

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 August 19, 2010, 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: Don Weiss, Chair
Jon Stewart, Vice-Chair
Bob Drummond, Treasurer
Melody Rayl, Secretary
Jerry Cook, Trustee
Lynn Mitchelson, Trustee
Stephanie Sharp, Trustee

Staff Terry Calaway, President
Mark Ferguson, College Counsel

Jeff Anderson, Counselor
Tsgaab Asseta, TV Camera Operator
Mitch Borchers, Executive Director, Procurement Services
Dave Burgess, Executive Director, Institutional Advancement
Becky Centlivre-Meinke, Director, Human Resources
Marcus Clem, Campus Ledger Reporter
Dennis Day, Vice President, Student Services
Jim Freed, Director, Facility Planning
Dana Grove, Executive Vice President, Educational Planning &
Development, Chief Operating Officer
Julie Haas, Associate Vice President, Marketing Communications
Dain Hartwell, TV Camera Operator
Rex Hays, Executive Director, Campus Services
Lin Knudson, Dean, Academic Support Division
Judy Korb, Executive Vice President, Human Resources,
Workforce & Staff Development
Jason Kovac, Executive Director, Academic Initiatives
Denny Kurogi, Retired Assistant Dean, EMS
Tony Lacy, Business Solutions Consultant, Center for
Business and Technology
Karen Martley, Executive Director, Comm., SOD/Wrkfrce
Justin McDaid, Manager, Internal Audit

Rick Moehring, Dean, Learner Engagement
Denise Moore, Vice President, Information Services/CIO
M.K. Oliver, ECAV Manager
Corey Paris, Student Senate President
Don Perkins, Executive Director, Budget & Auxiliary Services
Bob Prater, Associate Vice President, Financial Services
Gus Ramirez, Chief, Police Department
Ruth Randall, Dean, Curriculum and Academic Quality
Marilyn Rhinehart, Executive Vice President, Academic
Affairs/CAO
Terri Schlicht, Executive Assistant to the President and Board
Joe Sopcich, Interim Executive Vice President, Administrative
Services
Pam Vassar, Assistant Dean, Student Life/Leadership Dev.
Janelle Vogler, Director, Internal Auditing Services
Deb Williams, Assistant Professor, Science
Jennifer Winchester, Business Solutions Consultant,
Center for Business and Technology
Randy Winchester, Program Coordinator, Computer Training
Center for Business and Technology
Jerry Wolfskill, Associate Vice President, Public Safety

Guests:

Ann Arnott, League of Women Voters
Irene Brenon, Workforce Partnership
Kathy Brown
Dick Carter, College Lobbyist
Tammy Clem
Earl F. Glynn

QUORUM

Mr. Weiss announced the presence of a quorum, with seven board members present.

PLEDGE OF ALLEGIANCE

Mr. Weiss led the Board of Trustees and other meeting participants in the reciting of the Pledge of Allegiance.

PETITIONS AND COMMUNICATIONS

Mr. Weiss asked if anyone in the audience would like to address the board.

Former student Kathy Brown, who has addressed the board the last four months, spoke again, expressing her concerns about freedom of speech on campus, the copyright notice placed on all college videos, and the implementation of college policies.

Former employee Tammy Clem also addressed the board about her concerns with college processes regarding her termination.

COLLEGE LOBBYIST
REPORT

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

AWARDS &
RECOGNITIONS

Carmaletta Williams – Recognition for Volunteerism as NACCP ACT Judge

Tony Lacy and Jennifer Winchester – Computer Technician Basic Skills Camp

John Armilio, Denny Kurogi, Judy Korn, Farris Sanders, Gunda Seeger, Cindy Cheng, Miguel Morales, Eunice Mujuku and Donna O’Leary – Meritorious Service for life saving measures provided a student who suffered a heart attack

COMMITTEE REPORTS
AND
RECOMMENDATIONS

BUDGET PUBLIC
HEARING

Mr. Weiss opened the meeting for the 2010-2011 budget public hearing. He asked if anyone in the audience would like to address the board regarding the budget as shown on Attachment A, which hereby becomes a part of these minutes; there was no response and the hearing was closed.

Management Committee

Dr. Drummond reviewed items from the August 10, 2010, Management Committee meeting.

Following discussion, upon motion by Dr. Drummond, seconded by Mr. Mitchelson, which motion unanimously carried, the Board of Trustees approved the 2010-2011

Management Committee Working Agenda, as shown on Attachment B, which hereby becomes a part of these minutes.

Upon motion by Dr. Drummond, seconded by Mr. Mitchelson, which motion unanimously carried, the Board of Trustees accepted the recommendation of the college administration to approve the retention of Gilmore & Bell as bond counsel for fiscal year 2011.

Upon motion by Dr. Drummond, seconded by Mr. Mitchelson, which motion unanimously carried, the Board of Trustees accepted the recommendation of the college administration to approve the retention of Piper Jaffray as financial advisor for fiscal year 2011.

Upon motion by Dr. Drummond, seconded by Mr. Mitchelson, which motion unanimously carried, the Board of Trustees accepted the recommendation of the Management Committee and the college administration to approve the 2010-2011 Budget as published, and does hereby certify said budget to the County Clerk of Johnson County, Kansas, for collection in the manner prescribed by law.

Upon motion by Dr. Drummond, seconded by Mr. Mitchelson, which motion unanimously carried, the Board of Trustees approved the following:

- **Lowest acceptable bids of \$71,819.00 from Kansas City Audio Visual, \$1,310.00 from Long's Electronics, \$21,586.00 from Mission Electronics, \$97,856.00 from Senna Technology Systems, and \$3,694.00 from W. Schillers & Company, for a total expenditure of \$196,265.00 for audio visual equipment as shown on Attachment C, which hereby becomes a part of these minutes.**
- **Renewal of the annual contract for a prime vendor for food and food supplies with SYSCO Food Services of Kansas City, Inc., at an annual expenditure not to**

exceed \$750,000.00.

- **Low bid of \$85,000.00 from Mill Valley Excavating, LLC, plus an additional \$8,500.00 to allow for contingencies for possible unforeseen costs, for a total expenditure not to exceed \$93,500.00 for the west entrance storm drainage repair and improvements.**
- **Lowest acceptable bids of \$11,063.40 from Fisher Scientific Co., LLC, \$15,802.92 from Hach Company, \$2,640.54 from Sargent-Welch, \$43,511.00 from Steris Corporation, and \$3,955.00 from Wards Natural Science, for a total expenditure of \$76,972.86 for science lab equipment as shown on Attachment D, which hereby becomes a part of these minutes.**
- **Renewal of annual contracts for fine paper at \$135,328.84 with Xpedx Paper and \$187,014.10 with Shaughnessy Paper, for a total expenditure not to exceed \$322,342.94.**
- **Renewal of the annual contract for solid waste disposal with Deffenbaugh Industries at a total annual expenditure not to exceed \$80,000.00.**
- **Lease agreement between Johnson County Community College and the KU Regents Center for the use of classrooms from August 16, 2010 to May 20, 2011, for a sum of \$30,000.00 to be payable in two equal installments in September, 2010 and January, 2011.**
- **Sponsorship of \$2,500 for KCPT's Producers' Society, Director Level.**
- **Sponsorship of \$2,500 for Science Pioneers' Greater Kansas City Science and Engineering Fair.**

- **Sponsorship of \$2,500 for Science Pioneers' eight Saturday Science Seminars.**
- **Sponsorship of \$450 to purchase one table for Shawnee Mission Medical Center's "Speaking of Women's Health."**

Learning Quality
Committee

Ms. Sharp reviewed items from the August 2, 2010, Learning Quality Committee meeting.

Upon motion by Ms. Sharp, seconded by Mr. Mitchelson, which motion unanimously carried, the Board of Trustees accepted the recommendation of the college administration to approve the following:

- **JCCC entering into the Women's Heart Health Culinary Series Partnership with Saint Luke's Mid America Heart and Vascular Institute and Saint Luke's South.**
- **The 2010-2011 Learning Quality Committee Working Agenda, as shown on Attachment E, which hereby becomes a part of these minutes.**

Human Resources
Committee

Ms. Rayl reviewed items from the August 3, 2010, Human Resources Committee meeting.

Following discussion, upon motion by Dr. Cook, seconded by Dr. Drummond, which motion unanimously carried, the Board of Trustees approved the 2010-2011 Human Resources Committee Working Agenda, as shown on Attachment F, which hereby becomes a part of these minutes.

**PRESIDENT'S
RECOMMENDATIONS
FOR ACTION**

Treasurer's Report

Following discussion, upon motion by Dr. Drummond, seconded by Mr. Mitchelson, which motion unanimously

carried, the Board of Trustees accepted the recommendation of the college administration to approve the Treasurer's Report for the month of June, 2010, subject to audit, as shown on Attachment G, which hereby becomes a part of these minutes.

President's Monthly
Report to the Board

Dr. Calaway shared information from his Monthly Report with the Board. Items highlighted included:

- The Board met with the Kansas Board of Regents and State University Presidents for dinner at KBOR's annual retreat on August 18. The retreat was held in the Regnier Center on August 17-19 and was the first time the Regents have met in retreat at a community college. Additionally, Dr. Calaway represented the Kansas Community College presidents at the retreat in discussions regarding articulation.
- Recognition and gratitude to Joe Sopcich, Bob Prater, Don Perkins, and Mitch Borchers for their tremendous and prudent work in preparing the budget during difficult and challenging economic times.
- Recognition and gratitude to Dana Grove for agreeing to serve on the Citizens Visioning Committee for the County.
- Reported a two percent increase in enrollment and headcount as of the first day of class with a projection of approximately 22,000 credit students for the fall term. Although JCCC now maintains the largest undergraduate enrollment in the state of Kansas, it continues to stay focused first on student outcomes and success.

OLD BUSINESS

Jon Stewart clarified for the viewing audience that the Board meetings have always been copyrighted. The copyright notice, however, has been moved from the end of the recording to the beginning for increased visibility.

REPORTS FROM BOARD
LIAISONS

- Student Senate Report** Corey Paris introduced himself to the Board as the new Student Senate President. He stated that he is proud to serve and represent the student body of such an excellent school. He looks forward to strengthening ties between the students and Board during the upcoming year.
- KACCT** Mr. Mitchelson reported that he and Dr. Calaway plan to attend the upcoming KACCT meeting scheduled to occur on September 9-10, 2010 in Hutchinson, Kansas. Discussions will include the allocation of funds between the community colleges and technical education schools.
- JCERT Authority** Mr. Mitchelson reported that he serves as Chair of the Audit Committee of JCERT. The next meeting of the Audit Committee is scheduled to occur at 11:30 a.m. on August 20 at Shadow Glen Country Club. The auditing firm of Allen, Gibbs & Houlik, L.C. in Wichita has been selected. The next full JCERT meeting is scheduled to occur at 8:00 a.m. on August 30 at the KU Edwards campus.
- Foundation** Ms. Rayl reported that the Foundation provided a little over \$1.2 million from 234 scholarship funds for academic year 2010-2011. The scholarship funds were equitably distributed between merit and need.
- This year the number of students applying for scholarships was increased by 107%. So far this year, 2125 students have submitted applications for scholarships compared to last year's total of 1001.
- As of August 17th, over \$1.6 million in scholarship funds has been offered to qualified students. That is a 21% increase over all scholarships offered last year and includes both JCCC and Foundation scholarships.

The Foundation RecognitionFest Luncheon is scheduled to occur on Tuesday, September 21.

Faculty Association

Again, Mr. Anderson reminded the Board that the faculty has made some considerable sacrifices during the past two years of financial challenges that has contributed to JCCC's maintenance of a balanced budget. He expressed his concerns regarding the potential impact on students with respect to faculty/student ratio and the FT/PT faculty ratio.

Collegial Steering

Mr. Anderson reported that the Collegial Steering Committee met and discussed the faculty evaluation process. Mr. Anderson stated that the formative piece of the process is in place and well defined; the summative portion of the process will be completed shortly and will result in a much better process than in years past.

Ms. Rayl complimented the faculty in working to develop a performance evaluation system that encourages faculty members to continue to improve and be the best that they can be.

Dr. Calaway responded to the challenges that Mr. Anderson spoke about in his report. Dr. Calaway shared that student performance data regarding quality of education for students taking classes with part-time faculty is consistent and equal to that of students taking classes with full-time faculty. Dr. Calaway indicated that with the increased enrollment, challenges are two-fold. When classes are full, it becomes increasingly difficult to place students who wait until just before classes begin to enroll. Challenges include the need for physical space to accommodate added sections and the ability to find qualified faculty.

JCCC's ratio of full-time to part-time faculty is well within the range recommended by the Higher Learning Commission for accreditation purposes.

The student/faculty ratio has only increased by one student per class. The ratio went from 20:1 to 21:1 per classroom.

Achieving the Dream

Dr. Kovac provided an update on the three new strategies launched. *The First Year Connections Program* will serve approximately 60 students over the course of the fall semester. First results for the *Student Success in Math* strategy will be available in late August, and diligent efforts are being made to get the *Developmental Learning Communities* strategy launched in the Spring of 2011.

The Communication plan for the AtD initiative is well underway. Print materials were distributed and presentations were made during fall in-service.

The AtD coaches will be on campus in mid October to share their experiences, perspective, and expertise in helping JCCC to address important questions and think critically and strategically about results.

PETITIONS AND
COMMUNICATIONS

Mr. Weiss asked if anyone in the audience would like to address the board. There was no response.

CONSENT AGENDA

Following discussion upon motion by Dr. Cook, seconded by Mr. Stewart, which motion unanimously carried, the Board of Trustees approved the consent agenda, with the exception of the Articulation Agreement with the University of Phoenix. Also approved was the Human Resources Addendum, as shown on Attachment H, which hereby becomes a part of these minutes. The consent agenda items included the following:

Curriculum

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

Transfer to JCCC
Foundation Tribute Fund

Authorized the transfer of \$450 (\$150 per retiree) from the general fund to the JCCC Foundation student scholarship fund in honor of Carol Campbell, Andrea Kempf and Lucy McGee.

Minutes

Minutes from the July 15, 2010, Board of Trustees meeting.

Cash Disbursement
Report

Ratified the total cash disbursements, as shown on Attachment J, which hereby becomes a part of these minutes, for the total amount of \$3,294,279.37.

Award of Bids

Audio Visual
Lamps

Approved the renewal of the annual contract for audio visual lamps with Kansas City Audio Visual at a total annual expenditure not to exceed \$48,000.00.

Approved the renewal of annual contracts for audio visual lamps in the amounts of \$11,000.00 from Mission Electronics and \$15,000.00 from Perlmutter Purchasing Power, for a total annual expenditure not to exceed \$26,000.00.

Gifts, Grants, Contracts
and Awards

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

Human Resources

Retirements

Retirements as follows:

RONDA STATON, Counselor, Learner Engagement Division, President's Branch, effective August 31, 2011.

PHYLLIS GOLDBERG, Counselor, Learner Engagement Division, President's Branch, effective October 31, 2011.

Resignations

Resignations as follows:

HEATHER DONNITHORNE, Assistant Manager, Bookstore, Budget & Auxiliary Services Division, Administrative Services Branch, effective September 24, 2010.

REBECCA WALKER-GAROUTTE, Greenhouse Coordinator, Science Division, Academic Affairs Branch, effective July 31, 2010.

MIKE LAMONICA, Program Director, Graphic Design, Arts, Humanities & Social Sciences Division, Academic Affairs Branch, effective August 17, 2010.

ANNETTE STOERMAN, Administrative Assistant, Workforce Development & Operations Division, Human Resources, Workforce & Community Development Branch, effective September 30, 2010.

STEVE PELOT, Railroad Lab Technician, Technology Division, Academic Affairs Branch, effective July 1, 2011.

Termination for Cause

TODD MORAN, Senior Support Analyst, Information Services Division, Educational Planning & Development Branch, effective August 20, 2010.

Approval for Total Disability

Disability as follows:

DEBBIE FICKEN, ABE/GED/ESL Data Specialist, Community Services Division, Human Resources, Workforce & Community Development Branch, who joined the JCCC staff on January 29, 2001, has been certified by her physician as totally disabled, effective July 14, 2010, as notified by the Kansas Public Employees Retirement System on July 22, 2010.

Reassignments

Reassignments as follows:

LISA DUNITZ, Admissions Clerk, Student Services Division, Educational Planning & Development Branch, at \$14.13 per hour, to Administrative Assistant, Business Division, Academic Affairs Branch, effective August 9, 2010 at \$15.19 per hour.

NOTE: Ms. Dunitz replaces Barbara Schnake who retired June 30, 2010 at \$19.93 per hour.

HABTAMU ODA, Custodian, Campus Services Division, Educational Planning & Development Branch, at \$13.36 per hour, to Lead Custodian, Campus Services Division, Educational Planning & Development Branch, effective July 15, 2010 at \$16.09 per hour.

NOTE: Mr. Oda replaces Yonas Desalgne who was reassigned June 13, 2010 at \$14.91 per hour.

ADRIENNE WILSON, Administrative Assistant/Accounting Clerk, Nerman Museum, President's Branch, at \$16.69 per hour, to Administrative Assistant, Educational Planning & Development Branch, effective August 2, 2010 at \$19.52 per hour.

NOTE: Ms. Wilson replaces Terri Schlicht who was reassigned June 26, 2010 at \$22.33 per hour.

SUN REA, Educational Technology Center Project Manager, Academic Support Division, Academic Affairs Branch, at \$60,966 for a twelve-month contract, to Recycling Coordinator, Sustainability, President's Branch, effective September 6, 2010 at \$57,918 for a twelve-month contract.

NOTE: Mr. Rea's position was reallocated from the Financial Services Division February 20, 2009.

Employment –
Regular

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

Employment -
Temporary

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

EXECUTIVE SESSION

At 7:02 p.m., upon motion by Mr. Mitchelson, seconded by Dr. Cook, which motion unanimously carried, the Board of Trustees agreed to recess to executive session to discuss personnel matters of nonelected personnel, in order to protect the privacy interests of the individual(s) to be discussed and for the purpose of consultation with an attorney which would be deemed privileged in the attorney-client relationship, in order to protect the privilege and the Board's communications with its attorney on legal matters, to return in 45 minutes. Invited to participate were Mark Ferguson, Terry Calaway, Terri Schlicht, and Judy Korb.

At 7:45 p.m., the meeting reconvened. Upon motion by Mr.

Mitchelson, seconded by Mr. Stewart, which motion unanimously carried, the Board of Trustees agreed to extend the executive session to discuss personnel matters of nonelected personnel, in order to protect the privacy interests of the individual(s) to be discussed and for the purpose of consultation with an attorney which would be deemed privileged in the attorney-client relationship, in order to protect the privilege and the Board's communications with its attorney on legal matters, to return in 30 minutes. Invited to participate were Mark Ferguson, Terry Calaway, Terri Schlicht and Judy Korb.

At 8:15 p.m. the meeting reconvened and the chairman announced that no action had taken place during executive session.

COLLEGE PRESIDENT'S CONTRACT Upon motion by Dr. Drummond, seconded by Mr. Mitchelson, which motion carried with a vote of 6-1, with Ms. Sharp voting no, the Board of Trustees directed legal counsel to prepare a renewed and extended contract of employment. The principal changes are as follows:

- 1. Modify the potential severance pay from 12 months to 18 months.**
- 2. Purchase 1.5 years of Ohio service credit towards retirement with Dr. Calaway contributing .5 of a year.**

ADJOURNMENT

The meeting was adjourned at 8:31 p.m.

Don Weiss
Chair

Jon Stewart
Vice Chair