

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 October 20, 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
Melody Rayl, Vice Chair
Jerry Cook, Secretary
Bob Drummond, Treasurer
Greg Musil, Trustee
Stephanie Sharp, Trustee

Absent: Jon Stewart, Trustee

Staff Terry Calaway, President
Mark Ferguson, College Counsel

John Addressi, Consultant, SBDC
Jeff Anderson, Counselor
Molly Baumgardner, Coordinator, Journalism Internships
Malinda Bryan-Smith, Director, SBDC
Mitch Borchers, Executive Director, Procurement Services
Becky Centlivre-Meinke, Director, Human Resources
Gary Cook, Mgr. Hskp. & Custodial Svcs.
Dennis Day, Vice President, Student Services
Yonas Desalgne, Custodial Supervisor, Housekeeping Services
Dana Grove, Executive Vice President, Educational Planning & Development/COO
Julie Haas, Associate Vice President, Marketing Communications
Judy Korb, Executive Vice President, Human Resources, Workforce & Community Development
Jason Kovac, Executive Director, Academic Initiatives
Kay Lampe, Coordinator, SBDC
Shelia Mauppin, Intern, President's office
Cathy Misenhelter, Manager, HR/Staff Dev. Systems
Denise Moore, Vice President, Information Services/CIO
Alisa Pacer, Emergency Preparedness Manager
Lester Page, Senior Multimedia Eng. & Event Specialist

Don Perkins, Executive Director, Budget & Auxiliary Services
Roselyn Perkins, Coordinator, SBDC
Bob Prater, Associate Vice President, Financial Services
Jordan Renzelman, Campus Ledger
Marilyn Rhinehart, Executive Vice President, Academic
Affairs/CAO
Ginna Roe, Custodian, Housekeeping Services
Kandy Ruth, Custodian, Housekeeping Services
Terri Schlicht, Executive Assistant to the President and Board
Elizabeth Seidel, Campus Ledger
Joe Sopcich, Executive Vice President, Administrative Services
Elisa Waldman, Consultant, SBDC
Sandra Warner, Deputy CIO/Dir. ACS
Andrew Whittaker, Custodian, Housekeeping Services
Tanya Wilson, General Counsel
John Winter, Lead Custodian
Jerry Wolfskill, Associate Vice President, Public Safety
Christina Wright, Event Manager, Perf. Venues

Students: Gina Galanou
Ben Markley

Guests: Ann Arnott
Richard France

QUORUM	Dr. Weiss announced the presence of a quorum, with six board members present.
PLEDGE OF ALLEGIANCE	Dr. Weiss led the Board of Trustees and other meeting participants in the reciting of the Pledge of Allegiance.
PETITIONS AND COMMUNICATIONS	Dr. Weiss asked if anyone in the audience would like to address the board. There was no response.
AWARDS AND RECOGNITIONS	Elisa Waldman – 2011 State Star Award
COLLEGE LOBBYIST REPORT	Mr. Carter shared his monthly legislative update report with the Board of Trustees.

COMMITTEE REPORTS
AND
RECOMMENDATIONS

Management Committee Dr. Drummond reviewed items from the October 10, 2011 Management Committee meeting.

Dr. Calaway noted that after extensive study of the possibility of outsourcing housekeeping services, the college administration recommends that we not outsource housekeeping but retain those services as they stand now and continue to seek cost savings in-house.

Following discussion, upon motion by Dr. Drummond, seconded by Dr. Cook, which motion unanimously carried, the Board of Trustees approved the amendment to Board Policy 217.06, Service of Alcoholic Beverages, as shown on attachment A, which hereby becomes a part of these minutes.

Following discussion, upon motion by Dr. Drummond, seconded by Mr. Musil, which motion unanimously carried, the Board of Trustees approved the proposal from CDW Government LLC for the establishment of an annual contract for network infrastructure equipment and services in an amount not to exceed \$1,050,000.00.

Following discussion, upon motion by Dr. Drummond, seconded by Ms. Sharp, which motion unanimously carried, the Board of Trustees approved the renewal of the annual contract for office supplies with OfficeMax, Inc. at a total annual expenditure not to exceed \$240,000.00.

Following discussion, upon motion by Dr. Drummond, seconded by Dr. Cook, which motion unanimously carried, the Board of Trustees approved the renewal of the annual contract for captioning services with CCC Services, LLC, at a total annual expenditure not to exceed \$100,000.00.

Learning Quality
Committee

Ms. Sharp reported that the Learning Quality Committee did not meet in October.

Human Resources
Committee

Ms. Rayl reviewed items from the October 4, 2011 Human Resources Committee meeting.

Following discussion, upon motion by Ms. Rayl, seconded by Dr. Cook, which motion unanimously carried, the Board of Trustees approved the amendments to Board policy 417.01, Voluntary Retirement, as shown on attachment B, Board policy 419.10, Tuition Reimbursement, as shown on attachment C, Board policy 419.13, Vacation, as shown on attachment D and Board policy 419.14, Holidays, as shown on attachment E, 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 Dr. Cook, 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 August 2011, subject to audit, as shown on Attachment F, 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 include:

- Congratulations to Elisa Waldman for her recognition at both the state and national levels by the Association of Small Business Development Centers. Elisa is a staff consultant with our Kansas Small Business Development Center.
- In the past month, JCCC has hosted a number of events, including the Women's Heart Health event which was co-sponsored with Women Heart International. This event was held September 10th and had 114 attendees.
- Congratulations to Dr. Jerry Wolfskill and his team at the

Police Academy for their 100th graduation ceremony which was held this month. Dr. Wolfskill was a member of the first graduating class, and several other graduates of that class attended the ceremony as well.

- Mr. Musil has been recently recognized by the Blue Valley school district as one of the 2011 Friends of Education, and we congratulate him on his work within the community.
- We have received notification from the county clerk that the 2011 tax levy rates are in, and ours is down about .02 mill from last year. This is good news and indicates a slight increase in the assessed values for the county.

REPORTS FROM BOARD LIAISONS

Kansas Association of
Community College
Trustees

Dr. Cook reported that the committee has not met since the last board meeting. The next KACCT meeting will be December 4th and 5th in Independence, Kansas. Dr. Cook stated that the Council of Presidents has met recently and asked Dr. Calaway for an update. Dr. Calaway reported that today's community college event in Topeka included two panel presentations through KACCT to the Kansas Board of Regents.

Johnson County
Research Triangle

Dr. Calaway reported that the next JCERT Authority meeting is scheduled for next week. Dr. Sopcich will attend, and there will be a report at the next board meeting.

Collegial Steering

Dr. Weiss reported that the Collegial Steering Committee did not meet today.

Faculty Association

Mr. Anderson expressed his concerns regarding the resolution of a personnel matter with which he has been involved in an advocacy role for the past three months.

Student Senate

Dr. Weiss introduced our new Student Senate President, Ms. Gina Galanou.

Ms. Galanou provided an update on the accomplishments of the student senate thus far:

- The Executive Council of the Student Senate is now complete, and work is underway to fill the final two senate seats.
- The first student senate service project will be held October 28th and will provide a safe trick-or-treat environment for participating children.
- Work on fundraisers is ongoing. The student senate has contributed funds to five student club trips and events, with more contributions anticipated. The student clubs and organizations on campus report increased membership and activity this year.

PETITIONS AND
COMMUNICATIONS

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

CONSENT AGENDA

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

Curriculum

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

Transfer to JCCC
Tribute Fund

Authorized the transfer of \$600 from the general fund to the JCCC Foundation student scholarship fund in honor of Phyllis Goldberg, Lois Hardenbrook, Steve Javorek and Bill Osborn.

Minutes

Minutes from the September 22, 2011, Board of Trustees meeting.

Cash Disbursement
Report

Ratified the total cash disbursements, as shown on Attachment I, which hereby becomes a part of these minutes, for the total amount of \$11,401,330.49.

Award of Bids

Culinary Equipment	Approved the lowest acceptable bid of \$33,679.85 from Hockenbergs for culinary equipment.
Classroom and Auditorium Carpet Replacement	Approved the low bids of \$22,470.00 from Artistic Floorcovering, Inc. and \$17,476.00 from Regents Flooring Co., Inc., for a total expenditure of \$39,946.00 for classroom and auditorium carpet replacement.
Dental Supplies	Approved the lowest acceptable bids of \$9,589.87 from Benco Dental Supply, Co., \$616.50 from BioSafe, Inc., \$843.30 from Dentsply Rinn, \$2,547.81 from Goetze Dental, \$863.88 from Henry Schein, Inc., \$3,918.15 from Nowalk Dental Supplies, \$206.55 from Patterson Dental Supply, Inc., and \$8,994.54 from Smart Practice, for a total expenditure of \$27,580.60 for dental supplies.
GYM Fitness Center Flooring	Approved the low bid of \$28,700.00 from Artistic Floorcovering, Inc. for GYM fitness center flooring.
Housekeeping Equipment	Approved the lowest acceptable bids of \$6,619.38 from Massco Maintenance Supply Company, Inc., and \$27,222.08 from Pur-O-Zone, for a total expenditure of \$33,841.46 for housekeeping equipment
Gifts, Grants, Contracts and Awards	The acceptance of grants, as shown on Attachment J, which hereby becomes a part of these minutes, and the authorization to expend funds in accordance with the terms of the grants.
Retirements	Retirements as follows: SUSAN ARREGUIN, Articulation Development/Transfer Coordinator, Learner Engagement Division, Student Success & Engagement Branch, effective January 31, 2012. WENDY FARWELL, Counselor, Learner Engagement Division, Student Success & Engagement Branch, effective May 31, 2012. RITA HARTSOOK, Accounting Specialist, Financial Services Division, Administrative Services Branch, effective December 31,

2011.

JUDITH CASPER, Operations Support Analyst, Information Services Division, Educational Planning & Development Branch, effective December 30, 2011.

DEBORAH HASSUR, Administrative Assistant/Curriculum Coordinator, Curriculum/Academic Quality Division, Academic Affairs Branch, effective January 3, 2012.

Resignations

Resignations as follows:

JOHN BREWER, Vending Services Supervisor, Budget & Auxiliary Services Division, Administrative Services Branch, effective January 1, 2012.

BECCA LANE, Accounts Payable Analyst, Financial Services Division, Administrative Services Branch, effective October 21, 2011.

Approval for Total Disability

Approval for Total Disability as follows:

ROBERT JONES, Custodian, Campus Services Division, Educational Planning & Development Branch, who joined the JCCC staff on November 14, 2005, has been certified by his physician as totally disabled, effective September 19, 2011, as notified by the Kansas Public Employees Retirement System on September 15, 2011.

Reassignment

Reassignment as follows:

GAIL MUNOZ, Administrative Assistant, Cosmetology, Curriculum/Academic Quality Division, Academic Affairs Branch at \$19.03 per hour, to Administrative Assistant, Practical Nursing/Health Occupations, Health Care Professions & Wellness Division, Academic Affairs Branch at \$19.03 per hour.

NOTE: Ms. Munoz replaces Sharla Danaher who was reassigned September 5, 2011 at \$15.69 per hour.

- Employment – Regular Regular employment in classifications indicated, as shown on Attachment K, which hereby becomes a part of these minutes.
- Employment - Temporary Temporary employment in classifications indicated, as shown on Attachment L, which hereby becomes a part of these minutes.
- Change to the FY2011-2012 Staffing Authorization Table for Full-time Regular Staff
- FROM: Vacant - Williams Exec. Director, Diversity /Equity / Inclusion
TO: Vacant - Williams Administrative Assistant, General Counsel
- FROM: Dennis Day Vice President, Student Services
TO: Dennis Day Vice President, Student Success/Engagement
- FROM: Paul Kyle Dean, Student Services
TO: Paul Kyle Dean, Student Services/Success
- FROM: Rick Moehring Dean, Learner Engagement
TO: Rick Moehring Dean, Learner Engagement/Success
- Changes to the FY2011-2012 Staffing Authorization Table for Full-time Temporary Staff
- FROM: Kim Criner Sustainability Student Affairs Coordinator
TO: Kim Criner Sustainability Education & Engagement Coordinator

ADJOURNMENT The meeting was adjourned at 6:15 p.m.

Don Weiss
Chair

Melody Rayl
Vice Chair