

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

**Meeting – Board of Trustees
Hugh Speer Board Room, GEB 137
February 20, 2025 – 5:00 p.m.**

Agenda

- | | |
|--|------------------------------|
| I. Call to Order | Trustee Rayl |
| II. Pledge of Allegiance | Trustee Rayl |
| III. Roll Call | Trustee Rayl |
| IV. Awards and Recognitions | Trustee Rayl |
| A. Student Spotlight: Emily Crosby and Maya Wallace | |
| V. Open Forum | Trustee Rayl |
| VI. Board Reports | |
| A. Student Senate | Logan Grigsby |
| B. College Lobbyist | Dick Carter |
| C. College Council | Jason Arnett |
| D. Faculty Association | Gideon Ney |
| E. Johnson County Education Research Triangle | Trustee Smith-Everett |
| F. Kansas Association of Community Colleges | Trustee Cross |
| G. Foundation | Trustee Rattan |
| VII. Committee Reports and Recommendations | |
| A. Audit Committee (pp 1-2) | Trustee Rayl |
| B. Collegial Steering | Trustee Rayl |
| C. Management and Finance Committee (pp 3-5) | Trustee Mitchell |
| <u>Recommendation: Solid Waste Disposal & Recycling</u>
Services (pp 3-4) | |

D. Student Success Committee (pp 6-7)

Trustee Jennings

VIII. President's Recommendation for Action

A. Treasurer's Report (pp 8-17)

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 a Previous Meeting**
- 2. 2025-2025 Academic Calendar (pp 18-20)**
- 3. Cash Disbursement Report (pp 21-22)**
- 4. Curriculum (pp 23-24)**
- 5. Grants, Contracts and Awards (pp 25-26)**

B. Human Resources (pp 27-28)

- 1. Separations**
- 2. Retirements**

C. Human Resources Addendum

XII. Executive Session

XIII. Adjournment

Audit Committee
Minutes
February 6, 2025

The Audit Committee Meeting was held on Thursday, February 6, 2025, at 9:00 a.m. in the Hugh Speer Board Room.

Present at the meeting were Trustee Chair Melody Rayl and several members, including Judy Korb, Jeff Johnson, Mickey McCloud, Rachel Lierz, Megan Casey, Deb Nicholson, Rob Caffey, Phil Mein, Kelsey Nazar, AnnLouise Fitzgerald, John Clayton, Christina McGee, Shelli Allen, Sandra Warner, Chris Gray, Liz Loomis, Andrea Vieux, and Cheryl McLeod.

Update on activities and audits (AU-1)

Quarterly Projects Update – Jeff Johnson, Director of Audit & Advisory Services provided an update on the activities of the last quarter and Internal Audit’s plans for the forthcoming quarter. This encompassed information on the restructuring of the hotline function, the revision of Policy 210.5 Internal & External Audit Policies, the status and reporting timelines for the Procurement Services audit, and their plans for the next audit. Additionally, Mr. Johnson conveyed his intention to attend the Great Audit Minds (GAM) conference hosted by the Institute of Internal Auditors.

Audit recommendations follow-up matrix (AU-2)

Mr. Johnson also presented the status of the recommendations from the Payroll Process Design Effectiveness audit. Out of the fourteen recommendations made in July 2024, four remain open.

JCCC Ethics Report Line update (AU-3)

Regarding the JCCC Ethics Report Line, between October 29, 2024, and January 28, 2025, four reports were received — two of which were submitted by identified reporters, and two were received anonymously. As of January 28, 2025, all these reports have been reviewed, addressed, and closed.

For the same period, twenty reports were received via HR channels. Fifteen of these have been reviewed, addressed, and closed, while five remain in process.

In total, twenty-four reports were received, with five still open. All previously reported cases have been addressed and closed.

**Audit Committee
Working Agenda
FY 2025**

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	Planning meeting with external auditors	May
AU-5	Performance Review – Director, Audit and Advisory Services	February
AU-6	Review and approve Audit Committee Working Agenda	August
AU-7	Annual Trustee Expense Reimbursement Report	August
AU-8	Review Audit Committee Charter	November
AU-9	Review proposed audit plan for upcoming year	November
AU-10	Review audited financial statements and recommend acceptance to the Board	November
AU-11	Executive session	As necessary

Management and Finance Committee
Minutes
February 5, 2025

The Management and Finance Committee met at 10:00 AM on Wednesday, February 5, 2025, in the Hugh Speer Board Room. Those present were Trustees Lee Cross, Greg Mitchell, and Dawn Rattan; staff: Rob Caffey, Megan Casey, Jim Feikert, Tom Hall, Judy Korb, Rachel Lierz, Mickey McCloud, Ashawnte Thompson, and Linda Nelson, recorder.

Auxiliary Fund Update

Ashawnte Thompson, Executive Director, Auxiliary Services, presented an update on Auxiliary Enterprises. He reviewed the Auxiliary Services Policy 220.00, and then provided operational updates on the campus Bookstore, Dining Services, and the Hiersteiner Child Development Center. The presentation also included financial results from the past five fiscal years.

Main Campus Plat Submittal to City of Overland Park

Tom Hall, Associate Vice President, Campus Services and Facility Planning, informed the Committee that the College had engaged with a civil engineering firm to prepare a plat map of the main campus as required by the City of Overland Park. The College's Preliminary Plat Application will be considered by the City Planning Commission at a public hearing on Monday, March 10, 2025. Notification of the public hearing will be sent to surrounding property owners according to the required timeline. Board action is not required.

Capital Acquisitions and Improvements: Progress Report

Tom Hall gave an update on facilities projects from the capital acquisitions and improvements matrix.

Procurement Reports and Recommendations

Jim Feikert, Executive Director, Procurement Services presented one Bid recommendation.

Bids & Awards: \$150,000+

February 2025 Management & Finance Committee

Bid:	25-038 Solid Waste Disposal & Recycling Services
Fund:	0201 General
Vendors Notified:	57
Total Contract Period:	3/1/25 - 2/28/30 (Base Year, 4 Renewal Options)
Award Justification:	Most responsive, responsible bidder according to the RFP criteria.

Description: Request for Proposal (RFP) for annual solid waste disposal and recycling services for the main campus, Olathe Health Education Center (OHEC) and West Park Center (WPK).

Evaluation Committee

1. Jeff Hoyer - Executive Director, Support Services & Space Management
2. Fikru Aligaz - Custodial Support Services Manager
3. Aaron Manning - Custodial Operations Manager
4. Michael Rea - Sustainability Project Manager
5. Larry Allen - Senior Buyer, Campus Services

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

1. **GFL:** **\$65,103 / \$345,640 (waste disposal and recycling)**
2. Waste Management: \$43,352 / \$239,549 (waste disposal only)
3. Republic Services: \$57,080 / \$315,403 (waste disposal only)

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 GFL for the base year of \$65,103 and a total estimated expenditure of \$345,640 throughout the renewal options.

Informational Items

Informational reports of Contract Renewals, Single Source Justifications, and the semi-annual Budget Reallocation Report were provided in the Management and Finance Committee meeting materials.

The next Management and Finance Committee meeting is scheduled for Wednesday, March 5, 2025, at 8:30 AM.

**Management and Finance Committee
Working Agenda
2025**

- 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 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
Minutes
February 5, 2025

The Student Success Committee met at 11:15 a.m. on Wednesday, February 5, 2025, in GEB 137. Those present were Trustees Mark Hamill and Valerie Jennings; staff Judy Korb, Mickey McCloud, Rachel Lierz, Elisa Waldman, Gurbhushan Singh, Shelia Mauppin, Shelli Allen, Doug Patterson, Jim Lane, Malinda Bryan-Smith, Anthony Funari and Liz Loomis, recorder.

Curriculum Updates

Doug Patterson presented new courses, course modifications and deactivations, a new program, program modifications and deactivations, and general education designations effective for the 2025-2026 academic year. Details can be found in the consent agenda portion of the board packet.

2025-2026 Academic Calendar

Jim Lane, Dean Arts, Design, Humanities and Social Sciences and the Academic Calendar Committee met to assign a floating holiday to Friday, January 2, 2026, to extend the winter break by one day. The Committee also recommends amending the 2025-2026 academic calendar to add the Juneteenth Holiday observation, Friday, June 19, 2026. Details can be found in the consent agenda portion of the board packet.

Grants Development

Malinda Bryan-Smith, Executive Director Grants Development and Anthony Funari, Sr. Grant Professional provided a report on grants leadership and development. The report included the lifecycle of a grant and highlighted many of the awarded grants. Total grant dollars awarded for FY 23-24 from federal, state, and private funding was \$3.8M with 47 active grants totaling \$6.9M.

Academic Program Lifecycle

Dr. Mickey McCloud, Provost, presented the lifecycle for academic programs. Dr. McCloud explained the process of creating a new program, maintaining the program and if necessary, sun setting a program. He highlighted the cycle of maintaining a program is through a 5-year review process, with annual reviews focusing on program accomplishments, data, trends and a vitality assessment.

Student Success Committee
Working Agenda
2025

- 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

February 6, 2025

Treasurer's Report

Report:

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

State operating grant payments of \$12.4 million and an ad valorem property tax distribution of \$71.9 million were received during January 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 December 2024, subject to audit.

Megan Casey
Interim Vice President & Chief Financial Officer

Rachel Lierz
Executive Vice President, Finance &
Administrative Services

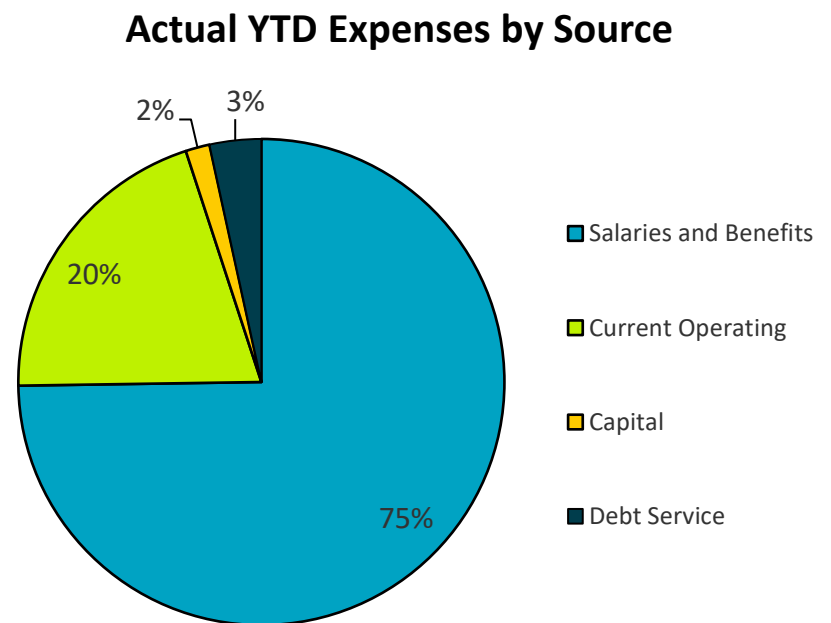
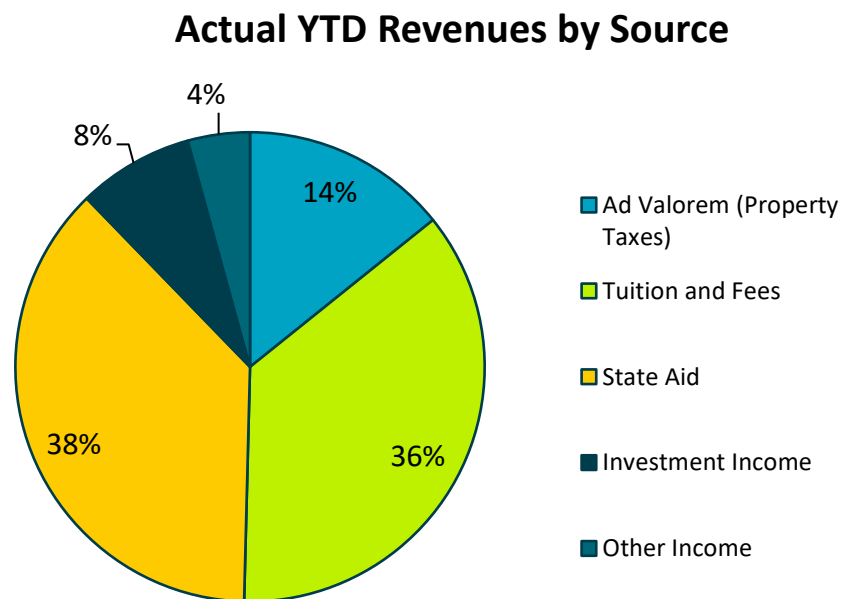
Judy Korb
Interim President

Johnson County Community College
Treasurer's Report
December 31, 2024
50% 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
General/PTE Funds					
Ad Valorem (Property Taxes)	\$ 128,894,722	\$ -	\$ 6,416,070	5%	\$ 6,450,847
Tuition and Fees	28,724,481	6,383	16,305,603	57%	14,942,433
State Aid	26,521,819	2,647	16,837,186	63%	15,030,602
Investment Income	2,000,000	497,514	3,596,452	180%	2,629,453
Other Income	4,005,426	243,932	1,926,262	48%	1,809,822
Total Revenue	\$ 190,146,448	\$ 750,477	\$ 45,081,573	24%	\$ 40,863,157
Salaries and Benefits	\$ 145,603,756	\$ 12,109,853	\$ 65,643,466	45%	\$ 61,050,961
Current Operating	35,413,654	1,505,450	17,743,514	50%	15,091,508
Capital	5,672,692	130,632	1,402,503	25%	1,448,067
Debt Service	3,687,988	-	3,014,549	82%	2,959,493
Total Expenses	\$ 190,378,089	\$ 13,745,935	\$ 87,804,032	46%	\$ 80,550,028

Unencumbered Cash Rollforward:

Beginning Balance	\$ 143,525,283	\$ 122,092,826
Revenues Over Expenses	(42,722,459)	(39,686,871)
Encumbrances & Other Activity	(5,240,097)	(5,004,335)
Ending Balance	\$ 95,562,727	\$ 77,401,620



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 state aid (38%), followed by tuition and fees (36%), ad valorem (property taxes) (14%), investment income (8%) and other income (4%). The largest source of expenses this year to date is salary and benefits (75%), followed by current operating (20%), debt service (3%), and capital expenses (2%).

Johnson County Community College
Treasurer's Report
December 31, 2024
50% 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	\$ 8,980,716	\$ 48,505,186	45%	\$ 44,719,691	8%
Benefits	38,424,000	3,129,137	17,138,280	45%	16,331,269	5%
Event Officials	88,527	1,714	54,328	61%	50,218	8%
Legal Services	150,000	9,398	28,737	19%	53,689	-46%
Lobbyist Services	35,000	8,374	8,374	24%	8,125	3%
Audit Services	95,000	4,500	66,800	70%	62,045	8%
Collection Costs	63,000	2,423	12,400	20%	7,652	62%
Insurance, Property/Casualty & Rel	1,466,625	52,144	1,438,305	98%	1,198,380	20%
Contracted Services	8,811,590	476,122	3,727,186	42%	2,999,580	24%
SB 155 Shared Funding Payments	450,000	-	365,068	81%	-	100%
Overnight Travel	1,104,680	46,129	319,780	29%	333,397	-4%
Travel - Accreditation	25,000	-	603	2%	725	-17%
Staff Development Training & Travel	305,080	11,588	114,745	38%	99,224	16%
Faculty Continuing Ed Grants	19,000	2,168	12,746	67%	11,201	14%
Tuition Reimbursement	550,000	15,494	247,908	45%	215,501	15%
Same Day Travel	128,278	5,823	29,086	23%	30,465	-5%
Supplies and Materials	6,442,910	280,350	2,567,043	40%	2,288,686	12%
Computer Software & Licenses	6,025,898	90,255	4,184,845	69%	3,169,945	32%
Technical Training	133,360	5,437	27,725	21%	34,371	-19%
Applicant Travel	15,500	474	3,945	25%	3,180	24%
Recruiting Travel	46,000	1,451	17,402	38%	8,122	114%
Printing, Binding & Publications	99,850	-	17,547	18%	31,710	-45%
Advertising and Promotions	1,107,382	71,088	580,916	52%	464,816	25%
Memberships	455,101	11,834	270,552	59%	262,869	3%
Accreditation Expenses	53,757	-	36,239	67%	37,968	-5%
Bad Debt Expense	250,000	-	250,000	100%	65,000	285%
Electric	3,193,238	240,156	1,403,779	44%	1,418,642	-1%
Water	227,391	6,933	153,386	67%	136,847	12%
Natural Gas	87,344	5,878	19,018	22%	23,620	-19%
Unified Communications	503,000	6,263	360,403	72%	458,257	-21%
Gasoline	75,000	3,161	29,891	40%	25,886	15%
Subscriptions	510,500	3,181	265,437	52%	274,216	-3%
Rentals and Leases	648,170	40,462	301,696	47%	248,556	21%
Repairs and Maintenance	837,734	60,169	264,558	32%	256,637	3%
Freight	118,075	736	66,682	56%	33,955	96%
Special Events	611,789	14,286	170,920	28%	134,183	27%
Retirement Recognitions	7,500	313	3,118	42%	1,658	88%
Postage	220,000	18,526	102,943	47%	69,468	48%
Contingency	537,700	2,025	2,025	0%	362,659	-99%
Remodeling and Renovations	1,882,083	75,954	353,835	19%	41,960	743%
Library Books	85,000	18,289	57,024	67%	49,384	15%
Furniture and Equipment	2,431,352	36,389	621,342	26%	1,322,326	-53%
Art Acquisitions	3,000	-	-	0%	-	0%
Building Improvements	380,563	-	370,302	97%	34,397	977%
Other Tax Assessments	-	-	-	0%	-	0%
Income Tax	2,500	-	-	0%	-	0%
Grants	617,339	4,621	163,799	27%	159,604	3%
Foster Care & Killed on Duty Grant	70,000	1,977	21,730	31%	18,950	15%
Federal SEOG Match	115,530	-	31,850	28%	31,500	1%
Principal Payments	2,290,000	-	2,290,000	100%	2,180,000	5%
Interest Payments	1,396,488	-	723,799	52%	778,743	-7%
Fee Payments	1,500	-	750	50%	750	0%
TOTAL EXPENSES	\$ 190,378,089	\$ 13,745,935	\$ 87,804,032	46%	\$ 80,550,028	9%

Johnson County Community College
Treasurer's Report
December 31, 2024
50% 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
Adult Supplementary Education Fund					
Tuition and Fees	\$ 4,298,300	\$ 230,935	\$ 3,064,814	71%	\$ 1,905,932
Investment Income	40,000	9,006	53,674	134%	46,537
Other Income	1,619,500	46,488	662,215	41%	603,276
Total Revenue	<u>\$ 5,957,800</u>	<u>\$ 286,429</u>	<u>\$ 3,780,704</u>	<u>63%</u>	<u>\$ 2,555,745</u>
Salaries and Benefits	\$ 2,400,299	\$ 170,255	\$ 943,742	39%	\$ 1,024,704
Current Operating	4,631,079	184,067	1,540,366	33%	1,357,130
Capital	35,000	-	-	0%	-
Total Expenses	<u>\$ 7,066,378</u>	<u>\$ 354,323</u>	<u>\$ 2,484,108</u>	<u>35%</u>	<u>\$ 2,381,834</u>
Unencumbered Cash Rollforward:					
Beginning Balance			\$ 837,395		\$ 1,372,323
Revenues Over Expenses			1,296,595		173,911
Encumbrances & Other Activity			(1,401,783)		(1,008,145)
Ending Balance			<u>\$ 732,208</u>		<u>\$ 538,089</u>
Student Activity Fund					
Tuition and Fees	\$ 1,961,498	\$ (525)	\$ 1,185,002	60%	\$ 1,139,779
Investment Income	36,000	3,354	32,303	90%	35,757
Other Income	8,500	197	2,469	29%	2,167
Total Revenue	<u>\$ 2,005,998</u>	<u>\$ 3,025</u>	<u>\$ 1,219,774</u>	<u>61%</u>	<u>\$ 1,177,703</u>
Salaries and Benefits	\$ 409,516	\$ 32,071	\$ 197,020	48%	\$ 138,015
Current Operating	1,198,469	81,975	524,035	44%	378,684
Grants/Scholarships	1,452,014	7,431	636,495	44%	623,113
Total Expenses	<u>\$ 3,059,999</u>	<u>\$ 121,477</u>	<u>\$ 1,357,550</u>	<u>44%</u>	<u>\$ 1,139,811</u>
Unencumbered Cash Rollforward:					
Beginning Balance			\$ 896,163		\$ 1,214,098
Revenues Over Expenses			(137,777)		37,892
Encumbrances & Other Activity			(282,566)		(156,134)
Ending Balance			<u>\$ 475,820</u>		<u>\$ 1,095,856</u>

Johnson County Community College
Treasurer's Report
December 31, 2024
50% 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
Motorcycle Driver Safety Fund					
Tuition and Fees	\$ 180,000	\$ 1,320	\$ 89,500	50%	\$ 62,374
Other Income	40,000	-	37,680	94%	39,360
Total Revenue	<u>\$ 220,000</u>	<u>\$ 1,320</u>	<u>\$ 127,180</u>	<u>58%</u>	<u>\$ 101,734</u>
Salaries and Benefits	\$ 133,100	\$ 121	\$ 54,319	41%	\$ 36,333
Current Operating	273,400	-	2,696	1%	4,080
Capital	36,000	-	-	0%	-
Total Expenses	<u>\$ 442,500</u>	<u>\$ 121</u>	<u>\$ 57,014</u>	<u>13%</u>	<u>\$ 40,413</u>
Unencumbered Cash Rollforward:					
Beginning Balance			\$ 1,339,059		\$ 1,242,904
Revenues Over Expenses			70,165		61,321
Encumbrances & Other Activity			1,495		995
Ending Balance			<u>\$ 1,410,719</u>		<u>\$ 1,305,220</u>
Truck Driver Training Course Fund					
Tuition and Fees	\$ 1,830,000	\$ 98,282	\$ 615,082	34%	\$ 657,910
Total Revenue	<u>\$ 1,830,000</u>	<u>\$ 98,282</u>	<u>\$ 615,082</u>	<u>34%</u>	<u>\$ 657,910</u>
Salaries and Benefits	\$ 1,392,668	\$ 67,655	\$ 489,004	35%	\$ 364,477
Current Operating	993,379	26,377	204,375	21%	187,941
Capital	-	-	-	0%	-
Total Expenses	<u>\$ 2,386,047</u>	<u>\$ 94,032</u>	<u>\$ 693,379</u>	<u>29%</u>	<u>\$ 552,418</u>
Unencumbered Cash Rollforward:					
Beginning Balance			\$ 901,019		\$ 1,354,084
Revenues Over Expenses			(78,297)		105,492
Encumbrances & Other Activity			(187,226)		(704,240)
Ending Balance			<u>\$ 635,495</u>		<u>\$ 755,336</u>
Special Assessments Fund					
Ad Valorem (Property Taxes)	\$ - *	\$ -	\$ 16,066 *	0%	\$ 23,072
Interest Income	-	-	-	100%	34,262
Total Revenue	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 16,066</u>	<u>100%</u>	<u>\$ 57,334</u>
Current Operating	\$ 300,000	\$ 100,731	\$ 167,483	56%	\$ 150,507
Total Expenses	<u>\$ 300,000</u>	<u>\$ 100,731</u>	<u>\$ 167,483</u>	<u>56%</u>	<u>\$ 150,507</u>
Unencumbered Cash Rollforward:					
Beginning Balance			\$ 1,722,625		\$ 1,547,334
Revenues Over Expenses			(151,417)		(93,173)
Encumbrances & Other Activity			(68,088)		(92,716)
Ending Balance			<u>\$ 1,503,120</u>		<u>\$ 1,361,445</u>

*JCCC discontinued the Special Assessment Levy beginning FY25.

**Johnson County Community College
Treasurer's Report
December 31, 2024
50% 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
Revenues					
Cosmetology	\$ -	\$ -	\$ - †	0%	\$ 6,076
Bookstore	6,238,900	141,309	3,001,722	48%	2,937,682
Dining Services	2,901,892	212,044	1,328,773	46%	1,328,284
HVAC Auxiliary & Auto Technology Project	2,000	-	-	0%	-
Dental Hygiene	3,000	82	2,603	87%	536
Hospitality Management & Pastry Program	57,500	1,449	14,355	25%	20,555
Campus Farm	16,500	7,986	12,654	77%	13,666
Investment Income	30,000	-	9,782	33%	16,280
Total Revenues	\$ 9,249,792	\$ 362,870	\$ 4,369,890	47%	\$ 4,323,080
Expenses					
Cosmetology	\$ -	\$ -	\$ - †	0%	\$ 3,551
Bookstore	6,157,550	121,928	2,581,142	42%	2,792,468
Dining Services	3,999,368	252,331	1,768,716	44%	1,601,459
HVAC Auxiliary & Auto Technology Project	2,000	-	-	0%	-
Dental Hygiene	3,000	-	567	19%	531
Hospitality Management & Pastry Program	65,000	1,455	15,531	24%	27,416
Campus Farm	16,500	-	6,276	38%	3,822
Subtotal	\$ 10,243,418	\$ 375,714	\$ 4,372,232	43%	\$ 4,429,247
Other Auxiliary Services Expenses					
Auxiliary Construction	\$ 10,000	\$ -	\$ -	0%	\$ 856
Director	347,315	49,526	172,158	50%	64,866
Total Expenses	\$ 10,600,733	\$ 425,240	\$ 4,544,390	43%	\$ 4,494,969
Unencumbered Cash Rollforward:					
Beginning Balance			\$ (112,897)		\$ 298,431
Revenues Over Expenses			(174,500)		(171,889)
Encumbrances & Other Activity			(897,609)		(391,432)
Ending Balance			\$ (1,185,006)		\$ (264,890)

Auxiliary Enterprise Fund - Schedule 2

	2024-2025 Year to Date Net	2023-2024 Year to Date Net	Net Change from Prior Year
Cosmetology	\$ - †	\$ 2,525	\$ (2,525)
Bookstore	420,580	145,214	275,366
Dining Services	(439,944)	(273,175)	(166,769)
HVAC Auxiliary & Auto Technology Project	-	-	-
Dental Hygiene	2,037	5	2,031
Hospitality Management & Pastry Program	(1,175)	(6,861)	5,686
Campus Farm	6,378	9,844	(3,467)
	\$ (2,342)	\$ (122,448)	\$ 120,106

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

Johnson County Community College
Treasurer's Report
December 31, 2024
50% 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
Revenue Bond Debt Service Fund					
Unencumbered Cash Rollforward:					
Balance Forward	\$ 1,273,674		\$ 1,273,674		\$ 1,470,207
Total Revenue	1,401,070	\$ (369)	850,408	61%	817,537
Total Expenses	1,715,700	-	1,636,998	95%	1,599,348
Encumbrances & Other Activity			-		-
Ending Balance			<u>\$ 487,083</u>		<u>\$ 688,396</u>
Industrial Training Center (ITC) Repair and Replacement Reserve Funds					
Unencumbered Cash Rollforward:					
Balance Forward	\$ 568,553		\$ 568,553		\$ 429,760
Total Revenue	-	\$ 12,498	74,990	100%	74,990
Total Expenses	250,000	-	-	0%	-
Encumbrances & Other Activity			-		(10,040)
Ending Balance			<u>\$ 643,543</u>		<u>\$ 494,711</u>
Capital Outlay					
Unencumbered Cash Rollforward:					
Balance Forward	\$ 10,503,994		\$ 10,503,994		\$ 8,942,696
Total Revenue	8,664,378	\$ 49,309	725,366	8%	638,859
Total Expenses	8,179,855	323,373	861,911	11%	534,511
Encumbrances & Other Activity			(3,211,367)		(4,466,355)
Ending Balance			<u>\$ 7,156,082</u>		<u>\$ 4,580,689</u>
Campus Development Fund					
Unencumbered Cash Rollforward:					
Balance Forward	\$ 1,876,307		\$ 1,876,307		\$ 1,422,099
Total Revenue	840,642	\$ (221)	510,245	61%	490,522
Total Expenses	1,000,000	101,113	117,805	12%	96,395
Encumbrances & Other Activity			(54,173)		(131,411)
Ending Balance			<u>\$ 2,214,574</u>		<u>\$ 1,684,815</u>
Phase 3 Facilities Master Plan					
Unencumbered Cash Rollforward:					
Balance Forward	\$ 475,100		\$ 475,100		\$ 2,505,055
Total Revenue	-	\$ -	-	0%	-
Total Expenses	982,036	37,014	318,466	32%	2,579,553
Encumbrances & Other Activity			108,460		1,712,946
Ending Balance			<u>\$ 265,093</u>		<u>\$ 1,638,448</u>
All Other Funds					
Unencumbered Cash Rollforward:					
Balance Forward	\$ 68,381		\$ 68,381		\$ 1,692,289
Total Revenue	25,546,512	\$ 427,897	23,413,362	92%	18,458,987
Total Expenses	10,817,210	756,793	17,817,422	165%	14,792,422
Encumbrances & Other Activity			(923,930)		(5,607,517)
Ending Balance			<u>\$ 4,740,391</u>		<u>\$ (248,662)</u>
Grand Total All Funds					
Unencumbered Cash Rollforward:					
Balance Forward	\$ 163,874,656		\$ 163,874,656		\$ 145,584,107
Total Revenue	245,862,641	\$ 1,991,517	80,784,638	33%	70,217,558
Total Expenses	237,178,546	17,651,295	127,436,456	54%	116,945,207
Encumbrances & Other Activity			(2,580,988)		(7,825,385)
Ending Balance			<u>\$ 114,641,849</u>		<u>\$ 91,031,073</u>

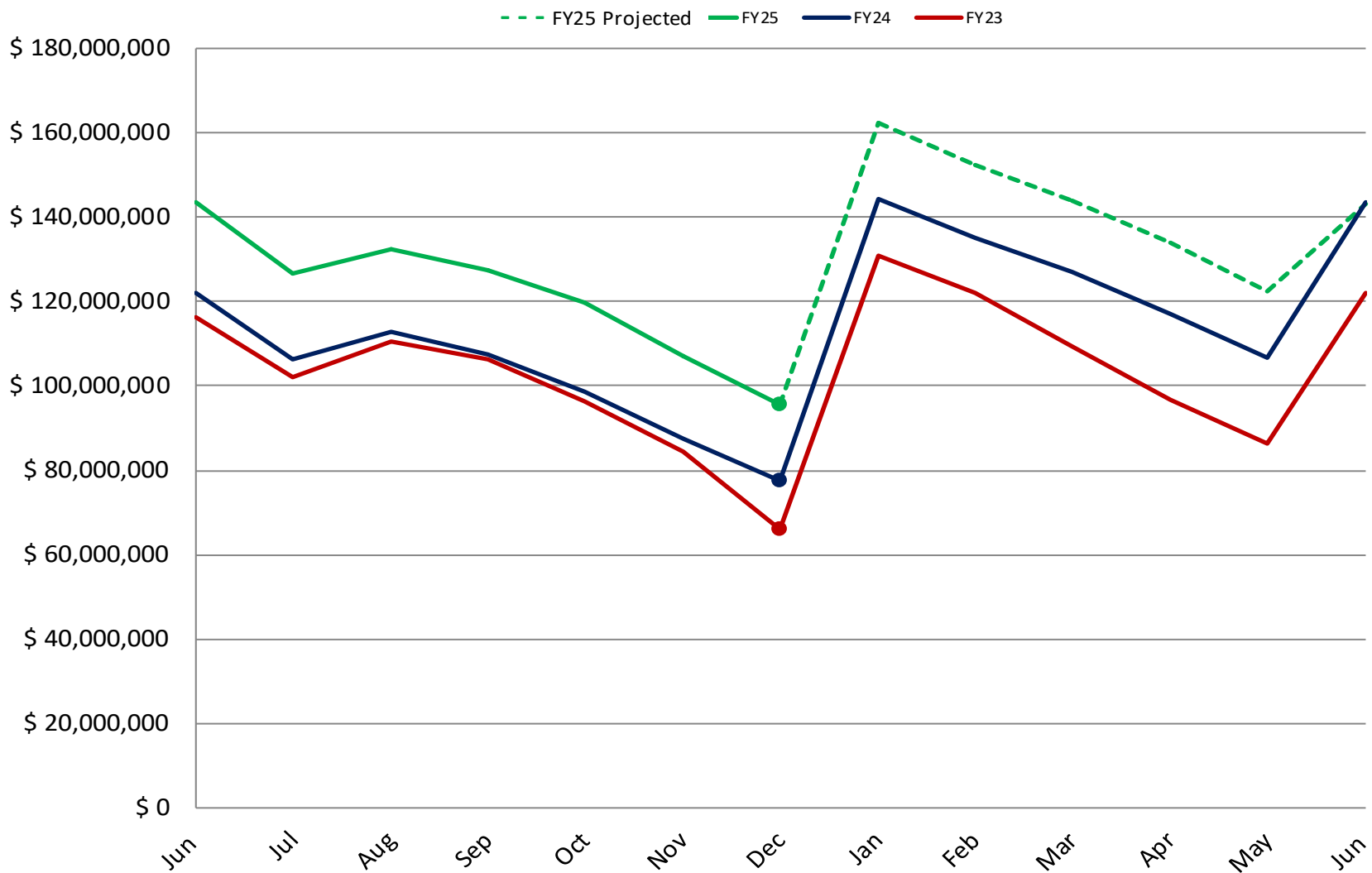
Johnson County Community College
Treasurer's Report
December 31, 2024
50% of Fiscal Year Expired
Investments

Description	Date Purchased	Date Of Call/Maturity	Yield Rate	Matured This Month	Current Investments
US Treasury Bills	10/03/24	12/12/24	4.25%	\$ 7,000,000	
US Treasury Bills	12/02/24	12/12/24	4.37%	3,076,000	
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%		\$ 4,946,000
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	04/15/25	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 Bills	10/03/24	10/02/25	3.56%		4,775,000
US Treasury Notes	06/05/24	10/15/25	4.25%		4,945,000
US Treasury Bills	11/25/24	10/30/25	3.98%		5,346,000
US Treasury Notes	10/31/24	11/15/25	2.25%		1,512,000
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	12/17/24	12/31/25	4.04%		5,700,000
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
US Treasury Notes	11/07/24	09/30/26	4.03%		2,012,000
Total					141,187,000
Municipal Investment Pool: (MIP) Daily Rate	12/01/25	12/31/25	3.26%		106,509
Grand Total					<u>\$ 141,293,509</u>

Johnson County Community College
Treasurer's Report
December 31, 2024
50% of Fiscal Year Expired
Cash & Pooled Investment Analysis

Fund	Book Balance	Outstanding Commitments	Unencumbered Balance	Prior Year Unencumbered Balance
General & PTE Funds	\$ 115,793,259	\$ 20,230,533	\$ 95,562,727	\$ 77,401,620
Adult Supplementary Education Fund	2,034,350	1,302,142	732,208	538,089
Student Activity Fund	757,592	281,771	475,820	1,095,856
Motorcycle Driver Safety Fund	1,410,719	-	1,410,719	1,305,220
Truck Driver Training Fund	875,686	240,191	635,495	755,336
Special Assessments Fund	1,571,208	68,088	1,503,120	1,361,445
Auxiliary Enterprise Funds	(738,543)	446,463	(1,185,006)	(264,890)
Revenue Bond Debt Service Fund	514,211	27,127	487,083	688,396
ITC Repair and Replacement Reserve Funds	643,543	-	643,543	494,711
Capital Outlay Funds	11,138,015	3,981,934	7,156,082	4,580,689
Campus Development Fund	2,307,053	92,479	2,214,574	1,684,815
Phase 3 Facilities Master Plan	598,697	333,604	265,093	1,638,448
All Other Funds	11,667,530	6,927,139	4,740,391	(248,662)
Total	\$ 148,573,321	\$ 33,931,471	\$ 114,641,849	\$ 91,031,073

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 December, the ending balances were approximately \$95.6 million for 2025, \$77.4 million for 2024, and \$66.1 million for 2023. The estimated fiscal year 2025 ending balance is \$143.3 million.

Johnson County Community College
Treasurer's Report
December 31, 2024
50% of Fiscal Year Expired
Foundation

	Activity Year To Date December 31, 2024	Prior Year Activity To Date	\$	CHANGE	CHANGE	%
Foundation						
Contribution Income	\$ 1,357,071	\$ 1,650,783				
Event Revenue	521,014	586,550				
Investment Income	2,325,016	2,332,651				
Other Revenue	17,450	69,759				
Total Revenue	<u>\$ 4,220,551</u>	<u>\$ 4,639,744</u>	\$	(419,193)	(9.0)	%
Student Assistance	\$ 25,961	\$ 14,231				
Program Support	28,882	182,640				
Project Support	2,001,575	1,272				
Campus Support	42,488	34,971				
Programming Expenses	110,626	272,002				
General & Administrative Expenses	392,168	376,026				
Total Expenses	<u>\$ 2,601,700</u>	<u>\$ 881,142</u>	\$	1,720,558	195.3	%
Balance Forward	\$ 51,904,214	\$ 45,955,637				
Revenues Over Expenses	<u>1,618,851</u>	<u>3,758,602</u>				
Ending Balance	<u>\$ 53,523,065</u>	<u>\$ 49,714,240</u>	\$	3,808,825	7.7	%

JOHNSON COUNTY COMMUNITY COLLEGE
OFFICE OF THE PRESIDENT

February 20, 2025

2025-2026 ACADEMIC CALENDAR

REPORT:

The college Academic Calendar Committee was convened and is recommending the academic calendar assign one of the two remaining floating holidays to Friday, January 2nd, 2026, which will extend the previous winter break by one day and dictate that all college offices be closed.

In addition, in alignment with the State of Kansas and our partner Board of Regents institutions, the college Academic Calendar Committee is recommending the academic calendar for 2025-26 be amended to add the Juneteenth Holiday observation, Friday, June 19th, 2026, and all college offices would be closed.

The amendments to the current Board of Trustees approved AY 25-26 calendar is recommended to allow advance planning for curriculum development, administrative coordination, and state and federal notification.

RECOMMENDATION:

It is the recommendation of the college administration and the Faculty Association that the Board of Trustees approve the 2025-26 academic calendar as shown subsequently in the board packet.

L. Michael McCloud
Executive Vice President/ Provost

Dr. Judy Korb
President

Fall 2025

August		
11	Monday	Staff on 10-month contract return.
18	Monday	Staff on 9-month contract return.
18-22	Monday-Friday	Professional Learning Days for faculty. College offices open.
25	Monday	First day of fall semester.

September

1	Monday	Labor Day Holiday. Classes not in session. College offices closed.
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November

17	Monday	Last day to request a pass/fail grade option or to withdraw with a "W" from a fall full semester course.
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26-28	Wednesday-Friday	Thanksgiving Day Holiday. Classes not in session. College offices closed.
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December

7	Sunday	Last day of fall classes.
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8	Monday	Stop Day. No classes held. College offices open. Final exams for evening classes only.
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9-15	Tuesday-Monday	Scheduled final exams.
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15	Monday	Last day of fall semester.
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15-19	Monday-Friday	In-service days. College offices open.
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16	Tuesday	Grades entered online by professors by 5:00 p.m.
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19	Friday	Last day for staff on 9 and 10-month contract.
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24-Jan. 2	Wednesday-Friday	Winter Break. College offices closed
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Winter 2025-26

December

15	Monday	First day of winter session credit classes
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24-Jan. 2	Wednesday-Friday	Winter Break. College offices closed
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January

5	Monday	Last day to request a pass/fail grade option or to withdraw with a "W" from a winter session course.
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9	Friday	Last day of winter session.
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12	Monday	Grades entered online by professors by 5 p.m.
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Spring 2026

January

5	Monday	Staff on 10-month contract return.
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13	Tuesday	Staff on 9-month contract return.
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13-16	Tuesday-Friday	Professional Learning Days for faculty. College offices open.
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19	Monday	Martin Luther King, Jr. Day. College offices closed.
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20	Tuesday	First day of spring semester.
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March

16-22	Monday-Sunday	Spring Break. Classes not in session. College offices open, Monday through Friday.
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April

15	Wednesday	Last day to request a pass/fail grade option or to withdraw with a "W" from a spring full semester course.
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May

10	Sunday	Last day of spring semester classes.
11	Monday	Stop Day. No classes held. College offices open. Final exams for Monday evening classes only.
12-18	Tuesday-Monday	Scheduled final exams.
18	Monday	Last day of spring semester.
18-22	Monday-Friday	In-service days. College offices open.
19	Tuesday	Grades entered online by professors by 5 p.m.
22	Friday	Commencement. Last day for staff on 9-month contract.
25	Monday	Memorial Day Holiday. College offices closed.
29	Friday	Last day for staff on 10-month contract.

Summer 2026

June

8	Monday	First day of 8-week courses and first 4-week courses of summer session.
19	Friday	Juneteenth Holiday Observation. College Offices Closed.

July

2	Thursday	Last day of first 4-week courses of summer session. Final exams are held on the last day of each course unless otherwise specified by the instructor.
3	Friday	Independence Day Holiday. College offices closed.
6	Monday	First day of second 4-week courses of summer session
15	Wednesday	Last day to request a pass/fail grade option or to withdraw with a "W" from a summer 8-week course.
30	Thursday	Last day of 8-week courses and second 4-week courses of summer session. Final exams are held on the last day of each course unless otherwise specified by the instructor.*

August

3	Monday	Grades entered online by professors by 5 p.m.
---	--------	---

* Due to the length of the final exam for some courses, students may be required to attend class on the Friday following the last day of the session to take their final exam.

Johnson County Community College
Office of the President

February 6, 2025

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 February 20, 2025 board Packet includes the detailed individual disbursement information.

<u>Date</u>	<u>Control Number</u>		<u>Amount</u>
Accounts Payable Disbursements			
1/03/2025	00723526 - 00723553	AP	115,710.63
1/03/2025	!0051183 - !0051206	ACH	201,934.43
1/10/2025	00723554 - 00723647	AP	527,070.85
1/10/2025	!0051207 - !0051272	ACH	293,446.72
1/10/2025	J0223048	P-Card ACH	92,438.96
1/14/2025	W0000273	WIRE	1,863,007.69
1/17/2025	00723648 - 00723742	AP	356,025.02
1/17/2025	!0051273 - !0551343	ACH	862,175.41
1/17/2025	J0223111	P-Card ACH	148,823.30
1/23/2025	W0000274	WIRE	2,671.68
1/23/2025	W0000275	WIRE	958.32
1/24/2025	00723743 - 00723862	AP	310,007.25
1/24/2025	!0051345 - !0051399	ACH	397,160.02
1/24/2025	J0223154	P-Card ACH	132,467.29
1/31/2025	00723863 - 00723980	AP	508,994.03
1/31/2025	!0051400 - !0051479	ACH	410,764.38
1/31/2025	J0223204	P-Card ACH	113,551.16
			<hr/> <u>\$6,337,207.14</u>

Tuition Refunds and Financial Aid Disbursements

1/03/2025	10196601 - 10196606	1,571.00
1/10/2025	10196607 - 10196631	24,935.39
1/17/2025	10196632 - 10196648	14,108.80
1/24/2025	10196649 - 10196658	3,912.65
1/31/2025	10196659 - 10196755	42,232.45
01/01-01/31/2025	Refund ACH	98,414.45
		<hr/>
		\$185,174.74
		<hr/>
Total Cash Disbursements		<u><u>\$6,522,381.88</u></u>

Recommendation:

It is the recommendation of the college administration that the Board of Trustees ratify the total cash disbursements as listed above and as contained in the supplement, for the total amount of \$6,522,381.88.

Megan Casey
Interim Vice President/Chief Financial Officer

Rachel Lierz
Executive Vice President
Finance & Administrative Services

Judy Korb
Interim President

JOHNSON COUNTY COMMUNITY COLLEGE
OFFICE OF THE PRESIDENT

February 20, 2025

CURRICULUM

REPORT:

New Courses, Effective Academic Year 2025-2026

- PHOT 124 Digital Photography

Course Modifications, Effective Academic Year 2025-2026

- ENGL 121 Composition I
- GIST 250 Introduction to Globalization
 - Change to: POLS 250 Introduction to Globalization
- MATH 242 Calculus II
- MATH 254 Differential Equations

New KBOR Systemwide Transfer & Articulated Course Agreements for AY 2025-2026

- CHEM 220 Organic Chemistry I
 - CHM2010 Organic Chemistry I and Lab
- CHEM 221 Organic Chemistry II
 - CHM2020 Organic Chemistry II and Lab
- CS 134 Programming Fundamentals
 - CSC1020 Programming Fundamentals
- CS 200 Concepts of Programming Algorithms Using C++
 - or CS 201 Concepts of Programming Algorithms using C#
 - or CS 202 Concepts of Programming Algorithms using Python
 - or CS 205 Concepts of Programming Algorithms using Java
 - CSC1030 Object-Oriented Programming
- MATH 242 Calculus II
 - MAT2020 Calculus II
- MATH 254 Differential Equations
 - MAT2030 Differential Equations

Program Modifications, Effective Academic Year 2025-2026

- 2150-AAS: Horticultural Sciences
- 366A-CERT: Practical Nursing Certificate
 - Title change to: Practical Nursing (LPN) Certificate

- 3060-CERT: Automotive Technology Repair Certificate
 - Title change to: Automotive Technology (Automobile Service Technician) Certificate
- 6740-CERT: Automotive Technology Maintenance and Light Repair Certificate
 - Title change to: Automotive Technology (Maintenance and Light Repair) Certificate

Acknowledgment of Shared Content Catalog Updates for AY 2025-2026

- Associate of Fine Arts Electives - Associate of Fine Arts
- Cultural Diversity - Associate of Arts, Associate of Fine Arts, Associate of Science
- General Education - Associate of Applied Science
- General Education - Associate of General Studies
- Kansas Systemwide General Education - Associate of Arts, Associate of Fine Arts, Associate of Science, Associate of Arts in Elementary Education
- Science, Technology, Engineering, and Mathematics (STEM) Courses - Associate of Science

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

February 20, 2025

GRANTS, CONTRACTS AND AWARDS

REPORT:

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

1. Innovation in Two-Year College STEM Education
Funding Agency: National Science Foundation
Purpose: To participate in a community of practice with the Institute for Future Intelligence in the design and development of curriculum to advance the use of thermal imaging in the teaching of chemistry at two-year colleges.
Duration: January 1, 2025 – December 31, 2026
Grant Administrator: Melanie Harvey
Amount Funded: \$20,000
JCCC Match: - 0 -
Applicant: Institute for Future Intelligence

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

1. Adult Education Workforce Innovation and Opportunity Act Grant FY26
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, 2025 – June 30, 2026
Grant Administrator: Leslie Dykstra
Amount Requested: \$1,137,667
JCCC Match: \$395,663
Applicant: JCCC
2. Project ACCESS: Accelerating Career Connections and Employment Success Strategies
Funding Agency: The PwC Foundation / Jobs for the Future

Purpose: To pilot a two-year scholarship for up to 40 Pell-eligible students in the Chef Apprenticeship program, as well as support peer mentoring and recruitment events with area high school partners.

Duration: April 1, 2025 – June 1, 2027

Grant Administrator: Jason Lafferty

Amount Requested: \$300,000

JCCC Match: - 0 -

Applicant: JCCC

3. Regional Innovation Engines

Funding Agency: National Science Foundation

Purpose: To have a JCCC representative on a 25-member Governing Board for the Regional Innovation Engine at Missouri University of Science & Technology to provide recommendations on how funds (e.g., seed grants for startups, workforce development grants, technology incubation projects) should be allocated.

Duration: March 1, 2026 – February 29, 2036

Grant Administrator: Deb Elder

Amount Requested: - 0 -

JCCC Match: - 0 -

Applicant: Missouri University of Science & Technology

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

February 20, 2025

Human Resources

1. Separations

Mary Horvatin, Customer Service Specialist, Finance & Administrative Services,
January 13, 2025.

Stephanie Belford, Administrative Assistant, Academic Affairs, January 14, 2025.

Austin Stewart, ESL Instructor, Workforce Development & Continuing Education,
December 20, 2024.

Jairo Fernandez-Solis, Buyer, Finance & Administrative Services, January 24, 2025.

Rhonda Mendy, Campus Police Supervisor, Finance & Administrative Services,
January 31, 2025.

Maria Bramwell, NC CE Instructor, Workforce Development & Continuing Ed,
January 22, 2025.

Frank Bramwell, NC CE Instructor, Workforce Development & Continuing Ed,
January 22, 2025.

Akoua Atta, Dishwasher, Finance & Administrative Services, January 21, 2025.

Tori Belcher, Bookstore Warehouse Supervisor, Finance & Administrative
Services, February 7, 2025.

Sandy McBee, Kitchen Aide - Child Development Center, Finance &
Administrative Services, January 2, 2025.

Caleb Kopp, ESL Instructor, Workforce Development & Continuing Ed, December 20, 2024.

Summer Chitwood, Lead Teacher - HCDC, Finance & Administrative Services, January 17, 2025.

Nanette Lanier, Professor, Academic Affairs, February 3, 2025.

Recommendation

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

2. Retirements

Robyn Albano, Interior Services Coordinator, Finance & Administrative Services, July 16, 2025.

Vickie Johnson, JCAE Data Specialist, Workforce Development & Continuing Ed, October 1, 2025.

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