

**Johnson County Community College  
12345 College Boulevard  
Overland Park, Kansas**

**Meeting – Board of Trustees  
Hugh Speer Board Room, GEB 137  
November 21, 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>          |
| <b>A. Student Spotlight: Erick Friel</b>              |                              |
| <b>V. Open Forum</b>                                  | <b>Trustee Rayl</b>          |
| <b>VI. Board Reports</b>                              |                              |
| <b>A. Student Senate</b>                              | <b>Logan Grigsby</b>         |
| <b>B. College Lobbyist</b>                            | <b>Dick Carter</b>           |
| <b>C. College Council</b>                             | <b>Jason Arnett</b>          |
| <b>D. Faculty Association</b>                         | <b>Andrea Vieux</b>          |
| <b>E. Johnson County Education Research Triangle</b>  | <b>Trustee Smith-Everett</b> |
| <b>F. Kansas Association of Community Colleges</b>    | <b>Trustee Cross</b>         |
| <b>G. Foundation</b>                                  | <b>Trustee Hamill</b>        |
| <b>VII. Committee Reports and Recommendations</b>     |                              |
| <b>A. Audit Committee (pp 1-10)</b>                   | <b>Trustee Smith-Everett</b> |
| <u><b>Recommendation: FY24 Annual Audit (p 1)</b></u> |                              |
| <u><b>Recommendation: Audit Charter (pp 2-8)</b></u>  |                              |
| <b>B. Board Governance Committee (pp 11-12)</b>       | <b>Trustee Mitchell</b>      |

**C. Collegial Steering Committee**

**Trustee Smith-Everett**

**D. Management and Finance Committee (pp 13-16)**

**Trustee Mitchell**

**Recommendation: Liebert Unit Replacement – Regnier  
Center (p 14)**

**Recommendation: Student Center Electrical Switchgear  
Replacement (p 15)**

**E. Student Success Committee (pp 17-18)**

**Trustee Rattan**

**VIII. President's Recommendation for Action**

**A. Treasurer's Report (pp 19-29)**

**Trustee Hamill**

**B. Monthly Report to the Board**

**Dr. Judy Korb**

**IX. New Business**

**Trustee Rayl**

**A. Nominating Committee**

**X. Old Business**

**Trustee Rayl**

**XI. Consent Agenda**

**Trustee Rayl**

**A. Regular Monthly Reports and Recommendations**

- 1. Minutes of a Previous Meeting**
- 2. Affiliation, Articulation and Reverse Transfer,  
Cooperative and Other Agreements (pp 30-31)**
- 3. Cash Disbursement Report (pp 32-33)**
- 4. Curriculum (pp 34-36)**
- 5. Grants, Contracts and Awards (pp 37-38)**
- 6. Retirement Tribute Fund (p 39)**

**B. Human Resources (pp 40-43)**

- 1. Retirements**
- 2. Separations**
- 3. Faculty Sabbatical Reports**

**C. Human Resources Addendum**

**XII. Executive Session**

**XIII. Adjournment**

## JCCC Audit Committee Meeting

### Minutes

November 7, 2024

GEB 137

The Audit Committee met at 9:00 a.m. on Thursday, November 7, 2024, in the Hugh Speer Board Room (GEB 137). Those present were Board Vice-Chair Laura Smith-Everett; staff Dr. Judy Korb, Rachel Lierz, Christina McGee, Phillip Mein, Kelsey Nazar, Chris Gray, Shelli Allen, Mickey McCloud, Megan Casey, Christal Williams, Deb Nicholson, Andrea Vieux, Jeff Johnson and Cheryl McLeod. Chester Moyer, Audit Partner, Corey Robinson, Audit Manager, and Emily Kaemmer from RubinBrown LLP were present for the first agenda item (draft audited financial statements).

#### Presentation of Draft Audited Financial Statements (AU10)

Chester Moyer, Partner and Corey Robinson, Audit Manager from RubinBrown, LLP, presented the draft annual financial statement report for the year ended June 30, 2024. Mr. Moyer informed the committee that the college is expected to receive an *unmodified* opinion. The committee made the following recommendation:

#### **RECOMMENDATION**

**It is the recommendation of the Audit Committee that the Board of Trustees accept the recommendation of Audit & Advisory Services to approve the audited financial statement for the year ended June 30, 2024.**

#### Updates on Activities and Audits (AU-1)

Jeff Johnson, Director of Audit & Advisory Services, presented information on the activities of the last quarter and plans for the upcoming period. He highlighted the progress made on the Ethics Report Line modifications and enhancements project and shared the next steps in the process. He also shared observations on the ACUA annual conference.

#### Audit Recommendations Update Matrix (AU-2)

Mr. Johnson shared an update on the status of prior audit recommendations. He noted that six (6) of 14 recommendations from the Payroll Process Design Effectiveness Assessment have been implemented.

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

*Quarterly Report* – Between July 22, 2024, and October 28, 2024, six (6) reports were received via the JCCC Ethics Report Line. Four (4) reports were received anonymously. As of October 28, 2024, five reports have been reviewed, addressed and closed. One (1) report is in process.

For the same period, 29 reports were received via HR Channels. Twenty-five have been reviewed, addressed and closed. Four (4) are in process.

#### Global Internal Audit Standards Board Communications

Mr. Johnson presented an overview of the new Internal Audit Standards. He highlighted the purpose of Internal Auditing and outlined the relationship and expectations of the Director of Audit & Advisory Services and the Board to establish the Internal Audit function, position it independently, and oversee its performance. He also provided the committee with an update on the department's implementation of the Standards.

#### Draft Audit Committee Charter (AU-8)

Annually, the Audit Committee reviews the Internal Audit Charter. This practice is consistent with the guidance provided by the Institute of Internal Auditors - Global Internal Audit Standards 6.2. As a result of the review, the committee made the following recommendation:

#### **RECOMMENDATION**

**It is the recommendation of the Audit Committee that the Board of Trustees accept the recommendation of Audit & Advisory Services to approve the proposed Audit Charter, as shown in the Board packet.**



## **Audit Charter for Johnson County Community College**

### **Purpose**

The purpose of Audit and Advisory Services' (Internal Audit) function is to strengthen Johnson County Community College's (JCCC or the College) ability to create, protect, and sustain organizational value by providing the Board of Trustees (the Board) and management with independent, risk-based, and objective assurance, advice, and insight.

The internal audit function enhances Johnson County Community College's:

- Successful achievement of its objectives
- Governance, risk management, and control processes
- Decision-making and oversight
- Reputation and credibility with its stakeholders
- Ability to serve the public interest.

### **Standards for the Professional Practice of Internal Auditing**

The Johnson County Community College's internal audit function will adhere to the mandatory elements of The Institute of Internal Auditors' (IIA) International Professional Practices Framework (IPPF), which are the Global Internal Audit Standards and Topical Requirements. Additionally, Internal Audit will obtain resources, tools and guidance through the Association of College and University Auditors (ACUA) and the Committee of Sponsoring Organizations (COSO).

### **Authority**

The Johnson County Community College's Board of Trustees grants the internal audit function the mandate to provide the Board and senior management with objective assurance, advice, and insight, and foresight. The internal audit function's authority is created by its direct reporting relationship to the Board. Such authority allows for unrestricted access to the Board.

The Board authorizes the internal audit function to:

- Have full and unrestricted access to all functions, data, records, information, physical property, and personnel pertinent to carrying out internal audit responsibilities. Internal auditors are accountable for confidentiality and safeguarding records and information.
- Allocate resources, set frequencies, select subjects, determine scopes of work, apply techniques, and issue communications to accomplish the function's objectives.

- Obtain assistance from the necessary personnel of Johnson County Community College and other specialized services from within or outside Johnson County Community College to complete internal audit services.

## **Independence, Organizational Position, and Reporting Relationships**

The Director of Audit & Advisory Services will be positioned at a level in the organization that enables internal audit services and responsibilities to be performed without interference from management, thereby establishing the independence of the internal audit function. The Director of Audit & Advisory Services will report functionally to the Board and administratively (for example, day-to-day operations) to the President of the College. This positioning provides the organizational authority and status to bring matters directly to senior management and escalate matters to the Board, when necessary, without interference and supports the internal auditors' ability to maintain objectivity.

The Director of Audit & Advisory Services will confirm to the Board, at least annually, the organizational independence of the internal audit function. If the governance structure does not support organizational independence, the Director of Audit & Advisory Services will document the characteristics of the governance structure limiting independence and any safeguards employed to achieve the principle of independence. The Director of Audit & Advisory Services will disclose to the Board any interference internal auditors encounter related to the scope, performance, or communication of internal audit work and results. The disclosure will include communicating the implications of such interference on the internal audit function's effectiveness and ability to fulfill its mandate.

## **Changes to the Mandate and Charter**

Circumstances may justify a follow-up discussion between the Director of Audit & Advisory Services, Board, and senior management on the internal audit mandate or other aspects of the internal audit charter. Such circumstances may include but are not limited to:

- A significant change in the Global Internal Audit Standards.
- A significant acquisition or reorganization within the organization.
- Significant changes in the Director of Audit & Advisory Services, Board, and/or senior management.
- Significant changes to the organization's strategies, objectives, risk profile, or the environment in which the organization operates.
- New laws or regulations that may affect the nature and/or scope of internal audit services.

## **Board Oversight**

To establish, maintain, and ensure that Johnson County Community College's internal audit function has sufficient authority to fulfill its duties, the Board will:

- Discuss with the Director of Audit & Advisory Services and senior management the appropriate authority, role, responsibilities, scope, and services (assurance and/or advisory) of the internal audit function.
- Ensure the Director of Audit & Advisory Services has unrestricted access to and communicates and interacts directly with the Board, including in private meetings without senior management present.
- Discuss with the Director of Audit & Advisory Services and senior management other topics that should be included in the internal audit charter.

- Participate in discussions with the Director of Audit & Advisory Services and senior management about the “essential conditions,” described in the Global Internal Audit Standards, which establish the foundation that enables an effective internal audit function.
- Approve the internal audit function’s charter, which includes the internal audit mandate and the scope and types of internal audit services.
- Review the internal audit charter annually with the Director of Audit & Advisory Services to consider changes affecting the organization, such as the employment of a new Director of Audit & Advisory Services or changes in the type, severity, and interdependencies of risks to the organization; and approve the internal audit charter annually.
- Approve the risk-based internal audit plan.
- Collaborate with senior management to determine the qualifications and competencies the organization expects in a Director of Audit & Advisory Services, as described in the Global Internal Audit Standards.
- Authorize the appointment and removal of the Director of Audit & Advisory Services.
- Approve the compensation of the Director of Audit & Advisory Services.
- Review the Director of Audit & Advisory Services performance.
- Receive communications from the Director of Audit & Advisory Services about the internal audit function including its performance relative to its plan.
- Ensure a quality assurance and improvement program has been established and review the results annually.
- Make appropriate inquiries of senior management and the Director of Audit & Advisory Services to determine whether scope or resource limitations are inappropriate.

## **Director of Audit & Advisory Services Roles and Responsibilities**

### **Ethics and Professionalism**

The Director of Audit & Advisory Services will ensure that internal auditors:

- Conform with the Global Internal Audit Standards, including the principles of Ethics and Professionalism: integrity, objectivity, competency, due professional care, and confidentiality.
- Understand, respect, meet, and contribute to the legitimate and ethical expectations of the organization and be able to recognize conduct that is contrary to those expectations.
- Encourage and promote an ethics-based culture in the organization.
- Report organizational behavior that is inconsistent with the organization’s ethical expectations, as described in applicable policies and procedures.

### **Objectivity**

The Director of Audit & Advisory Services will ensure that the internal audit function remains free from all conditions that threaten the ability of internal auditors to carry out their responsibilities in an unbiased manner, including matters of engagement selection, scope, procedures, frequency, timing, and communication. If the Director of Audit & Advisory Services determines that objectivity may be impaired in fact or appearance, the details of the impairment will be disclosed to appropriate parties.

Internal auditors will maintain an unbiased mental attitude that allows them to perform engagements objectively such that they believe in their work product, do not compromise quality, and do not subordinate their judgment on audit matters to others, either in fact or appearance.

Internal auditors will have no direct operational responsibility or authority over any of the activities they review. Accordingly, internal auditors will not implement internal controls, develop procedures, install systems, or engage in other activities that may impair their judgment, including:

- Assessing specific operations for which they had responsibility within the previous year.
- Performing operational duties for Johnson County Community College or its affiliates.
- Initiating or approving transactions external to the internal audit function.
- Directing the activities of any Johnson County Community College employee that is not employed by the internal audit function, except to the extent that such employees have been appropriately assigned to internal audit teams or to assist internal auditors.

Internal auditors will:

- Disclose impairments of independence or objectivity, in fact or appearance, to appropriate parties and at least annually, such as the Director of Audit & Advisory Services, Board, management, or others.
- Exhibit professional objectivity in gathering, evaluating, and communicating information.
- Make balanced assessments of all available and relevant facts and circumstances.
- Take necessary precautions to avoid conflicts of interest, bias, and undue influence.

### **Managing the Internal Audit Function**

The Director of Audit & Advisory Services has the responsibility to:

- At least annually, develop a risk-based internal audit plan that considers the input of the Board and senior management. Discuss the plan with the Board and senior management and submit the plan to the Board for review and approval.
- Communicate the impact of resource limitations on the internal audit plan to the Board and senior management.
- Review and adjust the internal audit plan, as necessary, in response to changes in Johnson County Community College's business, risks, operations, programs, systems, and controls.
- Communicate with the Board and senior management if there are significant interim changes to the internal audit plan.
- Ensure internal audit engagements are performed, documented, and communicated in accordance with the Global Internal Audit Standards.
- Follow up on engagement findings and confirm the implementation of recommendations or action plans and communicate the results of internal audit services to the Board and senior management periodically and for each engagement as appropriate.
- Ensure the internal audit function collectively possesses or obtains the knowledge, skills, and other competencies and qualifications needed to meet the requirements of the Global Internal Audit Standards and fulfill the internal audit mandate.
- Identify and consider trends and emerging issues that could impact Johnson County Community College and communicate to the Board and senior management as appropriate.
- Consider emerging trends and successful practices in internal auditing.
- Establish and ensure adherence to methodologies designed to guide the internal audit function.
- Ensure adherence to Johnson County Community College's relevant policies and procedures unless such policies and procedures conflict with the internal audit charter or the Global Internal Audit Standards. Any such conflicts will be resolved or documented and communicated to the Board and senior management.
- Coordinate activities and consider relying upon the work of other internal and external providers of assurance and advisory services. If the Director of Audit & Advisory Services cannot achieve an



appropriate level of coordination, the issue must be communicated to senior management and if necessary escalated to the Board.

### **Communication with the Board and Senior Management**

The Director of Audit & Advisory Services will report annually to the Board and senior management regarding:

- The internal audit function's mandate.
- The internal audit plan and performance relative to its plan.
- Significant revisions to the internal audit plan and budget.
- Potential impairments to independence, including relevant disclosures as applicable.
- Results from the quality assurance and improvement program, which include the internal audit function's conformance with The IIA's Global Internal Audit Standards and action plans to address the internal audit function's deficiencies and opportunities for improvement.
- Significant risk exposures and control issues, including fraud risks, governance issues, and other areas of focus for the Board.
- Results of assurance and advisory services.
- Resource requirements.
- Management's responses to risk that the internal audit function determines may be unacceptable or acceptance of a risk that is beyond Johnson County Community College's risk appetite.

### **Quality Assurance and Improvement Program**

The Director of Audit & Advisory Services will develop, implement, and maintain a quality assurance and improvement program that covers all aspects of the internal audit function. The program will include external and internal assessments of the internal audit function's conformance with the Global Internal Audit Standards, as well as performance measurement to assess the internal audit function's progress toward the achievement of its objectives and promotion of continuous improvement. The program also will assess, if applicable, compliance with laws and/or regulations relevant to internal auditing. Also, if applicable, the assessment will include plans to address the internal audit function's deficiencies and opportunities for improvement.

Annually, the Director of Audit & Advisory Services will communicate with the Board and senior management about the internal audit function's quality assurance and improvement program, including the results of internal assessments (ongoing monitoring and periodic self-assessments) and external assessments. External assessments will be conducted at least once every five years by a qualified, independent assessor or assessment team from outside Johnson County Community College; qualifications must include at least one assessor holding an active certified internal audit credential.

### **Scope and Types of Internal Audit Services**

The scope of internal audit services covers the entire breadth of the organization, including all Johnson County Community College's activities, assets, and personnel. The scope of internal audit activities also encompasses but is not limited to objective examinations of evidence to provide independent assurance and advisory services to the Board and management on the adequacy and effectiveness of governance, risk management, and control processes for Johnson County Community College.

The nature and scope of advisory services may be agreed with the party requesting the service, provided the internal audit function does not assume management responsibility. Opportunities for improving the efficiency of governance, risk management, and control processes may be identified during advisory engagements. These opportunities will be communicated to the appropriate level of management.

Internal audit engagements may include evaluating whether:

- Risks relating to the achievement of Johnson County Community College's strategic objectives are appropriately identified and managed.
- The actions of Johnson County Community College's officers, directors, management, employees, and contractors or other relevant parties comply with Johnson County Community College's policies, procedures, and applicable laws, regulations, and governance standards.
- The results of operations and programs are consistent with established goals and objectives.
- Operations and programs are being carried out effectively and efficiently.
- Established processes and systems enable compliance with the policies, procedures, laws, and regulations that could significantly impact Johnson County Community College.
- The integrity of information and the means used to identify, measure, analyze, classify, and report such information is reliable.
- Resources and assets are acquired economically, used efficiently and sustainably, and protected adequately.

**Approved by the Board at its meeting on November 21, 2024.**

### **Acknowledgments/Signatures**

\_\_\_\_\_  
Director of Audit & Advisory Services

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Chair of the Audit Committee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice Chair of the Audit Committee

\_\_\_\_\_  
Date

Draft 2024 Audit Plan (AU-9)

Annually, the Audit Committee reviews the Internal Audit Plan. This practice is consistent with the guidance provided by the Institute of Internal Auditors - Global Internal Audit Standards 9.4. Mr. Johnson reviewed the Internal Audit assessment process used to develop the proposed Internal Audit Plan. Using the results of the assessment, the following areas are proposed for the Internal Audit Plan: Information Technology General Controls (ITGC), Procurement, Enrollment Management and EthicsPoint Evaluation (current special project).

**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

November 6, 2024

The Board Governance Committee met at 10:45 a.m. on Wednesday, November 6, 2024 in GEB 137. Those present were Trustees Greg Mitchell, Dawn Rattan; Staff Judy Korb, Caitlin Murphy, Kelsey Nazar, Rachel Lierz, Mickey McCloud, and Liz Loomis, recorder.

### Review 100 Series Policies

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

- Policy on Policies 111.00
- Professional Development Policy 113.00

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

### Evaluate Miscellaneous Board Processes

The Board Governance Committee was given the opportunity to evaluate board processes but did not propose an evaluation on any processes at this point.

**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

Management and Finance Committee  
Minutes  
November 6, 2024

The Management and Finance Committee met at 8:30 AM on Wednesday, November 6, 2024, in the Hugh Speer Board Room. Those present were Trustees Lee Cross, and Greg Mitchell; staff: Rob Caffey, Megan Casey, Jim Feikert, Tom Hall, Jessica Johnson, Judy Korb, Rachel Lierz, Mickey McCloud, Elisa Waldman, and Linda Nelson, recorder.

Continuing Education and Workforce Development Report

Elisa Waldman, Vice President, Workforce Development and Continuing Education, and Jessica Johnson, Executive Director, Workforce Development and Continuing Education, presented information from the 2023-2024 Workforce Development and Continuing Education Annual Report. The presentation included an overview of department activities, operations, programming, employee engagement, community service, and financial results.

FY 25-26 Budget Update

Megan Casey, Interim Vice President, Chief Financial Officer, provided an update on the fiscal year 2025-2026 budget development process. The update included the College's stated budget priorities, calendar of events, and a preliminary estimate of incremental General Fund revenue and expenses. Ms. Casey reviewed the guiding principles for tuition and fees that are considered by the administration in recommending tuition and fee rates each year, along with JCCC's historical tuition rates and comparisons of other two-year and four-year institutions. As a reminder, the recommendation on budget guidelines, including proposed tuition and fee rates for the 2025-2026 academic year, will be brought forward in December for Board consideration and approval.

Other Agreements

Rachel Lierz, Executive Vice President for Finance and Administrative Services presented the renewal of the College's memorandum of understanding with the City of Overland Park related to the JCCC Police Department, which updates terminology and establishes guidelines for mutual aid, jurisdiction, and scope of powers.

Details can be found in the consent agenda portion of the November 21, 2024, board packet.

Capital Acquisitions and Improvements: Progress Report

Tom Hall, Associate Vice President, Campus Services and Facility Planning, provided the

committee with information on facilities projects from the capital acquisitions and improvements matrix. Mr. Hall reported that engagement has begun with BNIM on the Facilities Master Plan Update.

### Procurement Reports and Recommendations

Jim Feikert, Executive Director, Procurement Services presented two Bids and Awards recommendations.

#### **Bids & Awards: \$150,000+** **November 2024 Management & Finance Committee**

<b>Bid:</b>	<b>25-028 Liebert Unit Replacement - Regnier Center</b>
Fund:	7111 Capital Outlay
Vendors Notified:	152
Contract Period:	Project Completion
Award Justification:	Low bid
Description:	Request for Bid (RFB) for the removal of the four existing 20-ton glycol Liebert units with six, 8-ton glycol and chilled water Liebert units in the Regnier Center data center. Liebert units were Purchased in September. This project is comprised of three phases to sequentially demo and install the replacement units to maintain data center functionality over the course of the project. Project is also comprised of the removal of the four existing dry coolers and installation of four new dry coolers on the roof.

### 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
4. Kevin Swisher - Maintenance Supervisor

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

1. **Fagan Company:** **\$447,034**
2. SGI: \$449,730
3. Martin Mechanical: \$688,103
4. Stanger Industries: \$691,313

### Management and Finance Committee Recommendation

**It is the recommendation of the Management & Finance Committee that the Board of Trustees accept the recommendation of the college administration, to approve the bid from Fagan Company in the amount of \$447,034 with an additional 10% contingency of \$44,703 to allow for possible unforeseen costs, for a total amount of \$491,737.**



<b>Bid:</b>	<b>24-058 Student Center Electrical Switchgear Replacement</b>
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Fund:	7111 Capital Outlay
Vendors Notified:	204
Total Contract Period:	Project Completion
Award Justification:	Low bid
Description:	Request for Bid (RFB) for the electrical upgrade to replace the existing Student Center main electrical switchgear and add remote operating functionality to the new main circuit breaker.

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
4. Ryan Johnson - Maintenance Supervisor

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

1. **Alpha Energy and Electric: \$470,076**
2. Staco Electric: \$682,845

Management and Finance Committee Recommendation

**It is the recommendation of the Management & Finance Committee that the Board of Trustees accept the recommendation of the college administration, to approve the bid from Alpha Energy and Electric in the amount of \$470,076 with an additional 10% contingency of \$47,008 to allow for possible unforeseen costs, for a total amount of \$517,084.**

Mr. Feikert also reviewed the single source purchase approval process. Per Policy 215.04, single source purchases over \$50,000 should be approved by the President or designee and reported to the Management & Finance Committee as Informational Items. Such purchases do not require Board approval. The Trustees indicated they were aware of the Policy and agreed that practices related to approval and reporting should be consistent with Policy.

Informational Items

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

The next Management and Finance Committee meeting is scheduled for Wednesday, December 4, 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 November 7, 2024

The Student Success Committee met at 10:45 a.m. on Wednesday, November 7, 2024, in GEB 137.

### Athletics Update

Tony Tompkins, Director of Athletics, provided an update on the athletic programs at JCCC. JCCC competes at the National Junior College Athletic Association (NJCAA), has 200 student-athletes and managers, and competes in seven sports and one club team. For the 2023-2024 season, 84% earned or maintained a 3.0 GPA or higher with thirty-four student-athletes earning a 4.0. JCCC has a winning tradition and has had over 1,000 NJCAA All-Americans. Students also volunteer in the community. JCCC has entered a partnership with Opendorse as part of the Name Image Likeness (NIL) initiative.

### College Now Update

Mallory Mitchell, Program Director College Now, provided an overview of the National Alliance of Concurrent Enrollment Partnerships (NACEP) accredited College Now program since its inception in 1984, highlighting the growth from eight high schools, ten course offerings, and 287 students to twenty high schools, seventy-seven unique courses and 4,302 students. Olathe, Shawnee Mission, and Blue Valley school districts have the highest enrollment, and these College Now Instructors must have or be working toward the same credentials as JCCC faculty. The College Now office continuously works best address the needs of students and connect students with through events and academic advising.

### 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 November 21 board packet.

### Curriculum Updates

Valerie Mann presented new courses, course modifications, course deactivations, and program modifications effective for the 2025-2026 academic year. The changes were approved by the committee. Complete details can be found on the consent agenda of the November 21 board packet.

Gurbhushan Singh presented one administrative program deactivation effective for the 2025-2026 academic year. Dr. Singh noted that the Educational Affairs committee voted no on the recommendation. Complete details can be found on the consent agenda of the November 21 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

November 7, 2024

Treasurer's Report

Report:

The following pages contain the Treasurer's Report for the month ended September 30, 2024.

An ad valorem tax distribution of \$5,450,292 was received from the county treasurer during September and was distributed as follows:

General Fund	\$ 5,114,153
Capital Outlay Fund	323,284
Special Assessment Fund	<u>12,855</u>
Total	<u>\$ 5,450,292</u>

Also during September, the College made a scheduled principal and interest payment on the Series 2017 Certificates of Participation in the amount of \$3,013,799.

An ad valorem tax distribution of \$1.6M was received in October and will be reflected in next month's report.

Expenditures of 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 September 2024, subject to audit.**

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Megan Casey  
Interim Vice President & Chief Financial Officer

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Rachel Lierz  
Executive Vice President, Finance &  
Administrative Services

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Judy Korb  
Interim President

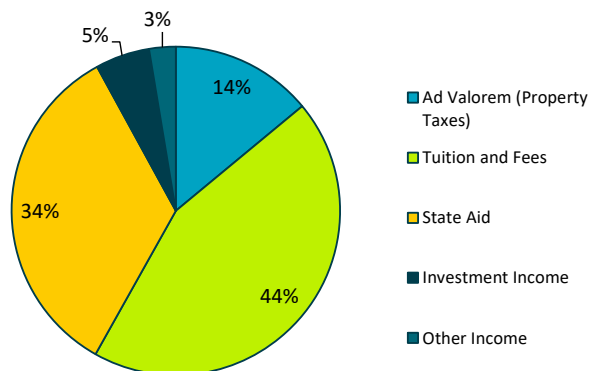
**Johnson County Community College**  
**Treasurer's Report**  
**September 30, 2024**  
**25% of Fiscal Year Expired**  
**General/Post-Secondary Technical Education (PTE) Funds**

	Adopted Budget 2024-2025	Activity This Month 2024-2025	Activity Year to Date 2024-2025	YTD as % of Budget	Prior Year Activity to Date
<b>General/PTE Funds</b>					
Ad Valorem (Property Taxes)	\$ 128,894,722	\$ 5,114,153	\$ 5,114,153	4%	\$ 5,232,137
Tuition and Fees	28,724,481	1,562,942	16,153,987	56%	14,632,815
State Aid	26,521,819	2,368	12,402,727	47%	12,848,242
Investment Income	2,000,000	616,527	1,952,884	98%	1,366,874
Other Income	4,005,426	368,807	957,660	24%	929,612
<b>Total Revenue</b>	<b>\$ 190,146,448</b>	<b>\$ 7,664,796</b>	<b>\$ 36,581,411</b>	<b>19%</b>	<b>\$ 35,009,680</b>
Salaries and Benefits	\$ 145,603,756	\$ 11,998,806	\$ 28,504,636	20%	\$ 26,830,693
Current Operating	35,413,654	4,112,428	11,291,818	32%	8,420,395
Capital	5,672,692	127,274	440,193	8%	509,747
Debt Service	3,687,988	3,013,799	3,013,799	82%	2,958,743
<b>Total Expenses</b>	<b>\$ 190,378,089</b>	<b>\$ 19,252,308</b>	<b>\$ 43,250,447</b>	<b>23%</b>	<b>\$ 38,719,578</b>

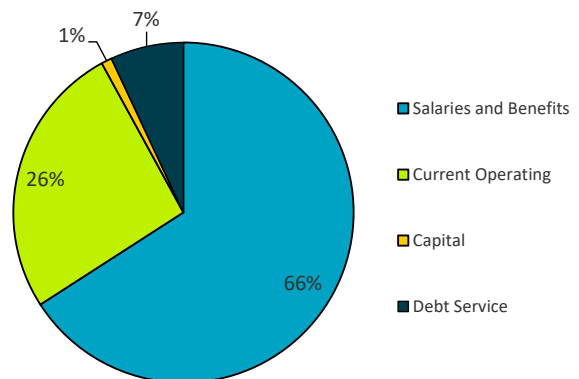
**Unencumbered Cash Rollforward:**

Beginning Balance	\$ 143,525,283	\$ 122,092,826
Revenues Over Expenses	(6,669,036)	(3,709,898)
Encumbrances & Other Activity	(9,606,425)	(11,004,172)
Ending Balance	<u>\$ 127,249,822</u>	<u>\$ 107,378,756</u>

**Actual YTD Revenues by Source**



**Actual YTD Expenses by Source**



Two pie charts depict the sources of the actual year-to-date revenue and actual year-to-date expenses on the General Fund as a percentage of their respective totals. These charts are based on the Activity Year to Date 2024-2025 numbers.

The largest source of revenue this year to date is tuition and fees (44%), followed by state aid (34%), ad valorem (property taxes) (14%), investment income (5%) and other income (3%). The largest source of expenses this year to date is salary and benefits (66%), followed by current operating (26%), debt service (7%), and capital expenses (1%).

**Johnson County Community College**  
**Treasurer's Report**  
**September 30, 2024**  
**25% of Fiscal Year Expired**  
**General/Post-Secondary Technical Education (PTE) Funds**  
**Expenditure Detail By Natural Classification**

	Adjusted Budget 2024-2025	Activity This Month 2024-2025	Activity Year to Date 2024-2025	YTD as % of Budget	Prior Year Activity to Date	YTD Change from Prior Year
Salaries	\$ 107,179,756	\$ 8,840,601	\$ 20,922,955	20%	\$ 19,460,305	8%
Benefits	38,424,000	3,158,205	7,581,681	20%	7,370,388	3%
Event Officials	88,527	797	24,051	27%	20,041	20%
Legal Services	150,000	4,090	6,294	4%	1,660	279%
Lobbyist Services	35,000	-	-	0%	-	0%
Audit Services	95,000	14,000	19,000	20%	11,545	65%
Collection Costs	63,000	3,084	5,210	8%	4,117	27%
Insurance, Property/Casualty & Rel	1,466,625	16,291	817,969	56%	760,051	8%
Contracted Services	8,501,630	736,012	2,039,137	24%	1,742,262	17%
SB 155 Shared Funding Payments	450,000	-	-	0%	-	0%
Overnight Travel	1,096,468	55,039	126,347	12%	124,475	2%
Travel - Accreditation	25,000	-	-	0%	-	0%
Staff Development Training & Travel	310,000	30,529	72,486	23%	53,043	37%
Faculty Continuing Ed Grants	19,000	4,805	5,180	27%	3,186	63%
Tuition Reimbursement	550,000	197,745	217,364	40%	198,765	9%
Same Day Travel	128,028	(4,937)	11,509	9%	16,568	-31%
Supplies and Materials	6,394,387	605,089	1,272,454	20%	1,290,310	-1%
Computer Software & Licenses	5,827,545	1,702,328	3,708,652	64%	1,613,038	130%
Technical Training	136,650	2,839	8,344	6%	13,291	-37%
Applicant Travel	15,500	1,249	2,749	18%	1,038	165%
Recruiting Travel	46,000	1,764	9,855	21%	4,196	135%
Printing, Binding & Publications	99,850	4,995	17,152	17%	28,627	-40%
Advertising and Promotions	1,109,000	76,778	394,823	36%	294,605	34%
Memberships	460,540	72,532	217,877	47%	185,798	17%
Accreditation Expenses	53,656	6,550	30,095	56%	27,491	9%
Bad Debt Expense	250,000	-	250,000	100%	65,000	285%
Electric	3,193,238	260,688	766,125	24%	764,660	0%
Water	227,391	37,724	100,215	44%	68,314	47%
Natural Gas	87,344	3,237	5,941	7%	7,266	-18%
Unified Communications	503,000	6,568	342,843	68%	406,227	-16%
Gasoline	75,000	9,003	17,520	23%	16,201	8%
Subscriptions	510,500	28,298	215,198	42%	192,167	12%
Rentals and Leases	648,170	34,611	165,066	25%	139,319	18%
Repairs and Maintenance	830,087	39,867	101,987	12%	71,504	43%
Freight	114,075	926	35,038	31%	5,534	533%
Special Events	612,120	56,568	101,709	17%	86,073	18%
Retirement Recognitions	7,500	559	1,305	17%	524	149%
Postage	220,000	13,840	74,363	34%	59,238	26%
Contingency	537,700	-	-	0%	94,984	-100%
Remodeling and Renovations	1,882,083	13,122	61,911	3%	30,112	106%
Library Books	85,000	11,180	17,074	20%	20,416	-16%
Furniture and Equipment	2,992,800	102,972	213,208	7%	426,151	-50%
Art Acquisitions	3,000	-	-	0%	-	0%
Building Improvements	380,563	-	148,000	39%	33,069	348%
Other Tax Assessments	-	-	-	0%	-	0%
Income Tax	2,500	-	-	0%	-	0%
Grants	617,339	56,358	57,608	9%	250	22943%
Foster Care & Killed on Duty Grant	70,000	2,005	19,753	28%	18,926	4%
Federal SEOG Match	115,530	30,600	30,600	26%	30,100	2%
Principal Payments	2,290,000	2,290,000	2,290,000	100%	2,180,000	5%
Interest Payments	1,396,488	723,799	723,799	52%	778,743	-7%
Fee Payments	1,500	-	-	0%	-	0%
<b>TOTAL EXPENSES</b>	<b>\$ 190,378,089</b>	<b>\$ 19,252,308</b>	<b>\$ 43,250,447</b>	<b>23%</b>	<b>\$ 38,719,578</b>	<b>12%</b>



**Johnson County Community College**  
**Treasurer's Report**  
**September 30, 2024**  
**25% of Fiscal Year Expired**  
**Adult Supplementary Education & Student Activity Funds**

	Adopted Budget 2024-2025	Activity This Month 2024-2025	Activity Year to Date 2024-2025	YTD as % of Budget	Prior Year Activity to Date
<b>Adult Supplementary Education Fund</b>					
Tuition and Fees	\$ 4,298,300	\$ 436,577	\$ 1,921,035	45%	\$ 1,202,884
Investment Income	40,000	8,668	26,267	66%	22,991
Other Income	1,619,500	93,968	389,663	24%	352,270
Total Revenue	<u>\$ 5,957,800</u>	<u>\$ 539,213</u>	<u>\$ 2,336,965</u>	<u>39%</u>	<u>\$ 1,578,145</u>
Salaries and Benefits	\$ 2,400,299	\$ 143,959	\$ 469,376	20%	\$ 548,410
Current Operating	4,631,079	368,345	811,817	18%	610,880
Capital	35,000	-	-	0%	-
Total Expenses	<u>\$ 7,066,378</u>	<u>\$ 512,304</u>	<u>\$ 1,281,194</u>	<u>18%</u>	<u>\$ 1,159,291</u>
<b>Unencumbered Cash Rollforward:</b>					
Beginning Balance			\$ 837,395		\$ 1,372,323
Revenues Over Expenses			1,055,771		418,854
Encumbrances & Other Activity			(1,453,764)		(1,167,796)
Ending Balance			<u>\$ 439,402</u>		<u>\$ 623,381</u>
<b>Student Activity Fund</b>					
Tuition and Fees	\$ 1,961,498	\$ 132,285	\$ 1,177,958	60%	\$ 1,120,090
Investment Income	36,000	5,456	20,401	57%	19,523
Other Income	8,500	479	1,447	17%	1,160
Total Revenue	<u>\$ 2,005,998</u>	<u>\$ 138,219</u>	<u>\$ 1,199,805</u>	<u>60%</u>	<u>\$ 1,140,774</u>
Salaries and Benefits	\$ 409,516	\$ 36,287	\$ 88,059	22%	\$ 58,587
Current Operating	1,198,469	74,063	143,005	12%	124,230
Grants/Scholarships	1,452,014	586,156	589,430	41%	535,448
Total Expenses	<u>\$ 3,059,999</u>	<u>\$ 696,506</u>	<u>\$ 820,494</u>	<u>27%</u>	<u>\$ 718,265</u>
<b>Unencumbered Cash Rollforward:</b>					
Beginning Balance			\$ 896,163		\$ 1,214,098
Revenues Over Expenses			379,312		422,509
Encumbrances & Other Activity			(285,460)		(174,893)
Ending Balance			<u>\$ 990,015</u>		<u>\$ 1,461,714</u>

**Johnson County Community College**  
**Treasurer's Report**  
**September 30, 2024**  
**25% of Fiscal Year Expired**  
**Other Funds**

	Adopted Budget 2024-2025	Activity This Month 2024-2025	Activity Year to Date 2024-2025	YTD as % of Budget	Prior Year Activity to Date
<b>Motorcycle Driver Safety Fund</b>					
Tuition and Fees	\$ 180,000	\$ 20,315	\$ 74,230	41%	\$ 54,396
Other Income	40,000	-	-	0%	-
Total Revenue	<u>\$ 220,000</u>	<u>\$ 20,315</u>	<u>\$ 74,230</u>	<u>34%</u>	<u>\$ 54,396</u>
Salaries and Benefits	\$ 133,100	\$ 12,208	\$ 34,916	26%	\$ 21,902
Current Operating	273,400	695	1,244	0%	2,897
Capital	36,000	-	-	0%	-
Total Expenses	<u>\$ 442,500</u>	<u>\$ 12,904</u>	<u>\$ 36,160</u>	<u>8%</u>	<u>\$ 24,800</u>
<b>Unencumbered Cash Rollforward:</b>					
Beginning Balance			\$ 1,339,059		\$ 1,242,904
Revenues Over Expenses			38,070		29,596
Encumbrances & Other Activity			-		(2,567)
Ending Balance			<u>\$ 1,377,129</u>		<u>\$ 1,269,933</u>
<b>Truck Driver Training Course Fund</b>					
Tuition and Fees	\$ 1,830,000	\$ 92,478	\$ 258,398	14%	\$ 288,566
Total Revenue	<u>\$ 1,830,000</u>	<u>\$ 92,478</u>	<u>\$ 258,398</u>	<u>14%</u>	<u>\$ 288,566</u>
Salaries and Benefits	\$ 1,392,668	\$ 74,720	\$ 241,142	17%	\$ 192,631
Current Operating	993,379	30,128	108,895	11%	47,484
Capital	-	-	-	0%	-
Total Expenses	<u>\$ 2,386,047</u>	<u>\$ 104,848</u>	<u>\$ 350,037</u>	<u>15%</u>	<u>\$ 240,115</u>
<b>Unencumbered Cash Rollforward:</b>					
Beginning Balance			\$ 901,019		\$ 1,354,084
Revenues Over Expenses			(91,639)		48,451
Encumbrances & Other Activity			(262,899)		(797,533)
Ending Balance			<u>\$ 546,481</u>		<u>\$ 605,002</u>
<b>Special Assessments Fund</b>					
Ad Valorem (Property Taxes)	\$ - *	\$ 12,855	\$ 12,855 *	0%	\$ 18,349
Interest Income	-	-	-	100%	16,199
Total Revenue	<u>\$ -</u>	<u>\$ 12,855</u>	<u>\$ 12,855</u>	<u>100%</u>	<u>\$ 34,548</u>
Current Operating	\$ 300,000	\$ 16,217	\$ 31,903	11%	\$ 28,340
Total Expenses	<u>\$ 300,000</u>	<u>\$ 16,217</u>	<u>\$ 31,903</u>	<u>11%</u>	<u>\$ 28,340</u>
<b>Unencumbered Cash Rollforward:</b>					
Beginning Balance			\$ 1,722,625		\$ 1,547,334
Revenues Over Expenses			(19,047)		6,209
Encumbrances & Other Activity			(103,097)		(116,661)
Ending Balance			<u>\$ 1,600,480</u>		<u>\$ 1,436,882</u>

\*JCCC discontinued the Special Assessment Levy beginning FY25.

**Johnson County Community College  
Treasurer's Report  
September 30, 2024  
25% of Fiscal Year Expired  
Auxiliary Enterprise Fund - Schedule 1**

	Adopted Budget 2024-2025	Activity This Month 2024-2025	Activity Year to Date 2024-2025	YTD as % of Budget	Prior Year Activity to Date
<b>Revenues</b>					
Cosmetology	\$ -	\$ -	\$ - †	0%	\$ 2,441
Bookstore	6,238,900	311,872	2,662,292	43%	2,695,550
Dining Services	2,901,892	321,732	533,725	18%	370,225
HVAC Auxiliary & Auto Technology Project	2,000	-	-	0%	-
Dental Hygiene	3,000	-	-	0%	238
Hospitality Management & Pastry Program	57,500	4,056	4,056	7%	6,719
Campus Farm	16,500	581	4,358	26%	9,392
Investment Income	30,000	1,601	9,328	31%	10,600
Total Revenues	<u>\$ 9,249,792</u>	<u>\$ 639,841</u>	<u>\$ 3,213,759</u>	<u>35%</u>	<u>\$ 3,095,165</u>
<b>Expenses</b>					
Cosmetology	\$ -	\$ -	\$ - †	0%	\$ 448
Bookstore	6,157,550	1,126,371	2,176,189	35%	2,186,945
Dining Services	3,999,368	349,682	806,818	20%	750,688
HVAC Auxiliary & Auto Technology Project	2,000	-	-	0%	-
Dental Hygiene	3,000	-	-	0%	531
Hospitality Management & Pastry Program	65,000	3,332	7,169	11%	17,786
Campus Farm	16,500	3,717	5,121	31%	2,357
Subtotal	<u>\$ 10,243,418</u>	<u>\$ 1,483,102</u>	<u>\$ 2,995,296</u>	<u>29%</u>	<u>\$ 2,958,754</u>
<b>Other Auxiliary Services Expenses</b>					
Auxiliary Construction	\$ 10,000	\$ -	\$ -	0%	\$ -
Director	347,315	24,526	73,579	21%	29,404
Total Expenses	<u>\$ 10,600,733</u>	<u>\$ 1,507,628</u>	<u>\$ 3,068,875</u>	<u>29%</u>	<u>\$ 2,988,158</u>
<b>Unencumbered Cash Rollforward:</b>					
Beginning Balance			\$ (112,897)		\$ 298,431
Revenues Over Expenses			144,884		107,007
Encumbrances & Other Activity			(213,526)		(330,035)
Ending Balance			<u>\$ (181,539)</u>		<u>\$ 75,403</u>

**Auxiliary Enterprise Fund - Schedule 2**

	2024-2025 Year to Date Net	2023-2024 Year to Date Net	Net Change from Prior Year
Cosmetology	\$ - †	\$ 1,993	\$ (1,993)
Bookstore	486,102	508,605	(22,502)
Dining Services	(273,093)	(380,463)	107,370
HVAC Auxiliary & Auto Technology Project	-	-	-
Dental Hygiene	-	(293)	293
Hospitality Management & Pastry Program	(3,113)	(11,067)	7,954
Campus Farm	(762)	7,035	(7,798)
	<u>\$ 218,463</u>	<u>\$ 125,811</u>	<u>\$ 92,651</u>

† Cosmetology program is included in the Adult Supplementary Education Fund in FY25.

**Johnson County Community College**  
**Treasurer's Report**  
**September 30, 2024**  
**25% of Fiscal Year Expired**  
**Plant & Other Funds**

	Adopted Budget 2024-2025	Activity This Month 2024-2025	Activity Year to Date 2024-2025	YTD as % of Budget	Prior Year Activity to Date
<b>Revenue Bond Debt Service Fund</b>					
<b>Unencumbered Cash Rollforward:</b>					
Balance Forward	\$ 1,273,674		\$ 1,273,674		\$ 1,470,207
Total Revenue	1,401,070	\$ 94,895	845,012	60%	803,415
Total Expenses	1,715,700	-	530	0%	530
Encumbrances & Other Activity			-		-
Ending Balance			<u>\$ 2,118,156</u>		<u>\$ 2,273,092</u>
<b>Industrial Training Center (ITC) Repair and Replacement Reserve Funds</b>					
<b>Unencumbered Cash Rollforward:</b>					
Balance Forward	\$ 568,553		\$ 568,553		\$ 429,760
Total Revenue	-	\$ 12,498	37,495	100%	37,495
Total Expenses	250,000	-	-	0%	-
Encumbrances & Other Activity			-		-
Ending Balance			<u>\$ 606,048</u>		<u>\$ 467,255</u>
<b>Capital Outlay</b>					
<b>Unencumbered Cash Rollforward:</b>					
Balance Forward	\$ 10,503,994		\$ 10,503,994		\$ 8,942,696
Total Revenue	8,664,378	\$ 375,899	491,977	6%	436,249
Total Expenses	8,179,855	140,970	141,581	2%	188,421
Encumbrances & Other Activity			(1,882,738)		(1,644,496)
Ending Balance			<u>\$ 8,971,652</u>		<u>\$ 7,546,028</u>
<b>Campus Development Fund</b>					
<b>Unencumbered Cash Rollforward:</b>					
Balance Forward	\$ 1,876,307		\$ 1,876,307		\$ 1,422,099
Total Revenue	840,642	\$ 56,937	507,008	60%	482,049
Total Expenses	1,000,000	8,525	8,525	1%	-
Encumbrances & Other Activity			(15,000)		(91,084)
Ending Balance			<u>\$ 2,359,789</u>		<u>\$ 1,813,064</u>
<b>Phase 3 Facilities Master Plan</b>					
<b>Unencumbered Cash Rollforward:</b>					
Balance Forward	\$ 475,100		\$ 475,100		\$ 2,505,055
Total Revenue	-	\$ -	-	0%	-
Total Expenses	982,036	111,955	153,861	16%	1,387,970
Encumbrances & Other Activity			28,550		891,626
Ending Balance			<u>\$ 349,789</u>		<u>\$ 2,008,711</u>
<b>All Other Funds</b>					
<b>Unencumbered Cash Rollforward:</b>					
Balance Forward	\$ 68,381		\$ 68,381		\$ 1,692,289
Total Revenue	25,546,512	\$ 11,275,592	19,629,416	77%	13,863,310
Total Expenses	10,817,210	11,746,757	13,530,880	125%	11,095,937
Encumbrances & Other Activity			(2,152,909)		(5,074,237)
Ending Balance			<u>\$ 4,014,007</u>		<u>\$ (614,575)</u>
<b>Grand Total All Funds</b>					
<b>Unencumbered Cash Rollforward:</b>					
Balance Forward	\$ 163,874,656		\$ 163,874,656		\$ 145,584,107
Total Revenue	245,862,641	\$ 20,923,539	65,188,332	27%	56,823,792
Total Expenses	237,178,546	35,620,320	67,524,455	28%	60,744,253
Encumbrances & Other Activity			(11,097,300)		(15,318,999)
Ending Balance			<u>\$ 150,441,232</u>		<u>\$ 126,344,647</u>

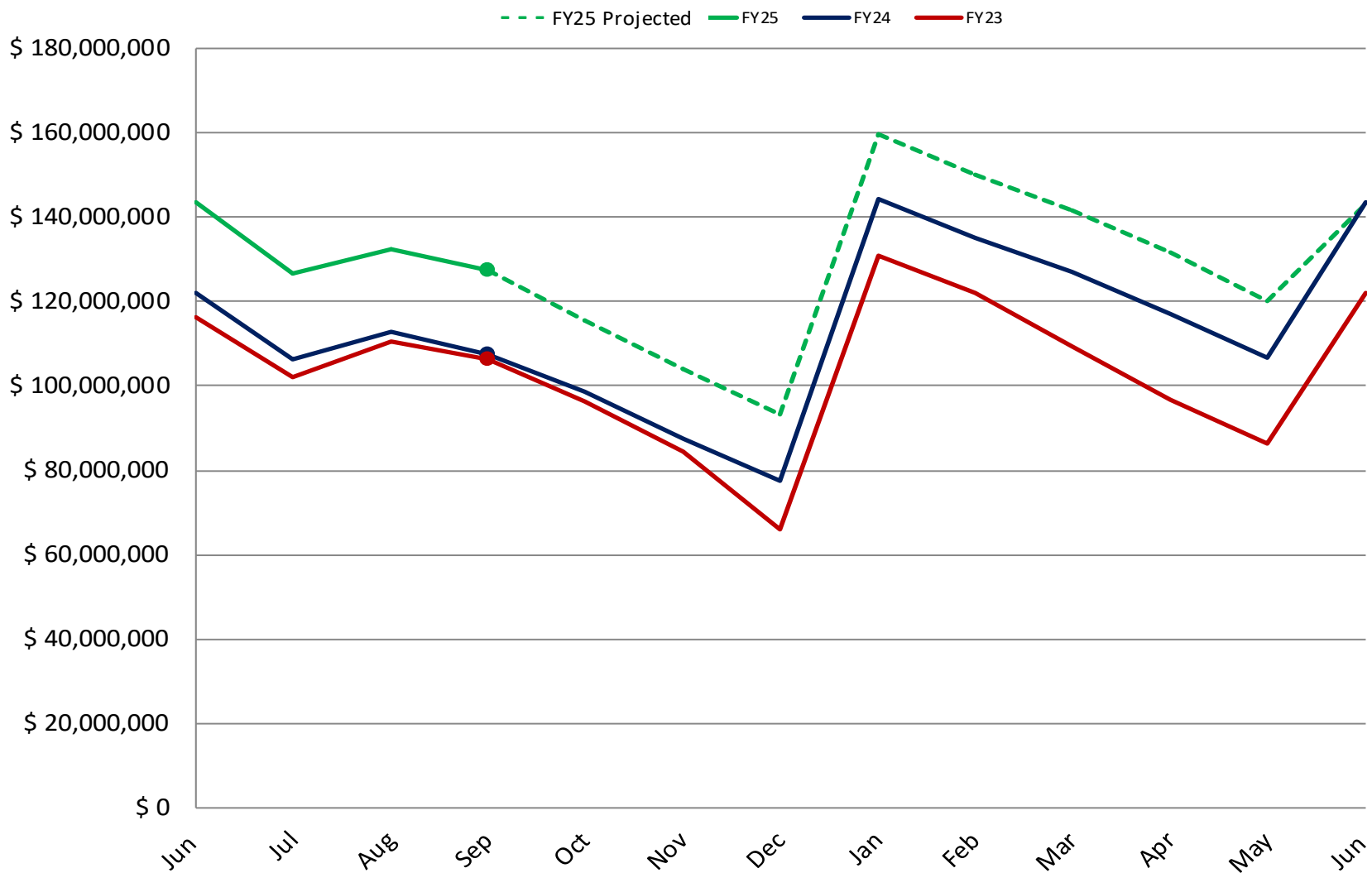
**Johnson County Community College**  
**Treasurer's Report**  
**September 30, 2024**  
**25% of Fiscal Year Expired**  
**Investments**

Description	Date Purchased	Date Of Call/Maturity	Yield Rate	Matured This Month	Current Investments
US Treasury Notes	11/30/23	09/15/24	5.08%	\$ 3,225,000	
US Treasury Bills	05/31/24	09/17/24	4.95%	2,000,000	
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 Bills	09/30/24	10/10/24	4.45%		5,000,000
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	05/31/24	12/15/24	5.00%		4,365,000
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	04/04/24	04/15/24	2.63%		3,061,000
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 Bills	08/07/24	05/15/25	4.15%		5,585,000
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
US Treasury Notes	06/05/24	09/15/25	3.50%		4,945,000
US Treasury Notes	08/07/24	09/15/25	3.50%		5,364,000
US Treasury Notes	06/05/24	10/15/25	4.25%		4,945,000
US Treasury Notes	06/05/24	11/15/25	2.25%		4,945,000
US Treasury Notes	06/05/24	12/15/25	4.00%		4,945,000
US Treasury Notes	06/05/24	01/15/26	3.88%		4,945,000
US Treasury Notes	06/05/24	02/15/26	1.63%		4,945,000
US Treasury Notes	06/05/24	03/15/26	4.63%		4,945,000
US Treasury Notes	06/05/24	04/15/26	3.75%		4,945,000
US Treasury Notes	06/05/24	05/15/26	3.63%		4,945,000
Total					173,423,038
Municipal Investment Pool: (MIP) Daily Rate	09/01/24	09/30/24	3.60%		8,288,372
Grand Total					<u>\$ 181,711,410</u>

**Johnson County Community College**  
**Treasurer's Report**  
**September 30, 2024**  
**25% of Fiscal Year Expired**  
**Cash & Pooled Investment Analysis**

Fund	Book Balance	Outstanding Commitments	Unencumbered Balance	Prior Year Unencumbered Balance
General & PTE Funds	\$ 147,549,952	\$ 20,300,130	\$ 127,249,822	\$ 107,378,756
Adult Supplementary Education Fund	2,028,173	1,588,771	439,402	623,381
Student Activity Fund	1,276,556	286,541	990,015	1,461,714
Motorcycle Driver Safety Fund	1,377,129	-	1,377,129	1,269,933
Truck Driver Training Fund	910,290	363,809	546,481	605,002
Special Assessments Fund	1,703,577	103,097	1,600,480	1,436,882
Auxiliary Enterprise Funds	374,604	556,143	(181,539)	75,403
Revenue Bond Debt Service Fund	2,145,283	27,127	2,118,156	2,273,092
ITC Repair and Replacement Reserve Funds	606,048	-	606,048	467,255
Capital Outlay Funds	12,311,528	3,339,876	8,971,652	7,546,028
Campus Development Fund	2,417,873	58,083	2,359,789	1,813,064
Phase 3 Facilities Master Plan	851,382	501,593	349,789	2,008,711
All Other Funds	9,858,772	5,656,999	4,014,007	(614,575)
<b>Total</b>	<b>\$ 183,411,166</b>	<b>\$ 32,782,169</b>	<b>\$ 150,441,232</b>	<b>\$ 126,344,647</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 September, the ending balances were approximately \$127.2 million for 2025, \$107.4 million for 2024, and \$106.4 million for 2023. The estimated fiscal year 2025 ending balance is \$143.3 million.

**Johnson County Community College**  
**Treasurer's Report**  
**September 30, 2024**  
**25% of Fiscal Year Expired**  
**Foundation**

	Activity Year To Date September 30, 2024	Prior Year Activity To Date	\$	CHANGE	CHANGE	%
<b>Foundation</b>						
Contribution Income	\$ 416,024	\$ 649,698				
Event Revenue	334,321	379,477				
Investment Income	2,287,663	(735,547)				
Other Revenue	9,210	44,058				
Total Revenue	<u>\$ 3,047,218</u>	<u>\$ 337,686</u>	\$	2,709,532	802.4	%
Student Assistance	\$ 15,690	\$ 200				
Program Support	13,293	51,992				
Project Support	735	1,121				
Campus Support	16,625	6,665				
Programming Expenses	39,574	31,183				
General & Administrative Expenses	101,191	87,524				
Total Expenses	<u>\$ 187,107</u>	<u>\$ 178,686</u>	\$	8,421	4.7	%
Balance Forward	\$ 51,904,214	\$ 45,955,637				
Revenues Over Expenses	<u>2,860,111</u>	<u>159,000</u>				
Ending Balance	<u>\$ 54,764,326</u>	<u>\$ 46,114,638</u>	\$	8,649,688	18.8	%

Johnson County Community College  
Office of the President

November 21, 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)*

Organization/ Individual	Program(s)	Credit/CE	New/Renewal and Term	Financial Impact/Additional Information
Kansas City Hospice & Palliative Care	Practical Nursing	Credit	New/ 2024-2025	Promoting quality clinical educational experience for students enrolled in the healthcare programs for Practical Nursing.

*Other Agreements*

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

Organization/ Individual	Program(s)	Credit/CE	New/Renewal and Term	Financial Impact/Additional Information
City of Overland Park, KS	JCCC Police Department	NA	Renewal	Memorandum of Understanding setting guidelines for Mutual aid, jurisdiction, and scope of powers; no financial impact



**Recommendation:**

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

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Gurbhushan Singh  
Vice President Academic Affairs/CAO

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L. Michael McCloud  
Executive Vice President/Provost

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Rachel Lierz  
Executive Vice President, Finance and  
Administrative Services

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Judy Korb  
Interim President

Johnson County Community College  
Office of the President

November 7, 2024

Cash Disbursements Summary

REPORT:

This Cash Disbursement Summary Report includes the weekly totals for accounts payable, tuition refunds, and financial aid disbursements. Supplement A to the November 21, 2024 board Packet includes the detailed individual disbursement information.

<u>Date</u>	<u>Control Number</u>		<u>Amount</u>
Accounts Payable Disbursements			
10/04/2024	00722260 - 00722349	AP	399,867.81
10/04/2024	!0050287 - !0050372	ACH	435,586.41
10/04/2024	J0222544	P-Card ACH	116,855.34
10/11/2024	00722350 - 00722455	AP	310,069.46
10/11/2024	!0050373 - !0050463	ACH	1,215,545.44
10/11/2024	J0222568	P-Card ACH	141,199.71
10/16/2024	W0000266	WIRE	1,778,637.61
10/18/2024	00722456 - 00722546	AP	274,917.89
10/18/2024	!0050464 - !0050532	ACH	451,304.18
10/18/2024	J0222612	P-Card ACH	118,605.63
10/25/2024	00722547 - 00722645	AP	271,451.08
10/25/2024	!0050533 - !0050584	ACH	456,910.20
10/25/2024	J0222643	P-Card ACH	123,378.44
10/31/2024	J0222709	P-Card ACH	82,009.96
			<hr/>
			\$6,176,339.16
			<hr/>

## Tuition Refunds and Financial Aid Disbursements

10/04/2024	10195948 - 10196006	49,958.81
10/11/2024	10196007 - 10196055	21,120.10
10/18/2024	10196056 - 10196100	40,685.36
10/25/2024	10196101 - 10196174	57,316.50
10/01-10/31/2024	Refund ACH	979,061.78
		<hr/>
		\$1,148,142.55
		<hr/>
Total Cash Disbursements		<u><u>\$7,324,481.71</u></u>

### **Recommendation:**

**It is the recommendation of the college administration that the Board of Trustees ratify the total cash disbursements as listed above and as contained in the supplement, for the total amount of \$7,324,481.71.**

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Megan Casey  
Interim Vice President/Chief Financial Officer

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Rachel Lierz  
Executive Vice President  
Finance & Administrative Services

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Judy Korb  
Interim President

JOHNSON COUNTY COMMUNITY COLLEGE  
OFFICE OF THE PRESIDENT

November 21, 2024

CURRICULUM

REPORT:

New Courses, Effective Academic Year 2025-2026

- ENGL 119 College Composition I with Review
- ENGL 216 African-American Literature
- EVRN 250 Bioethics in Science and Research
- SAG 200 Sustainable Livestock Production and Health
- SAG 284 Sustainable Agriculture Internship Experience
- SAG 292 Special Topics:

Course Modifications, Effective Academic Year 2025-2026

- BIOL 144 Human Anatomy and Physiology
- BIOL 150 Biology of Organisms
- BLAW 261 Business Law I
- CHEM 120 Chemistry in Society
- CHEM 122 Principles of Chemistry
- CHEM 124 General Chemistry I Lecture
- CHEM 125 General Chemistry I Lab
- CJ 228 Criminal Justice Communications
- ENGL 122 Composition II
- ENGL 123 Technical Writing I
- ENGL 130 Introduction to Literature
- ENGL 140 Writing for Interactive Media
- ENGL 150 Digital Narratives
- ENGL 205 Bible as Literature
- ENGL 214 Environmental Literature
- ENGL 215 U.S. Latino and Latina Literature
- ENGL 217 Literature by Women
- ENGL 223 Introduction to Creative Writing
- ENGL 227 Introduction to Poetry
- ENGL 230 Introduction to Fiction
- ENGL 232 Children's Literature
- ENGL 236 British Literature to 1800
- ENGL 237 British Literature after 1800

- ENGL 243 Literature of Science Fiction
- ENGL 244 Literature of American Popular Music
- ENGL 246 American Literature I
- ENGL 247 American Literature II
- ENGL 251 World Literature to 1620
- ENGL 252 Introduction to Shakespeare
- ENGL 254 Masterpieces of the Cinema
- ENGL 255 Introduction to Grant Writing
- ENGL 292 Special Topics:
- PSYC 292 Special Topics:
- RDG 096 Academic Reading
- RDG 120 Reading Effectively Across Disciplines
- RDG 127 College Reading Strategies
- RC 120 Respiratory Structure and Function
- RC 124 Fundamentals of Respiratory Care
- RC 131 Cardiopulmonary Diagnostics
- SAG 165 Farm Producer Food Safety
- SAG 245 Principles of Sustainable Market Farming
  - Number change to: SAG 100: Principles of Sustainable Market Farming
- SAG 250 Sustainable Food Systems
- SAG 255 Organic and Integrated Pest Management
  - Title change to: Integrated Pest Management
- SAG 205 Agroecology in the Americas
  - Title change to: Global Agroecology
- SAG 285 Sustainable Agriculture and Food Systems Internship

#### Course Deactivations, Effective Academic Year 2025-2026

- SAG 167/HMGT 167 Local Food Production
- SAG 225 On-Farm Plant Breeding

#### Program Modifications, Effective Academic Year 2025-2026

- 1000-AA: Liberal Arts
- 1010-AS: General Sciences
- 1020-AFA: Fine Arts
- 1050-AGS: General Studies
- 2030-AAS: Web Development and Digital Media
- 2050-AAS: Automation Engineer Technology
- 2060-AAS: Computer Support Specialist

- 207A-AAS: Neurodiagnostic Technology
- 2150-AAS: Horticultural Sciences
- 2220-AAS: Computer-Aided Drafting and Design Technology
- 223A-AAS: Dental Hygiene
- 2260-AAS: Electrical Technology
- 2330-AAS: Information Technology - Networking
- 235A-AAS: Nursing - Registered Nurse
- 237A-AAS: Respiratory Care
- 2400-AAS: Accounting
- 2420-AAS: Automotive Technology
- 2430-AAS: Business Administration
- 2460-AAS: Metal Fabrication/Welding Technology
- 248A-AAS: Emergency Medical Science
- 2620-AAS: Marketing Management
- 2650-AAS: Game Development
- 2690-AAS: Electronics Technology
- 2750-AAS: Interior Design
- 2930-AAS: Computer Information Systems
- 2950-AAS: Apparel Design and Technology
- 3020-AAS: Heating, Ventilation, and Air Conditioning (HVAC) Technology
- 3060-CERT: Automotive Technology Repair Certificate
- 3120-AAS: Fashion Merchandising and Marketing
- 3140-CERT: Kitchen and Bath Design Certificate
- 3210-AAS: Fire Science
- 3220-CERT: Fire Administration
- 3300-CERT: Personal Training Certificate
- 4660-CERT: Medical Coding Specialist Certificate
- 5290-CERT: Sustainable Agriculture Certificate

Administrative Program Deactivations, Effective Academic Year 2025-2026

- 2680-AAS: Administrative Assistant
- 5050-CERT: Legal Administrative Assistant
- 5310-CERT: Medical Office Specialist
- 5320-CERT: Administrative Assistant

Johnson County Community College  
Office of the President

November 21, 2024

Grants, Contracts and Awards

Report:

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

1. Carl Perkins Reserve Fund FY25 – Special Population Support Grant  
Funding Agency: U.S. Department of Education / Kansas Board of Regents  
Purpose: To increase the inventory of properly fitted gear for female students in the Fire Science Program.  
Duration: October 14, 2024 – May 30, 2025  
Grant Administrator: Tim Whitham  
Amount Funded: \$9,720  
JCCC Match: - 0 -  
Applicant: JCCC
2. New Dance Partners, New Dance Lab 2024-2025  
Funding Agency: National Endowment for the Arts / Kansas Arts Commission  
Purpose: Through New Dance Partners, a select group of local professional dance companies are paired with choreographers from across the world to create new works. The 2024-2025 program provides an opportunity for local dance companies to advance and sustain artistic development.  
Duration: September 6, 2024 – June 30, 2025  
Grant Administrator: Stacie McDaniel  
Amount Funded: \$15,000  
JCCC Match: \$15,000  
Applicant: JCCC

Recommendation:

**It is the recommendation of the college administration that the Board of Trustees approve the acceptance of these grants and authorize expenditure of funds in accordance with the terms of the grants.**

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Katherine B. Allen  
Vice President  
College Advancement & Government Affairs

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Judy Korb  
Interim President



Johnson County Community College  
Office of the President

November 21, 2024

Transfer to JCCC Foundation Tribute Fund

Report:

Duane Quillen, Durnae Kennelly and Rhonda Barlow are retiring from the college. They have requested that in lieu of a retirement gift, the \$150 designated for this gift be donated to the JCCC Foundation student scholarship fund.

Recommendation:

**It is the recommendation of the college administration that the Board of Trustees authorize the transfer of \$450 from the general fund to the JCCC Foundation student scholarship fund in honor of Duane Quillen, Durnae Kennelly and Rhonda Barlow.**

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Katherine B. Allen  
Vice President  
College Advancement & Government Affairs

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Judy Korb  
Interim President

Johnson County Community College  
Office of the President

November 21, 2024

Human Resources

1. Retirements

Rhonda K. Barlow, Professor of Mathematics, Academic Affairs, May 23, 2025.

Anne Dotterweich, Executive Assistant, Academic Affairs, December 31, 2024.

**RECOMMENDATION:**

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

2. Separations

Lydia Cottle, Custodian, Finance & Administrative Services, November 1, 2024.

Eric Smith, Sr. Tutor, Academic Affairs, October 24, 2024.

Francesca Williams, Child Care Aide, Finance & Administrative Services, July 25, 2024.

Danielle Perica, Non-Credit Instructor, Workforce Dev. & Continuing Ed., October 31, 2024.

Staci Malone, Account Planning Coordinator, Workforce Dev. & Continuing Ed., November 14, 2024.

Jessica Gamarra, Program Manager, Academic Affairs, November 1, 2024.

Julie Swanson, Bookstore Clerk, Finance & Administrative Services, November 1, 2024.

Cynthia Kaufman, Bookstore Clerk, Finance & Administrative Services, October 31, 2024.

Dany Tariq, Bookstore Clerk, Finance & Administrative Services, September 1, 2024.

William Nitcher, Lab Support Specialist, Information Systems, October 21, 2024.

**RECOMMENDATION:**

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

**3. Faculty Sabbatical Awards or Other Type of Awards**

Sabbatical Policy allows for the awarding of up to 18 sabbatical leaves per academic year to members of the Bargaining Unit. Twelve faculty members applied for leaves to be taken between July 1, 2025, and June 30, 2026. A Faculty Peer Committee evaluated each application and eleven faculty sabbatical leave proposals listed below are recommended for approval contingent upon availability of suitable replacements for the individuals involved.

**Sarah Apton, Fall 2025 at Full Pay**

For my sabbatical project, I plan to research and write two full-length plays on themes related to religion, one concerning the life of my great-grandmother, a leader of the New Thought Movement in Chile, and the other focusing on the life of the Baal Shem Tov, founder of Hasidic Judaism. This project brings together my academic and artistic pursuits.

**David Davis, Spring 2026 at Full Pay**

The purpose of my project is to explore how the racism of author H. P. Lovecraft informed the horror in his fiction. Lovecraft was a prolific letter-writer and Brown University has a collection of his correspondence. I want to trace connections between the language in his correspondence and the language used in his fiction.

**Diane Davis, Spring 2026 at Full Pay**

I would like to analyze the rhetoric of contemporary calls to protest through the lens of composition theory. Focus on how/if protest analysis in the traditional essay form is utilized in the composition sequence in community colleges. Research will inform creation of a Special Topics Composition 122 class and my presentation to department on the evolving concerns/benefits of protest analysis in writing courses.

**Patricia Donaldson, Fall 2025 at Full Pay**

My project is to create resources for students to know and utilize the therapeutic practice of self-compassion. This project will enhance student's emotional health by promoting self-kindness and decreasing self-criticism, particularly when feeling inadequate. The resources will aim to empower students to cultivate self-compassion techniques, which will contribute to their academic and personal success in college and beyond.

**Angela King, Spring 2026 at Full Pay**

I would like to help our Accounting AAS program by comparing our program to 20 similar community college's degree programs. We need to look into what they are teaching and how they are teaching financial and managerial accounting. We also need to learn if they are offering other certificates to students. Lastly, I want to see what elective courses they have developed in their programs. I would also like to develop a Financial Statement Analysis elective class in our program. From my limited research, other schools offer this course. Since I have been full-time in 2011, we have only developed one other elective course in our program. We have modified many courses, but we haven't developed new electives. In fact, we have removed elective courses, and it has been indicated that we need more accounting-specific electives. This course should be great for our program students and students sitting for the CPA exam in Kansas (not in our two-year program). They can take this course to help satisfy the 150-hour requirement to sit for the CPA exam.

**Mike Moreland, Spring 2026 at Full Pay**

My sabbatical project is to create a series of educational videos for use in the Recording Arts classes. I will cover a wide range of topics, from MIDI to audio, operating the mixer and audio effects. I will also create videos for my original compositions, and sessions in my home recording studio.

**Justin Stanley, Spring 2026 at Full Pay**

My proposal centers on AI detection and accessibility. I will evaluate detection tools and develop tutorials about how to manage student AI usage. Accessibility will look at best practices to ensure tools are available and utilized by students most in need. Personally, I will be focusing on wellness.

**Carrie Thompson, Spring 2026 at Full Pay**

My sabbatical project entails me partnering with community organizations and experts in the field of neurodivergence (specifically ADHD) to create resources for students, staff, and faculty, published on the JCCC website. I will be undergoing training and build knowledge and expertise to become a point person on campus related to ADHD, facilitating best practices aiding neurodivergent students.

**Jessica Tipton, Fall 2025 at Full Pay**

As part of my dissertation on removing accessibility barriers to library services and resources, I will evaluate materials our library creates, purchases, and shares, focusing on WCAG 2.1 AA compliance. I will earn a Certified Professional in Accessibility Core Competencies (CPACC) certification and create a guide for academic librarians on developing accessible learning materials and evaluating purchased content to ensure equitable access for all students.

**Andrea Vieux, Spring 2026 at Full Pay**

Current American government content leaves out Indigenous governance and the role of federally recognized tribes. I will research tribal governance and create curricular content on tribal governance that expands our students' knowledge of Indigenous education and furthers JCCC's leadership role in Indigenous education and our partnerships with the KSDE, KBOR, and the Kansas Advisory Council on Indigenous Education.

**Christina Wolff, Spring 2026 at Full Pay**

I am requesting a sabbatical to streamline the selection process for the Health Care Interpreting Program while working on my fluency in both French and Spanish. I plan to be based in Nice, France. I want to spend several weeks in Valencia, Spain, and take classes. While in Europe, my goal is to change the admissions process for the Health Care Interpreting Program.

**RECOMMENDATION:**

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

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Christina McGee

Vice-President, Human Resources

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Judy Korb

Interim President

JOHNSON COUNTY COMMUNITY COLLEGE  
OFFICE OF THE PRESIDENT

November 21, 2024

HUMAN RESOURCES ADDENDUM

1. Retirements

Mary Thibault, Assistant Director Child Care, Finance & Admin. Services, May 31, 2025.

Duane Quillen, Printing Services Manager, Strategic Communications & Marketing,  
January 3, 2025.

Larry Dice, Warehouse/Postal, Finance & Administrative Svcs., May 31, 2025.

Genet Yargal, Housekeeping, Finance & Administrative Svcs., May 30, 2025.

**RECOMMENDATION:**

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

2. Separations

Rachael Braun, Printing Specialist, Strategic Communications & Marketing,  
December 2, 2024.

Daphne Lopez Suarez, Kitchen Aide, Child Care Center, Finance & Administrative  
Services, November 6, 2024.

Susie Pryor, SBDC Director, Workforce Development and Continuing Ed, November 11,  
2024.

Michael Lopez III, Warehouse Associate, Finance and Admin. Svcs., November 15, 2024.

**RECOMMENDATION:**

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

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Christina McGee  
Vice President, Human Resources

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Judy Korb  
Interim President