

JOHNSON COUNTY COMMUNITY COLLEGE
12345 College Boulevard
Overland Park, Kansas

Meeting--Board of Trustees

Hugh Speer Board Room, 137 General Education Building
November 20, 2008 - 4:00 p.m.

AGENDA

- I. CALL TO ORDER** **Ms. Brown-VanArsdale**
- II. ROLL CALL AND RECOGNITION OF VISITORS** **Ms. Brown-VanArsdale**
- III. PETITIONS AND COMMUNICATIONS** **Ms. Brown-VanArsdale**
- IV. COLLEGE LOBBYIST REPORT** **Mr. Carter**
- V. AWARDS AND RECOGNITIONS** **Dr. Grove**
 - A. Greg Harrell – Reid H. Montgomery Distinguished Service Award**
 - B. Heart of America Japan-America Society – Awards Scholarship to JCCC**
 - C. Thank You Letter from the 2008 Greater Kansas City Festival Committee**
 - D. Istvan “Steve” Javorek - Recognition for article in *Men’s Health* magazine**
- VI.COMMITTEE REPORTS AND RECOMMENDATIONS**
 - A. Management (pp 1-18)** **Mr. Stewart**
 - Recommendation: FY 2009-2010 Budget (p 9)**
 - Recommendation: Bishop Miega North: Lease Renewal (p 9)**
 - Recommendation: Library Third-Floor Remodeling (p 10)**
 - Recommendation: Science Lab Equipment (p 12)**
 - B. Human Resources** **Mr. Mitchelson**
 - C. Learning Quality (pp 19-20)** **Mr. Weiss**
 - D. Audit Committee** **Ms. Brown-VanArsdale**
- VII. PRESIDENT’S RECOMMENDATIONS FOR ACTION**

- A. Treasurer's Report (pp 21-32)
- B. Clinical Affiliates (pp 33-34)

Mr. Weiss
Dr. Calaway

VIII. OLD BUSINESS

- A. 7th Board Member (pp 35-36)

Dr. Calaway

IX. NEW BUSINESS

- A. Selection of Representative for Johnson County Triangle Board
- B. United Way

Dr. Calaway

Dr. Calaway

X. REPORTS FROM BOARD LIAISONS

- A. KACCT
- B. Foundation
- C. Collegial Steering Committee
- D. Faculty Association
- E. Student Senate

Mr. Mitchelson
Mr. Weiss
Mr. Mitchelson
Mr. Anderson
Mr. Jones

XI. PETITIONS AND COMMUNICATIONS

Ms. Brown-VanArsdale

XII. CONSENT AGENDA

Dr. Calaway

- A. Curriculum (pp 37-38)
- B. Regular Monthly Reports and Recommendations
 - 1. Minutes of Previous Meeting
 - 2. Cash Disbursement Report (pp 39-40)
 - 3. Bids (pp 41-47)
 - 4. Gifts and Grants (pp 49-50)
- C. Human Resources (pp 51-60)
 - 1. Employment – Regular
 - 2. Employment – Temporary
 - 3. Changes to FY2008-2009 Staffing Authorization Table for Part-time Regular Staff
 - 4. Additions to FY2008-2009 Staffing Authorization Table for Full-time Regular Staff
 - 5. Change to FY2008-2009 Staffing Authorization Table for Full-time Regular Staff

XIII. BOARD VACANCY INTERVIEWS

XIV. ADJOURNMENT

MANAGEMENT COMMITTEE

Minutes

October 8, 2008

The Management Committee met at 9:00 a.m. on Wednesday, October 8, 2008, in the Virginia Krebs Community Room. Those present were Mr. Jon Stewart, chair; Dr. Jerry Baird; Mr. Mitch Borchers; Dr. Terry Calaway; Ms. Debbie Drake, recorder; Dr. Dana Grove; Ms. Julie Haas; Mr. Rex Hays; Mr. Don Perkins; Mr. Bob Prater; Ms. Janelle Vogler; Ms. Sandra Warner

MA-8 Proposed Budget Guidelines FY 2009-2010

Mr. Perkins reviewed the proposed budget guidelines for FY 2009-2010. Using the budget projection model, he discussed the primary factors that will affect next year's budget and subsequent years.

Items of discussion included tuition, salary, mill levy, state revenue, and major construction projects.

Mr. Perkins will update iterations of the budget projection model for future review and discussion.

State of Kansas Debt Setoff Program: Agreement to Participate

Mr. Prater recommended that as a continuation of the goal of the college to enhance the collection of unpaid student accounts the college should participate in the state of Kansas Debt Setoff Program.

It was the consensus of the committee to forward the recommendation to the board for approval.

(The recommendation and Agreement to Participate in the state of Kansas Debt Setoff Program appeared in the September board packet and were approved at the September 18, 2008, board meeting.)

RECOMMENDATION:

It is the recommendation of the Management Committee that the Board of Trustees accept the recommendation of the college administration to participate in the state of Kansas Debt Setoff Program, subject to review by college counsel.

Resolution Authorizing Signatories

Mr. Prater said that the college, through its financial aid office, contracts with Affiliated Computer Services to provide billing services and associated recordkeeping related to the Federal Perkins Loan Program. In conjunction with processing changes at ACS, it has become necessary for the college to open a depository account with US Bank for student loan payments.

This depository account will function as a clearing account with the balance being transferred monthly to the college's depository account at First National Bank of Olathe. It was the consensus of the committee to forward the recommendation to the board for approval.

(The recommendation and Resolution Authorizing Signatories appeared in the September board packet and were approved at the September 18, 2008, board meeting.)

RECOMMENDATION:

It is the recommendation of the Management Committee that the Board of Trustees accept the recommendation of the college administration to approve the Resolution Authorizing Signatories for Fiscal Year 2009 and authorize a new Federal Perkins Loan bank account at US Bank.

Arbitrage Rebate Computations

Mr. Prater noted that in 2004 the college issued general obligation bonds, revenue bonds and certificates of participation to help finance construction of the Nerman Museum of Contemporary Art and the Regnier Center. That same year the combined issue amount of the three long-term debt issues exceeded the \$10 million small issue exemption and, as a result, all three issues became subject to arbitrage rebate computations.

Gilmore & Bell, college bond counsel, completed rebate computations on all three issues. No rebate was due on the revenue bonds; a \$93,496.30 rebate was due to the IRS on the general obligation bonds. This amount was paid and the required tax filings were completed by the September 30, 2008, due date.

A preliminary rebate computation on the certificates of participation indicated that arbitrage rebate of \$39,785.18 was generated. A final computation will be required in November 2009, with the rebate payment and tax filing due by December 7, 2009.

Annual Dell Computer Contract Renewal

Mr. Borchers summarized the agreement with Dell Marketing LP that the college has utilized since 1999.

Mr. Borchers shared that annually the contract price is benchmarked against other leading manufacturers, e.g., IBM, Gateway, Hewlett Packard, other contracts available to the college and other available Dell contracts.

It was the consensus of the committee to forward the recommendation to the board for approval.

(The recommendation appeared in the September board packet and was approved at the September 18, 2008, board meeting.)

RECOMMENDATION:

It is the recommendation of the Management Committee that the Board of Trustees accept the recommendation of the college administration to allow the volume purchase agreement with Dell Marketing LP, to renew automatically for one year as specified in the agreement, subject to the provision that either party may terminate this agreement without cause at any time with at least thirty (30) days prior written notice to the other.

Dell Asset Recovery Services

Mr. Borchers updated the committee on the disposal and remarketing of the college's surplus technology-related equipment for the period of July 1, 2007-June 30, 2008.

Mr. Borchers shared that the college disposed of a total of 2,984 pieces of equipment. The total cost for Dell to process the equipment was \$50,554.00. This amount was offset by the \$45,059.58 in proceeds that the college received from Dell for the sale of some of the equipment. The resulting net cost to the college to dispose of all 2,984 pieces was \$5,494.42.

MA-24 Energy Auditing Services

Mr. Hays shared that the comprehensive energy audit will improve energy efficiency on campus, enhance building environmental controls, develop the implementation of sustainable operational practices, and recognize LEED existing building certification opportunities while identifying renewable technology demonstration practices.

Mr. Hays recommended Burns & McDonnell Engineering Company, Inc. to perform the energy auditing services.

(The recommendation appeared in the September board packet and was approved at the September 18, 2008, board meeting.)

RECOMMENDATION:

It is the recommendation of the Management Committee that the Board of Trustees accept the recommendation of the college administration to approve Burns & McDonnell Engineering Company, Inc., to provide energy auditing services, in an amount not to exceed \$100,000.00.

MA-28 Science Building Addition: Progress Report

The original greenhouse has been removed as part of the preparation for the addition to the Science building.

MA-17 Sole-Source Requisitions

Mr. Borchers presented 14 sole-source requisitions for the committee's review.

MA-18 Capital Acquisitions and Improvements

Mr. Hays provided the committee an update of the following facilities projects.

- Campus-wide Paving and Resurfacing

The paving and resurfacing project as a whole is complete with the overlay of the College Boulevard northeast entrance this weekend.

- Carlsen Center Parking Garage Renovation

The majority of the parking garage repairs have been completed. The capstones are being installed and should be completed in a few weeks.

- Vacated Spaces

The projects associated with the vacated spaces are almost complete. The Human Resources space is in the process of being remodeled.

- Police Academy and Administration of Justice Expansion

The parking lot is the last major component of the project to be finished.

- Landscape Improvements

The last of the landscape improvements remaining to be completed are the capstones for the seat-walls. The capstones should be received in the next few weeks.

- Campus Masonry Repairs

A survey of masonry repairs is being completed.

- GEB NE Roof Replacement

The northeast roof replacement project has been completed.

- Campus Interior Lighting Upgrade

The interior lighting upgrades are an ongoing project.

MA-19 Information Services: Update

Ms. Warner provided the committee an update of the following Information Services projects.

- JCCC was listed among the top 10 digitally-savvy community colleges in the large college category.

- Network Management Tools

IS is working with Purchasing to outsource both the connectivity to improve the performance of Internet activity and an anti-virus solution that will move spam traffic away from the campus network.

- Wireless Expansion

The campus wireless network will be expanded to provide service to all of the Student Center, COM, and CLB.

- Call Pilot

A call pilot system will replace the current telephone voice mail system. The system will be implemented the weekend of November 21-22.

Old Business

There was no old business.

F.Y.I

(The bids and recommendations appeared in the September board packet and were approved at the September 18, 2008, board meeting.)

Bid Review and Recommendation

Mr. Borchers reviewed and recommended the following bids:

- Call Pilot System, Bid 09-51

- **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 from Verizon Select Services, Inc., for purchase of a call pilot system and the first year's maintenance on the telephone switch in the amount of \$194,873.46.

- One-card System, Bid 08-260

- **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 from Blackboard Inc., for the purchase of a one-card system in an amount not to exceed \$85,489.00.

- Automobiles, Bid 09-57

- **RECOMMENDATION:**

It is the recommendation of the Management Committee that the Board of Trustees accept the recommendation of the college administration to approve the low bid of \$139,297.16 from Midway Ford Truck Center for the automobiles.

- Adobe Software, Bid 09-97

- **RECOMMENDATION:**

It is the recommendation of the Management Committee that the Board of Trustees accept the recommendation of the college administration to approve the low bid of \$72,577.88 from En Pointe Technologies for the purchase of Adobe software and maintenance.

- Renewal of Annual Lamps Contract, Bid 08-65

RECOMMENDATION:

It is the recommendation of the Management Committee that the Board of Trustees accept the recommendation of the college administration to approve the annual renewal of contracts for lamps with Voss Electric and Light Bulbs, Etc., for an annual expenditure not to exceed \$80,000.00.

- Implementation Services of Cognos Software, Bid 09-94

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 from Infolink Consulting for the purchase of implementation services of Cognos software in the amount of \$50,903.00.

MANAGEMENT COMMITTEE

Minutes

November 5, 2008

The Management Committee met at 9:00 a.m. on Wednesday, November 5, 2008, in the Virginia Krebs Community Room. Those present were Mr. Jon Stewart, chair; Ms. Shirley Brown-VanArsdale, trustee; Dr. Jerry Baird; Mr. Mitch Borchers; Mr. Tom Clayton; Ms. Debbie Drake, recorder; Mr. Jim Freed; Ms. Dorothy Friedrich; Ms. Julie Haas; Mr. Rex Hays; Mr. Don Perkins; Mr. Bob Prater; Ms. Janelle Vogler; Ms. Sandra Warner

Worker's Compensation: Status Report

Mr. Clayton reported that for July 1-September 30, the first quarter of the college's self-insured worker's compensation plan, there were 13 workplace injuries. Five required medical treatment at a cost of \$3,485.50. Last year during the same period there were 18 injuries with the majority requiring treatment at a total cost of over \$11,500.

The recently created Safety Committee is meeting regularly. The committee has brought forward new initiatives, and outside consultants have conducted two workplace safety audits, providing recommendations for specific areas of the college.

Kansas Municipal Investment Pool Statement of Assets: Quarterly Report

Mr. Perkins presented and reviewed the Portfolio Diversification Report detailing the investments in the Pooled Money Investment Portfolio as of September 30, 2008.

Mr. Perkins also included a letter of assurance addressed to the municipal investment pool participants with the diversification report.

Assessed Valuation: Update

Mr. Perkins shared that the June 30 assessed valuation increase of 0.9 %, was adjusted by the county in mid-October to 0.76 %. The college will receive another iteration of assessed valuation at the end of December.

MA-9 Proposed Budget Guidelines FY 2009-2010

MA-10 Budget Projection Model: Semi-Annual Update

Mr. Perkins reviewed changes to the proposed budget guidelines. They include no new full-time faculty and staff positions; 0% increase in assessed valuation; no increase in state aid; tuition increase of \$2.00 per credit hour for in-state students and \$5.00 per credit hour for out-of-state students; capital budgets based on demonstrated need; and operating budgets

not increasing except for items for which there is little control, e.g., utilities, postage, and items needed to support the institutional plan.

Following discussion, it was the consensus of the committee that the budget will be prepared on the assumption that the county's assessed valuation will decrease by 4%.

It was the consensus of the committee to forward the recommendation to the board for approval.

RECOMMENDATION:

It is the recommendation of the Management Committee that the Board of Trustees accept the recommendation of the college administration to approve the guidelines for the FY 2009-2010 budget, as found on page 16 of the board packet.

Bishop Meige North: Lease Renewal

Mr. Hays recommended that the college renew the lease agreement with Bishop Miege North for a term of two and one-half years, January 1, 2009-June 30, 2011, with an option to extend the term of the lease by one year. The annual base rent, including \$3.00 per square foot for base expenses, is as follows:

January 1, 2009-June 30, 2010	\$142,716	\$14.00 per sq. ft.
July 1, 2010-June 30, 2011	\$152,910	\$15.00 per sq. ft.

The agreement has been reviewed by college counsel.

It was the consensus of the committee to forward the recommendation to the board for approval.

RECOMMENDATION:

It is the recommendation of the Management Committee that the Board of Trustees accept the recommendation of the college administration to enter into a lease agreement between Johnson County Community College and The Roman Catholic Archdiocese of Kansas City in Kansas for Bishop Miege North for the term January 1, 2009-June 30, 2011.

MA-28 Science Building Addition: Progress Report

Mr. Freed reported that the first-floor slab of the Science building expansion should be poured next week.

During demolition of the former greenhouse, a sanitary sewer line was discovered that was not indicated on the 30-year old original plans. This finding will eliminate the need to excavate through the center of campus to connect the new addition to the sanitary sewer.

Vacated Spaces: Library Third-Floor Remodeling

Mr. Freed reported that in FY 2007-2008 when \$2 million was budgeted for vacated spaces, the full scope of the project was only partially known. The resources have been exhausted, but the final component of the project is still to be completed. This includes the Learning Resource Center, Information Services training and staging area, and the relocation of the college archives to the second floor of the Billington Library. Mr. Freed shared that the estimated total cost for this project is approximately \$240,000 and is to be expended from the capital outlay fund.

Mr. Freed said that the majority of the project will be completed by the college's on-call service providers. He recommended Donaldson Mechanical for the mechanical work for the Learning Resource Center/archives.

After discussion, it was the consensus of the committee to forward the recommendation to the board for approval.

RECOMMENDATION:

It is the recommendation of the Management Committee that the Board of Trustees accept the recommendation of the college administration to approve the low bid of \$59,650.00 from Donaldson Mechanical, plus an additional \$6,000 to allow for contingencies for possible unforeseen costs, for a total expenditure not to exceed \$65,650.00 for the Learning Resource Center/archives mechanical work.

MA-17 Sole-Source Requisitions

Mr. Borchers presented three sole-source requisitions for the committee's review.

MA-18 Capital Acquisitions and Improvements

Mr. Hays provided the committee an update of the following facilities project:

- Energy Audit

The kick-off meeting to begin the energy audit will be this week.

Mr. Freed provided the committee an update of the following facilities projects:

- Landscape Improvements: Police Academy

The irrigation system is being installed. Once this is finished, the plantings and sod will be placed.

- Hiersteiner Child Development Center: Exterior Playground Renovation

The architects have presented a concept plan for the renovation of the HCDC playgrounds. The "learning center" approach will use the landscape and various activities to encourage creativity. The plan will be taken to the county for review and approval.

MA-19 Information Services: Update

Ms. Warner provided the committee an update of the following Information Services projects:

- Call pilot, migrating student email, and the upgrade for MyJCCC are projects that will be completed this month.
- The fiber connection between JCCC and the Overland Park Police Departments should be completed by the end of the year.
- Business Continuity

Johnson County and the college are discussing an off-site presence with one of the county's facilities. The purpose would be for business continuity of the mission-critical systems on campus and county services.

- Content Management System

Ms. Haas reported that presentations have been made and two vendors were asked to provide a testing environment. The new system will provide the college an up-to-date web presence for the user and will be less difficult for web editors. The present system is six years old.

Old Business

There was no old business.

F.Y.I

Bid Review and Recommendation

Mr. Borchers reviewed and recommended the following bid:

- Science Lab Equipment, Bid 09-113
- **RECOMMENDATION:**

It is the recommendation of the Management Committee that the Board of Trustees accept the recommendation of the college administration to approve the lowest acceptable bids of \$61,901.76 from Fisher Scientific, \$24,288.00 from Kilgore International, \$15,422.00 from Armstrong Medical, \$13,519.66 from Sargent Welch, \$5,739.32 from Science Kit, \$5,550.00 from Pasco Scientific, \$2,690.87 from Carolina Biological Supply, and \$564.62 from Thomas Scientific for a total expenditure of \$129,676.23 for science lab equipment.

Insert report for Bid 09-113

Insert spreadsheet 1 of 2 - for Bid 09-113

Insert spreadsheet 2 of 2 - for Bid 09-113

Insert FY 09-10 budget page

MANAGEMENT COMMITTEE
Working Agenda
2008-2009

July	MA-1	Final review of FY 2009-2010 budget materials: current data
July	MA-2	Legal budget approval: status report
July, November, April	MA-3	Assessed valuation: update
July, January	MA-4	Management budget reallocations: semi-annual review
July, January	MA-5	Insurance Program: annual report/update
August, November, February, May	MA-6	Kansas Municipal Investment Pool statement of assets: quarterly report
September	MA-7	JCCC Foundation annual report: Foundation activities
October	MA-8	Proposed Budget guidelines FY 2009-2010
November	MA-9	Guidelines for FY 2009-2010 budget adoption
November	MA-10	Budget Projection Model: Semi-annual update to multi-year budgeting model review
January	MA-11	Campus Master Plan: review
February	MA-12	Investments policy: review
March	MA-13	2009 Capital Infrastructure Inventory and One, Five and Ten-Year Replacement Plan: review
April	MA-14	April board budget workshop: presentation of materials
April	MA-15	Board of trustees' consideration of state funding
May	MA-16	Management budget approval

Ongoing	MA-17	Sole-Source requisitions: review monthly purchasing report
	MA-18	Capital acquisitions and improvements: progress report
	MA-19	Information Services: update
	MA-20	JCCC Police Department: update
	MA-21	Review and recommend to the board of trustees financial plans for capital improvements
	MA-22	Review existing policies with regard to campus facilities, recommending new policies as needed
	MA-23	Review landscaping and external environment status – roads, parking, tennis courts, track, etc.
	MA-24	Explore and evaluate energy management and sustainability strategies
	MA-25	Deferred maintenance
	MA-26	Off-campus sites
	MA-27	Billington Library: progress report
	MA-28	Construction and completion of Science building expansion

September 3, 2008

LEARNING QUALITY COMMITTEE
Minutes
October 13, 2008

The Learning Quality Committee met at 8:30 a.m. on Monday, October 13, 2008, in the Robert F. Lytle Conference Room. Those present were: Bruce Harvey; Dana Grove; Danny Alexander; Don Weiss, Chair; Jeff Seybert; Julie Haas; LeAnna Wilson; Marilyn Rhinehart; Sally Winship, Terri Schlicht, Recorder; and Terry Calaway.

AQIP Strategy Forum

Dr. Grove reported that he, Dr. Calaway, Shirley Brown-VanArsdale and JCCC faculty and staff participated in the AQIP Strategy Forum last month. AQIP is an alternative form of institutional accreditation that is based on the principles of Continuous Quality Improvement (CQI) offered by The Higher Learning Commission. AQIP focuses on institutional processes and systems in place, maintaining that quality processes will produce quality results. Last fall, JCCC submitted a Systems Portfolio which was a detailed analysis of all of the college's processes and systems in operation. Last March, JCCC received favorable feedback from an AQIP team in a report. Two areas that need more development, however, are 1) a process to assess general education outcomes and 2) a process to monitor all institutional systems.

As part of the Strategy Forum, the team developed an action project addressing the opportunities provided through the feedback report. A Quality Systems Council will be formed to review institutional systems and processes by integrating AQIP, Strategic Planning, and KBOR targets and goals. Dr. Calaway indicated that cynicism among faculty and staff is still pervasive as a result of previous Baldrige efforts. The former administration did not address how it could get better, but rather, how it could write the Baldrige report better. The new Quality Systems Council will address those issues as well as use data to measure quality and make decisions that center around helping students learn.

KBOR

Dr. Grove stated that State funding in Kansas is based in part upon performance and is contingent upon meeting the Performance Agreement goals that the higher education learning institutions submit to the Kansas Board of Regents. Until recently, JCCC has submitted a report annually to the KBOR. Now, KBOR will be locking schools into the three-year cycle reports. KBOR will be looking at data and the important outcomes schools should be attaining, specifically, learning outcomes. There will be a distinction made between inputs and outcomes. A majority of goals must be obtained in all four categories for funding to be received. In developing JCCC's performance goals, numerous hours were spent reviewing past history, analyzing data, and determining what goals are attainable. Previous Performance Agreement efforts met with some negative comments by the Board of Regents. Their comments were looked at in a constructive manner in order to develop the most recent document.

The Performance Agreement for years 2009-2011 was submitted to KBOR in July and the ultimate feedback was that they liked it and thought it was a strong report. It was, however, their recommendation to adjust our developmental success rate goals in reading, writing and math. The document including the revised goals was resubmitted last week.

Even though AQIP and the KBOR Performance Agreements are seeking to obtain specific goals, AQIP looks at the process and KBOR looks at the results. The new Quality Systems Council will be responsible for maintaining the unity between the goals of AQIP, KBOR, and Strategic Planning in a proactive manner.

The next meeting is scheduled to occur on Monday, November 17 at 8:30 a.m. in the Lytle Room, GEB 141.

JOHNSON COUNTY COMMUNITY COLLEGE
OFFICE OF THE PRESIDENT

November 20, 2008

TREASURER'S REPORT

REPORT:

The following pages contain the Treasurer's Report for the month ending September 30, 2008.

An ad valorem tax distribution of \$3,946,334 was received from the county treasurer during September and was distributed as follows:

General Fund	\$3,714,408
Capital Outlay Fund	223,427
Special Assessment Fund	<u>8,499</u>
Total	<u>\$3,946,334</u>

Also during September, the college made payment 17 of 20 semi-annual payments on the Series 2000, Certificates of Participation (Police Academy/Warehouse). Repayment of this debt is partially funded by the police departments and Burlington Northern Santa Fe. The college made payment 8 of 19 semi-annual payments on the Series 2004 Certificates of Participation (Regnier/Nerman). Repayment of the principal portion of this debt is funded with capital campaign donations made to the JCCC Foundation.

An ad valorem tax distribution of \$955,317 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 2008, subject to audit.

Robert L. Prater
Director of Financial Services

Gerald W. Baird
Executive Vice President for
Administrative Services

Terry A. Calaway
President

JOHNSON COUNTY COMMUNITY COLLEGE

TREASURER'S REPORT - SEPTEMBER 30, 2008

PART I - REVENUE

	BUDGETED 2008-2009	REALIZED THIS MONTH 2008-2009	REALIZED YEAR TO DATE 2008-2009	YTD AS % OF BUDGET
<u>GENERAL FUND</u>				
Balance Forward	\$ 78,857,749	\$ 0	\$ 78,857,749	100.0 %
Ad Valorem Taxes	72,461,596	3,714,408	3,714,408	5.1
Tuition and Fees	22,359,226	789,569	11,982,396	53.6
State Aid	23,839,031	0	12,073,846	50.6
Investment Income	3,494,241	150,109	372,272	10.7
Other Income	5,750,173	51,624	171,182	3.0
TOTAL	\$ 206,762,016	\$ 4,705,710	\$ 107,171,853	51.8 %
 <u>ADULT SUPP ED. FUND</u>				
Balance Forward	\$ 1,769,178	\$ 0	\$ 1,769,178	100.0 %
Tuition and Fees	7,769,890	316,597	1,329,549	17.1
Investment Income	75,000	4,260	10,289	13.7
Other Income	2,258,063	57,636	426,510	18.9
TOTAL	\$ 11,872,131	\$ 378,493	\$ 3,535,526	29.8 %
 <u>STUDENT ACTIVITIES FUND</u>				
Balance Forward	\$ 1,522,007	\$ 0	\$ 1,522,007	100.0 %
Tuition and Fees	2,076,932	80,796	1,094,244	52.7
Investment Income	60,000	3,262	7,975	13.3
Other Income	85,459	4,023	12,537	14.7
TOTAL	\$ 3,744,398	\$ 88,081	\$ 2,636,763	70.4 %

JOHNSON COUNTY COMMUNITY COLLEGE

TREASURER'S REPORT - SEPTEMBER 30, 2008

PART II - EXPENDITURES

	BUDGETED 2008-2009	EXPENDED THIS MONTH 2008-2009	EXPENDED YEAR TO DATE 2008-2009	YTD AS % OF BUDGET	YTD COMMITMENTS	% OF BUDGET
<u>GENERAL FUND</u>						
Salaries & Related	\$ 101,648,592	\$ 8,771,170	\$ 20,830,790	20.5 %	\$ 62,392,032	61.4 %
Current Operating	29,498,343	2,787,109	5,069,316	17.2	9,120,394	30.9
Capital Items	11,770,617	664,341	1,506,340	12.8	5,936,683	50.4
TOTAL	<u>\$ 142,917,552</u>	<u>\$ 12,222,620</u>	<u>\$ 27,406,446</u>	<u>19.2 %</u>	<u>\$ 77,449,109</u>	<u>54.2 %</u>
<u>ADULT SUPP ED. FUND</u>						
Salaries & Related	\$ 3,973,909	\$ 195,765	\$ 629,695	15.8 %	\$ 1,478,134	37.2 %
Current Operating	5,555,540	343,975	687,506	12.4	1,824,008	32.8
Capital Items	107,600	0	1,735	1.6	24,684	22.9
TOTAL	<u>\$ 9,637,049</u>	<u>\$ 539,740</u>	<u>\$ 1,318,936</u>	<u>13.7 %</u>	<u>\$ 3,326,826</u>	<u>34.5 %</u>
<u>STUDENT ACTIVITIES FUND</u>						
Salaries & Related	\$ 567,704	\$ 42,546	\$ 111,174	19.6 %	\$ 258,173	45.5 %
Current Operating	972,082	65,579	113,975	11.7	362,751	37.3
Capital Items	337,445	5,814	31,679	9.4	31,679	9.4
Grants	1,360,984	39,793	543,159	39.9	543,159	39.9
TOTAL	<u>\$ 3,238,215</u>	<u>\$ 153,732</u>	<u>\$ 799,987</u>	<u>24.7 %</u>	<u>\$ 1,195,762</u>	<u>36.9 %</u>

JOHNSON COUNTY COMMUNITY COLLEGE

**TREASURER'S REPORT - SEPTEMBER 30, 2008
PART III - AUXILIARY SERVICES, CONTINUED**

	A	B	C	D	E	F
	BUDGETED	EXPENDED THIS MONTH	EXPENDED YEAR TO DATE	YTD AS % OF	YTD COMMITMENTS	% OF
	2008-2009	2008-2009	2008-2009	BUDGET		BUDGET
<u>EXPENSE</u>						
Concessions & Cosmetology	\$ 70,000	\$ 2,458	\$ 3,674	5.2 %	\$ 9,608	13.7 %
Bookstore	8,767,650	1,141,469	2,742,454	31.3	3,376,493	38.5
Dining Services	2,102,369	187,584	436,456	20.8	958,578	45.6
Coffee Bars	472,175	46,496	90,880	19.2	150,885	32.0
Vending	475,201	36,968	94,781	19.9	215,365	45.3
Hiersteiner Center	710,587	56,375	139,914	19.7	225,489	31.7
Eng. & Tech. Proj.	15,300	89	236	1.5	236	1.5
Printing	355,000	16,964	43,849	12.4	284,000	80.0
Hospitality Mgt & Pastry Program	53,100	8,983	8,983	16.9	8,983	16.9
Auxil. Construction	650,000	(143,496)	18,170	2.8	197,508	30.4
Campus Services	64,000	0	0	0.0	0	0.0
Dental Hygiene	4,000	0	0	0.0	0	0.0
Director	142,184	4,000	11,953	8.4	46,571	32.8
Museum Store	257,761	10,461	28,096	10.9	71,107	27.6
Café Tempo	447,277	34,405	91,873	20.5	190,165	42.5
Fine Art	3,000	0	0	0.0	0	0.0
TOTAL	<u>\$ 14,589,604</u>	<u>\$ 1,402,756</u>	<u>\$ 3,711,319</u>	<u>25.4 %</u>	<u>\$ 5,734,988</u>	<u>39.3 %</u>
<u>REVENUE OVER EXPENSE</u>	<u>\$ 5,616,326</u>	<u>\$ (597,680)</u>	<u>\$ 6,699,389</u>		<u>\$ 4,675,720</u>	<u>83.3 %</u>
	1-A	2-B	3-C		3-E	E/A

JOHNSON COUNTY COMMUNITY COLLEGE

TREASURER'S REPORT - SEPTEMBER 30, 2008

PART IV - OTHER FUNDS

	PLANT FUNDS		
	BOND PRINCIPAL AND INTEREST SER 04 G/O BONDS	BOND PRINCIPAL AND INTEREST SER 98/02/04/06 REV BONDS	REPAIR AND REPLACEMENT
REVENUES			
Cash Balance Forward	\$ 3,502,524	\$ 1,287,704	\$ 836,373
2008-2009 Est. Revenue	0	1,834,621	267,171
TOTAL	<u>\$ 3,502,524</u>	<u>\$ 3,122,325</u>	<u>\$ 1,103,544</u>
Realized This Month	\$ 0	\$ 73,209	\$ 20,386
Realized YTD	<u>\$ 3,502,524</u>	<u>\$ 2,216,976</u>	<u>\$ 896,385</u>
EXPENDITURES			
Budget 2008-2009	<u>\$ 3,540,250</u>	<u>\$ 3,116,188</u>	<u>\$ 1,103,544</u>
Expended This Month	\$ 87	\$ 0	\$ 0
Expended YTD	<u>\$ 3,538,775</u>	<u>\$ 0</u>	<u>\$ 0</u>
Committed YTD	<u>\$ 3,538,775</u>	<u>\$ 0</u>	<u>\$ 0</u>

PART IV - OTHER FUNDS, CONTINUED

	PLANT FUNDS		RESTRICTED FUNDS
	CAPITAL OUTLAY FUND	CAMPUS DEVELOPMENT FUND	SPECIAL ASSESSMENTS FUND
<u>REVENUES</u>			
Cash Balance Forward	\$ 3,722,235	\$ 1,229,912	\$ 260,962
2008-2009 Est. Revenue	<u>4,537,804</u>	<u>1,100,773</u>	<u>185,017</u>
TOTAL	<u><u>\$ 8,260,039</u></u>	<u><u>\$ 2,330,685</u></u>	<u><u>\$ 445,979</u></u>
Realized This Month	\$ <u>230,190</u>	\$ <u>40,556</u>	\$ <u>8,968</u>
Realized YTD	<u><u>\$ 3,961,299</u></u>	<u><u>\$ 1,779,275</u></u>	<u><u>\$ 270,544</u></u>
<u>EXPENDITURES</u>			
Budget 2008-2009	<u><u>\$ 7,536,163</u></u>	<u><u>\$ 2,306,125</u></u>	<u><u>\$ 250,000</u></u>
Expended This Month	\$ <u>75,034</u>	\$ <u>922</u>	\$ <u>538</u>
Expended YTD	<u><u>\$ 111,590</u></u>	<u><u>\$ 963</u></u>	<u><u>\$ 1,619</u></u>
Committed YTD	<u><u>\$ 336,732</u></u>	<u><u>\$ 10,613</u></u>	<u><u>\$ 1,619</u></u>

PART IV - OTHER FUNDS, CONTINUED

	RESTRICTED FUNDS			
	GRANTS & CONTRACTS	PELL	SEOG	WORK STUDY
REVENUES				
Cash Balance Forward	\$ 898,946	\$ (14,870)	\$ (5,750)	\$ (5,096)
2008-2009 Est. Revenue	<u>5,313,919</u>	<u>5,490,612</u>	<u>147,535</u>	<u>215,388</u>
TOTAL	<u><u>\$ 6,212,865</u></u>	<u><u>\$ 5,475,742</u></u>	<u><u>\$ 141,785</u></u>	<u><u>\$ 210,292</u></u>
Realized This Month	<u>\$ 622,511</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>
Realized YTD	<u><u>\$ 1,923,140</u></u>	<u><u>\$ 2,702,715</u></u>	<u><u>\$ 65,500</u></u>	<u><u>\$ (5,096)</u></u>
EXPENDITURES				
Budget 2008-2009	<u>\$ 6,212,865</u>	<u>\$ 5,475,742</u>	<u>\$ 141,785</u>	<u>\$ 210,292</u>
Expended This Month	<u>\$ 266,805</u>	<u>\$ 368,613</u>	<u>\$ 500</u>	<u>\$ 7,212</u>
Expended YTD	<u><u>\$ 485,029</u></u>	<u><u>\$ 3,078,349</u></u>	<u><u>\$ 69,125</u></u>	<u><u>\$ 7,212</u></u>
Committed YTD	<u><u>\$ 672,068</u></u>	<u><u>\$ 3,078,349</u></u>	<u><u>\$ 69,125</u></u>	<u><u>\$ 7,212</u></u>

JOHNSON COUNTY COMMUNITY COLLEGE

TREASURER'S REPORT - September 30, 2008

PART V - INVESTMENTS

FUND	CD#	DATE OF ISSUE	DATE OF MATURITY	TERM	INTEREST RATE	MATURED THIS MONTH	INTEREST RECEIVED	CURRENT INVESTMENTS
UMB	14662242060	06/19/08	09/04/08	77 d	2.320	4,000,000.00	19,576.98	
Capital City Bank	16880008	06/19/08	09/04/08	77 d	2.460	4,000,000.00	20,758.37	
Bank of Kansas City	7080000267	06/26/08	09/11/08	77 d	2.030	4,000,000.00	17,129.86	
Bank of Kansas City	7080000268	06/26/08	09/11/08	77 d	2.030	8,000,000.00	34,259.73	
Capital City Bank	16880040	07/17/08	09/25/08	70 d	2.570	4,000,000.00	19,715.08	
Marshall & Ilesley Bank	75406	07/17/08	09/25/08	70 d	2.530	8,000,000.00	38,909.43	
Marshall & Ilesley Bank	23722-11	07/24/08	10/02/08	70 d	2.500			4,000,000.00
The PrivateBank	1003907909	07/10/08	10/09/08	91 d	2.760			8,000,000.00
The PrivateBank	1003907739	07/10/08	10/09/08	91 d	2.860			8,000,000.00
Marshall & Ilesley Bank	23722-12	07/24/08	10/16/08	84 d	2.560			4,000,000.00
The PrivateBank	1004034453	07/24/08	10/23/08	91 d	2.860			4,000,000.00
Marshall & Ilesley Bank	24261-7	08/21/08	10/30/08	70 d	2.500			4,000,000.00
Commerce Bank	418003586	08/21/08	11/13/08	84 d	2.550			4,000,000.00
Marshall & Ilesley Bank	24261-8	08/21/08	11/20/08	91 d	2.610			4,000,000.00
Hillcrest Bank	62412272	08/21/08	11/20/08	91 d	2.800			4,000,000.00
Marshall & Ilesley Bank	24261-9	08/28/08	11/13/08	77 d	2.530			8,000,000.00
Marshall & Ilesley Bank	24261-10	08/28/08	12/04/08	98 d	2.640			4,000,000.00
Capital City Bank	16880126	08/28/08	12/11/08	105 d	2.700			4,000,000.00
The PrivateBank	1004470091	09/11/08	12/11/08	91 d	2.860			4,000,000.00
Marshall & Ilesley Bank	75406-2	09/11/08	12/11/08	91 d	2.613			4,000,000.00
Capital City Bank	16881223	09/04/08	12/18/08	105 d	2.610			8,000,000.00
Marshall & Ilesley Bank	75406-3	09/11/08	12/18/08	98 d	2.636			4,000,000.00
Commerce Bank	418003792	09/25/08	01/08/09	105 d	3.120			8,000,000.00
PREVIOUSLY REPORTED INTEREST							427,032.52	
TOTAL							<u>577,381.97</u>	<u>88,000,000.00</u>

JOHNSON COUNTY COMMUNITY COLLEGE

TREASURER'S REPORT - September 30, 2008

PART V - INVESTMENTS

FUND	CD#	DATE OF ISSUE	DATE OF MATURITY	TERM	INTEREST RATE	MATURED THIS MONTH	INTEREST RECEIVED	CURRENT INVESTMENTS
Municipal Investment Pool: Daily Rate		09/01/08	09/30/08	30 d	1.658 *		20,108.38	13,542,307.19
							<u>39,250.80</u>	
							59,359.18	
 <u>SERIES 2004 GENERAL OBLIGATION BONDS</u>								
Municipal Investment Pool		09/01/08	09/30/08	30 d	2.834 *		0.01	0.01
							<u>361.88</u>	
							361.89	
 <u>SERIES 2004 CERTIFICATES OF PARTICIPATION</u>								
Municipal Investment Pool		09/01/08	09/30/08	30 d	2.179 *		0.03	0.03
							<u>1,413.04</u>	
							1,413.07	
							<u>638,516.11</u>	<u>101,542,307.23</u>

* Average daily rate earned for the month of September

Rates varied from 0.168 to 2.522

Average 3 month T-Bill rate for the month of September=1.474

Rates varied from 1.00 to 1.66

JOHNSON COUNTY COMMUNITY COLLEGE
TREASURER'S REPORT - SEPTEMBER 30, 2008
PART VI - CASH AND POOLED INVESTMENT ANALYSIS

BANK	PURPOSE	BANK BALANCE	DEPOSITS IN TRANSIT	OUTSTANDING CHECKS	BOOK BALANCE
Various	Investments	\$ 101,542,307.23	\$ 0.00	\$ 0.00	\$ 101,542,307.23
First Nat'l. - Olathe	Deposit	6,347,308.57	87,428.40	0.00	6,434,736.97
First Nat'l. - Olathe	Operating	1,102,230.63	0.00	817,142.07	285,088.56
First Nat'l. - Olathe	Credit Card	1,293,462.33	41,463.94	0.00	1,334,926.27
First Nat'l. - Olathe	Refund	346,142.98	0.00	264,058.24	82,084.74
First Nat'l. - Olathe	EFT Fund	1,367,928.63	0.00	0.00	1,367,928.63
First Nat'l. - Olathe	Payroll	259,246.41	0.00	239,636.52	19,609.89
First Nat'l. - Olathe	Flex Reimbursement	24,500.00	0.00	(12,922.37)	37,422.37
First Nat'l. - Olathe	Workers' Compensation	10,000.00	0.00	(1,228.92)	11,228.92
Commerce Bank	COP Reserve/Lease	352,907.92	0.00	0.00	352,907.92
Credit Union - Jo. Co.	Savings	37.67	0.00	0.00	37.67
TOTAL		<u>\$ 112,646,072.37</u>	<u>\$ 128,892.34</u>	<u>\$ 1,306,685.54</u>	<u>\$ 111,468,279.17</u>

**CASH BALANCE PER BOOKS
CONSISTS OF EQUITY BELONGING TO:**

FUND	BOOK BALANCE	OUTSTANDING COMMITMENTS	UNENCUMBERED BALANCE
General Fund	\$ 85,912,704.78	\$ 14,171,816.43	\$ 71,740,888.35
Adult Supplementary Education Fund	2,443,515.10	928,694.78	1,514,820.32
Auxiliary Enterprise Funds	7,135,686.44	1,008,566.77	6,127,119.67
Activity Fund	1,871,091.11	289,057.27	1,582,033.84
Special Assessments Fund	268,925.08	0.00	268,925.08
Restricted, Loan and Scholarship Funds	1,583,472.86	525,302.51	1,058,170.35
Capital Outlay Fund	3,878,503.59	253,936.37	3,624,567.22
Arbitrage Rebate Fund	40,160.61	39,785.16	375.45
Series 98/02/04/06 Revenue Bond Principal and Interest Fund	2,357,576.53	140,601.08	2,216,975.45
East Campus Construction Fund-2004 COP	561,436.58	0.00	561,436.58
Campus Development Fund	3,065,860.17	1,297,197.93	1,768,662.24
Series 00/04 COP Debt Service Reserve and Lease Revenue Funds	352,907.92	0.00	352,907.92
COM Repair and Replacement Reserve Fund	198,672.47	20,343.09	178,329.38
ITC Repair & Maintenance Reserve Fund	815,588.45	102,408.44	713,180.01
Agency Funds	448,579.57	448,579.57	0.00
Payroll Fund	533,597.91	533,597.91	0.00
TOTAL	<u>\$ 111,468,279.17</u>	<u>\$ 19,759,887.31</u>	<u>\$ 91,708,391.86</u>

JOHNSON COUNTY COMMUNITY COLLEGE

TREASURER'S REPORT - September 30, 2008

PART V - INVESTMENTS

FUND	CD#	DATE OF ISSUE	DATE OF MATURITY	TERM	INTEREST RATE	MATURED THIS MONTH	INTEREST RECEIVED	CURRENT INVESTMENTS	
Municipal Investment Pool: Daily Rate		09/01/08	09/30/08	30 d	1.658 *		20,108.38	13,542,307.19	
		PREVIOUSLY REPORTED INTEREST						39,250.80	
		TOTAL						<u>59,359.18</u>	
 <u>SERIES 2004 GENERAL OBLIGATION BONDS</u>									
Municipal Investment Pool		09/01/08	09/30/08	30 d	2.834 *		0.01	0.01	
		PREVIOUSLY REPORTED INTEREST						361.88	
		TOTAL						<u>361.89</u>	
 <u>SERIES 2004 CERTIFICATES OF PARTICIPATION</u>									
Municipal Investment Pool		09/01/08	09/30/08	30 d	2.179 *		0.03	0.03	
		PREVIOUSLY REPORTED INTEREST						1,413.04	
		TOTAL						<u>1,413.07</u>	
		GRAND TOTAL						<u>638,516.11</u>	<u>101,542,307.23</u>

* Average daily rate earned for the month of September

Rates varied from 0.168 to 2.522

Average 3 month T-Bill rate for the month of September=1.474

Rates varied from 1.00 to 1.66

JOHNSON COUNTY COMMUNITY COLLEGE
OFFICE OF THE PRESIDENT

November 20, 2008

CLINICAL AFFILIATE AGREEMENT

REPORT:

The following affiliate agreement is intended to provide JCCC students with needed clinical experience in the program as indicated.

NURSING

<u>Agency</u>	<u>Clinical Experience</u>
Kansas Medical Center Andover, KS	Preceptorship
^Mercy Regional Health Center Manhattan, KS	Preceptorship
The Center for Pharmaceutical Research Kansas City, MO	Preceptorship

HEALTH OCCUPATIONS

<u>Agency</u>	<u>Clinical Experience</u>
Hillside Village of DeSoto De Soto, KS	CMA, CNA

Agencies subject to agreement review by College Counsel; agreement was generated by agency. All other agreements are based upon College contract template which has been previously reviewed by College Counsel.

RECOMMENDATION:

It is the recommendation of the college administration that the Board of Trustees authorize the College to enter into an agreement with the above agency for the clinical experiences indicated, for the period November 20, 2008 through June 30, 2009.

Marilyn Rhinehart
Vice President, Instruction and
Chief Academic Officer

Dana Grove
Executive Vice President, Educational Planning
& Development, and Chief Operating Officer

Terry A. Calaway
President

Insert seven-member resolution page

It is the recommendation of the college administration that the Board of Trustees adopt a seven (7) member board of trustee plan pursuant to K.S.A. 71-1403a.

JOHNSON COUNTY COMMUNITY COLLEGE
OFFICE OF THE PRESIDENT

November 20, 2008

CURRICULUM

REPORT:

1. Course deletions, effective fall 2009:

AVPN 115 Nursing I 22 credit hours

AVPN 117 Nursing II 22 credit hours

2. Course meeting cultural diversity requirements:

Effective fall 2009, add to the list of courses meeting cultural diversity requirements for the associate of arts degree and the associate of science degree.

ENGL 214 Literature by Women 3 credit hours

It is the recommendation of the college administration that the Board of Trustees approve the changes to the curriculum as indicated.

Marilyn Rhinehart
Vice President of Instruction and
Chief Academic Officer

Dana Grove
Executive Vice President, Educational Planning
& Development and Chief Operating Officer

Terry A. Calaway
President

JOHNSON COUNTY COMMUNITY COLLEGE
OFFICE OF THE PRESIDENT

November 20, 2008

CASH DISBURSEMENT REPORT

REPORT:

The Cash Disbursement Report is contained in the supplement to the November 20, 2008 Board Packet. This supplement contains the Cash Disbursement Reports for computer-generated accounts payable checks as listed below. Tuition refund checks and financial aid disbursement checks were also generated.

<u>Date</u>	<u>Control Number</u>	<u>Amount</u>
09/24/08	90007360	250.00
09/25/08	!0012063	6,313.50
09/25/08	90007361-90007382	30,838.63
09/26/08	10105124-10105199	78,755.56
09/26/08	90007383-90007387	191,753.00
09/29/08	90007388	450.00
09/30/08	10105200-10105255	62,257.03
09/30/08	90007389-90007390	24,821.00
10/01/08	559310-559625	987,956.06
10/01/08	!0012064-!0012075	5,341.54
10/01/08	90007391-90007395	108,831.53
10/02/08	!0012076	184.14
10/02/08	90007396-90007402	63,281.63
10/03/08	10105256-10105311	49,328.20
10/03/08	90007403-90007407	2,295.81
10/06/08	90007408-90007413	27,483.13
10/07/08	10105312-10105356	51,234.66
10/07/08	90007414-90007416	33,175.48
10/08/08	559626-559921	1,107,773.90
10/08/08	!0012077-!0012091	4,058.96
10/08/08	90007417-90007421	18,710.83
10/09/08	90007422-90007429	247,515.87
10/10/08	10105357-10105406	41,659.15
10/10/08	90007430-90007444	90,197.42
10/13/08	!0012092	6,313.50

10/13/08	90007445-90007448	2,861.27
10/14/08	10105407-10105428	33,431.82
10/14/08	90007449-90007451	1,400.00
10/15/08	559922-560281	785,116.58
10/15/08	!0012093-!0012109	2,916.21
10/16/08	!0012110-!0012468	182,262.45
10/16/08	90007452-90007465	702,472.67
10/17/08	10105429-10105466	43,310.19
10/17/08	90007466-90007469	575,874.22
10/20/08	90007470-90007474	9,496.95
10/21/08	10105467-10105504	31,449.69
10/21/08	90007475-90007476	850.00
10/22/08	560282-560562	853,861.34
10/22/08	!0012469-!0012475	2,131.05
10/23/08	90007477-90007495	8,115.83
10/24/08	10105505-10105552	62,963.10
10/24/08	90007496	590.34
10/27/08	90007497-90007503	2,016.32
10/28/08	10105553-10105607	20,980.93
10/28/08	90007504-90007523	14,071.71
		<u>\$6,576,953.20</u>

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 \$6,576,953.20.

Robert L. Prater
Director of Financial Services

Gerald W. Baird
Executive Vice President for
Administrative Services

Terry A. Calaway
President

JOHNSON COUNTY COMMUNITY COLLEGE
OFFICE OF THE PRESIDENT

November 20, 2008

AWARD OF BIDS

REPORT:

Bandwidth Management Tool, RFP No. 09-138

Request for Proposals were opened at 4:00 p.m. on October 24, 2008, for the purchase of a bandwidth management tool. This tool will enable Information Services to evaluate and manage network traffic to improve overall network performance.

This purchase was approved and is included as part of the college's Budget for the 2008-2009 fiscal year, and appears in the Furniture and Equipment schedule of the Management Budget manual on page 141. Additional funding will be expended from the reallocation of available funds within the Administrative Computing Services budget.

Eight firms were invited to respond, and the RFP was advertised in a local newspaper. The three (3) vendors who responded with proposals were Alexander Open Systems, AT&T, and IGD Solutions Corporation.

Following the RFP opening, an ad hoc committee consisting of Mitch Borchers, Director, Purchasing; Marilyn Bottrell, Senior Buyer, Purchasing; Matt Holmes, Systems Manager, Administrative Computing Services; Laura Radke, Systems Specialist, Administrative Computing Services; and Rick Tyrell, Senior Network Analyst, Administrative Computing Services, reviewed and evaluated the proposals. A thorough evaluation process followed. The evaluation criteria included the ability of the tool to evaluate and control customer bandwidth criteria; the vendor's experience with similar projects; and proposed cost. At the conclusion of the evaluation process, it was determined that the proposal submitted by IGD Solutions Corporation would best meet the current and future needs of the college.

Estimate: \$25,000.00

Source of Funds: General Fund

RECOMMENDATION:

It is the recommendation of the college administration that the Board of Trustees approve the proposal from IGD Solutions Corporation for the purchase of a bandwidth management tool in the amount of \$26,609.14.

REPORT:

Metal Fabrication Equipment, Bid No. 09-107

Bids were opened at 2:00 p.m. on October 7, 2008, for the purchase of four welders, one turning lathe, and eight vice-grip-clamps. This purchase represents the scheduled replacement of the existing welders and turning lathe. The existing equipment will be traded in and the trade-in allowances are reflected in the total bid expenditure.

These purchases were approved and are included as part of the college's Budget for the 2008-2009 fiscal year, and appear in the Furniture and Equipment schedule of the Management Budget manual on page 136.

Following the bid opening, Mitch Borchers, Director, Purchasing; Dennis Kuder, Senior Buyer, Purchasing; Richard Fort, Interim Assistant Dean, Industrial Technology Department; and Richard Rowe, Professor/Career Program Facilitator, Metal Fabrication, reviewed the bids.

Nine vendors were invited to bid, and the bid was advertised in a local newspaper. Bids were received and are listed on the following page.

Estimate: \$31,144.00

Source of Funds: General Fund

RECOMMENDATION:

It is the recommendation of the college administration that the Board of Trustees approve the low bids of \$14,692.46 from Airgas and \$11,120.00 from Eichman Sales, for a total expenditure of \$25,812.46 for metal fabrication equipment.

Insert spreadsheet Bid No. 09-107

REPORT:

Tool and Cutter Grinder, Bid No. 09-118

Bids were opened at 2:00 p.m. on October 14, 2008, for the purchase of a tool and cutter grinder. This purchase represents the scheduled replacement of the existing tool and cutter grinder being used in the metal fabrication lab. The replaced equipment will remain in use until it is no longer operational.

This purchase was approved and is included as part of the college's Budget for the 2008-2009 fiscal year, and appears in the Furniture and Equipment schedule of the Budget Management manual on page 136.

Following the bid opening, Mitch Borchers, Director, Purchasing; Dennis Kuder, Senior Buyer, Purchasing; Richard Fort, Interim Assistant Dean, Industrial Technology Department; and Richard Rowe, Professor/Career Program Facilitator, Metal Fabrication, reviewed the bids.

Eight vendors were invited to bid, and the bid was advertised in a local newspaper. Bids were received and are listed as follows:

<u>Vendor</u>	<u>Amount</u>
Eichman Sales Associates	\$35,920.00*
Atrump Machinery	\$39,512.00
Paxton Patterson	No Bid

*Recommended

Estimate: \$40,000.00

Source of Funds: General Fund

RECOMMENDATION:

It is the recommendation of the college administration that the Board of Trustees approve the low bid of \$35,920.00 from Eichman Sales Associates for the tool and cutter grinder.

REPORT:

GYM Divider Curtains, Bid No. 09-108

Bids were opened at 2:00 p.m. on October 6, 2008, for the purchase of GYM divider curtains. This purchase consists of a new center roll divider return system with curtain for GYM 125 and the scheduled replacement of one divider curtain net for GYM 003. The replaced curtain net will be processed as surplus property.

This purchase was approved and is included as part of the college's Budget for the 2008-2009 fiscal year, and appears in the Remodeling and Renovations schedule of the Management Budget manual on page 95. Additional funding will be expended from the reallocation of available funds within the Campus Services budget.

Following the bid opening, Mitch Borchers, Director, Purchasing; Dennis Kuder, Senior Buyer, Purchasing; Rex Hays; Director, Campus Services; and Carl Heinrich, Director, HPER, Wellness and Athletics, reviewed the bids.

Five vendors were invited to bid, and the bid was advertised in a local newspaper. Bids were received and are listed as follows:

<u>Vendor</u>	<u>Amount</u>
Athco	\$26,130.00*
The Athletic Equipment Source	No Bid

*Recommended

Estimate: \$16,000.00

Source of Funds: General Fund

RECOMMENDATION:

It is the recommendation of the college administration that the Board of Trustees approve the low bid of \$26,130.00 from Athco for the GYM divider curtains.

Mitch Borchers
Director, Purchasing

Gerald W. Baird
Executive Vice President for
Administrative Services

Terry A. Calaway
President

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JOHNSON COUNTY COMMUNITY COLLEGE
OFFICE OF THE PRESIDENT

November 20, 2008

GIFTS, GRANTS, CONTRACTS AND AWARDS

REPORT:

The following grants have been submitted on behalf of the college.

1. Kansas City Irish Fest Grant Fund
Funding Agency: Kansas City Irish Fest
Purpose: Tickets for JCCC students and Hiersteiner families PELL grant eligible to attend Celtic performance of Thomaseen Foley's Saint Patrick celebration
Duration: February 18-21, 2009
Grant Administrator: Angel Mercier
Amount Requested: \$3,500.00
JCCC Match: -0-
Applicant: JCCC

The following grants have been approved for funding.

1. English & Civics Education
Funding Agency: Kansas Board of Regents
Purpose: To provide civics education to immigrants and ESI students
Duration: July 1, 2008 – June 30, 2009
Grant Administrator: Susan McCabe
Amount Funded: \$72,000
JCCC Match: -0-
Applicant: JCCC
2. Carl Perkins Program Improvement Grant
Funding Agency: Kansas Board of Regents
Purpose: To develop the academic, career, and technical skills of students enrolled in career and technical education programs
Duration: July 1, 2008 to June 30, 2009
Grant Administrator: Bill Osborn
Amount Funded: \$267,017
JCCC Match: -0-
Applicant: JCCC

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.

Dana Grove
Executive Vice President, Educational Planning &
Development/Chief Operating Officer

Terry A. Calaway
President

JOHNSON COUNTY COMMUNITY COLLEGE
OFFICE OF THE PRESIDENT

November 20, 2008

HUMAN RESOURCES

1. Employment – Regular

K. ELIZABETH HULS, Administrative Assistant I, Arts & Humanities Department, Liberal Arts Division, at \$12.27 per hour effective November 24, 2008.

NOTE: Ms. Huls replaces Kay Rozell who was reassigned September 19, 2008 at \$17.48 per hour.

Name	Position	Effective Date	Salary
Cynthia Armstrong	Data Entry Operator	10/28/08 -	11.84/hour
	Health Care Prof./Wellness	06/30/09	
Sharon Buhler	IT Asset Management Techn.	11/15/08 -	15.55/hour
		06/30/09	
Elizabeth Calhoun	Computer Lab Assistant	10/23/08 -	10.56/hour
		06/30/09	
Norma Delaorra	Administrative Asst. I,	11/03/09 -	11.51/hour
	Internal Audit	06/30/09	
Rieta Drinkwine	Library Aide	10/13/08 -	9.83/hour
		06/30/09	
Nancy Dumler	Computer Lab Assistant	10/20/08 -	10.80/hour
		06/30/09	
Isaac Jenkins	Custodian	10/31/08 -	10.77/hour
		06/30/09	
Morad Jouhari	Custodian	10/16/08 -	10.02/hour
		06/30/09	
Angela O'Donnell	Records/Registration Clerk	10/06/08 -	11.51/hour
		06/30/09	
Jeanne Tausch	Lead Teacher	10/20/08 -	13.96/hour
		06/30/09	
Christopher Wilbourn	Custodian	10/16/08 -	10.02/hour
		06/30/09	

RECOMMENDATION:

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

2. Employment – Temporary

Name	Position	Effective Date	Salary
Paulos Assefa	TV Studio Aide	10/18/08 - 06/30/09	10.02/hour
Jacob Banholzer	Lead Museum Guard	10/22/08 - 06/30/09	9.82/hour
Brittany Bax	Facility Check-In Worker	10/15/08 - 06/30/09	9.14/hour
David Beams	Museum Guard	10/28/08 - 06/30/09	9.14/hour
Lauren Beiler	Stagehand	10/27/08 - 06/30/09	10.02/hour
Cameron Fletcher	Work Pool	10/13/08 - 06/30/09	9.14/hour
Katherine Ford	Student Event Worker	10/26/08 - 06/30/09	9.14/hour
Nathaniel Garoutte	Work Study	11/10/08 - 06/30/09	9.14/hour
Justin Griffin	Work Study	10/29/08 - 06/30/09	9.14/hour
Robb Hasler	Lead Stagehand II	10/06/09 - 06/30/09	15.31/hour
Matthew Lee	Media Production Assist.	10/21/08 - 06/30/09	14.17/hour
Daniel McCormick	Museum Guard	10/28/08 - 06/30/09	9.14/hour
Ashley Olerich	Assistant Coach II	09/22/08 - 06/30/09	12.00/hour
Nela Pamukova	Espresso Barista	10/14/08 - 06/30/09	9.14/hour
Paula Pyle	Office Aide	11/03/09 - 06/30/09	9.83/hour
Joanna Reasons	Espresso Barista	10/14/08 - 06/30/09	9.14/hour
Abby Stranathan	Work Pool	10/06/09 - 06/30/09	9.14/hour
Sharon Thompson	Fitness Center Monitor	09/15/08 -	9.14/hour

		06/30/09	
Lindsey Tuter	Facility Check-In Worker	10/15/08 - 06/30/09	9.14/hour
Barbara Willard	Librarian	10/13/08 - 06/30/09	22.20/hour
Nathaniel Wilson	Student Event Worker	09/19/08 - 06/30/09	9.14/hour
Nicholas Young	Metal Fabrication Lab Technician	10/27/08 - 06/30/09	10.02/hour
Steven Brooks	Reporting Correspondent The Campus Ledger	10/24/08 - 12/05/08	90.00/total
Eric Halleran	Staff Photographer The Campus Ledger	11/03/08 - 12/05/08	230.00/total
Lionel Rodriguez	Circulation Manager The Campus Ledger	11/03/08 - 12/05/08	190.00/total
Tyler Scott	Reporting Correspondent The Campus Ledger	10/24/08 - 12/05/08	90.00/total
Georgiana Voicu	Staff Reporter The Campus Ledger	11/03/08 - 12/05/08	230.00/total
Joe Weis ^a	Basketball Score Table	10/30/08 - 03/15/09	25.00/game
Dick Stine	Basketball Score Table	10/30/08 - 03/15/09	25.00/game
Tracy Hootman ^a	Basketball Score Table	10/30/08 - 03/15/09	25.00/game
Dave Noteboom	Basketball Score Table	10/30/08 - 03/15/09	25.00/game
Glen Moser ^a	Basketball Score Table	10/30/08 - 03/15/09	25.00/game
Jennifer Ei ^a	Basketball Score Table	10/30/08 - 03/15/09	25.00/game
Susan Brown ^a	Basketball Score Table	10/30/08 - 03/15/09	25.00/game
Grant Priddy	Basketball Score Table	10/30/08 - 03/15/09	25.00/game
Ruth Dey	Basketball Score Table	10/30/08 - 03/15/09	25.00/game
Jill Stinson ^a	Basketball Score Table	10/30/08 - 03/15/09	25.00/game
David Canary	Basketball Score Table	10/30/08 - 03/15/09	25.00/game
Eric Horner	Basketball Score Table	10/30/08 - 03/15/09	25.00/game

Michele Wear	Basketball Score Table 03/15/09	10/30/08 -	25.00/game
Sharon Horn	Evaluator, Prior Learning Assessment	10/01/08 - 06/30/09	20.00/eval.
Larry Able ^a	Volunteer, Public Safety	11/03/08 - 06/30/09	non-remunerated
Emily Bucher	Volunteer, Gallery	10/24/08 - 06/30/09	non-remunerated
Zachary Fiskin	Volunteer, CLEAR	09/27/08 - 06/30/09	non-remunerated
Rebecca Knox	Volunteer, Gallery	09/3/08 - 06/30/09	non-remunerated
Bridget Moran	Volunteer, Gallery	10/11/08 - 06/30/09	non-remunerated
Marissa Warhurst	Volunteer, CLEAR	10/07/08 - 06/30/09	non-remunerated
Mary Barry	Instr., Comm. Serv.	01/01/09 - 06/30/09	204.00/total
Michelle Brisendine	Instr., Comm. Serv. Sign Language	11/25/08 - 01/19/09	678.96/total
Sara Cardenas	Instr., Comm. Serv.	10/01/08 - 06/30/09	10.50/hour
Jeffrey L. David	Instr., Comm. Serv.	01/01/09 - 06/30/09	20.00/hour
Stephanie Faoro	Instr., Comm. Serv.	01/01/09 - 06/30/09	20.00/hour
Carolyn Fitzsimmons	Instr., Comm. Serv.	10/01/08 - 06/30/09	25.00/hour
Gerald Gentry	Instr., Comm. Serv.	10/01/08 - 06/30/09	75.00/hour
Sandra Hon ^a	Instr., Comm. Serv.	01/01/09 - 06/30/09	20.00/hour
Stuart N. Speer	Instr., Comm. Serv.	01/01/09 - 06/30/09	20.00/hour
Christina Benson	Instr., Arts, Hum./Soc. Sci.	Spring 2009	784.00/cr.hr.
Mark Eimer	"	"	836.00/cr.hr.
Gene Flaharty	"	"	902.00/cr.hr.
Michael D. Garrett ^a	"	"	943.00/cr.hr.
Travis Kleiner	"	"	807.00/cr.hr.
Tom Lewin	"	"	943.00/cr.hr.
Jason Lytle	"	"	807.00/cr.hr.
Kathleen Mendenhall	"	"	869.00/cr.hr.

Adam Seitz	"	"	784.00/cr.hr.
Carmaletta Williams ^a	"	"	971.00/cr.hr.
Timothy Noble	Faculty Coord., Student Exp. Theatre (S.E.T), Arts, Humanities/Soc. Sci.	Spring 2009	800.00/total
Michelle Salvato ^a	Independent Study, Arts, Hum./Soc. Sci.	Acad. Yr. 2008-09	50.00/st.cr.hr.
James McWard ^a	Special Project, English & Journalism	Summer 2008	1,952.00/total
Robyn Seglem	Instr., English & Journalism	Spring 2009	896.00/cr.hr.
Anne Briginshaw	Instr., Health Care Professions & Wellness	Acad. Yr. 2008-09	31.53/hour
Jamie Miller	"	"	31.53/hour
Danielle Young	"	"	31.53/hour
Debbie Funkhouser	Instr., Health Care Professions & Wellness	Acad. Yr. 2008-09	241.84/day
Mariela Perez	OHOW, Interpreter, Health Care Profess. & Wellness	Acad. Yr. 2008-09	15.00/hour
Justin Plymell	Instr., Science	Spring 2009	856.00/cr.hr.
Dennis George	Instr., Professor Emeritus, Science	Spring 2009	2,639.00/cr.hr.
Robert Dye	Instr., Technology.	Acad. Yr. 2008-09	836.00/cr.hr.
Matt Holmes ^a	"	"	836.00/cr.hr.
Henry Paustian	"	"	807.00/cr.hr.
Ateegh Al-Arabi ^a	Honors Mentor, Instr., Science	Fall 2008	1,400.00/total
Luz Alvarez ^a	Honors Mentor, Instr., Communications	"	600.00/total
Jay Antle ^a	Honors Mentor, Instr., Arts, Hum., & Soc. Sci.	"	600.00/total
Dennis Arjo ^a	"	"	600.00/total
Eve Blobaum ^a	"	"	1,125.00/total
Sarah Boyle ^a	"	"	600.00/total
Ed Bushey	"	"	775.00/total
Susan Cordes ^a	Honors Mentor, Instr.,	"	600.00/total

	Business		
Julia Cotter ^a	"	"	600.00/total
Sean Daley ^a	Honors Mentor, Instr., Arts, Hum., & Soc. Sci.	"	950.00/total
Colleen Duggan ^a	Honors Mentor, Instr., Hlth. Care Profess. & Wellness	"	950.00/total
Terri Easley ^a	Honors Mentor, Instr., Communications	"	1,300.00/total
Sally Edwards ^a	Honors Mentor, Instr., Mathematics	"	775.00/total
Eric Elisabeth ^a	Honors Mentor, Instr., Science	"	600.00/total
Caleb Fey	Honors Mentor, Instr., Arts, Hum., & Soc. Sci.	"	950.00/total
Maureen Fitzpatrick ^a	Honors Mentor, Instr., English & Journalism	"	950.00/total
Carl Frailey ^a	Honors Mentor, Instr., Science	"	600.00/total
Phil Franklin ^a	"	"	600.00/total
Janette Funaro ^a	Honors Mentor, Instr., Communications	"	600.00/total
Dawn Gale ^a	Honors Mentor, Instr., Arts, Hum., & Soc. Sci.	"	775.00/total
Russ Hanna ^a	Honors Mentor, Instr., Technology	"	600.00/total
Greg Harrell ^a	Honors Mentor, Instr., English & Journalism	"	600.00/total
Shan Harward	Honors Mentor, Instr., Arts, Hum. & Soc. Sci.	"	600.00/total
Michael Hembree ^a	"	"	950.00/total
Monica Hogan ^a	Honors Mentor, Instr., English & Journalism	"	600.00/total
Dale Hughes ^a	Honors Mentor, Instr., Mathematics	"	950.00/total
Chris Imm ^a	"	"	600.00/total
Donna Krichiver ^a	"	"	600.00/total
Barbara Ladd	Honors Mentor, Instr., Arts, Hum., & Soc. Sci.	"	600.00/total
Karen LaMartina ^a	Honors Mentor, Instr., Hlth. Care Profess. & Wellness	"	775.00/total
James Lane ^a	Honors Mentor, Instr., Arts, Hum, & Soc. Sci.	"	600.00/total
Gary Malek ^a	Honors Mentor, Instr., Science	"	775.00/total
William McFarlane ^a	Honors Mentor, Instr.,	"	950.00/total

Ted Meadows ^a	Arts, Hum., & Soc. Sci. Honors Mentor, Instr., Business	"	775.00/total
Deana Miller ^a	Honors Mentor, Instr., Communications	"	600.00/total
Ellyn Mulcahy ^a	Honors Mentor, Instr., Science	"	1,300.00/total
Jay Nadlman ^a	Honors Mentor, Instr., Business	"	600.00/total
Ron Palcic ^a	Honors Mentor, Instr., Mathematics	"	600.00/total
Doug Patterson ^a	Honors Mentor, Instr., Science	"	600.00/total
Helene Perriguey Keene	Honors Mentor, Instr., Communications	"	775.00/total
Pete Peterson ^a	Honors Mentor, Instr., Arts, Hum., & Soc. Sci.	"	600.00/total
Beate Pettigrew	"	"	600.00/total
Mark Raduziner ^a	Honors Mentor, Instr., English & Journalism	"	775.00/total
Larry Reynolds ^a	Honors Mentor, Instr., Communications	"	600.00/total
Joy Rhodes ^a	Honors Mentor, Instr., Business	"	775.00/total
Lynn Richards ^a	"	"	600.00/total
Stephanie Sabato ^a	Honors Mentor, Instr., Arts, Hum., & Soc. Sci.	"	600.00/total
Tatiana Scanlan	Honors Mentor, Instr., Communications	"	775.00/total
Sherry Shively ^a	Honors Mentor, Instr., Business	"	950.00/total
Allison Smith ^a	Honors Mentor, Instr., Arts, Hum., & Soc. Sci.	"	1,300.00/total
Glenn Smith ^a	Honors Mentor, Instr., Technology	"	1,125.00/total
Scott Stackhouse	Honors Mentor, Instr., Arts, Hum., & Soc. Sci.	"	600.00/total
William Stockton ^a	"	"	600.00/total
Norma Stratemeier ^a	Honors Mentor, Instr., Business	"	1,400.00/total
Stan Svojanovsky	Honors Mentor, Instr., Science	"	775.00/total
Terri Teal ^a	Honors Mentor, Instr., Arts, Hum., & Soc. Sci.	"	600.00/total
Andy Ward	"	"	1,300.00/total
Rick Webb ^a	Honors Mentor, Instr.,	"	600.00/total

Nancy West ^a	Business Honors Mentor, Instr., Hlth. Care Profess. & Wellness	"	950.00/total
Deborah Williams ^a	Honors Mentor, Instr., Science	"	600.00/total
Brian Wright ^a	Honors Mentor, Instr., Arts, Hum., & Soc. Sci.	"	600.00/total
Andrea Broomfield ^a	Speaker, JCCC College Scholars Program	11/19/08 - 11/20/08	2,000.00/total
Ellyn Mulcahy ^a	"	10/08/08 - 10/09/08	2,000.00/total
Charles Bishop	Intl. Ed., Leader for Kansas City tours	10/16/08 - 10/21/08	250.00/total
Julane Crabtree	ANGEL Pilot Stipend, Academic Support	Fall 2008	300.00/total
Monica Hogan Adams ^a	"	"	300.00/total
James McWard ^a	"	"	300.00/total
Glenna Stites	"	"	300.00/total
Phillip Veer ^a	"	"	300.00/total
Matt Campbell	Consultant, College Now	8/14/08 - 12/16/08	2,400.00/total
Susan Goodman ^a	Career Pathways	10/21/08	131.10/total
Sheryl VanDerStelt	"	"	160.00/total
Andy Anderson ^a	Interim Asst. Dean, Writing, Lit. & Media	12/22/08 - 12/31/08	2,317.33/total
Csilla Duneczky ^a	Interim Asst. Dean, Science	12/22/08 - 12/31/08	2,317.34/total
Jeff Frost ^a	Interim Asst. Dean, Mathematics	12/24/08 - 12/31/08	1,715.46/total
Ellyn Mulcahy ^a	Special Project, V.P., Instr.	09/06/08 - 09/19/08	1,942.00/total

RECOMMENDATION:

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

3. Changes to the FY2008-2009 Staffing Authorization Table for Part-time Regular Staff

REMOVE: Vacant – New Administrative Assistant I, 20 hours – OT 13
REMOVE: Vacant – Hanna Associate Web Editor, 25 hours – AMS 15

These positions are being removed in order to add a new full-time regular position of Web Editor, Marketing Communications to the FY 2008-2009 Full-time Regular Staffing Authorization Table.

RECOMMENDATION:

It is the recommendation of the college administration that the Board of Trustees approve the above-listed Changes to the FY2008-2009 Staffing Authorization Table for Part-time Regular Staff.

4. Additions to the FY2008-2009 Staffing Authorization Table for Full-time Regular Staff

ADDITION: Vacant – New Web Editor, Marketing Communications – AMS 16

ADDITION: Vacant – New Sr. Research Analyst, National Community College Benchmark Study – AMS 19

RECOMMENDATION:

It is the recommendation of the college administration that the Board of Trustees approve the above-listed additions to the FY2008-2009 Staffing Authorization Table for Full-time Regular Staff.

5. Change to the FY2008-2009 Staffing Authorization Table for Full-time Regular Staff

FROM: Vacant – Randall Asst. Prof./Program Facilitator, Honors – 10-month

TO: Vacant – Randall Asst. Prof./Program Facilitator, Honors – 12-month

RECOMMENDATION:

It is the recommendation of the college administration that the Board of Trustees approve the above-listed change to the FY2008-2009 Staffing Authorization Table for Full-time Regular Staff.

a. Also full-time staff.

Judy Korb
Vice President, Human Resources
& Organizational Development

Terry A. Calaway
President

JOHNSON COUNTY COMMUNITY COLLEGE
OFFICE OF THE PRESIDENT

November 20, 2008

HUMAN RESOURCES ADDENDUM

1. Approval for Total Disability

RANDY BRADY, Press Operator I, Purchasing Division, Administrative Services Branch, who joined the JCCC staff on February 14, 1992, has been certified by his physician as totally disabled, effective February 10, 2008, as notified by the Kansas Public Employees Retirement System on October 28, 2008.

RECOMMENDATION:

It is the recommendation of the college administration that the Board of Trustees approve the above-listed separation for total disability.

2. Employment – Regular

MICHELLE HEFFRON, Administrative Assistant II, Learner Engagement Division, Educational Planning & Development Branch at \$14.77 per hour effective December 1, 2008.

NOTE: Ms. Heffron replaces Jessie Grace who will retire November 25, 2008 at \$19.25 per hour.

KEITH KRIEGER, Technical Training Coordinator, Human Resources & Organizational Development Division, President's Branch, at \$59,231 for a 12-month contract effective December 1, 2008. (See p. 4 for additional information.)

NOTE: Mr. Krieger replaces Ed Lovitt who was reassigned effective October 1, 2008 at \$75,273 for a 12-month contract.

KAREN LANGTRY, Human Resources Systems Specialist, Information Systems Division, President's Branch, at \$59,231 for a 12-month contract effective November 24, 2008. (See p. 5 for additional information.)

NOTE: Ms. Langtry replaces Chad Martin who was reassigned effective September 20, 2008 at \$73,990 for a 12-month contract.

ALISA PACER, Emergency Preparedness Manager, Public Safety Division, President's Branch, at \$58,322 for a 12-month contract effective December 12, 2008. (See p. 6 for additional information.)

NOTE: Ms. Pacer fills the new position of Emergency Preparedness Manager, Public Safety Division, President's Branch.

CHERYL SCHMITZ, Administrative Assistant I, Center for Business & Technology Division, Educational Planning & Development Branch at \$14.38 per hour effective November 17, 2008.

NOTE: Ms. Schmitz replaces So Ying Wu who was reassigned September 1, 2008 at \$13.38 per hour.

Name	Position	Effective Date	Salary
Cynthia Cheng	Librarian	11/11/08 - 06/30/09	22.20/hour
Justin Dugger	Systems Analyst	10/11/08 - 06/30/09	20.74/hour
Alla Ermak	Bookstore Clerk	12/01/08 - 06/30/09	10.49/hour
Jill Johnson	Bookstore Clerk	11/17/08 - 06/30/09	9.83/hour
Karly Schmidt	Student Services Info. & Resources Specialist	11/19/08 - 06/30/09	12.66/hour

RECOMMENDATION:

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

3. Employment – Temporary

Name	Position	Effective Date	Salary
Sara Cardenas	Childcare Aide	09/15/08 - 06/30/09	10.56/hour
Valerie Dorsey	Student Services Info. & Resources Specialist	11/19/08 - 06/30/09	12.66/hour
Ricardo Lequerica	Stagehand	11/03/08 - 06/30/09	10.02/hour

RECOMMENDATION:

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

4. Change to the FY2008-2009 Staffing Authorization Table for Part-time Regular Staff

FROM: Vacant – Morrison Office Assistant, Student Services, 22 hours – OT 12
 TO: Vacant – Selders Records/Registration Clerk, 30 hours – OT13

RECOMMENDATION:

It is the recommendation of the college administration that the Board of Trustees approve the above-listed Change to the FY2008-2009 Staffing Authorization Table for Part-time Regular Staff.

5. Additions to the FY2008-2009 Staffing Authorization Table for Full-time Regular Staff

ADDITION: Vacant – New Dean, Arts, Humanities & Social Sciences – AMS 23

ADDITION: Vacant – New Dean, Science – AMS 23

RECOMMENDATION:

It is the recommendation of the college administration that the Board of Trustees approve the above-listed additions to the FY2008-2009 Staffing Authorization Table for Full-time Regular Staff.

6. Changes to the FY2008-2009 Staffing Authorization Table for Full-time Regular Staff

FROM: Aaron Crook Textbook Assistant – OT 12
TO: Aaron Crook Merchandise Assistant – OT 12

FROM: Louise Cooper Textbook Supervisor – OT 15
TO: Louise Cooper Bookstore Floor Supervisor – OT 15

FROM: Vacant – Barrett Bookstore Buyer – OT 13
TO: Vacant – Barrett Merchandise Assistant – OT 12

FROM: Vacant – New Administrative Assistant I, Public Safety Training Ctr. – OT 13
TO: Vacant – New Administrative Assistant II, Public Safety Training Ctr. – OT 14

FROM: Vacant – Thomson Assistant Dean, Writing, Literature & Media Communication –
AMS 21, 12-month contract
TO: Vacant – Thomson Dean, Communication – AMS 23, 12-month contract

RECOMMENDATION:

It is the recommendation of the college administration that the Board of Trustees approve the above-listed changes to the FY2008-2009 Staffing Authorization Table for Full-time Regular Staff.

Judy Korb
Vice President, Human Resources &
Organizational Development

Terry A. Calaway
President