Meeting--Board of Trustees

Hugh Speer Board Room, 137 General Education Building
November 20, 2014 - 5:00 p.m.

AGENDA

I. CALL TO ORDER Dr. Cook

II. PLEDGE OF ALLEGIANCE Dr. Cook

III. ROLL CALL AND RECOGNITION OF VISITORS Dr. Cook

IV. OPEN FORUM Dr. Cook

V. AWARDS AND RECOGNITIONS Dr. Sopcich
   A. Ryan Futrell and Steve Wnek – Meritorious Lifesaving Measures
   B. Pat Decker – Phi Theta Kappa 5-year service pin

VI. STUDENT SENATE REPORT Mr. Redmond

VII. COLLEGE LOBBYIST REPORT Mr. Carter

VIII. COMMITTEE REPORTS AND RECOMMENDATIONS

   A. Audit (pp 1-3)
      Recommendation: Audited Financial Statements (p 1) Dr. Cook

   B. Collegial Steering Mr. Musil

   C. Human Resources (pp 4-5) Dr. Drummond

   D. Learning Quality (pp 6-9)
      Recommendation: Tobacco and Smoke Free Campus Policy, 428.01 (pp 7-8) Mr. Cross

   E. Management (pp 10-19)
      Recommendation: Shared Funding Agreement Senate Bill 155 (p 10) Mr. Musil
Recommendation: Enterprise Data Warehouse Solution (pp 13-14)
Recommendation: Annual Contract for Printing of Continuing Education Schedules (pp 15-16)
Capital Acquisitions and Improvements (p 17)

IX. PRESIDENT’S RECOMMENDATIONS FOR ACTION

A. Treasurer’s Report (pp 20-31)  Mr. Lindstrom
B. Monthly Report to the Board  Dr. Sopcich

X. OLD BUSINESS

XI. NEW BUSINESS

XII. REPORTS FROM BOARD LIAISONS
A. Faculty Association  Ms. Williams
B. Johnson County Research Triangle  Mr. Musil
C. KACCT  Dr. Cook
D. Foundation  Ms. Sharp

XIII. CONSENT AGENDA  Dr. Cook
A. Regular Monthly Reports and Recommendations
   1. Minutes of Previous Meeting
   2. Cash Disbursement Report (pp 32-34)
   3. Grants, Contracts and Awards (pp 35-36)
   4. Curriculum (pp 37-40)
   5. Corrected Staffing Table
B. Human Resources (pp 41-51)
   1. Retirements
   2. Resignations
   3. Separations
   4. Reassignments
   5. Employment – Regular
   6. Employment – Temporary
   7. Extraordinary Leave of Absence
C. Human Resources Addendum

XIV. EXECUTIVE SESSION

XV. ADJOURNMENT
The Audit Committee met at 8:00 a.m. on Tuesday, November 4, 2014 in GEB 137. Those present were: Trustee Chair Jerry Cook, Trustee Greg Musil, Barbara Larson, Tanya Wilson, Dennis Day, Mitch Borchers, Justin McDaid, Rochelle Boyd, Judy Korb, Julie Haas, Susan Rider, Don Perkins, Becky Centlivre, Greg Russell, Phil Mein, and Sandra Warner. Also present for the first agenda item (draft audited financial statements) were Jaci Dammeier, Director, and Patrick McConnell, Audit Manager, from McGladrey, LLP.

Presentation of Draft Audited Financial Statements (AU-11)
Ms. Jaci Dammeier, Director, McGladrey & Pullen, LLP presented the draft annual financial statement report and the compliance report for the year ended June 30, 2014. Ms. Dammeier informed the committee that the college has received an unmodified opinion. The committee made the following recommendation:

RECOMMENDATION
It is the recommendation of the Audit Committee that the Board of Trustees accept the administration’s recommendation to accept the audited financial statements for the year ended June 30, 2014.

Update on activities/Quarterly Projects Update (AU-1 & AU-6)
Internal Audit – Mr. McDaid reported that fieldwork is underway for an audit of the college’s accounts receivable functions, which includes bursar and third-party billing functions. Ms. Boyd reported that planning and preliminary field work is underway for an IS Disaster Recovery audit.

Information Security - Ms. Boyd reported on efforts to recognize October Security Awareness month by publishing and distributing a 2014/2015 security awareness calendar, as well as discussing other security related projects.

Audit recommendations follow-up matrix (AU-2)
Mr. McDaid and Ms. Boyd shared updates on the status of prior audit recommendations.

JCCC Ethics Report Line update (AU-4)
Quarterly Report - Between July 30, 2014 and October 27, 2014 14 reports were received via the JCCC Ethics Report Line.

- Eight reports were received anonymously.
- One was entered by a JCCC staff member on behalf of another individual.
- As of October 27, 2014, nine have been reviewed and appropriately addressed; five are currently in progress.
- Of cases previously reported as in process, all have been addressed.
Benchmarking - Mr. McDaid presented an overview of various benchmarking statistics related to the composition of Ethics Report Line submissions from the college, and as compared to aggregated data provided by Navex Global, the service provider for the college’s Ethics Report Line. The trustees indicated that a future annual presentation of these statistics would be warranted subsequent to the collection and reporting of the previous year’s data for both the college and the benchmarked data from Navex.

JCCC Behavioral Intervention Team / KOPS Watch (AU-5)
Dr. Day presented a statistical report of KOPS Watch case data for the committee’s review.

Audits / Reviews (AU-1)
Clery Follow-up - Mr. McDaid presented Internal Audit’s finding on the accuracy and completeness of the college’s reported crime data statistics as mandated by the Clery Act. In addition, Mr. McDaid confirmed that Internal Audit has found the college’s published Annual Security Report for the calendar year 2013 to be in compliance with new requirements set forth in the March 2013 reauthorization of the Violence Against Women Act.

Audit Committee Charter (AU-9)
Mr. McDaid presented to the committee a review of the annual charter for Internal Audit. There were no proposed changes at this time.

Proposed 2015 Audit Plan (AU-10)
Mr. McDaid gave a presentation on the risk assessment process for the proposed 2015 Audit Plan. The risk assessment included input from executive management, and a ranking of overall risk for specific auditable units/functions of the college. Using the results of the risk assessment a proposed audit plan for the remainder of 2014 and calendar year 2015 was developed. This plan was reviewed and accepted by the Trustees. Ms. Boyd also addressed a similar risk assessment process for Information Services (IS) audits, including those proposed IS audits that will be co-sourced or out-sourced.

Next Meeting
Trustees Cook & Musil confirmed that they are available for the proposed next meeting time - Thursday, February 5, 2015 8:00AM.
## AUDIT COMMITTEE WORKING AGENDA
**FY 2014-2015**

<table>
<thead>
<tr>
<th>AU-1</th>
<th>Review audit reports and discuss current Audit &amp; Advisory Services activities</th>
<th>February, May, August, and November</th>
</tr>
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<tbody>
<tr>
<td>AU-2</td>
<td>Review status of audit recommendations from completed internal and external audits</td>
<td>February, May, August, and November</td>
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<td>AU-3</td>
<td>Quarterly report – Enterprise Risk Management</td>
<td>February, May, August, and November</td>
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<td>AU-4</td>
<td>Quarterly report – JCCC Ethics Report Line</td>
<td>February, May, August, and November</td>
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<tr>
<td>AU-5</td>
<td>Quarterly report - Behavioral Intervention Team</td>
<td>February, May, August, and November</td>
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<td>AU-6</td>
<td>Planning meeting with external auditors</td>
<td>May</td>
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<tr>
<td>AU-7</td>
<td>Performance Review – Exec. Director, Audit and Advisory Services</td>
<td>May</td>
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<tr>
<td>AU-8</td>
<td>Review and approve Audit Committee Working Agenda</td>
<td>August</td>
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<tr>
<td>AU-9</td>
<td>Review Audit Committee Charter</td>
<td>November</td>
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<tr>
<td>AU-10</td>
<td>Review proposed audit plan for upcoming year</td>
<td>November</td>
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<td>AU-11</td>
<td>Review audited financial statements and recommend acceptance to the Board</td>
<td>November</td>
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<tr>
<td>AU-12</td>
<td>Executive session – Audit Committee Trustees and Executive Director, Audit and Advisory Services</td>
<td>February, May, August, and November</td>
</tr>
</tbody>
</table>
The Human Resources Committee met at 9:30 a.m. on Monday, November 3, 2014, in the Robert F. Lytle Conference Room. Those present were: Andy Anderson, Barbara Larson, Becky Centlivre, Bob Drummond, Brian Evans, Dennis Day, Jerry Zimmerman, Joe Sopcich, Judy Korb, Julie Haas, Ron Palcic, Tanya Wilson, and Yvonne DeMaranville, recorder.

Performance Management Discussion

Mr. Evans provided an overview of the updated annual performance management review process for non-bargaining unit staff.

This system, implemented in the fall of 2013, serves to tie individual performance appraisals to the College’s strategic objectives and key performance indicators, as well as providing consistent, meaningful reviews in a proactive manner.

Key components of the annual performance management process include the development of improved position descriptions, establishment of specific performance expectations, and ongoing feedback and communication.

An updated timeline will be communicated this month to include general performance review training, self-evaluation assessments, and employee performance reviews. Annual increases will continue to be effective July 1.

Resources available to be used for a successful performance management system include a manual for managers on conducting annual reviews, a guide for employees to assist them in conducting self-assessments, and the new management performance appraisal document. Examples of these resource documents were distributed to the committee.

Following the presentation, discussion continued regarding the implementation of a merit based increase system. Future considerations include funding, the College’s culture, and method of implementation.

Tobacco and Smoke Free Campus Policy – 428.01

Dr. Day reviewed the proposed revisions to the Tobacco-Free Campus Policy. These revisions clarify the products that are subject to restriction; for example, electronic cigarettes.
The revised policy will be presented by the Learning Quality Committee as a recommendation for Board approval at the November 20 Board Meeting.

**Staffing Tables**

Ms. Centlivre distributed the corrected full-time regular bargaining unit staffing table. The staffing table that was approved at the August 14 board meeting did not include the updated information for nine and ten month contract staff whose new contracts became effective August 15. The revised staffing table will be submitted to the Board for approval as part of the consent agenda at the November board meeting.

The next regularly scheduled Human Resources Committee meeting is January 5, 2015 at 9:30 a.m.
Learning Quality Committee Meeting  
November 3, 2014  
8:00 A.M.  
GEB 137

Minutes

The Learning Quality Committee met at 8:00 a.m. on Monday, November 3, 2014, in GEB 137 (the Hugh Speer Board Room).

Those present were: Trustee Lee Cross, Trustee David Lindstrom, Andy Anderson, Clarissa Craig, Dennis Day, Beth Edmonds, Candy Finch (recorder), JD Gragg, Julie Haas, Judy Korb, Barbara Larson, Shelia Mauppin, Darcy McGrath, Ron Palcic, Joe Sopcich, Sandra Warner and Tanya Wilson.

LQ3 Affiliation Agreement; St. Joseph Medical Center Carondelet Health Clarissa Craig

Clarissa Craig presented an agreement for review between JCCC and St. Joseph Medical Center Carondelet Health. The traditional agreement will span four years and will support the registered nursing program; specifically the obstetrics specialty area. The agreement has been reviewed by Legal and may be moved forward for full board approval.

LQ3 Curriculum Beth Edmonds

Beth Edmonds, chair of the Educational Affairs Committee, presented curriculum items that were recently approved by the Educational Affairs Committee and is now requesting approval from the Board of Trustees. Changes including the addition of new courses, modifications and deletions were approved as presented. A complete list of curriculum changes can be found in the November 20 board packet.

LQ2 KBOR Transfer and Articulation Initiative Update Andy Anderson

Foresight 2020 was adopted by the Kansas Board of Regents (KBOR) in 2010 and updated in 2012. The plan's aspirations are to increase to 60% the number of Kansas adults who have a certificate, associate degree, or bachelor's degree and also to achieve a ten percent increase in retention and graduation rates by 2020. Complete information can be found on the KBOR web site http://www.kansasregents.org. The plan directly affects what we do as we develop and modify curriculum; our challenge is to try to build certificates that lead to degrees and help students complete.

Transfer and articulation information can also be found on the KBOR website. 46 courses have now been aligned and will transfer seamlessly for full credit to any
institutions of higher education in the state of Kansas. A *Course Transfer Badge* will be used to show which courses across the state have been approved. Outcomes and symbols are now being developed that will be published in catalogs across the state. The Board of Regents is moving to align courses and establish programs so students can complete in four years.

The JCCC Transfer Information and Services site includes transfer program guides that show all institutions in higher education with which we have agreements and displays course by course alignment to help students graduate efficiently. JCCC has 200 curriculum guides with institutions across the state of Kansas.

A reverse transfer agreement will allow students to complete a degree at JCCC by sending credits earned at the transfer institution back to JCCC.

**LQ2  SB155 Shared Funding**

Andy Anderson

Andy stated that an SB155 shared funding agreement will go before the Management Committee on November 5. Olathe and Blue Valley are on board with this agreement. He expects an increase in enrollment due to the number of high school students who will continue their education at JCCC to complete their technical education degree.

**LQ1  Policies**

Dennis Day

Dennis Day shared that state and federal language was used to revise JCCC's no smoking policy to include electronic cigarettes. E-cigs will be considered a tobacco product and can only be smoked in the smoking hut or in personal vehicles. Trustee Lee Cross made a motion to approve the recommendation below and Trustee David Lindstrom seconded. The motion passed.

**Report:**

The HR and Learning Quality Committees have reviewed the proposed revisions to the Tobacco-Free Campus Policy which establishes restrictions for use of tobacco and related products at the College. The proposed revisions rename the policy to the Tobacco and Smoke Free Campus Policy, and clarify the products that are subject to restriction – for example, electronic cigarettes.

**RECOMMENDATION**

*It is the recommendation of the Learning Quality Committee that the Board of Trustees accept the recommendation of the College administration to approve the revisions to the Tobacco and Smoke Free Campus Policy, as shown subsequently in the Board Packet.*
Tobacco- and Smoke Free Campus Policy - 428.01

Johnson County Community College
Series 400: Personnel
Section 428: Tobacco and Smoke-Free Campus

Cross References:
Operating Procedure: Tobacco- and Smoke Free Campus Operating Procedure - 428.01
Smoking Areas Map

Applicability: This Policy applies to all JCCC students, employees and visitors with respect to use of Tobacco and Smoke Products.

Definitions: “Tobacco and Smoke Products” include, but are not limited to, cigarettes, cigars, chewing tobacco, snuff, electronic or “E” cigarettes, nicotine or chemical vaporizing devices and other forms of chewing or smoking devices as defined by state and federal law.

I. Tobacco and Smoke Free:

The College policies provide for a tobacco- and smoke free learning and working environment. Use of Tobacco and Smoke Products use is prohibited in any College building or facility property except in the outdoor designated areas.

Although not encouraged, use of Tobacco and Smoke Products use is permitted in the individual’s automobile. However, cigarette butts, smokeless tobacco, nicotine cartridges and/or any other types of Tobacco and Smoke Product waste must be disposed of inside the vehicle.

Any violation of this Policy can be fined by the JCCC Police Department, see JCCC as set forth in the Tobacco and Smoke Free Campus Operating Procedure 428.042—Procedures for Tobacco Free Campus.

Date of Adoption:
Revised: 4/19/07, 4/21/11, __/__/14

Smoking Areas Map
Learning Quality Committee
Working Agenda
2014-2015

LQ1 Review and Update Policies as needed

LQ2 Monitor the Learning Engagement Process
   • Marketing, recruiting, placement, counseling, retention, and support services activities
   • Educational planning and development initiatives
   • Updates on academic programs

LQ3 Monitor Learning Outcomes
   • Program review and assessment practices
   • Curriculum and program additions and modifications
   • Advisory committee membership and cooperative agreements with other institutions
   • Transfer and articulation agreements, policies, and procedures

LQ4 Monitor Faculty Development
   • Professional development programs
   • Professor Emeritus and Senior Scholar status
   • Sabbatical appointments

LQ5 Monitor Student Development
   • Student life, leadership and development activities
   • Student organization reports
   • Student personnel actions

LQ6 Monitor Workforce Education
   • Credit/non-credit JCCC partnerships
   • Kansas Board of Regents/Post-Secondary Technical Education Authority actions

LQ7 Highlight Technical Support for Learning Activities

LQ8 Review Academic Data Analysis and Research

LQ9 Review Accreditation/the Academic Quality Improvement Program (AQIP) activities
The Management Committee met at 8:00 a.m. on Wednesday, November 5, 2014, in the Hugh Speer Board Room, GEB 137. Those present were: Greg Musil, chair; Jon Stewart, trustee; David Lindstrom, trustee; Andy Anderson; Mitch Borchers; Malinda Bryan-Smith; Gayle Callahan; Anthony Funari; Julie Haas; Rex Hays; Dr. Judy Korb; Dr. Barbara Larson; Shelia Mauppin; Darcy McGrath; Christy McWard; Barbara Millard; Linda Nelson, recorder; Ron Palcic; Don Perkins; Susan Rider; Patrick Rossol-Allison; Sandra Warner; Tanya Wilson; Bill Henderson, PiperJaffray

Grants Activities

Darcy McGrath provided a report on grants leadership and development. The mission of the office is to help faculty and staff translate ideas that advance the mission of JCCC into fundable grant proposals and monitor the implementation of approved grant projects. Total active grant dollars received for FY 13-14 from federal, state and private funding was $6,040,683.

Shared Funding Agreement

Andy Anderson presented information related to the recommendation that the college enter into “cooperative shared funding agreements.” The agreements would be with participating Johnson County school districts that have eligible students enrolled in tiered technical courses receiving Senate Bill 155 funding and are included in JCCC’s College Now program.

Recommendation

It is the recommendation of the Management Committee that the Board of Trustees accept the recommendation of the college administration to approve the shared funding agreement between Johnson County Community College and participating high schools.

MA-6 Kansas Municipal Investment Pool

Mr. Perkins presented the Portfolio Diversification Report detailing the investments that were in the Pooled Money Investment Portfolio as of September 30, 2014.

The portfolio market value at September 30, 2014 decreased by about $858M over the past quarter compared to an increase of about $228 million for the same period last year. Government Agency Securities decreased by about $306 million and Commercial Paper increased by about $26 million. CDs increased by about $10 million and Repurchase...
Agreements decreased by about $587,000. Unrealized gains decreased by about $369,000. Market values for the entire portfolio decreased by about $992 million from the same period last year.

The college had $7,702,563.12 invested at the KMIP at September 30, 2014, which is about 11% of the idle funds available. Mr. Perkins pointed out that the Board policy regarding investments states that the portion of funds at the Municipal Investment Pool should not exceed 10% of total funds available for investment. The policy also states that there may be short periods of time between the distribution of funds from government entities and investment of those funds when the amount exceeds 10%. This was the circumstance at the end of the reporting quarter. By the following day, the investment was below 10%.

MA-10 Budget Projection Model: Review

Mr. Perkins said the current budget projection model includes revenue and expense assumptions discussed by college administration. It provides a forecast of the college’s financial position over the next five years. He noted that for the current fiscal year, the FY 2014/15 budget column assumes that 93% of the adopted expense budget will be expended, resulting in a positive revenue over expense number. Beginning with the FY 2015/16 year, a higher expense ratio is assumed, as the administration plans to reduce the expense budget to be in line with projected revenues. Mr. Perkins also presented a list of budget factors and their financial impact on the college.

Collection Cost Proposal

Mr. Perkins said the JCCC Business Office researched how other institutions have included the 15% collection cost for outstanding debt and consulted with both Kansas Setoff and Windham, a private collection agency. It is proposed that the 15% collection cost be included with JCCC’s next submission to the two entities. JCCC plans to start adding the 15% collection costs to the outstanding balance files the college submits to the two agencies beginning in December.

MA-19 Sole-Source Requisitions

Mr. Borchers reviewed four sole-source requisitions.

MA-22 Bid Review and Recommendations

Mr. Borchers presented the following summary of awarded bids between $25,000 and $100,000 and the recommendations for the following RFP’s:
## Summary of Award of Bids/RFPs between $25,000 and $100,000

### October 2014

<table>
<thead>
<tr>
<th>Bid Title</th>
<th>Firms Notified</th>
<th>Responses (Recommendations in Bold)</th>
<th>Total Amount</th>
<th>Awarded to Low Bid</th>
<th>Justification For Not Awarding Low Bid</th>
<th>Source of Funds</th>
</tr>
</thead>
</table>
| Annual Contract for Overflow Printing and Mailing (RFP #14-037)          | 118            | 1) Mainline Printing  
2) Burns Printing Company, Inc.  
3) KC Presort  
4) Total Print Source, Inc.  
5) Harvest Graphics  
6) Spangler Graphics  
7) Lexinet Corporation  
8) Advanced Printing and Mailing  
9) Mail-Sort, Inc.                                                      | $90,000.00     | Yes                                                                              | Low Bid                  | Various                        |
| Microsoft Managed Services (RFP #15-034)                                  | 23             | 1) Teogas, Inc, DBA thinkASG ($75,100.00)  
2) Tallgrass Technologies, LLC  
3) Alexander Open Systems  
4) GovConnection, Inc.                                                   | $75,100.00     | Yes                                                                              | Low Bid                  | General/PTE Fund                  |
| Renewal of Annual Contract for Chiller Maintenance Services (RFP #12-217) | 7              | 1) P1 Group, Inc. ($40,000.00)  
2) Design Mechanical, Inc.                                               | $40,000.00     | No                                                                           | Awarded on basis of scope of services, qualifications, and cost. | General/PTE Fund |
| Annual Contract for Solid Waste Disposal (Bid #15-019)                    | 5              | 1) Deffenbaugh Industries, Inc. ($30,000.00)  
2) Town & Country Disposal                                               | $30,000.00     | Yes                                                                          | Low Bid                  | General/PTE Fund                  |
REPORT: Enterprise Data Warehouse Solution

RFP/BID NUMBER: RFP No. 14-145

PURPOSE AND DESCRIPTION:

The purpose of this RFP is to contract for an Enterprise Data Warehouse solution designed for analytics, enrollment analytics, trend information, automation, and integration for the college’s data sources. The solution will allow end users to obtain data to assist in decision-making processes. The license agreement is for the period of December 1, 2014, through November 30, 2015. The contract is renewable for four (4) additional years, in one (1)-year increments, upon the approval of both parties.

NEW RFP/BID OR CONTINUATION: New

NUMBER OF FIRMS NOTIFIED DIRECTLY: 36

ADDITIONAL NOTIFICATION: Newspaper advertisement, JCCC Website, Twitter

NUMBER OF FIRMS RESPONDING: 6

NAMES OF FIRMS RESPONDING AND BID AMOUNTS:

Zogo Technologies, LLC $289,790.00 (Recommended)
Aspect Software $235,000.00
ASR Analytics, LLC $206,752.00
Dunn Solutions Group, Inc. $345,810.00
Ellucian Company, L.P. $211,660.00
KPI Partners, Inc. $419,400.00

REVIEW COMMITTEE:

Mitch Borchers, associate vice president, Business Services
Gary Cromer, senior buyer, Procurement Services
Sandra Warner, deputy CIO/director Administrative Computer Services, Information Services
Patrick Rossol-Allison, executive director, Institutional Effectiveness, Planning, and Research
ESTIMATED AMOUNT: $300,000.00

SOURCE OF FUNDS: General/PTE Fund

LOW BID: ____ YES  X NO

Justification for not accepting low bid:

A thorough evaluation process was conducted that included reviewing and ranking the written proposals. The evaluation criteria included how well the proposals met the college’s administrative and technical requirements, understanding the reporting and forecasting needs of community colleges, system support services and capabilities, staffing needs required to support the solution, training requirements, ability of the proposed solution to upgrade or downgrade equipment in relation to client usage, and full system costs. As a result of the initial evaluations of the written proposals, ASR Analytics, LLC, Ellucian Company, L.P., and Zogo Technologies, LLC, were selected to make presentations of their proposed solutions to the committee. At the conclusion of the evaluation process, it was determined that the proposal submitted by Zogo Technologies, LLC, would most effectively meet the college’s requirements now and in the future in terms of the criteria mentioned above.

RECOMMENDATION:

It is the recommendation of the Management Committee that the Board of Trustees accept 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.

Patrick Rossol-Allison provided an overview of the product’s functionality and how it will integrate with existing systems as well as the benefits for end users.
REPORT: Annual Contract for Printing of Continuing Education Schedules

RFP/BID NUMBER: Bid No. 15-042

PURPOSE AND DESCRIPTION:

The purpose of this bid is to enter into an annual price contract for the printing of the Continuing Education schedules for the period of September 1, 2014, through August 30, 2015. There are 106,000 copies required for each term, for a total of 318,000 copies.

NEW RFP/BID OR CONTINUATION: New

NUMBER OF FIRMS NOTIFIED DIRECTLY: 7

ADDITIONAL NOTIFICATION: Newspaper advertisement, Twitter, and JCCC Website

NUMBER OF FIRMS RESPONDING: 4

NAMES OF FIRMS AND BID AMOUNTS:

- Walsworth Publishing Company, Inc. $161,544.00 (Recommended)
- Henry Wurst, Inc. $232,140.00
- Signature Offset $205,847.76
- Spangler Graphics $270,929.64

REVIEW COMMITTEE:

Mitch Borchers, associate vice president, Business Services
Gary Cromer, senior buyer, Procurement Services
Christy McWard, director, marketing and Event Management
Terri Marshall, manager, Publications

ESTIMATED AMOUNT: $200,000.00

SOURCE OF FUNDS: Adult Supplemental Fund

LOW BID: X YES NO
**RECOMMENDATION:**

It is the recommendation of the Management Committee that the Board of Trustees accept the college administration’s recommendation 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.

**MA-20 Capital Acquisitions and Improvements: Progress Report**

Mr. Hays provided the committee with an update pertaining to facilities projects from the capital acquisitions and improvements matrix.

The meeting moved into executive session at 9:30 a.m.
| Project Description | Professional Service | Consultant / Contractor | Date(s) Board Approval | Contract Amount | Reimb. Exp Amount \( NTE \) | Change Orders or Contingency | Total Amount Committed | Contract Amount Paid | Reimb. Exp Amount Paid | Change Order Amount Paid | Amount Paid To Date | % Paid to Date | % Project Compl. | Estimated Completion Date |
|---------------------|----------------------|-------------------------|------------------------|-----------------|-----------------------------|-----------------------------|-----------------------|-----------------------|-----------------------------|------------------------|----------------|----------------|-----------------------------|
| GYM Roof - F, G & H | A/E Services         | DGM                     | 10,000                 | 0               | 0                          | 8,540                       | 95%                   | 0                     | 0                          | 8,540                  | 85%                  | 50%              | 12/14                      |
| Masonry Repairs    | A/E Services         | MTS                     | 623,300                | 0               | 0                          | 44,319                      | 6%                    | 0                     | 0                          | 44,319                 | 6%                   | 20%              | 12/14                      |
| OCB 2nd Restroom Remodel | A/E Services | HMN Architects | 7,000                   | 7,000            | 5,383                       | 5,383                       | 70%                   | 0                     | 0                          | 5,383                  | 70%                  | 9/14             | 9/14                       |
| OCB Vacated Spaces Remodel | A/E Services | Multiple Proj./Vendors | 32,672                | 0                | 0                          | 10,624                       | 33%                   | 0                     | 0                          | 10,624                 | 33%                  | 6/15             | 6/15                       |

Grand Total Contract Commitments to date for Major 2014-2015 Improvement Projects 855,862

Grand Total 2014-2015 Project Budget 2,311,230
<table>
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<tr>
<th>Month</th>
<th>MA-1</th>
<th>Description</th>
</tr>
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<td>July</td>
<td>FY 2014 – 2015 budget publication</td>
<td></td>
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<tr>
<td>July, Nov</td>
<td>MA-2</td>
<td>Assessed valuation: Update</td>
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<td>August</td>
<td>MA-3</td>
<td>Management Budget reallocations: Semi-annual review</td>
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<td>August</td>
<td>MA-4</td>
<td>Insurance Program: Annual report/update</td>
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<td>August</td>
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<td>FY 2014- 2015 Budget adoption</td>
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<td>Aug, Nov,</td>
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<td>Kansas Municipal Investment Pool (KMIP) statement of assets: quarterly report</td>
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<td>October</td>
<td>MA-7</td>
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<td>October</td>
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<td>Proposed Budget guidelines FY 2015-2016</td>
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<td>FY 2015 Capital Infrastructure Inventory and One, Five and Ten-Year Replacement Plan: review</td>
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<td>Board of Trustees budget workshop: Update</td>
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<td>MA-17</td>
<td>Bonds: Bond Counsel; Financial Advisor</td>
</tr>
<tr>
<td>June</td>
<td>MA-33</td>
<td>JCCC Official Newspapers</td>
</tr>
<tr>
<td>July</td>
<td>MA-18</td>
<td>Banking Services</td>
</tr>
<tr>
<td>December</td>
<td>MA-34</td>
<td>Financial Ratio Analysis</td>
</tr>
</tbody>
</table>
Ongoing

MA-19 Sole-Source requisitions: Review monthly purchasing report

MA-20 Capital acquisitions and improvements: Progress report

MA-22 Bid review and recommendations

MA-23 College policies

MA-24 Review and recommend financial plans for capital improvements to the Board of Trustees

MA-25 Leases

MA-26 Information Technology network infrastructure equipment and services: Quarterly expenditure report

MA-27 Sponsorships

MA-28 Budget: Monthly update

MA-32 Sustainability

MA-35 Cultural Offerings

MA-36 Grants Activities
REPORT:
The following pages contain the Treasurer’s Report for the month ended September 30, 2014.

An ad valorem tax distribution of $3,975,500 was received from the county treasurer during September and was distributed as follows:

<table>
<thead>
<tr>
<th>Fund</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund</td>
<td>$3,739,241</td>
</tr>
<tr>
<td>Capital Outlay Fund</td>
<td>220,922</td>
</tr>
<tr>
<td>Special Assessment Fund</td>
<td>15,337</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$3,975,500</strong></td>
</tr>
</tbody>
</table>

Also during September, the college made payment 10 of 20 semi-annual payments on the series 2009 Certificates of Participation (Olathe Health Education Center) in the amount of $1,679,385.

An ad valorem tax distribution of $986,232 was received in October 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 September 2014, subject to audit.

Donald E. Perkins  
Associate Vice President  
Financial Services/CFO

Barbara A. Larson  
Executive Vice President  
Finance and Administrative Services

Joseph M. Sopcich  
President
## JOHNSON COUNTY COMMUNITY COLLEGE
### TREASURER'S REPORT
#### SEPTEMBER 30, 2014
#### 25% OF YEAR EXPIRED

### I. GENERAL/PTE FUNDS

<table>
<thead>
<tr>
<th></th>
<th>BUDGETED 2014-2015</th>
<th>ACTIVITY THIS MONTH 2014-2015</th>
<th>ACTIVITY YEAR TO DATE 2014-2015</th>
<th>YTD AS % OF BUDGET</th>
<th>YTD COMMITMENTS</th>
<th>% OF BUDGET</th>
<th>PRIOR YEAR ACTIVITY YTD % OF TO DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GENERAL/PTE FUNDS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ad Valorem Taxes</td>
<td>$78,027,555</td>
<td>$3,739,241</td>
<td>$3,739,241</td>
<td>4.8 %</td>
<td></td>
<td></td>
<td>$3,640,373</td>
</tr>
<tr>
<td>Tuition and Fees</td>
<td>30,547,183</td>
<td>1,497,322</td>
<td>15,970,817</td>
<td>52.3</td>
<td>11,045,162</td>
<td>53.7</td>
<td>12,742</td>
</tr>
<tr>
<td>State Aid</td>
<td>20,475,361</td>
<td>(108,272)</td>
<td>11,000,832</td>
<td>53.7</td>
<td></td>
<td>11,045,162</td>
<td></td>
</tr>
<tr>
<td>Investment Income</td>
<td>74,134</td>
<td>4,768</td>
<td>9,950</td>
<td>13.4</td>
<td></td>
<td></td>
<td>12,742</td>
</tr>
<tr>
<td>Other Income</td>
<td>3,226,532</td>
<td>256,597</td>
<td>1,007,911</td>
<td>31.2</td>
<td></td>
<td></td>
<td>1,167,119</td>
</tr>
<tr>
<td><strong>TOTAL REVENUE</strong></td>
<td>$132,350,765</td>
<td>$5,389,656</td>
<td>$31,728,751</td>
<td>24.0 %</td>
<td></td>
<td></td>
<td>$31,510,706</td>
</tr>
<tr>
<td>Salaries &amp; Related</td>
<td>$109,303,733</td>
<td>$8,925,474</td>
<td>$22,745,072</td>
<td>20.8 %</td>
<td>$66,731,373</td>
<td>61.1 %</td>
<td>$23,094,904</td>
</tr>
<tr>
<td>Current Operating</td>
<td>24,750,656</td>
<td>1,592,696</td>
<td>5,942,007</td>
<td>24.0</td>
<td>9,940,564</td>
<td>40.2</td>
<td>5,472,770</td>
</tr>
<tr>
<td>Capital Items</td>
<td>6,053,337</td>
<td>977,990</td>
<td>1,662,766</td>
<td>27.5</td>
<td>2,227,941</td>
<td>36.8</td>
<td>1,424,210</td>
</tr>
<tr>
<td><strong>TOTAL EXPENSES</strong></td>
<td>$140,107,726</td>
<td>$11,496,160</td>
<td>$30,349,845</td>
<td>21.7 %</td>
<td>$78,899,878</td>
<td>56.3 %</td>
<td>$29,991,884</td>
</tr>
<tr>
<td>Beginning Balance</td>
<td>$59,988,104</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$53,851,076</td>
</tr>
<tr>
<td>Revenues Over Expenses</td>
<td>1,378,906</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1,518,822</td>
</tr>
<tr>
<td>Encumbrances</td>
<td>(5,972,232)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(5,792,379)</td>
</tr>
<tr>
<td><strong>Ending Balance</strong></td>
<td>$55,394,778</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$49,577,519</td>
</tr>
</tbody>
</table>
## Treasurer's Report

**September 30, 2014**

25% of Year Expired

### II. Adult Supp & Student Act Funds

<table>
<thead>
<tr>
<th></th>
<th>Budgeted 2014-15</th>
<th>Activity This Month 2014-15</th>
<th>Activity Year To Date 2014-15</th>
<th>YTD As % of Budget</th>
<th>Encumbrances Prior Year Activity To Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Adult Supp Ed. Fund</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition and Fees</td>
<td>$ 5,648,093</td>
<td>$ 292,285</td>
<td>$ 1,495,718</td>
<td>26.5 %</td>
<td>$ 1,128,256</td>
</tr>
<tr>
<td>Investment Income</td>
<td>3,152</td>
<td>186</td>
<td>383</td>
<td>12.2</td>
<td>458</td>
</tr>
<tr>
<td>Other Income</td>
<td>1,920,716</td>
<td>85,145</td>
<td>465,082</td>
<td>24.2</td>
<td>290,406</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td>$ 7,571,961</td>
<td>$ 377,616</td>
<td>$ 1,961,183</td>
<td>25.9 %</td>
<td>$ 1,419,120</td>
</tr>
<tr>
<td>Salaries &amp; Related</td>
<td>$ 3,221,775</td>
<td>$ 184,225</td>
<td>$ 500,971</td>
<td>15.5 %</td>
<td>$ 1,581,245</td>
</tr>
<tr>
<td>Current Operating</td>
<td>4,285,437</td>
<td>194,796</td>
<td>564,729</td>
<td>13.2</td>
<td>$ 1,354,918</td>
</tr>
<tr>
<td>Capital Items</td>
<td>61,000</td>
<td>0</td>
<td>0</td>
<td>0.0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td>$ 7,568,212</td>
<td>$ 379,021</td>
<td>$ 1,065,700</td>
<td>14.1 %</td>
<td>$ 1,118,440</td>
</tr>
<tr>
<td>Beginning Balance</td>
<td>$ 1,372,055</td>
<td></td>
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</tr>
<tr>
<td>Revenues Over Expenses</td>
<td>895,483</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Encumbrances</td>
<td>(769,595)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Ending Balance</strong></td>
<td>$ 1,497,943</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Budgeted 2014-15</th>
<th>Activity This Month 2014-15</th>
<th>Activity Year To Date 2014-15</th>
<th>YTD As % of Budget</th>
<th>Encumbrances Prior Year Activity To Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student Activity Fund</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition and Fees</td>
<td>$ 2,398,494</td>
<td>$ 135,168</td>
<td>$ 1,297,372</td>
<td>54.1 %</td>
<td>$ 1,301,431</td>
</tr>
<tr>
<td>Investment Income</td>
<td>315</td>
<td>47</td>
<td>106</td>
<td>33.7</td>
<td>125</td>
</tr>
<tr>
<td>Other Income</td>
<td>95,564</td>
<td>10,183</td>
<td>17,986</td>
<td>18.8</td>
<td>14,592</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td>$ 2,494,373</td>
<td>$ 145,398</td>
<td>$ 1,315,464</td>
<td>52.7 %</td>
<td>$ 1,316,148</td>
</tr>
<tr>
<td>Salaries &amp; Related</td>
<td>$ 602,711</td>
<td>$ 50,297</td>
<td>$ 126,865</td>
<td>21.0 %</td>
<td>$ 262,651</td>
</tr>
<tr>
<td>Current Operating</td>
<td>853,023</td>
<td>33,971</td>
<td>58,547</td>
<td>6.9</td>
<td>$ 279,963</td>
</tr>
<tr>
<td>Capital Items</td>
<td>14,500</td>
<td>9,693</td>
<td>13,329</td>
<td>91.9</td>
<td>$ 13,804</td>
</tr>
<tr>
<td>Grants</td>
<td>1,442,020</td>
<td>44,077</td>
<td>584,770</td>
<td>40.6</td>
<td>$ 584,770</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td>$ 2,912,254</td>
<td>$ 138,038</td>
<td>$ 783,511</td>
<td>26.9 %</td>
<td>$ 831,483</td>
</tr>
<tr>
<td>Beginning Balance</td>
<td>$ 65,590</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Revenues Over Expenses</td>
<td>531,953</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Encumbrances</td>
<td>(231,832)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Ending Balance</strong></td>
<td>$ 365,711</td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>
### JOHNSON COUNTY COMMUNITY COLLEGE
### TREASURER'S REPORT
### SEPTEMBER 30, 2014
### 25% OF YEAR EXPIRED

#### III. MOTORCYCLE DRIVER SAFETY & TRUCK DRIVER TRAINING FUNDS

<table>
<thead>
<tr>
<th>Activity</th>
<th>2014-2015</th>
<th>2014-2015</th>
<th>2014-2015</th>
<th>% of Budget</th>
<th>YTD As % of Commitments</th>
<th>% of Budget</th>
<th>Prior Year % of Activity</th>
<th>YTD As % of Commitments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MOTORCYCLE DRIVER SAFETY</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition and Fees</td>
<td>$124,964</td>
<td>$8,843</td>
<td>$50,082</td>
<td>40.1%</td>
<td>$67,726</td>
<td>$14.4%</td>
<td>$13,529</td>
<td>$1,695</td>
</tr>
<tr>
<td>Other Income</td>
<td>28,214</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
<td>0</td>
<td>0.0%</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>TOTAL REVENUE</strong></td>
<td>$153,178</td>
<td>$8,843</td>
<td>$50,082</td>
<td>32.7%</td>
<td>$67,726</td>
<td>$14.4%</td>
<td>$13,529</td>
<td>$1,695</td>
</tr>
<tr>
<td>Salaries &amp; Related</td>
<td>$55,291</td>
<td>$4,989</td>
<td>$10,097</td>
<td>18.3%</td>
<td>$10,097</td>
<td>18.3%</td>
<td>$13,529</td>
<td>$1,695</td>
</tr>
<tr>
<td>Current Operating</td>
<td>16,100</td>
<td>410</td>
<td>1,922</td>
<td>11.9%</td>
<td>1,922</td>
<td>11.9%</td>
<td>1,695</td>
<td>11.9%</td>
</tr>
<tr>
<td>Capital Items</td>
<td>11,800</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
<td>0</td>
<td>0.0%</td>
<td>0</td>
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</tr>
<tr>
<td><strong>TOTAL EXPENSES</strong></td>
<td>$83,191</td>
<td>$5,399</td>
<td>$12,019</td>
<td>14.4%</td>
<td>$12,019</td>
<td>14.4%</td>
<td>$19,453</td>
<td>$19,453</td>
</tr>
<tr>
<td>Beginning Balance</td>
<td>$304,826</td>
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<td></td>
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<td>$213,527</td>
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</tr>
<tr>
<td>Revenues Over Expenses</td>
<td>38,063</td>
<td></td>
<td></td>
<td></td>
<td>48,273</td>
<td></td>
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<td>Encumbrances</td>
<td>(2,652)</td>
<td></td>
<td></td>
<td></td>
<td>(2,652)</td>
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</tr>
<tr>
<td>Ending Balance</td>
<td>$340,237</td>
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<td></td>
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<td>$281,367</td>
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<td></td>
</tr>
<tr>
<td><strong>TRUCK DRIVER TRAINING</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition and Fees</td>
<td>$964,988</td>
<td>$29,743</td>
<td>$93,785</td>
<td>9.7%</td>
<td>$11,685</td>
<td>$11,685</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL REVENUE</strong></td>
<td>$964,988</td>
<td>$29,743</td>
<td>$93,785</td>
<td>9.7%</td>
<td>$11,685</td>
<td>$11,685</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current Operating</td>
<td>$873,970</td>
<td>$88</td>
<td>$1,088</td>
<td>0.1%</td>
<td>$1,088</td>
<td>0.1%</td>
<td>$276</td>
<td>$276</td>
</tr>
<tr>
<td><strong>TOTAL EXPENSES</strong></td>
<td>$873,970</td>
<td>$88</td>
<td>$1,088</td>
<td>0.1%</td>
<td>$1,088</td>
<td>0.1%</td>
<td>$276</td>
<td>$276</td>
</tr>
<tr>
<td>Beginning Balance</td>
<td>$38,427</td>
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<td>$0</td>
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<td>Revenues Over Expenses</td>
<td>92,697</td>
<td></td>
<td></td>
<td></td>
<td>11,409</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Encumbrances</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ending Balance</td>
<td>$131,124</td>
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<td></td>
<td></td>
<td>$11,409</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>
## IV. AUXILIARY ENTERPRISE FUND - SCHEDULE 1

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>BUDGETED 2014-2015</th>
<th>ACTIVITY THIS MONTH 2014-2015</th>
<th>ACTIVITY YEAR TO DATE 2014-2015</th>
<th>PRIOR YEAR ACTIVITY TO DATE 2014-2015</th>
<th>ACTIVITY % OF BUDGET</th>
<th>ACTIVITY % OF YEAR TO DATE</th>
<th>PRIOR YEAR ACTIVITY % OF YEAR TO DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Concessions</td>
<td>$ 10,000</td>
<td>$ 985</td>
<td>$ 985</td>
<td>$ 862</td>
<td>9.9 %</td>
<td>9.9 %</td>
<td>13.2 %</td>
</tr>
<tr>
<td>Cosmetology</td>
<td>55,500</td>
<td>3,355</td>
<td>7,338</td>
<td>7,128</td>
<td>13.2 %</td>
<td>13.2 %</td>
<td>12.0 %</td>
</tr>
<tr>
<td>Bookstore</td>
<td>9,323,000</td>
<td>339,278</td>
<td>3,528,280</td>
<td>4,034,308</td>
<td>37.8 %</td>
<td>37.8 %</td>
<td>37.8 %</td>
</tr>
<tr>
<td>Dining Service</td>
<td>2,470,000</td>
<td>253,204</td>
<td>557,508</td>
<td>466,510</td>
<td>22.6 %</td>
<td>22.6 %</td>
<td>22.6 %</td>
</tr>
<tr>
<td>Coffee Bars</td>
<td>645,000</td>
<td>69,877</td>
<td>120,712</td>
<td>116,697</td>
<td>18.7 %</td>
<td>18.7 %</td>
<td>18.7 %</td>
</tr>
<tr>
<td>Vending</td>
<td>435,000</td>
<td>47,833</td>
<td>134,555</td>
<td>147,308</td>
<td>30.9 %</td>
<td>30.9 %</td>
<td>30.9 %</td>
</tr>
<tr>
<td>Hiersteiner Center</td>
<td>742,235</td>
<td>74,587</td>
<td>208,927</td>
<td>173,386</td>
<td>28.1 %</td>
<td>28.1 %</td>
<td>28.1 %</td>
</tr>
<tr>
<td>Eng. &amp; Tech. Proj.</td>
<td>13,425</td>
<td>130</td>
<td>291</td>
<td>1,795</td>
<td>2.2 %</td>
<td>2.2 %</td>
<td>2.2 %</td>
</tr>
<tr>
<td>Printing</td>
<td>350,000</td>
<td>30,806</td>
<td>84,685</td>
<td>128,943</td>
<td>24.2 %</td>
<td>24.2 %</td>
<td>24.2 %</td>
</tr>
<tr>
<td>Dental Hygiene</td>
<td>3,000</td>
<td>74</td>
<td>295</td>
<td>221</td>
<td>9.8 %</td>
<td>9.8 %</td>
<td>9.8 %</td>
</tr>
<tr>
<td>Hospitality Mgt &amp; Pastry Prog</td>
<td>50,000</td>
<td>9,438</td>
<td>9,438</td>
<td>11,308</td>
<td>18.9 %</td>
<td>18.9 %</td>
<td>18.9 %</td>
</tr>
<tr>
<td>Printing</td>
<td>342,655</td>
<td>20,416</td>
<td>39,093</td>
<td>252,522</td>
<td>11.4 %</td>
<td>11.4 %</td>
<td>11.4 %</td>
</tr>
<tr>
<td>Dental Hygiene</td>
<td>4,000</td>
<td>2,128</td>
<td>3,936</td>
<td>1,885</td>
<td>23.6 %</td>
<td>23.6 %</td>
<td>23.6 %</td>
</tr>
<tr>
<td>Hospitality Mgt &amp; Pastry Prog</td>
<td>50,000</td>
<td>9,438</td>
<td>9,438</td>
<td>11,308</td>
<td>18.9 %</td>
<td>18.9 %</td>
<td>18.9 %</td>
</tr>
<tr>
<td>Dental Hygiene</td>
<td>4,000</td>
<td>2,128</td>
<td>3,936</td>
<td>1,885</td>
<td>23.6 %</td>
<td>23.6 %</td>
<td>23.6 %</td>
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<tr>
<td>Hospitality Mgt &amp; Pastry Prog</td>
<td>50,000</td>
<td>9,438</td>
<td>9,438</td>
<td>11,308</td>
<td>18.9 %</td>
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<tr>
<td>Dental Hygiene</td>
<td>4,000</td>
<td>2,128</td>
<td>3,936</td>
<td>1,885</td>
<td>23.6 %</td>
<td>23.6 %</td>
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</table>

### Other Auxiliary Services Expenses

<table>
<thead>
<tr>
<th>Activity</th>
<th>Budgeted 2014-2015</th>
<th>Activity This Month 2014-2015</th>
<th>Activity Year To Date 2014-2015</th>
<th>Prior Year Activity To Date 2014-2015</th>
<th>Activity % of Budget</th>
<th>Activity % of Year To Date</th>
<th>Prior Year Activity % of Year To Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auxil. Construction</td>
<td>65,000</td>
<td>4,800</td>
<td>16,800</td>
<td>25,375</td>
<td>25.8 %</td>
<td>25.8 %</td>
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<tr>
<td>Campus Services</td>
<td>12,000</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0 %</td>
<td>0 %</td>
<td>0 %</td>
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<tr>
<td>Director</td>
<td>144,496</td>
<td>5,853</td>
<td>16,922</td>
<td>15,293</td>
<td>11.4 %</td>
<td>11.4 %</td>
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<tr>
<td>Fine Art</td>
<td>3,000</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0 %</td>
<td>0 %</td>
<td>0 %</td>
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<tr>
<td>PEI Infrastructure Fin-Principal</td>
<td>250,000</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0 %</td>
<td>0 %</td>
<td>0 %</td>
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<tr>
<td>Employee Benefits</td>
<td>1,300,000</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0 %</td>
<td>0 %</td>
<td>0 %</td>
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<tr>
<td><strong>TOTAL EXPENSES</strong></td>
<td>$ 14,949,154</td>
<td>$ 1,014,484</td>
<td>$ 3,757,464</td>
<td>$ 4,118,155</td>
<td>25.1 %</td>
<td>25.1 %</td>
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### Revenues Over Expenses

<table>
<thead>
<tr>
<th>Activity</th>
<th>Budgeted 2014-2015</th>
<th>Activity This Month 2014-2015</th>
<th>Activity Year To Date 2014-2015</th>
<th>Prior Year Activity To Date 2014-2015</th>
<th>Activity % of Budget</th>
<th>Activity % of Year To Date</th>
<th>Prior Year Activity % of Year To Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning Balance</td>
<td>$ 3,972,585</td>
<td></td>
<td></td>
<td>$ 4,385,706</td>
<td>95.16 %</td>
<td>95.16 %</td>
<td>95.16 %</td>
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<tr>
<td>Revenues Over Expenses</td>
<td>951,614</td>
<td></td>
<td></td>
<td></td>
<td>0.0 %</td>
<td>0.0 %</td>
<td>0.0 %</td>
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<tr>
<td>Encumbrances</td>
<td>238,698</td>
<td></td>
<td></td>
<td></td>
<td>(10.74%)</td>
<td>(10.74%)</td>
<td>(10.74%)</td>
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<tr>
<td><strong>Ending Balance</strong></td>
<td>$ 5,162,897</td>
<td></td>
<td></td>
<td>$ 5,311,268</td>
<td>0.0 %</td>
<td>0.0 %</td>
<td>0.0 %</td>
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</table>
### JOHNSON COUNTY COMMUNITY COLLEGE
**TREASURER'S REPORT**
**SEPTEMBER 30, 2014**
**25% OF YEAR EXPIRED**

### IV. AUXILIARY ENTERPRISE FUND - SCHEDULE 2

<table>
<thead>
<tr>
<th></th>
<th>2014-2015: YEAR TO DATE</th>
<th>2013-2014: YEAR TO DATE</th>
<th>NET CHANGE FROM PRIOR YR</th>
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<tbody>
<tr>
<td></td>
<td>REVENUE</td>
<td>EXPENSES</td>
<td>NET</td>
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<tr>
<td>Concessions</td>
<td>$985</td>
<td>$1,038</td>
<td>$(53)</td>
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<tr>
<td>Cosmetology</td>
<td>7,338</td>
<td>6,111</td>
<td>1,227</td>
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<tr>
<td>Bookstore</td>
<td>3,528,280</td>
<td>2,656,135</td>
<td>872,145</td>
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<tr>
<td>Dining Service</td>
<td>557,508</td>
<td>506,892</td>
<td>50,616</td>
</tr>
<tr>
<td>Coffee Bars</td>
<td>120,712</td>
<td>110,678</td>
<td>10,034</td>
</tr>
<tr>
<td>Vending</td>
<td>134,555</td>
<td>101,245</td>
<td>33,310</td>
</tr>
<tr>
<td>Hiersteiner Center</td>
<td>208,927</td>
<td>245,859</td>
<td>(36,932)</td>
</tr>
<tr>
<td>Eng. &amp; Tech. Proj.</td>
<td>291</td>
<td>65</td>
<td>226</td>
</tr>
<tr>
<td>Printing</td>
<td>84,685</td>
<td>39,093</td>
<td>45,592</td>
</tr>
<tr>
<td>Dental Hygiene</td>
<td>295</td>
<td>0</td>
<td>295</td>
</tr>
<tr>
<td>Hospitality Mgt &amp; Pastry Prog</td>
<td>9,438</td>
<td>9,669</td>
<td>(231)</td>
</tr>
<tr>
<td>Museum Store</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Café Tempo</td>
<td>53,936</td>
<td>47,457</td>
<td>6,479</td>
</tr>
<tr>
<td>Campus Farm</td>
<td>2,128</td>
<td>0</td>
<td>2,128</td>
</tr>
<tr>
<td>Radio Bach</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td><strong>$4,709,078</strong></td>
<td><strong>$3,724,242</strong></td>
<td><strong>$984,836</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$(86,382)</td>
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</tbody>
</table>

Board Packet 26  November 20, 2014
## JOHNSON COUNTY COMMUNITY COLLEGE
### TREASURER'S REPORT
#### SEPTEMBER 30, 2014
#### 25% OF YEAR EXPIRED
### V. PLANT FUNDS

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REV BOND PRINCIPAL &amp; INTEREST</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Balance Forward</td>
<td>$1,752,395</td>
<td>$1,752,395</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$1,698,981</td>
<td></td>
</tr>
<tr>
<td>TOTAL REVENUE</td>
<td>1,798,725</td>
<td>99,630</td>
<td>938,342</td>
<td>52.2 %</td>
<td></td>
<td></td>
<td>953,185</td>
<td></td>
</tr>
<tr>
<td>TOTAL EXPENSES</td>
<td>1,753,456</td>
<td>0</td>
<td>500</td>
<td>0.0 %</td>
<td>$500</td>
<td>0.0 %</td>
<td>500</td>
<td></td>
</tr>
<tr>
<td>Encumbrances</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.0 %</td>
<td>0.0 %</td>
<td>0.0 %</td>
<td>0.0 %</td>
<td>0.0 %</td>
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<tr>
<td>Ending Balance</td>
<td>$2,690,237</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$2,651,666</td>
<td></td>
</tr>
</tbody>
</table>

| **REPAIR AND REPLACEMENT** |            |           |           |           |           |           |           |           |
| Balance Forward         | $1,210,228 | $1,210,228 |           |           |           |           | $1,232,802 |           |
| TOTAL REVENUE           | 225,979    | 18,811    | 56,335    | 24.9 %    |           |           | 56,411    |           |
| TOTAL EXPENSES          | 1,436,207  | 0         | 9,537     | 0.7 %     | $21,999   | 1.5 %     | 6,781     |           |
| Encumbrances            | (12,462)   | (49,868)  | (212)     | (1.0 %)   | (1.0 %)   | (1.0 %)   | (1.0 %)   | (1.0 %)   |
| Ending Balance          | $1,244,564 |           |           |           |           |           | $1,232,564 |           |

| **CAPITAL OUTLAY**      |            |           |           |           |           |           |           |           |
| Balance Forward         | $1,815,933 | $1,815,933 |           |           |           |           | $1,209,513 |           |
| TOTAL REVENUE           | 4,354,256  | 221,113   | 221,339   | 5.1 %     |           |           | 221,263   |           |
| TOTAL EXPENSES          | 2,504,990  | 1,537     | (318)     | 0.0 %     | $749,787  | 29.9 %    | 1,159,057 |           |
| Ending Balance          | $1,293,696 |           |           |           |           |           | $1,126,460 |           |

| **CAMPUSS DEVELOPMENT** |            |           |           |           |           |           |           |           |
| Balance Forward         | $2,697,758 | $2,697,758 |           |           |           |           | $2,915,926 |           |
| TOTAL REVENUE           | 1,079,235  | 200,042   | 558,692   | 51.8 %    |           |           | 567,575   |           |
| TOTAL EXPENSES          | 2,400,000  | 1,006,480 | 1,006,480 | 41.9 %    | $1,011,480| 42.1 %    | 2,071,515 |           |
| Encumbrances            | (5,000)    | 0         |           | 0.0 %     | 0.0 %     |           | 0.0 %     |           |
| Ending Balance          | $2,244,970 |           |           |           |           |           | $1,411,986 |           |
### JOHNSON COUNTY COMMUNITY COLLEGE
#### TREASURER'S REPORT
##### SEPTEMBER 30, 2014
##### 25% OF YEAR EXPIRED

### VI. RESTRICTED FUNDS

#### SPECIAL ASSESSMENTS
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Balance Forward</td>
<td>$155,150</td>
<td>$155,150</td>
<td>$172,685</td>
<td>4.9 %</td>
<td>15,187</td>
<td></td>
</tr>
<tr>
<td>TOTAL REVENUE</td>
<td>311,617</td>
<td>15,350</td>
<td>15,363</td>
<td>15,187</td>
<td></td>
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<tr>
<td>TOTAL EXPENSES</td>
<td>373,000</td>
<td>858</td>
<td>1,755</td>
<td>$5,800</td>
<td>1.6 %</td>
<td>(4,313)</td>
</tr>
<tr>
<td>Encumbrances</td>
<td></td>
<td>(4,045)</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Ending Balance</td>
<td>$164,713</td>
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<td>$182,872</td>
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#### GRANTS & CONTRACTS
<table>
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<tr>
<th></th>
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<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>Balance Forward</td>
<td>$1,700,979</td>
<td>$1,700,979</td>
<td>$1,662,426</td>
<td>28.8 %</td>
<td>7,894,574</td>
<td></td>
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<tr>
<td>TOTAL REVENUE</td>
<td>25,986,465</td>
<td>1,740,632</td>
<td>7,483,243</td>
<td>26.7 %</td>
<td>7,796,134</td>
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<tr>
<td>TOTAL EXPENSES</td>
<td>27,687,444</td>
<td>1,756,753</td>
<td>7,233,902</td>
<td>26.7 %</td>
<td></td>
<td>(838,799)</td>
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<tr>
<td>Encumbrances</td>
<td></td>
<td>(846,926)</td>
<td></td>
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</tr>
<tr>
<td>Ending Balance</td>
<td>$1,103,394</td>
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<td></td>
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<td>$922,067</td>
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#### PELL
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</tr>
</thead>
<tbody>
<tr>
<td>Balance Forward</td>
<td>$(37,046)</td>
<td>$(37,046)</td>
<td>$(14,876)</td>
<td></td>
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<tr>
<td>TOTAL REVENUE</td>
<td>14,769,403</td>
<td>959,607</td>
<td>7,085,818</td>
<td>48.0 %</td>
<td>7,211,246</td>
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<tr>
<td>TOTAL EXPENSES</td>
<td>14,732,357</td>
<td>1,094,225</td>
<td>7,201,416</td>
<td>48.9 %</td>
<td>7,190,919</td>
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<tr>
<td>Encumbrances</td>
<td></td>
<td>0</td>
<td></td>
<td></td>
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<tr>
<td>Ending Balance</td>
<td>$(152,644)</td>
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<td></td>
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<td>$5,451</td>
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#### SEOG
<table>
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</thead>
<tbody>
<tr>
<td>Balance Forward</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>TOTAL REVENUE</td>
<td>204,007</td>
<td>6,563</td>
<td>57,094</td>
<td>28.0 %</td>
<td>62,082</td>
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<tr>
<td>TOTAL EXPENSES</td>
<td>204,007</td>
<td>6,626</td>
<td>57,032</td>
<td>28.0 %</td>
<td>62,082</td>
<td></td>
</tr>
<tr>
<td>Encumbrances</td>
<td></td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ending Balance</td>
<td>$62</td>
<td></td>
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#### WORK STUDY
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<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>Balance Forward</td>
<td>$(1,392)</td>
<td>$(1,392)</td>
<td>$(41,377)</td>
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</tr>
<tr>
<td>TOTAL REVENUE</td>
<td>224,173</td>
<td>0</td>
<td>0</td>
<td>0.0 %</td>
<td>8,873</td>
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<tr>
<td>TOTAL EXPENSES</td>
<td>222,781</td>
<td>6,413</td>
<td>6,413</td>
<td>2.9 %</td>
<td>8,873</td>
<td></td>
</tr>
<tr>
<td>Encumbrances</td>
<td></td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ending Balance</td>
<td>$(7,805)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$41,377</td>
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</tbody>
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## JOHNSON COUNTY COMMUNITY COLLEGE
### TREASURER'S REPORT
#### SEPTEMBER 30, 2014
##### 25% OF YEAR EXPIRED
### VII. INVESTMENTS

<table>
<thead>
<tr>
<th>FUND</th>
<th>CD#</th>
<th>DATE OF ISSUE</th>
<th>DATE OF MATURITY</th>
<th>INTEREST TERM</th>
<th>INTEREST RATE</th>
<th>MATURABLE THIS MONTH</th>
<th>INTEREST RECEIVED</th>
<th>CURRENT INVESTMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commerce Bank</td>
<td>296010409</td>
<td>06/12/14</td>
<td>09/04/14</td>
<td>84 d</td>
<td>0.070</td>
<td>$ 7,000,000.00</td>
<td>$ 1,143.33</td>
<td></td>
</tr>
<tr>
<td>Bank of Kansas City/BOKF</td>
<td>1016733128</td>
<td>06/12/14</td>
<td>09/11/14</td>
<td>91 d</td>
<td>0.100</td>
<td>$ 8,000,000.00</td>
<td>$ 1,994.81</td>
<td></td>
</tr>
<tr>
<td>Bank of Kansas City/BOKF</td>
<td>1016757906</td>
<td>06/19/14</td>
<td>09/18/14</td>
<td>91 d</td>
<td>0.100</td>
<td>$ 5,000,000.00</td>
<td>$ 1,246.76</td>
<td></td>
</tr>
<tr>
<td>Capitol Federal Savings</td>
<td>70117785</td>
<td>06/26/14</td>
<td>09/25/14</td>
<td>91 d</td>
<td>0.110</td>
<td>$ 3,500,000.00</td>
<td>959.86</td>
<td></td>
</tr>
<tr>
<td>Capitoll Federal Savings</td>
<td>70117910</td>
<td>07/03/14</td>
<td>10/02/14</td>
<td>91 d</td>
<td>0.110</td>
<td>$ 4,000,000.00</td>
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<tr>
<td>UMB</td>
<td>20569842061</td>
<td>07/17/14</td>
<td>10/09/14</td>
<td>84 d</td>
<td>0.090</td>
<td>$ 5,000,000.00</td>
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<tr>
<td>UMB</td>
<td>20570692062</td>
<td>07/24/14</td>
<td>10/16/14</td>
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- **PREVIOUSLY REPORTED INTEREST TOTAL:** 11,177.79
- **TOTAL:** 16,522.55
- **Municipal Investment Pool: Daily Rate**
  - **DATE OF ISSUE:** 09/01/14
  - **DATE OF MATURITY:** 09/30/14
  - **TERM:** 30 d
  - **INTEREST RATE:** 0.006 *
  - **INTEREST RECEIVED:** 50.78
  - **CURRENT INVESTMENTS:** $ 7,702,563.12

- **PREVIOUSLY REPORTED INTEREST TOTAL:** 142.72
- **TOTAL:** 193.50
- **GRAND TOTAL:** $ 16,716.05 $ 72,702,563.12

* Average daily rate earned for the month of September
  Rates varied from 0.005 to 0.01

Average 3 month T-Bill rate for the month of September = .017
Rates varied from 0.01 to 0.03
VIII. CASH AND POOL ED INVESTMENT ANALYSIS

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<th>BANK BALANCE</th>
<th>DEPOSITS IN TRANSIT</th>
<th>OUTSTANDING CHECKS</th>
<th>BOOK BALANCE</th>
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<td><strong>$ 43,525.18</strong></td>
<td><strong>$ 1,490,199.81</strong></td>
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CASH BALANCE PER BOOKS
CONSISTS OF EQUITY BELONGING TO:

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<th>OUTSTANDING COMMITMENTS</th>
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<th>PRIOR YEAR UNENCUMBERED BALANCE</th>
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## FOUNDATION

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<td>6.8 %</td>
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All data provided for management review only and is current at the time of publication

Figures do not represent JCCC Foundation audited financials
Supplement A to the November 20, 2014 Board Packet contains the accounts payable disbursements. The Cash Disbursement Summary includes accounts payable, tuition refunds, and financial aid disbursements.

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$ 4,426,502.75

Tuition Refunds and Financial Aid Disbursements

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</tbody>
</table>

$ 565,852.97

Total Cash Disbursements $ 4,992,355.72
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 $4,992,355.72.

________________________________________
Donald E. Perkins
Associate Vice President
Financial Services/CFO

________________________________________
Barbara A. Larson
Executive Vice President
Finance and Administrative Services

________________________________________
Joseph M. Sopcich
President
GRANTS, CONTRACTS AND AWARDS

REPORT:

The following grant has been approved for funding.

1. **Access to Success 2014**
   - Funding Agency: National Institute of Disability Rehabilitation Research
   - Purpose: To provide knowledge and skills to students with disabilities to enable them to advocate for accommodations needed to succeed in their coursework and to gain self-advocacy skills that may help them in their transition to work.
   - Duration: October 1, 2014 – September 30, 2017
   - Grant Administrator: Holly Dressler
   - Amount Funded: $5,700.00
   - JCCC Match: -0-
   - Applicant: Dr. Glen W. White, University of Kansas Research and Training Center on Independent Living

The following grant has been submitted on behalf of the college.

1. **Arts Integration Program**
   - Funding Agency: Kansas Creative Arts Industries Commission
   - Purpose: To offer five arts integrated workshops for high school teachers.
   - Duration: Grant period to end June 30, 2015
   - Grant Administrator: Angel Mercier
   - Amount Requested: $5,000.00
   - JCCC Match: 1:1 match required ($26,100 identified to include in-kind expenses of Mercier’s time, Shawnee Mission School District performing arts resource specialist Debbie Allen’s time and room rental fees, as well as JCCC Performing Arts Series funds to offset the cost of artistic fees.)
   - Applicant: JCCC Foundation
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.

Judy Korb
Executive Vice President
Instruction and Operations

Joseph M. Sopcich
President
November 20, 2014

Curriculum

1. **New Courses, Effective Academic Year 2015-2016**
   - BUS 292: Special Topics
   - EDUC 234: Families in Society
   - SAG 245: Principles of Sustainable Market Farming
   - SAG 272: Sustainable Agriculture Fall Practicum
   - SAG 274: Sustainable Agriculture Spring Practicum
   - SAG 276: Sustainable Agriculture Summer Practicum

2. **Modified Courses, Effective Academic Year 2015-2016**
   - EAP 101: Writing and Grammar I
   - EAP 103: Writing and Grammar II
   - EAP 105: Speaking and Pronunciation I
     - Title change to: Speaking and Listening I
   - EAP 107: Speaking and Pronunciation II
     - Title change to: Speaking and Listening II
   - EAP 111: Writing and Grammar III
   - EAP 113: Writing and Grammar IV
   - EAP 115: Speaking and Pronunciation III
     - Title change to: Speaking and Listening III
   - EAP 117: Speaking and Pronunciation IV
     - Title change to: Speaking and Listening IV
   - EAP 120: Reading/Vocabulary I
     - Title change to: Reading and Vocabulary I
   - EAP 121: Reading/Vocabulary II
     - Title change to: Reading and Vocabulary II
   - EAP 122: Reading and Vocabulary III
   - ENGL 130: Introduction to Literature
     - KCOG Alignment
   - EDUC 210: Creative Experiences of Young Children
   - EDUC 220: Survey of the Exceptional Child
   - EDUC 260: Observing & Interacting with Young Children
   - FL 130: Elementary Spanish I
     - KCOG Alignment
   - HIST 125: Western Civilization: Readings and Discussion I
Title change to: Western Civilization: Ancient World to the Renaissance

- HIST 126: Western Civilization: Readings and Discussion II
  - Title change to: Western Civilization: Scientific Revolution to the Modern Age
- HIST 180: North American Indigenous Peoples History
  - Title change to: North American Indian History
- POLS 122: Political Science

3. Deactivated Courses, Effective Academic Year 2015-2016

- EDUC 215: Young Children with Special Needs
- EDUC 225: Infant and Toddler Education and Care
- EDUC 235: Parenting
- EDUC 240: School-Age Programs and Curriculum I
- EDUC 245: School-Age Programs and Curriculum II
- EDUC 270: Early Childhood Development
- EDUC 280: Administration of Early Childhood Program
- ELEC 118: Mobile Auto Electronics Installation
- ELEC 123: Smart House Technology
- FLR 280: Floral Design Internship
- HORT 245: Commercial Crop Production
- HORT 272: Sustainable Agriculture Fall Practicum
- HORT 274: Sustainable Agriculture Spring Practicum
- HORT 276: Sustainable Agriculture Summer Practicum
- IT 250: Networking Seminar
- LCOM 132: Composition II/Literature of Science Fiction
- LCOM 135: Social Issues: Appomattox-9/11
- LCOM 142: Digital Literacies
- LCOM 145: The Origins of Human Nature
- LCOM 147: Foundations of Modern Thought
- LCOM 153: Russian Literature and Russian Culture
- LCOM 161: Where Do You Live?
- LCOM 163: Russia: Empire of East and West
- LCOM 174: Elementary Debate/Reading Skills Improvement
- PSYC 230: Personality Theory
- RRIT 141: Structural Quality GMAW

4. Deactivated Program, Effective Fall 2014

- 3640-CERT: IV Therapy for LPNs Certificate

5. Deactivated Programs, Effective Spring 2015

- 4400-CERT: Smart House Technology Integrator Certificate
- 6600-Cert Early Childhood Education Certificate

6. New Program, Effective Academic Year 2015-2016

- 5290-CERT: Sustainable Agriculture
The Sustainable Agriculture Certificate is being proposed as a new program, we are requesting a new department designation separate from HORT, preferably SAG for Sustainable Agriculture. This program is proposed to replace a program previously called Sustainable Agriculture Entrepreneurship Certificate at JCCC. That program was initiated with collaboration between K-State Horticulture Extension and Research and three departments at JCCC: Horticulture, Hospitality Management, and Entrepreneurship. The development team decided to list it with the Classification of Instructional Program (CIP) code for Horticulture at that time, as that was considered to be most accurate based on the initial emphases. The proposed CIP code for the new program is Agroecology and Sustainable Agriculture, which is more descriptive of its emphases. The proposed program expands on that original program and makes possible further expansion by moving Entrepreneurship courses from “required” to “elective” status, enabling other electives to fill optional preparation strategies for students. Such expansion and increased options moves the program out of the more specific category, Horticulture, and justifies the term “Sustainable Agriculture.” It also provides a foundation for further development of degree programs emphasizing Sustainable Agriculture and Agroecology.

7. Modified Programs, Effective Academic Year 2015-2016
   - 2430-AAS: Business Administration
     The modification of the Business Administration AAS program is to include a new course option of BUS 292: Special Topics (1-3 credit hours) as an elective option for students.
   - 2100-AS: Emphasis in Early Childhood Education
     - Title change to: 2080-AA: Emphasis in Early Childhood Education
     The modification to the Early Childhood Education degree program is submitted in order to meet current KBOR requirements in total program hours. The goal of the program modification is to limit courses while continuing to provide for student needs for both transfer and professional job placement a switch from an AS to AA has been made and excess courses have been removed.
   - 5220-CERT: Legal Interpreting Certificate
     The modification to the Legal Interpreting Certificate is to ultimately remove the requirement of LI 170: Legal Procedures and Ethics from the second semester. LI 170 is a fall only course open only to Legal Interpreting students who must first take LAW 121. Enrollment in this class is low. This semester few students enrolled in the class. ADMJ 121 is a very similar course. LI professors Marcela Renna and Mary Ella Steck as well as LAW 121 professor Anita Tebbe feel that this is an excellent course for LI students. ADMJ 121 is offered all three semesters allowing for more enrollment choices for LI students and candidates. ADMJ 121 classes will have increased enrollment because LI 170 students will now enroll in ADMJ 121.

8. Deactivated Program, Effective Academic Year
   - 4430-CERT: Sustainable Agriculture Entrepreneurship
It is the recommendation of the college administration that the Board of Trustees approve the changes to the curriculum as indicated.

______________________________
Andy Anderson
Vice President of Academic Affairs
Chief Academic Officer

______________________________
Joseph M. Sopcich
President
1. Retirements

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

**RECOMMENDATION:**

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

2. Resignations

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

**RECOMMENDATION:**

It is the recommendation of the college administration that the Board of Trustees approve the above-listed resignations.
3. Separations

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

RECOMMENDATION:

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

4. Reassignments

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

RECOMMENDATION:

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

5. Employment – Regular

CANDACE TELLINGHUISEN, Public Safety Officer, Police, Finance and Administrative Services, effective October 20, 2014 at $20.06 per hour

CANDACE VILLANUEVA, Diversity Recruiter, Student Success and Engagement, Instruction and Operations, effective November 11, 2014 at $14.61 per hour

PREYA RAVI, Accounting Specialist, Financial Services, Finance and Administrative Services, effective November 3, 2014 at $16.37 per hour

ANDREW SHOMAN, Police Officer, Police, Finance and Administrative Services, effective November 3, 2014 at $23.30 per hour
### Effective Name Position  Date Salary

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<tr>
<th>Name</th>
<th>Position</th>
<th>Effective Date</th>
<th>Salary</th>
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<td>Janet Williams</td>
<td>Child Care Aide</td>
<td>10/20/14 - 06/30/15</td>
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<td>Kelley Jackson</td>
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<td>10/24/14 - 06/30/15</td>
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<td>Erin Edwards</td>
<td>Lead Testing Specialist</td>
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<td>Claire Zimmermann</td>
<td>Campus Farm/Outreach Mgr.</td>
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<td>11/01/14 - 06/30/15</td>
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<td>Donald Starr</td>
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<td>11/03/14 - 06/30/15</td>
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</tr>
<tr>
<td>Hans Stronstad</td>
<td>Dining Services Asst III</td>
<td>11/03/14 - 06/30/15</td>
<td>10.12/hour</td>
</tr>
<tr>
<td>Carrie Ngov</td>
<td>Bookstore Asst., Technology</td>
<td>11/05/14 - 06/30/15</td>
<td>11.33/hour</td>
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<tr>
<td>Keifer Lucchi</td>
<td>&quot;</td>
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**RECOMMENDATION:**

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

### 6. Employment – Temporary

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<th>Name</th>
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<tr>
<td>Matthew Crowther</td>
<td>Dining Services Assistant III, Dishwasher</td>
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<tr>
<td>Lavonte Bryant</td>
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<tr>
<td>Michael Tjong</td>
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<td>11/05/14 - 06/30/15</td>
<td>10.12/hour</td>
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<tr>
<td>Joana Avendano Maraver</td>
<td>Dining Services Assistant III, Pizza Hut</td>
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<tr>
<td>Name</td>
<td>Position</td>
<td>Start Date</td>
<td>End Date</td>
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<tr>
<td>Heidi Blake</td>
<td>Office Aide</td>
<td>10/21/14</td>
<td>06/30/15</td>
</tr>
<tr>
<td>Adrian Fitzmaurice</td>
<td>Investigation Specialist</td>
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<td>Tiffani Officer</td>
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<td>Charles Graham</td>
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<td>William Haden</td>
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<td>Ursula Pearson</td>
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<td>Benjamin Kimball</td>
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<td>Blake Elder</td>
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<td>Jason Seipel</td>
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<td>Ryan Jones</td>
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<td>Frederick Mosher</td>
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<td>Mark Foster</td>
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Board Packet 47 November 20, 2014
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<td>Start Date</td>
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<td>06/30/15</td>
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<td>Lisa Bonengel</td>
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<td>06/30/15</td>
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<td>Sarai Avendano</td>
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<td>06/30/15</td>
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<td>Joana Avendano</td>
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<td>06/30/15</td>
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<td>Jeff Kihan</td>
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<td>06/30/15</td>
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<tr>
<td>Ipinglee</td>
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<td>06/30/15</td>
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<td>Youngji Park</td>
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<td>11/01/14</td>
<td>06/30/15</td>
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<td>Liliana Lozano</td>
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<td>11/01/14</td>
<td>06/30/15</td>
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<tr>
<td>Dasy Resendiz</td>
<td>Volunteer, Global English</td>
<td>11/01/14</td>
<td>06/30/15</td>
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<td>Gloria Gale</td>
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<td>06/30/15</td>
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<td>Carla Dodge</td>
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<td>Mary Anne Matos</td>
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<td>06/30/15</td>
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Keila Ferree  Volunteer,  11/01/14 -  non-remunerated
    Global English  06/30/15
Christina Wolff  Volunteer,  11/01/14 -  non-remunerated
    Global English  06/30/15
Aneal Vohra  Volunteer,  11/01/14 -  non-remunerated
    Global English  06/30/15
Suzanne Smith  Volunteer,  11/01/14 -  non-remunerated
    Global English  06/30/15
Elizabeth Andrews  Volunteer,  11/01/14 -  non-remunerated
    Global English  06/30/15
Gavin Miller-Broomfield  Volunteer,  11/01/14 -  non-remunerated
    Global English  06/30/15
Josie Beine  Volunteer,  11/01/14 -  non-remunerated
    Global English  06/30/15
Suzanne Maheu  Volunteer,  11/01/14 -  non-remunerated
    CLEAR  06/30/15
Susan B. Katzer  Volunteer,  11/01/14 -  non-remunerated
    CLEAR  06/30/15
Patricia Donaldson  Volunteer,  11/01/14 -  non-remunerated
    CLEAR  06/30/15
Rabeh Ghadiri  Volunteer,  11/01/14 -  non-remunerated
    CLEAR  06/30/15

RECOMMENDATION:

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

7. Extraordinary Leave of Absence

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.
a. Also full-time staff.
b. Full-Time temporary position.
c. Full-Time temporary grant-funded position.

Judy Korb
Executive Vice President, Instruction
and Operations

Joseph M. Sopcich
President
JOHNSON COUNTY COMMUNITY COLLEGE
OFFICE OF THE PRESIDENT

November 20, 2014

HUMAN RESOURCES ADDENDUM

1. Retirements

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

RECOMMENDATION:

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

2. Employment – Regular

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<th>Name</th>
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<th>Salary</th>
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<td>Rhonda Wedel</td>
<td>Testing Center Assistant</td>
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RECOMMENDATION:

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

3. Employment – Temporary

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<td>Paige Houghton</td>
<td>Lab Aide, Graphic Design</td>
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<td>10.12/hour</td>
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<td>Samuel Monsees</td>
<td>Bookstore Clerk</td>
<td>11/24/14 - 06/30/15</td>
<td>10.12/hour</td>
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<tr>
<td>Name</td>
<td>Position</td>
<td>Start Date</td>
<td>End Date</td>
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<tr>
<td>-----------------------</td>
<td>-----------------------------------------------</td>
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<tr>
<td>Tiffeny Young</td>
<td>Investigation Specialist</td>
<td>11/11/14</td>
<td>06/30/15</td>
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<tr>
<td>Lymon Simms</td>
<td>Bookstore Clerk</td>
<td>11/17/14</td>
<td>06/30/15</td>
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<td>Julia Larberg</td>
<td>Student Photographer, Institutional Advancement</td>
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<td>Michael Abell</td>
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<td>Keila Ferree</td>
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<td>Karen Glenn</td>
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<td>Sara Duarte Gonzalez</td>
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<td>Abebech Shemelisa</td>
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<td>Marilyn Senter</td>
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<td>Marilyn Senter</td>
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<td>11/18/14</td>
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<td>Deborah Williams</td>
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<td>10/23/14</td>
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<td>Lychnikova, Ella</td>
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<td>01/05/15</td>
<td>07/23/15</td>
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<td>Zuroweste, Sue</td>
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<td>07/23/15</td>
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<td>07/23/15</td>
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<tr>
<td>Colene Roberts</td>
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</table>
Tracy Bedell  Special Project, Technology  08/18/14 - 12/12/14  3,192.00/total
Lori Brooks  "  "  12/12/14  915.00/total
Dave Lingerfelta  "  "  997.00/total
Harold Zuck  "  "  2,964.00/total
Gretchen Sherk  Counselor  12/8/14 - 01/30/15  4,614.66/total
Tyler Dubas  Volunteer, Horticulture  11/01/14 - 06/30/15  non-remunerated

**RECOMMENDATION:**

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

4. 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

**RECOMMENDATION:**

It is the recommendation of the college administration that the Board of Trustees approve the above-listed additions or changes to the FY2014-2015 Staffing Authorization Table for Full-time Regular Staff.

a. Also full-time staff

__________________________________
Judy Korb
Executive Vice President, Instruction and Operations

__________________________________
Joseph M. Sopcich
President