

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

**Meeting – Board of Trustees**  
**Hugh Speer Board Room, GEB 137**  
**May 9, 2024 – 5:00 p.m.**

**AGENDA**

- |                                                            |                       |
|------------------------------------------------------------|-----------------------|
| <b>I. CALL TO ORDER</b>                                    | <b>Trustee Rayl</b>   |
| <b>II. PLEDGE OF ALLEGIANCE</b>                            | <b>Trustee Rayl</b>   |
| <b>III. ROLL CALL</b>                                      | <b>Trustee Rayl</b>   |
| <b>IV. AWARDS AND RECOGNITIONS</b>                         | <b>Trustee Rayl</b>   |
| A. Student Spotlight: Logan Grigbsy                        |                       |
| <b>V. OPEN FORUM</b>                                       | <b>Trustee Rayl</b>   |
| <b>VI. BOARD REPORTS</b>                                   |                       |
| A. Student Senate                                          | Epuna Gonzales        |
| B. College Lobbyist                                        | Dick Carter           |
| C. College Council                                         | Jason Arnett          |
| D. Faculty Association                                     | Irene Olivares        |
| E. Johnson County Education Research Triangle              | Trustee Smith-Everett |
| F. Kansas Association of Community Colleges                | Trustee Cross         |
| G. Foundation                                              | Trustee Hamill        |
| <b>VII. COMMITTEE REPORTS AND RECOMMENDATIONS</b>          |                       |
| A. Audit Committee (pp 1-3)                                | Trustee Rayl          |
| B. Board Governance Committee (pp 4-5)                     | Trustee Mitchell      |
| C. Employee Engagement and Development Committee (pp 6-22) | Trustee Cross         |
| <u>Recommendation: Compensation Plan (pp 7-20)</u>         |                       |

- D. Management and Finance Committee (pp 23-34) Trustee Mitchell  
Recommendation: Fiscal Year 2024-2025 Management Budget Adoption (pp 24-25)  
Recommendation: Parking Garage Repairs (p 26)  
Recommendation: SEM/SEO, Digital Display, and Video Advertising (p 27)  
Recommendation: Marketing Agency of Record (p 28)  
Recommendation: Campus Commerce, Access Control, ID Credentialing/One Card System (p 29)  
Recommendation: Unified Communication System Replacement (pp 30-31)  
Recommendation: Gartner Information Technology (IT) Research and Advisory Services (p 31)  
Recommendation: Asphalt and Concrete Improvements (p 31)  
Recommendation: Apple Computer Equipment (p 32)  
Recommendation: Dell Computer Equipment (p 32)

- E. Student Success Committee (pp 35-36) Trustee Rattan

VIII. PRESIDENT'S RECOMMENDATIONS FOR ACTION

- A. Treasurer's Report (pp 37-47) Trustee Hamill  
B. Monthly Report to the Board Dr. Judy Korb

- IX. NEW BUSINESS Trustee Rayl

- X. OLD BUSINESS Trustee Rayl

- XI. CONSENT AGENDA Trustee Rayl

- A. Regular Monthly Reports and Recommendations  
1. Minutes of Previous Meetings  
2. Affiliation, Articulation and Reverse Transfer, Cooperative and Other Agreements (p 48)  
3. Cash Disbursement Report (pp 49-50)  
4. Curriculum (p 51)  
5. Grants, Contracts and Awards (pp 52-53)  
B. Human Resources (p 54)  
1. Retirement  
C. Human Resources Addendum

- XII. EXECUTIVE SESSION

- XIII. ADJOURNMENT

## JCCC AUDIT COMMITTEE MEETING

Minutes  
May 2, 2024  
8:30 AM  
MTC 107

The Audit Committee met at 8:30 a.m. on Thursday, May 2, 2024, in the Virginia Krebs Community Room, MTC 107. Those present were Trustee Chair Melody Rayl, Trustee Laura Smith-Everett, Judy Korb, Caitlin Murphy, Rachel Lierz, Rob Caffey, Philip Mein, Kelsey Nazar, Janelle Vogler, Sandra Warner, Chris Gray, Kailyn Witte, Jillian Palan, Deb Nicholson, Sean Burkett, Ashawnte Thompson, Gennie Harold, Christina McGee, Megan Casey, Rick Wright, and Cheryl McLeod.

### Planning Meeting for 6/30/24 Audit - RubinBrown, LLP (AU-5)

Corey Robinson, Audit Manager with RubinBrown, LLP shared the plans for the June 30, 2024, financial statement audit.

The following contact information is provided to facilitate discussion of any matters of concern, independent of management:

Chester Moyer, Engagement Partner	816-859-7945 <a href="mailto:chester.moyer@rubinbrown.com">chester.moyer@rubinbrown.com</a>
Corey Robinson, Audit Manager	816-859-7943 <a href="mailto:corey.robinson@rubinbrown.com">corey.robinson@rubinbrown.com</a>

### Update on activities and audits (AU-1)

*Payroll Process Assessment* – Mr. Wright provided an overview of the objective and scope of the assessment. The engagement is in progress and should be completed by the end of May 2024. It is expected that the results will be shared at the August 2024 meeting.

*Quarterly Projects Update:* Mr. Wright provided a status update on the assessment of the Ethics Report Line processes. He shared key information from the recently concluded Institute of Internal Auditors GAM Conference along with other upcoming training and staffing plans for the department.

### Audit Recommendations Follow-up Matrix (AU-2)

Mr. Wright shared updates on the status of prior audit recommendations. The Bookstore completed two of three open items and measurable progress has been made on the remaining open item which has an expected completion date of June 2024. The single open item from the IT Incident Management audit has now been closed.

### JCCC Ethics Report Line update (AU-3)

*Quarterly Summary Report* - Between February 20, 2024, and April 22, 2024, five (5) reports were received via the JCCC Ethics Report Line. Four (4) reports were received anonymously. An additional nine (9) cases were received via HR channels. As of May 1, 2024, all cases have been reviewed, twelve have been closed and two are in process.

*2024 Benchmarking Update* - Mr. Wright indicated that the Benchmarking process is being reviewed and will be revisited as work on the Ethics Report Line process progresses.

### Next Meeting

The next Audit Committee meeting is scheduled for Thursday, August 1, 2024.

**JCCC AUDIT COMMITTEE  
WORKING AGENDA  
FY 2024**

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 (Annual Benchmarking Report in May)	February, May, August, and November
AU-4	Annual Summary Reports – KOPS Watch/BIT & Student Complaint Portal	August
AU-5	Planning meeting with external auditors	May
AU-6	Performance Review –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	As necessary

## BOARD GOVERNANCE COMMITTEE

May 1, 2024

The Board Governance Committee met at 11:45 a.m. on Wednesday, May 1, 2024 in MTC 107. Those present were Trustees Greg Mitchell, Dawn Rattan; Staff Judy Korb, Caitlin Murphy, Kelsey Nazar, Rachel Lierz, and Liz Loomis, recorder.

### Review 100 Series Policies

Kelsey Nazar, Vice President and General Counsel, led the review of the following policies:

- Board Responsibilities Policy 111.00
- Meetings of the Board Policy 112.00
- Special Meetings of the Board Operating Procedure 112.01

The Board Governance Committee did not propose changes to the policies.

### Review Onboarding Process for New Trustees

Caitlin Murphy, Special Assistant to the President reviewed the 2024 onboarding process held for new Trustees. Updates were discussed, such as adding photographs of presenters and adding more tours. It was determined that the Board Governance Committee would check in with Trustees Jennings and Mitchell at their one year mark to determine if the onboarding process prepared them for their first year.

### Board Retreat Planning

Trustee Mitchell led a discussion on an upcoming board retreat. The Board Governance Committee is planning for a summer Board retreat, and possible topics were discussed. Caitlin Murphy will follow up with trustees and staff members to determine a date that works for the majority.

**BOARD GOVERNANCE COMMITTEE**  
**Working Agenda**  
**2024**

- BG-1      Review 100 Series Policy
- Board Responsibilities Policy 110.00
  - Policy on Policies 111.00
  - 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
- Policy on Policies
  - Governing Style

EMPLOYEE ENGAGEMENT AND DEVELOPMENT COMMITTEE  
MINUTES  
May 1, 2024

The Employee Engagement and Development Committee met at a.m. on Wednesday, May 1, 2024, in MTC 107. Those present were Trustees Lee Cross and Valerie Jennings; staff Judy Korb, Christina McGee, Rachel Lierz, and Liz Loomis, recorder.

HR3 Monitor Compensation Planning – Compensation Plan

Christina McGee provided an update on the compensation plan, highlighting the proposed language and pay tables. The compensation table can be found on the following pages.

**RECOMMENDATION:**

**It is the recommendation of the Employee Engagement and Development Committee that the Board of Trustees accept the recommendation of the college administration to accept the revised compensation plan, as shown in the Board packet.**



October 2021  
Revised May 1, 2024~~January 1,~~  
~~2024~~

# JOHNSON COUNTY COMMUNITY COLLEGE

## COMPENSATION PLAN

Table of Contents

Table of Contents

**Compensation Objectives..... 2**

**Compensation Philosophy ..... 2**

**Compensation Plan ..... 3**

**Applicability.....3**

**Responsibility.....3**

**Compensation Guidelines .....3**

**Establishing Pay Rates .....4**

**Shift Differential, Call-back, and On-Call Pay .....6**

**Workweek and Work Schedules .....7**

**Overtime and Compensatory Time .....9**

**Time Records .....10**

**Payment of Wages .....11**

**Appendix A.....12**

## **Compensation Objectives**

The Compensation Plan is intended to:

- Support the mission, vision, and values of Johnson County Community College (JCCC),
- Attract, motivate and retain a well-qualified and diverse workforce,
- Offer compensation that is competitive within relevant labor markets,
- Ensure compliance with applicable laws and regulations.

## **Compensation Philosophy**

Johnson County Community College's (JCCC) compensation philosophy is to attract and retain talented employees by offering competitive and transparent compensation and employee benefits. The JCCC compensation and benefits programs will be designed and administered to support the College's mission, vision, values, operating needs and strategic goals. The compensation philosophy will balance market competitiveness and fiscal responsibility by conducting regular analysis of the relevant labor markets.

JCCC's Compensation Plan will be evaluated and revised annually to ensure that the objectives of the plan are being met.

DRAFT

# Compensation Plan

## Applicability

The JCCC employee compensation plan covers:

- Nonexempt employees (regular positions assigned to perform clerical, technical, paraprofessional, skilled crafts and service, and maintenance work); and
- Exempt employees (regular administrative, managerial, and professional non-faculty positions), except as provided for in this section.

This plan does not include employees in the bargaining unit, adjunct faculty, temporary employees, the President, and other positions exempted upon implementation.

## Responsibility

Development, implementation, and evaluation of the compensation plan is the responsibility of the Vice President for Human Resources.

~~The compensation team in the Office of Human Resources~~~~The Director of Compensation and Benefits~~ is responsible for completing relevant compensation data analyses for use in the development of compensation strategies to achieve the objectives of the compensation plan.

## Compensation Guidelines

All compensation decisions will follow Johnson County Community College Policy 418.04 and this Compensation Plan. The Compensation Plan is to be reviewed and approved annually by the Board of Trustees.

### Job Descriptions and Titles

The Office of Human Resources will ~~establish job families to~~ place positions on the appropriate pay grade~~levels~~. Similar positions throughout the College will have a single job description. The title on the job description is the official job title. Departments may assign working titles to reflect the general nature and level of work performed. The Office of Human Resources will approve and maintain the job description for all jobs within the College.

### Fair Labor Standards Act

The FLSA establishes minimum wage, overtime pay, recordkeeping, and youth employment standards affecting employees in the private sector and in Federal, State, and local governments. Covered nonexempt workers are entitled to a minimum wage and overtime pay at a rate not less than one and-half times the regular rate of pay is required after 40 hours of work in a workweek. The Office of Human Resources will determine the FLSA status – exempt or nonexempt, of all positions as required by the Department of Labor. An employee may not be both nonexempt and exempt while working as an employee of the College.

### Pay Table Structure and Maintenance

The pay tables reflect a market competitive pay range for each job. The Office of Human Resources will determine relevant labor markets and regularly analyze the relevant labor markets to ensure the pay

table structure meets the goals of the Compensation Plan. The Office of Human Resources will recommend any changes to the pay tables as a part of the annual budget process or at other times, as necessary. See Appendix A for the current pay tables.

### **Effect of Pay Table Adjustments**

Employees earning below the new pay range minimum at the time of a pay table adjustment will receive an adjustment to increase their base pay rate to the new pay range minimum. Such changes will not be applied retroactively.

If a change in an employee's pay range results in the employee's current pay rate being at or above the maximum of the new pay range, the employee's base pay will not be reduced, and the employee will not be eligible for future base pay rate increases until the employee's wages are within the applicable pay range. The employee may be eligible to receive a "lump sum" payment in lieu of the annual pay increase until pay is within the applicable pay range.

### **Position Audits**

Position audits may be conducted during the College's annual budget development process. The Office of Human Resources will work with the Chief Financial Officer to establish the timeframe and process. Implementation of any compensation adjustments resulting from the position audit process will be effective upon the start of the following fiscal year.

The Office of Human Resources will determine the positions to be audited based on various factors including but not limited to reorganization or restructuring of a department, turnover, and hiring ability. Position audits will be limited and will be required to have the support of the appropriate Cabinet member.

## **Establishing Pay Rates**

### **New Hires**

The Office of Human Resources establishes pay rates for new hires based on the candidate's relevant years of experience qualifications without regard to employee class. Internal and external candidates will be offered an initial pay rate within the posted range of the pay grade. The starting pay rate should not exceed the midpoint of the salary range. The midpoint of the salary range for each grade will be set at 12 years of experience.

### **Lateral Transfer**

A lateral transfer occurs when an employee moves to an existing vacant position within the same pay grade of their current position. An employee that moves to a new position in the same pay grade will not receive a change to their pay rate.

### **Promotions**

A promotion occurs when an employee moves from their current position to a different position that is assigned to a higher pay grade.-

The employee's pay rate must be within the pay range of the new grade pay level. Employees who are promoted will be placed into the new pay range based on their relevant years of experience or receive a

12% increase, whichever is greater. qualifications.

~~If the employee's pay rate is at or above the maximum of the new pay range prior to promotion there will be no adjustment to the pay rate.~~ Promotions and associated pay rate increases are effective the first day of the pay period following approval. ~~Employees who are promoted will be placed into the new pay range based on qualifications.~~

### **Demotions**

A demotion occurs when an employee moves from their current position to a position assigned to a lower pay grade.

A demoted employee's new pay rate must fall within the pay range of the new pay level. In addition to qualifications and internal equity, the factors leading to the demotion may be considered in establishing the rate.

If an existing employee voluntarily applies for a vacant position at a lower pay grade and is selected for the position, their pay rate will be determined based on their relevant years of experience. The new pay rate should not exceed the midpoint.

If an employee is involuntarily transferred/reassigned to a position at a lower pay grade due to department restructuring or any other reason except poor performance or conduct, their pay rate will not change if it falls within the new pay grade. If the employee's current pay rate exceeds the maximum of the salary range, the employee's pay will be reduced to align with the maximum pay rate of the new grade.

If an employee is involuntarily transferred/reassigned to a lower pay grade due to performance or conduct, their pay rate will be determined based on relevant years of experience in the new pay grade.

### **Temporary Pay Rates**

A temporary pay rate increase may be authorized when an employee is temporarily required to perform higher level duties of a higher graded position at least 25% of the time for a minimum of 30 days. The Office of Human Resources and the requesting department will work together to determine if the additional duties justify a temporary increase and if the employee is qualified to perform the temporary duties.

The temporary pay rate will be determined in consultation with the Office of Human Resources based on the level of temporary duties performed, the percentage of time spent on the temporary duties, the duration of the assignment, and the overlap of current and temporary duties. The temporary pay rate may exceed the maximum of the range for the employee's current position, but not the maximum of the higher-graded position.

Temporary increases will be reviewed at least every 6 months or earlier as appropriate. The increase will be effective on the date the temporary duties begin and will remain until the last day the temporary duties are performed.

The temporary pay rate is used in the calculation of overtime pay for the duration of the temporary assignment. Wage increases awarded to employees who are receiving a temporary pay rate increase are calculated based on the base rate prior to the temporary increase.

## Interim Pay Rates

An interim pay rate is applied when an employee takes on a higher-level job and all the essential functions and responsibilities that go with it. When an interim pay rate is applied, the employee is temporarily moved into the higher grade until interim duties are eliminated and the employee returns to their previous position and grade.

## Market Adjustments

A market adjustment is an increase in an employee's base rate of pay within the current pay range. Market adjustments may not increase an employee's base pay above the max of the pay range. JCCC may utilize market adjustments to ensure externally competitive pay rates for employees. Market adjustments are extremely rare and are not to be used for exceptional performance or to reward employees.

Market adjustments require the approval of the Office of Human Resources and the appropriate Cabinet member.

Market adjustments are effective the first day of the pay period following approval. The pay rate increase must be documented as a market adjustment. Market adjustments are not a substitute for other pay rate increases and will not be implemented retroactively.

## Annual Pay Rate Increase

On an annual basis, the Johnson County Community College Board of Trustees will determine the annual rate increase, if any, for employees not included in the Master Agreement. Rate increases will be effective July 1 unless otherwise determined.

Employees who are on an active, formal Performance Improvement Plan at the time an annual pay rate is implemented will not receive the adjustment until the first day of the pay period following successful completion of the Performance Improvement Plan. Such adjustments will not be applied retroactively.

## Shift Differential, Call-back, and On-Call Pay

Due to the nature of shift differential, call-back, and on-call pay, these compensation practices are established for regular, full-time non-exempt employees only.

### Shift Differential

A shift differential is a fixed amount of money expressed on a cents per hour basis provided to hourly employees who work non-standard shifts. Shift differentials are separate from the base hourly rate and apply only to hours worked within the predetermined shift. Shift differential is not included in the base rate of pay. Shift differentials are included in the calculation of overtime. Pay rate increases are not applied to shift differentials. The shift differential may cause the hourly base pay rate to exceed the pay range maximum of the salary range without violating applicable Human Resources Policies and Procedures on wage and salary administration.

A normal day shift will fall entirely within the hours of 6:00 a.m. and 6:00 p.m.

**Evening Shift:** Any work period which includes **six or more consecutive hours worked between 2:00**

**p.m. and 12:00 a.m. Note: When a staff member works six or more consecutive hours between 2:00 p.m. and 12:00 a.m., evening shift differential will be paid for the entire shift.**

**Night Shift:** Any work period which includes six or more consecutive hours worked between 8:00 p.m. and 6:00 a.m. **Note: When a staff member works six or more consecutive hours between 8:00 p.m. and 6:00 a.m., night shift differential will be paid for the entire shift.**

### **On-Call Pay**

Employees are on-call when they are scheduled to respond if called outside of their normal scheduled work hours. Employees on-call are paid one hour of straight time for each On-Call period up to 24 hours for the inconvenience of being On-Call. Such pay is not considered actual hours worked. Actual hours worked while on-call will be compensated at the applicable base pay or overtime rate. Employees should be scheduled in advance for On-Call and it should be limited to the appropriate number of employees. Not all employees will need to be scheduled for On-Call on any single day.

### **Call-Back Pay**

Call-Back pay is to compensate employees for the interruptions and inconvenience when they are required to report to work at an unexpected time. Employees who are called back to work will be paid for a minimum of three hours, regardless of the number of hours worked. Call-Back pay is logged as Call-Back Worked and Call-Back Not Worked for the purpose of paying overtime. An employee who works more than three hours when called back will be paid based on actual hours worked. Travel time is not considered hours worked. Overtime will be based solely on actual hours worked. Call-Back pay does not apply to scheduled work hours. Employees who are required to return to work two hours or less before their normal shift is to begin are not considered called back and will be paid for actual hours worked.

## **Workweek and Work Schedules**

JCCC's workweek shall begin at 12:00:00 a.m. on Sunday and end at 11:59:59 p.m. the following Saturday.

JCCC departments will establish work schedules for their employees based on, among other things, student service needs, the efficient management of human resources, and applicable laws. Departments may require overtime as they deem necessary to meet their objectives. Nonexempt employees may not work overtime without prior approval by their department. Nonexempt employees will be compensated for all hours worked in excess of 40 hours per week with overtime pay or compensatory time off in accordance with state and federal laws and Human Resources Procedures. Exempt employees will not receive overtime pay or compensatory time off.

A typical full-time work schedule is 40 hours per workweek. Departments may alter employee work schedules as they deem appropriate for business operations including requiring employees to work beyond their normal work schedules. Supervisors should inform employees of any changes to the work schedule as early as practicable. Employees may not change work schedules without the prior approval of their supervisors.

### **Exempt Employees**

Exempt employees are expected to work the hours necessary to complete the work. They are not

entitled to overtime or compensatory time if they work more than 40 hours per week; nor is their pay docked when they work less than 40 hours per week except as follows:

- Disciplinary suspensions for violations of serious workplace safety rules.
- Unpaid disciplinary suspensions of one or more full days for infractions of written workplace rules applicable to all employees.
- Use of unpaid FMLA time.
- Use of personal leave of one or more full days when paid leave (e.g., vacation and sick leave) is exhausted.
- Unauthorized absence when use of leave has been denied.
- The employee performs no work during the workweek.

Supervisors may, but are not required to, establish a work schedule for exempt employees, particularly if the position requires the employee to be on-site during normal business hours.

### **Flextime and Compressed Schedules**

In accordance with the Flexible Work Arrangements procedure, departments/offices may allow employees to work flextime or compressed schedules. Flextime is a schedule that commits an employee to working a specified number of hours per workweek but offers flexibility in regard to the starting and ending times for each day. A compressed schedule allows an employee to work 40 hours per week in less than five days. Nonexempt employees who work more than 40 hours during a workweek are entitled to overtime or compensatory time off regardless of whether they work a typical, flexible, or compressed schedule. Exempt employees who are on a flexible or compressed schedule are expected to work the hours necessary to complete the duties regardless of their schedule.

### **Rest Periods**

Nonexempt employees ordinarily will be allowed one paid 15-minute rest period near the middle of each four-hour work period. Supervisors will decide the time and length of the rest periods and may eliminate or reduce rest periods to accommodate the workload. Additional compensation is not provided to an employee whose rest period is reduced or eliminated.

Supervisors may require employees to record their rest period. However, the time remains compensable and constitutes hours worked unless the break exceeds 20 minutes.

### **Nursing Breaks**

Nursing mothers may take breaks as needed. The College will provide suitable space to accommodate the breaks, and the breaks will be compensated. Employees may not be subject to discrimination, harassment, or retaliation for taking nursing breaks.

### **Meal Periods**

Meal periods are unpaid breaks of more than 20 minutes. Meal periods do not constitute hours worked. Certain positions are exempted from unpaid meal breaks due to the nature of the position (e.g. police, EMS, etc.).

Full-time employees will ordinarily be allowed one 30- to 60-minute meal period near the middle of the workday. Part-time employees scheduled to work more than five consecutive hours during any workday will also ordinarily receive a meal period. The time and length of meal periods is determined by the

supervisor.

Nonexempt employees must be completely relieved of duties during meal periods; however, they may be required to remain on the premises. Nonexempt employees generally should not be permitted to take meal periods at their workstations, as employees should be free to relax during non-compensable periods. Nonexempt employees who perform any work during their meal period must report the time as hours worked.

## Overtime and Compensatory Time

### Scheduling Overtime

When overtime is required, overtime assignments will be distributed as equitably as practicable to all employees qualified to perform the required work. Nonexempt employees will initially be given the opportunity to request overtime work assignments. If an insufficient number of qualified employees request the assignment, supervisors may schedule and assign overtime or extra shifts on an as-needed basis.

### Compensation for Overtime

Nonexempt employees who work in excess of 40 hours per workweek will be paid overtime or, at the discretion of the department, will receive compensatory time off. The supervisor must notify the employee in advance of working the overtime hours if the employee will receive compensatory time off in lieu of overtime.

Overtime is paid at one and one-half times the regular rate of pay for each hour actually worked in excess of 40 hours per workweek. Compensatory time off is calculated at one and one-half hours of paid time off for each hour actually worked in excess of 40 hours per workweek. "Regular rate of pay" is calculated by determining the employee's total pay for the workweek, including base rate, shift differential pay, and other elements of pay as required by law, and dividing by the total number of hours actually worked. Hours paid but not worked (e.g., on-call, vacation, holiday, personal leave, floating holiday, jury duty, bereavement, sick and all other leave pays) are not included in the calculation of overtime.

Workweeks cannot be combined or averaged to determine if the employee is eligible for overtime. Although employees are paid on a semimonthly basis, overtime eligibility is assessed at the end of each workweek.

Employees may not work overtime without the prior approval of their supervisor. Employees must report and will be compensated for unauthorized overtime; however, they may be subject to corrective action for failure to seek prior approval.

### Accrual and Use of Compensatory Time

When used, compensatory time off must be recorded on time records. It is considered paid time off and not hours actually worked. Accumulated comp time shall not exceed 80 hours and must be used within the fiscal year in which it is earned, or it will be paid out to the employee.

### Holiday, Personal Day, and Floating Holiday Pay

All full-time employees will be given holiday, floating holiday and personal day pay based on 40 hours a

week, regardless of work schedule or FLSA status. Holiday, floating holiday, and personal days will be paid as 8 hours regardless of work schedule and will be paid at the regular rate of pay. Under no circumstances will one group of full-time employees receive more holiday, floating holiday and personal day total hours paid than another group.

Part-time exempt employees will receive holiday pay based on their regularly scheduled work week. Part-time regular employees will receive four (4) hours of holiday pay at their regular rate of pay, except for any employee who is absent from the College on leave, short-term disability, etc.

## Time Records

### Nonexempt Employees

Nonexempt employees are required to complete their individual time records each day and submit a timecard on a semi-monthly basis. Full-time, nonexempt employees must report all hours worked and all hours scheduled, but not worked (i.e., paid or unpaid time off during normally scheduled hours).

### Exempt Employees

Exempt employees are required to submit paid time off taken in the College's official timekeeping system to maintain accurate leave balances. Exempt employees are required to record regular time not worked in increments of four (4) hours. For example, if an exempt employee works two hours in the morning and then leaves work for the remainder of the day, 4 hours of leave should be recorded. Exempt employees are not required to complete timesheets to report actual hours worked for pay purposes. Departments may require exempt employees to record hours worked to meet project or grant-related reporting requirements, but may not make deductions from pay for failure to meet requirements. Departments may also require exempt employees to record time worked on an exception basis for the purpose of tracking leave.

### Accurate Time Reporting

***Time records must be reviewed for accuracy before approval by the supervisor.*** A supervisor's failure to ensure the accuracy of time reporting documentation may result in disciplinary action. If corrections or modifications are made to a time record, the employee and the supervisor must verify the accuracy of the changes. Only an employee is authorized to report their time. Any changes submitted by a supervisor must be approved by the employee.

Supervisors who contact their nonexempt employees during non-work hours, or who are aware that nonexempt employees have performed work during non-work hours, are responsible for ensuring that the time worked is recorded.

Falsification of time records and/or completing another employee's time record without authority is prohibited. No supervisor, manager, or leader has the authority to authorize falsification of time records or absence requests. Nor do they have the authority to ask or require a nonexempt employee to work without recording time (i.e., "off the clock") or agree to an employee's request to work off the clock. Such an agreement is considered falsification of a time record by both the employee and the supervisor. Employees should report any request or requirement to work off the clock to the Office of Human Resources.

## Payment of Wages

JCCC will pay wages to employees on a semimonthly basis. Wages are paid after earned and will not be advanced.

The College will pay its employees' wages by electronic means, which will include direct deposit or pay card, which will be processed without any cost or charge by the College to the employee. The Payroll Department may authorize the use of paychecks to meet legal or financial requirements and when payment by electronic means is impracticable.

The College will comply with all applicable laws regarding the timing and method of wage payments, deductions from wages, and reporting of wages.

DRAFT

## Appendix A

### Pay Structure – Exempt

Grade	Minimum	2Q	Midpoint	4Q	Maximum
<del>E3</del>	<del>\$169,600</del>	<del>\$199,300</del>	<del>\$228,900</del>	<del>\$258,600</del>	<del>\$288,300</del>
<del>E2</del>	<del>\$151,400</del>	<del>\$177,900</del>	<del>\$204,400</del>	<del>\$230,900</del>	<del>\$257,400</del>
<del>E1</del>	<del>\$132,300</del>	<del>\$155,000</del>	<del>\$177,700</del>	<del>\$200,300</del>	<del>\$223,000</del>
<del>23</del>	<del>\$136,100</del>	<del>\$159,400</del>	<del>\$182,700</del>	<del>\$206,100</del>	<del>\$229,400</del>
22	\$114,700	\$134,000	\$153,200	\$172,500	\$191,700
21	\$97,300	\$113,300	\$129,300	\$145,200	\$161,200
20	\$83,200	\$96,600	\$109,900	\$123,300	\$136,700
19	\$71,500	\$82,700	\$94,000	\$105,200	\$116,400
18	\$61,900	\$71,400	\$80,900	\$90,400	\$99,900
17	\$53,900	\$62,000	\$70,100	\$78,100	\$86,200
16	\$47,300	\$54,200	\$61,200	\$68,100	\$75,000
15	\$41,800	\$47,800	\$53,800	\$59,700	\$65,700
14	\$37,200	\$42,400	\$47,600	\$52,700	\$57,900
13	\$33,300	\$37,800	\$42,400	\$46,900	\$51,400
12	\$31,200	\$34,900	\$38,000	\$42,200	\$45,900
11	\$31,200	\$33,800	\$34,300	\$38,900	\$41,400
10	\$31,200	\$31,200	\$31,200	\$34,800	\$36,000

### Pay Structure – Executive

Grade	Minimum	2Q	Midpoint	4Q	Maximum
<del>E5</del>	<del>\$192,600</del>	<del>\$226,300</del>	<del>\$260,000</del>	<del>\$293,700</del>	<del>\$327,400</del>
<del>E4</del>	<del>\$170,400</del>	<del>\$200,200</del>	<del>\$230,000</del>	<del>\$259,900</del>	<del>\$289,700</del>
<del>E3</del>	<del>\$148,100</del>	<del>\$174,000</del>	<del>\$200,000</del>	<del>\$225,900</del>	<del>\$251,800</del>
<del>E2</del>	<del>\$103,700</del>	<del>\$121,900</del>	<del>\$140,000</del>	<del>\$158,200</del>	<del>\$176,300</del>
<del>E1</del>	<del>\$74,100</del>	<del>\$87,100</del>	<del>\$100,000</del>	<del>\$113,000</del>	<del>\$126,000</del>

### Pay Structure – Nonexempt

Grade	Minimum	2Q	Midpoint	4Q	Maximum
<del>23</del>	<del>\$65.18</del>	<del>\$76.34</del>	<del>\$87.50</del>	<del>\$98.71</del>	<del>\$109.87</del>
22	\$54.93	\$64.18	\$73.37	\$82.61	\$91.81
21	\$46.60	\$54.26	\$61.93	\$69.54	\$77.20
20	\$39.85	\$46.26	\$52.63	\$59.05	\$65.47
19	\$34.24	\$39.61	\$45.02	\$50.38	\$55.75
18	\$29.65	\$34.20	\$38.75	\$43.30	\$47.84
17	\$25.81	\$29.69	\$33.57	\$37.40	\$41.28
16	\$22.65	\$25.96	\$29.31	\$32.61	\$35.92
15	\$20.02	\$22.89	\$25.77	\$28.59	\$31.47
14	\$17.82	\$20.31	\$22.80	\$25.24	\$27.73
13	\$15.95	\$18.10	\$20.31	\$22.46	\$24.62
12	\$15.00	\$16.71	\$18.20	\$20.21	\$21.98
11	\$15.00	\$16.19	\$16.43	\$18.63	\$19.83
10	\$15.00	\$15.00	\$15.00	\$16.67	\$17.24

**This page intentionally left blank**

DRAFT

### HR3 Monitor Compensation Planning – Culpepper Implementation

Christina McGee provided an update on the implementation of the Culpepper plan. She specified the timeline for the past week, beginning with Dr. Korb’s campus-wide video outlining the Culpepper process to the emails all employees received concerning level of pay. Christina thanked the Human Resources and Information Services staff along with the leadership team for all their hard work on the Culpepper plan and implementation.

The next meeting of the Employee Engagement and Development committee is Wednesday, June 5.

**EMPLOYEE ENGAGEMENT AND DEVELOPMENT COMMITTEE**  
**Working Agenda**  
**2024**

HR-1 Review and Update Personnel Policies

HR-2 Monitor Employee Benefit Programs.

- Annual benefit review
- Benefit renewal contracts

HR-3 Monitor Compensation Planning

- Compensation plan (2023 Culpepper Study) update
- Staff salary increase recommendations

HR-4 Monitor HR and Employee Engagement Strategies and Initiatives

- Awards and recognition program
- Leadership and supervisor training programs
- Strategic Plan Goal 4 KPIs

HR-5 Monitor Inclusion and Belonging Strategic Measures and Initiatives

## MANAGEMENT AND FINANCE COMMITTEE

### Minutes

May 1, 2024

The Management and Finance Committee met at 9:00 AM on Wednesday, May 1, 2024, in MTC 107. Those present were Trustees Greg Mitchell, and Lee Cross; staff: Jay Antle, Rob Caffey, Jim Feikert, Tom Hall, Judy Korb, Rachel Lierz, Janelle Vogler, and Linda Nelson, recorder.

#### Sustainability Initiatives

Dr. Jay Antle, Executive Director, Center for Sustainability and Professor of History, provided an update on activities in the JCCC Center for Sustainability and Campus Services. Dr. Antle presented recent results of the Noel Levitz student survey related to sustainability, and highlighted progress made in recent years through the College's PowerSwitch program to reduce energy usage and expenditure. He also provided details on JCCC's investments in solar, electric vehicles and charging infrastructure, and water and wastewater management, as well as recycling efforts, materials management, and provided an update on the Bird Collision Study which has been underway since 2018. Dr. Antle will provide additional detail related to the Student Sustainability Committee and sustainability in curriculum at an upcoming meeting of the Student Success Committee.

Budget Update

Janelle Vogler, Vice President/CFO presented the Recommendation to adopt the proposed General/Post-Secondary Technical Education Funds Management Budget for 2024-2025:

JOHNSON COUNTY COMMUNITY COLLEGE				
ACTUAL TO BUDGET COMPARISONS				
GENERAL/PTE FUNDS				
	Adopted	Proposed		
	Budget	Budget		
	FY 2024	FY 2025	\$ Change	% Change
<b>Revenue:</b>				
Ad Valorem Property Taxes	\$ 121,189,898	\$ 128,894,722	\$ 7,704,824	6%
Tuition and Fees, net	26,663,775	28,724,481	\$ 2,060,706	8%
State Aid	26,448,697	26,491,819	\$ 43,122	0%
Investment Income	1,000,000	2,000,000	\$ 1,000,000	100%
Other Income	3,668,569	4,035,426	\$ 366,857	10%
	<b>178,970,939</b>	<b>190,146,448</b>	<b>\$ 11,175,509</b>	<b>6%</b>
<b>Expense:</b>				
Salaries and Benefits	\$ 138,400,933	\$ 144,029,883	\$ 5,628,950	4%
Current Operating & Grants	32,354,539	35,413,654	\$ 3,059,115	9%
Capital	4,281,145	5,672,692	\$ 1,391,547	33%
Debt Service	3,689,738	3,687,988	\$ (1,751)	0%
	<b>178,726,355</b>	<b>188,804,216</b>	<b>\$ 10,077,861</b>	<b>6%</b>
<b>Contribution to/(Use of) Reserves</b>	<b>\$244,584</b>	<b>1,342,232</b>	<b>1,097,648</b>	

The College will complete the required notifications and public hearing prior to adoption of the Legal Budget for fiscal 2024-2025, which will be filed with the County Clerk according to statutory requirements.

**RECOMMENDATION:**

**It is the recommendation of the Management & Finance Committee that the Board of Trustees approve the FY 2024-25 Management Budget as presented by the college administration.**

---

Janelle Vogler  
 Vice President,  
 Chief Financial Officer

---

Rachel Lierz  
Executive Vice President,  
Finance & Administrative Services

---

Judy Korb  
Interim President

### Capital Acquisitions and Improvements: Progress Report

Tom Hall, Associate Vice President, Campus Services and Facility Planning, provided the committee with an update of progress on the CDL Driving Range project and the GEB 1<sup>st</sup> floor renovation. Information on facilities projects from the capital acquisitions and improvements matrix was provided in the Management and Finance Committee meeting materials.

### Unified Communication System Update

Rob Caffey, Vice President, Information Services/CIO provided a report on the Unified Communication System Project. A review of the current phone system was given, along with benefits of moving to a cloud-based service solution. The estimated costs were reviewed, as well as how the new system supports the College's Strategic Plan, the Academic Master Plan, and strategic initiatives within Information Services related to the Digital Workplace.

## Procurement Reports and Recommendations

Jim Feikert, Executive Director, Procurement Services reviewed nine bid recommendations.

### **BIDS & AWARDS: \$150,000+**

#### **May 2024 MANAGEMENT & FINANCE COMMITTEE**

---

<b>Bid:</b>	<b>24-126 Parking Garage Repairs</b>
Fund:	7127 Campus Development
Vendors Notified:	51
Contract Period:	Project Completion
Award Justification:	Low bid
Description:	Request for Bid (RFB) for repairs to the Midwest Trust Center (MTC) East and West Parking Garages and the addition of a motorcycle ramp to the MTC West Garage.

#### Evaluation Committee

1. Brett Edwards - Director, Campus Services and Energy Management
2. Tom Hall - Associate Vice President, Campus Services
3. Larry Allen - Senior Buyer, Procurement Services

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

1. **Concrete Strategies:**           **\$151,949**
2. Chamberlin Contracting:    \$162,969
3. Pullman:                         \$195,625

#### 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 bid from Concrete Strategies for Parking Garage Repairs, in the amount of \$151,949 with an additional 10% contingency of \$15,195 to allow for possible unforeseen costs, for a total amount of \$167,144.**

<b>Bid:</b>	<b>24-054 SEM/SEO, Digital Display, &amp; Video Advertising</b>
Fund:	0201 General
Vendors Notified:	244
Total Contract Period:	7/1/24 - 6/30/29 (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 a marketing agency to work with the Strategic Communications & Marketing Department for developing and executing SEM (Search Engine Marketing), SEO (Search Engine Optimization), and digital advertising/marketing initiatives for JCCC. This service required vendors to state their annual agency fee against a hypothetical media spend budget ("passthrough cost" to JCCC) for an apples-to-apples price comparison in addition to the best value of services performance and project approach to meet the College's needs.

Evaluation Committee

1. Deanne Belshe - Director, Strategic Marketing Planning
2. Annina Dahlstrom - Integrated Marketing Manager
3. Ian Nance - Marketing Digital Projects Coordinator
4. Mark Zolton - Marketing Internet/Web Architect
5. Stacie Malone - Coordinator, Continuing Education
6. Jeremy Lancey - Buyer, Procurement Services

Agency Fee & Percentage (%) / Media Spend / Total Cost:\*

- |                         |                                                               |
|-------------------------|---------------------------------------------------------------|
| 1. Rank Fuse:           | <b>\$48,000 fee (16%) / \$252,000 media / \$300,000 Total</b> |
| 2. Orange 142:          | \$75,000 fee (25%) / \$225,000 media / \$300,000 Total        |
| 3. New Boston Creative: | \$90,000 fee (30%) / \$210,000 media / \$300,000 Total        |
| 4. Education Dynamics:  | \$210,000 fee (70%) / \$90,000 media / \$300,000 Total        |
| 5. MNI Targeted Media:  | Nonresponsive (Services and solution not as requested)        |
| 6. KSAS-TV:             | Nonresponsive (Pricing not as requested)                      |
| 7. RJ Webb Agency:      | Nonresponsive (Pricing not as requested)                      |
| 8. Viamedia:            | Nonresponsive (Pricing not as requested)                      |

\*Above amounts are for first year costs. Subsequent years will be reported annually through the Bids & Awards - Renewals report for approval.

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 Rank Fuse, for a base year of \$300,000 which includes their agency fee and media buying on behalf of JCCC.**

<b>Bid:</b>	<b>24-065 Marketing Agency of Record</b>
Fund:	0201 General
Vendors Notified:	173
Total Contract Period:	7/1/2024 - 6/30/2029 (Base Year, 4 Renewal Options)
Award Justification:	Most responsive, responsible bidder according to the RFP criteria
Description:	Request for Proposal (RFP) for a marketing agency partner to work collaboratively with the marketing department to develop video advertisements for use in established campaigns and to provide ad hoc support for other marketing activities. These services will shape, complement, and support the College's marketing and communications goals, initiatives, and campaigns to target and enroll prospective students.

Evaluation Committee

1. Deanne Belshe - Strategic Marketing Planning Director
2. Julie Neemeyer - Strategic Marketing Operations Director
3. Pete Belk - Recruitment and Enrollment Strategy Director
4. Ian Nance - Marketing Digital Projects Coordinator
5. Christina Seitzinger - Creative Lead Designer
6. Jeremy Lancey - Buyer, Procurement Services

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

- |                      |                                          |
|----------------------|------------------------------------------|
| 1. <b>MBB:</b>       | <b>\$77,000 / 385,000</b>                |
| 2. New Boston:       | \$54,700 / \$273,500                     |
| 3. Tico Productions: | \$58,725 / \$293,625                     |
| 4. Imagemakers:      | \$68,800 / \$344,000                     |
| 5. Reactor Design:   | \$83,500 / \$417,500                     |
| 6. Overflow:         | \$90,500 / \$452,500                     |
| 7. Yoodle:           | \$96,500 / \$482,500                     |
| 8. Vision Point:     | \$100,814 / \$504,070                    |
| 9. RJ Webb:          | \$112,000 / \$560,000                    |
| 10. KSAS-TV:         | \$251,550 / \$1,257,750                  |
| 11. Top Right:       | \$497,000 / \$2,485,000                  |
| 12. Epicosity:       | Nonresponsive (Pricing not as requested) |
| 13. Spectrum Reach:  | Nonresponsive (Pricing not as requested) |

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 MBB for a base year of \$77,000 and a total expenditure of \$385,000, throughout the renewal options.**

**Bid: 24-004 Campus Commerce, Access Control, ID Credentialing/One Card System**

Fund: 0201 General  
Vendors Notified: 303  
Total Contract Period: 7/1/24 - 6/30/29 (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 a replacement of the current commerce processing and ID credentialing and access system. Since 2008 the College has been using software and hardware from three different vendors to support the issuance and management of campus identification (ID) Cards, access control, point of sale (POS) services, and campus commerce services.

This new cloud-based software will be an integrated and functional solution under one provider which seamlessly combines the following services and departments: Campus ID cards, Access Control, Point of Sale, and Food Services, including menu and inventory management.

Evaluation Committee

1. Del Lovitt - Director, Enterprise Application Support
2. Connor Nyberg - Manager/Senior Business Analyst, Enterprise Application Support
3. Megan Casey - Director, Bursar Operations
4. Ashawnte Thompson - Executive Director, Auxiliary Services
5. Mike Loprete - Director, Dining Services
6. Cassie Jordan - Manager, Student Activities
7. Eric Christensen - Manager, Security Access Control Systems
8. Julie Williamson - Senior Buyer, Procurement Services

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

1. **Atrium Campus:** **\$500,713 / \$1,061,678**
2. TouchNet: \$441,493 / \$1,588,722
3. Transact Campus: \$166,747 / \$1,334,852
4. Culinary Digital: Nonresponsive (only bid one component)
5. ColorID: Nonresponsive (only bid one component)

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 Atrium Campus for a base year of \$500,713 and a total estimated expenditure of \$1,061,678 throughout the renewal options.**

<b>Bid:</b>	<b>24-043 Unified Communications System Replacement</b>
Fund:	0201 General
Vendors Notified:	203
Total Contract Period:	5/10/24 - 5/9/29 (Base Year, 4 Renewal Options)
Award Justification:	Most responsive, responsible bidder according to the RFP criteria
Description:	Request for Proposal (RFP) for the replacement of the College's phone system. This solution will replace the existing campus-hosted landline phone system with a cloud-based, Unified Communications as a Service (UCaaS) and Contact Center as a Service (CCaaS) system which leverages existing Zoom and Microsoft Teams software.

The UCaaS system allows users to leverage their computers and peripherals to place calls instead of using a traditional landline, desktop phone. If desired, users will still have the option to use a desktop phone with this platform. The CCaaS system supports a call center environment and will support the following departments: Police Department, MTC Box Office, Financial Aid, IT Helpdesk, Student Success Center, Welcome Desk, Counseling Center, Business Office Center, Continuing Education Call Center, and the College Operators Call Center.

Evaluation Committee

1. Rob Caffey - Chief Information Officer
2. Matthew Holmes - Director of Network Operations
3. Skyler Fox - Unified Communications and Collaboration Manager
4. Brittan Wilson - Senior Project Manager, Project Manager Office
5. Rachel Hoyer - Box Office Manager
6. Ann Nordyke - Director of Enrollment Services
7. Danielle Sullivan - Financial Aid Advising Supervisor
8. Kim Manifold - Senior Manager Technology Engagement & Support
9. Alisa Pacer - Director of Emergency Management
10. Julie Williamson - Senior Buyer, Procurement Services

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

- |                               |                                                         |
|-------------------------------|---------------------------------------------------------|
| 1. TCS:                       | <b>\$1,021,545 / \$3,278,938</b>                        |
| 2. CenturyLink (dba Lumen):   | \$706,321 / \$2,151,868                                 |
| 3. Communications Square:     | \$880,560 / \$4,675,013                                 |
| 4. Carahsoft:                 | \$930,275 / \$4,938,957                                 |
| 5. Sirius Computer Solutions: | \$958,282 / \$5,087,649                                 |
| 6. Logicalis:                 | \$1,088,310 / \$3,005,715                               |
| 7. Voxai:                     | \$1,261,091 / \$6,695,302                               |
| 8. ConnX:                     | \$2,657,878 / \$14,111,035                              |
| 9. SmartIT:                   | \$4,998,885 / \$26,539,757                              |
| 10. AVI-SPL:                  | \$854,790 / \$1,353,540 (Nonresponsive; unbalanced bid) |
| 11. Aranya:                   | Nonresponsive (only bid one component)                  |
| 12. Sensiple:                 | Nonresponsive (only bid one component)                  |
| 13. Vonage:                   | Nonresponsive (unbalanced)                              |
| 14. Towner Communications:    | Nonresponsive (unbalanced)                              |

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 Total Communication Solutions (TCS) for a base year of \$1,021,545 and a total estimated expenditure of \$3,278,938 throughout the renewal options.

<b>Cooperative Bid:</b>	<b>Gartner Information Technology (IT) Research and Advisory Services</b>
Fund:	0201 General
Vendors Notified:	N/A
Total Contract Period:	7/1/24 - 6/30/27; 3-year subscription
Award Justification:	NASPO - #186840
Description:	For two "IT Leadership Team" memberships and one "Core IT Research for Higher Education" membership. Also included is Gartner's RA (Registered Agent) consulting services for larger IT projects. The Gartner Research and Advisory subscription equips institutions with insights from experienced advisors and informed by expert-led, practitioner-sourced, and data-driven research.

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

- Gartner: \$151,316**

**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 3-year subscription to Gartner IT, for a total estimated expenditure of \$151,316.

<b>Cooperative Bid:</b>	<b>Asphalt and Concrete Improvements</b>
Fund:	7127 Campus Development
Vendors Notified:	N/A
Total Contract Period:	Project completion
Award Justification:	The Interlocal Purchasing System (TIPS) - #24010402
Description:	For asphalt and concrete improvements to pavement, sidewalks, curbs, gutters, and drainage at the following campus locations: Midwest Trust Center (MTC) parking garage driveways, main east exit driveway to College Boulevard, MTC permit lot and loading dock, and the Hiersteiner Child Development Center (HCDC) building.

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

- R&R Concrete KC: \$207,017**

**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 R&R Concrete in the amount of \$207,017 with an additional 10% contingency amount of \$20,702 to allow for possible unforeseen costs for a total amount of \$227,719.

**Cooperative Bid: Apple Computer Equipment**

Fund: 0101 Student Activity  
0201 General  
Vendors Notified: N/A  
Total Contract Period: 7/1/24 - 6/30/25  
Award Justification: NASPO - #MNVNC-102  
Description: FY25 Apple ITP (Instructional Technology Plan) computers and tablets.

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

1. **Apple: \$500,000**

**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 FY25 ITP purchases for Apple products, for a total estimated expenditure of \$500,000.**

**Cooperative Bid: Dell Computer Equipment**

Fund: 0101 Student Activity  
0201 General  
Vendors Notified: N/A  
Total Contract Period: 7/1/24 - 6/30/25  
Award Justification: Midwestern Higher Education Commission - #MHEC-04152022  
Description: FY25 Dell ITP (Instructional Technology Plan) computers and Chromebooks.

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

1. **Dell: \$1,200,000**

**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 FY25 ITP purchases for Dell products, for a total estimated expenditure of \$1,200,000.**

### Informational Items

Informational reports of Contract Increases, Cooperative Bids & Awards, Renewals, and Single Source purchases were provided in the Management and Finance Committee meeting materials.

The next Management and Finance Committee meeting is scheduled for Wednesday, June 5, 2024, at 8:30 AM.

**MANAGEMENT AND FINANCE COMMITTEE**  
**Working Agenda**  
**2024**

- MF-1            Review and Update Policies as Needed
- MF-2            Guide Budget Development
- Management Budget Reallocations (February, August)
  - Management Budget Adoption (May)
  - Legal Budget Publications (August)
  - Legal Budget Adoption (September)
  - Proposed Budget Calendar (October)
  - Preliminary Budget Guidelines (December)
  - Budget Updates as Needed
- MF-3            Stewardship of College Finances
- Financial Ratio Analysis (January)
- MF-4            Monitor Facilities
- Capital Infrastructure Inventory and One, Five and Ten-Year Replacement Plan (August)
  - Capital Acquisitions and Improvements: Monthly Progress Report
  - Leases/Facilities Use Agreements
  - Review and Recommend Financial Plans for Capital Improvements
- MF-5            Monitor Procurement Services
- Procurement Reports and Recommendations
- MF-6            Monitor Information Services
- Information Services Reports (January, April, July, October)
- MF-7            Mission Continuity and Risk Management (June, December)
- MF-8            Other Items and Reports
- Compliance Program (September)
  - Continuing Education and Workforce Development (November)
  - Institutional Advancement (March, October)
  - Management and Finance Committee Working Agenda (January)
  - Monitor Inclusion and Belonging Strategic Measures and Initiatives
  - Other Activities and Programs
  - Other Agreements
  - Sustainability Initiatives (May)

## Student Success Committee Board Report

May 1, 2024

The Student Success Committee met at 10:15 am on Wednesday, May 1, 2024, in MTC 107.

### Pathways Update

Whitney Turner provided a brief review of the history of the Math Pathways Project which aims to place students in one of three appropriate math courses for their educational goals. College Algebra, Math 171, has been piloted using the co-requisite model; the full project that includes Statistics and Contemporary Math courses is on schedule for a soft launch in fall 2025 and full-scale adoption in fall 2026. The model moves from a pre-requisite course structure to a co-requisite support course structure which reduces the time students spend enrolled in non-college level courses that do not count toward a degree. The JCCC Mathematics Department has been designing courses to satisfy the course requirements and JCCC is well represented on state-wide committees as the initiative continues with disciplines beyond math.

### Streamlined Student Experience

Shelli Allen reviewed the typical student experience from the application process to enrollment and how these steps are integrated with Guided Pathways. She added that enhanced transfer guides maximize the Kansas statewide general education package by aligning courses to transfer destinations. Changes to new student orientation, mandatory advising and the Plan My Classes tool all help students stay on their educational path and reach their goal.

### Affiliation Agreements

Shelia Mauppin presented one affiliation agreement. The agreement was approved by the committee. Complete details can be found subsequently on the consent agenda of the May 9 board packet.

STUDENT SUCCESS COMMITTEE  
Working Agenda  
2024

- 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
- SS10 Monitor Inclusion and Belonging Strategic Measures and Initiatives

JOHNSON COUNTY COMMUNITY COLLEGE  
OFFICE OF THE PRESIDENT

April 25, 2024

TREASURER'S REPORT

REPORT:

The following pages contain the Treasurer's Report for the month ended March 31, 2024.

An ad valorem tax distribution of \$3,621,217 was received from the county treasurer on March 19<sup>th</sup> and was distributed as follows:

	<u>Current Year</u>
General Fund	\$3,392,980
Special Assessment Fund	8,779
Capital Outlay Fund	<u>219,458</u>
TOTAL	\$ <u>3,621,217</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 March 2024, subject to audit.**

---

Janelle Vogler  
Vice President and Chief Financial Officer

---

Rachel Lierz  
Executive Vice President, Finance &  
Administrative Services

---

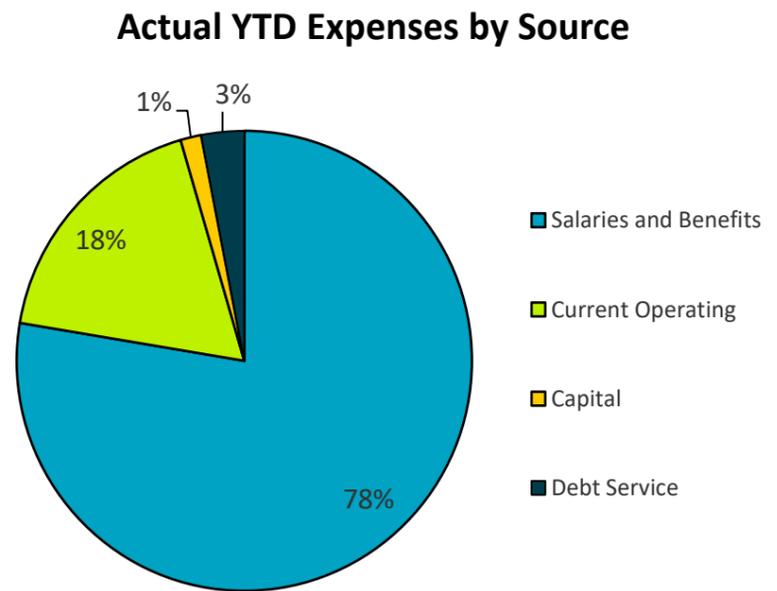
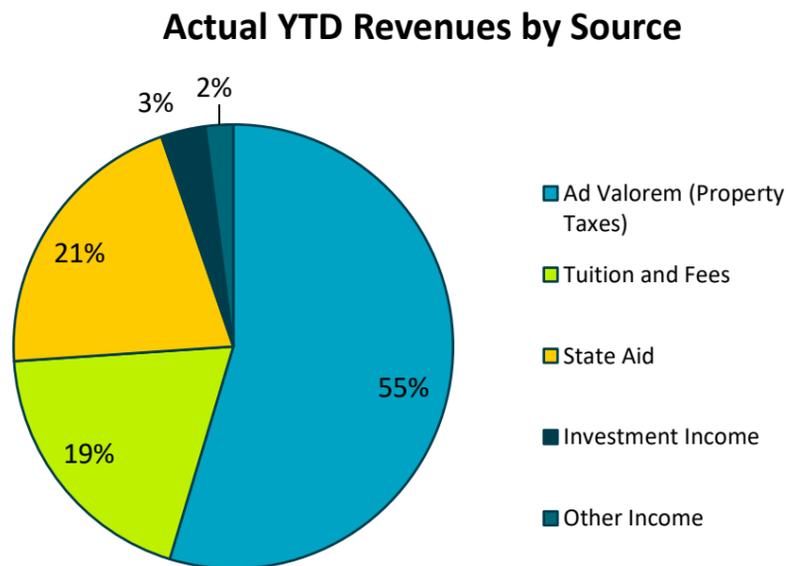
Judy Korb  
Interim President

**JOHNSON COUNTY COMMUNITY COLLEGE  
TREASURER'S REPORT  
MARCH 31, 2024  
75% OF FISCAL YEAR EXPIRED  
GENERAL/POST-SECONDARY TECHNICAL EDUCATION (PTE) FUNDS**

	ADOPTED BUDGET 2023-2024	ACTIVITY THIS MONTH 2023-2024	ACTIVITY YEAR TO DATE 2023-2024	YTD AS % OF BUDGET	PRIOR YEAR ACTIVITY TO DATE
<b>GENERAL/PTE FUNDS</b>					
Ad Valorem (Property Taxes)	\$ 121,189,898	\$ 3,392,980	\$ 73,443,969	61%	\$ 71,405,080
Tuition and Fees	26,663,775	(30,899)	25,892,549	97%	25,006,137
State Aid	26,448,697	2,638	27,877,564	105%	27,127,777
Investment Income	1,000,000	623,841	4,376,310	438%	1,406,907
Other Income	3,668,569	292,710	2,745,353	75%	1,847,591
<b>TOTAL REVENUE</b>	<b>\$ 178,970,939</b>	<b>\$ 4,281,270</b>	<b>\$ 134,335,744</b>	<b>75%</b>	<b>\$ 126,793,491</b>
Salaries and Benefits	\$ 138,400,933	\$ 11,193,764	\$ 93,747,749	68%	\$ 93,079,377
Current Operating	32,354,540	2,278,697	21,547,675	67%	19,726,526
Capital	4,281,145	113,363	1,775,438	41%	6,836,379
Debt Service	3,689,738	-	3,678,096	100%	3,683,468
<b>TOTAL EXPENSES</b>	<b>\$ 178,726,356</b>	<b>\$ 13,585,825</b>	<b>\$ 120,748,958</b>	<b>68%</b>	<b>\$ 123,325,750</b>

**Unencumbered Cash Rollforward:**

Beginning Balance		\$ 122,092,826	\$ 117,046,418
Revenues Over Expenses		13,586,785	3,467,741
Encumbrances & Other Activity		(8,518,398)	(11,271,325)
Ending Balance		<u>\$ 127,161,213</u>	<u>\$ 109,242,834</u>



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 2023-2024 numbers.

The largest source of revenue this year to date is ad valorem (property taxes) (55%), followed by state aid (21%), tuition and fees (19%), investment income (3%) and other income (2%). The largest source of expenses this year to date is salary and benefits (78%), followed by current operating (18%), debt service (3%), and capital expenses (1%).

**JOHNSON COUNTY COMMUNITY COLLEGE**  
**TREASURER'S REPORT**  
**MARCH 31, 2024**  
**75% OF FISCAL YEAR EXPIRED**  
**GENERAL/POST-SECONDARY TECHNICAL EDUCATION (PTE) FUNDS**  
**EXPENDITURE DETAIL BY NATURAL CLASSIFICATION**

	ADJUSTED BUDGET 2023-2024	ACTIVITY THIS MONTH 2023-2024	ACTIVITY YEAR TO DATE 2023-2024	YTD AS % OF BUDGET	PRIOR YEAR ACTIVITY TO DATE	YTD CHANGE FROM PRIOR YEAR
Salaries	\$ 98,876,977	\$ 8,479,196	\$ 68,691,386	69%	\$ 68,615,848	0%
Benefits	39,308,956	2,714,568	25,056,363	64%	24,463,529	2%
Event Officials	71,994	1,290	66,248	92%	60,685	9%
Legal Services	150,000	3,996	75,061	50%	29,948	151%
Lobbyist Services	30,000	-	8,125	27%	-	100%
Audit Services	93,745	-	62,045	66%	49,800	25%
Collection Costs	70,000	9,470	19,607	28%	26,407	-26%
Insurance, Property/Casualty & Rel	1,271,070	26,081	1,231,684	97%	995,646	24%
Contracted Services	8,117,585	375,763	4,710,218	58%	4,389,603	7%
SB 155 Shared Funding Payments	380,000	-	277,412	73%	210,559	32%
Overnight Travel	1,039,417	77,886	486,414	47%	455,472	7%
Travel - Accreditation	10,000	-	1,105	11%	2,658	-58%
Staff Development Training & Travel	380,657	17,600	166,326	44%	199,030	-16%
Faculty Continuing Ed Grants	23,500	3,552	23,569	100%	24,074	-2%
Tuition Reimbursement	550,000	4,015	387,857	71%	382,113	2%
Same Day Travel	114,707	4,258	43,267	38%	32,344	34%
Supplies and Materials	6,080,742	444,069	3,324,292	55%	3,271,754	2%
Computer Software & Licenses	5,108,861	712,414	4,255,575	83%	3,766,666	13%
Technical Training	102,536	8,524	68,930	67%	41,459	66%
Applicant Travel	15,000	-	6,346	42%	7,354	-14%
Recruiting Travel	35,239	2,609	15,365	44%	10,120	52%
Printing, Binding & Publications	116,350	-	35,162	30%	74,047	-53%
Advertising and Promotions	1,028,400	49,094	637,589	62%	753,490	-15%
Memberships	395,171	9,626	298,695	76%	300,045	0%
Accreditation Expenses	74,561	-	43,671	59%	31,705	38%
Bad Debt Expense	130,000	-	65,000	50%	130,000	-50%
Electric	2,970,000	215,590	2,082,832	70%	2,054,360	1%
Water	175,100	8,369	162,822	93%	144,337	13%
Natural Gas	82,400	6,803	51,486	62%	75,052	-31%
Telephone	505,400	6,984	478,179	95%	296,599	61%
Gasoline	66,150	(700)	38,585	58%	44,533	-13%
Subscriptions	504,048	11,106	359,259	71%	340,042	6%
Rentals and Leases	633,262	88,364	440,375	70%	400,358	10%
Repairs and Maintenance	729,863	42,760	379,503	52%	372,933	2%
Freight	98,500	7,580	55,213	56%	123,956	-55%
Special Events	414,730	31,439	208,592	50%	140,873	48%
Retirement Recognitions	7,500	300	2,578	34%	6,301	-59%
Postage	255,000	2,128	132,211	52%	137,556	-4%
Contingency	602,000	90,775	520,463	86%	3,000	17249%
Remodeling and Renovations	1,253,113	5,126	149,130	12%	133,421	12%
Library Books	85,000	7,980	64,481	76%	82,212	-22%
Furniture and Equipment	2,325,373	81,229	1,503,893	65%	909,682	65%
Art Acquisitions	3,000	-	-	0%	-	0%
Building Improvements	161,421	19,028	57,935	36%	5,711,064	-99%
Other Tax Assessments	-	-	-	0%	-	0%
Income Tax	2,500	-	-	0%	-	0%
Grants	415,896	-	219,889	53%	198,065	11%
Foster Care & Killed on Duty Grant	80,000	-	35,374	44%	42,580	-17%
Federal SEOG Match	90,894	16,950	70,750	78%	101,001	-30%
Principal Payments	2,180,000	-	2,180,000	100%	2,070,000	5%
Interest Payments	1,508,238	-	1,497,346	99%	1,612,639	-7%
Fee Payments	1,500	-	750	50%	829	-10%
<b>TOTAL EXPENSES</b>	<b>\$ 178,726,356</b>	<b>\$ 13,585,825</b>	<b>\$ 120,748,958</b>	<b>68%</b>	<b>\$ 123,325,750</b>	<b>-2%</b>

**JOHNSON COUNTY COMMUNITY COLLEGE  
TREASURER'S REPORT  
MARCH 31, 2024  
75% OF FISCAL YEAR EXPIRED  
ADULT SUPPLEMENTARY EDUCATION & STUDENT ACTIVITY FUNDS**

	ADOPTED BUDGET 2023-2024	ACTIVITY THIS MONTH 2023-2024	ACTIVITY YEAR TO DATE 2023-2024	YTD AS % OF BUDGET	PRIOR YEAR ACTIVITY TO DATE
<b>ADULT SUPPLEMENTARY EDUCATION FUND</b>					
Tuition and Fees	\$ 3,905,580	\$ 421,829	\$ 3,001,387	77%	\$ 2,234,654
Investment Income	20,000	7,762	67,628	338%	22,038
Other Income	1,502,000	49,095	788,159	52%	687,948
TOTAL REVENUE	<u>\$ 5,427,580</u>	<u>\$ 478,686</u>	<u>\$ 3,857,174</u>	<u>71%</u>	<u>\$ 2,944,640</u>
Salaries and Benefits	\$ 3,388,475	\$ 179,377	\$ 1,517,312	45%	\$ 1,551,046
Current Operating	4,298,592	143,063	2,258,218	53%	1,980,735
Capital	160,391	-	-	0%	18,585
TOTAL EXPENSES	<u>\$ 7,847,458</u>	<u>\$ 322,440</u>	<u>\$ 3,775,531</u>	<u>48%</u>	<u>\$ 3,550,366</u>
<b>Unencumbered Cash Rollforward:</b>					
Beginning Balance			\$ 1,372,323		\$ 2,208,861
Revenues Over Expenses			81,643		(605,725)
Encumbrances & Other Activity			(804,544)		(648,820)
Ending Balance			<u>\$ 649,422</u>		<u>\$ 954,316</u>
<b>STUDENT ACTIVITY FUND</b>					
Tuition and Fees	\$ 1,904,000	\$ (3,151)	\$ 1,975,893	104%	\$ 1,895,034
Investment Income	18,000	5,597	52,009	289%	17,472
Other Income	8,000	1,576	4,777	60%	6,457
TOTAL REVENUE	<u>\$ 1,930,000</u>	<u>\$ 4,022</u>	<u>\$ 2,032,679</u>	<u>105%</u>	<u>\$ 1,918,963</u>
Salaries and Benefits	\$ 445,273	\$ 30,280	\$ 222,295	50%	\$ 211,767
Current Operating	935,806	97,041	600,158	64%	505,776
Grants/Scholarships	1,446,692	15,174	1,151,876	80%	1,171,748
TOTAL EXPENSES	<u>\$ 2,827,771</u>	<u>\$ 142,495</u>	<u>\$ 1,974,329</u>	<u>70%</u>	<u>\$ 1,889,292</u>
<b>Unencumbered Cash Rollforward:</b>					
Beginning Balance			\$ 1,214,098		\$ 1,478,536
Revenues Over Expenses			58,351		29,671
Encumbrances & Other Activity			(87,708)		(171,160)
Ending Balance			<u>\$ 1,184,741</u>		<u>\$ 1,337,047</u>

**JOHNSON COUNTY COMMUNITY COLLEGE  
TREASURER'S REPORT  
MARCH 31, 2024  
75% OF FISCAL YEAR EXPIRED  
OTHER FUNDS**

	ADOPTED BUDGET 2023-2024	ACTIVITY THIS MONTH 2023-2024	ACTIVITY YEAR TO DATE 2023-2024	YTD AS % OF BUDGET	PRIOR YEAR ACTIVITY TO DATE
<b>MOTORCYCLE DRIVER SAFETY FUND</b>					
Tuition and Fees	\$ 160,000	\$ 20,300	\$ 110,526	69%	\$ 100,239
Other Income	40,000	-	39,360	98%	41,410
<b>TOTAL REVENUE</b>	<b>\$ 200,000</b>	<b>\$ 20,300</b>	<b>\$ 149,886</b>	<b>75%</b>	<b>\$ 141,649</b>
Salaries and Benefits	\$ 115,500	\$ 10,124	\$ 47,073	41%	\$ 39,767
Current Operating	23,400	1,409	8,047	34%	2,902
Capital	21,000	-	-	0%	-
<b>TOTAL EXPENSES</b>	<b>\$ 159,900</b>	<b>\$ 11,532</b>	<b>\$ 55,119</b>	<b>34%</b>	<b>\$ 42,669</b>
<b>Unencumbered Cash Rollforward:</b>					
Beginning Balance			\$ 1,242,904		\$ 1,161,804
Revenues Over Expenses			94,766		98,980
Encumbrances & Other Activity			(1,737)		(6,317)
Ending Balance			<b>\$ 1,335,933</b>		<b>\$ 1,254,467</b>
<b>TRUCK DRIVER TRAINING COURSE FUND</b>					
Tuition and Fees	\$ 2,214,000	\$ 183,256	\$ 1,115,227	50%	\$ 608,564
<b>TOTAL REVENUE</b>	<b>\$ 2,214,000</b>	<b>\$ 183,256</b>	<b>\$ 1,115,227</b>	<b>50%</b>	<b>\$ 608,564</b>
Salaries and Benefits	\$ 1,032,567	\$ 87,577	\$ 569,926	55%	\$ 278,863
Current Operating	972,500	99,796	427,109	44%	114,107
Capital	538,502	-	-	0%	-
<b>TOTAL EXPENSES</b>	<b>\$ 2,543,569</b>	<b>\$ 187,373</b>	<b>\$ 997,034</b>	<b>39%</b>	<b>\$ 392,971</b>
<b>Unencumbered Cash Rollforward:</b>					
Beginning Balance			\$ 1,354,084		\$ 1,102,867
Revenues Over Expenses			118,193		215,593
Encumbrances & Other Activity			(638,141)		(72,960)
Ending Balance			<b>\$ 834,136</b>		<b>\$ 1,245,501</b>
<b>SPECIAL ASSESSMENTS FUND</b>					
Ad Valorem (Property Taxes)	\$ 317,491	\$ 8,779	\$ 201,420	63%	\$ 190,540
Interest Income	-	7,202	53,243	100%	15,161
<b>TOTAL REVENUE</b>	<b>\$ 317,491</b>	<b>\$ 15,981</b>	<b>\$ 254,663</b>	<b>80%</b>	<b>\$ 205,701</b>
Current Operating	\$ 500,000	\$ 8,914	\$ 179,080	36%	\$ 332,619
<b>TOTAL EXPENSES</b>	<b>\$ 500,000</b>	<b>\$ 8,914</b>	<b>\$ 179,080</b>	<b>36%</b>	<b>\$ 332,619</b>
<b>Unencumbered Cash Rollforward:</b>					
Beginning Balance			\$ 1,547,334		\$ 1,584,726
Revenues Over Expenses			75,583		(126,918)
Encumbrances & Other Activity			(64,143)		(278,863)
Ending Balance			<b>\$ 1,558,774</b>		<b>\$ 1,178,945</b>

**JOHNSON COUNTY COMMUNITY COLLEGE  
TREASURER'S REPORT  
MARCH 31, 2024  
75% OF FISCAL YEAR EXPIRED  
AUXILIARY ENTERPRISE FUND - SCHEDULE 1**

	ADOPTED BUDGET 2023-2024	ACTIVITY THIS MONTH 2023-2024	ACTIVITY YEAR TO DATE 2023-2024	YTD AS % OF BUDGET	PRIOR YEAR ACTIVITY TO DATE
<b>REVENUES</b>					
Cosmetology	\$ 9,000	\$ 148	\$ 6,793	75%	\$ 17,830
Bookstore	6,774,400	39,201	4,873,094	72%	4,841,772
Dining Services	2,599,528	255,671	1,953,651	75%	1,689,605
Hiersteiner Center	-	-	- †	0%	737,262
HVAC Auxiliary & Auto Technology Project	2,000	-	-	0%	-
Dental Hygiene	1,800	64	729	40%	1,847
Hospitality Management & Pastry Program	60,000	7,362	37,554	63%	42,560
Campus Farm	16,500	1,147	14,813	90%	13,896
Investment Income	15,000	927	23,923	159%	15,234
<b>TOTAL REVENUES</b>	<b>\$ 9,478,228</b>	<b>\$ 304,520</b>	<b>\$ 6,910,556</b>	<b>73%</b>	<b>\$ 7,360,007</b>
<b>EXPENSES</b>					
Cosmetology	\$ 9,500	\$ -	\$ 3,551	37%	\$ 10,268
Bookstore	6,440,275	85,486	4,357,361	68%	4,752,118
Dining Services	3,876,778	286,429	2,451,288	63%	2,719,951
Hiersteiner Center	-	-	- †	0%	1,244,115
HVAC Auxiliary & Auto Technology Project	2,000	-	-	0%	-
Dental Hygiene	1,800	-	1,098	61%	1,416
Hospitality Management & Pastry Program	65,000	4,183	37,263	57%	39,865
Campus Farm	16,500	1,441	7,853	48%	9,897
<b>SUBTOTAL</b>	<b>\$ 10,411,853</b>	<b>\$ 377,539</b>	<b>\$ 6,858,414</b>	<b>66%</b>	<b>\$ 8,777,631</b>
<b>Other Auxiliary Services Expenses</b>					
Auxiliary Construction	\$ 10,000	\$ -	\$ 856	9%	\$ 2,347
Director	170,084	20,956	177,635	104%	13,349
Budget Reallocation Pool	100,000	-	-	0%	-
<b>TOTAL EXPENSES</b>	<b>\$ 10,691,937</b>	<b>\$ 398,495</b>	<b>\$ 7,036,905</b>	<b>66%</b>	<b>\$ 8,793,326</b>
<b>Unencumbered Cash Rollforward:</b>					
Beginning Balance			\$ 298,431		\$ 1,838,826
Revenues Over Expenses			(126,349)		(1,433,319)
Encumbrances & Other Activity			(295,754)		(107,654)
Ending Balance			<b>\$ (123,672)</b>		<b>\$ 297,853</b>

† Activity has been combined into General Fund in FY24.

**JOHNSON COUNTY COMMUNITY COLLEGE  
TREASURER'S REPORT  
MARCH 31, 2024  
75% OF FISCAL YEAR EXPIRED  
AUXILIARY ENTERPRISE FUND - SCHEDULE 2**

	2023-2024 YEAR TO DATE NET	2022-2023 YEAR TO DATE NET	NET CHANGE FROM PRIOR YR
Cosmetology	\$ 3,243	\$ 7,562	\$ (4,320)
Bookstore	515,733	89,654	426,078
Dining Services	(497,637)	(1,030,346)	532,709
Hiersteiner Center	- †	(506,853)	506,853
HVAC Auxiliary & Auto Technology Project	-	-	-
Dental Hygiene	(369)	431	(800)
Hospitality Management & Pastry Program	291	2,695	(2,404)
Campus Farm	6,960	3,998	2,961
	<u>\$ 28,220</u>	<u>\$ (1,432,858)</u>	<u>\$ 1,461,077</u>

† Activity has been combined into General Fund in FY24.

**JOHNSON COUNTY COMMUNITY COLLEGE**  
**TREASURER'S REPORT**  
**MARCH 31, 2024**  
**75% OF FISCAL YEAR EXPIRED**  
**PLANT & OTHER FUNDS**

	ADOPTED BUDGET 2023-2024	ACTIVITY THIS MONTH 2023-2024	ACTIVITY YEAR TO DATE 2023-2024	YTD AS % OF BUDGET	PRIOR YEAR ACTIVITY TO DATE
<b>REVENUE BOND DEBT SERVICE FUND</b>					
<b>Unencumbered Cash Rollforward:</b>					
Balance Forward	\$ 1,470,207		\$ 1,470,207		\$ 1,730,697
TOTAL REVENUE	1,383,600	\$ (2,260)	1,417,265	102%	1,359,065
TOTAL EXPENSES	1,706,650	-	1,599,348	94%	1,570,648
Encumbrances & Other Activity			-		-
Ending Balance			<u>\$ 1,288,124</u>		<u>\$ 1,519,113</u>
<b>INDUSTRIAL TRAINING CENTER (ITC) REPAIR AND REPLACEMENT RESERVE FUNDS</b>					
<b>Unencumbered Cash Rollforward:</b>					
Balance Forward	\$ 429,760		\$ 429,760		\$ 296,501
TOTAL REVENUE	-	\$ 12,498	112,485	100%	112,485
TOTAL EXPENSES	250,000	-	10,040	4%	2,582
Encumbrances & Other Activity			-		-
Ending Balance			<u>\$ 532,206</u>		<u>\$ 406,404</u>
<b>CAPITAL OUTLAY</b>					
<b>Unencumbered Cash Rollforward:</b>					
Balance Forward	\$ 8,942,696		\$ 8,942,696		\$ 6,930,271
TOTAL REVENUE	7,987,798	\$ 280,232	5,195,593	65%	4,503,389
TOTAL EXPENSES	7,303,500	344,487	1,311,248	18%	354,449
Encumbrances & Other Activity			(4,417,395)		(4,002,261)
Ending Balance			<u>\$ 8,409,646</u>		<u>\$ 7,076,950</u>
<b>CAMPUS DEVELOPMENT FUND</b>					
<b>Unencumbered Cash Rollforward:</b>					
Balance Forward	\$ 1,422,099		\$ 1,422,099		\$ 1,541,591
TOTAL REVENUE	824,160	\$ (1,356)	850,359	103%	815,545
TOTAL EXPENSES	750,000	-	202,633	27%	60,667
Encumbrances & Other Activity			(285,182)		(213,520)
Ending Balance			<u>\$ 1,784,643</u>		<u>\$ 2,082,949</u>
<b>PHASE 3 FACILITIES MASTER PLAN</b>					
<b>Unencumbered Cash Rollforward:</b>					
Balance Forward	\$ 2,505,055		\$ 2,505,055		\$ 3,352,596
TOTAL REVENUE	-	\$ -	-	0%	-
TOTAL EXPENSES	6,322,092	383,556	4,117,554	65%	264,450
Encumbrances & Other Activity			2,347,691		(172,215)
Ending Balance			<u>\$ 735,193</u>		<u>\$ 2,915,931</u>
<b>ALL OTHER FUNDS</b>					
<b>Unencumbered Cash Rollforward:</b>					
Balance Forward	\$ 1,692,289		\$ 1,692,289		\$ 4,894,423
TOTAL REVENUE	19,175,858	\$ 1,124,944	29,090,755	152%	21,962,778
TOTAL EXPENSES	13,039,174	1,920,513	26,661,640	204%	21,821,174
Encumbrances & Other Activity			(5,660,557)		(2,491,600)
Ending Balance			<u>\$ (1,539,152)</u>		<u>\$ 2,544,426</u>
<b>GRAND TOTAL ALL FUNDS</b>					
<b>Unencumbered Cash Rollforward:</b>					
Balance Forward	\$ 145,584,107		\$ 145,584,107		\$ 145,168,117
TOTAL REVENUE	235,897,452	\$ 6,702,093	185,322,386	79%	168,726,276
TOTAL EXPENSES	240,082,004	20,501,692	182,495,713	76%	174,326,707
Encumbrances & Other Activity			(4,599,574)		(7,510,950)
Ending Balance			<u>\$ 143,811,206</u>		<u>\$ 132,056,736</u>

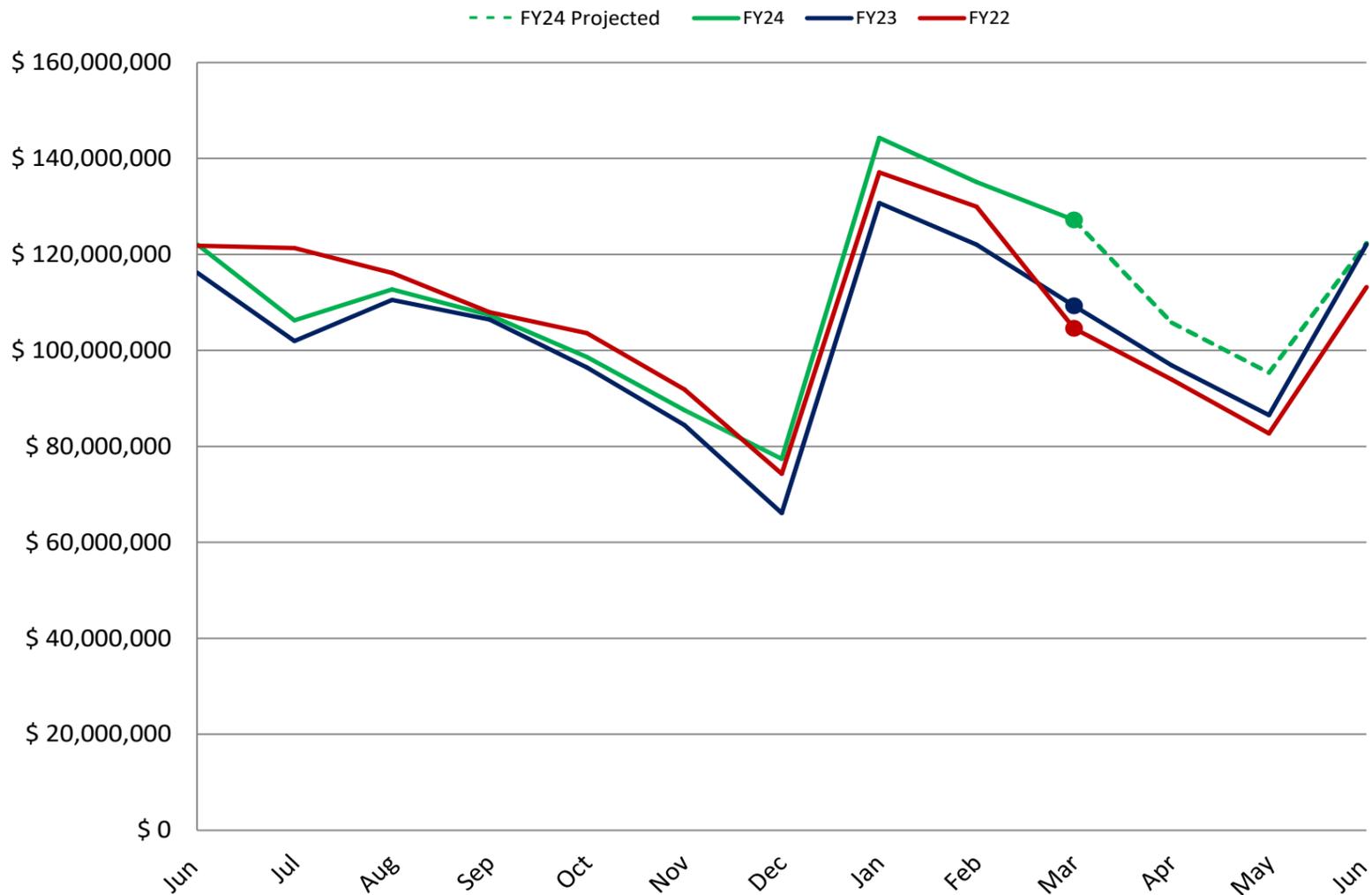
**JOHNSON COUNTY COMMUNITY COLLEGE  
TREASURER'S REPORT  
MARCH 31, 2024  
75% OF FISCAL YEAR EXPIRED  
INVESTMENTS**

DESCRIPTION	DATE PURCHASED	DATE OF CALL/MATURITY	YIELD RATE	MATURED THIS MONTH	CURRENT INVESTMENTS
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 BILLS	01/22/24	04/04/24	5.05%		\$ 3,031,000
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 BILLS	03/15/24	05/17/24	4.98%		2,402,000
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 BILLS	01/16/24	06/06/24	4.85%		3,375,000
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	08/15/23	08/08/24	4.80%		5,252,000
US TREASURY NOTES	08/31/23	08/08/24	4.93%		5,475,000
US TREASURY NOTES	11/30/23	09/15/24	5.08%		3,225,000
US TREASURY NOTES	12/15/23	09/30/24	2.13%		1,750,000
US TREASURY NOTES	01/02/24	09/30/24	4.75%		3,325,000
COMMERCE BANK	10/27/23	10/03/24	5.28%		5,123,038
US TREASURY BILLS	11/15/23	10/03/24	4.76%		2,825,000
US TREASURY BILLS	01/22/24	10/03/24	4.52%		5,165,000
US TREASURY NOTES	01/22/24	10/15/24	4.77%		5,142,000
US TREASURY NOTES	01/22/24	10/31/24	4.76%		5,070,000
US TREASURY BILLS	02/29/24	10/31/24	4.68%		1,467,000
US TREASURY NOTES	01/22/24	11/15/24	4.76%		4,064,000
US TREASURY NOTES	06/15/23	11/30/24	4.75%		3,005,000
US TREASURY NOTES	01/22/24	11/30/24	4.75%		5,095,000
US TREASURY NOTES	01/22/24	12/15/24	4.71%		5,160,000
US TREASURY NOTES	01/22/24	01/31/25	4.62%		5,046,000
US TREASURY NOTES	01/22/24	02/15/25	4.62%		5,132,000
US TREASURY NOTES	01/22/24	02/28/25	4.56%		5,169,000
US TREASURY NOTES	01/22/24	03/15/25	4.56%		5,128,000
US TREASURY NOTES	01/22/24	03/31/25	4.53%		5,234,000
US TREASURY NOTES	07/17/23	04/30/25	2.88%		5,330,000
US TREASURY NOTES	01/22/24	04/30/25	4.50%		5,068,000
US TREASURY NOTES	01/22/24	05/15/25	4.46%		5,100,000
US TREASURY NOTES	06/15/23	06/15/25	4.44%		3,107,000
US TREASURY NOTES	07/20/23	06/30/25	2.75%		5,250,000
US TREASURY NOTES	09/22/23	07/31/25	2.88%		5,300,000
US TREASURY NOTES	08/31/23	08/31/25	5.00%		5,200,000
US TREASURY NOTES	01/31/24	08/31/25	4.23%		3,363,000
		TOTAL			176,626,871
Municipal Investment Pool: (MIP) Daily Rate	03/01/24	03/31/24	4.02%		304
		GRAND TOTAL			<u>\$ 176,627,175</u>

**JOHNSON COUNTY COMMUNITY COLLEGE  
TREASURER'S REPORT  
MARCH 31, 2024  
75% OF FISCAL YEAR EXPIRED  
CASH AND POOLED INVESTMENT ANALYSIS**

FUND	BOOK BALANCE	OUTSTANDING COMMITMENTS	UNENCUMBERED BALANCE	PRIOR YEAR UNENCUMBERED BALANCE
General & PTE Funds	\$ 147,825,687	\$ 20,664,474	\$ 127,161,213	\$ 109,242,834
Adult Supplementary Education Fund	1,749,307	1,099,885	649,422	954,316
Student Activity Fund	1,261,339	76,599	1,184,741	1,337,047
Motorcycle Driver Safety Fund	1,338,665	2,732	1,335,933	1,254,467
Truck Driver Training Fund	1,478,440	644,304	834,136	1,245,501
Auxiliary Enterprise Funds	208,973	332,645	(123,672)	297,853
Revenue Bond Debt Service Fund	1,322,241	34,117	1,288,124	1,519,113
COM & ITC Repair and Replacement Reserve Funds	532,206	-	532,206	406,404
Capital Outlay Funds	13,696,328	5,286,682	8,409,646	7,076,950
Campus Development Fund	2,143,373	358,730	1,784,643	2,082,949
Phase 3 Facilities Master Plan	2,441,843	1,706,650	735,193	2,915,931
Special Assessments Fund	1,623,028	64,254	1,558,774	1,178,945
All Other Funds	9,151,705	10,690,857	(1,539,152)	2,544,426
<b>TOTAL</b>	<b>\$ 184,773,136</b>	<b>\$ 40,961,930</b>	<b>\$ 143,811,206</b>	<b>\$ 132,056,736</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 March, the ending balances were approximately \$127.2 million for 2024, \$109.2 million for 2023, and \$104.6 million for 2022. The estimated fiscal year 2024 ending balance is \$122.3 million.

**JOHNSON COUNTY COMMUNITY COLLEGE  
TREASURER'S REPORT  
MARCH 31, 2024  
75% OF FISCAL YEAR EXPIRED  
FOUNDATION**

	ACTIVITY YEAR TO DATE MARCH 31, 2024	PRIOR YEAR ACTIVITY TO DATE	\$	CHANGE	CHANGE %
<b>FOUNDATION</b>					
Contribution Income	\$ 1,988,805	\$ 4,390,427			
Event Revenue	605,860	362,334			
Investment Income	4,444,692	2,382,690			
Other Revenue	73,966	42,354			
<b>TOTAL REVENUE</b>	<u>\$ 7,113,322</u>	<u>\$ 7,177,804</u>	\$	(64,482)	(0.9) %
Student Assistance	\$ 14,231	\$ 762,810			
Program Support	360,238	560,937			
Project Support	546,813	2,264			
Campus Support	53,154	46,467			
Programming Expenses	350,775	169,637			
General & Administrative Expenses	437,119	347,863			
<b>TOTAL EXPENSES</b>	<u>\$ 1,762,330</u>	<u>\$ 1,889,978</u>	\$	(127,648)	(6.8) %
Balance Forward	\$ 45,955,637	\$ 41,036,734			
Revenues Over Expenses	5,350,993	5,287,827			
Ending Balance	<u>\$ 51,306,630</u>	<u>\$ 46,324,561</u>	\$	4,982,069	10.8 %

JOHNSON COUNTY COMMUNITY COLLEGE  
OFFICE OF THE PRESIDENT

May 9, 2024

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

*AFFILIATION AGREEMENTS*

*(Provide JCCC students with needed clinical or other career affiliated experiences)*

<b>Agency/ Organization</b>	<b>Program(s)</b>	<b>Credit/CE</b>	<b>New/Renewal and Term</b>	<b>Financial Impact/Additional Information</b>
KVC Hospitals, Inc. dba Camber Children's Mental Health	Practical Nursing	Credit	New	None/For establishing a cooperative program of clinical education for students enrolled in the program.

**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.**

---

Gurbhushan Singh Vice President  
Academic Affairs/CAO Chief  
Academic Officer

---

L. Michael McCloud  
Executive Vice President/Provost

---

Judy Korb  
Interim President

JOHNSON COUNTY COMMUNITY COLLEGE  
OFFICE OF THE PRESIDENT

April 29, 2024

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 May 9, 2024 board Packet includes the detailed individual disbursement information.

<u>Date</u>	<u>Control Number</u>		<u>Amount</u>
Accounts Payable Disbursements			
4/05/2024	00719585 - 00719692	AP	744,406.62
4/05/2024	!0048385 - !0048480	ACH	1,311,832.19
4/05/2024	W0000252	Wire	3,086.00
4/05/2024	W0000253	Wire	3,418.00
4/05/2024	J0220995	P-Card ACH	130,047.93
4/12/2024	00719693 - 00719805	AP	290,184.22
4/12/2024	!0048481 - !0048549	ACH	1,430,061.08
4/12/2024	J0221023	P-Card ACH	161,470.32
4/15/2024	W0000254	Wire	1,788,519.78
4/19/2024	00719806 - 00719898	AP	309,233.02
4/19/2024	!0048550 - !0048612	ACH	467,181.74
4/19/2024	J0221076	P-Card ACH	146,740.18
4/26/2024	00719899 - 00719975	AP	688,531.03
4/26/2024	!0048613 - !0048675	ACH	676,197.93
4/26/2024	J0221106	P-Card ACH	88,920.54
			\$8,239,830.58

Tuition Refunds and Financial Aid Disbursements

4/05/2024	10194227 - 10194301	66,516.40
4/12/2024	10194302 - 10194328	29,087.98
4/19/2024	10194329 - 10194358	22,604.51
4/26/2024	10194359 - 10194374	16,452.80
04/01/2024-04/26	Refund ACH	449,956.78
		<hr/>
		\$584,618.47
		<hr/>
Total Cash Disbursements		<u>\$8,824,449.05</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 \$8,824,449.05.**

---

Janelle Vogler  
Vice President and Chief Financial Officer

---

Rachel Lierz  
Executive Vice President  
Finance & Administrative Services

---

Judy Korb  
Interim President

JOHNSON COUNTY COMMUNITY COLLEGE  
OFFICE OF THE PRESIDENT

May 9, 2024

CURRICULUM

REPORT:

New Program, Effective Academic Year 2024-2025

- 2000-AA: Elementary Education, Associate of Arts
  - KBOR Systemwide Elementary Education (PK-6) transfer associate degree

**RECOMMENDATION:**

**The college administration recommends that the Board of Trustees approve the changes to the curriculum as indicated.**

---

Gurbhushan Singh  
Vice President Academic Affairs/CAO

---

Judy Korb  
Interim President & CEO

JOHNSON COUNTY COMMUNITY COLLEGE  
OFFICE OF THE PRESIDENT

May 9, 2024

GRANTS, CONTRACTS AND AWARDS

REPORT:

The following grants, contracts and awards have been approved for funding.

1. Adult Education Workforce Innovation and Opportunity Act Grant FY24 – *additional funding*  
Funding Agency: U.S. Department of Education / Kansas Board of Regents  
Purpose: Additional state funding to support the program.  
Duration: April 29, 2024 – June 30, 2024  
Grant Administrator: Leslie Dykstra  
Amount Funded: \$5,500  
JCCC Match: - 0 -  
Applicant: JCCC

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

1. Commercial Motor Vehicle (CMV) Operator Safety Training Grant  
Funding Agency: U.S. Department of Transportation, Federal Motor Carrier Safety Administration  
Purpose: To recruit and enroll in JCCC's CDL program 20 veterans, their spouses, and/or their children.  
Duration: September 30, 2024 – September 30, 2026  
Grant Administrator: Nicholas Gonzalez  
Amount Requested: \$139,980  
JCCC Match: -0-  
Applicant: JCCC
2. Adult Education Workforce Innovation and Opportunity Act Grant FY25  
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, 2024 – June 30, 2025  
Grant Administrator: Leslie Dykstra  
Amount Requested: \$872,293  
JCCC Match: \$357,332  
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.**

---

Katherine B. Allen  
Vice President  
College Advancement & Government Affairs

---

Judy Korb  
Interim President

JOHNSON COUNTY COMMUNITY COLLEGE  
OFFICE OF THE PRESIDENT

May 09, 2024

HUMAN RESOURCES

1. Retirement

JANELLE VOGLER, VP and Chief Financial Officer, Finance & Administrative Services, October 31, 2024.

**RECOMMENDATION:**

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

---

Christina McGee  
Vice President, Human Resources

---

Judy Korb  
Interim President

JOHNSON COUNTY COMMUNITY COLLEGE  
OFFICE OF THE PRESIDENT

May 09, 2024

HUMAN RESOURCES ADDENDUM

1. Retirement

RONALD PALCIC, Professor Mathematics, Academic Affairs, December 31, 2024.

GEORGE FERGUSON, Associate Professor Business Administration, Academic Affairs,  
December 31, 2024.

WILLIAM LEHMAN, Professor Chemistry, Academic Affairs, December 31, 2024

NANCY THOMAS, Associate Professor Fire Science, Academic Affairs, May 31, 2024.

**RECOMMENDATION:**

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

2. Separations

KELLY KETNER, Lead Teacher, Finance & Administrative Services, May 10, 2024.

MELISA JIMENEZ, Coordinator Recruitment, Student Success & Engagement, June 7, 2024.

WILLIAM ASHBURN, Computer Lab Assistant, Finance & Administrative Services, June 30, 2024.

BHARTI BHAGAT, Computer Lab Assistant, Finance & Administrative Services, June 30, 2024.

DAVID BROOKS, Supervisor Computer Lab, Finance & Administrative Services, June 30, 2024.

LILLY CHAO, Computer Lab Assistant, Finance & Administrative Services, June 30, 2024.

KENNETH ELDRED, Computer Lab Assistant, Finance & Administrative Services, June 30, 2024.

MICHAEL KENNEDY, Computer Lab Assistant, Finance & Administrative Services, June 30, 2024.

CLAUDIA LEE, Computer Lab Assistant, Finance & Administrative Services, June 30, 2024.

LYNN LOLLAR, Computer Lab Assistant, Finance & Administrative Services, June 30, 2024.

ANDREW RYMILL, Computer Lab Assistant, Finance & Administrative Services, June 30, 2024.

LISA WOODBURY, Computer Lab Assistant, Finance & Administrative Services, June 30, 2024.

**RECOMMENDATION:**

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

---

Christina McGee  
Vice President, Human Resources

---

Judy Korb  
Interim President