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

A meeting of the Board of Trustees of Johnson County Community College was called to order by the Chair on March 13, 2014, at 5:00 p.m. in the Hugh W. Speer Board Room, 137 General Education Building, on the JCCC campus, 12345 College Boulevard, Overland Park, Kansas.

**Trustees** Present: Jerry Cook, Chair
Greg Musil, Vice Chair
David Lindstrom, Treasurer
Stephanie Sharp, Secretary
Lee Cross, Trustee
Bob Drummond, Trustee

Absent: Jon Stewart, Trustee

**Staff**
Joe Sopcich, President

Andy Anderson, Vice President, Academic Affairs/CAO
Molly Baumgardner, Coordinator, Journalism/Media Comm.
Emily Behrmann, General Manager, Performing Arts
Melodee Blobaum, Internal Com. Writer/Editor, College Info.
Mitch Borchers, Associate Vice President, Business Services
Andrea Broomfield, Professor, English
Vincent Clark, Professor/Chair, History & Political Science
Stephen Cook, Campus Ledger
Corbin Crable, Journalism Coordinator, Instructor
Dennis Day, Vice President, Student Success/Engagement
Yvonne DeMaranville, Adm. Assistant, President’s Office
Judy Korb, Executive Vice President, Instruction & Operations
Barbara Larson, Executive Vice President, Finance & Admin Srvc.
Denise Moore, Vice President, Information Services/CIO
Mary Nero, Associate Counsel, Policy/Compliance
Ron Palcic, Professor, Mathematics
Don Perkins, Associate Vice President, Financial Services/CFO
Susan Rider, Director, Accounting Services & Grants
Patrick Rossol-Allison, Exec. Dir., Institutional Effect, Plng/Res
Jessica Skaggs, Campus Ledger
Adrian Swan, Manager, Multimedia Services
Valerie Velikaya, Campus Ledger
Janelle Vogler, Executive Director, Audit/Advisory Services
Tanya Wilson, General Counsel  
Chris Worthington, Senior Buyer, Procurement Services

Students:  
William Noah McCoy  
Jill McMahan  
Jeffery Redmond  
Elliot Rogers  
Irwin Waxman

Visitors:  
Dick Carter  
David Flora

QUORUM  
Dr. Cook announced the presence of a quorum, with six board members present.

PLEDGE OF ALLEGIANCE  
Dr. Cook led the Board of Trustees and other meeting participants in the reciting of the Pledge of Allegiance.

OPEN FORUM  
Dr. Cook noted there were no requests from the audience to address the board.

RECOGNITION  
Dr. Cook stated that the College celebrated the life of former Trustee Virginia Krebs on Saturday, March 8. Mr. Lindstrom noted that it was his honor to attend the memorial service. He recognized and thanked Ms. Sharp for representing the College and the Board of Trustees as one of the keynote speakers.

STUDENT SENATE REPORT  
Student Senate President Elliot Rogers reported on recent student senate meetings which featured the following speakers:

- Kate Allen discussed the JCCC Foundation and answered students’ questions.
- Sheri Barrett and Alicia Bredehoeft presented the most recent draft of the College’s Mission, Vision and Values as developed by the strategic planning taskforce.
- Shannon Ford shared the possible implementation of Office 365 software. Student Senate may become part of a beta testing program for this initiative.

Mr. Rogers stated that the rules and conduct committee has presented the first set of committee-defining bylaws votes. Plans are to have bylaws completed for each standing committee within the
next few weeks.

Elections for the new student senate executive board will be held April 8, 9, and 10.

COLLEGE LOBBYIST REPORT

Mr. Carter shared information from the monthly legislative update report with the Board of Trustees.

COMMITTEE REPORTS AND RECOMMENDATIONS

Mr. Musil reviewed items from the March 5, 2014 Management Committee meeting. Minutes from this meeting will be included in the April 17, 2014 Board Packet.

Following discussion, upon motion by Mr. Musil, seconded by Mr. Lindstrom, which motion unanimously carried, the Board of Trustees accepted the recommendation of the College administration to approve amendments to Cost Per Credit Hour Policy, 212.02, and Deferred Payment Plan Policy, 212.06, as shown on Attachment A, which hereby become a part of these minutes.

Following discussion, upon motion by Mr. Musil, seconded by Mr. Lindstrom, which motion carried by a vote of 5-1, with Mr. Cross voting against, the Board of Trustees accepted the recommendation of the College administration to approve the revisions to the Use of Technology and Communication Systems Policy, 510.00, as shown on Attachment B, which hereby becomes a part of these minutes.

Following discussion, upon motion by Mr. Musil, seconded by Mr. Lindstrom, which motion unanimously carried, the Board of Trustees accepted the recommendation of the College administration to approve the following:

- Renewal of the annual contracts for on-call architectural services with HMN Architects and PGAV Architects, at a total annual expenditure not to exceed $175,000.00.
- Renewal of the annual contracts for on-call carpentry
labor services with Lytle Construction, Inc., and KES Construction, LLC, at a total annual expenditure not to exceed $75,000.00.

- Renewal of the annual contracts for on-call civil engineering services with Kaw Valley Engineering, Inc., and Payne & Brockway, P.A., at a total annual expenditure not to exceed $50,000.00.

- Renewal of the annual contracts for on-call codes consulting and building inspections with FSC, Inc. and Thacker & Associates LLC, at a total annual expenditure not to exceed $35,000.00.

- Renewal of the annual contracts for on-call electrical repairs and installation services with Heritage Electric, LLC and Mark One Electric Company, Inc., at a total annual expenditure not to exceed $125,000.00.

- Renewal of the annual contracts for on-call landscape architect and design consulting services with Jeffery L. Bruce & Company and Landplan Engineering, PA, at a total annual expenditure not to exceed $35,000.00.

- Renewal of the annual contracts for on-call MEP engineering services with The Clark Enersen Partners and Lankford and Associates, at a total annual expenditure not to exceed $125,000.00.

- Renewal of the annual contracts for on-call structural engineering services with Bob D. Campbell & Company and Walter P. Moore, at a total annual expenditure not to exceed $35,000.00.

- Contract for on-call masonry inspection and design consulting services at a total annual expenditure not to exceed $75,000.00.

Following discussion, upon motion by Mr. Musil, seconded by Mr. Lindstrom, which motion unanimously carried, the Board of Trustees accepted the administration’s recommendation to extend the Kings Cove lease agreement on a month to month basis for two additional months terminating on May 31, 2014, at a rate of $13.25/sq. foot based on 9,037 billable square feet (9,393 occupied sq. footage) for a monthly total of $9,978.35 for the duration of the extended two month lease.
Following discussion, upon motion by Mr. Musil, seconded by Mr. Lindstrom, which motion unanimously carried, the Board of Trustees approved the execution of a Memorandum of Understanding between JCCC and KU for the College to provide connectivity to KU to the KanREN network in exchange for monthly payments by KU to cover KU’s usage of JCCC’s KanREN connectivity services.

Learning Quality Committee

Mr. Lindstrom reviewed items from the March 3, 2014 Learning Quality Committee meeting.

Following discussion, upon motion by Mr. Lindstrom, seconded by Mr. Cross, which motion unanimously carried, the Board of Trustees accepted the administration’s recommendation to allow contract negotiations for groups to perform in the Carlsen Center during the 2014-2015 academic year.

Following discussion, upon motion by Mr. Lindstrom, seconded by Mr. Cross, which motion unanimously carried, the Board of Trustees accepted the recommendation of the College administration to approve amendments to the Credit Admission Policy, 310.01; Continuing Education Admission Policy, 310.02; International Students Admission Policy, 310.03; and the deletion/transfer of the remaining admission Policies, as shown on Attachment C, which hereby become a part of these minutes.

Human Resources Committee

Dr. Drummond reviewed items from the March 6, 2014 Human Resources Committee meeting.

Following discussion, upon motion by Dr. Drummond, seconded by Ms. Sharp, which motion unanimously carried, the Board of Trustees accepted the recommendation of the College administration to approve the following:

- Authorize the president to negotiate a contract subject to review by college counsel, for the following provisions of employee group dental coverage: CDC managed care dental insurance with CIGNA HealthCare for a period beginning June 1, 2014 through May 31, 2015. The monthly subscriber rates for the CIGNA CDC Dental plan are $25.97 (single), $52.68 (employee and one dependent),
and $81.17 (family). The contract is renewable for two (2) additional years, in one-year increments, upon the approval of both parties. These rates represent a 3% reduction in premiums and changes to plan design as enumerated in CIGNA’s “F1-09 Patient Charge Schedule” specific to this coverage. PPO dental insurance with Delta Dental for a period beginning June 1, 2014 through May 31, 2015. The monthly subscriber rates for the Delta Dental plan are $33.05 (single), $65.17 (employee and one dependent), and $115.77 (family). The contract is renewable for two (2) additional years, in one-year increments, upon the approval of both parties. These rates represent a 0% increase in premiums.

- Authorize the president to negotiate a contract, subject to review by college counsel, for the provision of the employee group life insurance with The Standard for the period June 1, 2014 through May 31, 2015. The monthly rates for The Standard insurance plan are $.14/per$1,000 of insurance for Basic Life, $.22/per $1,000 of insurance for Optional Life, $.02/per$1,000 of insurance for Basic and Optional AD&D; and for Dependent Life insurance at a monthly subscriber premium not to exceed $6.82 per month. These rates represent a 0% increase and no plan design changes.

- Authorize the president to negotiate a contract, subject to review by college counsel, for the provision of the short-term disability insurance with The Standard for the period June 1, 2014 through May 31, 2015. The monthly rate for The Standard short-term disability coverage is $0.10 per $10 benefit. These rates represent a 0% increase and no plan design changes.

- Authorize the president to negotiate a contract, subject to review by college counsel, for the provision of the employee group vision insurance with VSP for the period June 1, 2014 through May 31, 2015. The monthly subscriber rates for the VSP plan are $15.26 (single), $22.28 (employee and one dependent) and $39.98 (family). These rates represent less than a 1% decrease from the 2013/2014 benefit plan year cost.

- Approve the renewal of the benefits consulting agreement
with Holmes Murphy & Associates, Inc. at a total expenditure not to exceed $39,200.00.

- Authorize the president to negotiate a contract, subject to review by college counsel, for the provision of flexible benefit administration with ASI Flex for the period beginning June 1, 2014 through May 31, 2015 at a total expenditure not to exceed $17,000. These fees represent an approximate 16% reduction from the 2013/2014 benefit plan year cost.

- Approve the renewal of the employee assistance plan administration contract with Saint Luke’s Hospital of Kansas City at a total expenditure not to exceed $50,000.00 for the period August 1, 2014 through July 31, 2015.

- Authorize a flex credit amount of $1,108.94 per member per month per full-time position, where the member has a benefit eligibility date prior to June 1, 2014 and elects to participate in the flex credit program, to be used to purchase benefits within the flex benefit plan. This represents a 0% increase in fixed flex credit funding for the period June 1, 2014 through May 31, 2015.

- Authorize a contribution for benefit-eligible staff members to their individual 403(b) account, for the period June 1, 2014 through May 31, 2015:
  - Equal to 7% of a benefit-eligible staff members’ base salary for each full-time position:
    1. With a benefit eligible date prior to June 1, 2014, and
    2. The member elects to participate in the flex credit funding program; or
  - Equal to 8% of a benefit-eligible staff members’ base salary for each full-time position:
    1. With a benefit eligible date on or after June 1, 2014; or
    2. With a benefit eligible date prior to June 1, 2014 and the member has irrevocably elected to no longer participate in the flex credit funding program.

- Authorize the president to negotiate a contract, subject to review by college counsel, for the provision of the
employee group medical insurance with BSBCKC for the period June 1, 2014 through May 31, 2015. The monthly subscriber rates for the BCBSKC HMO are not to exceed $624.08 (Employee), $1,144.27 (Employee +1), and $1,538.80 (Family). The monthly subscriber rates applicable to the BCBSKC PPO are not to exceed $617.89 (Employee), $1,132.92 (Employee +1), and $1,553.22 (Family). The monthly subscriber rates for the BCBSKC HDHP are not to exceed $555.01 (Employee), $1,017.62 (Employee +1), and $1,395.13 (Family). These rates represent an increase of 4.6% to 7.5% based upon option elected from the 2013/2014 benefit plan year costs.

Collegial Steering Dr. Cook reviewed items from the March 4, 2014 Collegial Steering Committee meeting.

PRESIDENT’S RECOMMENDATIONS FOR ACTION

Treasurer’s Report Following discussion, upon motion by Mr. Lindstrom, seconded by Mr. Musil, which motion unanimously carried, the Board of Trustees accepted the recommendation of the College administration to approve the Treasurer’s Report for the month January 2014, subject to audit, as shown on Attachment D, which hereby becomes a part of these minutes.

Clinical Affiliate Agreements Following discussion, upon motion by Mr. Musil, seconded by Ms. Sharp, which motion unanimously carried, the Board of Trustees authorized the College to enter into an agreement with Benton House of Lee’s Summit, MO and Benton House of Shoal Creek, MO for the clinical experience, Dietary manager internship, for the period March 14, 2014 through June 30, 2014.

2015-16 Academic Calendar Revisions Following discussion, upon motion by Ms. Sharp, seconded by Mr. Musil, which motion unanimously carried, the Board of Trustees approved the 2015-16 academic calendar as amended, as shown on Attachment E, which hereby becomes a part of these minutes.
Following discussion, upon motion by Ms. Sharp, seconded by Mr. Cross, which motion unanimously carried, the Board of Trustees accepted the recommendation of the College administration to approve the 2016-17 academic calendar as shown on Attachment F, which hereby becomes a part of these minutes.

President’s Monthly Report to the Board

- Mr. Lindstrom reported that the subcommittee comprised of Dr. Drummond, Ms. Sharp and Mr. Lindstrom has finalized a set of written guidelines for trustee expense reimbursement.
- Dr. Sopcich presented the JCCC League for Innovation reaffirmation application publication.

Dr. Sopcich introduced the Cabinet Lightning Round:
Grant Leadership & Development – Dr. Korb:
- The grants department has submitted 37 grants year-to-date, compared to 38 for the entire previous year. Of the grants submitted thus far, 70% are new and 30% are recurring.

Administrative Services – Dr. Larson:
- Dr. Larson expressed her appreciation for and positive impressions of the college faculty, staff, and board of trustees.

Dr. Sopcich then provided an overview of the various college activities and accomplishments over the past 30 days, as well as upcoming events. Highlights include:
- Model United Nations Awards
- Horticulture Sciences Day
- “Timeless” Fashion Show
- Nerman Opening
- PTK Kansas regional convention
- Women’s basketball tournament
- Antiques Roadshow
- International Student Dinner
- Cohen Series – Tracy Lawrence performance

REPORTS FROM BOARD LIAISONS

Kansas Association of Community Colleges

Dr. Cook reported KACCT has not met since the last board meeting. The next meeting is scheduled for June 13-14 in Garden City,
Mr. Musil reported that JCERT has not met since the last board meeting. The next event is the Community Breakfast on April 22.

Ms. Sharp shared the following highlights of the Foundation Executive Board meeting held on March 11:

- The annual Employee Block Party will be held March 27.
- The eighth annual International Student Dinner will be held March 28.
- The recommendation for the 2014-2015 Foundation Board slate will be presented at the Foundation Directors meeting on March 25.
- The Foundation has announced that Dr. Gary Morsch, founder of Heart to Heart International, has been named the Johnson Countian of the Year for 2014.

Dr. Broomfield presented the Faculty Association report. Items and accomplishments highlighted include:

- Nine departments are currently engaged in program review, collecting data and completing reports.
- The new faculty evaluation process has been successfully rolled out.
- The Faculty Association has completed the disciplinary determinations.
- The faculty association negotiation team is working with college counsel to draft mutually agreeable language for the revision of Section 8 of the Master Agreement.

Following discussion, upon motion by Dr. Drummond, seconded by Mr. Musil, which motion unanimously carried, the Board of Trustees approved the consent agenda, including the Human Resources Addendum, as shown on Attachment G, which hereby becomes a part of these minutes. The consent agenda items included the following:

Minutes from the February 20, 2014, Board of Trustees meeting.

Ratified the total cash disbursements, as shown on Attachment H, which hereby becomes a part of these minutes, for the total
amount of $5,243,517.69.

**Curriculum**

Changes to the curriculum, as shown on Attachment I, which hereby becomes a part of these minutes.

**Grants, Contracts and Awards**

The acceptance of grants, as shown on Attachment J, which hereby becomes a part of these minutes, and the authorization to expend funds in accordance with the terms of the grants.

**Retirements**

Retirements as follows:

JANIE BEAN (KPERS), Dining Services Aide, Business Services, Finance and Administrative Services, effective April 30, 2014.

GLEN MOSER (JCCC/KPERS), Coach/Professor, Student Services and Success, Student Success and Engagement, Instruction and Operations, effective May 27, 2014.

**Resignations**

Resignations as follows:

NANCY CONROD, Communications Support Specialist, Marketing Communications, Instruction and Operations, effective March 3, 2014.

MARY JEAN BILLINGSLEY, Program Director, Learner Engagement Program Development, Learner Engagement and Success, Student Success and Engagement, Instruction and Operations, effective June 30, 2014.

**Separations**

Separations as follows:

ANDREW WHITAKER, Custodian, Campus Services, Finance and Administrative Services, effective February 17, 2014.

**Employment – Regular**

Regular employment in classifications indicated, as shown on Attachment K, which hereby becomes a part of these minutes.

**Employment – Temporary**

Temporary employment in classifications indicated, as shown on Attachment L, which hereby becomes a part of these minutes.
EXECUTIVE SESSION  At 6:41 p.m., upon motion by Mr. Musil, seconded by Mr. Lindstrom, which motion unanimously carried, the Board of Trustees agreed to recess to executive session to discuss personnel matters of nonelected personnel, in order to protect the privacy interests of the individual(s) to be discussed; and for the purpose of consultation with an attorney which would be deemed privileged in the attorney-client relationship, in order to protect the privilege and the Board’s communications with its attorney on legal matters, to return in 30 minutes. Invited to participate were Judy Korb, Barbara Larson, Mary Nero, Joe Sopcich and Tanya Wilson.

At 6:55 p.m., the meeting reconvened and the Chair announced that no action had taken place during executive session.

ADJOURNMENT  Upon motion by Mr. Musil, seconded by Dr. Drummond, which motion unanimously carried, the Board of Trustees meeting was adjourned at 6:56 p.m.

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Gerald L. Cook  
Chair

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Greg Musil  
Vice Chair