JOHNSON COUNTY COMMUNITY COLLEGE
12345 College Boulevard
Overland Park, Kansas

Meeting--Board of Trustees

Hugh Speer Board Room, 137 General Education Building
April 18, 2019 –4:00 p.m.

AGENDA

I.	**CALL TO ORDER**	**Dr. Cook**
II.	**PLEDGE OF ALLEGIANCE**	**Dr. Cook**
III.	**BUDGET WORKSHOP**	**Dr. Larson**
IV.	**ROLL CALL AND RECOGNITION OF VISITORS**	**Dr. Cook**
V.	**AWARDS AND RECOGNITIONS** **A. Pamela Hulen and Heather Seitz – Roueche Leadership Award** **B. Claudia Martin-Ayoade and Jason Arnett – Innovation of the Year Award** **C. 50th Anniversary Quilt Presentation – Cavalier Quilters** **D. Men's Basketball, NJCAA Division II, 2nd Place**	**Dr. Sopcich**
VI.	**OPEN FORUM**	**Dr. Cook**
VII.	**STUDENT SENATE REPORT**	**Mr. Harris-Webster**
VIII.	**COLLEGE LOBBYIST REPORT**	**Mr. Carter**
IX.	**COMMITTEE REPORTS AND RECOMMENDATIONS**	
	A. Audit (pp 1-3)	**Dr. Cook**
	B. Collegial Steering	**Dr. Cook**
	C. Human Resources (pp 4-8) **<u>Recommendation</u>: Modifications to the Discrimination, Harassment or Retaliation Policy, 420.01 and the Nondiscrimination Policy, 411.01 (pp 4-7)**	**Ms. Lawson**

D. Learning Quality (pp 9-14) **Mr. Snider**

Recommendation: Modifications to the following Policies: Advanced Standing Credit Policy, 314.03, Grade Review and Appeal Policy, 314.08 Continuing Education Units Policy, 314.09, and Non-Student Classroom Participation Policy, 314.10 (pp 10-13)

E. Management (pp 15-36) **Ms. Ingram**

Recommendation: Modifications to Data Classification and Security Policy, 530.00 (pp 15-16)

Recommendation: Modifications to the Safety and Security Policy, 610.00, Infectious Disease policy, 611.00, and National Incident Management System Policy, 620.00 (pp 16-19)

Recommendation: Kansas City Area Transportation Authority (KCATA) Ride KC University Pass Program (p 19)

Recommendation: Renewable Direct Participation Agreement With Kansas City Power and Light (KCP&L) (pp 19-20)

Recommendation: Search Engine Marketing and Search Engine Optimization Services (p 23)

Recommendation: Digital Advertising (pp 24-25)

Recommendation: Investigative Background Checks & Drug Test Screening Services (p 26)

Recommendation: Active Learning Classroom Renovations (p 27)

Recommendation: Student Center Campus Store Retail Fixtures (p 28)

Capital Acquisitions and Improvements (p 30)

Facilities Master Plan Project Matrix (p 31)

Network Infrastructure Equipment & Services (pp 32-34)

X. PRESIDENT'S RECOMMENDATIONS FOR ACTION

A. Treasurer's Report (pp 37-48) **Mr. Musil**

B. Monthly Report to the Board **Dr. Sopcich**

XI. OLD BUSINESS

XII. NEW BUSINESS

XIII. REPORTS FROM BOARD LIAISONS

- **A. Faculty Association** — **Dr. Harvey**
- **B. Johnson County Education Research Triangle** — **Mr. Cross**
- **C. Kansas Association of Community College Trustees** — **Ms. Lawson**
- **D. Foundation** — **Mr. Musil**

XIV. CONSENT AGENDA — **Dr. Cook**

- **A. Regular Monthly Reports and Recommendations**
  1. **Minutes of Previous Meeting**
  2. **Cash Disbursement Report (pp 49-51)**
  3. **Grants, Contracts and Awards (pp 52-53)**
  4. **Affiliation, Articulation and Reverse Transfer, Cooperation and other Agreements (pp 54-66)**
- **B. Human Resources (pp 67-74)**
  1. **Deceased**
  2. **Retirements**
  3. **Separations**
  4. **Contract Non-renewals**
  5. **Reassignments**
  6. **Employment – Regular**
  7. **Employment – Temporary**
  8. **Additions or Changes to the FY2018-2019 Staffing Authorization Table for Part-time Regular Staff**
  9. **Additions or Changes to the FY2018-2019 Staffing Authorization Table for Full-time Regular Staff**
- **C. Human Resources Addendum**

XV. EXECUTIVE SESSION

XVI. ADJOURNMENT

JCCC AUDIT COMMITTEE MEETING
Minutes
March 14, 2019
8:00 AM
GEB137

The Audit Committee Meeting met at 8:00 a.m. on Thursday, March 15, 2019, in GEB 137. Those present were: Trustee Chair Gerald Cook, Trustee Nancy Ingram, Joe Sopcich, Rochelle Boyd, Barbara Larson, Tanya Wilson, Rachel Lierz, Becky Centlivre, Susan Rider, Tom Pagano, Chris Gray, Phil Mein, Alisa Pacer, Terri Schlicht, Justin McDaid and Cheryl McLeod.

(The report for this meeting was provided at the March 21, 2019 Board meeting.)

Update on activities and audits (AU-1)

Cloud and Hosted Computing Strategies Assessment - Ms. Boyd introduced BerryDunn consultants, Clinton Davies and Chris Ellingwood who presented, via conference call, the results of the assessment.

Business Continuity Audit – Mr. McDaid presented the findings and recommendations arising from the audit. He stressed the importance to the college of a well-developed and functioning Business Continuity Plan. Alisa Pacer also highlighted the importance of having a plan in place while pointing to the distinguishing features of the Disaster Recovery, Emergency Preparedness and Business Continuity plans and the role they play in the optimal functioning of the institution.

Quarterly Projects Update – Mr. McDaid presented information on upcoming projects which include an audit of the Software Management Process, a review of the Compliance Environment and a Capital Projects Construction Contract review.

Audit recommendations follow-up matrix (AU-2)

Mr. McDaid shared updates on the status of prior audit recommendations.

JCCC Ethics Report Line update (AU-3)

Quarterly Report - Between October 1, 2018 and December 31, 2018, three reports were entered into the JCCC Ethics Report Line system (hotline tier only).

- Two reports were received anonymously.
- As of January 31, 2019, all complaints have been reviewed and appropriately addressed.

Executive Briefings

Audit Follow-Up Matrix

Ms. Boyd shared updates on the status of prior audit recommendations.

Next Meeting

The next Audit Committee meeting has been scheduled for Thursday, May 2, 2019 beginning at 8:00 a.m.

AUDIT COMMITTEE
WORKING AGENDA
FY 2018-2019

AU-1	Review audit reports and discuss current Audit & Advisory Services activities	February, May, August, and November
AU-2	Review status of audit recommendations from completed internal and external audits	February, May, August, and November
AU-3	Quarterly report – JCCC Ethics Report Line	February, May, August, and November
AU-4	Annual Summary Report – Ethics Report Line, KOPS Watch/BIT, & Student Complaint Portal	August
AU-5	Planning meeting with external auditors	May
AU-6	Performance Review – Exec. Director, Audit and Advisory Services	February
AU-7	Review and approve Audit Committee Working Agenda	August
AU-8	Annual Trustee Expense Reimbursement Report	August
AU-9	Review Audit Committee Charter	November
AU-10	Review proposed audit plan for upcoming year	November
AU-11	Review audited financial statements and recommend acceptance to the Board	November
AU-12	Executive session – Audit Committee Trustees and Executive Director, Audit and Advisory Services	February, May, August, and November

HUMAN RESOURCES COMMITTEE MINUTES
April 5, 2019

The Human Resources Committee met at 8:00 a.m. on Friday, April 5, 2019, in the Robert F. Lytle Conference Room. Those present were: Angeliina Lawson, Ashawnte Thompson, Becky Centlivre, Colleen Chandler, Courtney Barden, Greg Musil, Janelle Vogler, Jerry Zimmerman, Karen Martley, Melanie Harvey, Mickey McCloud, Randy Weber, Terri Schlicht, Tom Pagano and Shari Dowdall, recorder.

Monitor HR and Staff & Organizational Development Strategic Initiatives: CLEAR Vocational Training Program partnership with JCCC Bookstore (HR-4)
Ms. Courtney Barden, Manager, CLEAR Program, presented the program's history and information on the current program. The CLEAR Program has also expanded with a Vocational Training Program (VTP). This is a selective admission program for current CLEAR Expansion students, admitting up to six students each semester. The first classroom curriculum was Fall 2018. The Internship phase began Spring 2019 and will include work experience as clerks in the Campus bookstore.

Mr. Ashawnte Thompson, Manager, Bookstore, discussed participating with the CLEAR Program on the Internship phase and is looking forward to this partnership.

Monitor Employee Benefit Programs: Update on Wellness Initiatives (HR-2)
Mr. Jerry Zimmerman, Manager, Benefits, updated the Committee on the numerous Wellness Initiatives and activity descriptions.

Review and Update Personnel Policies: Policy Updates & RECOMMENDATION (HR-1)
Ms. Colleen Chandler, Director HR, reviewed the recommended modifications to the Discrimination, Harassment or Retaliation Policy and the Nondiscrimination Policy.

Report:

The HR Committee has reviewed the recommended changes to the Discrimination, Harassment or Retaliation Policy and the Nondiscrimination Policy. In addition to incorporating minor language clarifications, the recommended updates clarify that 'gender identity' is class of protected individuals under these nondiscrimination Policies.

RECOMMENDATION

It is the recommendation of the HR Committee that the Board of Trustees accept the recommendation of the College administration to approve modifications to the Discrimination, Harassment or Retaliation Policy and the Nondiscrimination Policy, as shown subsequently in the Board packet.

Discrimination, Harassment or Retaliation Policy 420.01

Johnson County Community College
Series: 400 Personnel
Section: Employee Complaints and Discipline

Cross-Reference: Employee Discrimination, Harassment or Retaliation Complaint Operating Procedure 420.01

The Board of Trustees of Johnson County Community College is committed to providing a working environment free from harassment, discrimination and retaliation. Specifically, the College and its employees shall not participate in any harassment, discrimination or retaliation as set forth in the College's Non-Discrimination Policy.

Examples of prohibited conduct include, but are not limited to, the following:

- Sexual Misconduct as defined in the Sexual Misconduct Policy.
- Harassment or discrimination based on race, gender, national origin, disability, age, religion, marital status, veteran status, sexual orientation, gender identity, genetics or any other legally protected class.
- Retaliation against any person for filing or participating in the review of~~providing information related to~~ a complaint of prohibited conduct.
- Retaliation against any person engaging in otherwise protected activity.
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Prohibited harassment or discrimination includes any unwelcome conduct or behavior of an inappropriate nature where:

- Submission to the conduct is made either explicitly or implicitly a term or condition of employment or academic success; or
- Submission to or rejection of the conduct is used, threatened or suggested to be used as a basis of employment-related decisions (e.g. promotion, pay, discipline, or work assignments) or academic decisions; or
- Such conduct is sufficiently severe or pervasive that it has the purpose or effect of substantially interfering with an employee's or student's performance or creating a hostile, intimidating or offensive work or educational environment.

Prohibited retaliation includes taking any action which may have a materially adverse impact on the educational environment or terms or conditions of employment including, but not limited to, increasing discipline, demotion, changes in pay or hours, or material changes in job duties or functioning, if such action is taken because of the individual's filing of or participation in a complaint under this Policy, whether or not such complaint is determined to be valid.

Persons violating this Policy will face strict discipline up to and including termination of employment.

Any person believing that he/she has been subject to prohibited harassment, discrimination or retaliation as set forth in this Policy may file a complaint as set forth in the applicable Employee or Student Discrimination, Harassment or Retaliation Complaint Operating Procedure.

Date of Adoption:
Revised: 05/15/1997, 03/15/2007, 5/14/2015, 4/20/2017, 04/ /2019

Nondiscrimination Policy 411.01

Johnson County Community College
Series: 400 Personnel
Section: Employee Conduct and Performance

Johnson County Community College (JCCC) is a place where freedom of expression and civility are encouraged. In valuing diversity, the ~~c~~College recognizes the individual differences based on unique ethnic, cultural, gender and political backgrounds, and the differences represented by ~~staff~~employees in age, education and physical ability. In a diverse environment, it becomes the responsibility of each employee to respect these individual differences ~~and to refrain from imposing personal viewpoints on other staff or students~~.

All JCCC ~~personnel~~ policies ~~of the Johnson County Community College~~ shall be applied without regard to a person's race, color, age, sex, religion, marital status, national origin, disability, veteran's status, sexual orientation, gender identity, genetic information or other factors which cannot be lawfully considered, to the extent specified by applicable federal and state laws.

~~Johnson County Community College~~JCCC does not discriminate on the basis of sex, race, color, national origin, disability, age, religion, marital status, veteran's status, sexual orientation, gender identity, genetic information or other factors that cannot be lawfully considered in its programs and activities as required by all applicable laws and regulations. Inquiries concerning ~~the college~~JCCC's compliance with its non~~-~~discrimination policies may be referred to the Dean of Student Services and Success or ~~Executive~~ Director of Human Resources, Johnson County Community College, 12345 College Blvd, Overland Park, KS 66210, 913-469-8500; or to Office for Civil Rights, Kansas City Office, U.S. Department of Education, One Petticoat Lane, 1010 Walnut Street, Suite ~~452~~320, Kansas City, MO 6410~~6~~14, Telephone: 816-268-0550, Facsimile: 816-268-0559, email OCR: OCR.KansasCity@ed.gov.

Suspected violations of this Policy may be reported as set forth in the applicable Employee or Student Discrimination, Harassment or Retaliation Complaint Operating Procedure.

Date of Adoption:
Revised: 03/02/2000, 04/10/2006, 11/17/2011, 04/__/2019

Review of Operational Issues: 1st Quarter – Exit Interviews (HR-6)
Ms. Chandler reviewed the results of the exit interviews for the first quarter of 2019.

The next Human Resources Committee Meeting is scheduled for Friday, June 7, 2019 at 8:00 a.m. in the Lytle Conference Room.

Human Resources Committee
Working Agenda
2018-2019

Ongoing HR-1 Review and Update Personnel Policies (as needed)

HR-2 Monitor Employee Benefit Programs

- Group 1, 2 and 3 Benefit Plan options
- Review benefit program strategies
- Annual benefit plan non-discrimination testing
- Maintain benefit consulting arrangement
- Manage benefit costs/conduct RFP's as needed
- Implement, monitor and evaluate employee wellness initiative

Ongoing HR-3 Monitor Compensation Planning

- Maintain salary/title guidelines for consistent compensation procedures
- Monitor compensation/develop a strategy for maintaining competitive salaries
- Assess internal and external salary equity
- Salary Study for Exempt positions

Ongoing HR-4 Monitor HR and Staff & Organizational Development Strategic Initiatives

- Monitor mandatory supervisory and compliance training initiatives
- Support leadership and supervisory development
- Support diversity initiatives
- Support improvement strategies in customer service and culture of wellbeing
- Strategic planning for future staffing needs
- Implement action steps based on employee engagement survey

Ongoing HR-5 Monitor and Discuss Collective Bargaining Initiatives

- Monitor administration of faculty agreement
- Support administration in contract negotiations

Ongoing HR-6 Review of Operational Issues

- Quarterly Exit and Stay Interview Reports
- Personnel Recommendations
- Staffing Table and Organizational Changes
- Staff Evaluation Process Revision – continued implementation
- Employee relations/grievance issues

Ongoing HR-7 Human Resources Technology Support Initiatives

Learning Quality Committee
April 1, 2019, 8:30 a.m.
GEB 137
Meeting Minutes

Those present were: Trustee David Lindstrom, Trustee Paul Snider, Malinda Bryan-Smith, Becky Centlivre, John Clayton, Anne Dotterweich (Recorder), Deb Elder, Shannon Ford, Chris Gray, Melanie Harvey, James Hopper, Barbara Larson, Cathy Mahurin, Karen Martley, Mickey McCloud, Vince Miller, Tom Pagano, Terri Schlicht, Gurbhushan Singh, Joe Sopcich, Sandra Warner, Randy Weber and Tanya Wilson.

LQ4 Monitor Faculty Development
Sabbatical Appointments

Sabbatical Presentation- Fostering the Application of Writing Knowledge and Practice by Students Across Contexts — Ted Rollins

Ted Rollins was granted a sabbatical for the fall 2017 term. The purpose of his sabbatical was to enhance his abilities as an English teacher by conducting extensive research to learn how to help students "transfer" or apply their writing knowledge and skills beyond their individual composition courses. Based on his research findings, he is implementing a pre- and post-test in his courses to gain more insight into student's writing knowledge over time. He will also be more explicit in explaining writing assignments and encourage students to challenge themselves in choosing genres. More attention will be focused on helping students make connections to other contexts outside of their English course and an emphasis on assignment reflection and its value will be incorporated into his courses. Lastly, he plans to leverage the potential of digital portfolios as a tool to foster the transfer of learning across contexts. He plans to continue researching and adding to his annotated bibliography, studying the English assessment findings for further insights and publish a research article in *Teaching English in the Two-Year College* based on his research findings.

LQ2 Monitor the Learning Engagement Process
Updates on academic programs

Division Update: Academic Support — Vince Miller

Vince Miller, Dean of Academic Support, introduced the directors and chairs from his division. He detailed the relocation plans within the Library for the Academic Resource Centers and reviewed types of services available for students and faculty, usage and special events. He also highlighted library events and ongoing/special events hosted in the CoLab. He explained the role of the College Success department, Reading department, Ed Tech and Distance Learning, International Education and Video Services. He also added that the Kansas Studies Institute was part of the successful effort to designate the Quindaro Ruins as a National Commemorative Site.

LQ1 Review and Update Policies as Needed

Student Policies Randy Weber

Report:

The Learning Quality Committee has reviewed the recommended changes to the following Policies in the Student section of the College's Policy library. These Policies have been reviewed as part of a scheduled review of the College's student policies and procedures in that section. The recommended updates, including material changes noted in the table below, include updating and clarifying the Policies' language based on present terminology and practices.

Policy	Recommended Action	Notes on Material Changes to Policy Content
Advanced Standing Credit Policy 314.03	Modify Policy	Minor language clarification.
Grade Review and Appeal Policy 314.08	Modify Policy	Minor formatting updates.
Continuing Education Units Policy 314.09		Minor language clarification.
Non-Student Classroom Participation Policy 314.10	Modify and Rename to "Non-Students on Campus Policy"	Broaden content to cover non-students both in and outside the classroom, including unattended children; Rename to "Non-Students on Campus Policy."

RECOMMENDATION

It is the recommendation of the Learning Quality Committee that the Board of Trustees accept the recommendation of the College administration to approve

modification to the following Policies: Advanced Standing Credit Policy 314.03, Grade Review and Appeal Policy 314.08, Continuing Education Units Policy 314.09, and Non-Student Classroom Participation Policy 314.10, as shown subsequently in the Board packet.

Advanced Standing Credit Policy 314.03

Johnson County Community College
Series: 300 Students
Section: Academic Policies

A maximum of 30 credit hours may be earned through Advanced Standing Credit, which may be earned through proficiency examinations, military credit, national standardized tests and assessment of prior learning and career pathways. Advanced Standing Credit will not count toward satisfying the 15 credit hour residency requirement. To apply for Advanced Standing Credit, a student must have successfully completed 6 credit hours at JCCC. Advanced Standing Credit will be included on the student's permanent record after 6 credit hours have been successfully ~~completed in residence~~ earned at JCCC. A non-refundable fee will be charged for Advanced Standing Credit evaluation. Exceptions to this Policy may be made for specific career programs.

Testing and Assessment Services will coordinate the assessment of prior learning.

Date of Adoption:
Revised: 07/23/1992, 06/18/1998, 04/17/2014, 04/__/2019

Grade Review and Appeal Policy 314.08

Johnson County Community College
Series: 300 Students
Section: Academic Policies

Cross-Reference: Grade Review and Appeal Operating Procedure 314.08

Johnson County Community College (JCCC) will provide credit students with a fair and efficient process to present and resolve disputes relating to the final grade issued to a student for a credit course.

All requests for grade review must be initiated by the student within forty-five (45) calendar days of the College's release of a final credit course grade to the student.

The President shall be authorized to establish procedures to implement this ~~p~~Policy, and such procedures shall be administered by the ~~v~~Vice ~~p~~President, ~~over~~ Academic Affairs or a designee.

Date of Adoption:
Revised: 05/26/1993, 06/17/1993, 06/16/1994, 08/22/1995, 08/18/2011, 04/17/2014, / /2019

Continuing Education Units Policy 314.09

Johnson County Community College
Series: 300 Students
Section: Academic Policies

Continuing education units may be given to students completing non-credit courses. A continuing education unit is defined as ten (10) contact hours of participation in an organized continuing educational experience under responsible sponsorship, capable direction and qualified instruction. Additionally, a student who successfully completes a continuing education ~~or community services~~ course, workshop or seminar may be granted a certificate or other documentation of completion.

Date of Adoption:
Revised: 04/17/2014; 04/ /2019

Non-Students on Campus ~~Classroom Participation~~ Policy 314.10

Johnson County Community College
Series: 300 Students
Section: Academic Policies

Non-Students in the Classroom

Only those Johnson County Community College (JCCC) students who have been officially admitted, enrolled and listed on a~~the~~ course~~class~~ roster and non-student individuals with prior approval from JCCC may attend a class at the College.

Non-Students~~' Conduct~~ on Campus

Non-students may be excluded from certain areas of the campus reserved for student use or College operations, including but not limited to laboratories, testing centers and

offices. These individual areas may implement their own guidelines regarding access by non-students.

Non-students on campus are expected to conduct themselves in accordance with all federal and state laws and regulations, and conduct themselves in a manner consistent with all JCCC Policies and Procedures. Any violations of these laws and/or Policies and Procedures could result in corrective action taken by the College.

Unattended Children on Campus

Children should not be left unattended on campus in a manner that presents a safety or health risk to the child or campus community or is disruptive to College operations. College personnel cannot be responsible for overseeing children who are left unattended and may contact the JCCC Police Department for intervention if a child is found left unattended.

Date of Adoption: 01/19/2006
Revised: 03/24/2011, 04/17/2014, 04/ /2019

LQ3 Monitor Learning Outcomes
Affiliation, Cooperation, Articulation, Reverse Transfer and Other Agreements, Policies, and Procedures

Annual Renewal of Affiliation Agreements — Gurbhushan Singh

Gurbhushan Singh presented the annual affiliation renewal list.

All agreements were moved forward for board approval.

Complete details can be found subsequently in the consent agenda portion of the April 18 board packet.

The meeting adjourned at 9:15 a.m.

Learning Quality Committee
Working Agenda
2018-2019

LQ1 Review and Update Policies as needed LQ2

Monitor the Learning Engagement Process

- Marketing, recruiting, placement, counseling, retention, and support services activities
- Educational planning and development initiatives
- Updates on academic programs

LQ3 Monitor Learning Outcomes

- Program review and assessment practices
- Curriculum and program additions and modifications
- Advisory committee membership and cooperative agreements with other institutions
- Affiliation, cooperation, articulation, reverse transfer and other agreements, policies, and procedures

LQ4 Monitor Faculty Development

- Professional development programs
- Professor Emeritus and Senior Scholar status
- Sabbatical appointments

LQ5 Monitor Student Development

- Student life, leadership and development activities
- Student organization reports
- Student personnel actions

LQ6 Monitor Workforce Education

- Credit/non-credit JCCC partnerships
- Kansas Board of Regents/Post-Secondary Technical Education Authority actions

LQ7 Highlight Technical Support for Learning Activities

LQ8 Review Academic Data Analysis and Research

LQ9 Review Accreditation/the Academic Quality Improvement Program (AQIP) activities

MANAGEMENT COMMITTEE
Minutes
April 3, 2019

The Management Committee met at 8:00 a.m. on Wednesday, April 3, 2019 in the Hugh Speer Board Room, GEB 137. Those present were: Nancy Ingram, Chair; David Lindstrom, trustee; Paul Snider, trustee; Stace Acup; Dr. Jay Antle; Malinda Bryan-Smith; Gayle Callahan; Karen Cantrell; Becky Centlivre; John Clayton; Tom Clayton; Gary Cook; Dr. Lenora Cook; Dr. Leroy Cox; Jim Feikert; Shannon Ford; Chris Gray; Rex Hays; Dr. Melanie Harvey; Dr. Barbara Larson; Angeliina Lawson, trustee; Rachel Lierz; Karen Martley; Dr. Mickey McCloud; Justin McDaid; Philip Mein; Dr. Vince Miller; Linda Nelson, recorder; Mary O'Sullivan; Tom Pagano; Anna Page; Becky Ricklefs; Susan Rider; Debbie Rulo; Terri Schlicht; Dr. Gurbushan Singh; Dr. Joe Sopcich; Janelle Vogler; Dr. Sandra Warner; Dr. Randy Weber; and Tanya Wilson.

MA-1 Review and Update Policies

Data Classification and Security Policy

Barbara Larson, Executive Vice President Finance and Administrative Services, reviewed the recommended changes to the Data Classification and Security Policy. The recommended update serves as a minor clarification to reference that applicable laws will be followed with respect to College data storage and security.

RECOMMENDATION

It is the recommendation of the Management Committee that the Board of Trustees accept the recommendation of the College administration to approve modifications to the Data Classification and Security Policy, as shown subsequently in the Board packet.

Data Classification and Security Policy 530.00

Johnson County Community College
Series: 500 Information Services
Section: Data Classification and Security

Cross-Reference: Data Classification and Security Operating Procedure 530.01

Applicability:

This Policy applies to all Johnson County Community College employees and third party contractors creating, storing or maintaining College Data. College Data includes all data owned or licensed by the College, which may include information created, collected, maintained, transmitted or stored by or for the College.

Policy:

College Data is a valuable asset of the College that must be protected to mitigate damage, loss and unauthorized use/disclosure, while remaining accessible by individuals as needed for the efficient operation of College business and in accordance with applicable laws. Information Services (IS) is responsible for defining College Data classifications based on the level of sensitivity and the impact to the College should that data be disclosed, altered or destroyed without authorization. College Data will be stored and secured in accordance with applicable laws and consistent with the roles, responsibilities and procedures established by IS.

Date of Adoption: 10/13/2016
Revised: 04/ /2019

Safety and Security, Infectious Disease and National Incident Management Systems Policies

Dr. Larson also reviewed the recommended changes to the Safety and Security Policy, Infectious Disease Policy and National Incident Management System Policy which have undergone a regularly scheduled review. The recommended updates include minor clarifications and language updates for consistency with current College terminology and processes.

RECOMMENDATION

It is the recommendation of the Management Committee that the Board of Trustees accept the recommendation of the College administration to approve modifications to the Safety and Security Policy, Infectious Disease Policy and National Incident Management System Policy, as shown subsequently in the Board packet.

Safety and Security Policy 610.00

Johnson County Community College
Series: 600 Safety and Security
Section: Campus Community Safety and Wellness

The Ccollege is committed to providing a safe environment for its students, employeesfaculty, staff and visitors through the establishment of reasonable practices that: 1) support a safe and secure environment in all buildings and grounds owned, leased and operated by the College JCCC; 2) promote safety and emergency preparedness through policy development and programming; 3) provide appropriate types and levels of security at cCollege events and activities, and 4) safeguard the cCollege's property and physical assets.

In accordance with this ~~p~~Policy, the appropriate ~~c~~College personnel shall be responsible for developing and implementing ~~necessary and appropriate~~ procedures to address ~~all~~ safety matters pertaining to the ~~c~~College and its operations.

Date of Adoption: 09/27/2012
Revised: 04/ /2019

Infectious Disease Policy 611.00

Johnson County Community College
Series: 600 Safety and Security
Section: Campus Community Safety and Wellness

Applicability: This Policy applies to: i) all Johnson County Community College students, employees~~, students~~ and visitors and ii)~~. The Policy applies to~~ all College facilities, activities and~~or~~ events.

Purpose: This Policy is intended to prevent the spreading or outbreak of communicable or infectious diseases and will be interpreted and administered in order to protect the health and well-being of the College community.

Definition: "Infectious D~~d~~isease" is defined as a disease of humans or animals resulting from an infection or an illness due to exposure to a specific disease agent which arises through transmission of that disease agent, either directly or indirectly, including but not limited to, hepatitis A, B and C~~B~~, HIV/AIDS, tuberculosis, Rubella, chicken pox, influenza, measles, meningitis and others as may be identified by the Centers for Disease Control, the Kansas Department of Health and Environment and the Johnson County Health Department.

Statement: It is the intent of the College to comply with all applicable federal and state laws in connection with an individual who contracts an ~~i~~Infectious ~~d~~Disease. Students, employees and visitors are encouraged to immediately report information related to the potential occurrence of an infectious disease within the College community. ~~-~~In the event of an infectious disease in the College community, the College will review and monitor the situation on a case-by-case basis and work with local, state and ~~national~~ federal authorities, as necessary, to determine the appropriate course of action.

As permitted by law, the College may take steps to identify and address potential infectious diseases, including but not limited to the following:

- Inquire about an individual's medical condition;
- Require an individual who has contracted an infectious disease to submit a physician's statement of health prior to returning to the College, which may include proof of appropriate vaccination;

- Require an individual to submit to an appropriate medical evaluation from a physician of the College's choosing at the College's expense;
- Consult with the individual's physician (with appropriate consent) regarding the infectious disease;
- Consult with a physician designated by the College, and such other persons or resources, including the public health department, to assist in determining the appropriate course of action;
- Institute quarantine or isolation protocol;
- Restrict travel to high-risk locations;
- Exclude individuals who are infected or at risk of infection from the classroom, workplace or other College activities (employees will be subject to the College's policies, procedures and other requirements for requesting/receiving benefits and leaves of absence);
- Maintain the confidentiality of and/or disclose the identity and other information regarding the infectious disease as may be required by law;
- Follow guidance or directives from local, state or ~~national~~ federal authorities;
- Offer accommodations to employees and students who are displaced from their regularly scheduled College events and/or activities;
- Activate College Emergency Operations to consider measures such as social distancing, College closure, cleaning procedures, travel monitoring, class suspension, etc.; and/or
- Implement other temporary action(s) that is reasonably required to prevent unacceptable risk of exposure until the College is able to consult with a physician or local, state or federal~~national~~ authorities.

Date of Adoption:
Revised: 11/20/2003, 07/22/2016 (Renumbered from previous version: 424.05), 04/ /2019

National Incident Management System Policy 620.00

Johnson County Community College
Series: 600 Safety and Security
Section: Campus Community Safety and Wellness

In support of its emergency management endeavors, Johnson County Community College will use the National Incident Management System (NIMS) as its standard, coordinated and systematic method for incident management.

The Office of Emergency Management~~Preparedness~~ is responsible for ensuring the NIMS approach is incorporated into the College's ~~preparedness~~ emergency

management practices to help the College community prepare for, respond to, recover from and reduce the effects of incidents and potential incidents whether they are intentional, accidental or natural.

College ~~senior executives, police officers, and other staff members~~employees who have functional or oversight responsibilities associated with incident management are expected to complete NIMS training requirements as developed under the National Response Framework for NIMS and participate in emergency management exercises intended to improve overall College preparedness.

Date of Adoption: 09/27/2012
Revised: 04/ /2019

MA-11 Other Agreements

Kansas City Area Transportation Authority (KCATA) Ride KC University Pass Program

Dr. Larson reported that College staff have worked with representatives of the Kansas City Area Transportation Authority (KCATA) to explore potential programs to assist students, as well as employees, with transportation needs. The KCATA offers a University Pass, or U-Pass, program, at several regional institutions of higher education. These programs provide subsidized or free bus transportation on certain routes to students and employees presenting a valid college ID card.

College administration is recommending a one-year contract, effective August 1, 2019, with two optional renewal years to provide free bus service to JCCC students and employees on all RIDEKC bus and MAX fixed route services at a first-year cost of $25,000. For the first year, this program will also include KCATA's Microtransit service, currently being piloted in the region.

RECOMMENDATION:

It is the recommendation of the Management Committee that the Board of Trustees accept the recommendation of the College administration to approve a contract with the Kansas City Area Transportation Authority (KCATA) for College participation in KCATA's "RideKC University Pass Program."

Renewable Direct Participation Agreement with Kansas City Power and Light (KCP&L)

Rex Hays, Associate Vice President of Campus Services and Facilities Planning along with Dr. Jay Antle, Executive Director of Sustainability presented information on an agreement with KCP&L. This past Fall, JCCC, along with several area school districts, participated in the 2018 KCP&L rate case with the Kansas Corporation Commission. As a result, the parties reached a settlement which included an agreement that KCP&L would provide a renewable energy option, similar to Westar's "Direct Renewable Participation

Service Tariff", allowing schools to displace current energy production purchases with a higher level of renewable energy sources (up to 100%).

College staff has reviewed the terms of the agreement and see a benefit to entering into a Renewable Direct Participation Agreement with KCP&L. This agreement allows JCCC to further its sustainability goals and demonstrate continued leadership in this area.

Entering into the Renewable Direct agreement will garner slightly reduced electric bills estimated to be $35,000 per year. The agreement only affects the Energy Cost Adjustment (ECA) portion of the bill, so represents a small percentage of the College's total electrical costs (in FY 2018, the College's electrical cost totaled just over $3 million).

Based on College's staff assessment that this agreement does not create undue risk, it is recommended that the College secure a 10-year agreement.

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 10-year Renewables Direct Participation Agreement a contract with the Kansas City Power and Light (KCP&L).

MA-3 Information on College Memberships

Dr. Larson reported that at the March Board of Trustees meeting, Trustee Lawson requested information regarding the cost of College memberships. College Financial Services staff created a report of all FY 2017-18 expenditures charged to the account code, Memberships. The total amount expended for memberships last fiscal year was $370,015, representing 211 distinct memberships. Many of the memberships listed are relatively small and support individual academic programs. For instance, they include fees paid to the Kansas Council of Practical Nursing ($50), and the American Society of Interior Design ($150). Of the 211 memberships listed, 71 cost $250 or less.

As the President stated at the Board meeting, there are several significant College-wide memberships that are budgeted and paid for out of Board of Trustees' budget. For these organizations, membership fees are based on the size of the institution, generally measured as student headcount or Full-time Equivalent. They are shown in the table below:

	FY 18 Cost
Kansas Association of Community College Trustees	$63,645
League for Innovation	$30,000
American Association of Community Colleges	$19,297
Association of Community College Trustees	$7,017
Total	$119,959

These College-wide memberships, therefore, represented roughly one-third of the College's total membership costs of $370,015.

In addition, as a community college, the College invests in partnerships with regional Chambers of Commerce (Overland Park, Lenexa, Shawnee, Leawood, DeSoto, Gardner Edgerton, Northeast Johnson County) and a number of Economic Development Councils (EDCs), such as the Southwest Johnson County Economic Development Council. These Chambers are an important source of information and networking on workforce development issues. The College also regularly sponsors employee participation in Chamber leadership programs. Last year, the College paid $52,320 for memberships to chambers and EDCs. These partnerships are evaluated each fiscal year based on metrics and alignment to priorities.

The remainder of memberships, in addition to discipline specific memberships, include professional memberships for College departments. Examples include the American Association of Collegiate Registrars and Admissions Officers ($2,214), the Society for Human Resource Management ($999), the International Association of Campus Law Enforcement Officers ($325), and the National Collegiate Honors Council ($600). Employees find value in research and advocacy work provided by these organizations, in webinars and online resources, and in networking with professional colleagues from other institutions. Budgeting for these memberships is decentralized, and budget administrators must evaluate the need for memberships each year as part of the budget process and provide justification for all budget line items.

MA-2 Guide Budget Development: Budget: Monthly update

Ms. Rachel Lierz, Associate Vice President, Financial Services/CFO, provided a report on 2019-2020 budget development. In the preliminary budget guidelines, ad valorem property tax revenues were based upon an estimated 4% increase in assessed valuation and flat mill levy of 9.266 mills. Based on information obtained from the County

Appraiser, the budgeted increase in assessed valuation will be raised from 4.0% to 5.75%. This will generate an additional $1.6 million in property tax revenue in the General Fund in FY 20, bringing the total to $105.2M. Adjustment of the mill levy rate is not recommended at this time due to anticipated softening in property values and the continued uncertainty regarding the valuation method for commercial retail properties, commonly referred to as the 'Dark Stores Theory', which would have a significant negative impact on the college's future property tax collections.

MA-6 Monitor Information Services: Information Technology Quarterly Report and Security Update

A report of the FY 2019 technology fund objectives prepared by Information Services was provided to the committee by Mr. Tom Pagano, Vice President for Information Services/CIO. Mr. Phil Mein, information technology security officer, presented an update on JCCC IT security. Included in his report was information on cybersecurity trends and the challenges involved related to higher education.

MA-5 Monitor Business Services: Procurement Card Program Summary

Ms. Janelle Vogler, Associate Vice President, Business Services and Mr. Jim Feikert, Director of Procurement Services, provided the annual summary of the college's procurement card program contracted with Bank of America. The program was established to more efficiently process small-dollar transactions. The use of the cards is controlled by transaction and monthly dollar limits as well by merchant category codes. He reported that there are currently 309 active procurement cards. He also said that during the period of July 1, 2017 – June 30, 2018, there were 16,920 transactions that were processed at a total expenditure of around $3,728,900. Beginning in 2018 the college implemented the use of travel cards. Currently there are 311 active cards with a FY 19 year to date number of transactions of 2,004 totaling $681,363.

MA-5 Monitor Business Services: Single-Source Purchase report

Ms. Vogler, reviewed four single-source purchases.

MA-5 Monitor Business Services: Bid/RFP review and recommendations

Ms. Vogler presented recommendations for the following bids/RFPs:

AWARD OF BIDS/RFPs:

$150,000+

April 2019 Management Committee

Bid Title Source of Funds Firms Notified	Responses Original Bid Amounts First Year / *Five Year Total*	Current Year Five Year Total (if applicable)	Justification
19-023, Search Engine Marketing and Search Engine Optimization Services Base year with 4 optional renewal years Source of Funds: General Firms Notified: 45	1. **Rank Fuse: $90,996.00 / *$454,980.00*** 2. John Muller & Company dba-MBB Agency: $40,088.00 / *$200,440.00* 3. GreatLike Media: $43,200.00 / *$216,000.00* 4. Creosen, LLC: $59,757.60 / *$298,788.00* 5. Lifted Logic: $72,000.00 / *$360,000.00* 6. Salt Rank: $94,800.00 / *$474,000.00* 7. The frank Agency, Inc.: $99,600.00 / *$498,000.00* 8. Carnegie Dartlet: $100,000.06 / *$500,000.30* 9. Trozzolo Creative Resources, Inc. dba Trozzolo Communications Group: $102,000.00 / *$510,000.00*	**$90,996.00** $454,980.00	Based on overall proposal response including ease of engagement with JCCC's web site and other digital platforms and favorable breakdown of administrative fees to advertising spend it was determined that Rank Fuse's proposal would most effectively meet the college's requirements based on the evaluation criteria of the RFP.

PURPOSE & DESCRIPTION

The purpose of this RFP is to establish a strategic service provider who can work collaboratively with members of the Marketing department to develop and execute Search Engine Marketing (SEM)/Paid Advertising and Search Engine Optimization (SEO) strategies to complement and support marketing and communications initiatives and campaigns. The initial term of the contract will be from May 1, 2019 through April 30, 2020 and is renewable for four additional years, in one-year increments, upon the approval of both parties.

EVALUATION COMMITTEE

- Chris Gray: Associate Vice President, Strategic Comm & Marketing
  College Communication/Planning
- Ali Scott: Account Planning Coordinator – Credit
  College Communication / Planning
- Paige Fellows- Social Media Content Coordinator
  College Communication / Planning

MANAGEMENT COMMITTEE 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 Rank Fuse for Search Engine Marketing and Search Engine Optimization for a base year of $90,996.00 for FY 2019 - 2020 and a total expenditure not to exceed $454,980.00.

AWARD OF BIDS/RFPs:

$150,000+

April 2019 Management Committee

Bid Title Source of Funds Firms Notified	Responses Original Bid Amounts First Year / *Five Year Total*	Current Year Five Year Total (if applicable)	Justification
19-051, Digital Advertising Base year with 4 optional renewal years Source of Funds: General Firms Notified: 42	1. **Centro: $135,000.00 / *$675,000.00*** 2. MediaCross, Inc.: $120,450.12 / *$602,250.60* 3. Carnegie Dartlet: $127,906.00 / *$639,530.00* 4. The Frank Agency, Inc.: $134,988.00 / *$674,940.00* 5. Jennings Social Media Marketing, Inc.: $135,000.00 / *$675,000.00* 6. HYFN Local: $135,000.00 / *$675,000.00* *7.* BrkThru Digital: $135,000.00 / *$675,000.00* *8.* J29 Creative Group: $135,000.00 / *$675,000.00* *9.* 25th Hours Communications: $135,000.00 / *$675,000.00* *10.* DREXLS: $135,000.00 / *$675,000.00* 11. VisionPoint Marketing: $135,000.00 / *$675,000.00* 12. Trozzolo Creative Resources, Inc. dba Trozzolo Communications Group: $20,000 + Unspecified Media costs / *$100,000.00+ Unspecified Media Costs* 13. John Muller & Company dba Muller Bressler Brown: $30,050.00 + Unspecified Media Costs / *$150,250.00+ Unspecified Media Costs* 14. Innovations Branding House: $46,000.00 + Media / *$230,000.00 + Unspecified Media Costs*	**$135,000.00** $675,000.00	Based on the presented Media Plan, service capabilities, and proposed cost allocations, it was determined that Centro's proposal would most effectively meet the college's requirements based on the evaluation criteria of the RFP.

PURPOSE & DESCRIPTION

The purpose of this RFP is to establish a strategic service provider who can work collaboratively with members of the Marketing department to develop and execute Digital Advertising strategies to complement and support marketing and communications initiatives and campaigns. *This service is bid by providing an estimated annual advertising spend and asking each vendor to provide a Media Plan, including spend allocation, strategy and*

EVALUATION COMMITTEE	
- Chris Gray: Associate Vice President, Strategic Comm & Marketing College Communication/Planning - Ali Scott: Account Planning Coordinator – Credit College Communication / Planning	- Paige Fellows- Social Media Content Coordinator College Communication / Planning
MANAGEMENT COMMITTEE 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 Centro for Digital Advertising for a base year of $135,000.00 for FY 2019 - 2020 and a total expenditure not to exceed $675,000.00.	

AWARD OF BIDS/RFPS:

$150,000+

April 2019 Management Committee

Bid Title Source of Funds Firms Notified	Responses Original Bid Amounts First Year / *Five Year Total*	Current Year Estimated 5 Year Total Amount	Justification
19-055 Investigative Background Checks & Drug Test Screening Services Base year with 4 optional renewals Source of Funds: General Fund Firms Notified: 93	1. **CastleBranch: $62,230.00 / *$311,150.00*** 2. IntelliCorp: $44,695 / *$223,475.00* 3. A-Check: $47,575 / *$237,875.00* 4. AccuSource: $51,549 / *$257,745.00* 5. Validity: $58,800 / *$294,000.00* 6. TrueScreen: $62,300 / *$311,500.00* 7. Pre-Employ: $65,065 / *$325,325.00* 8. Scott-Roberts: $65,100 / *$325,500.00*	$62,230.00 ***$311,150.00**	The evaluation criteria included proposed method of performance (project approach), experience, support services, and cost. At the conclusion of the evaluation process, it was determined that the proposal submitted by CastleBranch most effectively met the college's requirements.

PURPOSE & DESCRIPTION

The purpose of this RFP is to establish a contract for Investigative Background Checks and Drug Testing Services for employees and students. The service solution includes a secured online document management system and user website portal that allows the electronic means to input forms, documents, and/or data for these services. In addition, this system will also have document management requirements relating to records, forms, and other confidential information.

EVALUATION COMMITTEE

- Christina Rudacille: Director of Practical Nursing & Health Occupations
- Carrie Hanson: Director Dental Hygiene
- Julie Smith: Administrative Assistant Practical Nursing
- Judy Callaghan: Administrative Assistant Health Occupations
- Julie Lombard: Senior Buyer, Procurement Services

MANAGEMENT COMMITTEE RECOMMENDATION

It is the recommendation of the Management Committee that the Board of Trustees accept the recommendation of the college administration to approve the new contract award to *CastleBranch Corporation* for an initial one-year total not to exceed $62,230.00 with an estimated five -year total not to exceed $311,150.00 for the College's Health Occupations and Practical Nursing Department. Each year total may vary in cost dependent upon student enrollment quantities and the type of background and/or drug screening services performed.

*NOTE: Costs will vary dependent upon the number of students enrolled in the program who require background and drug screening services, out-of-state vs international fees, and dependent upon the type of background screening processes involved.

AWARD OF BIDS/RFPS:

$150,000+

April 2019 Management Committee

Bid Title Source of Funds Firms Notified	Responses Original Bid Amounts	Single Purchase	Justification
19-068 Active Learning Classroom Renovations Source of Funds: 0201, General Fund Firms Notified: 39	1. **KBS Constructors, Inc.: $299,348.00** 2. The Wilson Group: $314,793.00 3. Straub Construction Company: $330,000.00 4. Excel Constructors: $384,000.00	**$299,348.00**	Low Bid

PURPOSE & DESCRIPTION

The purpose of this Request for Bid (RFB) is for the renovations of four (4) classrooms in three (3) buildings on the main campus. Two (2) classrooms will be renovated from standard lecture, forward facing classrooms to technology-based active learning style classrooms. One (1) computer lab will be renovated to allow more team centered projects. One (1) drafting classroom will be renovated to become more computer focused drafting. The classrooms are as follows:

- Classroom 1: GEB 356/358
- Classroom 2: CLB 316
- Classroom 3: CLB 402
- Classroom 4: RC 323

ORIGINAL EVALUATION COMMITTEE

- Rex Hays: Associate Vice President, Campus Services/Facilities Planning
- Jeff Allen: Director, Campus Services & Energy Management
- Larry Allen: Senior Buyer, Procurement Services

MANAGEMENT COMMITTEE 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 from KBS Constructors, Inc. in the amount of $299,348.00, with an additional 10% contingency of $29,935.00 to allow for possible unforeseen costs, for a total expenditure not to exceed of $329,283.00.

AWARD OF BIDS/RFPS:

$150,000+

April 2019 Management Committee

Bid Title Source of Funds Firms Notified	Responses Original Bid Amounts	Single Purchase	Justification
19-072 Student Center Campus Store Retail Fixtures Source of Funds: General Fund Firms Notified: 98	1. **Nebraska Book Company, Inc. dba Campus Store Design: $285,989.70** 2. Franklin Fixtures (*unresponsive bid*)	**$285,989.70**	Low Bid

PURPOSE & DESCRIPTION

The purpose of this Request for Bid (RFB) is for a contractor to provide custom retail fixtures and component parts in the college's campus bookstore, located in the Student Center on JCCC's main campus. The work consists of furnishing all labor and material required to assemble, set in place, level, and completely install the fixtures.

EVALUATION COMMITTEE

- Robyn Albano: Interior Services Coordinator
- Ashawnte Thompson: Manager, Bookstore
- Kristine Herman: Assistant Manager, Bookstore
- Jim Feikert: Director, Procurement Services

MANAGEMENT COMMITTEE 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 from Nebraska Book Company, Inc. dba Campus Store Design in the amount of $285,989.70.

MA-4 Monitor Facilities: Capital Acquisitions and Improvements: Progress Report

Mr. Hays provided the committee with an update on facilities projects from the capital acquisitions and improvements matrix.

MA-4 Review financial plans for capital improvements

Mr. Hays presented a report summarizing the budgets and expenditures to date for the various projects associated with the Facilities Master Plan. Mr. Hays also reviewed progress on the various infrastructure projects currently under construction on campus.

Johnson County Community College
As of April 1, 2019
(reflects payments issued through February 25, 2019)

Project Description	Professional Service Scope of Work	Consultant / Contractor	Date(s) Board Approval	Fund	Contract Amount	Change Orders or Contingency	Total Amount Committed	Contract Amount Paid	Reimb. Exp. Amount Paid	` Amount Paid To Date	% Paid to Date	% Project Compl.	Estimated Completion Date
MAJOR PROJECTS INCLUDED IN 2015-2016 MANAGEMENT BUDGET (Approx. $100,000 & over)													
HVAC Turnkey Project	A/E Services												
	Cons. Serv/Equip.	Outcome Const./Hendersen	12/17/15	G/O CO	7,900,000		7,900,000	6,896,482		6,896,482	**87%**	95%	3/19
	Total Contract Commitments/Payments to Date				7,900,000	0	**7,900,000**	6,896,482	0	**6,896,482**			
	Original Project Budget						**8,202,143**						
Grand Total Contract Commitments to date for Major 2015-2016 Improvement Projects							**7,900,000**						
Grand Total 2015-2016 Project Budget							**8,202,143**						

Project Description	Professional Service Scope of Work	Consultant / Contractor	Date(s) Board Approval	Fund	Contract Amount	Change Orders or Contingency	Total Amount Committed	Contract Amount Paid	Reimb. Exp. Amount Paid	` Amount Paid To Date	% Paid to Date	% Project Compl.	Estimated Completion Date
MAJOR PROJECTS INCLUDED IN 2018-2019 MANAGEMENT BUDGET (Approx. $100,000 & over)													
Active Learning Classrooms	A/E Services						0						
	Cons. Serv/Equip.	Lifeline Mobile/Multiple		GF	94,677		94,677						
	Total Contract Commitments/Payments to Date				94,677	0	**94,677**	0	0	**0**			
	Original Project Budget						**600,000**						
Carlsen Center	A/E Services	The Clark Enersen		GF	22,750		22,750	9,200					
1st Floor Restrooms	Cons. Serv/Equip.	The Wilson Group		GF	142,960	14,296	157,256						6/19
	Total Contract Commitments/Payments to Date				165,710	14,296	**180,006**	9,200	0	**0**			
	Original Project Budget						**175,000**						
Fire Alarm Device Upgrades	A/E Services						0						
Carlsen Center, CSB, GEB, GYM,	Cons. Serv/Equip.	Johnson Controls		CO	545,853		545,853	363,471					6/19
LIB & OCB	**Total Contract Commitments/Payments to Date**				545,853	0	**545,853**	363,471	0	**0**			
	Original Project Budget						**593,000**						
Lighting Upgrades -	A/E Services						0						
Interior	Cons. Serv/Equip.	FSG/Graybar		CO	67,646		67,646						5/19
	Total Contract Commitments/Payments to Date				67,646	0	**67,646**	0	0	**0**			
	Original Project Budget						**104,000**						
Carlsen Center Parking Garage	A/E Services	Holllis & Miller		CD	9,500		9,500	2,822					
Repairs	Cons. Serv/Equip.	John Rohrer		CD	212,000	21,200	212,000						6/19
	Total Contract Commitments/Payments to Date				221,500	21,200	**221,500**	2,822	0	**0**			
	Original Project Budget						**212,000**						
Roof Replacements	A/E Services	Roof Asset Mgmt.		CO/ITC	21,740		21,740	4,923					
Warehouse Roofs A, GYM Roofs C & D,	Cons. Serv/Equip.	Premier Contracting		CO/ITC	616,884		616,884						
ITC Roofs B, D & E	**Total Contract Commitments/Payments to Date**				638,624	0	**638,624**	4,923	0	**0**			
	Original Project Budget						**1,261,720**						
Grand Total Contract Commitments to date for Major 2018-2019 Improvement Projects							**1,202,453**						
Grand Total 2018-2019 Project Budget							**2,352,720**						

Johnson County Community College
Facilities Master Plan Projects
(reflects payments issued through 3/25/19)

			(A-B)				(B+E)	(D+F)
	A	B	C	D	E	F	G	H
Phase 1	**Estimated Project Budget March 2019**	**Approved Construction Guaranteed Maximum Price**	**Non-Construction Costs Project Budget**	**Total Construction Paid**	**Non-Construction Encumbered [1]**	**Non-Construction Paid**	**Total Encumbered**	**Total Paid-to-Date**
CTE Building	$ 27,342,690	$ 23,049,369	$ 4,293,321	$ 16,630,588	$ 3,798,465	$ 1,841,694	$ 26,847,834	$ 18,472,282
OHOW/Motorcycle Garage	564,800	-	-	-	-	-	-	-
Fine Arts & Design Studios	19,255,864	16,456,063	2,799,801	12,514,503	2,351,013	1,999,960	18,807,076	14,514,463
ATB Renovation	16,803,904	-	-	-	554,747	490,615	554,747	524,962
WLB Renovation	14,850,290	-	-	-	454,705	78,079	454,705	78,079
Chiller Plant Expansion [2]	2,030,946	1,850,520	180,426	1,255,724	129,087	114,141	1,979,607	1,369,865
Phase 1 Total	**$ 80,848,494**	**$ 41,355,952**	**$ 7,273,548**	**$ 30,400,815**	**$ 7,288,018**	**$ 4,524,489**	**$ 48,643,970**	**$ 34,959,651**

			(A-B)				(B+E)	(D+F)
	A	B	C	D	E	F	G	H
Phase 2	**Estimated Project Budget March 2019**	**Approved Construction Guaranteed Maximum Price**	**Non-Construction Costs Project Budget**	**Total Construction Paid**	**Non-Construction Encumbered [1]**	**Non-Construction Paid**	**Total Encumbered**	**Total Paid-to-Date**
Outdoor Site Work, Athletics	$ 12,857,459	$ 11,262,172	$ 1,595,287	$ 1,757,210	$ 826,379	$ 993,808	$ 12,375,133	$ 2,751,018
GYM Renovation	1,300,000	1,129,356	170,644	1,096,817	5,370	5,370	1,134,726	1,102,187
Resource Center Renovation	6,859,561	5,420,383	1,439,178	-	472,691	279,178	5,893,074	279,178
Student Center Renovation	8,806,915	6,996,091	1,810,824	1,008,819	932,472	816,408	7,928,563	1,825,227
Phase 2 Total	**$ 29,823,935**	**$ 24,808,002**	**$ 5,015,933**	**$ 3,862,846**	**$ 2,236,912**	**$ 2,094,764**	**$ 27,331,496**	**$ 5,957,610**
Total Facilities Master Plan	**$ 110,672,429**	**$ 66,163,954**	**$ 12,289,481**	**$ 34,263,661**	**$ 9,524,930**	**$ 6,619,254**	**$ 75,975,466**	**$ 40,917,262**

(1) The "Non-Construction Encumbered" column figures represent Purchase Order totals to date. Non-Construction costs include "soft costs" such as fees for architectural/engineering services, surveys, geotechnical testing, furniture, fixtures and equipment.

(2) Approximately $700,000 for Chiller Plant Expansion to be funded from 2016 Capital Bond issue related to HVAC upgrades.

Information Technology (IT) Infrastructure Plan
April 2019 Update

FY19 Technology Fund Objectives

Technology Infrastructure Management and Maintenance

The Technology Fund now serves as the sole funding source for the management and maintenance of the network communications infrastructure. This effort includes new equipment purchases, licensing, hardware and software support, upgrades, and hardware replacements.

- Network Infrastructure Inventory / Replacement Cycle
  - Campus Wide Wireless Network
  - Network Core, Border, and Firewall Protection
  - Closet Switch Replacements
  - Closet Switch Spares
- Network Infrastructure Maintenance
  - Cisco Hardware & Software Maintenance (Smartnet)
  - Video / Web Conferencing for offices and classrooms
  - VoIP Phone System and Classroom Emergency Communications
- Fiber Plant Design and Replacement
  - Data Center Fiber Distribution

The following table represents the network infrastructure equipment replacements based on a 6-year replacement cycle for closet switches, a 10-year replacement cycle for data center network equipment, associated hardware maintenance costs, and fiber plant replacement costs projected for FY20 through FY23.

Year	Network Infrastructure Replacement Value	Estimated Smartnet Maintenance Cost	Fiber / Hardware / Software Upgrades	Projected $3 per Student Credit Hour Allocation
FY20	$530,000	$290,000	$86,000	$906,000
FY21	$545,000	$290,000	$71,000	$906,000
FY22	$450,000	$290,000	$166,000	$906,000
FY23	$465,000	$290,000	$151,000	$906,000

Planned FY19 Technology Infrastructure Fund Investments

Project / Activity	Est/Act	Amount
Network, voice, and web conferencing maintenance	Actual	$ 271,504
Blade server maintenance	Actual	$1,137
VSS Core and Distribution Equipment	Actual	$481,465
Network Infrastructure for FADS and CTE	Actual	$211,893
FY19 Proposed Expenses		$965,999
Technology Fund Total		$966,000

The Technology Fund serves as the funding source for the management and maintenance of the campus network. This effort includes new equipment purchases, licensing, hardware and software support, upgrades, and hardware replacements.

FY19 Planned Infrastructure Projects

Maintain the College's underlying infrastructure and systems

Institutional Value: Re-engineering network infrastructure improvements capable of supporting next-generation campus communications and technologies.

Virtual Switching System (VSS) Core and Distribution In Progress

The Core is the central network routing point for all traffic between users, data center, and Internet. The Distribution layer provides fiber connectivity for all access layer switches located in data closets throughout the campus. This upgrade also provides additional fiber connectivity in support of the Campus Fiber Plant and Facilities Master Plan projects.

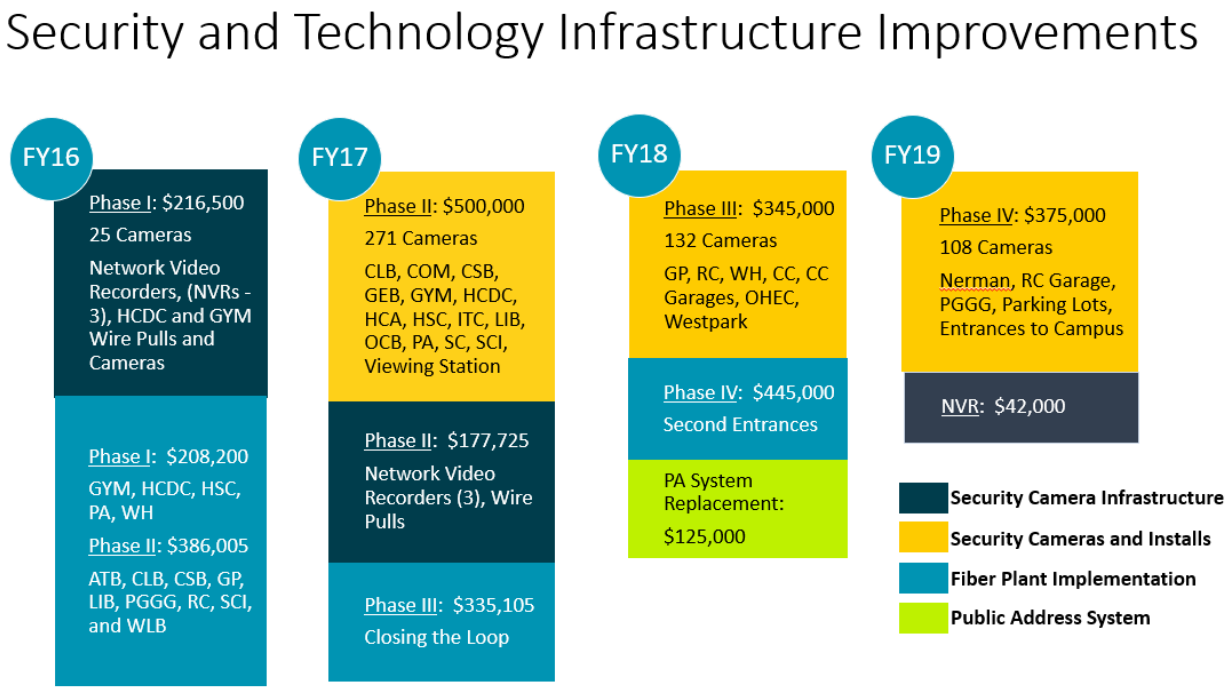
The Core was upgraded to current generation Cisco Catalyst 6800 series switches to provide fully redundant, high performance, and virtualized switching solution during the college's Winter Break. The additional fiber connectivity is now in place to complete redundant fiber paths for the data closet switches and new building construction.

Enhance existing technologies, systems and applications

Institutional Value: Strengthening campus security; implementing necessary policies and technology to promote a safe and secure work environment.

Security Camera Upgrades In Progress

A series of improvements to the data center, network infrastructure, and fiber plant were completed in preparation for replacement of the enterprise security camera system. The current security camera implementation consists of approximately 433 analog cameras and will conclude with a count of 536 high-definition (HD) cameras by the end of FY19. Security camera installs for ATB, CTEC, FADS and WLB are included as part of the Facilities Master Plan and will be incorporated into the final camera counts upon completion. Outlined below is the phased approach to transition the campus to IP-based security cameras:



MANAGEMENT COMMITTEE
Working Agenda
FY 2018-2019

MA-1 Review and Update Policies as needed

MA-2 Guide Budget Development

- FY 2018-2019 Legal budget publication (July)
- Assessed valuation: Update (July)
- FY 2018-2019 Budget adoption (August)
- Management Budget reallocations: Semi-annual review (August, January)
- Proposed Budget guidelines and calendar for FY 2019-2020 (October)
- Budget Projection Model: Review (November)
- Guidelines for FY 2019-2020 Budget adoption (December)
- Board of Trustees budget workshop: Update (April)
- Budget: Monthly update

MA-3 Stewardship of College Finances

- Banking Services (January)
- Kansas Municipal Investment Pool (KMIP) statement of assets: semi-annual review (November, May)
- Financial Ratio Analysis (January)
- Bonds: Bond Counsel; Financial Advisor (June)

MA-4 Monitor Facilities

- Capital acquisitions and improvements: monthly progress report
- FY 2019 Capital Infrastructure Inventory and One, Five and Ten-Year Replacement Plan: review (June)
- Leases – as needed
- Review and recommend financial plans for capital improvements to the Board of Trustees

MA-5 Monitor Business Services

- Sole-Source/Non-Competitive Purchases report: Review monthly purchasing report
- Bid/RFP review and recommendations
- Procurement Card Program summary (April)

MA-6 Monitor Information Services

- Information Technology Quarterly Report (July, October, January, April)

MA-7 Insurance Program: Report (July, January)

MA-8 Highlight various JCCC programs and activities

- Sustainability
- Cultural Offerings
- Grants Activities
- Continuing Education
- (Others may include Athletics, Auxiliaries, or other departments we wish to highlight)

MA-9 JCCC Foundation annual report (October)

MA-10 Monitor Community and Governmental Relations

- JCCC Official Newspapers (June)
- Sponsorships (June)
- College Lobbyist update (November)

MA-11 Affiliation, Articulation and Reverse Transfer, Cooperative and Other Agreements as needed

MA-12 Management Committee Working Agenda (July)

JOHNSON COUNTY COMMUNITY COLLEGE
OFFICE OF THE PRESIDENT

April 4, 2019

TREASURER'S REPORT

REPORT:

The following pages contain the Treasurer's Report for the month ended February 28, 2019.

An ad valorem tax distribution of $3.4 million was received in March 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 February 2019, subject to audit.

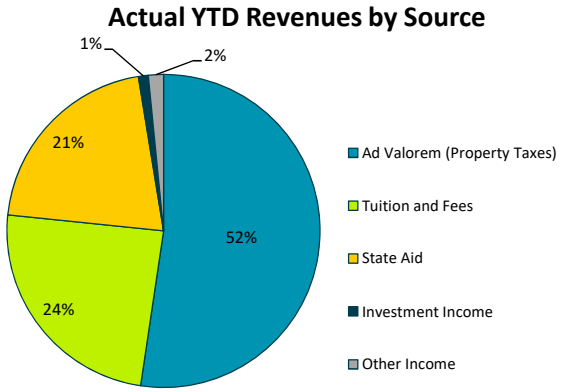
Rachel Lierz
Associate Vice President
Financial Services/CFO

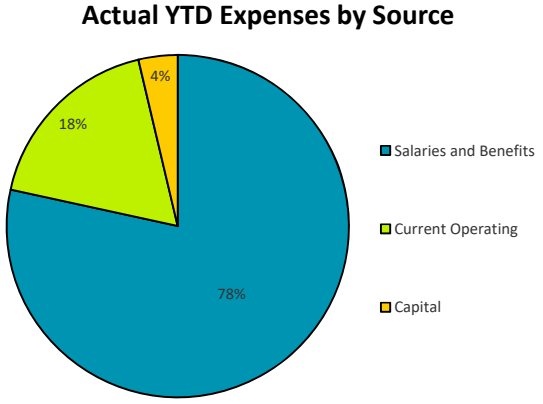
Barbara A. Larson
Executive Vice President
Finance and Administrative Services

Joseph M. Sopcich
President

JOHNSON COUNTY COMMUNITY COLLEGE
TREASURER'S REPORT
FEBRUARY 28, 2019
66.7% OF YEAR EXPIRED
I. GENERAL/POST-SECONDARY TECHNICAL EDUCATION (PTE) FUNDS

	ADOPTED BUDGET 2018-2019	ACTIVITY THIS MONTH 2018-2019	ACTIVITY YEAR TO DATE 2018-2019	YTD AS % OF BUDGET	PRIOR YEAR ACTIVITY TO DATE
GENERAL/PTE FUNDS					
Ad Valorem (Property Taxes)	$ 99,506,143	$ -	$ 57,125,763	57%	$ 55,761,983
Tuition and Fees	30,495,790	426,205	26,499,188	87%	27,399,281
State Aid	20,886,221	-	22,702,573	109%	21,872,076
Investment Income	500,000	180,340	1,099,036	220%	507,183
Other Income	2,500,767	178,265	1,702,290	68%	2,506,349
TOTAL REVENUE	$ 153,888,921	$ 784,810	$ 109,128,850	71%	$ 108,046,872
Salaries and Benefits	$ 113,246,968	$ 9,861,521	$ 71,170,798	63%	$ 68,376,999
Current Operating	29,382,470	1,687,047	16,228,379	55%	16,154,684
Capital	11,730,479	154,660	3,361,023	29%	1,670,677
Debt Service	3,452,535	-	2,440,531	71%	703,348
TOTAL EXPENSES	$ 157,812,452	$ 11,703,227	$ 93,200,731	59%	$ 86,905,708
Unencumbered Cash Rollforward:					
Beginning Balance			$ 93,365,942		$ 87,965,755
Revenues Over Expenses			15,928,119		21,141,164
Encumbrances & Other Activity			(13,089,259)		(7,399,981)
Ending Balance			$ 96,204,802		$ 101,706,938





JOHNSON COUNTY COMMUNITY COLLEGE
TREASURER'S REPORT
FEBRUARY 28, 2019
66.7% OF YEAR EXPIRED
I. GENERAL/POST-SECONDARY TECHNICAL EDUCATION (PTE) FUNDS
EXPENDITURE DETAIL BY NATURAL CLASSIFICATION

	ADJUSTED BUDGET 2018-2019	ACTIVITY THIS MONTH 2018-2019	ACTIVITY YEAR TO DATE 2018-2019	YTD AS % OF BUDGET	PRIOR YEAR ACTIVITY TO DATE	YTD CHANGE FROM PRIOR YEAR
Salaries	$ 85,703,183	$ 7,337,360	$ 52,766,409	62%	$ 51,012,072	3%
Benefits	27,544,485	2,524,161	18,404,389	67%	17,364,927	6%
Consultants	-	-	-	0%	75,297	-100%
Event Officials	60,720	817	43,591	72%	34,819	25%
Legal Services	175,000	365	22,807	13%	28,066	-19%
Lobbyist Services	27,840	-	-	0%	9,280	-100%
Audit Services	75,000	-	48,850	65%	60,330	-19%
Collection Costs	80,000	10,397	35,343	44%	40,694	-13%
Insurance, Property/Casualty & Rel	593,177	54,104	532,491	90%	502,211	6%
Other Contracted Services	8,480,521	448,365	4,908,761	58%	4,254,532	15%
SB 155 Shared Funding Payments	528,360	224,765	224,765	43%	168,136	34%
Overnight Travel	964,545	36,801	301,406	31%	312,116	-3%
Lobbyist Travel & Other	8,600	-	-	0%	-	0%
Travel - AQIP	16,800	975	1,416	8%	846	67%
Staff Development Travel	349,326	6,442	162,387	46%	179,662	-10%
Faculty Continuing Ed Grants	19,000	2,147	8,838	47%	10,009	-12%
Tuition Reimbursement	575,000	151,232	384,218	67%	418,994	-8%
Same Day Travel	149,639	8,836	43,240	29%	53,475	-19%
Team Travel	-	-	205	0%	-	100%
Supplies and Materials	5,709,024	268,012	2,609,313	46%	3,099,789	-16%
Computer Software	388,580	29,184	236,814	61%	298,441	-21%
Computer Software Licenses	2,356,919	25,576	1,815,918	77%	1,784,001	2%
Technical Training Travel	25,104	2,834	5,904	24%	22,047	-73%
Applicant Travel	25,000	-	864	3%	6,084	-86%
Recruiting Travel	24,632	3,574	10,364	42%	10,732	-3%
Printing, Binding & Publications	173,229	3,282	32,484	19%	75,414	-57%
Advertising and Promotions	866,595	53,670	432,152	50%	367,275	18%
Memberships	385,941	7,094	265,688	69%	263,718	1%
Accreditation Expenses	75,260	-	21,903	29%	31,200	-30%
Bad Debt Expense	500,000	-	500,000	100%	500,000	0%
Electric	3,030,000	191,547	1,880,183	62%	2,032,645	-8%
Water	170,000	5,118	90,576	53%	90,075	1%
Natural Gas	57,000	2,212	11,151	20%	10,907	2%
Telephone	239,722	8,177	191,590	80%	216,068	-11%
Gasoline	55,000	4,183	37,021	67%	37,637	-2%
Subscriptions	413,500	25,170	266,306	64%	14,165	1780%
Rentals and Leases	647,603	41,348	431,491	67%	552,296	-22%
Repairs and Maintenance	532,978	10,035	174,749	33%	146,897	19%
Freight	111,000	1,248	61,023	55%	50,778	20%
Special Events	447,628	30,585	146,072	33%	153,179	-5%
Retirement Recognitions	5,000	250	2,459	49%	742	231%
Postage	350,000	3,035	131,294	38%	93,073	41%
Contingency	309,300	-	-	0%	5,252	0%
Remodeling and Renovations	1,210,098	25,744	182,421	15%	311,514	-41%
Library Books	167,750	16,051	154,834	92%	111,877	38%
Furniture and Equipment	2,928,697	70,141	2,013,662	69%	762,658	164%
Art Acquisitions	3,000	-	-	0%	-	100%
Building Improvements	7,565,831	42,723	1,010,107	13%	423,173	139%
Land Improvements	-	-	-	0%	61,455	-100%
Other Tax Assessments	-	-	-	0%	63	-100%
Income Tax	2,200	-	695	32%	-	0%
Grants	105,000	-	43,703	42%	51,527	-15%
Foster Care & Killed on Duty Grant	70,000	(2,055)	41,499	59%	57,056	-27%
Federal SEOG Match	57,130	27,719	68,844	121%	35,156	96%
Principal Payments	1,430,000	-	1,430,000	100%	595,000	140%
Interest Payments	2,017,535	-	1,008,531	50%	107,098	842%
Fee Payments	5,000	-	2,000	40%	1,250	60%
Mandatory Transfers	-	-	-	0%	-	100%
TOTAL EXPENSES	$ 157,812,452	$ 11,703,227	$ 93,200,731	59%	$ 86,905,708	7%

JOHNSON COUNTY COMMUNITY COLLEGE
TREASURER'S REPORT
FEBRUARY 28, 2019
66.7% OF YEAR EXPIRED
II. ADULT SUPPLEMENTARY EDUCATION & STUDENT ACTIVITY FUNDS

	ADOPTED BUDGET 2018-2019	ACTIVITY THIS MONTH 2018-2019	ACTIVITY YEAR TO DATE 2018-2019	YTD AS % OF BUDGET	PRIOR YEAR ACTIVITY TO DATE
ADULT SUPPLEMENTARY EDUCATION FUND					
Tuition and Fees	$ 4,162,174	$ 350,285	$ 2,843,796	68%	$ 2,774,472
Investment Income	12,000	3,103	22,710	189%	13,982
Other Income	1,755,600	203,477	1,054,122	60%	1,159,529
TOTAL REVENUE	$ 5,929,774	$ 556,865	$ 3,920,627	66%	$ 3,947,983
Salaries and Benefits	$ 3,059,444	$ 171,360	$ 1,481,298	48%	$ 1,437,347
Current Operating	4,586,208	143,675	1,866,670	41%	1,867,738
Capital Items	247,720	0	212,571	86%	89,715
TOTAL EXPENSES	$ 7,893,372	$ 315,034	$ 3,560,539	45%	$ 3,394,800
Unencumbered Cash Rollforward:					
Beginning Balance			$ 1,475,882		$ 1,044,963
Revenues Over Expenses			360,088		553,182
Encumbrances & Other Activity			(810,444)		(247,088)
Ending Balance			$ 1,025,526		$ 1,351,057
STUDENT ACTIVITY FUND					
Tuition and Fees	$ 2,240,000	$ 36,320	$ 2,120,262	95%	$ 2,197,856
Investment Income	3,000	1,221	9,827	328%	5,215
Other Income	21,500	2,402	19,536	91%	19,651
TOTAL REVENUE	$ 2,264,500	$ 39,943	$ 2,149,625	95%	$ 2,222,722
Salaries and Benefits	$ 447,619	$ 37,606	$ 247,678	55%	$ 360,070
Current Operating	698,222	41,683	290,048	42%	316,286
Capital Items	0	0	0	100%	0
Grants/Scholarships	1,383,920	502,645	1,136,826	82%	1,100,340
TOTAL EXPENSES	$ 2,529,761	$ 581,935	$ 1,674,552	66%	$ 1,776,696
Unencumbered Cash Rollforward:					
Beginning Balance			$ 315,230		$ 236,137
Revenues Over Expenses			475,073		446,026
Encumbrances & Other Activity			(34,292)		(165,257)
Ending Balance			$ 756,011		$ 516,906

JOHNSON COUNTY COMMUNITY COLLEGE
TREASURER'S REPORT
FEBRUARY 28, 2019
66.7% OF YEAR EXPIRED
III. OTHER FUNDS

	ADOPTED BUDGET 2018-2019	ACTIVITY THIS MONTH 2018-2019	ACTIVITY YEAR TO DATE 2018-2019	YTD AS % OF BUDGET	PRIOR YEAR ACTIVITY TO DATE
MOTORCYCLE DRIVER SAFETY FUND					
Tuition and Fees	$ 179,000	$ 6,736	$ 84,149	47%	$ 82,538
Other Income	0	-	40,758	100%	41,020
TOTAL REVENUE	$ 179,000	$ 6,736	$ 124,906	70%	$ 123,558
Salaries and Benefits	$ 71,251	$ 18	$ 31,111	44%	$ 27,163
Current Operating	39,542	269	12,969	33%	8,445
Capital Items	0	-	-	100%	-
TOTAL EXPENSES	$ 110,793	$ 288	$ 44,081	40%	$ 35,609
Unencumbered Cash Rollforward:					
Beginning Balance			$ 694,915		$ 577,641
Revenues Over Expenses			80,825		87,949
Encumbrances & Other Activity			(0)		(367)
Ending Balance			$ 775,740		$ 665,223
TRUCK DRIVER TRAINING COURSE FUND					
Tuition and Fees	$ 350,000	$ 9,147	$ 268,824	77%	$ 167,656
TOTAL REVENUE	$ 350,000	$ 9,147	$ 268,824	77%	$ 167,656
Salaries and Benefits	$ 299,086	$ 2,414	$ 68,612	23%	$ 45,846
Current Operating	$ 585,316	630	51,186	9%	44,457
Capital	-	-	-	100%	-
TOTAL EXPENSES	$ 884,402	$ 3,044	$ 119,798	14%	$ 90,303
Unencumbered Cash Rollforward:					
Beginning Balance			$ 147,926		$ 66,529
Revenues Over Expenses			149,026		77,353
Encumbrances & Other Activity			(22,582)		(5,962)
Ending Balance			$ 274,370		$ 137,920
SPECIAL ASSESSMENTS FUND					
Ad Valorem (Property Taxes)	$ 387,320	$ -	$ 221,761	57%	$ 211,566
Interest Income	0	1,261	8,619	0%	4,240
TOTAL REVENUE	$ 387,320	$ 1,261	$ 230,380	59%	$ 215,805
Current Operating	$ 305,000	$ 525	$ 207,096	68%	$ 199,662
TOTAL EXPENSES	$ 305,000	$ 525	$ 207,096	68%	$ 199,662
Unencumbered Cash Rollforward:					
Beginning Balance			$ 785,243		$ 617,870
Revenues Over Expenses			23,284		16,143
Encumbrances & Other Activity			(7,744)		(6,941)
Ending Balance			$ 800,783		$ 627,072

JOHNSON COUNTY COMMUNITY COLLEGE
TREASURER'S REPORT
FEBRUARY 28, 2019
66.7% OF YEAR EXPIRED
IV. AUXILIARY ENTERPRISE FUND - SCHEDULE 1

	ADOPTED BUDGET 2018-2019	ACTIVITY THIS MONTH 2018-2019	ACTIVITY YEAR TO DATE 2018-2019	YTD AS % OF BUDGET	PRIOR YEAR ACTIVITY TO DATE
REVENUES					
Concessions	$ 10,000	$ 1,068	$ 4,723	47%	$ 7,152
Cosmetology	30,000	3,308	19,285	64%	16,724
Bookstore	6,661,000	656,055	5,042,531	76%	5,728,072
Dining Services	2,290,000	200,419	1,360,382	59%	1,375,173
Coffee Bars	534,000	50,872	308,698	58%	312,964
Vending	401,000	95,867	219,799	55%	273,727
Hiersteiner Center	969,500	97,596	735,761	76%	722,910
HVAC Auxiliary & Auto Technology Project	4,000	-	1,157	29%	449
Printing	275,000	23,576	176,367	64%	194,335
Dental Hygiene	5,000	174	1,063	21%	898
Hospitality Management & Pastry Program	55,000	3,426	26,435	48%	26,510
Café Tempo	200,000	15,084	118,603	59%	110,716
Campus Farm	8,500	-	13,462	158%	9,875
TOTAL REVENUES	$ 11,443,000	$ 1,147,445	$ 8,028,264	70%	$ 8,779,506
EXPENSES					
Concessions	$ 8,500	$ 428	$ 4,004	47%	$ 4,233
Cosmetology	24,000	1,282	12,176	51%	13,492
Bookstore	5,941,354	556,295	4,152,978	70%	4,511,962
Dining Services	3,139,890	241,224	1,769,303	56%	1,718,437
Coffee Bars	640,773	56,159	357,460	56%	361,470
Vending	497,522	9,468	203,481	41%	288,508
Hiersteiner Center	1,684,125	137,358	950,418	56%	921,860
HVAC Auxiliary & Auto Technology Project	4,000	49	200	5%	441
Printing	250,000	16,942	79,716	32%	86,016
Dental Hygiene	5,000	-	630	13%	990
Hospitality Management & Pastry Program	55,000	832	11,946	22%	18,616
Café Tempo	330,284	22,840	194,325	59%	179,968
Campus Farm	8,500	520	4,109	48%	3,739
SUBTOTAL	$ 12,588,948	$ 1,043,397	$ 7,740,746	61%	$ 8,109,730
Other Auxiliary Services Expenses					
Student Center Renovations	$ 500,000	$ -	$ 42,303	8%	$ -
Auxiliary Construction	35,000	-	17,422	50%	8,467
Campus Services	-	-	-	0%	-
Director	55,850	148	(1,305)	-2%	62,129
Fine Art	-	-	-	0%	-
TOTAL EXPENSES	$ 13,179,798	$ 1,043,545	$ 7,799,165	59%	$ 8,180,326
Unencumbered Cash Rollforward:					
Beginning Balance			$ 3,564,332		$ 3,232,760
Revenues Over Expenses			229,099		599,181
Encumbrances & Other Activity			(967,436)		(216,781)
Ending Balance			$ 2,825,995		$ 3,615,160

JOHNSON COUNTY COMMUNITY COLLEGE
TREASURER'S REPORT
FEBRUARY 28, 2019
66.7% OF YEAR EXPIRED
IV. AUXILIARY ENTERPRISE FUND - SCHEDULE 2

	2018-2019 YEAR TO DATE NET	2017-2018 YEAR TO DATE NET	NET CHANGE FROM PRIOR YR
Concessions	$ 718	$ 2,919	$ (2,201)
Cosmetology	7,109	3,232	3,877
Bookstore	889,553	1,216,111	(326,558)
Dining Service	(408,922)	(343,264)	(65,658)
Coffee Bars	(48,762)	(48,505)	(256)
Vending	16,319	(14,781)	31,099
Hiersteiner Center	(214,658)	(198,950)	(15,708)
HVAC Auxiliary & Auto Technology Project	957	8	948
Printing	96,651	108,319	(11,668)
Dental Hygiene	433	(92)	525
Hospitality Management & Pastry Program	14,489	7,894	6,595
Café Tempo	(75,722)	(69,252)	(6,469)
Campus Farm	9,353	6,137	3,216
	$ 287,518	$ 669,776	$ (382,258)

JOHNSON COUNTY COMMUNITY COLLEGE
TREASURER'S REPORT
FEBRUARY 28, 2019
66.7% OF YEAR EXPIRED
V. PLANT & OTHER FUNDS

	ADOPTED BUDGET 2018-2019	ACTIVITY THIS MONTH 2018-2019	ACTIVITY YEAR TO DATE 2018-2019	YTD AS % OF BUDGET	PRIOR YEAR ACTIVITY TO DATE
REVENUE BOND DEBT SERVICE FUND					
Unencumbered Cash Rollforward:					
Balance Forward	$ 1,927,041		$ 1,927,041		$ 1,902,973
TOTAL REVENUE	1,643,046	$ 30,115	1,553,450	95%	1,610,043
TOTAL EXPENSES	1,713,260	0	1,488,785	87%	1,471,173
Encumbrances & Other Activity			0		0
Ending Balance			$ 1,991,706		$ 2,041,844
COMMONS (COM) & INDUSTRIAL TRAINING CENTER (ITC) REPAIR AND REPLACEMENT RESERVE FUNDS					
Unencumbered Cash Rollforward:					
Balance Forward	$ 1,459,531		$ 1,459,531		$ 1,331,833
TOTAL REVENUE	150,000	$ 14,852	116,587	78%	109,911
TOTAL EXPENSES	530,000	570	48,238	9%	4,719
Encumbrances & Other Activity			(512,751)		(9,599)
Ending Balance			$ 1,015,129		$ 1,427,426
CAPITAL OUTLAY & SERIES 16 CAPITAL OUTLAY GENERAL OBLIGATION PRINCIPAL & INTEREST FUNDS					
Unencumbered Cash Rollforward:					
Balance Forward	$ 9,493,605		$ 9,493,605		$ 7,846,579
TOTAL REVENUE	5,738,041	$ 17,078	3,372,489	59%	3,181,832
TOTAL EXPENSES	10,288,375	177,256	2,394,528	23%	2,204,976
Encumbrances & Other Activity			(6,230,881)		(1,002,096)
Ending Balance			$ 4,240,685		$ 7,821,339
CAMPUS DEVELOPMENT FUND					
Unencumbered Cash Rollforward:					
Balance Forward	$ 1,408,393		$ 1,408,393		$ 1,702,062
TOTAL REVENUE	966,030	$ 16,161	916,105	95%	955,232
TOTAL EXPENSES	2,400,000	0	2,048,806	85%	1,129,468
Encumbrances & Other Activity			(78,999)		(183,379)
Ending Balance			$ 196,694		$ 1,344,447
CAMPUS IMPROVEMENTS SERIES 16 CAPITAL OUTLAY GENERAL OBLIGATION BONDS					
Unencumbered Cash Rollforward:					
Balance Forward	$ 454,768		$ 454,768		$ 372,090
TOTAL REVENUE	0	$ 1,887	16,072	0%	18,528
TOTAL EXPENSES	454,768	0	20,587	5%	(38,822)
Encumbrances & Other Activity			(84,039)		(19)
Ending Balance			$ 366,213		$ 429,422

JOHNSON COUNTY COMMUNITY COLLEGE
TREASURER'S REPORT
FEBRUARY 28, 2019
66.7% OF YEAR EXPIRED
V. PLANT & OTHER FUNDS (CONTINUED)

	ADOPTED BUDGET 2018-2019	ACTIVITY THIS MONTH 2018-2019	ACTIVITY YEAR TO DATE 2018-2019	YTD AS % OF BUDGET	PRIOR YEAR ACTIVITY TO DATE
ARTS BUILDING CONSTRUCTION FUND					
Unencumbered Cash Rollforward:					
Balance Forward	$ 4,604,562		$ 4,604,562		$ -
TOTAL REVENUE	-	$ 250,000	(4,550,000)	0%	21,448,888
TOTAL EXPENSES	14,762,431	1,041,874	9,285,874	63%	792,861
Encumbrances & Other Activity			8,729,998		(16,923,701)
Ending Balance			$ (501,314)		$ 3,732,327
CAREER AND TECHNICAL EDUCATION CONSTRUCTION FUND					
Unencumbered Cash Rollforward:					
Balance Forward	$ 6,259,190		$ 6,259,190		$ -
TOTAL REVENUE	-	$ 4,563,875	(1,836,125)	0%	29,241,875
TOTAL EXPENSES	21,095,790	1,401,667	11,563,123	55%	1,131,106
Encumbrances & Other Activity			10,008,379		(23,222,616)
Ending Balance			$ 2,868,321		$ 4,888,153
ATB RENOVATION FUND					
Unencumbered Cash Rollforward:					
Balance Forward	$ 1,916,469		$ 1,916,469		$ -
TOTAL REVENUE	-	$ -	-	0%	1,920,723
TOTAL EXPENSES	19,510	-	-	0%	-
Encumbrances & Other Activity			-		-
Ending Balance			$ 1,916,469		$ 1,920,723
OUTDOOR SITE & ATHLETIC IMPROVEMENT					
Unencumbered Cash Rollforward:					
Balance Forward	$ -		$ -		$ -
TOTAL REVENUE	-	$ -	11,200,000	0%	-
TOTAL EXPENSES	14,633,713	222,044	1,521,162	10%	-
Encumbrances & Other Activity			(10,081,853)		-
Ending Balance			$ (403,014)		$ -
ALL OTHER FUNDS					
Unencumbered Cash Rollforward:					
Balance Forward	$ 1,796,839		$ 1,796,839		$ 2,130,763
TOTAL REVENUE	99,454,184	$ 7,772,485	19,782,235	20%	23,400,159
TOTAL EXPENSES	81,850,387	7,665,873	18,898,196	23%	21,722,572
Encumbrances & Other Activity			(426,791)		(2,459,138)
Ending Balance			$ 2,254,087		$ 1,349,212

JOHNSON COUNTY COMMUNITY COLLEGE
TREASURER'S REPORT
FEBRUARY 28, 2019
66.7% OF YEAR EXPIRED
VI. INVESTMENTS

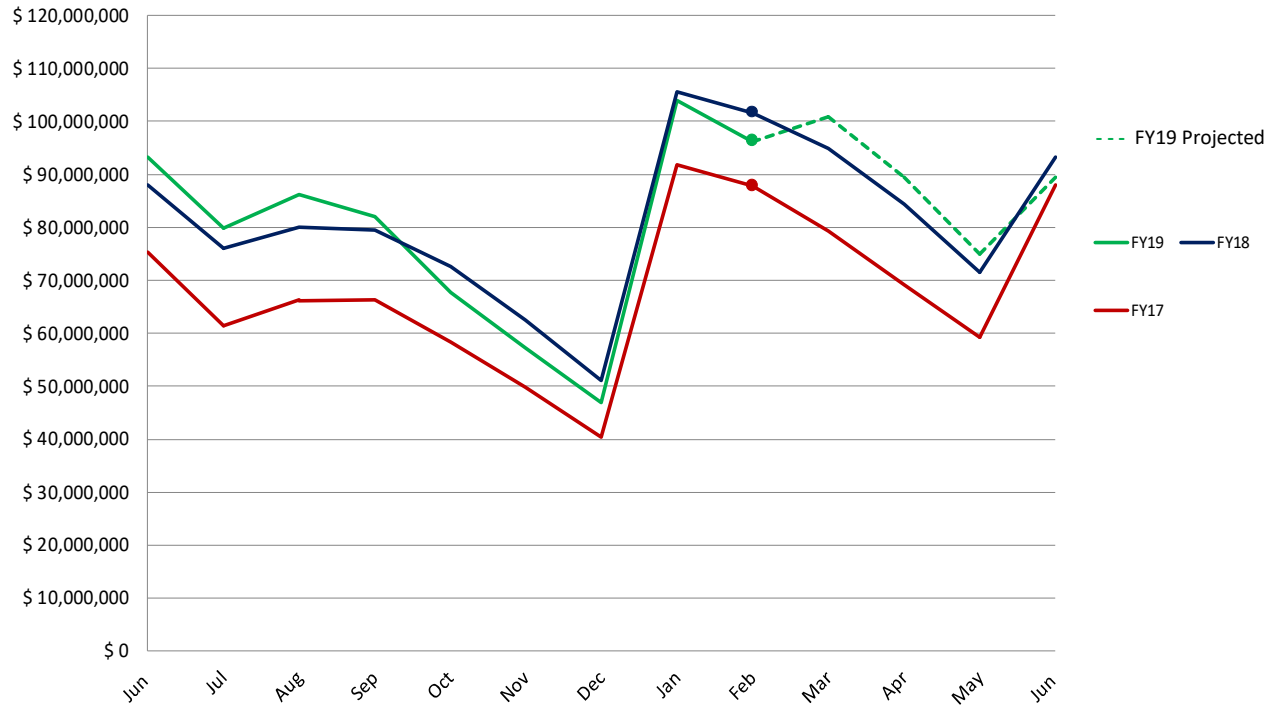
FUND	CD#	DATE OF ISSUE	DATE OF MATURITY	TERM	INTEREST RATE	MATURED THIS MONTH	INTEREST RECEIVED	CURRENT INVESTMENTS
UMB Bank	T-Bill 252080618	10/18/18	02/07/19	112 d	2.250	$ 4,965,000	$ 35,000	
UMB Bank	T-Bill 545227821	10/25/18	02/07/19	105 d	2.250	1,986,854	13,146	
UMB Bank	T-Bill 545228837	11/01/18	02/14/19	105 d	2.270	9,933,792	66,208	
Capitol Federal Savings	70172956	11/08/18	02/21/19	105 d	2.400	8,000,000	56,000	
Capitol Federal Savings	70173271	11/29/18	02/28/19	91 d	2.460	6,000,000	36,799	
Capitol Federal Savings	70173431	12/06/18	03/07/19	91 d	2.480			$ 7,000,000
UMB Bank	T-Bill 545236120	12/13/18	03/14/19	91 d	2.355			5,964,283
UMB Bank	T-Bill 545238812	01/03/19	03/21/19	77 d	2.307			9,950,648
UMB Bank	T-Bill 545239561	01/10/19	03/28/19	77 d	2.330			5,970,098
Capitol Federal Savings	70174496	01/17/19	04/04/19	77 d	2.560			7,000,000
US Bank	T-Bill 475027003	01/24/19	04/11/19	77 d	2.300			5,970,483
US Bank	T-Bill 475027004	01/24/19	04/18/19	84 d	2.310			9,946,100
US Bank	T-Bill 475027005	01/24/19	04/25/19	91 d	2.330			9,941,103
UMB Bank	T-Bill 545242044	01/24/19	05/02/19	98 d	2.335			9,936,436
UMB Bank	T-Bill 545242045	01/24/19	05/09/19	105 d	2.350			9,931,458
UMB Bank	T-Bill 545242046	01/24/19	05/16/19	112 d	2.355			9,926,733
US Bank	T-Bill 475027017	01/31/19	05/23/19	112 d	2.340			7,941,760
Capitol Federal Savings	70174825	02/07/19	05/30/19	112 d	2.560			7,000,000
UMB Bank	T-Bill 545245716	02/14/19	06/06/19	112 d	2.360			9,926,578
UMB Bank	T-Bill 545247073	02/21/19	06/13/19	112 d	2.360			9,926,578
	PREVIOUSLY REPORTED INTEREST						1,263,500	
	TOTAL						1,470,653	126,332,259
Municipal Investment Pool: (MIP) Daily Rate		02/01/19	02/28/19	28 d	2.000 *		8,364	4,460,153
	PREVIOUSLY REPORTED INTEREST						79,679	
	TOTAL						88,043	
	GRAND TOTAL						$ 1,558,696	$ 130,792,411

* Average daily rate earned for the month of January = 2.00
Rates varied from 2.00 to 2.00
Average 3 month T-Bill rate for the month of January = 2.394
Rates varied from 2.35 to 2.41

JOHNSON COUNTY COMMUNITY COLLEGE
TREASURER'S REPORT
FEBRUARY 28, 2019
66.7% OF YEAR EXPIRED
VII. CASH AND POOLED INVESTMENT ANALYSIS

FUND	BOOK BALANCE	OUTSTANDING COMMITMENTS	UNENCUMBERED BALANCE	PRIOR YEAR UNENCUMBERED BALANCE
General & PTE Funds	$ 122,404,179	$ 26,199,377	$ 96,204,802	$ 101,706,938
Adult Supplementary Education Fund	2,002,421	976,895	1,025,526	1,351,057
Student Activity Fund	788,189	32,178	756,011	516,906
Motorcycle Driver Safety Fund	775,910	170	775,740	665,223
Truck Driver Training Fund	305,126	30,756	274,370	137,920
Auxiliary Enterprise Funds	3,941,350	1,115,355	2,825,995	3,615,160
Revenue Bond Debt Service Fund	2,052,330	60,624	1,991,706	2,041,844
COM Repair and Replacement Reserve Fund	14,139	0	14,139	14,139
ITC Repair & Maintenance Reserve Fund	1,518,703	517,713	1,000,990	1,413,287
Capital Outlay & Series 16 GO P&I Funds	11,020,518	6,779,833	4,240,685	7,821,339
Campus Development Fund	306,098	109,404	196,694	1,344,447
Special Assessments Fund	813,418	12,635	800,783	627,072
All Other Funds	5,630,059	3,375,972	2,254,087	1,349,212
TOTAL	$ 151,572,439	$ 39,210,911	$ 112,361,528	$ 122,604,544
Series 16 GO Capital Outlay Bond Proceeds	$ 1,138,802	$ 772,590	$ 366,213	$ 429,422

General/Post-Secondary Technical Education (PTE) Funds
Unencumbered Cash 3 Yr Monthly Trend



JOHNSON COUNTY COMMUNITY COLLEGE
TREASURER'S REPORT
FEBRUARY 28, 2019
66.7% OF YEAR EXPIRED
VIII. FOUNDATION

	ACTIVITY YEAR TO DATE FEBRUARY 28, 2019	PRIOR YEAR ACTIVITY TO DATE	$ CHANGE	CHANGE %
FOUNDATION				
Contribution Income	$ 4,230,959	11,638,211		
Event Revenue	535,300	454,547		
Investment Income	(1,505,262)	1,708,914		
Other Revenue	49,320	57,205		
TOTAL REVENUE	$ 3,310,317	$ 13,858,877	$ (10,548,560)	(76.1) %
Student Assistance	$ 39,008	543,306		
Program Support	436,613	172,811		
Project Support	4,821,366	22,782		
Campus Support	72,336	70,722		
Programming Expenses	60,996	59,312		
General & Administrative Expenses	324,445	217,693		
TOTAL EXPENSES	$ 5,754,764	$ 1,086,626	$ 4,668,138	429.6 %
Balance Forward	$ 44,512,980	32,395,485		
Revenues Over Expenses	(2,444,447)	12,772,251		
Ending Balance	$ 42,068,533	$ 45,167,736	$ (3,099,203)	(6.9) %

JOHNSON COUNTY COMMUNITY COLLEGE
OFFICE OF THE PRESIDENT

April 18, 2019

CASH DISBURSEMENT SUMMARY

REPORT:

Supplement A to the April 18, 2019 Board Packet contains the accounts payable disbursements. The Cash Disbursement Summary includes accounts payable, tuition refunds, and financial aid disbursements.

Date	Control Number		Amount
Accounts Payable Disbursements			
03/07/19	W0000164	Wire	$ 11,677.50
03/07/19	00679402-00679434	AP	51,524.23
03/07/19	!0035608-!0035621	ACH	12,582.82
03/08/19	00679435-00679473	AP	76,001.79
03/08/19	!0035622-!0035630	ACH	6,529.35
03/11/19	00679474-00679514	AP	104,846.73
03/11/19	!0035631-!0035643	ACH	10,142.64
03/12/19	00679515-00679558	AP	1,226,846.58
03/12/19	!0035644-!0035658	ACH	1,052,822.26
03/13/19	00679559-00679600	AP	107,628.80
03/13/19	!0035659-!0035671	ACH	12,193.77
03/14/19	00679601-00679678	AP	92,185.57
03/14/19	!0035672-!0035685	ACH	26,350.27
03/15/19	00679679-00679703	AP	111,272.96
03/15/19	!0035686-!0035692	ACH	28,231.12
03/18/19	!0035693	P-Card Wire	231,461.23
03/18/19	00679704-00679731	AP	205,350.92
03/18/19	!0035694-!0035700	ACH	8,893.80
03/18/19	W0000165	Wire	11,050.00
03/18/19	W0000166	Wire	16,450.00
03/19/19	00679732-00679768	AP	80,581.29
03/19/19	!0035701-!0035711	ACH	1,784.06
03/20/19	00679769-00679807	AP	287,061.20
03/20/19	!0035712-!0035717	ACH	15,528.87
03/21/19	00679808-00679830	AP	310,968.72

03/21/19	!0035718-!0035722	ACH	40,578.44
03/22/19	00679831-00679848	AP	36,400.87
03/22/19	!0035723-!0035729	ACH	26,954.68
03/25/19	00679849-00679872	AP	119,198.38
03/25/19	!0035730-!0035737	ACH	277,804.86
03/26/19	00679873-00679903	AP	41,379.20
03/26/19	!0035738-!0035756	ACH	54,961.55
03/27/19	00679904-00679925	AP	26,665.87
03/27/19	!0035757-!0035770	ACH	13,304.23
03/28/19	00679926-00679982	AP	45,986.33
03/28/19	!0035771-!0035780	ACH	15,425.39
03/29/19	00679983-00680015	AP	24,143.11
03/29/19	!0035781-!0035791	ACH	3,793.88
04/01/19	00680016-00680042	AP	112,492.08
04/01/19	W0000167	Wire	6,750.00
04/01/19	W0000168	Wire	21,000.00
04/01/19	!0035792-!0035797	ACH	32,687.67
04/02/19	00680043-00680063	AP	25,066.82
04/02/19	!0035798-!0035818	ACH	4,656.01
04/03/19	00680064-00680105	AP	96,133.90
04/03/19	!0035819-!0035827	ACH	19,387.99
			$ 5,144,737.74

Tuition Refunds and Financial Aid Disbursements

03/08/19	10171641-10171677	30,532.18
03/15/19	10171678-10171726	28,579.25
03/22/19	10171727-10171745	25,197.59
03/29/19	10171746-10171842	82,479.38
03/01/19-03/31/19	Refund ACH	676,422.45
		$ 843,210.85

Total Cash Disbursements	$ 5,987,948.59

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 $ 5,987,948.59.

Rachel Lierz
Associate Vice President
Financial Services/CFO

Barbara A. Larson
Executive Vice President
Finance and Administrative Services

Joseph M. Sopcich
President

JOHNSON COUNTY COMMUNITY COLLEGE
OFFICE OF THE PRESIDENT

April 18, 2019

GRANTS, CONTRACTS AND AWARDS

REPORT:

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

1. Testing All Nations Snuff Out Smokeless (ANSOS) for Efficacy in Multi-Tribal Urban Communities
   Funding Agency: American Cancer Society
   Purpose: To test a culturally tailored smokeless tobacco cessation program for American Indians (AI), All Nations Snuff Out Smokeless (ANSOS), for efficacy among AI adults age 18 and older.
   Duration: January 1, 2020 – December 31, 2024
   Grant Administrator: Sean M. Daley
   Amount Requested: $478,943 (JCCC sub-award amount)
   JCCC Match: - 0 -
   Applicant: Center for American Indian Community Health, University of Kansas Medical Center

2. Kansas Nursing Initiative Grant FY20
   Funding Agency: Kansas Board of Regents
   Purpose: To support: 1) travel expenses for nursing faculty to attend five professional conferences; and 2) travel expenses of reviewers for on-site simulation lab accreditation.
   Duration: July 1, 2019 – June 30, 2020
   Grant Administrator: Karen LaMartina
   Amount Requested: $37,874.00
   JCCC Match: $37,874.00 (in-kind)
   Applicant: JCCC

3. USA Study Abroad Overseas Capacity Building Initiatives
   Funding Agency: U.S. Department of State
   Purpose: To develop and launch four new study abroad programs exploring sustainability initiatives across the globe. The project will involve sending seven

JCCC faculty members from across disciplines on exploratory trips to Quebec, Canada; Guatemala City, Guatemala; Fort-de-France, Martinique; and Rabat, Morocco.

Duration: July 1, 2019 – June 30, 2020
Grant Administrator: Tom Patterson
Amount Requested: $28,897.81
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.

Tanya Wilson
Interim Vice President, Grants Leadership and Development

Joseph M. Sopcich
President

AFFILIATION, ARTICULATION AND REVERSE TRANSFER, COOPERATIVE AND OTHER AGREEMENTS

REPORT:
The following agreements are intended to establish contractual relationships between JCCC and other organizations, but are not processed by the procurement department and/or do not involve payment by JCCC. They are categorized below as either Affiliation Agreements, Articulation and Reverse Transfer Agreements, Cooperative Agreements, or Other Agreements.

AFFILIATION AGREEMENTS

Agency/ Organization	Program(s)	Credit/CE	New/Renewal and Term	Financial Impact/Additional Information
Aberdeen Village	Health Occupations; Practical Nursing	Credit	Renewal for 2019-2020	
Able Hands Interpreting Services	ASL-English Interpreting Preparation Program	Credit	Renewal for 2019-2020	
Advanced Health Care of Overland Park	Health Occupations; Practical Nursing	Credit	Renewal for 2019-2020	
AdventHealth Shawnee Mission (Name change from Shawnee Mission Medical Center)	Dietary Manager, Emergency Medical Science; Nursing	Credit	Renewal for 2019-2020	
Advice & Aid Pregnancy Centers	Nursing	Credit	Renewal for 2019-2020	
American Medical Response, Kansas Operation	Emergency Medical Science	Credit	Renewal for 2019-2020	

Anesthesia Associates of Kansas City (Midwest Division OPRMC, LLC d/b/a Overland Park Regional Medical Center)-HCA	Emergency Medical Science; Nursing	Credit	Renewal for 2019-2020	
Auburn Pharmacies	Pharmacy Technician	CE	Renewal for 2019-2020	
Ball's Foods	Pharmacy Technician	CE	Renewal for 2019-2020	
Benton House of Prairie Village	Hospitality Management	Credit	Renewal for 2019-2020	
Beyond Interpreting	ASL-English Interpreting Preparation Program	Credit	Renewal for 2019-2020	
Brandon Woods	Health Occupations	Credit	Renewal for 2019-2020	
Brookdale Senior Living, Inc.	Health Occupations; Practical Nursing	Credit	Renewal for 2019-2020	
Carondelet Health Prime Health Care Services – Kansas City, LLC	Pharmacy Technician	CE	Renewal for 2019-2020	
Carondelet Health Prime Health Care Services – Kansas City, LLC	Emergency Medical Science; Nursing; Respiratory Care	Credit	Renewal for 2019-2020	
Carondelet Long Term Care Facilities, LLC	Health Occupations; Practical Nursing	Credit	Renewal for 2019-2020	

Cedar Creek Pharmacy	Pharmacy Technician	CE	Renewal for 2019-2020	
Cedar Lake Village, Inc., d/b/a Hoeger House	Health Occupations; Practical Nursing	Credit	Renewal for 2019-2020	
Center of Grace Mission and Outreach, Center of Grace United Methodist Church	Dental Hygiene	Credit	Renewal for 2019-2020	
Centerpoint Medical Center, HCA Midwest	Neurodiag-nostic Technology	Credit	Renewal for 2019-2020	
Claims Professionally Reviewed, LLC	Computing Sciences & Information Technology	Credit	Renewal for 2019-2020	
Claridge Court d/b/a Community	Health Occupations; Practical Nursing	Credit	Renewal for 2019-2020	
Don Bosco Centers	Nursing	Credit	Renewal for 2019-2020	
Evergreen Community of Johnson County	Health Occupations; Practical Nursing	Credit	Renewal for 2019-2020	
Franklin County Emergency Medical Services	Emergency Medical Science	Credit	Renewal for 2019-2020	
Garden Terrace of Overland Park	Health Occupations; Practical Nursing	Credit	Renewal for 2019-2020	
Good Samaritan Society – Olathe	Health Occupations; Practical Nursing	Credit	Renewal for 2019-2020	

Good Samaritan Project	Health Care Interpreting	Credit	Renewal for 2019-2020	
Hands to Hear, Inc.	ASL-English Interpreting Preparation Program	Credit	Renewal for 2019-2020	
HCA Midwest Division Physician Practices	Practical Nursing	Credit	Renewal for 2019-2020	
Heartland Learning Center, Head Start	Practical Nursing	Credit	Renewal for 2019-2020	
Hillside Village of De Soto	Health Occupations; Practical Nursing	Credit	Renewal for 2019-2020	
Hope Faith Ministries	Nursing	Credit	New for 2019-2020	
HyVee Pharmacy	Pharmacy Technician	CE	Renewal for 2019-2020	
Immigrant Connection, Inc., (The Wesleyan Church)	Legal Interpreting	Credit	Renewal for 2019-2020	
In2itive Business Solutions	Computing Sciences and Information Technology	Credit	Renewal for 2019-2020	
Integrity Home Care, Inc.	Practical Nursing	Credit	Renewal for 2019-2020	
Interpretek	ASL-English Interpreting Preparation Program	Credit	Renewal for 2019-2020	
Johnson County Anesthesiologists Chartered, Olathe Health System	Emergency Medical Science	Credit	Renewal for 2019-2020	

Johnson County Department of Health and Environment	Dental Hygiene; Hospitality Management; all college programs	Credit	Renewal for 2019-2020	
Johnson County Developmental Supports	Dental Hygiene	Credit	Renewal for 2019-2020	
Johnson County MED-ACT	Emergency Medical Science	Credit	Renewal for 2019-2020	
Kansas City Kansas Fire Department	Emergency Medical Science	Credit	Renewal for 2019-2020	
Kansas City Veteran's Center	Nursing	Credit	Renewal for 2019-2020	
Kansas Department of Commerce	Early Childhood Education	Credit	Renewal for 2019-2020	
Kansas School for the Deaf	ASL-English Interpreting Preparation Program	Credit	Renewal for 2019-2020	
Lakeview Village of Centerpointe Care Center	Health Occupations; Nursing	Credit	Renewal for 2019-2020	
Lawrence-Douglas County Fire Medical Department	Emergency Medical Science	Credit	Renewal for 2019-2020	
Lawrence Memorial Hospital	Emergency Medical Science; Hospitality Management	Credit	Renewal for 2019-2020	
Leavenworth County EMS	Emergency Medical Science	Credit	Renewal for 2019-2020	

Lee Ann Britain Infant Development Center	Early Childhood Education	Credit	Renewal for 2019-2020	
Leisure Terrace	Health Occupations; Practical Nursing	Credit	Renewal for 2019-2020	
Liberty Hospital	NDT; Respiratory Care	Credit	Renewal for 2019-2020	
McKnight & Oliver Periodontics and Implants	Dental Hygiene	Credit	Renewal for 2019-2020	
Meadowbrook Rehabilitation Hospital	Health Occupations; Practical Nursing	Credit	New for 2019 - 2020	
Medical Lodge of Eudora	Health Occupations	Credit	Renewal for 2019-2020	
Menorah Medical Center, HCA Midwest	Nursing;	Credit	Renewal for 2019-2020	
Menorah Medical Center, HCA Midwest	Pharmacy Technician; Phlebotomy	CE	Renewal for 2019-2020	
Metropolitan Community Colleges	ASL-English Interpreting Preparation Program	Credit	Renewal for 2019-2020	
NetSmart Technologies	Medical Information Revenue Mgmt.	Credit	New for 2019 - 2020	
Miami County EMS	Emergency Medical Science	Credit	Renewal for 2019-2020	

Midwest Anesthesia Associates, P.A. (AdventHealth Shawnee Mission. Name change from Shawnee Mission Medical Center)	Emergency Medical Science	Credit	Renewal for 2019-2020	
Midwest Compounders Pharmacy	Pharmacy Technician	CE	Renewal for 2019-2020	
NetSmart Technologies	MIRM	Credit	New for 2019 - 2020	
New Liberty Hospital	Neurodiag-nostic Technology; Respiratory Care	Credit	Renewal for 2019-2020	
Nexus Interpreting	ASL-English Interpreting Preparation Program	Credit	Renewal for 2019-2020	
North Kansas City Hospital	Neurodiag-nostic Technology	Credit	Renewal for 2019-2020	
Olathe Head Start	Early Childhood Education	Credit	Renewal for 2019-2020	
Olathe Health Physician Inc.	Practical Nursing	Credit	Renewal for 2019-2020	
Olathe Medical Center, Inc. and Subsidiaries Olathe Health System	ECG Technician; Pharmacy Technician; Phlebotomy	CE	Renewal for 2019-2020	
Olathe Medical Center, Inc. and Subsidiaries	Computing Sciences & Information	Credit	Renewal for 2019-2020	

Olathe Health System	Technology; Health Care Information Systems; Emergency Medical Science; Nursing; Neurodiag-nostic Technology; Practical Nursing; Respiratory Care			
Olathe School District	ASL-English Interpreting Preparation Program	Credit	Renewal for 2019-2020	
OptumRX	Pharmacy Technician	CE	Renewal for 2019-2020	
Overland Park Fire Department	Emergency Medical Science	Credit	Renewal for 2019-2020	
Overland Park Regional Medical Center, HCA Midwest And Anesthesia Associates of Kansas City	Emergency Medical Science; Hospitality Management; Neuro-diagnostic Tech.; Nursing; Respiratory Care	Credit	Renewal for 2019-2020	
Park Meadows Senior Living	Nursing	Credit	Renewal for 2019-2020	
Pharmacy Alternatives, LLC	Pharmacy Technician	CE	Renewal for 2019-2020	

Pioneer Ridge - Lawrence, KS	Health Occupations	Credit	Renewal for 2019-2020	
PM Sleep Lab	Neurodiag-nostic Technology	Credit	Renewal for 2019-2020	
Promise Hospital of Overland Park	Practical Nursing	Credit	Renewal for 2019-2020	
Research Medical Center, HCA Midwest	Neurodiag-nostic Technology	Credit	Renewal for 2019-2020	
Rehabilitation Hospital of Overland Park, KS	Practical Nursing	Credit	Renewal for 2019-2020	
Saint Luke's Health System	Emergency Medical Science; Health Care Information Systems; MIRM; Hospitality Management; Neurodiag-nostic Technology; Nursing; Respiratory Care	Credit	Renewal for 2019-2020	
Saint Luke's Health System	Pharmacy Technician	CE	Renewal for 2019-2020	
Score 1 for Health Kansas City University of Medicine and Biosciences	Dental Hygiene; Nursing	Credit	Renewal for 2019-2020	
Shawnee Gardens	HOC; PN	Credit	New for 2019-2020	
Shawnee Mission Physicians Group	Practical Nursing	Credit	Renewal for 2019-2020	

Sheridan Healthcare of Missouri, Inc. Carondelet Health Prime Healthcare Services – Kansas City, LLC Kansas City, MO	Emergency Medical Science	Credit	Renewal for 2019-2020	
Spring Hill Care and Rehabilitation Center, LLC	Health Occupations	Credit	Renewal for 2019-2020	
Stark Edler Apothecary	Pharmacy Technician	CE	Renewal for 2019-2020	
Stark Pharmacy	Pharmacy Technician	CE	Renewal for 2019-2020	
Tallgrass Creek	Health Occupations; Practical Nursing	CE	Renewal for 2019-2020	
The Children's Mercy Hospital	Pharmacy Technician	CE	Renewal for 2019-2020	
The Children's Mercy Hospital	Computing Sciences & Information Technology; Health Care Interpreting; HCIS; Emergency Medical Science; Neurodiag-nostic Technology; Nursing; Respiratory Care	Credit	Renewal for 2019-2020	
The LIGHT House	Nursing	Credit	Renewal for	

			2019-2020	
The Medicine Shoppe Pharmacy	Pharmacy Technician	CE	Renewal for 2019-2020	
The University of Kansas	Practical Nursing	Credit	Renewal for 2019-2020	
The University of Kansas	ASL-English Interpreting Preparation Program	Credit	Renewal for 2019-2020	Lawrence and Edwards Campus
The University of Kansas Medical Center (The University of Kansas Hospital Authority)	Pharmacy Technician	CE	Renewal for 2019-2020	
The University of Kansas Medical Center (The University of Kansas Hospital Authority)	Computing Sciences & Information Technology; HCIS; MIRM; Emergency Medical Science; Neurodiag-nostic Technology; Nursing; Respiratory Care	Credit	Renewal for 2019-2020	
Truman Medical Center – Hospital Hill	Computing Sciences & Information Technology; Health Care Interpreting; HCIS; Neurodiag-nostic Technology	Credit	Renewal for 2019-2020	

Truman Medical Center – Lakewood Department of Dentistry	Dental Hygiene	Credit	Renewal for 2019-2020	
Two Trails Healthcare, Inc. d/b/a The Healthcare Resort of Olathe	Practical Nursing	Credit	Renewal for 2019-2020	
Unified School District No. 229 – Blue Valley	Early Childhood Education	Credit	Renewal for 2019-2020	
USP Leavenworth/ Federal Bureau of Prisons	Administratio n of Justice	Credit	Renewal for 2019-2020	
Veteran's Affairs Eastern Kansas Healthcare System Leavenworth and Topeka, KS	Dental Hygiene; Hospitality Management	Credit	Renewal for 2019-2020	
Veteran's Affairs Medical Center	Dental Hygiene	Credit	Renewal for 2019-2020	
Vibrant Health Wyandotte Kansas City, KS (Name change from Turner House Children's Clinic)	Dental Hygiene	Credit	Renewal for 2019-2020	
Village Shalom	Health Occupations, Practical Nursing	Credit	Renewal for 2019-2020	
Villa St. Francis	Health Occupations; Practical Nursing	Credit	Renewal for 2019-2020	

Walgreen Corporation	Pharmacy Technician	CE	Renewal for 2019-2020	
Ward Periodontics	Dental Hygiene	Credit	Renewal for 2019-2020	
Westchester Village of Lenexa	CNA; CMA	Credit	Renewal for 2019-2020	

RECOMMENDATION:
It is the recommendation of the College administration that the Board of Trustees authorize the College to enter into agreements with the above entities as set forth above.

L. Michael McCloud
Vice President of Academic Affairs
Chief Academic Officer

Joseph M. Sopcich
President

JOHNSON COUNTY COMMUNITY COLLEGE
OFFICE OF THE PRESIDENT

April 18, 2019

HUMAN RESOURCES

1. Deceased

   The Board of Trustees is officially informed that JACK DONAHOO, Senior Multimedia Engineer and Event Specialist, died March 18, 2019. Mr. Jack Donahoo joined the full-time college staff on September 27, 2015.

   The Board of Trustees is officially informed that JUDITH VAUGHN, Professor/Librarian, died March 23, 2019. Ms. Judith Vaughn joined the full-time college staff on August 1, 1996.

2. Retirements

   GAIL TRACY (KPERS), Financial Aid Process/Registration Supervisor, Student Services & Success, Student Success, effective July 2, 2019.

   SUZANNE FRANKLIN (KPERS), Professor Reading/Academic Achievement Center, Academic Support Division, Academic Affairs, effective July 31, 2019.

   MARGARET WARREN (KPERS), Custodian, Campus Services, Finance and Administrative Services, effective May 10, 2019.

   REX HAYS (KPERS), Associate Vice President, Campus Services/Facility Planning, Campus Services, Finance and Administrative Services, effective December 31, 2019.

   GLORIA ROSSO (KPERS), Counselor, Learner Engagement and Success, Student Success, effective September 30, 2019.

   RECOMMENDATION:

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

3. Separations

   SHARLA DANAHER, Program Coordinator, Continuing Education, Continuing Education and Organizational Development, effective May 3, 2019.

MICHAEL MARCHESE, Deputy Chief of Police, Police, Finance and Administrative Services, effective April 19, 2019.

RECOMMENDATION:

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

4. Contract Non-renewals

Morris King	Associate Professor RR Electronics
Shannon Lueker	RR Welding Trainer
John Massey	RR Welding Trainer
Mioshi Neal-Stovall	RR Welding Trainer
Leaven Thomas	RR Welding Trainer
Darrell Wapp	RR Welding Trainer

RECOMMENDATION:

It is the recommendation of the college administration that the Board of Trustees approve the above-listed contract non-renewals.

5. Reassignments

JANELLE ROWE, Lead Student Development Specialist, Enrollment Management, Student Success, at $17.29 per hour to Supervisor-Testing Services, Testing/Assessment Services, Student Success, effective April 4, 2019 at $23.75 per hour.

MARY MCMULLEN-LIGHT, Administrative and Research Assistant, Institutional Effectiveness, at $20.30 per hour to Administrative Assistant, Arts & Design, Humanities, & Social Sciences Division, Academic Affairs, effective April 1, 2019 at $20.30 per hour.

JAMES MATT, Multimedia Engineer and Event Specialist, Client Support Services, Finance and Administrative Services at $16.96 per hour to Senior Multimedia Engineer & Event Specialist, Client Support Services, Finance and Administrative Services, effective March 21, 2019 at $26.20 per hour.

RECOMMENDATION:

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

6. Employment – Regular

HILLARY CALLAHAN, Administrative Assistant, Continuing Education, Continuing Education and Organizational Development, effective April 1, 2019 at $17.25 per hour.

ALYSSA DICK, Lead Financial Aid Processing Coordinator, Student Services & Success, Student Success, effective April 15, 2019 at $19.66 per hour.

IRENE OLIVARES, Assistant Professor-History, Arts & Design, Humanities, & Social Sciences Division, Academic Affairs, effective August 12, 2019 at $64,098 for a nine-month contract.

SANDRA RIEGER, Manager, Foundation Operations, JCCC Foundation, Finance and Administrative Services, effective April 29, 2019 at an annual salary of $65,842.

Name	Position	Effective Date	Salary
Phillip Peters	Electrical Lab Technician	04/01/19 - 06/30/19	12.72/hour
Kathleen Hodes-Lamb	Counselor	06/03/19 - 06/30/19	23.13/hour
Gracie Gray	Kitchen Aid	03/19/19 - 06/30/19	11.23/hour
Man Kit Ho	Digital Technician	03/25/19 - 06/30/19	13.59/hour
Kayla McDougald	Order Entry/Customer Service	04/15/19 - 06/30/19	12.35/hour
Hannah Kaplan	Museum Guard	04/02/19 - 06/30/19	12.35/hour
Samuel Klinkenborg	Espresso Barista	04/05/19 - 06/30/19	12.35/hour
Jennifer Williamson	Box Office Clerk	04/08/19 - 06/30/19	11.23/hour

RECOMMENDATION:

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

7. Employment – Temporary

Name	Position	Effective Date	Salary
Levi Walker	Lab Aid - Sculpture/Metals	03/15/19 - 06/30/19	11.23/hour
Katherine Fowler	Espresso Barista	03/16/19 - 06/30/19	12.82/hour
Anna Bradley	Individual Tutor	03/19/19 - 06/30/19	13.59/hour
Tim Wedan	Seed to Table Specialist	03/19/19 - 06/30/19	13.59/hour
Gabriella Noboa	Espresso Barista	04/02/19 - 06/30/19	12.35/hour
Allan Kapkwang	Dining Services Assistant - Dishwasher	03/28/19 - 06/30/19	11.23/hour
Greg Burton	Dining Services Assistant - Dishwasher	03/27/19 - 06/30/19	11.23/hour
James Scott	Tutor – Spanish	03/26/19 - 06/30/19	11.23/hour
Linda Lane	Student Development Specialist	04/01/19 - 06/30/19	20.72/hour
Garold Oliver	Individual Tutor - Economics/Business	04/09/19 - 06/30/19	13.59/hour
Sharon Hartgrove	Continuing Education Assistant	04/01/19 - 06/30/19	19.63/hour

Joel King	Espresso Barista	04/03/19 - 06/30/19	12.35/hour
Evangelos Spanos	Page Turner	03/10/19 - 03/10/19	175.00/total
Madison Huber-Smith	Adjunct Representative, Faculty Senate Committee, Academic Affairs	09/28/18 - 11/20/18	200.00/total
Shahla Nikravan	Adjunct Representative, Faculty Senate Committee, Academic Affairs	09/28/18 - 11/20/18	400.00/total
Jeffery Oden	Adjunct Representative, Faculty Senate Committee, Academic Affairs	09/28/18 - 11/20/18	400.00/total
Tatiana Scanlan	Adjunct Representative, Faculty Senate Committee, Academic Affairs	09/28/18 - 11/20/18	400.00/total
Frances Wainwright	Adjunct Representative, Faculty Senate Committee, Academic Affairs	09/28/18 - 11/20/18	300.00/total
Stu Shafer[a]	Independent Study, Science	01/22/19 - 05/24/19	100.00/st.cr.hr
Nicolas Hart	Adjunct Certification Completion, Faculty Dev.	03/11/19 - 03/11/19	800.00/total
Tammy Osborn	"	03/15/19 - 03/15/19	800.00/total
Matthew Thompson	"	"	800.00/total
RubyRenee Wood	Facilitator Formation Retreat, Faculty Dev.	02/28/19 - 03/02/19	1,000.00/total
Kena Zumalt[a]	"	"	1,000.00/total
James Porter	Student Aide Access Services	03/05/19 - 03/28/19	246.75/total
Alicia Caldwell	Veteran Services Intern	03/20/19 - 03/20/19	75.00/total

Avery Gott	Staff Reporter The Campus Ledger	03/25/19 - 05/17/19	548.80/total
Hugh Clark[a]	Evaluator, Prior Learning Assessment	04/01/19 - 06/30/19	20.00/eval
Metra Augustin[a]	Spotlight Award	03/10/19 - 03/10/19	1,000.00/total
Sheri Barrett[a]	"	"	1,000.00/total
Pete Belk[a]	"	"	1,000.00/total
Mike Fluke[a]	"	"	1,000.00/total
Susan Hoffman[a]	"	"	1,000.00/total
Janet Mathis[a]	"	"	1,000.00/total
Vikki Jo Powers[a]	"	"	1,000.00/total
Laura Radke[a]	"	"	1,000.00/total
Tom Scofield[a]	"	"	1,000.00/total
Vickie Johnson[b]	Bob Frizzell Award	3/21/19 - 03/21/19	250.00/total
Mollie Stephens	Instr., Continuing Ed.	04/01/19 - 06/30/19	22.00/hour
Troy Davis	"	"	40.00/hour
Teddy Lee Dixon	"	"	50.00/hour
Brandon Mann	"	"	40.00/hour
Brandy Archie	"	04/18/19 - 06/30/19	50.00/hour
Martin Kevin Ford	"	"	100.00/hour
Clara Sainte	"	"	40.00/hour
Angela Nosworthy	Instr., Employee Wellness Yoga	04/16/19 - 06/30/19	31.00/hour
Colin Willmann	Volunteer Nerman	03/15/19 - 06/30/19	non-remunerated

RECOMMENDATION:

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

8. Additions or Changes to the FY2018-2019 Staffing Authorization Table for Part-time Regular Staff

FROM: Rebecca Bell, Success Advocate, $14.94
TO: Rebecca Bell, Student Development Specialist, $14.94

FROM: Nancy Bentz, Success Advocate, $19.48
TO: Nancy Bentz, Student Development Specialist, $19.48

FROM: Audrey Cooper, Success Advocate, $14.94
TO: Audrey Cooper, Student Development Specialist, $14.94

FROM: Constance Cupryk, Success Advocate, $21.03
TO: Constance Cupryk, Student Development Specialist, $21.03

FROM: Lori Eveler, Success Advocate, $15.50
TO: Lori Eveler, Student Development Specialist, $15.50

FROM: Jennifer McNolty, Success Advocate, $15.80
TO: Jennifer McNolty, Student Development Specialist, $15.80

FROM: Terry Stanley, Success Advocate, $15.09
TO: Terry Stanley, Student Development Specialist, $15.09

FROM: Robyn Zwolinski, Success Advocate, $15.80
TO: Robyn Zwolinski, Student Development Specialist, $15.80

RECOMMENDATION:

It is the recommendation of the college administration that the Board of Trustees approve the above-listed additions or changes to the FY2018-2019 Staffing Authorization Table for Part-time Regular Staff.

9. Additions or Changes to the FY2018-2019 Staffing Authorization Table for Full-time Regular Staff

FROM: Admissions Data Coordinator
TO: Admissions Data Specialist

FROM: Assistant Manager Bookstore Accounting Operations
TO: Bookstore Accountant

RECOMMENDATION:

It is the recommendation of the college administration that the Board of Trustees approve the above-listed additions or changes to the FY2018-2019 Staffing Authorization Table for Full-time Regular Staff.

Footnotes:

a. Also full-time staff.
b. Full-time temporary position.

_____
Becky Centlivre
Vice President, Human Resources

_____
Joseph M. Sopcich
President

JOHNSON COUNTY COMMUNITY COLLEGE
OFFICE OF THE PRESIDENT

April 18, 2018

HUMAN RESOURCES ADDENDUM

1. Separation

   STACEY STORME, Associate Professor/CoChair Interpreter Training, Communications, English & Journalism Division, Academic Affairs, effective May 31, 2019.

   RECOMMENDATION:

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

2. Reassignments

   BRANDI SODERBERG, Dining Services Assistant Lead, Business Services, Finance and Administrative Services, at $17.43 per hour to Supervisor, Catering, Business Services, Finance and Administrative Services, effective April 12, 2019 at $24.79 per hour.

   AARON FRY, Academic Support Technician, Information Services, Finance and Administrative Services, at $27.66 per hour to Senior Support Analyst, Information Services, Finance and Administrative Services, effective April 19, 2019 at an annual salary of $65,842.

   BRADLEY STAUPP, Senior Application Administrator, Desktop Management, Information Services, Finance and Administrative Services, at an annual salary of $88,850 to Manager Technical Support Services, Information Services, Finance and Administrative Services, effective April 18, 2019 at an annual salary of $93,293.

   RECOMMENDATION:

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

3. Employment – Regular

   STEVEN LaNASA, Director, National Higher Education Benchmarking Institute, Institutional Effectiveness, effective April 22, 2019 at an annual salary of $82,592.

ALEXANDRA GLUHOVSKY, Assistant Professor Accounting, Business Division, Academic Affairs, effective August 12, 2019 at $63,151 for a nine-month contract.

Name	Position	Effective Date	Salary
Dixie Johnson	Administrative Assistant	04/15/19 - 06/30/19	14.94/hour
Ashley Hunter	Bookstore Floor Supervisor	04/15/19 - 06/30/19	20.65/hour

RECOMMENDATION:

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

4. Employment – Temporary

Name	Position	Effective Date	Salary
Neal McGregor	Individual Tutor - Economics/Business	04/12/19 - 06/30/19	13.59/hour
Lauren Heim	Summer Paraprofessional	05/27/19 - 06/30/19	11.23/hour
Mason Jones	Summer Paraprofessional	05/28/19 - 06/30/19	11.23/hour
Katelin Lake	Vocational Training Program Intern	04/11/19 - 06/30/19	7.25/hour
Samantha Joslin	Layout/Design The Campus Ledger	04/10/19 - 04/26/19	322.00/total
Ashley S. Geist	Veteran Services Intern	04/08/19 - 04/08/19	75.00/total
Lieben Beal	VTP Intern, CLEAR Program	04/08/19 - 06/01/19	140.00/total

Katelin Lake	"	"	140.00/total
Angel Lucero	"	"	140.00/total
Michael Nelson	"	"	140.00/total
Miranda Rausch	"	"	140.00/total
Christina Bechtel[a]	GDES Guest Speaker, Arts & Design, Humanities & Soc. Sci.	02/28/19 - 02/28/19	100.00/total
Preston Brigham	"	03/14/19 - 03/14/19	100.00/total
James Reed Lower	Guest Artist, Recital Series Arts & Design, Humanities & Soc. Sci.	04/02/19 - 04/02/19	145.00/total
Zachary Isaac Pischnotte	"	"	145.00/total
Ryan Max Heinlein[a]	"	"	160.00/total
Mark Cowardin[a]	Student Art Exhibit Facilitator, Arts & Design, Humanities & Soc. Sci.	04/15/19 - 06/15/19	3,000.00/total
Lauren Kimball[b]	Partial Pay Adjunct Instr., Arts & Design, Humanities & Soc. Sci	03/25/19 - 05/24/19	2,900.50/total
Uros Petrovic	"	04/15/19 - 05/24/19	1,189.00/total
Stacy Burbidge	"	"	1,148.00/total
Ding Yuan	Study Abroad Textbook Evaluation, Communications	03/13/19 - 03/25/19	35.00/hour
Jack Ireland[a]	Independent Study, Industrial Technology	01/22/19 - 05/24/19	100.00/st.cr.hr.
James Byrnes[a]	Instr., Industrial Technology	06/03/19 - 07/25/19	1,023.00/cr.hr.
Hugh Clark[a]	"	"	1,113.00/cr.hr.
Scott Crompton[a]	"	"	1,065.00/cr.hr.
Howard Hendren[a]	"	"	1,189.00/cr.hr.
Jack Ireland[a]	"	"	1,148.00/cr.hr.
Mark Jones[a]	"	"	1,023.00/cr.hr.
Jason Lamping[a]	"	"	1,065.00/cr.hr.

Dennis Arjo[a]	Publications Award Rec. Faculty Development	04/03/19	100.00/total
Lydia Cline[a]	"	"	200.00/total
Omar Conrad[a]	"	"	100.00/total
Doug Copeland[a]	"	"	200.00/total
Tai Edwards[a]	"	"	200.00/total
Dawn Gale[a]	"	"	100.00/total
Terri Easley Giraldo[a]	"	"	200.00/total
Rhonda Barlow[a]	BNSF Railway Award Rec. Faculty Development	04/09/19	1,000.00/total
Mary Deas[a]	"	"	1,000.00/total
Beth Gulley[a]	"	"	1,000.00/total
Jean Ann Vickers[a]	"	"	1,000.00/total
Todd Watson[a]	"	"	1,000.00/total

RECOMMENDATION:

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

5. Change to the FY2018-2019 Staffing Authorization Table for Part-time Regular Staff

FROM: Cheryl McLeod, Administrative Assistant/Audit Specialist, $15.61 per hour
TO: Cheryl McLeod, Internal Auditor, $20.65 per hour

RECOMMENDATION:

It is the recommendation of the college administration that the Board of Trustees approve the above-listed change to the FY2018-2019 Staffing Authorization Table for Part-time Regular Staff.

6. Change to the FY2018-2019 Staffing Authorization Table for Full-time Regular Staff

FROM: Rochelle Boyd, Manager Internal Investigations/Technology Audits, $83,659
TO: Rochelle Boyd, Manager Technology Audits, $83,659

RECOMMENDATION:

It is the recommendation of the college administration that the Board of Trustees approve the above-listed change to the FY2018-2019 Staffing Authorization Table for Full-time Regular Staff.

Footnotes:

a. Also full-time employees
b. Full-time temporary position

_____

Becky Centlivre
Vice President, Human Resources

_____

Joseph M. Sopcich
President