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 November 20, 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
                Jon Stewart, Trustee
                Lee Cross, Trustee
                Bob Drummond, Trustee

Staff Joe Sopcich, President

Michael Abell, Campus Ledger
Molly Baumgardner, Coordinator, Journalism/Media Comm.
Shawn Biggs, Assistant Professor, EMS
Mitch Borchers, Associate Vice President, Business Services
Becky Centlivre, Executive Director, Human Resources
Gary Cook, Director, Housekeeping Services/Haz Mat Control
Lenora Cook, Dean, Health Care, Professor/Wellness
Dennis Day, Vice President, Student Success/Engagement
Pat Decker, Associate Professor/Director, Honors
Ryan Darrow, Adjunct Assistant Professor
Janette Funaro, Professor/Chair, Foreign Language
Julie Haas, Associate Vice President, Marketing Communications
Melanie Harvey, Associate Professor, Science
Rex Hays, Associate Vice President, Campus SRVCS/Fac. Plng.
Nathaniel Jones, Sr Multimedia Eng. & Event Spec.
Judy Korb, Executive Vice President, Instruction & Operations
Barbara Larson, Executive Vice President, Financial & Administrative Services
Margaret LoGiudice, Director, Dental Hygiene
Denise Moore, Vice President, Information Services/CIO
Terry Murphy-Latta, Director, NARS
Ron Palcic, Professor, Mathematics
Don Perkins, Associate Vice President, Financial Services/CFO
Susan Rider, Director, Accounting Services & Grants
Dan Robles, Crime Prevention Officer
Board of Trustees
November 20, 2014
Page 2

Patrick Rossol-Allison, Executive Director, Institutional Effect, Plng/Res
John Russell, Professor/Chair, Library
Terri Schlicht, Executive Assistant to the President and Board
Janelle Vogler, Executive Director, Audit/Advisory Services
Sandra Warner, Deputy CIO/Director, ACS
Valerie Velikaya, Campus Ledger
Deb Williams, Associate Professor, Science
Tanya Wilson, General Counsel

Students
Scott Cline
Jason Curry
Grace Howerton
Courtney Hull
Shawn Joplin
Jeff Redmond
Johanna Van Holland

Visitors
Dick Carter
Ruth Randall
Robin Robles
Sonja Robles
Margaret Waterman

QUORUM
Dr. Cook announced the presence of a quorum, with seven 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.

AWARDS AND RECOGNITIONS
Shawn Biggs, Jason Curry, Ryan Darrow, Ryan Futrell, Dan Robles, and Steve Wnek – Certificate of Commendation for Meritorious Lifesaving Measures
Pat Decker – Phi Theta Kappa 5-year service pin

STUDENT SENATE REPORT
Student Senate President Jeff Redmond provided the student senate report with highlights of accomplishments/events during the past
month:

- The annual Trick or Treat event was very successful, with six student clubs participating.
- The PTK club has submitted a funding request to Student Senate for assistance in accreditation expenses.
- Kristy Howell, advisor to the student environmental alliance, educated the senate on sustainability department projects.
- The JCCC Gives program has received nominations of over twenty families to assist during the holiday season, and fundraising efforts are underway.

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

COMMITTEE REPORTS AND RECOMMENDATIONS

Audit Committee
Mr. Musil reviewed items from the November 4, 2014 Audit Committee meeting.

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 approve the audited financial statements for the year ended June 30, 2014.

Collegial Steering
Mr. Musil reviewed items from the November 11, 2014 Collegial Steering Committee meeting.

Human Resources Committee
Dr. Drummond reviewed items from the November 3, 2014 Human Resources Committee meeting.

Learning Quality Committee
Mr. Cross reviewed items from the November 3, 2014 Learning Quality Committee meeting.

Following discussion, upon motion by Mr. Cross, seconded by Mr. Lindstrom, which motion unanimously carried, the Board of Trustees accepted the recommendation of the college administration to approve the revisions to the Tobacco and
Smoke Free Campus Policy 428.01, as shown on Attachment A, which hereby becomes a part of these minutes.

Mr. Musil reviewed items from the November 5, 2014 Management Committee meeting.

Following discussion, upon motion by Mr. Musil, seconded by Dr. Drummond, which motion unanimously carried, the Board of Trustees accepted the recommendation of the college administration to approve the shared funding agreement between Johnson County Community College and participating high schools.

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 proposal of $289,790.00 from Zogo Technologies, LLC, for the purchase of an Enterprise Data Warehouse solution.

Following discussion, upon motion by Mr. Musil, seconded by Mr. Stewart, which motion unanimously carried, the Board of Trustees accepted the recommendation of the college administration to approve the low bid of $161,544.00 from Walsworth Publishing Company, Inc., for an annual price contract for printing of Continuing Education schedules.

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

Dr. Sopcich introduced the Cabinet Lightning Round:
Continuing Education:
Dr. Korb stated that revenue from Continuing Education reports significantly higher than projected, due in part to the college’s increased activity with BNSF.

In addition, Dr. Korb highlighted the success of a recent Microsoft Conference hosted by JCCC. Approximately 100 people attended the conference, with 35 companies represented. The participation of companies with whom we have not done business in the past will hopefully serve to enhance future connections with them.

Student Success & Engagement:
Dr. Day reported that November 10 marked the opening date of the new JCCC Veterans’ Resource Center. Community members and representatives from the different military service organizations visited throughout the day.

As part of a Federal compliance mandate, JCCC recently hosted the Bystander Training Conference, attended by over 200 people from 5 states. Coupled with this conference was the Heartland Safety Summit, attended by 230 people from 5 states.

Congratulations go to Dean Paul Kyle for his recent election as president of ACRAO (Association of College Registrars & Admissions Officers). He is only the fourth staff member of a community college to have been elected to this national position in over 100 years.

Special recognition goes to the JCCC women’s basketball team, with a current winning record of 7-0. The team has scored an average of 60 points per game more than their opponents thus far.

Finance & Administrative Services:
Dr. Larson provided information regarding an upcoming change in the shifts of our housekeeping staff. Beginning in January, all cleaning will be completed each day between 5:00 a.m. and midnight. Expected benefits from this change include greater communication, energy savings, and the opportunity for housekeeping staff to be included in daytime college activities.
Information Services:
Ms. Moore provided an update on the classroom emergency communication project. After discussion and research, the decision was made to extend the existing system Voiceover/IP to enable the placement of digital phones in the classrooms. Funding for this project came from the technology infrastructure system fee fund, and the project is approximately 95% complete.

Dr. Sopcich then highlighted the following topics:
- **Enrollment:** At this point, headcount for the spring semester is down by .4% (the equivalent of 35 students) and credit hours are down by .9%. This is an improvement over the previous spring semester’s decline of 4.8% total headcount and 6.5% on-campus headcount.
- **Treasurer’s Report:** After one quarter, total college revenue is up from the previous year by .7%, driven primarily by an increase in tuition cost. Total expenses are up 1.2%, driven by increased expenditures in current operating and capital items. Our salary and benefits expense has decreased by 1.5%.
- **Fundraising:** The Foundation reports that gross revenue from the two most recent fundraising events is $768,000, with a net of $580,000. The Some Enchanted Evening event netted over $400,000 for student scholarships.
- **Emergency Medical Science:** A ten-month placement survey has indicated that 19 of the 20 EMS graduates from 2013 are working as paramedics. The 2015 EMS Program has received 76 applicants for 24 available seats.
- **Continuing Education Enrollment:** In September 2,207 students enrolled in 188 non-credit classes, 45 students enrolled in 32 non-credit online classes, and 322 students enrolled in 31 non-credit CLEAR classes.
- **Police Department:** Since October 1, the department has received 1,188 calls for service.
- **Veterans Resource Center:** Special recognition goes to Kena Zumalt, Jon Bohlander, Paul Kyle and Dennis Day for their pursuit and advocacy of an expanded service space for JCCC students who are veterans.
REPORTS FROM
BOARD LIAISONS

Faculty Association  Mr. Palcic presented the Faculty Association report, with the following highlights:
- Three faculty members attended the Some Enchanted Evening event.
- The Faculty Association is working on a mechanism to provide more information to JCCC faculty and staff regarding the EthicsPoint hotline.
- The Olathe public school system has adopted the ALICE program as a result of the successful implementation of it at JCCC.
- The Faculty Association is once again hosting the end of the year celebration, which will be held December 5. This year, it will be a pot luck event to which all JCCC faculty members, staff, and trustees are invited. The money normally spent on food will be donated to the fund which has been set up for a JCCC faculty member in need of a heart transplant. Additional donations are welcomed.

Johnson County Research Triangle  Mr. Musil reported that JCERT will have a special meeting on November 24 to receive the final audit report. In addition, sales tax revenues continue to come in slightly ahead of last year.

KACCT  Dr. Cook reported that KACCT has not met since September. The next KACCT/COP meeting will be held at Fort Scott Community College on December 7-8. Dr. Cook, Mr. Musil and Dr. Sopcich will attend.

Dr. Drummond provided a summary on the annual ACCT conference held in Chicago October 22-25. Three themes were emphasized throughout the conference:
- Enhancing student success
- The relevance of community colleges in higher education
- Sustainability of community colleges as we move forward in the current educational and political environment

Dr. Drummond then brought forward several questions for the
Board of Trustees
November 20, 2014
Page 8

Board of Trustees to consider for future discussion.

In addition, Dr. Drummond stated that there is an opportunity for Dr. Cook to entertain the possibility of becoming a member of the National Board of ACCT, and encouraged Dr. Cook to do so.

Foundation

Ms. Sharp presented highlights of the Foundation report:

- The Foundation’s Annual Dinner was held on campus October 7 and was attended by more than 100 people.
- Beyond Bounds – Electric!, the art auction benefitting the Nerman Museum, took place on October 18 and drew about 600 people. Record-high gross proceeds were reached: $258,000 gross, sponsorships of more than $40,000 and net profit of $180,000.
- The 28th annual Some Enchanted Evening scholarship gala was held November 8, where Dr. Gary Morsch was honored as Johnson Countian of the Year. The gala raised more than $510,000 to support scholarships at JCCC.
- Congratulations to Foundation staff members Jo Ann Konecny, Joni Becker, and Sherry Buhler for their exceptional efforts to produce an outstanding audit result.

CONSENT AGENDA

Mr. Stewart asked that the retirement section, B1, be pulled for separate consideration. The Board acknowledged the retirement of Ms. Denise Moore, VP Info Services/CIO; the Board thanked Ms. Moore for her outstanding work and service to the College.

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

Minutes

Minutes from the October 16, 2014, Board of Trustees meeting.

Cash Disbursement Report

Ratified the total cash disbursements, as shown on Attachment D, which hereby becomes a part of these minutes, for the total amount of $4,992,355.72.
Grants, Contracts and Awards

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

Curriculum

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

Corrected Staffing Table

Corrected Staffing Table for Bargaining Unit Employees.

Resignations

Resignations as follows:

RYAN WING, Sr. Sustain Data/Resch Analyst, Campus Services, Finance and Administrative Services, effective October 31, 2014

CARRIE BROOKS, Administrative Assistant, Communications, Academic Affairs/Chief Academic Officer, effective January 5, 2015

MOLLY KHAN, College Archivist, Academic Affairs/Chief Academic Officer, Instruction and Operations, effective November 11, 2014

Separations

Separations as follows:

VICTORIA DOUGLAS, Research Analyst, Institutional Effectiveness, Instruction and Operations, effective December 1, 2014

Reassignments

Reassignments as follows:

JASON ARNETT, Supv., Catering, Business Services, Finance and Administrative Services at $20.47 to Supv., Coffee Bar Operations, Business Services, Finance and Administrative Services, effective October 27, 2014 at $20.47 per hour

CHANDRA RUSSELL, Admin. Asst./Acctg. Clerk, Financial Services, Finance and Administrative Services, at $41,739.12 to
Budget Coordinator, Financial Services, Finance and Administrative Services, effective December 1, 2014 at $52,810

Employment – Regular

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

Employment – Temporary

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

Extraordinary Leave of Absence

Extraordinary Leave of Absence as follows:

MOLLY BAUMGARDNER, Coor., Journalism/Media Communications, Academic Affairs, Instruction and Operations, has requested extraordinary unpaid leave (intermittent) between January 12, 2015 and May 15, 2015.

Additions or Changes To the FY2014-2015 Staffing Authorization Table for Full-Time Regular Staff

FROM: Connor Nyberg Interim Application Architect
TO: Connor Nyberg Application Architect

Retirements

Following discussion, upon motion by Dr. Drummond, seconded by Mr. Cross, which motion unanimously carried, the Board of Trustees approved the Retirements section of the Board packet, as shown on Attachment I, which hereby becomes a part of these minutes.

Retirements as follows:

DENISE MOORE, (KPERS), VP Info Services/CIO, Information Services, Finance and Administrative Services, effective January 30, 2015

GARY BOWYER, (KPERS), Custodian, Campus Services, Finance and Administrative Services, effective December 31, 2014

CATHERINE SAWYER, (JCCC/KPERS) Professor/Chair Reading, Academic Affairs/Chief Academic Officer, Instruction and Operations, effective May 28, 2015
REGINA DIXON, (KPERS) Accounting Specialist, Financial Services, Finance and Administrative Services, effective December 31, 2014

JANNA WILLNAUER, (JCCC/KPERS), Access Services Supervisor, Student Success and Engagement, Instruction and Operations, effective May 29, 2015

CARMALETTA WILLIAMS, (JCCC/KPERS), Professor English, Academic Affairs/Chief Academic Officer, Instruction and Operations, effective December 12, 2014

EXECUTIVE SESSION

At 7:00 p.m., upon motion by Mr. Musil, seconded by Mr. Stewart, which motion unanimously carried, the Board of Trustees agreed to recess to executive session for the purpose of consultations with the Board’s bargaining representation in employer-employee negotiations, to protect the public interest in negotiating a fair and equitable contract to return in 15 minutes. Invited to participate were Joe Sopcich, Terri Schlicht, Judy Korb, Barbara Larson, Becky Centlivre, Susan Rider and Tanya Wilson.

At 7:15 p.m., the meeting reconvened and the Chair announced that no action had taken place during executive session.

At 7:15 p.m., upon motion by Mr. Musil, seconded by Mr. Stewart, which motion unanimously carried, the Board of Trustees agreed to recess to executive session for the purpose of discussing personnel matters of nonelected personnel, in order to protect the privacy interests of the individual(s) to be discussed and for 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 20 minutes. Invited to participate were Joe Sopcich, Terri Schlicht, Judy Korb, Barbara Larson, Don Perkins and Tanya Wilson.

At 7:28 p.m., the meeting reconvened and the Chair announced that no action had taken place during executive session.
ADJOURNMENT

Upon motion by Dr. Drummond, seconded by Mr. Musil, which motion unanimously carried, the Board of Trustees meeting was adjourned at 7:28 p.m.

__________________________________
Gerald L. Cook
Chair

__________________________________
Greg Musil
Vice Chair