 922(g)(2)];
 - is unlawfully in the United States or admitted under a nonimmigrant visa [18 U.S.C. § 922(g)(5)(A) & (B)];
 - has been discharged from the Armed Forces under dishonorable conditions [18 U.S.C. § 922(g)(6)];
 - has renounced the person's United States citizenship [18 U.S.C. § 922(g)(7)];
 - is subject to a court order restraining the person from harassing, stalking, or threatening an intimate partner or child of the intimate partner [18 U.S.C. § 922(g)(8)]; or,
 - has been convicted of a misdemeanor crime of domestic violence [18 U.S.C. § 922(g)(9)].

Location Restrictions: Certain Campus buildings and Public Areas within Campus buildings can be permanently or temporarily designated to prohibit concealed Handguns. There are no Campus buildings or Public Areas that have been permanently designated to prohibit Concealed Handguns with Adequate Security Measures (ASMs) in place. However, the JCCC Police Department may temporarily designate a specific location as prohibiting concealed Handguns and use temporary ASMs as defined and

required by law. Appropriate notice will be given whenever this temporary designation is made.

Campus locations leased by JCCC or used for Off-Campus Activity, and owned by an entity that may lawfully exclude or permit firearms at their premises (Concealed or otherwise), may choose at their sole discretion to exclude or permit Handguns from their premises, notwithstanding a lease or use arrangement with JCCC. If Handguns are excluded at such locations and would otherwise be permitted by this Policy, individuals are expected to comply with the rules imposed by the location.

Safety Requirements: To reduce the risk of accidental discharge on Campus, when carrying a concealed Handgun on Campus (whether on or About the Person, such as in a carrier), the Concealed Handgun is to be secured in a holster that completely covers the trigger and the entire trigger guard area and that secures an external hammer in an uncocked position through the use of a strap or by other means. The holster is to have sufficient tension or grip on the handgun to retain it in the holster even when subjected to unexpected jostling. Handguns with an external safety are to be carried with the safety in the “on” position. Semiautomatic Handguns are to be carried without a chambered round of ammunition and revolvers with the hammer resting on an empty cylinder.

Storage: Handgun storage is not provided by JCCC. Individuals may store a Handgun in the individual’s vehicle when the vehicle is locked, and the Handgun is secured in a location within the vehicle that is not visible from outside the vehicle. Handgun storage by any other means is prohibited. Specifically, it is prohibited for any individual to store a Handgun i) in a vehicle that is unlocked or when the Handgun is visible from outside the vehicle, ii) in an individual’s office, iii) in an unattended backpack or carrier, iv) in any type of locker or v) in any other location and under any circumstances except as specifically permitted by this Policy and by state and federal law.

Training: Training on the proper handling of a concealed Handgun is strongly encouraged. All JCCC employees are eligible for JCCC Continuing Education training reimbursement to supplement training for local, noncredit workshops, which could include a gun safety course (for reimbursement, employees must submit an Application to Staff Development). Additionally, JCCC may periodically offer presentations to students and employees related to safe Handgun practices.

Even the lawful carrying of a concealed Handgun has its own risks. Any report of Weapons on a JCCC Campus will be addressed by the JCCC Police Department or local police departments in coordination with the JCCC Police Department. The lawful carrying of a Concealed Handgun should not create concerns on Campus; however, anything other than the lawful carrying of a Concealed Handgun has the potential to create confusion and additional risk during police responses.

Enforcement:

Any individual violating this Policy will be subject to appropriate disciplinary action, including but not limited to suspension, expulsion, termination of employment, immediate removal/trespass from the premises, and arrest. Enforcement of this Policy will be administered by the JCCC Police Department.

Reporting:

1. Suspected violations of this Policy should be reported to JCCC Police Department:

- Call: 913-469-2500
- Walk-in: Police Department lobby, Midwest Trust Center Suite 115 located at 12345 College Blvd., Overland Park, Kansas
- Text: JCCC Guardian Campus Safety App
- Non-emergency Anonymous Reporting (reports generally reviewed the next business day): KOPS-Watch via jccc.edu/kops or 888-258-3230

2. Emergency reports concerning threats or violence on campus:

- Call 913-469-2500 for JCCC Police Department
- Or call 911

Date of Adoption: 05/17/2007

Revised: 01/15/09, 05/11/17 (effective 07/01/2017; renumbered from 424.06; material incorporated from Student Code of Conduct Policy 319.01), 07/15/2021, / /2023

Other agreements

There was one agreement with an outside agency presented. This agreement is with Union Pacific Railroad for CDL-A training.

Details can be found in the consent agenda portion of the April 20, 2023, board packet.

Procurement Reports and Recommendations

Jim Feikert, Executive Director, Procurement Services reviewed three single source recommendations and three Bid/RFP recommendations.

SINGLE SOURCE PURCHASE REPORT: \$150,000+
APRIL 2023 MANAGEMENT & FINANCE COMMITTEE

Vendor	Description of Services / Policy 215.04 Exception #	Fund	Department	Amount
CDW	For a 3-year software renewal of Splunk for the IS Dept's Security Incident Event Management (SIEM) platform. Splunk software provides comprehensive visibility of digital systems and the ability to detect, investigate, and respond rapidly to threats before they become major incidents. <i>CO-OP: Omnia Partners #R220801</i> <i>#2d. Compatibility with existing equipment</i> <i>#12. Cooperative purchasing</i>	0201, General Fund	6406, Information Technology Security	\$ 202,920.12

MANAGEMENT & FINANCE COMMITTEE RECOMMENDATION

It is the recommendation of the Management & Finance Committee that the Board of Trustees accept the recommendation of the college administration to approve the Single Source Justification to CDW, for the Splunk software renewal for \$202,920.12.

Dell	Additional FY23 \$450,000.00 for computer equipment needed for Active Learning Classrooms and additional instructional technology purchases for a new FY23 total of \$1,950,000.00. <i>Original BoT Approval: June 2022 (FY23 - \$1,500,000)</i> <i>CO-OP: MHEC (Midwestern Higher Education Compact Cooperative) #MHEC-04152022</i> <i>#12. Cooperative purchasing</i>	0201, General Fund 2583, Career Technical Education Capital Outlay Fund	Multi-Org	\$ 425,000.00* \$ 25,000.00* *Estimated
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MANAGEMENT & FINANCE COMMITTEE RECOMMENDATION

It is the recommendation of the Management & Finance Committee that the Board of Trustees accept the recommendation of the college administration to approve the Single Source Justification to Dell, for computer equipment purchases for \$450,000.00.

Johnson Controls Fire Protection	For labor and materials for the replacement of one TrueSite Workstation (fire alarm computer) in CSB, one additional TrueSite Workstation for Police Dispatch in MTC, and a TrueSite command center in MTC for full campus mass notification. <i>CO-OP: NASPO #3407 / State of Kansas contract #49634.</i> <i>#12. Cooperative purchasing</i>	7111, Capital Outlay Fund	7102, Director, Campus Services	\$ 380,330.87
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MANAGEMENT & FINANCE COMMITTEE RECOMMENDATION

It is the recommendation of the Management & Finance Committee that the Board of Trustees accept the recommendation of the college administration to approve the Single Source Justification to Johnson Controls Fire Protection, for TrueSite workstations for \$380,330.87.

**AWARD OF BIDS/RFPs - SINGLE PURCHASE: \$150,000+
APRIL 2023 MANAGEMENT & FINANCE COMMITTEE**

Bid Title Total Contract Period Fund Source / Firms Notified	Vendors Original Bid Amounts	Single Purchase	Justification
23-036 Student Center Testing Services Renovation Base year/project completion Fund Source: 0201, General Firms Notified: 181	<ol style="list-style-type: none"> 1. Prairie Band Construction, Inc.: \$223,641.77 2. Haren Companies: \$225,127.58 3. Infinity Group: \$238,276.00 4. GPS-KC: \$272,390.00 5. Hausmann Construction: \$428,096.00 	\$246,005.95 <i>Single Purchase (includes 10% contingency - \$22,364.18)</i>	Low Bid
PURPOSE & DESCRIPTION			
The purpose of this Request for Bid (RFB) is for the renovation of the Student Center (SC) Testing Services. This project is an interior renovation of approximately 1,000 square feet on the third floor of the Student Center. The renovation is comprised of interior drywall partitions, interior finishes, and local electrical and mechanical modifications only; no modifications will be made to structural components.			
EVALUATION COMMITTEE			
<ul style="list-style-type: none"> <li style="width: 50%;">• Brett Edwards: Director, Campus Services & Energy Management <li style="width: 50%;">• Larry Allen: Senior Buyer, Campus Services <li style="width: 50%;">• Tom Hall: Associate Vice President, Campus Services 			
MANAGEMENT & FINANCE COMMITTEE RECOMMENDATION			
<p>It is the recommendation of the Management & Finance Committee that the Board of Trustees accept the recommendation of the college administration to 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.</p>			

**AWARD OF BIDS/RFPs - SINGLE PURCHASE: \$150,000+
APRIL 2023 MANAGEMENT & FINANCE COMMITTEE**

Bid Title Total Contract Period Fund Source / Firms Notified	Vendors Original Bid Amounts	Single Purchase	Justification
23-076 Rooftop Solar Photovoltaic Design & Installation Project completion Fund Source: 7111, Capital Outlay Firms Notified: 73	1. Artisun Solar, LLC: \$500,000.00 2. MC Power: \$492,340.67 3. Cromwell Solar: \$499,769.00 4. Good Energy Solutions, Inc.: \$499,990.00 5. Sunsmart Technologies LLC: \$500,000.00 6. Hyperion: \$500,000.00 7. EnergyLink LLC: \$500,000.00	<p align="center">\$500,000.00 <i>Single Purchase</i></p>	A thorough evaluation process was conducted, which included reviewing and ranking the written proposals and system designs according to the defined RFP evaluation criteria, maximum efficiency and energy output from proposed systems, scope of work, and prior experience with similar installations. At the conclusion of the evaluation process, it was determined that the proposal submitted by Artisun Solar best met the college's needs.
PURPOSE & DESCRIPTION			
The purpose of this Request for Proposal (RFP) is for solar photovoltaic (PV) systems to be installed on the roofs of two buildings: Library (LIB) and Student Center (SC) based on available roof space for solar arrays on each building. The College is looking for long term energy solutions with the intent to maximize the value via a design/build approach where the recommended firm will provide the design and engineering specs based on specific PV solar sizes. Bidders were provided a \$500,000 maximum budget to be used to provide the best long-term value for PV production without impeding the safety and maintenance of the roof and other systems on the roof. This system will tie into the respective building's electrical system with the intent of entering a Parallel Generation agreement with Evergy.			
EVALUATION COMMITTEE			
<ul style="list-style-type: none"> • Brett Edwards: Director, Campus Services & Energy Management • Tom Hall: Associate Vice President, Campus Services • Larry Allen: Senior Buyer, Campus Services • Michael Rea: Sustainability Project Manager 			
MANAGEMENT & FINANCE COMMITTEE RECOMMENDATION			
<p>It is the recommendation of the Management & Finance Committee that the Board of Trustees accept 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.</p>			

**AWARD OF BIDS/RFPs - SINGLE PURCHASE: \$150,000+
APRIL 2023 MANAGEMENT & FINANCE COMMITTEE**

Bid Title Total Contract Period Fund Source / Firms Notified	Vendors Original Bid Amounts First Year / Multi-Year Total (if applicable)	Current Year Amount Multi-year Amount	Justification
23-081 Box Office Ticketing Software Base Year, 4 Renewal Option Years: 4/20/2023 - 4/19/2028 Base Year Fund Source: 0601, Adult Supplementary Education Firms Notified: 173	1. eTix, LLC: \$53,164.00/ \$282,253.60 2. Audienceview: \$46,605.00/ \$246,690.35 3. Spektrix: \$30,576.00/ \$176,400.00	\$53,164.00 \$282,253.60	A thorough evaluation process was conducted which included reviewing and ranking the written proposals according to the evaluation criteria defined within the RFP. At the conclusion of the evaluation process, it was determined that the proposal submitted by eTix best met the needs of the college.
PURPOSE & DESCRIPTION			
The purpose of this RFP is to establish a contract for an online Box Office Ticketing Software system. The initial term of the contract will be from April 20, 2023 through April 19, 2024 and is renewable for four additional years, in one-year increments, upon the approval of both parties.			
EVALUATION COMMITTEE			
<ul style="list-style-type: none"> • Rachel Hoyer: Box Office Manager • Ebeth Campbell: Front-of-House Manager • Tracy Morrissey: Box Office Assistant • Daniel Epley: Information Services Enterprise Applications Administrator • Gavin Cotsworth: IS Business Analyst • Julie Lombard-Williamson: Senior Buyer 			
MANAGEMENT & FINANCE COMMITTEE RECOMMENDATION			
It is the recommendation of the Management & Finance Committee that the Board of Trustees accept the recommendation of the college administration to 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.			

Informational Items

Informational reports of Single Source purchases, Bid/RFP summary and renewal summary reports were provided in the Management and Finance meeting materials.

The next Management and Finance Committee meeting is scheduled for Wednesday, May 3, 2023, at 8:30 AM in the Hugh Speer Board Room.

MANAGEMENT AND FINANCE COMMITTEE
Working Agenda
2023

- MF-1 Review and Update Policies as Needed
- MF-2 Guide Budget Development
- Proposed Budget Calendar
 - Preliminary Budget Guidelines
 - Management Budget Adoption
 - Legal Budget Publications
 - Legal Budget Adoption
 - Budget Updates as Needed
- MF-3 Stewardship of College Finances
- Financial Ratio Analysis
- MF-4 Monitor Facilities
- Capital Infrastructure Inventory and One, Five and Ten-Year Replacement Plan
 - Review and Recommend Financial Plans for Capital Improvements
- MF-5 Monitor Business Services
- Procurement Reports and Recommendations
- MF-6 Monitor Information Services
- Information Technology Reports
- MF-7 Mission Continuity and Risk Management
- MF-8 Other Items and Reports
- Compliance Program
 - Continuing Education and Workforce Development
 - Institutional Advancement
 - Other Activities and Programs
 - Other Agreements
 - Sustainability Initiatives

STUDENT SUCCESS COMMITTEE

Minutes

April 5, 2023

The Student Success Committee met at 10:00 a.m. on Wednesday, April 5, 2023, in the Hugh W. Speer Board Room. Those present were Trustee Ingram, Trustee Rayl; staff Mickey McCloud, Judy Korb, Malinda Bryan-Smith, Anthony Funari, Selina Wu, Alex Wells, Cathy Mahurin, Gurbhushan Singh and Anne Dotterweich, recorder.

Grants Update

Malinda Bryan-Smith and Anthony Funari reviewed the Grants Office mission, the grant life cycle, number of grants awarded including the total dollar amount and how the grant money is utilized at JCCC. Grants are used to fund scholarships, student support services, community research, professional development, program/curriculum development and equipment/facilities. To date for FY23, the department is managing forty-one active grants totally \$1.4 million. Bryan-Smith emphasized that grant applications are deliberate and align with JCCC's mission and goals. Input from across campus is elicited to determine need and application viability. The STEM faculty retreat furthers this goal by offering a forum for faculty to see current and past grants and the projects they are funding. Bryan-Smith encouraged all to contact them with grant questions or project funding options.

Panasonic Update

This item was tabled until the May 3, 2023, meeting.

Stellic Academic Planning Tool

Alex Wells and Cathy Mahurin provided an overview of the Plan My Classes tool which helps JCCC students build their academic plans and track their progress semester by semester during their academic journey. The tool will be used by students, staff, and faculty; however, it was emphasized that this is a planning tool, not a registration tool. The planning and implementation timeline and pilot program areas were reviewed. To date, one-hundred and fifty students have created academic plans using the Plan My Classes tool. Communication and engagement will be key in the optimizing the campus-wide use of the software.

Alex Wells provided a high-level demonstration of the Plan My Classes tool highlighting its current functionality and the planned phased-in additional functionality and features.

Other Agreement

Gurbhushan Singh presented a new agreement with Shawnee Mission Medical Center. The agreement was approved by the committee. Complete details can be found subsequently on the consent agenda of the April 20 board packet.

The next Student Success Committee meeting is scheduled for Wednesday, May 3, 2023, at 10:00 a.m. in the Hugh W. Speer Board Room.

STUDENT SUCCESS COMMITTEE
Working Agenda
2023

- SS1 Review and update policies as needed
- SS2 Monitor student engagement processes
- Academic and student success activities
 - Education planning and development initiatives
 - Updates on academic programs
 - Updates on Strategies and Initiatives
- SS3 Monitor learning outcomes
- Program review and assessment practices
 - Curriculum and program additions and modifications
 - Affiliation, cooperation, articulation, reverse transfer and other agreements, policies, and procedures
 - Updates on Strategies and Initiatives
- SS4 Monitor faculty development
- Professional development programs
 - Professor emeritus and senior scholar status
 - Sabbatical appointments
 - Updates on Strategies and Initiatives
- SS5 Monitor student development
- Student life, leadership, and development activities
 - Updates on Strategies and Initiatives
- SS6 Monitor statewide educational issues
- Credit/non-credit JCCC partnerships
 - Kansas Board of Regents/Post -Secondary Technical Education Authority actions
 - KACCT
- SS7 Highlight technical support for learning activities
- SS8 Monitor non-credit educational activities
- SS9 Review accreditation/student success activities

JOHNSON COUNTY COMMUNITY COLLEGE
OFFICE OF THE PRESIDENT

April 6, 2023

TREASURER'S REPORT

REPORT:

The following pages contain the Treasurer's Report for the month ended February 28, 2023.

An ad valorem tax distribution of \$3.52 million was received in March and will be reflected in next month's report.

Expenditures in the primary operating funds are within approved budgetary limits.

RECOMMENDATION:

It is the recommendation of the college administration that the Board of Trustees approve the Treasurer's Report for the month of February 2023, subject to audit.

Janelle Vogler
Vice President and Chief Financial Officer

Rachel Lierz
Executive Vice President, Finance &
Administrative Services

Andrew W. Bowne
President

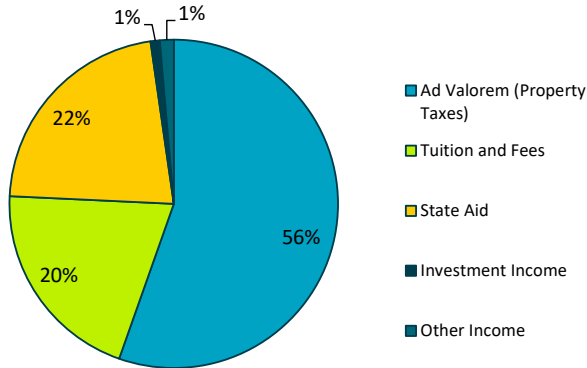
**JOHNSON COUNTY COMMUNITY COLLEGE
TREASURER'S REPORT
FEBRUARY 28, 2023
66.7% OF FISCAL YEAR EXPIRED
GENERAL/POST-SECONDARY TECHNICAL EDUCATION (PTE) FUNDS**

	ADOPTED BUDGET 2022-2023	ACTIVITY THIS MONTH 2022-2023	ACTIVITY YEAR TO DATE 2022-2023	YTD AS % OF BUDGET	PRIOR YEAR ACTIVITY TO DATE
GENERAL/PTE FUNDS					
Ad Valorem (Property Taxes)	\$ 115,309,042	\$ -	\$ 68,096,515	59%	\$ 66,340,932
Tuition and Fees	26,650,272	343,798	25,022,811	94%	23,914,961
State Aid	23,978,269	-	27,036,357	113%	24,702,996
Investment Income	500,000	298,959	1,087,813	218%	216,584
Other Income	2,583,499	207,045	1,678,511	65%	1,601,914
TOTAL REVENUE	\$ 169,021,082	\$ 849,802	\$ 122,922,006	73%	\$ 116,777,387
Salaries and Benefits	\$ 131,033,857	\$ 11,146,713	\$ 82,298,349	63%	\$ 76,425,531
Current Operating	31,031,288	1,245,056	17,708,527	57%	15,500,336
Capital	17,696,597	277,372	2,732,666	15%	3,601,680
Debt Service	3,685,988	-	2,903,944	79%	2,853,114
TOTAL EXPENSES	\$ 183,447,730	\$ 12,669,141	\$ 105,643,486	58%	\$ 98,380,661

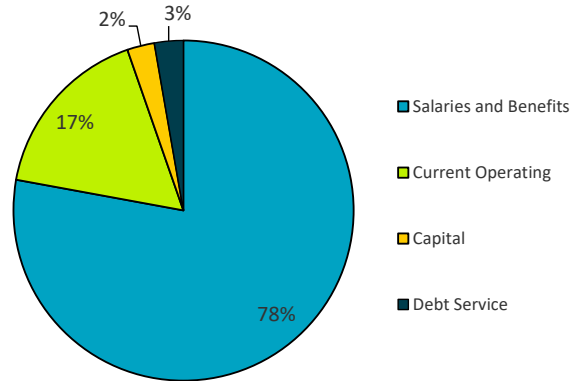
Unencumbered Cash Rollforward:

Beginning Balance		\$ 117,046,418	\$ 121,836,284
Revenues Over Expenses		17,278,521	18,396,726
Encumbrances & Other Activity		(12,314,858)	(10,313,054)
Ending Balance		<u>\$ 122,010,080</u>	<u>\$ 129,919,956</u>

Actual YTD Revenues by Source



Actual YTD Expenses by Source



Two pie charts depict the sources of the actual year-to-date revenue and actual year-to-date expenses on the General Fund as a percentage of their respective totals. These charts are based on the Activity Year to Date 2022-2023 numbers.

The largest source of revenue this year to date is ad valorem (property taxes) (56%), followed by state aid (22%), tuition and fees (20%), investment income (1%) and other income (1%). The largest source of expenses this year to date is salary and benefits (78%), followed by current operating (17%), debt service (3%) and capital (2%).



**JOHNSON COUNTY COMMUNITY COLLEGE
TREASURER'S REPORT
FEBRUARY 28, 2023
66.7% OF FISCAL YEAR EXPIRED
GENERAL/POST-SECONDARY TECHNICAL EDUCATION (PTE) FUNDS
EXPENDITURE DETAIL BY NATURAL CLASSIFICATION**

	ADJUSTED BUDGET 2022-2023	ACTIVITY THIS MONTH 2022-2023	ACTIVITY YEAR TO DATE 2022-2023	YTD AS % OF BUDGET	PRIOR YEAR ACTIVITY TO DATE	YTD CHANGE FROM PRIOR YEAR
Salaries	\$ 97,683,257	\$ 8,288,377	\$ 60,515,160	62%	\$ 56,056,146	8%
Benefits	33,350,600	2,858,335	21,783,190	65%	20,369,385	7%
Event Officials	65,017	320	57,877	89%	46,003	26%
Legal Services	135,000	-	25,448	19%	161,827	-84%
Audit Services	91,000	-	49,800	55%	62,260	-20%
Collection Costs	71,410	5,024	17,873	25%	21,672	-18%
Insurance, Property/Casualty & Rel	1,136,920	3,379	967,660	85%	914,776	6%
Contracted Services	7,809,581	320,488	4,038,672	52%	3,620,055	12%
SB 155 Shared Funding Payments	375,000	-	210,559	56%	228,660	-8%
Overnight Travel	919,663	69,387	391,402	43%	230,514	70%
Travel - AQIP	6,600	1,113	1,642	25%	-	100%
Staff Development Travel	376,797	21,268	186,810	50%	90,498	106%
Faculty Continuing Ed Grants	19,000	3,862	18,165	96%	7,677	137%
Tuition Reimbursement	550,000	10,456	370,629	67%	327,890	13%
Same Day Travel	102,809	2,634	28,066	27%	19,925	41%
Supplies and Materials	5,531,250	302,752	2,911,671	53%	2,748,984	6%
Computer Software Licenses	4,833,879	27,133	3,143,296	65%	2,541,790	24%
Technical Training Travel	69,879	4,653	31,987	46%	29,904	7%
Applicant Travel	15,000	-	7,354	49%	4,810	53%
Recruiting Travel	24,313	1,457	9,190	38%	11,225	-18%
Printing, Binding & Publications	151,350	3,738	74,047	49%	43,448	70%
Advertising and Promotions	1,095,471	80,211	715,692	65%	461,566	55%
Memberships	398,813	10,628	293,037	73%	242,437	21%
Accreditation Expenses	43,910	2,500	27,855	63%	19,298	44%
Bad Debt Expense	350,000	-	130,000	37%	175,000	-26%
Electric	2,750,000	107,696	1,773,818	65%	1,671,855	6%
Water	170,000	6,289	137,010	81%	109,836	25%
Natural Gas	80,000	13,168	65,891	82%	32,749	101%
Telephone	333,713	3,600	290,717	87%	242,650	20%
Gasoline	70,000	3,421	40,668	58%	33,441	22%
Subscriptions	475,942	31,315	314,043	66%	323,880	-3%
Rentals and Leases	624,585	50,839	362,303	58%	417,234	-13%
Repairs and Maintenance	776,604	37,459	349,717	45%	264,786	32%
Freight	142,680	5,081	86,119	60%	8,520	911%
Special Events	307,000	20,597	123,713	40%	76,086	63%
Retirement Recognitions	7,500	304	5,042	67%	2,053	146%
Postage	260,769	9,792	129,363	50%	180,188	-28%
Contingency	186,230	-	3,000	2%	-	100%
Remodeling and Renovations	1,878,450	46,278	125,800	7%	200,630	-37%
Library Books	162,667	7,962	70,566	43%	66,806	6%
Furniture and Equipment	1,623,857	212,466	779,143	48%	939,744	-17%
Art Acquisitions	3,000	-	-	0%	-	0%
Building Improvements	14,002,186	10,667	1,757,157	13%	2,394,500	-27%
Land Improvements	-	-	-	0%	-	0%
Other Tax Assessments	-	-	-	0%	-	0%
Income Tax	2,500	-	-	0%	-	0%
Grants	537,540	44,620	197,169	37%	15,130	1203%
Foster Care & Killed on Duty Grant	80,000	970	43,974	55%	45,755	-4%
Federal SEOG Match	80,000	38,903	77,247	97%	65,953	17%
Principal Payments	2,070,000	-	2,070,000	100%	1,970,000	5%
Interest Payments	1,614,488	-	833,115	52%	882,364	-6%
Fee Payments	1,500	-	829	55%	750	11%
TOTAL EXPENSES	\$ 183,447,730	\$ 12,669,141	\$ 105,643,486	58%	\$ 98,380,661	7%



**JOHNSON COUNTY COMMUNITY COLLEGE
TREASURER'S REPORT
FEBRUARY 28, 2023
66.7% OF FISCAL YEAR EXPIRED
ADULT SUPPLEMENTARY EDUCATION & STUDENT ACTIVITY FUNDS**

	ADOPTED BUDGET 2022-2023	ACTIVITY THIS MONTH 2022-2023	ACTIVITY YEAR TO DATE 2022-2023	YTD AS % OF BUDGET	PRIOR YEAR ACTIVITY TO DATE
ADULT SUPPLEMENTARY EDUCATION FUND					
Tuition and Fees	\$ 4,981,300	\$ 275,266	\$ 1,917,216	38%	\$ 3,319,294
Investment Income	15,000	3,914	17,756	118%	4,866
Other Income	1,600,600	55,052	627,643	39%	506,795
TOTAL REVENUE	<u>\$ 6,596,900</u>	<u>\$ 334,232</u>	<u>\$ 2,562,615</u>	<u>39%</u>	<u>\$ 3,830,955</u>
Salaries and Benefits	\$ 3,445,489	\$ 146,161	\$ 1,373,002	40%	\$ 1,481,476
Current Operating	4,901,791	339,801	1,738,757	35%	1,828,641
Capital	143,189	-	18,585	13%	27,482
TOTAL EXPENSES	<u>\$ 8,490,469</u>	<u>\$ 485,962</u>	<u>\$ 3,130,344</u>	<u>37%</u>	<u>\$ 3,337,599</u>
Unencumbered Cash Rollforward:					
Beginning Balance			\$ 2,208,861		\$ 2,305,316
Revenues Over Expenses			(567,728)		493,356
Encumbrances & Other Activity			(884,414)		(460,684)
Ending Balance			<u>\$ 756,719</u>		<u>\$ 2,337,988</u>
STUDENT ACTIVITY FUND					
Tuition and Fees	\$ 1,904,000	\$ 27,571	\$ 1,897,825	100%	\$ 1,885,688
Investment Income	8,000	3,357	13,861	173%	3,165
Other Income	9,500	992	5,023	53%	3,508
TOTAL REVENUE	<u>\$ 1,921,500</u>	<u>\$ 31,919</u>	<u>\$ 1,916,709</u>	<u>100%</u>	<u>\$ 1,892,361</u>
Salaries and Benefits	\$ 289,753	\$ 22,690	\$ 185,615	64%	\$ 106,891
Current Operating	839,649	52,866	423,878	50%	291,974
Capital	-	-	-	100%	-
Grants/Scholarships	1,452,295	59,416	1,157,254	80%	1,015,515
TOTAL EXPENSES	<u>\$ 2,581,697</u>	<u>\$ 134,972</u>	<u>\$ 1,766,747</u>	<u>68%</u>	<u>\$ 1,414,380</u>
Unencumbered Cash Rollforward:					
Beginning Balance			\$ 1,478,536		\$ 1,380,759
Revenues Over Expenses			149,961		477,982
Encumbrances & Other Activity			(211,671)		(88,135)
Ending Balance			<u>\$ 1,416,826</u>		<u>\$ 1,770,606</u>



JOHNSON COUNTY COMMUNITY COLLEGE
TREASURER'S REPORT
FEBRUARY 28, 2023
66.7% OF FISCAL YEAR EXPIRED
OTHER FUNDS

	ADOPTED BUDGET 2022-2023	ACTIVITY THIS MONTH 2022-2023	ACTIVITY YEAR TO DATE 2022-2023	YTD AS % OF BUDGET	PRIOR YEAR ACTIVITY TO DATE
MOTORCYCLE DRIVER SAFETY FUND					
Tuition and Fees	\$ 110,000	\$ 9,279	\$ 89,219	81%	\$ 85,536
Other Income	40,000	-	41,410	104%	43,840
TOTAL REVENUE	\$ 150,000	\$ 9,279	\$ 130,629	87%	\$ 129,376
Salaries and Benefits	\$ 66,000	\$ 55	\$ 39,767	60%	\$ 29,235
Current Operating	22,800	1,607	2,157	9%	9,694
Capital	21,000	-	-	0%	-
TOTAL EXPENSES	\$ 109,800	\$ 1,662	\$ 41,924	38%	\$ 38,929
Unencumbered Cash Rollforward:					
Beginning Balance			\$ 1,161,804		\$ 1,046,298
Revenues Over Expenses			88,705		90,447
Encumbrances & Other Activity			720		777
Ending Balance			\$ 1,251,229		\$ 1,137,522
TRUCK DRIVER TRAINING COURSE FUND					
Tuition and Fees	\$ 625,000	\$ 137,418	\$ 528,075	84%	\$ 559,566
TOTAL REVENUE	\$ 625,000	\$ 137,418	\$ 528,075	84%	\$ 559,566
Salaries and Benefits	\$ 299,373	\$ 33,630	\$ 248,509	83%	\$ 164,056
Current Operating	716,500	5,461	107,080	15%	128,256
Capital	-	-	-	100%	-
TOTAL EXPENSES	\$ 1,015,873	\$ 39,091	\$ 355,589	35%	\$ 292,312
Unencumbered Cash Rollforward:					
Beginning Balance			\$ 1,102,867		\$ 774,134
Revenues Over Expenses			172,486		267,254
Encumbrances & Other Activity			(69,518)		(59,878)
Ending Balance			\$ 1,205,836		\$ 981,510
SPECIAL ASSESSMENTS FUND					
Ad Valorem (Property Taxes)	\$ 483,226	\$ -	\$ 181,217	38%	\$ 262,731
Interest Income	-	2,994	11,670	100%	2,111
TOTAL REVENUE	\$ 483,226	\$ 2,994	\$ 192,887	40%	\$ 264,843
Current Operating	\$ 300,000	\$ (8,574)	\$ 328,883	110%	\$ 220,582
TOTAL EXPENSES	\$ 300,000	\$ (8,574)	\$ 328,883	110%	\$ 220,582
Unencumbered Cash Rollforward:					
Beginning Balance			\$ 1,584,726		\$ 1,357,626
Revenues Over Expenses			(135,996)		44,261
Encumbrances & Other Activity			(282,599)		(10,221)
Ending Balance			\$ 1,166,131		\$ 1,391,666



JOHNSON COUNTY COMMUNITY COLLEGE
TREASURER'S REPORT
FEBRUARY 28, 2023
66.7% OF FISCAL YEAR EXPIRED
AUXILIARY ENTERPRISE FUND - SCHEDULE 1

	ADOPTED BUDGET 2022-2023	ACTIVITY THIS MONTH 2022-2023	ACTIVITY YEAR TO DATE 2022-2023	YTD AS % OF BUDGET	PRIOR YEAR ACTIVITY TO DATE
REVENUES					
Concessions	\$ 25,000	\$ -	\$ 46	0%	\$ -
Cosmetology	9,000	2,423	14,994	167%	16,901
Bookstore	6,839,700	95,375	4,804,811	70%	4,595,125
Dining Services	2,546,000	242,652	1,470,387	58%	648,361
The Market	-	-	- *	0%	197,030
Vending	-	-	- *	0%	64,156
Hiersteiner Center	1,123,435	82,383	643,533	57%	381,996
HVAC Auxiliary & Auto Technology Project	2,000	-	-	0%	-
Dental Hygiene	1,500	596	1,370	91%	298
Hospitality Management & Pastry Program	57,500	7,519	36,464	63%	21,841
Café Tempo	-	-	- *	0%	-
Campus Farm	16,000	-	13,791	86%	12,401
Investment Income	15,000	2,111	13,549	90%	4,938
TOTAL REVENUES	\$ 10,635,135	\$ 433,059	\$ 6,998,945	66%	\$ 5,943,046
EXPENSES					
Concessions	\$ 27,000	\$ -	\$ 772	3%	\$ -
Cosmetology	9,500	2,149	10,268	108%	8,554
Bookstore	6,777,985	872,778	4,603,815	68%	4,604,790
Dining Services	4,390,064	323,057	2,377,207	54%	1,586,407
The Market	-	-	- *	0%	317,133
Vending	-	-	- *	0%	21,770
Hiersteiner Center	1,843,853	159,131	1,104,189	60%	942,915
HVAC Auxiliary & Auto Technology Project	2,000	-	-	0%	613
Dental Hygiene	1,500	-	1,416	94%	708
Hospitality Management & Pastry Program	60,000	6,561	36,469	61%	11,632
Café Tempo	-	-	- *	0%	1,413
Campus Farm	16,000	1,117	7,026	44%	7,280
SUBTOTAL	\$ 13,127,903	\$ 1,364,793	\$ 8,141,161	62%	\$ 7,503,215
Other Auxiliary Services Expenses					
Auxiliary Construction	\$ 35,000	\$ -	\$ 2,347	7%	\$ 28,089
Director	53,300	138	434	1%	9,597
TOTAL EXPENSES	\$ 13,216,203	\$ 1,364,931	\$ 8,143,942	62%	\$ 7,540,900
Unencumbered Cash Rollforward:					
Beginning Balance			\$ 1,838,826		\$ 4,198,857
Revenues Over Expenses			(1,144,997)		(1,597,854)
Encumbrances & Other Activity			(118,524)		(101,028)
Ending Balance			<u>\$ 575,305</u>		<u>\$ 2,499,975</u>

*Activity has been combined into Dining Services in FY23.



**JOHNSON COUNTY COMMUNITY COLLEGE
TREASURER'S REPORT
FEBRUARY 28, 2023
66.7% OF FISCAL YEAR EXPIRED
AUXILIARY ENTERPRISE FUND - SCHEDULE 2**

	2022-2023 YEAR TO DATE NET	2021-2022 YEAR TO DATE NET	NET CHANGE FROM PRIOR YR
Concessions	\$ (726)	\$ -	\$ (726)
Cosmetology	4,725	8,347	(3,622)
Bookstore	200,996	(9,665)	210,661
Dining Services	(906,819)	(938,047)	31,227
The Market	- *	(120,103)	120,103
Vending	- *	42,386	(42,386)
Hiersteiner Center	(460,656)	(560,919)	100,263
HVAC Auxiliary & Auto Technology Project	-	(613)	613
Dental Hygiene	(45)	(410)	365
Hospitality Management & Pastry Program	(5)	10,208	(10,213)
Café Tempo	- *	(1,413)	1,413
Campus Farm	6,765	5,121	1,644
	<u>\$ (1,155,765)</u>	<u>\$ (1,565,106)</u>	<u>\$ 409,341</u>

*Activity has been combined into Dining Services in FY23.



**JOHNSON COUNTY COMMUNITY COLLEGE
TREASURER'S REPORT
FEBRUARY 28, 2023
66.7% OF FISCAL YEAR EXPIRED
PLANT & OTHER FUNDS**

	ADOPTED BUDGET 2022-2023	ACTIVITY THIS MONTH 2022-2023	ACTIVITY YEAR TO DATE 2022-2023	YTD AS % OF BUDGET	PRIOR YEAR ACTIVITY TO DATE
ARTS BUILDING CONSTRUCTION FUND					
Unencumbered Cash Rollforward:					
Balance Forward	\$ 1,140,023		\$ 1,140,023		\$ 1,431,548
TOTAL REVENUE	-	\$ -	-	0%	-
TOTAL EXPENSES	138,222	-	181,371	131%	29,569
Encumbrances & Other Activity			(958,652)		(290,384)
Ending Balance			<u>\$ -</u>		<u>\$ 1,111,595</u>
CAREER AND TECHNICAL EDUCATION CONSTRUCTION FUND					
Unencumbered Cash Rollforward:					
Balance Forward	\$ 1,579,304		\$ 1,579,304		\$ 1,735,610
TOTAL REVENUE	-	\$ -	-	0%	(104,990)
TOTAL EXPENSES	79,304	-	15,948	20%	1,614
Encumbrances & Other Activity			(1,563,356)		(30,392)
Ending Balance			<u>\$ -</u>		<u>\$ 1,598,614</u>
ATB RENOVATION FUND					
Unencumbered Cash Rollforward:					
Balance Forward	\$ 133,094		\$ 133,094		\$ 134,563
TOTAL REVENUE	-	\$ -	-	0%	-
TOTAL EXPENSES	133,094	-	-	0%	8,584
Encumbrances & Other Activity			(133,094)		7,087
Ending Balance			<u>\$ -</u>		<u>\$ 133,065</u>
OUTDOOR SITE & ATHLETIC IMPROVEMENT					
Unencumbered Cash Rollforward:					
Balance Forward	\$ 169,504		\$ 169,504		\$ (1,355)
TOTAL REVENUE	-	\$ -	2,400	0%	104,990
TOTAL EXPENSES	224,130	-	15,593	7%	235,919
Encumbrances & Other Activity			(156,310)		295,232
Ending Balance			<u>\$ -</u>		<u>\$ 162,948</u>
RESOURCE CENTERS BACKFILLS					
Unencumbered Cash Rollforward:					
Balance Forward	\$ 797,141		\$ 797,141		\$ 328,643
TOTAL REVENUE	-	\$ -	-	0%	-
TOTAL EXPENSES	497,141	-	-	0%	69,180
Encumbrances & Other Activity			(797,141)		66,225
Ending Balance			<u>\$ -</u>		<u>\$ 325,688</u>
PHASE 3 FACILITIES MASTER PLAN					
Unencumbered Cash Rollforward:					
Balance Forward	\$ 3,352,596		\$ 3,352,596		\$ 3,647,068
TOTAL REVENUE	-	\$ -	-	0%	-
TOTAL EXPENSES	6,443,989	76,540	264,450	4%	1,283,040
Encumbrances & Other Activity			(71,543)		869,798
Ending Balance			<u>\$ 3,016,603</u>		<u>\$ 3,233,827</u>



**JOHNSON COUNTY COMMUNITY COLLEGE
TREASURER'S REPORT
FEBRUARY 28, 2023
66.7% OF FISCAL YEAR EXPIRED
PLANT & OTHER FUNDS (CONTINUED)**

	ADOPTED BUDGET 2022-2023	ACTIVITY THIS MONTH 2022-2023	ACTIVITY YEAR TO DATE 2022-2023	YTD AS % OF BUDGET	PRIOR YEAR ACTIVITY TO DATE
REVENUE BOND DEBT SERVICE FUND					
Unencumbered Cash Rollforward:					
Balance Forward	\$ 1,730,697		\$ 1,730,697		\$ 1,907,507
TOTAL REVENUE	1,370,000	\$ 19,776	1,361,066	99%	1,353,024
TOTAL EXPENSES	1,705,300	-	1,570,648	92%	1,446,112
Encumbrances & Other Activity			-		-
Ending Balance			<u>\$ 1,521,115</u>		<u>\$ 1,814,419</u>
COMMONS (COM) & INDUSTRIAL TRAINING CENTER (ITC) REPAIR AND REPLACEMENT RESERVE FUNDS					
Unencumbered Cash Rollforward:					
Balance Forward	\$ 296,501		\$ 296,501		\$ 409,258
TOTAL REVENUE	150,000	\$ 12,498	99,987	67%	99,991
TOTAL EXPENSES	250,000	-	2,582	1%	13,215
Encumbrances & Other Activity			-		(249,525)
Ending Balance			<u>\$ 393,906</u>		<u>\$ 246,508</u>
CAPITAL OUTLAY					
Unencumbered Cash Rollforward:					
Balance Forward	\$ 6,930,271		\$ 6,930,271		\$ 6,800,139
TOTAL REVENUE	7,145,084	\$ 24,556	4,272,811	60%	3,890,712
TOTAL EXPENSES	6,238,974	115,246	239,000	4%	417,168
Encumbrances & Other Activity			(3,260,819)		(5,724,897)
Ending Balance			<u>\$ 7,703,263</u>		<u>\$ 4,548,786</u>
CAMPUS DEVELOPMENT FUND					
Unencumbered Cash Rollforward:					
Balance Forward	\$ 1,541,591		\$ 1,541,591		\$ 1,380,658
TOTAL REVENUE	816,000	\$ 11,866	816,746	100%	811,783
TOTAL EXPENSES	1,115,000	1,250	50,677	5%	27,820
Encumbrances & Other Activity			(17,200)		(397,188)
Ending Balance			<u>\$ 2,290,460</u>		<u>\$ 1,767,433</u>
ALL OTHER FUNDS					
Unencumbered Cash Rollforward:					
Balance Forward	\$ 1,075,357		\$ 1,075,357		\$ (4,761,718)
TOTAL REVENUE	29,682,252	\$ 6,273,216	20,308,624	68%	31,956,572
TOTAL EXPENSES	29,682,252	877,583	20,235,270	68%	32,946,234
Encumbrances & Other Activity			974,376		4,820,954
Ending Balance			<u>\$ 2,123,087</u>		<u>\$ (930,426)</u>
GRAND TOTAL ALL FUNDS					
Unencumbered Cash Rollforward:					
Balance Forward	\$ 145,168,117		\$ 145,168,117		\$ 145,911,195
TOTAL REVENUE	226,260,179	\$ 8,140,615	162,113,499	72%	167,509,616
TOTAL EXPENSES	245,082,997	17,074,851	152,622,155	62%	158,134,036
Encumbrances & Other Activity			(9,228,902)		(1,235,098)
Ending Balance			<u>\$ 145,430,560</u>		<u>\$ 154,051,677</u>



**JOHNSON COUNTY
COMMUNITY COLLEGE**

**JOHNSON COUNTY COMMUNITY COLLEGE
TREASURER'S REPORT
FEBRUARY 28, 2023
66.7% OF FISCAL YEAR EXPIRED
INVESTMENTS**

DESCRIPTION	DATE PURCHASED	DATE OF CALL/MATURITY	YIELD RATE	MATURED THIS MONTH	CURRENT INVESTMENTS
Commerce Bank CD	01/23/23	02/22/23	4.31%	\$ 7,000,000	
Federal Farm Credit Bank	03/04/21	03/01/23	0.14%		\$ 7,000,000
Commerce Bank CD	01/23/23	03/22/23	4.40%		5,000,000
Commerce Bank CD	03/25/21	03/22/23	0.15%		100,000
U.S. Treasury Note	01/21/22	04/15/23	0.67%		5,000,000
U.S. Treasury Note	04/30/21	04/30/23	0.15%		3,805,000
U.S. Treasury Note	05/07/21	04/30/23	0.14%		4,400,000
Commerce Bank CD	01/23/23	05/10/23	4.51%		7,000,000
U.S. Treasury Note	01/21/22	05/15/23	0.72%		5,000,000
U.S. Treasury Note	06/08/21	05/31/23	0.13%		5,000,000
U.S. Treasury Note	06/15/21	06/15/23	0.13%		5,000,000
U.S. Treasury Note	01/21/22	06/15/23	0.77%		5,000,000
U.S. Treasury Bill	12/29/22	06/29/23	4.45%		8,158,000
U.S. Treasury Note	01/21/22	07/15/23	0.81%		5,000,000
U.S. Treasury Bill	01/19/23	07/20/23	4.53%		7,160,000
U.S. Treasury Note	01/21/22	08/15/23	0.85%		5,000,000
U.S. Treasury Note	01/23/23	08/31/23	4.50%		5,000,000
U.S. Treasury Note	01/21/22	09/15/23	0.88%		5,000,000
U.S. Treasury Note	01/23/23	09/30/23	4.54%		5,143,000
U.S. Treasury Note	01/21/22	10/15/23	0.91%		5,160,000
U.S. Treasury Note	01/23/23	10/31/23	4.52%		5,155,000
U.S. Treasury Note	01/31/22	11/15/23	1.03%		2,635,000
U.S. Treasury Note	02/09/22	11/15/23	1.20%		5,000,000
U.S. Treasury Note	06/03/22	11/30/23	2.32%		3,150,000
U.S. Treasury Note	06/03/22	12/15/23	2.36%		3,150,000
U.S. Treasury Note	01/23/23	12/15/23	4.51%		8,530,000
U.S. Treasury Note	06/03/22	12/31/23	2.37%		3,150,000
U.S. Treasury Note	06/03/22	01/15/24	2.39%		3,150,000
U.S. Treasury Note	06/03/22	01/31/24	2.41%		3,150,000
U.S. Treasury Note	06/03/22	02/15/24	2.42%		3,150,000
U.S. Treasury Note	06/03/22	02/29/24	2.43%		3,150,000
U.S. Treasury Note	06/03/22	03/15/24	2.46%		3,150,000
U.S. Treasury Note	06/03/22	03/31/24	2.47%		3,150,000
U.S. Treasury Note	04/14/22	04/15/24	0.38%		5,200,000
U.S. Treasury Note	06/03/22	04/30/24	2.50%		3,870,000
U.S. Treasury Note	06/03/22	05/15/24	2.53%		3,150,000
U.S. Treasury Note	06/03/22	05/31/24	2.55%		3,150,000
U.S. Treasury Note	08/15/22	06/30/24	3.05%		2,250,000
		TOTAL			165,216,000
Municipal Investment Pool: (MIP) Daily Rate	02/01/23	02/28/23	3.19%		2,021,134
		GRAND TOTAL			\$ 167,237,134

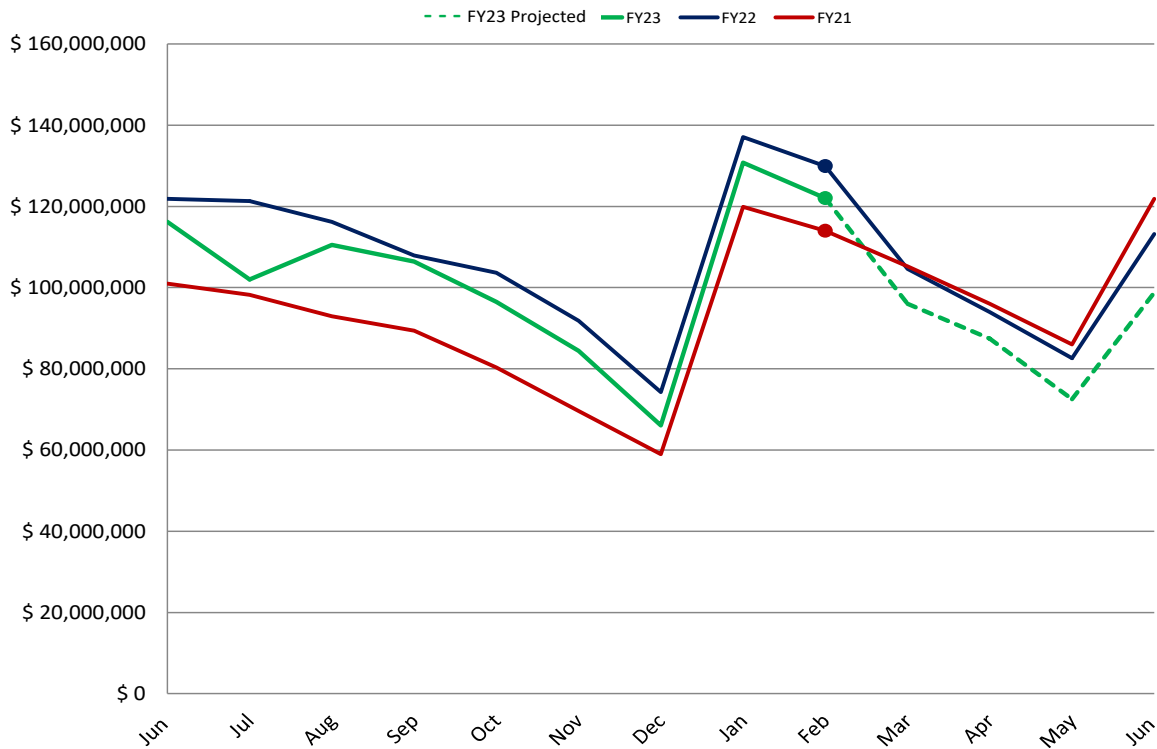


**JOHNSON COUNTY
COMMUNITY COLLEGE**

**JOHNSON COUNTY COMMUNITY COLLEGE
TREASURER'S REPORT
FEBRUARY 28, 2023
66.7% OF FISCAL YEAR EXPIRED
CASH AND POOLED INVESTMENT ANALYSIS**

FUND	BOOK BALANCE	OUTSTANDING COMMITMENTS	UNENCUMBERED BALANCE	PRIOR YEAR UNENCUMBERED BALANCE
General & PTE Funds	\$ 152,068,616	\$ 30,058,536	\$ 122,010,080	\$ 129,919,956
Adult Supplementary Education Fund	1,900,957	1,144,238	756,719	2,337,988
Student Activity Fund	1,630,293	213,467	1,416,826	1,770,606
Motorcycle Driver Safety Fund	1,251,229	-	1,251,229	1,137,522
Truck Driver Training Fund	1,295,720	89,884	1,205,836	981,510
Auxiliary Enterprise Funds	1,025,482	450,177	575,305	2,499,975
Revenue Bond Debt Service Fund	1,561,953	40,838	1,521,115	1,814,419
COM & ITC Repair and Replacement Reserve Funds	393,906	-	393,906	246,508
Capital Outlay Funds	11,926,833	4,223,570	7,703,263	4,548,786
Campus Development Fund	2,398,118	107,657	2,290,460	1,767,433
Special Assessments Fund	1,454,140	288,009	1,166,131	1,391,666
All Other Funds	5,462,538	3,339,451	2,123,087	(930,426)
TOTAL	\$ 182,369,784	\$ 39,955,827	\$ 142,413,957	\$ 147,485,941

**General/Post-Secondary Technical Education (PTE) Funds
Unencumbered Cash 3 Yr Monthly Trend**



The line chart shows the unencumbered cash balances in the General Fund throughout the year for the last three years. For February, the ending balances were approximately \$122 million for 2023, \$130 million for 2022, and \$114 million for 2021. The estimated fiscal year 2023 ending balance is \$99 million.



**JOHNSON COUNTY COMMUNITY COLLEGE
TREASURER'S REPORT
FEBRUARY 28, 2023
66.7% OF FISCAL YEAR EXPIRED
FOUNDATION**

	ACTIVITY YEAR TO DATE FEBRUARY 28, 2023	PRIOR YEAR ACTIVITY TO DATE	\$	CHANGE	CHANGE	%
FOUNDATION						
Contribution Income	\$ 4,322,751	\$ 1,620,763				
Event Revenue	359,584	156,351				
Investment Income	455,442	2,025,322				
Other Revenue	40,550	12,436				
TOTAL REVENUE	<u>\$ 5,178,327</u>	<u>\$ 3,814,872</u>	\$	1,363,456		35.7 %
Student Assistance	\$ 22,882	\$ 11,329				
Program Support	556,118	213,019				
Project Support	1,967	1,308				
Campus Support	40,494	48,935				
Programming Expenses	137,457	247,283				
General & Administrative Expenses	314,878	172,037				
TOTAL EXPENSES	<u>\$ 1,073,796</u>	<u>\$ 693,910</u>	\$	379,886		54.7 %
Balance Forward	\$ 41,036,734	\$ 46,612,907				
Revenues Over Expenses	4,104,531	3,120,961				
Ending Balance	<u>\$ 45,141,265</u>	<u>\$ 49,733,868</u>	\$	(4,592,603)		(9.2) %

JOHNSON COUNTY COMMUNITY COLLEGE
OFFICE OF THE PRESIDENT

April 6, 2023

CASH DISBURSEMENT SUMMARY

REPORT:

This Cash Disbursement Summary Report includes the weekly totals for accounts payable, tuition refunds, and financial aid disbursements. Supplement A to the April 20, 2023 Board Packet includes the detailed individual disbursement information.

<u>Date</u>	<u>Control Number</u>		<u>Amount</u>
Accounts Payable Disbursements			
3/03/2023	00713591 - 00713672	AP	344,804.20
3/03/2023	!0044939 - !0044991	ACH	276,577.09
3/10/2023	00713673 - 00713815	AP	301,497.99
3/10/2023	!0044992 - !0045054	ACH	2,289,369.25
3/10/2023	J0218342	P-Card ACH	178,511.11
3/17/2023	00713816 - 00713890	AP	187,803.27
3/17/2023	!0045055 - !0045104	ACH	229,625.26
3/24/2023	00713891 - 00713989	AP	209,373.58
3/24/2023	!0045105 - !0045160	ACH	2,411,081.52
3/24/2023	J0218404	P-Card ACH	196,213.03
3/27/2023	W0000222	WIRE	1,628,026.63
3/31/2023	00713990 - 00714072	AP	360,982.35
3/31/2023	!0045161 - !0045205	ACH	252,778.53
3/31/2023	J0218441	P-Card ACH	181,696.99
			\$9,048,340.80

Tuition Refunds and Financial Aid Disbursements

03/03/23	10190829 - 10190853	18,349.15
03/10/23	10190854 - 10190871	15,102.36
03/17/23	10190872 - 10190889	12,449.58
03/24/23	10190890 - 10190927	31,169.51
03/31/23	10190928 - 10190980	39,556.97
3/01/2023-3/31/2023	Refund ACH	796,895.47
		<hr/>
		\$913,523.04
		<hr/>
Total Cash Disbursements		<u><u>\$9,961,863.84</u></u>

RECOMMENDATION:

It is the recommendation of the college administration that the Board of Trustees ratify the total cash disbursements as listed above and as contained in the supplement, for the total amount of \$9,961,863.84.

Janelle Vogler
Vice President and Chief Financial Officer

Rachel Lierz
Executive Vice President
Finance & Administrative Services

Andrew W. Bowne
President

JOHNSON COUNTY COMMUNITY COLLEGE
OFFICE OF THE PRESIDENT

April 20, 2023

GRANTS, CONTRACTS AND AWARDS

REPORT:

The following grants and contracts have been approved for funding.

1. Kansas City Regional COVID-19 Response and Recovery Fund - Digital Equity Project
Funding Agency: Greater Kansas City Community Foundation / Mid-America Regional Council
Purpose: To purchase Chromebooks for use by Johnson County Adult Education (JCAE) students.
Duration: April 5, 2023 – December 31, 2023
Grant Administrator: Kayla Harrity
Amount Funded: \$35,000
JCCC Match: - 0 -
Applicant: JCCC
2. Kansas City Irish Fest Grant
Funding Agency: Kansas City Irish Fest
Purpose: To cover costs associated with the presentation of “Danu – St. Patrick’s Celebration,” being held at the Midwest Trust Center at Johnson County Community College on Friday, March 10, 2023.
Duration: March 9, 2023 – October 31, 2023
Grant Administrator: Stacie McDaniel
Amount Funded: \$2,000
JCCC Match: - 0 -
Applicant: JCCC Foundation

The following grants have been submitted on behalf of the college.

1. Kansas Nursing Initiative Grant FY23
Funding Agency: Kansas Board of Regents
Purpose: To support faculty professional development and purchase one new Gaumard Mannikin for the Zamierowski Family Center for Healthcare Simulation.

Duration: July 1, 2023 – June 30, 2024
Grant Administrator: Karen LaMartina
Amount Requested: \$65,543
JCCC Match: \$65,543 (\$3,562 cash; \$61,981 In-kind)
Applicant: JCCC

2. Representative Sharice Davids – Community Project Funding
Funding Agency: TBD (if awarded, will be assigned to a federal agency)
Purpose: To purchase two (2) marked cars and one (1) unmarked car for the Johnson County Regional Police Academy at Johnson County Community College.
Duration: 1 year
Grant Administrator: Sonta Wilburn
Amount Requested: \$150,000
JCCC Match: -0-
Applicant: JCCC

3. Commercial Motor Vehicle (CMV) Operator Safety Training Grant
Funding Agency: U.S. Department of Transportation, Federal Motor Carrier Safety Administration
Purpose: To recruit and enroll in JCCC’s CDL program 20 veterans and/or their family members, as well as assist with job placement into a professional truck driving position during the grant period.
Duration: August 1, 2023 – September 30, 2025
Grant Administrator: Nicholas Gonzalez
Amount Requested: \$139,980
JCCC Match: -0-
Applicant: JCCC

4. Adult Education Workforce Innovation and Opportunity Act Grant FY24
Funding Agency: U.S. Department of Education / Kansas Board of Regents
Purpose: The grant funding supports services offered through Johnson County Adult Education (JCAE) / Continuing Education, including adult education, workplace and family literacy, English language acquisition, and workplace preparation.
Duration: July 1, 2023 – June 30, 2024
Grant Administrator: Janice Blansit
Amount Requested: \$759,793 (estimated)
JCCC Match: \$284,235 (estimated)
Applicant: JCCC

RECOMMENDATION:

It is the recommendation of the college administration that the Board of Trustees approve the acceptance of these grants and authorize expenditure of funds in accordance with the terms of the grants.

Katherine B. Allen
Vice President
College Advancement & Government Affairs

Andrew W. Bowne
President

AFFILIATION, ARTICULATION AND REVERSE TRANSFER, COOPERATIVE AND OTHER AGREEMENTS

April 20, 2023

REPORT:

The following agreements are intended to establish contractual relationships between JCCC and other organizations but are not processed by the procurement department and/or do not involve a payment by JCCC. They are categorized below as either Affiliation Agreements, Articulation and Reverse Transfer Agreements, Cooperative Agreements, or Other Agreements.

OTHER AGREEMENTS

(Other contractual relationships that do not involve a payment and/or are not processed by the procurement department)

Organization/ Individual	Program(s)	Credit/CE	New/Renewal and Term	Financial Impact/Additional Information
Union Pacific Railroad Company	CDL-A Training	CE	New	Contract for JCCC to provide CDL-A training to up to 32 railroad employees each month. Revenue varies based on number of students enrolled.
Shawnee Mission Medical Center d/b/a AdventHealth Shawnee Mission	Respiratory Care	Credit	New	No financial impact.

RECOMMENDATION:

It is the recommendation of the college administration to authorize the College to enter into agreements as set forth above.

Elisa Waldman
Vice President Workforce Development
and Continuing Education

L. Michael McCloud
Executive Vice President/
Chief Academic Officer

Andrew W. Bowne
President

JOHNSON COUNTY COMMUNITY COLLEGE
OFFICE OF THE PRESIDENT

April 20, 2023

2024-2025 ACADEMIC CALENDAR

REPORT:

As directed by the Memorandum of Agreement between the Faculty Association and the Board of Trustees, a calendar committee was formed and is recommending the academic calendar for 2024-25 as shown on the following pages. This calendar shell is recommended to be approved to allow advance planning for curriculum development, administrative coordination or state and federal legislation.

Some dates may be revisited due to contract negotiations, area school district schedule adjustments, curricular changes, or future unforeseen needs.

RECOMMENDATION:

It is the recommendation of the college administration and the Faculty Association that the Board of Trustees approve the 2024-25 academic calendar as shown subsequently in the board packet.

L. Michael McCloud
Executive Vice President/
Chief Academic Officer

Andrew W. Bowne
President

ACADEMIC CALENDAR 2024-25

FALL SEMESTER 2024

August	5	Monday	Staff on 10-month contract return.
	19	Monday	Staff on 9-month contract return.
	19 23	Monday - Friday	Professional Learning Days for faculty. College offices open.
	26	Monday	First day of the fall semester.
September	2	Monday	Labor Day Holiday. Classes not in session. College offices closed.
November	15	Friday	Last day to request a pass/fail grade option or to withdraw with a "W" from a fall full semester course.
	27 29	Wednesday - Friday	Thanksgiving Day Holiday. Classes not in session. College offices closed.
December	8	Sunday	Last day fall classes.
	9	Monday	Stop Day. No classes held. College offices open. Final exams for evening classes only.
	10 16	Tuesday - Monday	Scheduled final exams.
	16	Monday	Last day of fall semester.
	16 20	Monday - Friday	In-service days. College offices open.
	17	Tuesday	Grades entered online by professors by 5:00 p.m.
	20	Friday	Last day for staff on 9 and 10-month contract.
January	24 1	Tuesday- Wednesday	Winter Break. College offices closed.

WINTER SESSION

December	16	Monday	First day of winter session credit classes.
January	24 1	Tuesday - Wednesday	Winter Break. College offices closed.
	2	Thursday	Last day to request a pass/fail grade option or to withdraw with a

"W" from a winter session course.

- 10 Friday Last day of winter session.
- 13 Monday Grades entered online by professors by 5:00 p.m.

SPRING SEMESTER 2025

- January 2 Thursday Staff on 10-month contract return.
- 14 Tuesday Staff on 9-month contract return.
- 14 Tuesday - 17 Friday Professional Learning Days for faculty. College offices open.
- 20 Monday Martin Luther King, Jr. Day. College offices closed.
- 21 Tuesday First day of spring semester.
- March 17 Monday - 23 Sunday Spring Break. Classes not in session. College offices open, Monday through Friday.
- April 15 Tuesday Last day to request a pass/fail grade option or to withdraw with a "W" from a spring full semester course.
- May 11 Sunday Last day of spring classes.
- 12 Monday Stop Day. No classes held. College offices open. Final exams for Monday evening classes only.
- 13 Tuesday - 19 Monday Scheduled final exams.
- 19 Monday Last day of spring semester.
- 19 Monday - 23 Friday In-service days. College offices open.
- 20 Tuesday Grades entered online by professors by 5:00 p.m.
- 23 Friday Commencement. Last day for staff on 9-month contract.
- 26 Monday Memorial Day Holiday. College offices closed.
- 30 Friday Last day for staff on 10-month contract.

SUMMER 2025

June	2	Monday	First day of 8-week courses and first 4-week courses of summer session.
June	26	Thursday	Last day of first 4-week courses of summer session. Final exams are held on the last day of each course unless otherwise specified by the instructor. *
	30	Monday	First day of second 4-week courses of summer session.
July	4	Friday	Independence Day Holiday. College offices closed.
	15	Tuesday	Last day to request a pass/fail grade option or to withdraw with a "W" from a summer 8-week course.
July	24	Thursday	Last day of 8-week courses and second 4-week courses of summer session. Final exams are held on the last day of each course unless otherwise specified by the instructor. *
	28	Monday	Grades entered online by professors by 5:00 p.m.

* Due to the length of the final exam for some courses, students may be required to attend class on the Friday following the last day of the session to take their final exam.

Additional Notation:

During the 2024-25 academic year, there are 5 curriculum development days not denoted above.

JOHNSON COUNTY COMMUNITY COLLEGE
OFFICE OF THE PRESIDENT

April 20, 2023

TRANSFER TO JCCC FOUNDATION TRIBUTE FUND

REPORT:

Nancy Schneider Wilson is retiring from the college. She has requested that in lieu of a retirement gift, the \$150 designated for this gift be donated to the JCCC Foundation student scholarship fund. Ms. Schneider Wilson's funds will go to the Kenny Walker Scholarship.

RECOMMENDATION:

It is the recommendation of the college administration that the Board of Trustees authorize the transfer of \$150 from the general fund to the JCCC Foundation student scholarship fund in honor of Nancy Schneider Wilson.

Colleen Chandler
Vice President, Human Resources

Andrew W. Bowne
President

JOHNSON COUNTY COMMUNITY COLLEGE
OFFICE OF THE PRESIDENT

April 20, 2023

HUMAN RESOURCES

1. Retirement

MARC BOUTON, Maintenance Supervisor, Operations, effective June 30, 2023.

RECOMMENDATION:

It is the recommendation of the college administration that the Board of Trustees approve the above-listed retirement.

2. 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

RECOMMENDATION:

It is the recommendation of the college administration that the Board of Trustees approve the above-listed separations.

3. Contract Non-renewals

Shannon Lueker	RR Welding Trainer
Tyler Mangels	RR Welding Trainer
Leavon Thomas	RR Welding Trainer
Darrell Wapp	RR Welding Trainer

Wendell Smith
Britton Hill
Scott Craig

Automotive Trainer
Assistant Professor Automotive Tech
Professor EMS Simulation

RECOMMENDATION:

It is the recommendation of the college administration that the Board of Trustees approve the above-listed contract non-renewals.

Colleen Chandler
Vice President, Human Resources

Andrew W. Bowne
President

JOHNSON COUNTY COMMUNITY COLLEGE
OFFICE OF THE PRESIDENT

April 20, 2023

HUMAN RESOURCES ADDENDUM

1. Separations

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

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

RECOMMENDATION:

It is the recommendation of the college administration that the Board of Trustees approve the above-listed separations.

Colleen Chandler
Vice President, Human Resources

Andrew W. Bowne
President