

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 June 21, 2018, 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 Jerry Cook, Chair
 Lee Cross, Treasurer
 Dave Lindstrom, Secretary
 Greg Musil, Trustee
 Paul Snider, Trustee

Staff Joe Sopcich, President

Mitch Borchers, Associate Vice President, Business Services
Malinda Bryan-Smith, Director, Grants Leadership & Development
Colleen Chandler, Director, Human Resources
Becky Centlivre, Vice President, Human Resources
Travis Garrod, Sr. Client Tech. Analyst, Client Support Services
Chris Gray, Executive Director, Marketing Communications
Melanie Harvey, Associate Professor, Chemistry
Rex Hays, Associate Vice President, Campus Services/Fac. Plng.
Jim Lane, Dean, Arts, Humanities & Social Sciences
Barbara Larson, Executive Vice President, Finance & Administration Services
Rachel Lierz, Associate Vice President, Financial Services/CFO
Karen Martley, Vice President, Continuing Education & Organizational Development
Justin McDaid, Manager, Internal Audit, Audit and Advisory Services
Mary Nero, Assistant General Counsel, General Counsel
Derek Nester, Sr. Multimedia Engineer & Event Specialist, Audio Visual Services
Terri Schlicht, Executive Assistant to President and Board, President's Branch
Gurbhushan Singh, Associate Vice President, Academic Affairs
Shawn Smith, Director, Collaboration Center
Julie Vivas, Manager, Employee Relations, Human Resources
Janelle Vogler, Executive Director, Audit/Advisory Services
Sandra Warner, Deputy CIO/Director, Administration Computer Services
Randy Weber, Vice President, Student Success/CSAO

Visitors

Roberta Eveslage

QUORUM	Dr. Cook announced the presence of a quorum, with five board members present.
PLEDGE OF ALLEGIANCE	Dr. Cook led the Board of Trustees and other meeting participants in the reciting of the Pledge of Allegiance.
AWARDS AND RECOGNITIONS	Digital Community College Award – Information Services
OPEN FORUM	Dr. Cook noted there were no requests from the audience to address the board.
COLLEGE LOBBYIST REPORT	In Mr. Carter’s absence, the monthly legislative update was shared with the Board electronically.
COMMITTEE REPORTS AND RECOMMENDATIONS	
Human Resources Committee	Mr. Cross reviewed items from the June 4, 2018 Human Resources Committee meeting. Following discussion, upon motion by Mr. Cross, seconded by Mr. Musil, which motion unanimously carried, the Board of Trustees accepted the college administration’s recommendation to approve and adopt the form of the amended Johnson County Community College 403(b) Plan, effective January 1, 2018. Following discussion, upon motion by Mr. Cross, seconded by Mr. Lindstrom, which motion unanimously carried, the Board of Trustees accepted the college administration’s recommendation to approve and adopt the form of the amended Johnson County Community College 457(b) Tax Deferred Retirement Plan, effective January 1, 2018.

Following discussion, upon motion by Mr. Cross, seconded by Mr. Snider, which motion unanimously carried, the Board of Trustees accepted the college administration's recommendation to authorize the administration to renew the contract, for the provision of investment advisory services with Two West Capital Advisors, LLC for a period beginning July 1, 2018 through June 30, 2019 at a total expenditure not to exceed \$50,000.00.

Following discussion, upon motion by Mr. Cross, seconded by Mr. Musil, which motion unanimously carried, the Board of Trustees accepted the recommendation of the College administration to approve modification to the following Policies: Copyrights and Patents, Equipment/Property Checkout, Loss of Personal Property, Exit Interview, and Suspension, Demotion and Termination; and also to approve deletion of the Employee Checkout Policy, as shown in the Board packet.

Learning Quality
Committee

Mr. Snider reviewed items from the June 4, 2018 Learning Quality Committee meeting.

Following discussion, upon motion by Mr. Snider, seconded by Mr. Cross, which motion unanimously carried, the Board of Trustees approved the 2018-2019 Learning Quality Committee working agenda as shown in the board packet.

Management
Committee

Mr. Lindstrom reviewed items from the June 6, 2018 Management Committee meeting.

Following discussion, upon motion by Mr. Lindstrom, seconded by Mr. Cross, which motion unanimously carried, the Board of Trustees accepted the recommendation of the college administration to designate The Legal Record, The Shawnee Dispatch and Tri-County News as official newspapers of the college and that publication constitutes legal notice on behalf of the board of trustees.

Following discussion, upon motion by Mr. Lindstrom, seconded by Mr. Musil, which motion unanimously carried, the Board of

Trustees accepted the recommendation of the college administration to approve sponsorships for the 2018 – 2019 fiscal year at a cost of \$17,000, plus an additional \$2,000 contingency, for a total cost of \$19,000 as shown in the board packet.

Following discussion, upon motion by Mr. Lindstrom, seconded by Mr. Cross, which motion unanimously carried, the Board of Trustees accepted the recommendation of the college administration to approve the retention of GilmoreBell as bond counsel for fiscal year 2018-2019.

Following discussion, upon motion by Mr. Lindstrom, seconded by Mr. Cross, 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 2018-2019.

Following discussion, upon motion by Mr. Lindstrom, seconded by Mr. Musil, which motion unanimously carried, the Board of Trustees accepted the recommendation of the college administration to adopt the form of Resolution authorizing the redemption of the Series 2009 Certificates of Participation at a prepayment amount of \$1,685,000.00, as shown in the board packet.

Following discussion, upon motion by Mr. Lindstrom, seconded by Mr. Snider, which motion unanimously carried, the Board of Trustees accepted the recommendation of the college administration to approve the renewal of the annual contract for network infrastructure equipment and services with CDW Government, LLC in an amount not to exceed \$1,011,000.00.

Following discussion, upon motion by Mr. Lindstrom, seconded by Mr. Musil, which motion unanimously carried, the Board of Trustees accepted the recommendation of the college administration to approve the renewal of the annual contract for beverages with Pepsi Beverages Company, at an annual expenditure not to exceed \$230,000.00.

Following discussion, upon motion by Mr. Lindstrom, seconded by Mr. Snider, which motion unanimously carried, the Board of Trustees accepted the recommendation of the college administration to approve the renewal of the annual contract for a leadership development training program with Living As A Leader at a total expenditure not to exceed \$115,000.00.

Following discussion, upon motion by Mr. Lindstrom, seconded by Mr. Musil, which motion unanimously carried, the Board of Trustees accepted the recommendation of the college administration to approve the low bid of \$105,097.61 from FSG Electric, plus an additional \$10,509.00 to allow for contingencies for possible unforeseen costs, for a total expenditure not to exceed \$115,606.61 for interior LED lighting upgrades.

Following discussion, upon motion by Mr. Lindstrom, seconded by Mr. Musil, which motion unanimously carried, the Board of Trustees accepted the recommendation of the college administration to approve the proposal from Honeywell, Inc. for the establishment of an annual contract for PCSC system software and hardware support and service in a total amount not to exceed \$163,500.00.

PRESIDENT'S
RECOMMENDATIONS
FOR ACTION

Treasurer's Report

Following discussion, upon motion by Mr. Cross, seconded by Mr. Lindstrom, which motion unanimously carried, the Board of Trustees accepted the recommendation of the college administration to approve the Treasurer's Report for the month April 2018, subject to audit, as shown in the board packet.

President's Monthly
Report to the Board

Dr. Sopcich shared a few summer semester highlights:

- Credit hour enrollment is up 0.3%
- 8,417 students taking classes this summer
- Overall enrollment is up 117 credit hours from a year ago
- Re-admission and transfer enrollment is up by 67 students

- 860 more online credit hours than this time last year
 - Online classes make up 47.7% of all summer credit hours
- Our two new buildings are currently being built, and we are gearing up to start Phase II of the Facilities Master Plan in the next few months
- 30 maintenance and remodeling projects are being done by Campus Services this summer

Dr. Sopcich also read a letter he received from a community member, which sung the praises of the high-quality education and the outstanding attention and dedication from our faculty that his son received this past semester at JCCC.

Advisory Committees

Following discussion, upon motion by Mr. Cross, seconded by Mr. Lindstrom, which motion unanimously carried, the Board of Trustees accepted the recommendation of the college administration to approve advisory committees contained in Supplement B, from July 1, 2018 through June 30, 2019.

REPORTS FROM BOARD LIAISONS

Faculty Association

Dr. Melanie Harvey spoke about what faculty are doing this summer:

- Faculty are teaching courses, which can be more intense during the summer semester
- Faculty are being trained for Canvas migration, the new Learning Management System
- Many faculty are traveling, attending workshops and studying/working on their disciplines
- Chairs are busy helping students
- The JCCC dragon boat team again participated in the annual dragon boat race in Kansas City, and got first place, which is the third year in a row they have won

Dr. Harvey spoke briefly on negotiations, saying she hopes that an agreement can be reached soon. She also touched on what it means to be a faculty member at JCCC and provided insight to the work that faculty do beyond teaching.

Johnson County
Research Triangle

Trustee Lindstrom provided the JCERT report:

- Sales tax revenue from April was \$1.311, down 3.84% from last year
- Sales tax revenue from May was just over \$1.5 million, up 5% from last year
- Annual sales tax revenue was up almost 2% from last year
- JCERT authority last met May 7, 2018
- Next meeting is November 7, 2018 at K-State Olathe Campus at 7:30 AM

Kansas Association of
Community College
Trustees

Dr. Cook reported that the last meeting was held on June 1st and 2nd in Kansas City, Kansas. Trustees Cook, Musil and Ingram attended, where they heard several presentations, legislative and KBOR updates, and saw two JCCC staff members, Susan Rider and Leslie Quinn, graduate from the KACCT Kansas Leadership Institute. Trustee Nancy Ingram was elected as Secretary for KACCT and will be JCCC's voting representative going forward.

Foundation

Trustee Snider reported that the Foundation Annual luncheon was held on May 22nd in the CoLab. The executive committee met on June 8th, to set and approve the operating budget for the year, and meeting dates for the upcoming year. The Foundation team wants to thank Dr. Weber and his team for making sure that all the available scholarships got to students this fiscal year. Trustee Snider expressed his appreciation for Kate Allen and her Foundation team for helping everything run smoothly.

NEW BUSINESS

Dr. Sopcich provided a statement concerning continuing contracts for the Faculty, Counselors and Librarians.

CONSENT AGENDA

Mr. Cross asked that Grants, Contracts and Awards be pulled for clarification and separate consideration.

Following discussion, upon motion by Mr. Lindstrom, seconded by Mr. Snider, which motion unanimously carried, the Board of Trustees approved the consent agenda, including the Human Resources Addendum, as shown in the board packet. The consent agenda items included the following:

Minutes	Minutes from the May 10, 2018 Board of Trustees meeting.
Cash Disbursement Report	Ratified the total cash disbursements, as shown in the board packet, for the total amount of \$ 5,495,227.49.
Affiliation Articulation and Reverse Transfer, Cooperative and Other Agreements	Authorized the college to enter into agreements with the agencies/institutions, as shown in the board packet.
Transfer to JCCC Foundation Tribute Fund	Authorized the transfer of \$150 from the general fund to the JCCC Foundation student scholarship fund in honor of Luanne Wolfram.
Meeting Dates	Meeting dates for 2018-2019, as shown in the board packet.
Retirements	Retirements as follows: EDWARD VESEY, KPERS, Police Officer, Police, Finance and Administrative Services, effective June 28, 2018.
Separations	Separations as follows: KATHY SCHOENWANDT, Bookstore Merchandise Buyer, Business Services, Finance and Administrative Services, effective June 13, 2018. LIZ LANPHEAR, Program Coordinator, Johnson County Adult Education, Continuing Education, Continuing Education and Organizational Development, effective June 15, 2018. ANNE CHRISTIANSEN-BULLERS, Principal Writer/Editor, Marketing Communications, General Counsel, effective May 17, 2018. TIA ISLAM, Administrative Assistant, Health Care, Wellness and Public Services, Academic Affairs, effective July 2, 2018.

STEPHANIE SANDGREN, Creative Lead/Designer, Marketing Communications, General Counsel, effective May 3, 2018.

NICOLE BLACKWELL, Digital Strategist, Analyst, Marketing Communications, General Counsel, effective May 31, 2018.

CHRISTOPHER WORTHINGTON, Senior Buyer, Business Services, Finance and Administrative Services effective August 31, 2018.

Reassignment

Reassignment as follows:

AUSTIN MAXWELL, Digital Technician, Business Services, Finance and Administrative Services, at \$15.43 per hour to Procurement and Administrative Assistant, Business Services, Finance and Administrative Services, effective May 29, 2018, at \$16.75 per hour.

ASHAWNTE THOMPSON, Bookstore Sales Supervisor, Business Services, Finance and Administrative Services, at an annual salary of \$70,574.00 to Manager, Bookstore, Business Services, Finance and Administrative Services, effective June 22, 2018 at an annual salary of \$73,001.00.

SUSAN HOFFMAN, Administrative Assistant, Continuing Education, Continuing Education and Organizational Development, at \$22.24 per hour to Coordinator, Staff and Organizational Development, Continuing Education and Organizational Development, effective June 25, 2018 at an annual salary of \$64,551.00.

COLLEEN RYCKERT COOK, Part-time Principal Writer/Editor, Marketing Communications, General Counsel at \$22.61 per hour to Principal Writer/Editor, Marketing Communications, General Counsel, effective June 22, 2018 at an annual salary of \$51,459.00.

Employment –
Regular

Regular employment in classifications indicated, as shown in the board packet.

Employment – Temporary Temporary employment in classifications indicated, as shown in the board packet.

Grants, Contracts and Awards **Upon motion by Mr. Cross, seconded by Mr. Musil, which motion unanimously carried, the Board of Trustees accepted the grants, as shown in the board packet, and the authorization to expend funds in accordance with the terms of the grants.**

EXECUTIVE SESSION **At 6:17 p.m., upon motion by Mr. Musil, seconded by Mr. Cross, which motion unanimously carried, the Board of Trustees agreed to recess to executive session for the purpose of discussing an individual employee’s performance pursuant to the Kansas Open Meetings Act exception relation to nonelected personnel. Executive session began at 6:25 p.m. to return in 60 minutes in Open Session in the same location and no action would be taken during Executive Session. Invited to participate were Joe Sopcich, and Mary Nero.**

At 7:25 pm., the meeting reconvened. Upon motion by Mr. Musil, seconded by Mr. Cross, which motion unanimously carried, the Board of Trustees agreed to recess to executive session for the purpose of discussing an individual employee’s performance pursuant to the Kansas Open Meetings Act exception relation to nonelected personnel. Executive session began at 7:27 p.m. to return in 15 minutes in Open Session in the same location and no action would be taken during Executive Session. Invited to participate were Joe Sopcich.

COLLEGE PRESIDENT’S CONTRACT **At 7:37 p.m., the meeting reconvened. Upon motion by Mr. Lindstrom, seconded by Mr. Musil, which motion unanimously carried, the Board of Trustees approved the college president’s employment agreement as presented.**

At 7:38 pm., upon motion by Mr. Lindstrom, seconded by Mr. Musil, which motion unanimously carried, the Board of Trustees agreed to recess to executive session pursuant to the Kansas Open Meetings Act exception relating to consultations with the Board’s bargaining representation in employer-employee

negotiations. Executive session began at 7:40 p.m. to return in 15 minutes in Open Session in the same location and no action would be taken during Executive Session. Invited to participate were Joe Sopcich, Mary Nero, Becky Centlivre, Colleen Chandler, Gurb Singh, Jim Lane, Barbara Larson, Randy Weber and Melody Rayl.

At 7:55 pm., the meeting reconvened. Upon motion by Mr. Musil, seconded by Mr. Snider, which motion unanimously carried, the Board of Trustees agreed to recess to executive session pursuant to the Kansas Open Meetings Act exception relating to consultations with the Board's bargaining representation in employer-employee negotiations. Executive session began at 7:57 p.m. to return in 15 minutes in Open Session in the same location and no action would be taken during Executive Session. Invited to participate were Joe Sopcich, Mary Nero, Becky Centlivre, Colleen Chandler, Gurb Singh, Jim Lane, Barbara Larson, Randy Weber and Melody Rayl.

At 8:09 p.m., the meeting reconvened and the Chair announced that no action had taken place during executive session.

ADJOURNMENT

Upon motion by Mr. Cross, seconded by Mr. Musil, which motion unanimously carried, the Board of Trustees meeting adjourned at 8:09 p.m.

Jerry Cook
Chair

Nancy Ingram
Vice Chair