

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 November 19, 2020, at 5:00 p.m. via Zoom Webinar.

Trustees Greg Musil, Chair
 Paul Snider, Vice Chair
 Lee Cross, Treasurer
 Nancy Ingram, Secretary
 Jerry Cook, Trustee
 Angeliina Lawson, Trustee

Staff Andy Bowne, President

Kate Allen, AVP, Institutional Advancement/Government Affairs
Jason Brunkan, Senior Multimedia Engineer & Event Specialist, AV Services
Malinda Bryan-Smith, Director, Grants Leadership & Development
Becky Centlivre, Vice President, Human Resources
John Clayton, Executive Director, Institutional Effectiveness
Chris Gray, Executive Director, Marketing Communications
Tom Hall, Associate Vice President, Campus Services. Fac. Plng.
Jeff Hoyer, Executive Director, Space Management
Marc Leacox, Senior Multimedia Engineer & Event Specialist, AV Services
James Leiker, Professor, History/Political Science
Rachel Lierz, Associate Vice President, Financial Services/CFO
Del Lovitt, Interim CIO, Information Services
Karen Martley, Vice President, Continuing Education & Org. Development
Mickey McCloud, Vice President, Academic Affairs/CAO
Justin McDaid, Director, Audit and Advisory Services
Caitlin Murphy, Coordinator, President's Office
Kelsey Nazar, Senior Legal Counsel
Derek Nester, Senior Multimedia Engineer & Event Specialist, AV Services
Terri Schlicht, Executive Assistant to President & Board
Gurbhushan Singh, Associate Vice President, Academic Affairs
Adrian Swan, Manager, Multimedia Services
Janelle Vogler, Associate Vice President, Business Services
Sandra Warner, Executive Director, Business Continuity
Randy Weber, Interim Executive Vice President for Finance & Administrative Services/Vice

President, Student Success

Students

Sailor Usher

Visitors

Dick Carter

QUORUM	Mr. Musil announced a quorum, with six board members present.
PLEDGE OF ALLEGIANCE	Mr. Musil led the Board of Trustees and other meeting participants in the reciting of the Pledge of Allegiance.
AWARDS AND RECOGNITIONS	Mr. Musil announced there were no Awards and Recognitions for November.
OPEN FORUM	Mr. Musil announced there were no registered speakers.
BOARD REPORTS	
Student Senate	Sailor Usher, Student Senate President, delivered the Student Senate Report. He spoke on continuing to operate virtually and introduced a new senator. He also spoke on a new club, recent and upcoming club events, as well as details on JCCC Gives and a silent auction.
College Lobbyist	Mr. Carter shared information from the monthly legislative update report with the Board of Trustees.
Faculty Association	Dr. Jim Leiker, Faculty Association President delivered the FA report. He spoke on a recent Chronicle of Higher Education article, and detailed JCCC testing options and issues.

Johnson County
Education Research
Triangle

Trustee Cross delivered the JCERT report. He spoke on the recent zoom meeting, which included approval of budgets, updates on public relations work via JCERT, and vacancies on the board. He also spoke on recent tax revenue numbers.

Kansas Association of
Community College
Trustees

Trustee Ingram delivered the KACCT report. The next KACCT quarterly meeting is scheduled for December 5, 2020, and will be switched to Zoom format.

Foundation

Trustee Ingram delivered the Foundation report. She spoke on recent executive and investment committee meetings. She highlighted the Beyond Bounds 20/20 event, announcing it set a record for gross revenues at \$314,000, in which proceeds support the Nerman Museum, and thanked Bruce Hartman for his hard work. She provided an update regarding the Some Enchanted Opportunity Campaign, and thanked those who participated in the phone-a-thons.

COMMITTEE REPORTS AND RECOMMENDATIONS

Audit Committee

Mr. Musil reviewed items from the November 5, 2020 Audit Committee Zoom meeting.

Following discussion, upon motion by Mr. Musil, seconded by Mr. Snider, which motion carried unanimously, it is the recommendation of the Audit Committee that the Board of Trustees accept the administration's recommendation to accept the audited financial statements for the year ended June 30, 2020.

Collegial Steering
Committee

Mr. Musil reviewed items from the November 10, 2020 Collegial Steering Committee Zoom meeting.

Learning Quality
Committee

Dr. Cook reviewed items from the November 2, 2020 Learning Quality Committee Zoom meeting.

Management

Dr. Cook reviewed items from the November 4, 2020

Committee

Management Committee Zoom meeting.

Following discussion, upon motion by Dr. Cook, seconded by Mr. Cross, which motion carried unanimously, it is the recommendation of the Management Committee that the Board of Trustees adopt the course fee changes, as shown in the Board packet, effective with the Spring 2021 semester.

Following discussion, upon motion by Dr. Cook, seconded by Mr. Snider, which motion carried unanimously, it is the recommendation of the Management Committee that the Board of Trustees accept the recommendation of the college administration to approve the low bids from SGI in the amount of \$160,715.00 for the ITC, GEB, COM and LIB buildings, with an additional 10% contingency of \$16,071.50 to allow for possible unforeseen costs and Stanger Industries in the amount of \$170,500.00 for the HCDC building, with an additional 10% contingency of \$17,050.00 to allow for possible unforeseen costs for Request for Bid (RFB) 21-021, HVAC improvements - Various JCCC Buildings, for a total estimated expenditure of \$364,336.50.

Following discussion, upon motion by Dr. Cook, seconded by Mr. Snider which motion carried unanimously 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 CourseMaven, Inc. for the provision of the Instructor Management Software Solution for a base year of \$58,925 for FY 2020 - 2021 and a total expenditure not to exceed \$205,113 for the optional renewals through 2025.

PRESIDENT'S
RECOMMENDATIONS
FOR ACTION

Treasurer's Report

Following discussion, upon motion by Mr. Cross, seconded by Mr. Snider, which motion carried unanimously, the Board of Trustees accepted the recommendation of the college

administration to approve the Treasurer’s Report for the month of September 2020, subject to audit.

President’s Monthly Report to the Board	Dr. Bowne delivered the President’s Report. He recognized Continuing Education EdTalks for winning the Learning Resources Network’s 2020 Marketing Award, and announced Del Lovitt as Interim CIO. He spoke on enrollment, stating it was getting better due to hard work by many across campus. He spoke on moving to a more remote campus due to rising cases of Covid-19. He provided an update on the strategic planning, student success metrics, and the upcoming board retreat.
NEW BUSINESS	Mr. Musil announced there was no new business.
OLD BUSINESS	Mr. Musil announced there was no old business.
CONSENT AGENDA	Following discussion, upon motion by Mr. Snider, seconded by Ms. Ingram, which motion carried unanimously, 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 October 22, 2020 Board of Trustees meeting.
Cash Disbursement Report	Ratified the total cash disbursements, as shown in the board packet for the total amount of \$ 5,556,526.86.
Grants, Contracts and Awards	The acceptance of grants, as shown in the board packet, and the authorization to expend funds in accordance with the terms of the grants.
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.

Retirement	ROBERT SOBIERAJ (JCCC/KPERS), Professor Hospitality Management, Business Division, Academic Affairs, effective May 31, 2021.
Separation	JAMES DAWKINS, Sergeant Police Department, Police, Finance and Administrative Services, effective January 19, 2021.
Reassignments	JENNIE BROCKHOFF, Lead Teacher, Hiersteiner Child Development Center, Student Success, at \$19.37 per hour to Classroom Coordinator/Lead Teacher, Hiersteiner Child Development Center, Student Success, effective November 9, 2020 at \$29.97 per hour. KRISTINA PERALES, Graduation Analyst, Enrollment Management, Student Success at \$20.79 per hour to Coordinator Curriculum & Degree Audit Operations, Enrollment Management, Student Success, effective November 20, 2020 at an annual salary of \$61,879.
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.
Change to the FY2020-2021 Staffing Authorization Table for Part-time Regular Staff	FROM: Lifetime Fitness Professional TO: Administrative Assistant Early College Concurrent Enrollment FROM: Order Entry/Customer Service TO: Customer Service Specialist FROM: David Finch, Digital Technician, \$14.00 per hour TO: David Finch, Digital Technician, \$15.39 per hour FROM: Man Kit Ho, Digital Technician, \$14.42 per hour TO: Man Kit Ho, Digital Technician, \$15.85 per hour FROM: Melissa Nemmers, Digital Technician, \$14.42 per hour

TO: Melissa Nemmers, Digital Technician, \$15.85 per hour

FROM: Monica Roberts, Digital Technician, \$14.96 per hour

TO: Monica Roberts, Digital Technician, \$16.45 per hour

FROM: Sarah Ross, Order Entry/Customer Service, \$13.24 per hour

TO: Sarah Ross, Customer Service Specialist, \$14.55 per hour

FROM: Susan Tolleson, Principal Writer/Editor, \$22.54 per hour

TO: Susan Tolleson, Marketing Copywriter, \$22.54 per hour

Change to the FY2020-
2021 Staffing
Authorization Table
for Full-time Regular
Staff

FROM: Digital Insights Analyst Strategist

TO: Integrated Marketing Manager

FROM: Dean Student Services/Success

TO: Dean Enrollment Services

FROM: Dean Learner Engagement/Success

TO: Dean Students Learner Engagement

FROM: Suzanne Maheu, Coordinator Homestay, \$54,593 annual salary

TO: Suzanne Maheu, Coordinator International Community Support Services, \$54,593 annual salary

FROM: Timmy Barnhart, Creative Lead/Designer, \$35.40 per hour

TO: Timmy Barnhart, Graphic Designer, \$35.40 per hour

FROM: Christina Bechtel, Creative Lead/Designer, \$29.59 per hour

TO: Christina Bechtel, Graphic Designer, \$29.59 per hour

FROM: Julia Breitberg, Creative Lead/Designer, \$28.69 per hour

TO: Julia Breitberg, Graphic Designer, \$28.69 per hour

FROM: Ian Nance, Digital Designer UX Spec, \$29.27 per hour

TO: Ian Nance, Graphic Designer, \$29.27 per hour

FROM: Christopher Ralston, Creative Lead/Designer, \$28.69 per hour

TO: Christopher Ralston, Graphic Designer, \$28.69 per hour

FROM: Amy Becker, Marketing Coordinator, \$23.95 per hour

TO: Amy Becker, Coordinator Marketing Projects, \$23.95 per hour

FROM: Deanne Belshe, Manager Digital, \$81,174 annual salary

TO: Deanne Belshe, Director Strategic Marketing Planning, \$94,401 annual salary

FROM: Julie Neemeyer, Manager Creative Marketing & Content, \$81,174 annual salary

TO: Julie Neemeyer, Director Strategic Marketing Operations, \$94,401 annual salary

FROM: Stacy Boline, Principal Writer/Editor, \$66,923 annual salary

TO: Stacy Boline, Marketing Copywriter, \$66,923 annual salary

FROM: Patricia Fitzmaurice, Digital Technician, \$19.60 per hour

TO: Patricia Fitzmaurice, Digital Technician, \$20.58 per hour

FROM: Kelsey Zimmerlee, Digital Technician, \$20.78 per hour

TO: Kelsey Zimmerlee, Digital Technician, \$21.82 per hour

FROM: Loyal Quillen, Production Manager, \$83,948 annual salary

TO: Loyal Quillen, Manager Document Services Production, \$83,948 annual salary

FROM: Alison Scott, Coordinator Account Planning Credit, \$61,879 annual salary

TO: Alison Scott, Supervisor Account Planning, \$69,852 annual salary

FROM: Michael Vochatzer, Senior Offset/Digital Technician,

\$28.05 per hour
TO: Michael Vochatzer, Supervisor Document Services
Production, \$30.15 per hour

EXECUTIVE SESSION

At 6:38 p.m., upon motion by Mr. Snider, seconded by Dr. Cook, which motion carried unanimously, the Board of Trustees agreed to recess into executive session at 6:45 p.m. until 7:00 p.m. for consultation with legal counsel on a pending administrative personnel claim, which would be deemed privileged in the attorney-client relationship. Dr. Bowne and Ms. Nazar were invited to participate.

The meeting reconvened at 7:00 p.m. and Mr. Musil announced that no action had taken place during executive session.

ADJOURNMENT

Upon motion by Dr. Cook, seconded by Ms. Ingram, which motion carried unanimously, the Board of Trustees meeting adjourned at 7:03 p.m.

Greg Musil
Chair

Paul Snider
Vice Chair