

**JOHNSON COUNTY COMMUNITY COLLEGE  
12345 College Boulevard  
Overland Park, Kansas**

**Meeting – Board of Trustees  
Hugh Speer Board Room, GEB 137  
August 17, 2023 – 5:00 p.m.**

**AGENDA**

- |   |                              |
|---|------------------------------|
| <b>I. CALL TO ORDER</b>   | <b>Trustee Cross</b>         |
| <b>II. PLEDGE OF ALLEGIANCE</b>   | <b>Trustee Cross</b>         |
| <b>III. ROLL CALL</b>   | <b>Trustee Cross</b>         |
| <b>IV. AWARDS AND RECOGNITIONS</b><br>Student Spotlight: Kynleigh Chappell                              | <b>Trustee Cross</b>         |
| <b>V. OPEN FORUM</b>  | <b>Trustee Cross</b>         |
| <b>VI. BOARD REPORTS</b>  |                              |
| <b>A. College Lobbyist</b>  | <b>Dick Carter</b>           |
| <b>B. Faculty Association</b>   | <b>Andrea Vieux</b>          |
| <b>C. Johnson County Education Research Triangle</b>  | <b>Trustee Musil</b>         |
| <b>D. Kansas Association of Community Colleges</b>  | <b>Trustee Ingram</b>        |
| <b>E. Foundation</b>  | <b>Trustee Rattan</b>        |
| <b>F. College Council</b>   | <b>Jason Arnett</b>          |
| <b>VII. COMMITTEE REPORTS AND RECOMMENDATIONS</b>   |                              |
| <b>A. Board Governance Committee (pp 1-6)</b><br><u>Recommendation: Officers Policy 111.02 (pp 2-4)</u> | <b>Trustee Smith-Everett</b> |
| <b>B. Employee Engagement &amp; Development Committee (pp 7-9)</b>                                      | <b>Trustee Hamill</b>        |
| <b>C. Inclusion and Belonging Committee (pp 10-11)</b>  | <b>Trustee Rattan</b>        |

- D. Management and Finance Committee (pp 12-18)** **Trustee Musil**  
Recommendation: Fiscal Year 2023-2024 Budget Publications (p 12)  
Recommendation: Auxiliary Enterprises Fund (p 13)  
Recommendation: Beverage Pouring Rights, Vending Snack and Beverage Options (p 14)  
Recommendation: State and Federal Government Affairs Liaison Services (p 15)  
Recommendation: Herman Miller and Knoll Furniture (p 16)  
Recommendation: Steelcase Furniture (p 16)  
Recommendation: Network Infrastructure (p 17)
- E. Student Success Committee (pp 19-22)** **Trustee Ingram**  
Recommendation: Substance Abuse Policy 320.00 (p 19-20)

**VIII. PRESIDENT’S RECOMMENDATIONS FOR ACTION**

- A. Treasurer’s Report (pp 23-34)** **Trustee Smith-Everett**  
**B. Monthly Report to the Board** **Dr. Andy Bowne**

**IX. NEW BUSINESS** **Trustee Cross**

**X. OLD BUSINESS** **Trustee Cross**

**XI. CONSENT AGENDA** **Trustee Cross**

- A. Regular Monthly Reports and Recommendations**
- 1. Minutes of Previous Meetings**
  - 2. Cash Disbursement Report (pp 35-36)**
  - 3. Grants, Contracts and Awards (pp 37-38)**
  - 4. Affiliation, Articulation and Reverse Transfer, Cooperative and Other Agreements (pp 39-40)**
- B. Human Resources (pp 41-42)**
- 1. Retirement**
  - 2. Separations**
  - 3. 2023-2024 Staffing Authorization Tables**
- C. Human Resources Addendum**

**XII. EXECUTIVE SESSION**

**XIII. ADJOURNMENT**

BOARD GOVERNANCE COMMITTEE

Minutes

August 2, 2023

The Board Governance Committee met at 1:30 p.m. on Wednesday, August 3, 2023, in the Hugh W. Speer Board Room. Those present were Trustee Smith-Everett, Trustee Musil; staff Andy Bowne, Caitlin Murphy, and Alison Weber.

<b>Policy</b>	<b>Recommended Action</b>	<b>Material Changes</b>
Officers Policy 111.02	Modify	The recommended changes link Trustee travel to the College's travel policy and clarify that the duties of the treasurer are completed with assistance from administrative staff.

Report:

The Board Governance Committee reviewed the recommended changes to the Officers Policy 111.02. The recommended changes link Trustee travel to the College's travel policy and clarify that the duties of the treasurer are completed with assistance from administrative staff.

**Recommendation:**

**It is the recommendation of the Board Governance Committee that the Board of Trustees approve modification to the Officers Policy 111.02, as shown subsequently in the Board packet.**

Officers Policy 111.02

Johnson County Community College

Series: 100 Board of Trustees

Section: Organization of the Board

**Applicability:** This Policy applies to the Johnson County Community College ("JCCC" or the "College") Board of Trustees (the "Board").

**Purpose:** The purpose of this Policy is to set out the officer positions and their duties.

**Statement:**

Pursuant to K.S.A. 71-201, the Board shall select its own officers as it may deem desirable, from among its own membership. The officers of the Board are Chair, Vice Chair, Treasurer and Secretary. The Secretary may be the chief administrative officer of the College or such other employee of the College as authorized by the Board. All other officers shall be Board members. To be eligible for election as Chair, a Board member shall have served at least one full year as a member of the Board prior to election as Chair. Each office shall be filled by majority vote of the Board following nomination and second from the floor by members of the Board at the annual Organizational Meeting in accordance with the Meetings of the Board Policy. Officers will serve for a term of one year or until a successor is appointed to such position. Modifications to the Board officers and committee members may be voted upon periodically: by majority vote to

fill vacancies or to address unforeseen scheduling conflicts of Board members, or by a vote of five (5) members of the Board as otherwise deemed necessary.

An ad hoc nominating committee will be appointed by the Chair to recommend such officers to the Board. Each officer is subject to the approval of by a majority vote of the Board. To promote varied representation, no Trustee may be nominated for or serve in the same office for more than two consecutive years at a time. A Trustee completing a second consecutive term in an office of the Board shall not be eligible for re-election to that office for a minimum period of twelve (12) calendar months following the next annual Organization Meeting.

### **Officers:**

Officers of the Board will perform the general duties ascribed to each position below either personally or through designee.

#### **I. Duties of Chair**

- A. Presides at meetings of the Board of Trustees;
- B. Calls special meetings as necessary;
- C. Acts as spokesperson for the Board in communication to the public;
- D. Approves Trustees travel requests;
- E. Approves travel and expense reimbursement for other Trustees and the College President; and
- F. Performs other duties as may be prescribed by law, assigned by the Board or reasonably necessary to carry out duties as Chair.

#### **II. Duties of Vice Chair**

- A. Acts as temporary chair in the absence of the Chair or at his/her request;
- B. Acts as parliamentarian for Board meetings, in consultation with Board counsel;
- C. Reviews and approves travel and expense reimbursement for Chair of the Board in accordance with Reimbursement of Travel Expenses Policy 216.01; and
- D. Performs other duties as may be prescribed by law, assigned by the Board or reasonably necessary to carry out duties as Vice Chair.

**III. Duties of Treasurer** (in conjunction with the president of the College or designee, if applicable)

- A. Through administrative staff, receives and arranges for custody of all College funds
- B. Reviews reports regarding the status of College funds and informs the Board of the fiscal condition of the College;
- C. Signs financial documents as prescribed by law; and
- D. Performs other duties as may be prescribed by law, assigned by the Board or reasonably necessary to carry out duties as Treasurer.

**IV. Duties of Secretary** (in conjunction with the ~~chief administrative officer~~president of the College or designee, if applicable)

- A. Prepares and distributes agendas for all meetings of the Board;
- B. Notifies Board members of the dates/times of all meetings of the Board;
- C. Provides for a record of the minutes of all meetings and transmits a copy to each member;
- D. Provides for the proper custody of all records, proceedings and documents of the Board; and
- E. Performs other duties as may be prescribed by law, assigned by the Board or reasonably necessary to carry out duties as Secretary.

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Date of Adoption:

Revised: 06/17/1993, 11/06/1997, 05/21/2009, 07/16/2009, 01/18/2018, 11/18/2021, 11/17/2022, 08/17/2023

Report:

Committees Policy 111.03

The Board Governance Committee reviewed the Committees Policy 111.03. It was determined that any proposed policy changes will be discussed at a future meeting after the Committee Assessment results are reviewed.

**BOARD GOVERNANCE COMMITTEE**  
**Working Agenda**  
**2023**

- BG-1      Review 100 Series Policy
- Board Responsibilities Policy 110.00
  - Number and Selection of Trustees Policy 111.01
  - Officers Policy 111.02
  - Committees Policy 111.03
  - Meetings of the Board Policy 112.00
  - Special Meetings of the Board Operating Procedure
  - Professional Development Policy 113.00
  - Code of Conduct Policy 114.01
  - Code of Ethics Policy 114.02
  - Resolution of Censure Policy 114.03
- BG-2      Process for Annual review of President
- BG-3      Process for Board Self Review
- BG-4      Retreat Planning
- BG-5      Review Onboarding Process for New Trustees
- BG-6      Evaluate Miscellaneous Board Processes



EMPLOYEE ENGAGEMENT AND DEVELOPMENT COMMITTEE REPORT  
August 2, 2023

The Employee Engagement and Development Committee met at 12:30 p.m. on Wednesday, August 2, 2023, in the Hugh W. Speer Board Room.

MONITOR HR AND EMPLOYMENT STRATEGIES AND INITIATIVES

Introduction to FineLine HR Consulting

Ann Griffith, Senior HR Consultant, Pam Winterman, Compensation Consultant, Julie McKee, Founding Member, and Ellen Freeman, Founding Member provided an introduction and overview of the engagement with JCCC.

Ms. Griffith and Ms. Winterman have begun their direct engagement with JCCC's HR team to engage, listen and learn, and help to identify what is and is not working with current processes and provide guidance for improvements. Ms. Winterman will work directly with JCCC's Compensation team and oversee the Culpepper project.

One of the main goals during the engagement between JCCC and FineLine HR Consulting will be to assist with the search for a new HR leader and Director of Compensation.

MONITOR COMPENSATION PLANNING (HR-3)

Job Architecture Project Update

Natalie Croy, Vice President, Culpepper and Associates provided an update on the Job Architecture Project.

Ms. Croy presented Culpepper's approach is to leverage their comprehensive and accurate data and be a true partner throughout the project. The key project steps and timeline was shared. Culpepper and JCCC's Compensation Team are in step 2 of the project and meeting with Position Data Questionnaire (PDQ) reviewers.

The methodology of job matching is a two-part process. Step one is to identify the overall content of the job. Culpepper classifies jobs into function, sub-function, and job family. Step two is to determine at what level the work is being performed and determine where the job fits in one of the four main classifications. There will be various calibration checkpoints for the JCCC Compensation team to complete for the job levels

to ensure alignment across the organization, as well as up through the hierarchy of JCCC.

Ms. Croy added JCCC has been a great partner. The meetings with PDQ reviewers are going well. These leaders are interested to learn more about the project outcomes. The project is on target to complete by December 31, 2023. Trustees Hamill, Ingram, and Rayl agreed it is more important to ensure the quality of the project is done right versus meeting the December 31<sup>st</sup> deadline.

**EMPLOYMENT ENGAGEMENT AND DEVELOPMENT COMMITTEE**  
**Working Agenda**  
**2023**

HR-1 Review and Update Personnel Policies

HR-2 Monitor Employee Benefit Programs

HR-3 Monitor Compensation Planning

HR-4 Monitor HR and Employee Engagement Strategies and Initiatives

HR-5 Monitor and Discuss Collective Bargaining Initiatives

Inclusion & Belonging Committee MINUTES  
August 2, 2023

The Inclusion and Belonging Committee met at 10:59 a.m. on Wednesday, August 2, 2023, in the Hugh W. Speer Board Room. Those present were Trustees Dawn Rattan and Laura Smith-Everett; staff Caitlin Murphy, Dr. Andy Bowne, Kate Allen, Dr. Mickey McCloud, Rachel Lierz, Marquis Harris, John Clayton and Silvia Arellano Fernandez (recorder), Derek Nester (AV)

Monitor Inclusion and Belonging Strategies and Initiatives: Campus Feature, International and Immigrant Student Services (IB-1)

Campus Feature – Kim Steinmetz, Program Director, Suzanne Maheu, Coordinator, and Ian Kabet, JCCC Student, provided an update on the International and Immigrant Student Services (IISS) department. This team supports more than 1,000 students from more than 100 international countries with enrollment, housing, and medical needs related to their status and cultural needs.

Monitor Inclusion and Belonging Strategies and Initiatives: Introduction to new staff on campus (IB-1)

Marquis Harris, Executive Director for Inclusion and Belonging, introduced himself and discussed his approach to this work. He shared his view that every component of an institution should align with the goals of Inclusion and Belonging. Currently, he is listening, learning, and assessing to help JCCC create more common language and appropriate recommendations. Shelli Allen, Vice President for Student Success and Engagement, also was introduced and shared her support for a comprehensive vision of Inclusion and Belonging.

Monitor Benchmarking and Metrics: Recommendation on Key Performance Indicators (IB-2)

John Clayton, Executive Director, Institutional Effectiveness / Planning / Research, reviewed the recommendations for the Key Performance Indicators for the Strategic Plan Goal 3: DEI. This included a review of both student and employee survey results as well as a discussion around improving intensity scores.

The next Inclusion & Belonging Committee Meeting is scheduled for Wednesday, September 6, 2023, at 11:00 a.m. in the Hugh W. Speer Board Room

**INCLUSION AND BELONGING COMMITTEE**  
**Working Agenda**  
**2023**

- IB-1 Monitor inclusion and belonging strategies and initiates.
- IB-2 Monitor Benchmarking and Metrics

## MANAGEMENT AND FINANCE COMMITTEE

### Minutes

August 2, 2023

The Management and Finance Committee met at 8:30 AM on Wednesday, August 2, 2023, in the Hugh Speer Board Room. Those present were Trustees Greg Musil and Mark Hamill; staff: Andy Bowne, Rob Caffey, Brett Edwards, Jim Feikert, Tom Hall, Rachel Lierz, Mickey McCloud, Caitlin Murphy, Janelle Vogler, and Linda Nelson, recorder.

#### Fiscal Year 2023-2024 Budget Publications

Ms. Janelle Vogler, Vice President/Chief Financial Officer, stated that pursuant to KSA 79-2929, the college is required to publish Notice of the Budget Hearing in a newspaper at least 10 days prior to the Budget Hearing.

The college intends to levy taxes in excess of the Revenue Neutral Rate in 2023-2024. Pursuant to KSA 79-2988, the college is therefore required to publish Notice of the Revenue Neutral Rate Hearing on the college website and in a newspaper at least 10 days prior to the Revenue Neutral Rate hearing.

The Revenue Neutral Rate Hearing and Budget Hearing will be held during the Board of Trustees meeting at 5:00 pm on September 14, 2023.

#### **RECOMMENDATION:**

**It is the recommendation of the Management & Finance Committee that the Board of Trustees accept the recommendation of the college administration to authorize the publication of the Notice of Budget Hearing and Notice of Revenue Neutral Rate Hearing for the 2023-2024 budget.**

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Janelle Vogler  
Vice President / Chief Financial Officer

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Rachel Lierz  
Executive Vice President,  
Finance & Administrative Services

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Andrew W. Bowne  
President

### Auxiliary Fund Update

Janelle Vogler followed up on a previous report to the Management & Finance Committee in February 2023 related to the financial performance of the Auxiliary Fund. For various reasons, including the shift to lower cost digital course materials impacting the bookstore, fluctuating on-campus student enrollment, and the impact of the new compensation structure, net auxiliary revenues have declined in recent years. As a result, the auxiliary enterprises fund is estimated to end the June 30, 2023, fiscal year with a negative fund balance of \$88,954, subject to final year-end adjustments.

### **RECOMMENDATION:**

**It is the recommendation of the Management & Finance Committee that the Board of Trustees accept the recommendation of the college administration to authorize the transfer of \$200,000, from the general fund to the auxiliary enterprises fund. The transfer of funds will be recorded as of June 30, 2023, in the 2022-2023 fiscal year.**

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Janelle Vogler  
Vice President / Chief Financial Officer

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Rachel Lierz  
Executive Vice President  
Finance and Administrative Services

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Dr. Andrew Bowne  
President

### Capital Infrastructure Inventory One-, Five- and Ten-year Plan

Tom Hall, Associate Vice President, Campus Services/Facility Planning and Brett Edwards, Director Campus Services and Energy Management, presented an overview of the capital infrastructure inventory and replacement plan and related systems and processes. This information is updated annually by Campus Services staff and guides the decision-making process and allocation of resources for preventative maintenance and preservation of building infrastructure.

### Capital Acquisitions and Improvements: Progress Report

Tom Hall, Associate Vice President, Campus Services and Facility Planning, provided the committee with an update on facilities projects from the capital acquisitions and improvements matrix. He also reviewed progress on the various infrastructure projects

currently under construction on campus.

### Procurement Reports and Recommendations

Jim Feikert, Executive Director, Procurement Services reviewed five Bid/RFP recommendations.

### **AWARD OF BIDS / RFPS – MULTI-YEAR PURCHASE: \$150,000+ AUGUST 2023 MANAGEMENT & FINANCE COMMITTEE**

<b>Bid:</b>	<b>23-098 Beverage Pouring Rights, Vending Snack and Beverage Operations</b>
Fund:	N/A
Vendors Notified:	33
Total Contract Period:	10/1/23 - 9/30/28 (Base Year, 4 Renewal Options)
Award Justification:	Most responsive, responsible bidders according to the RFP criteria
Description:	Request for Proposal (RFP) to establish a contract for beverage pouring rights, beverage vending, and snack vending across the College's main campus, OHEC (Olathe Health Education Center) and Westpark. Beverage services include beverage pouring rights (concessions, fountain drinks, bottled, and canned beverages available through reach-in coolers). Vending operations include cold and hot beverages, perishable and non-perishable food items, and healthy snack options.

### Evaluation Committee

1. Mike Loprete - Director, Dining Services
2. Jason Arnett - Manager, Coffee Bars and Food Court
3. Jean Keating - Accounting Clerk, Administrative Assistant Dining Services
4. Electra Walker - Coordinator, Dining Services Production
5. Tamika McDonald - Senior Buyer, Procurement Services
6. Jim Feikert - Executive Director, Procurement Services

### Bid Amounts: Vending Commission / First Year Marketing Sponsorship / Multiyear Sponsorship Total

1. **Heartland Coca-Cola: 35% / \$25,000 / \$125,000 (Beverage Pouring Rights, Beverage Vending)**
2. **Canteen Vending: 23.8% / \$0 / \$0 (Snack Vending)**
3. **Super Dave's Snack Emporium: 20% / \$2,000\* / \$10,000 (Snack and Beverage Vending; 3 locations)**
4. PepsiCo: 30% / \$44,000 / \$220,000
5. Allied Refreshment Company (ARC): Nonresponsive

\*In the form of an annual scholarship

### Management and Finance Committee Recommendations

**It is the recommendation of the Management and Finance Committee that the Board of Trustees accept the recommendation of the college administration, to approve the proposal from Heartland Coca-Cola for beverage pouring rights for an estimated base amount of \$100,000 and a 5 year total estimated amount of \$500,000, and a beverage vending commission rate of 35%, Canteen Vending for a snack vending commission rate of 23.8%, and Super Dave's Snack Emporium for a vending commission rate of 20% for a base year and all renewal options through 2028.**



**AWARD OF BIDS / RFPS – MULTI-YEAR PURCHASE: \$150,000+  
AUGUST 2023 MANAGEMENT & FINANCE COMMITTEE**

<b>Bid:</b>	<b>23-104 State and Federal Government Affairs Liaison Services</b>
Fund:	0201 General, JCCC Foundation
Vendors Notified:	572
Contract Period:	10/1/23 - 9/30/28 (Base Year, 4 Renewal Options)
Award Justification:	Most responsive, responsible bidder according to the RFP criteria
Description:	Request for Proposal (RFP) to establish a contract for affairs liaison services to enhance the College’s partnership and their voice in various aspects within the State of Kansas and federal legislative matters as well as contract acquisitions. This strategy includes the establishment of state and federal legislative priorities, communication methodologies, strategic planning, and to facilitate greater knowledge of governmental activities affecting the College and the Foundation.

Evaluation Committee

1. Kate Allen, Vice President, College Advancement and Government Affairs
2. Rachel Lierz, Executive Vice President, Finance and Administrative Services
3. Kelsey Nazar, Vice President and General Counsel
4. Chris Gray, Vice President, Strategic Communication and Marketing
5. Tamika McDonald, Senior Buyer, Procurement Services
6. Jim Feikert, Executive Director, Procurement Services

Bid Amounts: First Year / Multiyear Total (if applicable)

1. Kate Allen, Vice President, College Advancement and Government Affairs
2. Rachel Lierz, Executive Vice President, Finance and Administrative Services
3. Kelsey Nazar, Vice President and General Counsel
4. Chris Gray, Vice President, Strategic Communication and Marketing
5. Tamika McDonald, Senior Buyer, Procurement Services
6. Jim Feikert, Executive Director, Procurement Services

\*Note - the above totals include vendors’ proposed requested hospitality. Additional travel costs related to federal scope of work will be reimbursed based on actual expenses.

Management and Finance Committee Recommendation

**It is the recommendation of the Management and Finance Committee that the Board of Trustees accept the recommendation of the college administration, to approve the proposal from The Carter Group for a base year of \$108,000 and a total estimated expenditure of \$573,387 throughout the renewal options.**

**AWARD OF BIDS / RFPS – SINGLE-YEAR PURCHASES: \$150,000+  
AUGUST 2023 MANAGEMENT & FINANCE COMMITTEE**

<b>Cooperative Bid:</b>	<b>Herman Miller and Knoll Furniture</b>
Fund:	0201 General
Vendors Notified:	N/A
Total Contract Period:	7/1/23 - 6/30/24
Award Justification:	State of Kansas - No 44171
Description:	Herman Miller and Knoll furniture products for GEB 1st Floor Renovation project and miscellaneous campus purchases.

Bid Amounts: First Year / Multiyear Total (if applicable)

1. **John A Marshall: \$475,000**

**Management and Finance Committee Recommendation**

**It is the recommendation of the Management and Finance Committee that the Board of Trustees accept the recommendation of the college administration, to approve the cooperative purchase from John A Marshall for a total estimated expenditure of \$475,000 for FY24.**

**AWARD OF BIDS / RFPS – SINGLE-YEAR PURCHASES: \$150,000+  
AUGUST 2023 MANAGEMENT & FINANCE COMMITTEE**

<b>Cooperative Bid:</b>	<b>Steelcase Furniture</b>
Fund:	0201 General
Vendors Notified:	N/A
Total Contract Period:	7/1/23 - 6/30/24
Award Justification:	State of Kansas - No 44183
Description:	Steelcase furniture products for GEB 1st Floor Renovation project and miscellaneous campus purchases.

Bid Amounts: First Year / Multiyear Total (if applicable)

1. **Scott Rice: \$335,000**

**Management and Finance Committee Recommendation**

**It is the recommendation of the Management and Finance Committee that the Board of Trustees accept the recommendation of the college administration, to approve the cooperative purchase from Scott Rice for a total estimated expenditure of \$335,000 for FY24.**

**AWARD OF BIDS / RFPS – MULTI-YEAR PURCHASE: \$150,000+  
AUGUST 2023 MANAGEMENT & FINANCE COMMITTEE**

<b>Contract Increase:</b>	<b>Network Infrastructure (C20-061-00)</b>
Fund:	0201 General
Total Contract Period:	7/1/20 - 6/30/25
Renewal Option:	3 of 4 (Contract Increase)
Description:	For an additional \$187,077 to the FY24 Board-approved amount of \$1,065,000 bringing the new annual total to \$1,252,077. This is for a new three-year Cisco Security EA (Enterprise Agreement) for a total amount of \$561,231. \$187,077 will be encumbered in FY24. BoT: June 2020

Contract Increase: First Year / Multiyear Total (if applicable)

1. **Sirius Computer Solutions: \$187,077 / \$561,231 (3 years)**

**Management and Finance Committee Recommendation**

**It is the recommendation of the Management & Finance Committee that the Board of Trustees accept the recommendation of the college administration to approve a three-year Cisco Security EA (Enterprise Agreement) for \$187,077 in FY24 and a total of \$561,231 for three years through the duration of the Sirius network infrastructure contract.**

**Informational Items**

Informational reports of Single Source purchases, Bid/RFP summary, Renewal summary and the Semi-Annual Budget Reallocation reports were provided in the Management and Finance meeting materials.

The next Management and Finance Committee meeting is scheduled for Wednesday, September 6, at 8:30 AM in the temporary location of **WCMT Room 111** due to planned renovation of the Board Room in GEB.

**MANAGEMENT AND FINANCE COMMITTEE**  
**Working Agenda**  
**2023**

- MF-1            Review and Update Policies as Needed
- MF-2            Guide Budget Development
- Proposed Budget Calendar
  - Preliminary Budget Guidelines
  - Management Budget Adoption
  - Legal Budget Publications
  - Legal Budget Adoption
  - Budget Updates as Needed
- MF-3            Stewardship of College Finances
- Financial Ratio Analysis
- MF-4            Monitor Facilities
- Capital Infrastructure Inventory and One, Five and Ten-Year Replacement Plan
  - Review and Recommend Financial Plans for Capital Improvements
- MF-5            Monitor Business Services
- Procurement Reports and Recommendations
- MF-6            Monitor Information Services
- Information Technology Reports
- MF-7            Mission Continuity and Risk Management
- MF-8            Other Items and Reports
- Compliance Program
  - Continuing Education and Workforce Development
  - Institutional Advancement
  - Other Activities and Programs
  - Other Agreements
  - Sustainability Initiatives

## Student Success Committee Board Report

August 3, 2023

The Student Success Committee met at 9:30 a.m. on Wednesday, August 3, 2023, in the Hugh W. Speer Board Room. Those present were Trustee Ingram, Trustee Rayl; staff Shelli Allen, Rachel Lierz, Mickey McCloud, Gurbhushan Singh, Elisa Waldman, and Anne Dotterweich, recorder.

### Substance Abuse Policy Update

Report:

The Student Success Committee has reviewed the recommended changes to the Substance Abuse Policy 320.00. The recommended changes add an applicability and purpose statement and clean up the language used in the Policy.

### **RECOMMENDATION**

**It is the recommendation of the Student Success Committee that the Board of Trustees accept the recommendation of the College administration to approve modification to the Substance Abuse Policy 320.00, as shown subsequently in the Board packet.**

Substance Abuse Policy 320.00

Johnson County Community College  
Series: 300 Students  
Section: Code of Conduct and Discipline

**Cross-Reference:** [Substance Abuse and Alcohol Policy 424.03](#)

**Applicability:** This Policy applies to all Johnson County Community College (“JCCC” or the “College”) students.

**Purpose:** The purpose of this Policy is to support and endorse the Federal Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act amendments of 1989 (collectively, the “Acts”).

**Statement:**

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance or abuse of alcohol, as defined in the Acts, by a student on College property or as part of any College activity is prohibited.

The College distributes to all students annually information about the Drug-Free Schools and Communities Act. The College conducts a biennial review of this procedure as required by the Acts.

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Date of Adoption:

Revised: 06/16/1994, 06/19/2014, 08/17/2023

Other Agreements

Elisa Waldman presented the annual approval of Continuing Education’s workforce development services agreement. The agreement was approved by the committee.

Mickey McCloud presented a MOU with the Greater Kansas City Hispanic Development Fund. The renewal was approved by the committee.

Complete details can be found subsequently on the consent agenda of the August 17 board packet.

Center for Sustainability Update

Jay Antle provided an update on the Center for Sustainability. He reviewed the history of the Center, past awards, and peer institution comparisons. He reviewed the results of the Noel-Levitz survey which indicated students feel the College’s sustainability efforts are valued and that this metric’s score increased from 2018 to 2021. Other initiatives include solar projects, the Harvest lunch and dinner, composting, the Open Petal Farm, integrating sustainability concepts in course work and public outreach efforts. He thanked JCCC for their continued support.

The next Student Success Committee meeting is scheduled for Wednesday, September 6, 2023, at 10:00 a.m. in the Hugh W. Speer Board Room.

**STUDENT SUCCESS COMMITTEE**  
**Working Agenda**  
**2023**

- SS1 Review and update policies as needed
- SS2 Monitor student engagement processes
- Academic and student success activities
  - Education planning and development initiatives
  - Updates on academic programs
  - Updates on Strategies and Initiatives
- SS3 Monitor learning outcomes
- Program review and assessment practices
  - Curriculum and program additions and modifications
  - Affiliation, cooperation, articulation, reverse transfer and other agreements, policies, and procedures
  - Updates on Strategies and Initiatives
- SS4 Monitor faculty development
- Professional development programs
  - Professor emeritus and senior scholar status
  - Sabbatical appointments
  - Updates on Strategies and Initiatives
- SS5 Monitor student development
- Student life, leadership, and development activities
  - Updates on Strategies and Initiatives
- SS6 Monitor statewide educational issues
- Credit/non-credit JCCC partnerships
  - Kansas Board of Regents/Post -Secondary Technical Education Authority actions
  - KACCT
- SS7 Highlight technical support for learning activities
- SS8 Monitor non-credit educational activities
- SS9 Review accreditation/student success activities



JOHNSON COUNTY COMMUNITY COLLEGE  
OFFICE OF THE PRESIDENT

August 4, 2023

TREASURER'S REPORT

REPORT:

The following pages contain a preliminary, unaudited Treasurer's Report for the fiscal year ended June 30, 2023. The college's fiscal year end closing process is not complete; therefore this report does not reflect all year end adjusting entries.

An ad valorem tax distribution of \$47,065,069 was received from the county treasurer during June and was recorded as follows:

General Fund	\$44,222,702
Special Assessment Fund	112,215
Capital Outlay Fund	<u>2,730,152</u>
TOTAL	<u>\$47,065,069</u>

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 June 2023, subject to audit.**

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Janelle Vogler  
Vice President and Chief Financial Officer

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Rachel Lierz  
Executive Vice President, Finance & Administrative  
Services

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Andrew W. Bowne  
President

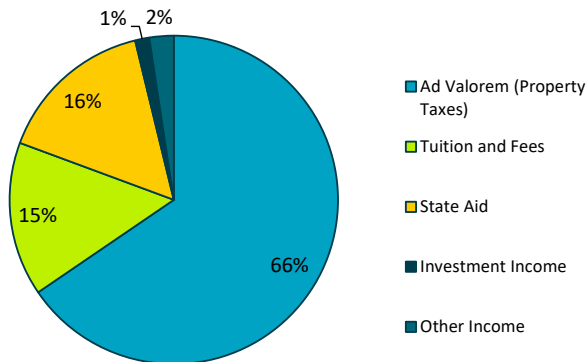
**JOHNSON COUNTY COMMUNITY COLLEGE  
TREASURER'S REPORT  
JUNE 30, 2023  
100% OF FISCAL YEAR EXPIRED  
GENERAL/POST-SECONDARY TECHNICAL EDUCATION (PTE) FUNDS**

	ADOPTED BUDGET 2022-2023	ACTIVITY THIS MONTH 2022-2023	ACTIVITY YEAR TO DATE 2022-2023	YTD AS % OF BUDGET	PRIOR YEAR ACTIVITY TO DATE
<b>GENERAL/PTE FUNDS</b>					
Ad Valorem (Property Taxes)	\$ 115,309,042	\$ 42,374,621	\$ 113,779,701	99%	\$ 112,825,325
Tuition and Fees	26,650,272	(1,670,374)	26,354,262	99%	25,165,274
State Aid	23,978,269	-	27,036,357	113%	24,702,996
Investment Income	500,000	436,039	2,437,075	487%	470,099
Other Income	2,583,499	1,912,353	4,155,484	161%	4,089,157
<b>TOTAL REVENUE</b>	<b>\$ 169,021,082</b>	<b>\$ 43,052,639</b>	<b>\$ 173,762,879</b>	<b>103%</b>	<b>\$ 167,252,850</b>
Salaries and Benefits	\$ 131,033,857	\$ 7,868,817	\$ 122,814,091	94%	\$ 113,863,887
Current Operating	31,031,288	2,159,470	26,256,390	85%	23,644,277
Capital	17,696,597	1,606,542	12,145,023	69%	18,954,013
Debt Service	3,685,988	(25,875)	3,658,343	99%	3,662,344
<b>TOTAL EXPENSES</b>	<b>\$ 183,447,730</b>	<b>\$ 11,608,954</b>	<b>\$ 164,873,847</b>	<b>90%</b>	<b>\$ 160,124,521</b>

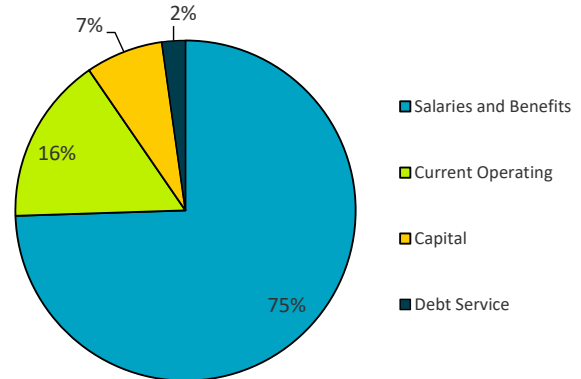
**Unencumbered Cash Rollforward:**

Beginning Balance		\$ 117,046,418	\$ 121,836,284
Revenues Over Expenses		8,889,032	7,128,329
Encumbrances & Other Activity		(3,035,331)	(11,918,195)
Ending Balance		<u>\$ 122,900,118</u>	<u>\$ 117,046,418</u>

**Actual YTD Revenues by Source**



**Actual YTD Expenses by Source**



Two pie charts depict the sources of the actual year-to-date revenue and actual year-to-date expenses on the General Fund as a percentage of their respective totals. These charts are based on the Activity Year to Date 2022-2023 numbers.

The largest source of revenue this year to date is ad valorem (property taxes) (66%), followed by state aid (16%), tuition and fees (15%), other income (2%), and investment income (1%). The largest source of expenses this year to date is salary and benefits (75%), followed by current operating (16%), capital (7%), and debt service (2%).



**JOHNSON COUNTY COMMUNITY COLLEGE**  
**TREASURER'S REPORT**  
**JUNE 30, 2023**  
**100% OF FISCAL YEAR EXPIRED**  
**GENERAL/POST-SECONDARY TECHNICAL EDUCATION (PTE) FUNDS**  
**EXPENDITURE DETAIL BY NATURAL CLASSIFICATION**

	ADJUSTED BUDGET 2022-2023	ACTIVITY THIS MONTH 2022-2023	ACTIVITY YEAR TO DATE 2022-2023	YTD AS % OF BUDGET	PRIOR YEAR ACTIVITY TO DATE	YTD CHANGE FROM PRIOR YEAR
Salaries	\$ 97,659,663	\$ 6,335,683	\$ 91,231,305	93%	\$ 85,482,695	7%
Benefits	33,350,600	1,533,134	31,582,785	95%	28,381,193	11%
Event Officials	64,201	150	64,173	100%	50,076	28%
Legal Services	135,000	22,543	57,558	43%	331,160	-83%
Audit Services	91,000	22,050	73,260	81%	63,630	15%
Collection Costs	71,410	3,049	40,272	56%	47,926	-16%
Insurance, Property/Casualty & Rel	1,135,220	12,339	1,021,850	90%	955,507	7%
Contracted Services	7,662,612	473,035	5,889,345	77%	5,538,488	6%
SB 155 Shared Funding Payments	375,450	-	375,220	100%	390,240	-4%
Overnight Travel	913,980	165,480	758,415	83%	491,058	54%
Travel - Accreditation	7,129	-	5,129	72%	-	100%
Staff Development Training & Travel	407,522	31,987	291,251	71%	161,589	80%
Faculty Continuing Ed Grants	29,449	195	29,449	100%	15,365	92%
Tuition Reimbursement	550,000	61,407	470,416	86%	418,439	12%
Same Day Travel	91,010	3,812	51,956	57%	40,974	27%
Supplies and Materials	6,805,916	593,197	5,268,732	77%	4,894,172	8%
Computer Software & Licenses	4,392,227	12,386	4,143,848	94%	3,430,167	21%
Technical Training	84,168	3,117	64,937	77%	56,093	16%
Applicant Travel	19,000	453	16,283	86%	12,519	30%
Recruiting Travel	15,498	2,454	15,390	99%	17,358	-11%
Printing, Binding & Publications	164,350	2,648	161,690	98%	77,536	109%
Advertising and Promotions	1,106,285	146,538	1,092,766	99%	921,994	19%
Memberships	382,712	14,471	345,004	90%	292,158	18%
Accreditation Expenses	43,360	849	37,881	87%	30,976	22%
Bad Debt Expense	350,000	-	130,000	37%	176,859	-26%
Electric	2,725,000	356,992	2,713,726	100%	2,564,367	6%
Water	211,305	43,191	206,304	98%	159,779	29%
Natural Gas	106,110	7,702	99,416	94%	64,713	54%
Telephone	325,713	11,408	318,172	98%	265,444	20%
Gasoline	70,000	8,226	65,085	93%	66,734	-2%
Subscriptions	476,360	52,010	461,769	97%	466,238	-1%
Rentals and Leases	628,915	8,522	521,170	83%	543,594	-4%
Repairs and Maintenance	731,866	58,397	537,786	73%	461,876	16%
Freight	138,527	602	128,468	93%	56,569	127%
Special Events	303,500	22,841	228,413	75%	145,314	57%
Retirement Recognitions	12,500	1,258	12,548	100%	6,713	87%
Postage	206,045	8,790	193,125	94%	251,498	-23%
Contingency	108,791	-	3,000	3%	-	100%
Remodeling and Renovations	1,574,227	104,070	255,772	16%	919,704	-72%
Library Books	139,862	11,525	114,538	82%	104,277	10%
Furniture and Equipment	1,709,827	354,185	1,722,408	101%	1,264,211	36%
Art Acquisitions	3,000	400	400	13%	3,000	-87%
Building Improvements	13,661,576	1,136,361	10,051,905	74%	16,662,821	-40%
Land Improvements	-	-	-	0%	-	0%
Other Tax Assessments	-	240	240	0%	194	24%
Income Tax	2,500	-	-	0%	-	0%
Grants	537,540	-	204,517	38%	19,928	926%
Foster Care & Killed on Duty Grant	77,222	7,132	54,233	70%	70,316	-23%
Federal SEOG Match	103,595	-	103,595	100%	86,714	19%
Principal Payments	2,070,000	-	2,070,000	100%	1,970,000	5%
Interest Payments	1,614,488	(25,875)	1,586,764	98%	1,690,844	-6%
Fee Payments	1,500	-	1,579	105%	1,500	5%
<b>TOTAL EXPENSES</b>	<b>\$ 183,447,730</b>	<b>\$ 11,608,954</b>	<b>\$ 164,873,847</b>	<b>90%</b>	<b>\$ 160,124,521</b>	<b>3%</b>



**JOHNSON COUNTY COMMUNITY COLLEGE  
TREASURER'S REPORT  
JUNE 30, 2023  
100% OF FISCAL YEAR EXPIRED  
ADULT SUPPLEMENTARY EDUCATION & STUDENT ACTIVITY FUNDS**

	ADOPTED BUDGET 2022-2023	ACTIVITY THIS MONTH 2022-2023	ACTIVITY YEAR TO DATE 2022-2023	YTD AS % OF BUDGET	PRIOR YEAR ACTIVITY TO DATE
<b>ADULT SUPPLEMENTARY EDUCATION FUND</b>					
Tuition and Fees	\$ 4,981,300	\$ (1,641)	\$ 2,790,954	56%	\$ 4,226,665
Investment Income	15,000	6,802	38,228	255%	10,527
Other Income	1,600,600	345,872	1,284,986	80%	1,039,029
<b>TOTAL REVENUE</b>	<u>\$ 6,596,900</u>	<u>\$ 351,033</u>	<u>\$ 4,114,167</u>	<u>62%</u>	<u>\$ 5,276,221</u>
Salaries and Benefits	\$ 3,445,489	\$ 131,725	\$ 2,023,996	59%	\$ 2,233,132
Current Operating	4,901,791	269,534	2,623,446	54%	3,031,963
Capital	143,189	-	43,075	30%	71,720
<b>TOTAL EXPENSES</b>	<u>\$ 8,490,469</u>	<u>\$ 401,259</u>	<u>\$ 4,690,517</u>	<u>55%</u>	<u>\$ 5,336,815</u>
<b>Unencumbered Cash Rollforward:</b>					
Beginning Balance			\$ 2,208,861		\$ 2,305,316
Revenues Over Expenses			(576,349)		(60,594)
Encumbrances & Other Activity			(260,189)		(35,861)
Ending Balance			<u>\$ 1,372,323</u>		<u>\$ 2,208,861</u>
<b>STUDENT ACTIVITY FUND</b>					
Tuition and Fees	\$ 1,904,000	\$ (121,365)	\$ 2,000,863	105%	\$ 1,984,287
Investment Income	8,000	4,256	29,048	363%	6,334
Other Income	9,500	510	8,173	86%	6,497
<b>TOTAL REVENUE</b>	<u>\$ 1,921,500</u>	<u>\$ (116,599)</u>	<u>\$ 2,038,084</u>	<u>106%</u>	<u>\$ 1,997,119</u>
Salaries and Benefits	\$ 289,753	\$ 38,112	\$ 302,377	104%	\$ 187,930
Current Operating	839,649	40,893	771,514	92%	616,486
Capital	-	-	-	100%	-
Grants/Scholarships	1,452,295	12,467	1,228,630	85%	1,100,882
<b>TOTAL EXPENSES</b>	<u>\$ 2,581,697</u>	<u>\$ 91,472</u>	<u>\$ 2,302,521</u>	<u>89%</u>	<u>\$ 1,905,298</u>
<b>Unencumbered Cash Rollforward:</b>					
Beginning Balance			\$ 1,478,536		\$ 1,380,759
Revenues Over Expenses			(264,437)		91,821
Encumbrances & Other Activity			0		5,956
Ending Balance			<u>\$ 1,214,099</u>		<u>\$ 1,478,536</u>



**JOHNSON COUNTY COMMUNITY COLLEGE**  
**TREASURER'S REPORT**  
**JUNE 30, 2023**  
**100% OF FISCAL YEAR EXPIRED**  
**OTHER FUNDS**

	ADOPTED BUDGET 2022-2023	ACTIVITY THIS MONTH 2022-2023	ACTIVITY YEAR TO DATE 2022-2023	YTD AS % OF BUDGET	PRIOR YEAR ACTIVITY TO DATE
<b>MOTORCYCLE DRIVER SAFETY FUND</b>					
Tuition and Fees	\$ 110,000	\$ 5,035	\$ 142,965	130%	\$ 152,620
Other Income	40,000	-	41,410	104%	43,840
<b>TOTAL REVENUE</b>	<b>\$ 150,000</b>	<b>\$ 5,035</b>	<b>\$ 184,375</b>	<b>123%</b>	<b>\$ 196,460</b>
Salaries and Benefits	\$ 66,000	\$ 12,058	\$ 72,583	110%	\$ 66,548
Current Operating	22,800	1,435	13,057	57%	14,387
Capital	21,000	5,999	5,999	29%	-
<b>TOTAL EXPENSES</b>	<b>\$ 109,800</b>	<b>\$ 19,491</b>	<b>\$ 91,639</b>	<b>83%</b>	<b>\$ 80,935</b>
<b>Unencumbered Cash Rollforward:</b>					
Beginning Balance			\$ 1,161,804		\$ 1,046,298
Revenues Over Expenses			92,736		115,525
Encumbrances & Other Activity			(11,636)		(19)
Ending Balance			<b>\$ 1,242,904</b>		<b>\$ 1,161,804</b>
<b>TRUCK DRIVER TRAINING COURSE FUND</b>					
Tuition and Fees	\$ 625,000	\$ 96,599	\$ 874,650	140%	\$ 753,096
<b>TOTAL REVENUE</b>	<b>\$ 625,000</b>	<b>\$ 96,599</b>	<b>\$ 874,650</b>	<b>140%</b>	<b>\$ 753,096</b>
Salaries and Benefits	\$ 299,373	\$ 29,523	\$ 392,361	131%	\$ 234,511
Current Operating	716,500	69,910	245,074	34%	185,288
Capital	-	400	400	100%	-
<b>TOTAL EXPENSES</b>	<b>\$ 1,015,873</b>	<b>\$ 99,833</b>	<b>\$ 637,834</b>	<b>63%</b>	<b>\$ 419,800</b>
<b>Unencumbered Cash Rollforward:</b>					
Beginning Balance			\$ 1,102,867		\$ 774,134
Revenues Over Expenses			236,816		333,297
Encumbrances & Other Activity			14,401		(4,564)
Ending Balance			<b>\$ 1,354,084</b>		<b>\$ 1,102,867</b>
<b>SPECIAL ASSESSMENTS FUND</b>					
Ad Valorem (Property Taxes)	\$ 483,226	\$ 103,660	\$ 294,200	61%	\$ 446,956
Interest Income	-	4,891	27,737	100%	4,924
<b>TOTAL REVENUE</b>	<b>\$ 483,226</b>	<b>\$ 108,551</b>	<b>\$ 321,937</b>	<b>67%</b>	<b>\$ 451,880</b>
Current Operating	\$ 300,000	\$ 24,258	\$ 373,293	124%	\$ 225,393
<b>TOTAL EXPENSES</b>	<b>\$ 300,000</b>	<b>\$ 24,258</b>	<b>\$ 373,293</b>	<b>124%</b>	<b>\$ 225,393</b>
<b>Unencumbered Cash Rollforward:</b>					
Beginning Balance			\$ 1,584,726		\$ 1,357,626
Revenues Over Expenses			(51,357)		226,487
Encumbrances & Other Activity			13,965		613
Ending Balance			<b>\$ 1,547,334</b>		<b>\$ 1,584,726</b>



**JOHNSON COUNTY COMMUNITY COLLEGE**  
**TREASURER'S REPORT**  
**JUNE 30, 2023**  
**100% OF FISCAL YEAR EXPIRED**  
**AUXILIARY ENTERPRISE FUND - SCHEDULE 1**

	ADOPTED BUDGET 2022-2023	ACTIVITY THIS MONTH 2022-2023	ACTIVITY YEAR TO DATE 2022-2023	YTD AS % OF BUDGET	PRIOR YEAR ACTIVITY TO DATE
<b>REVENUES</b>					
Concessions	\$ 25,000	\$ -	\$ 46	0%	\$ -
Cosmetology	9,000	1,020	22,217	247%	25,425
Bookstore	6,839,700	224,091	5,548,421	81%	5,382,881
Dining Services	2,546,000	158,555	2,372,600	93%	1,113,497
The Market	-	-	- *	0%	292,499
Vending	-	-	- *	0%	88,467
Hiersteiner Center	1,123,435	89,763	983,527	88%	606,034
HVAC Auxiliary & Auto Technology Project	2,000	-	-	0%	160
Dental Hygiene	1,500	-	2,443	163%	1,984
Hospitality Management & Pastry Program	57,500	-	54,368	95%	35,060
Café Tempo	-	-	- *	0%	-
Campus Farm	16,000	1,927	17,047	107%	16,958
Investment Income	15,000	434	17,724	118%	9,239
<b>TOTAL REVENUES</b>	<b>\$ 10,635,135</b>	<b>\$ 475,790</b>	<b>\$ 9,018,392</b>	<b>85%</b>	<b>\$ 7,572,204</b>
<b>EXPENSES</b>					
Concessions	\$ 27,000	\$ -	\$ 772	3%	\$ -
Cosmetology	9,500	681	15,447	163%	22,049
Bookstore	6,777,985	527,867	5,676,322	84%	5,611,440
Dining Services	4,390,064	327,232	3,701,181	84%	2,465,070
The Market	-	-	- *	0%	490,925
Vending	-	-	- *	0%	33,660
Hiersteiner Center	1,843,853	157,361	1,741,898	94%	1,469,677
HVAC Auxiliary & Auto Technology Project	2,000	-	-	0%	806
Dental Hygiene	1,500	-	1,416	94%	2,124
Hospitality Management & Pastry Program	60,000	12	47,797	80%	28,580
Café Tempo	-	-	- *	0%	1,920
Campus Farm	16,000	279	10,422	65%	11,153
<b>SUBTOTAL</b>	<b>\$ 13,127,903</b>	<b>\$ 1,013,432</b>	<b>\$ 11,195,256</b>	<b>85%</b>	<b>\$ 10,137,403</b>
<b>Other Auxiliary Services Expenses</b>					
Auxiliary Construction	\$ 35,000	\$ -	\$ 2,347	7%	\$ 31,599
Director	53,300	12,590	38,337	72%	13,509
<b>TOTAL EXPENSES</b>	<b>\$ 13,216,203</b>	<b>\$ 1,026,022</b>	<b>\$ 11,235,940</b>	<b>85%</b>	<b>\$ 10,182,511</b>
<b>Unencumbered Cash Rollforward:</b>					
Beginning Balance			\$ 1,838,826		\$ 4,198,857
Revenues Over Expenses			(2,217,547)		(2,610,307)
Encumbrances & Other Activity			477,152		250,276
Ending Balance			<u>\$ 98,431</u>		<u>\$ 1,838,826</u>

\*Activity has been combined into Dining Services in FY23.



**JOHNSON COUNTY COMMUNITY COLLEGE  
TREASURER'S REPORT  
JUNE 30, 2023  
100% OF FISCAL YEAR EXPIRED  
AUXILIARY ENTERPRISE FUND - SCHEDULE 2**

	2022-2023 YEAR TO DATE NET	2021-2022 YEAR TO DATE NET	NET CHANGE FROM PRIOR YR
Concessions	\$ (726)	\$ -	\$ (726)
Cosmetology	6,770	3,376	3,394
Bookstore	(127,901)	(228,559)	100,658
Dining Services	(1,328,582)	(1,351,573)	22,991
The Market	- *	(198,426)	198,426
Vending	- *	54,807	(54,807)
Hiersteiner Center	(758,371)	(863,643)	105,271
HVAC Auxiliary & Auto Technology Project	-	(645)	645
Dental Hygiene	1,027	(139)	1,166
Hospitality Management & Pastry Program	6,570	6,479	91
Café Tempo	- *	(1,920)	1,920
Campus Farm	6,625	5,805	820
	<u>\$ (2,194,587)</u>	<u>\$ (2,574,437)</u>	<u>\$ 379,850</u>

\*Activity has been combined into Dining Services in FY23.



**JOHNSON COUNTY COMMUNITY COLLEGE  
TREASURER'S REPORT  
JUNE 30, 2023  
100% OF FISCAL YEAR EXPIRED  
PLANT & OTHER FUNDS**

	ADOPTED BUDGET 2022-2023	ACTIVITY THIS MONTH 2022-2023	ACTIVITY YEAR TO DATE 2022-2023	YTD AS % OF BUDGET	PRIOR YEAR ACTIVITY TO DATE
<b>ARTS BUILDING CONSTRUCTION FUND</b>					
<b>Unencumbered Cash Rollforward:</b>					
Balance Forward	\$ 1,140,023		\$ 1,140,023		\$ 1,431,548
TOTAL REVENUE	-	\$ -	-	0%	-
TOTAL EXPENSES	138,222	-	181,371	131%	94,744
Encumbrances & Other Activity			(958,652)		(196,781)
Ending Balance			<u>\$ -</u>		<u>\$ 1,140,023</u>
<b>CAREER AND TECHNICAL EDUCATION CONSTRUCTION FUND</b>					
<b>Unencumbered Cash Rollforward:</b>					
Balance Forward	\$ 1,579,304		\$ 1,579,304		\$ 1,735,610
TOTAL REVENUE	-	\$ -	-	0%	(104,990)
TOTAL EXPENSES	79,304	-	15,948	20%	18,392
Encumbrances & Other Activity			(1,563,356)		(32,924)
Ending Balance			<u>\$ -</u>		<u>\$ 1,579,304</u>
<b>ATB RENOVATION FUND</b>					
<b>Unencumbered Cash Rollforward:</b>					
Balance Forward	\$ 133,094		\$ 133,094		\$ 134,563
TOTAL REVENUE	-	\$ -	-	0%	-
TOTAL EXPENSES	133,094	-	-	0%	8,584
Encumbrances & Other Activity			(133,094)		7,115
Ending Balance			<u>\$ -</u>		<u>\$ 133,094</u>
<b>OUTDOOR SITE &amp; ATHLETIC IMPROVEMENT</b>					
<b>Unencumbered Cash Rollforward:</b>					
Balance Forward	\$ 169,504		\$ 169,504		\$ (1,355)
TOTAL REVENUE	-	\$ -	2,400	0%	104,990
TOTAL EXPENSES	224,130	-	15,593	7%	337,011
Encumbrances & Other Activity			(156,310)		402,879
Ending Balance			<u>\$ -</u>		<u>\$ 169,504</u>
<b>RESOURCE CENTERS BACKFILLS</b>					
<b>Unencumbered Cash Rollforward:</b>					
Balance Forward	\$ 797,141		\$ 797,141		\$ 328,643
TOTAL REVENUE	-	\$ -	-	0%	471,453
TOTAL EXPENSES	497,141	-	-	0%	89,048
Encumbrances & Other Activity			(797,141)		86,092
Ending Balance			<u>\$ -</u>		<u>\$ 797,141</u>
<b>PHASE 3 FACILITIES MASTER PLAN</b>					
<b>Unencumbered Cash Rollforward:</b>					
Balance Forward	\$ 3,352,596		\$ 3,352,596		\$ 3,647,068
TOTAL REVENUE	-	\$ -	172,433	0%	10,990
TOTAL EXPENSES	6,443,989	490,923	922,942	14%	1,362,741
Encumbrances & Other Activity			(32,160)		1,057,280
Ending Balance			<u>\$ 2,569,927</u>		<u>\$ 3,352,596</u>





**JOHNSON COUNTY COMMUNITY COLLEGE  
TREASURER'S REPORT  
JUNE 30, 2023  
100% OF FISCAL YEAR EXPIRED  
PLANT & OTHER FUNDS (CONTINUED)**

	ADOPTED BUDGET 2022-2023	ACTIVITY THIS MONTH 2022-2023	ACTIVITY YEAR TO DATE 2022-2023	YTD AS % OF BUDGET	PRIOR YEAR ACTIVITY TO DATE
<b>REVENUE BOND DEBT SERVICE FUND</b>					
<b>Unencumbered Cash Rollforward:</b>					
Balance Forward	\$ 1,730,697		\$ 1,730,697		\$ 1,907,507
TOTAL REVENUE	1,370,000	\$ (85,088)	1,436,937	105%	1,425,319
TOTAL EXPENSES	1,705,300	(6,721)	1,697,427	100%	1,602,130
Encumbrances & Other Activity			-		-
Ending Balance			<u>\$ 1,470,207</u>		<u>\$ 1,730,697</u>
<b>COMMONS (COM) &amp; INDUSTRIAL TRAINING CENTER (ITC) REPAIR AND REPLACEMENT RESERVE FUNDS</b>					
<b>Unencumbered Cash Rollforward:</b>					
Balance Forward	\$ 296,501		\$ 296,501		\$ 409,258
TOTAL REVENUE	150,000	\$ 12,498	149,980	100%	149,984
TOTAL EXPENSES	250,000	-	2,582	1%	85,984
Encumbrances & Other Activity			(14,139)		(176,757)
Ending Balance			<u>\$ 429,760</u>		<u>\$ 296,501</u>
<b>CAPITAL OUTLAY</b>					
<b>Unencumbered Cash Rollforward:</b>					
Balance Forward	\$ 6,930,271		\$ 6,930,271		\$ 6,800,139
TOTAL REVENUE	7,145,084	\$ 2,667,122	7,229,684	101%	6,627,464
TOTAL EXPENSES	6,238,974	1,360,680	2,513,897	40%	3,267,514
Encumbrances & Other Activity			(2,683,345)		(3,229,818)
Ending Balance			<u>\$ 8,962,713</u>		<u>\$ 6,930,271</u>
<b>CAMPUS DEVELOPMENT FUND</b>					
<b>Unencumbered Cash Rollforward:</b>					
Balance Forward	\$ 1,541,591		\$ 1,541,591		\$ 1,380,658
TOTAL REVENUE	816,000	\$ (51,053)	862,269	106%	855,161
TOTAL EXPENSES	1,115,000	42,982	161,822	15%	500,113
Encumbrances & Other Activity			(819,938)		(194,114)
Ending Balance			<u>\$ 1,422,099</u>		<u>\$ 1,541,591</u>
<b>ALL OTHER FUNDS</b>					
<b>Unencumbered Cash Rollforward:</b>					
Balance Forward	\$ 1,075,357		\$ 1,075,357		\$ (4,761,718)
TOTAL REVENUE	29,682,252	\$ 1,959,398	25,698,536	87%	39,163,027
TOTAL EXPENSES	29,682,252	1,588,695	25,581,335	86%	38,608,327
Encumbrances & Other Activity			480,611		5,282,375
Ending Balance			<u>\$ 1,673,170</u>		<u>\$ 1,075,357</u>
<b>GRAND TOTAL ALL FUNDS</b>					
<b>Unencumbered Cash Rollforward:</b>					
Balance Forward	\$ 145,168,117		\$ 145,168,117		\$ 145,911,195
TOTAL REVENUE	226,260,179	\$ 42,847,900	220,238,696	97%	223,992,823
TOTAL EXPENSES	245,082,997	7,779,459	220,812,936	90%	230,554,027
Encumbrances & Other Activity			1,663,292		5,818,126
Ending Balance			<u>\$ 146,257,169</u>		<u>\$ 145,168,117</u>



**JOHNSON COUNTY COMMUNITY COLLEGE  
TREASURER'S REPORT  
JUNE 30, 2023  
100% OF FISCAL YEAR EXPIRED  
INVESTMENTS**

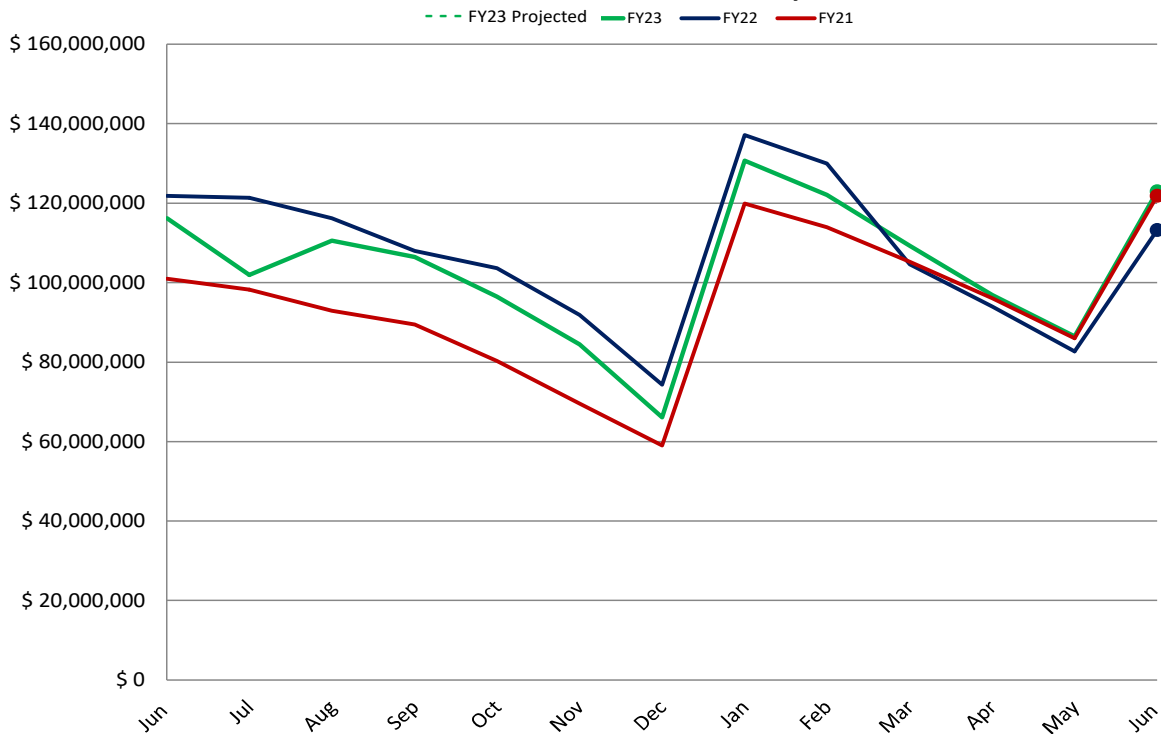
DESCRIPTION	DATE PURCHASED	DATE OF CALL/MATURITY	YIELD RATE	MATURED THIS MONTH	CURRENT INVESTMENTS
U.S. Treasury Note	06/15/21	06/15/23	0.13%	\$ 5,000,000	
U.S. Treasury Note	01/21/22	06/15/23	0.77%	5,000,000	
U.S. Treasury Bill	12/29/22	06/29/23	4.45%	8,158,000	
US TREASURY NOTES	01/21/22	07/15/23	0.81%		\$ 5,000,000
COMMERCE BANK	06/06/23	07/20/23	5.11%		3,000,000
U.S. Treasury Bills	01/23/23	07/20/23	4.53%		7,160,000
US TREASURY NOTES	01/21/22	08/15/23	0.85%		5,000,000
US TREASURY NOTES	01/23/23	08/31/23	4.50%		5,000,000
US TREASURY NOTES	01/21/22	09/15/23	0.88%		5,000,000
COMMERCE BANK	03/23/23	09/21/23	4.40%		5,000,000
US TREASURY NOTES	01/23/23	09/30/23	4.54%		5,143,000
US TREASURY NOTES	01/21/22	10/15/23	0.91%		5,160,000
COMMERCE BANK	06/06/23	10/26/23	5.23%		3,000,000
COMMERCE BANK	04/17/23	10/27/23	4.59%		5,000,000
US TREASURY NOTES	01/23/23	10/31/23	4.52%		5,155,000
U.S. Treasury Notes	01/31/22	11/15/23	1.03%		2,635,000
U.S. Treasury Notes	02/14/22	11/15/23	1.20%		5,000,000
COMMERCE BANK	06/06/23	11/30/23	5.25%		3,000,000
US TREASURY NOTES	06/06/22	11/30/23	2.32%		3,150,000
US TREASURY NOTES	06/06/22	12/15/23	2.36%		3,150,000
US TREASURY NOTES	01/23/23	12/15/23	4.51%		8,530,000
US TREASURY NOTES	06/06/22	12/31/23	2.37%		3,150,000
US TREASURY NOTES	06/06/22	01/15/24	2.39%		3,150,000
US TREASURY NOTES	06/06/22	01/31/24	2.41%		3,150,000
U.S. Treasury Notes	06/06/22	02/15/24	2.42%		3,150,000
U.S. Treasury Notes	06/06/23	02/15/24	5.10%		3,023,000
US TREASURY NOTES	06/06/22	02/29/24	2.43%		3,150,000
US TREASURY NOTES	06/06/23	02/29/24	5.06%		3,066,000
US TREASURY NOTES	06/06/22	03/15/24	2.46%		3,150,000
US TREASURY NOTES	06/06/23	03/15/24	5.02%		6,220,000
US TREASURY NOTES	06/06/22	03/31/24	2.47%		3,150,000
US TREASURY NOTES	04/18/22	04/15/24	2.34%		5,200,000
COMMERCE BANK	05/10/23	04/26/24	4.70%		7,093,833
US TREASURY NOTES	06/06/22	04/30/24	2.50%		3,870,000
US TREASURY NOTES	06/06/22	05/15/24	2.53%		3,150,000
US TREASURY NOTES	06/06/22	05/31/24	2.55%		3,150,000
US TREASURY NOTES	06/06/23	05/31/24	5.02%		6,145,000
US TREASURY NOTES	08/15/22	06/30/24	3.05%		2,250,000
US TREASURY NOTES	06/06/23	06/30/24	4.98%		6,045,000
US TREASURY NOTES	06/06/23	07/15/24	4.93%		3,200,000
US TREASURY NOTES	06/15/23	07/15/24	4.95%		3,145,000
US TREASURY NOTES	06/15/23	11/30/24	4.75%		3,005,000
US TREASURY NOTES	06/15/23	06/15/25	4.44%		3,107,000
		TOTAL			167,802,833
Municipal Investment Pool: (MIP) Daily Rate	06/01/23	06/30/23	3.76%		291,789
		GRAND TOTAL			\$ 168,094,622



**JOHNSON COUNTY COMMUNITY COLLEGE  
TREASURER'S REPORT  
JUNE 30, 2023  
100% OF FISCAL YEAR EXPIRED  
CASH AND POOLED INVESTMENT ANALYSIS**

FUND	BOOK BALANCE	OUTSTANDING COMMITMENTS	UNENCUMBERED BALANCE	PRIOR YEAR UNENCUMBERED BALANCE
General & PTE Funds	\$ 145,984,724	\$ 23,084,606	\$ 122,900,118	\$ 117,046,418
Adult Supplementary Education Fund	2,172,849	800,526	1,372,323	2,208,861
Student Activity Fund	1,359,610	145,511	1,214,099	1,478,536
Motorcycle Driver Safety Fund	1,272,997	30,093	1,242,904	1,161,804
Truck Driver Training Fund	1,400,598	46,514	1,354,084	1,102,867
Auxiliary Enterprise Funds	150,630	52,199	98,431	1,838,826
Revenue Bond Debt Service Fund	1,608,384	138,177	1,470,207	1,730,697
COM & ITC Repair and Replacement Reserve Funds	429,760	-	429,760	296,501
Capital Outlay Funds	13,297,958	4,335,245	8,962,713	6,930,271
Campus Development Fund	2,428,704	1,006,605	1,422,099	1,541,591
Special Assessments Fund	1,562,200	14,866	1,547,334	1,584,726
All Other Funds	3,632,459	1,959,289	1,673,170	1,075,357
<b>TOTAL</b>	<b>\$ 175,300,873</b>	<b>\$ 31,613,631</b>	<b>\$ 143,687,242</b>	<b>\$ 137,996,456</b>

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



The line chart shows the unencumbered cash balances in the General Fund throughout the year for the last three years. For June, the ending balances were approximately \$133.2 million for 2022 and \$121.8 million for 2021. The preliminary fiscal year 2023 ending balance is \$122.9 million.



**JOHNSON COUNTY COMMUNITY COLLEGE  
TREASURER'S REPORT  
JUNE 30, 2023  
100% OF FISCAL YEAR EXPIRED  
FOUNDATION**

	ACTIVITY YEAR TO DATE JUNE 30, 2023	PRIOR YEAR ACTIVITY TO DATE	\$	CHANGE	CHANGE %
<b>FOUNDATION</b>					
Contribution Income	\$ 5,086,480	\$ 2,049,992			
Event Revenue	545,774	241,458			
Investment Income	3,966,774	(4,224,888)			
Other Revenue	61,663	14,526			
<b>TOTAL REVENUE</b>	<u>\$ 9,660,691</u>	<u>\$ (1,918,912)</u>	\$	11,579,602	(603.4) %
Student Assistance	\$ 1,447,511	\$ 1,373,539			
Program Support	693,340	1,158,575			
Project Support	984,530	1,641			
Campus Support	84,061	111,341			
Programming Expenses	1,067,585	730,847			
General & Administrative Expenses	442,629	281,320			
<b>TOTAL EXPENSES</b>	<u>\$ 4,719,655</u>	<u>\$ 3,657,262</u>	\$	1,062,393	29.0 %
Balance Forward	\$ 41,036,734	\$ 46,612,907			
Revenues Over Expenses	4,941,036	(5,576,173)			
Ending Balance	<u>\$ 45,977,769</u>	<u>\$ 41,036,734</u>	\$	4,941,036	12.0 %

JOHNSON COUNTY COMMUNITY COLLEGE  
OFFICE OF THE PRESIDENT

August 3, 2023

CASH DISBURSEMENT SUMMARY

REPORT:

This Cash Disbursement Summary Report includes the weekly totals for accounts payable, tuition refunds, and financial aid disbursements. Supplement A to the August 17, 2023 Board Packet includes the detailed individual disbursement information.

<u>Date</u>	<u>Control Number</u>		<u>Amount</u>
Accounts Payable Disbursements			
7/07/2023	00715587 - 00715666	AP	550,720.20
7/07/2023	!0046107 - !0046146	ACH	117,497.90
7/07/2023	J0219326	P-Card ACH	89,326.62
7/11/2023	00715667	AP	17,323.87
7/12/2023	W000230	WIRE	12,330.00
7/14/2023	00715668 - 00715758	AP	399,426.76
7/14/2023	!0046147 - !0046208	ACH	326,794.66
7/14/2023	J0219440	P-Card ACH	86,958.78
7/21/2023	00715759 - 00715889	AP	370,991.42
7/21/2023	!0046209 - !0046254	ACH	1,183,019.41
7/21/2023	J0219512	P-Card ACH	87,575.54
7/24/2023	W000231	WIRE	1,585,134.44
7/28/2023	00715890 - 00715985	AP	851,718.66
7/28/2023	!0046255 - !0046297	ACH	843,080.44
7/31/2023	J0219573	P-Card ACH	114,689.26
			\$6,636,587.96

Tuition Refunds and Financial Aid Disbursements

7/07/2023	10191372 - 10191391	13,494.24
7/14/2023	10191392 - 10191408	12,942.26
7/21/2023	10191409 - 10191414	2,878.72
7/28/2023	10191415 - 10191425	4,883.75
7/01/2023-7/31/2023	Refund ACH	320,405.68
		<hr/>
		\$354,604.65
		<hr/>
Total Cash Disbursements		<u><u>\$6,991,192.61</u></u>

**RECOMMENDATION:**

**It is the recommendation of the college administration that the Board of Trustees ratify the total cash disbursements as listed above and as contained in the supplement, for the total amount of \$6,991,192.61.**

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Janelle Vogler  
Vice President and Chief Financial Officer

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Rachel Lierz  
Executive Vice President  
Finance & Administrative Services

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Andrew W. Bowne  
President

JOHNSON COUNTY COMMUNITY COLLEGE  
OFFICE OF THE PRESIDENT

August 17, 2023

GRANTS, CONTRACTS AND AWARDS

REPORT:

The following grants and contracts have been approved for funding.

1. Adult Education Workforce Innovation and Opportunity Act Grant FY24  
Funding Agency: U.S. Department of Education / Kansas Board of Regents  
Purpose: The grant funding supports services offered through Johnson County Adult Education (JCAE) / Continuing Education, including adult education, workplace and family literacy, English language acquisition, and workplace preparation.  
Duration: July 1, 2023 – June 30, 2024  
Grant Administrator: Leslie Dykstra  
Amount Funded: \$859,803 (Federal \$531,066; State \$148,934; IELCE \$155,026; Professional Development \$13,277, PD Additional Funding \$11,500)  
JCCC Match: \$284,235  
Applicant: JCCC
2. Kansas Nursing Initiative Grant FY24  
Funding Agency: Kansas Board of Regents  
Purpose: To support faculty professional development and purchase one new Gaumard Mannikin for the Zamierowski Family Center for Healthcare Simulation.  
Duration: July 1, 2023 – June 30, 2024  
Grant Administrator: Lori Shank  
Amount Funded: \$65,543  
JCCC Match: \$65,543 (\$3,562 cash; \$61,981 In-kind)  
Applicant: JCCC
3. New Dance Partners, New Dance Lab 2023-2024  
Funding Agency: National Endowment for the Arts / Kansas Creative Arts Industries Commission  
Purpose: Through New Dance Partners, a select group of local professional dance companies are paired with reputable choreographers from across the world to

create new works. The 2023-2024 program provides an opportunity for local dance companies to advance and sustain artistic development.

Duration: August 1, 2023 – June 30, 2024

Grant Administrator: Stacie McDaniel

Amount Funded: \$15,000

Other Match: \$15,000

Applicant: JCCC

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

1. Early Childhood Education Provider Grant

Funding Agency: Stranahan Foundation

Purpose: To support professional development and the purchase of materials for the implementation of new center-wide curriculum, *Creative Curriculum*.

Duration: January 1, 2024 – December 31, 2025

Grant Administrator: Courtney Hultgren

Amount Requested: \$41,264

JCCC Match: \$10,485 (CCAMPIS Grant Funds)

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.**

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Katherine B. Allen  
Vice President  
College Advancement & Government Affairs

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Andrew W. Bowne  
President



AFFILIATION, ARTICULATION AND REVERSE TRANSFER, COOPERATIVE AND OTHER AGREEMENTS

August 2, 2023

**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 a payment by JCCC. They are categorized below as either Affiliation Agreements, Articulation and Reverse Transfer Agreements, Cooperative Agreements, or Other Agreements.

*OTHER AGREEMENTS*

*(Other contractual relationships that do not involve a payment and/or are not processed by the procurement department)*

<b>Organization/ Individual</b>	<b>Program(s)</b>	<b>Credit/CE</b>	<b>New/Renewal and Term</b>	<b>Financial Impact/Additional Information</b>
Template for Workforce Development/CE Services Agreement	All Workforce Development/CE programs	CE	Annual Approval	Approval to continue using the template form "JCCC Workforce Development/CE Service Agreement" for training services provided by WD/CE to outside employers/clients for FY 24
Greater Kansas City Hispanic Development Fund	Student Services	Credit	Renewal to extend the term for another one-year term	The MOU establishes a partnership to increase Greater Kansas City Hispanic high school students to exposure and access to JCCC educational opportunities; includes a \$7,500 one-year partnership commitment from JCCC to GKCHDF.

**RECOMMENDATION:**

**It is the recommendation of the college administration to authorize the College to enter into agreements as set forth above.**

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Elisa Waldman  
Vice President Workforce Development  
and Continuing Education

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L. Michael McCloud  
Executive Vice President/  
Provost

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Andrew W. Bowne  
President

JOHNSON COUNTY COMMUNITY COLLEGE  
OFFICE OF THE PRESIDENT

August 17, 2023

HUMAN RESOURCES

1. Retirement

TERESA SCHMITZ, Registration Supervisor, Workforce Development & Continuing Education, effective January 31, 2024.

**RECOMMENDATION:**

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

2. Separations

EMILY LEVINE, Lead Testing Specialist, Academic Affairs, effective July 26, 2023.

JENNA MCDANIEL, Compensation Specialist, Human Resources, effective August 4, 2023.

MOLLIE REMINGTON, Employee Relations Specialist, Human Resources, effective August 11, 2023.

TAMIKA MCDONALD, Senior Buyer, Operations, effective August 15, 2023.

BECKY RICKLEFS, P-Card Program Manager/Procurement Administrator, Operations, effective August 23, 2023.

JANELLE ROWE, Supervisor Testing Operations, Student Success & Engagement, effective August 10, 2023.

GINA HACKER, Program Director Business Solutions, Workforce Development & Continuing Education, effective August 04, 2023.

**RECOMMENDATION:**

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

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Andrew W. Bowne  
President

JOHNSON COUNTY COMMUNITY COLLEGE  
OFFICE OF THE PRESIDENT

August 17, 2023

HUMAN RESOURCES ADDENDUM

1. Separation

ERICA MILLER, Director, Continuing Education Operations, Workforce Development & Continuing Education, effective August 17, 2023.

**RECOMMENDATION:**

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

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Andrew W. Bowne  
President