

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

**Meeting – Board of Trustees
Hugh Speer Board Room, GEB 137
August 14, 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. U.S. Department of Energy Algae Prize: Chlorella Cavaliers | |
| B. AASHE STARS Gold Rating: Sustainability | |
| V. Open Forum | Trustee Rayl |
| VI. Board Reports | |
| A. College Lobbyist | Dick Carter |
| B. Shared Governance | Kaitlin Krumsick |
| C. Faculty Association | Dr. Irene Olivares |
| D. Johnson County Education Research Triangle | Trustee Smith-Everett |
| E. Kansas Association of Community Colleges | Trustee Cross |
| F. Foundation | Trustee Rattan |
| VII. Committee Reports and Recommendations | |
| A. Audit Committee (pp 1-3) | Trustee Smith-Everett |
| <u>Recommendation: 2026 Working Agenda (p 3)</u> | |
| B. Board Governance Committee (pp 4-7) | Trustee Mitchell |
| <u>Recommendation: Committees Policy 111.03 (pp 4-6)</u> | |
| C. Employee Engagement & Development Committee (pp 8-30) | Trustee Rattan |

Recommendation: Compensation Plan (pp 8, 14-29)
Recommendation: Tuition Reduction Benefit (pp 8-9)
Recommendation: Medical Insurance (p 10)
Recommendation: Dental Insurance (p 11)
Recommendation: Vision Insurance (p 11)
Recommendation: Identify Theft + Cyber Protection (p 12)
Recommendation: Legal Services Insurance (p 12)
Recommendation: Caregiving Support Services (pp 12-13)

- D. Management and Finance Committee (pp 31-34) Trustee Mitchell
Recommendation: FY 2025-2026 Budget Publications (pp 31-32)
Recommendation: Regents Flooring (p 33)
- E. Student Success Committee (pp 35-36) Trustee Jennings

VIII. President's Recommendation for Action

- A. Treasurer's Report (pp 37-45) Trustee Hamill
B. Monthly Report to the Board Dr. Tony Miksa

- IX. New Business Trustee Rayl

- X. Old Business Trustee Rayl

- XI. Consent Agenda Trustee Rayl

- A. Regular Monthly Reports and Recommendations
1. Minutes of Previous Meetings
2. Affiliation, Articulation and Reverse Transfer,
Cooperative and Other Agreements (p 46)
3. Cash Disbursement Report (pp 47-48)
4. Grants, Contracts, and Awards (pp 49-50)
B. Human Resources (pp 51-52)
1. Separations
2. Retirements
3. 2025-2026 Staffing Authorization Tables
C. Human Resources Addendum

- XII. Executive Session Trustee Rayl

- XIII. Adjournment Trustee Rayl

Audit Committee Meeting
Minutes
August 6, 2025

The Audit Committee met at 12:00 p.m. on Wednesday, August 6, 2025, in the Hugh W. Speer Board Room (GED 137).

Present at the meeting were Trustee Laura Smith-Everett, Tony Miksa, Rachel Lierz, Megan Casey, Mickey McCloud, Christina McGee, Kelsey Nazar, Caitlin Murphy, AnneLouise Fitzgerald, John Clayton, Shelli Allen, Chris Gray, Cathy Almai- Mahurin, Justin McMillan, Sandra Warner, Jeff Johnson, Rachel Hansen, Cheryl McLeod and Liz Loomis.

Update on Activities and Audits (AU-1)

Annual Trustee Expense Reimbursement Report – Jeff Johnson, Director of Audit & Advisory Services presented the Annual Trustee Travel Report for FY2025. He noted that travel expenses incurred by trustees for same-day and overnight travel appear to be reasonable and directly related to the conduct of college business.

Quarterly Projects Update – Mr. Johnson updated the committee on the activities of the Audit & Advisory Department.

He informed the committee about the enhancements made to the Ethics Report Line, emphasizing the impact of the modifications to the KOPS case intake form. He noted that promotional posters have been installed on bulletin boards across campus, wallet-sized cards have been placed in offices and distributed at New Employee Orientation sessions, and information about the relaunch has been posted on InfoHub.

Mr. Johnson informed the committee that the department is in the planning phase of the JCCC Foundation audit.

He also introduced Rachel Hansen, Senior Auditor, to the committee.

Mr. Johnson shared the plans for the upcoming quarter. These include the completion of the annual risk assessment and the development of the annual audit plan.

As part of the ongoing training, the audit team will attend two conferences. These are the Gartner Enterprise Risk, Audit & Compliance Conference and Association of College and University Auditors (ACUA) Conference.

Audit Recommendations Follow-up Matrix (AU-2)

Mr. Johnson shared updates on the status of the remaining open recommendations. Of the eight open recommendations at the start of the quarter, five have been closed and three are in process.

JCCC Ethics Report Line Update (AU-3)

Mr. Johnson presented the Report Line Update for April 24, 2025, to July 28, 2025, and for fiscal year 2025. He informed the committee that a new reporting format had been adopted which would provide the committee with information on the level of utilization of the reporting tool by all users within the college. The tiers covered by the report are:

- Ethics
- HR Channels
- KOPS Watch
- Student Complaints/Conduct

Between April 24, 2025, and July 28, 2025, seventy-six reports were received by all tiers. Sixty-five reports were entered by identified reporters, and eleven reports were entered by anonymous reporters. As of July 28, 2025, thirty-seven reports have been reviewed, addressed and closed and thirty-nine are in process.

2026 Audit Committee Working Agenda (AU-6)

The working agenda for the Audit Committee was reviewed. 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 approve the 2026 Audit Committee working agenda.

The next Audit Committee is November 6, 2025.

**JCCC Audit Committee
Working Agenda
FY 202~~6~~5**

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	November 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

Board Governance Committee
August 6, 2025

The Board Governance Committee met at 11:45 a.m. on Wednesday, August 6, 2025. Those present were Trustees Greg Mitchell, Lee Cross; Staff Tony Miksa, 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:

- Number and Selection of Trustees Policy 111.01
- Officers Policy 111.02
- Committees Policy 111.03

The Board Governance Committee did not propose changes to the Number and Selection of Trustees Policy 111.01 or the Officers Policy 111.02. Following discussion, the committee proposed changes to the Committees Policy 111.03, and the redline changes can be found on the following page.

Recommendation:

It is the recommendation of the Board Governance Committee that the Board of Trustees accept the modifications to the Committees Policy 111.03.

Committees Policy 111.03

Johnson County Community College

Series: 100 Board of Trustees

Section: Organization of the Board

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

Purpose: The purpose of this Policy is to set out the Board committee structure.

Statement:

In order to facilitate the effective accomplishment of its business, the Board utilizes both standing and ad hoc committees. The committee system is not intended to supersede the primary responsibilities and leadership roles of the President and administration. Trustees assigned to each committee are expected to attend all regularly scheduled committee meetings absent exigent circumstances.

1. Ad hoc committees

The Board may establish such ad hoc committees as it deems necessary. A nominating committee for the purpose of nominating Board members to serve as officers, committee chairs, and committee members, and liaisons to College-related departments or external organizations will be appointed on a temporary basis each year by the Chair, subject to the approval of a majority of the Board.

2. Committee of the Whole

When utilized at the discretion of the Board, a committee of whole, consisting of all trustees, may consider any or a combination of issues listed under “Standing committees.” No binding action shall be taken at a Committee of the Whole meeting. Agendas and meeting packets shall be posted in a similar form and availability as regular Board meetings and minutes shall be taken and published.

3. Standing committees

The Board may establish standing committees, in consultation with the President, as necessary to effectively conduct the business of the Board and the College. Such committees will meet regularly at standing dates and times to be established by the committees. Standing committees will receive information and reports, monitor certain compliance obligations, review statuses/progress of pending initiatives and preview proposed policies and actions that will be recommended by administration to the Board related to the areas of review as provided in each committee’s working agenda. Standing committees do not have independent authority to act on behalf of the Board and shall be evaluated by the Board regularly. Any changes to standing committees shall be made by a majority Board vote at or before the last regular meeting prior to the annual Organizational Meeting, with such changes to become effective following the Organizational meeting. The Standing Committees are as follows:

A. Student Success: The committee will review matters related to instructional affairs and student engagement (including matters affecting academics, equitable student access and success, learning engagement, learning outcomes, curricular changes; and faculty and student development,); accreditation and related initiatives; workforce development/continuing education; and, Kansas Board of Regents requirements (including Performance Indicators that relate to curriculum, academic quality, achievement of academic outcomes, and promote student learning).

B. Management & Finance: The committee will review matters related to finance and administrative operations (including matters affecting budgeting, insurance, investments, facilities, purchasing, capital improvements, information services, technology, safety and security, but excluding personnel matters). The committee will monitor the financial performance of the College and the strategic direction of the Foundation to ensure alignment with the College's strategic priorities.

C. Employee Engagement & Development: The committee will review general personnel matters (including matters affecting compensation, employment services, benefits, employee relations, training and organizational development, organizational structure and succession planning). This committee will not consider personnel issues specific to an individual employee.

D. Board Governance: The committee will review Board policies (100 series) and the performance review process for the President. Additionally, the committee will oversee Board development and new Trustee onboarding, ~~and the Board self-evaluation processes on an annual basis to ensure a high-performing Board.~~

E. Audit (internal and external audit functions of the college): The committee will have oversight of and receive reports from JCCC’s Internal Auditing functions. The committee will review reports and other information arising from the college’s confidential reporting line. The committee will have ownership and oversight of the relationship with the external, independent auditors and will receive the annual audited financial statements of the independent auditor and recommend acceptance of the audited financial statements to the Board of Trustees. The Board Chair and Vice Chair will serve on this committee.

4. Committee Chairs and Members

The Board committees will consist of at least two Board members, one of whom is to act as committee chair, and an administrator appointed by the College President. The membership of Board Committees may be expanded to include other Trustees, employees and/or students at the discretion of the Board Chair and the President.

5. Working Agendas

Each committee will have a working agenda that is approved annually by the Board and subject to change as determined necessary by the committee.

Date of Adoption:

Revised: 01/28/1993, 05/26/1993, 08/10/1995, 09/15/2005, 09/21/2006, 01/18/2007, 09/18/2008, 11/18/2010, 08/16/2012, 11/17/2016, 01/18/2018, 11/17/2022, 11/16/2023, 08/14/2025

Process for Self Review

Trustee Mitchell led the discussion on the process for trustee self-review. It was determined that Trustee Mitchell would have a follow up conversation with Chair Rayl to discuss a potential plan.

The next Board Governance Meeting is scheduled for November 5, 2025.

**Board Governance Committee
Working Agenda
2025**

- 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

Employee Engagement and Development Committee Minutes
August 6, 2025

The Employee Engagement and Development Committee met at 10:50am on Wednesday, August 7, 2024, in the Hugh Speer Board Room.

Those present were Trustees Dawn Rattan, Valerie Jennings, Mark Hamill, staff Tony Miksa, Mickey McCloud, Christina McGee, and Holmes and Murphy representatives, Michelle Ohlde and Matt Wheeler.

Christina McGee presented an update to the Compensation Plan, which Plan in its whole was updated and approved by the Board of Trustees at its June meeting. One of the items updated included how a full-time exempt employee records leave. The current language has complicated the reporting of leave and has caused some confusion as it currently reads. As a result, the language was changed to remove the two (2) hour increment language to simplify the reporting process.

Ms. McGee presented an additional update to the Compensation Plan regarding shift differential, call-back, and on-call pay. Ms. McGee expressed the College intended to provide shift differential to all part-time employees to include part-time temporary and part-time regular. The current language can be misinterpreted that only part-time regular employees are eligible. Therefore, the language was updated to provide clarity that all part-time employees are eligible for the shift differential.

There were no questions and no discussion regarding the above.

The Compensation Plan is attached hereto and made a part of these minutes to show the changes that are being recommended.

It is the recommendation of the Employee Engagement and Development Committee that the Board of Trustees accept the recommendation of the college administration to replace the current language contained in the Compensation Plan regarding exempt employee leave and shift differential, call-back, and on-call pay, with the modified language mentioned above.

Christina McGee provided an overview of the current tuition reduction program and eligible employee groups. In order to assist with employee recruitment and retention, and to help aid in the distribution of work study funding, it was proposed to modify the current tuition reduction program to include part-time temporary and work study employee groups as eligible employee groups for tuition reduction. The intent is to

encourage these groups to be able to take advantage of this benefit and hopefully incentivize the groups to apply for these positions and to retain current employees in the part-time temporary and student worker positions. We've seen about a 30% participation rate from eligible employees & their dependents.

Ms. McGee provided a presentation that included the historical cost, and the additional funding needed to support the modifications. The estimated additional cost of including these employee groups is \$130,000 for FY26. This will be covered through a Student Success Initiatives Grant for FY26. In FY27, the full cost will be covered by the general fund. Additional funding will be required at approximately \$170,000 per fiscal year.

Trustee Hamill commented that this was a good idea and hoped it would help employee retention. No further questions or discussion ensued.

It is the recommendation of the Employee Engagement and Development Committee that the Board of Trustees accept the recommendation of the college administration to accept the modification to the tuition reduction benefit to add part-time temporary and student workers as eligible employee groups.

Matt Wheeler, Vice-President, Client Services, Employee Benefits, and Michelle Ohlde, Account Executive, of Holmes Murphy, presented the Employee Benefit Plans Renewal information for 2026.

Matt Wheeler began by addressing the EE&D Committee stating the primary goal today is to present information about the six RFPs that were sent out in April to the respective vendors and how the JCCC RFP Review Committee came to recommend a vendor of choice during the thorough review of each. Mr. Wheeler also stated that – across the board – claims are up year-over-year about 20%. He said he felt where our review process was concerned, we had a competitive landscape on all of the RFPs.

Mr. Wheeler then turned it over to Michelle Ohlde, who went through in detail each of the RFP categories and how the recommendations were made on Medical/Health Insurance, Dental, Vision, Identity Theft + Cyber Protection, Legal Insurance, and Caregiving Support.

Regarding medical insurance plans, the RFP Review Committee recommended staying with Blue Cross Blue Shield of Kansas City (BlueKC) as the preferred provider. If accepted, the medical plan monthly rates would be:

Preferred Care Blue – Exclusive Provider Option (EPO):		
Employee Only		\$1,375.10
Employee + 1		\$2,516.82
Family		\$3,451.37

Preferred Care Blue – Preferred Provider Option (PPO):		
Employee Only		\$1,348.26
Employee + 1		\$2,467.58
Family		\$3,381.05

Preferred Care Blue – High Deductible Health Plan (HDHP):		
Employee Only		\$1,204.60
Employee + 1		\$2,204.35
Family		\$3,020.14

Blue Select Plus – Preferred Provider Option (PPO):		
Employee Only		\$1,187.12
Employee + 1		\$2,172.10
Family		\$2,975.97

Blue Select Plus – High Deductible Health Plan (HDHP):		
Employee Only		\$1,060.68
Employee + 1		\$1,940.44
Family		\$2,658.33

The 4.4% premium rate increase would be effective January 1, 2026. Included with this renewal is a rate cap for 2027 of 9.9%, if needed. The total estimated annual premium is \$23,505,030.

It is the recommendation of the Employee Engagement and Development Committee that the Board of Trustees accept the recommendation of the college administration to renew & retain the Blue Cross Blue Shield of Kansas City (Blue KC) contract for employee group medical insurance from January 1, 2026, through December 31, 2026.

Regarding dental insurance plans, the RFP Review Committee recommended staying with Delta Dental as the preferred provider. If accepted, the dental insurance monthly rates would be:

Delta Dental PPO Plus Premier

Employee Only	\$ 39.02
Employee + 1	\$ 76.96
Family	\$ 136.72

The 4% premium rate increase would be effective January 1, 2026. Included with this renewal is a rate cap in 2027 of 5%, if needed. The total estimated annual premium is \$910,304.

It is the recommendation of the Employee Engagement and Development Committee that the Board of Trustees accept the recommendation of the college administration, to renew & retain the Delta Dental of Kansas contract for employee group dental insurance from January 1, 2026, through December 31, 2026.

Regarding vision insurance, the RFP Review Committee recommended changing health insurance providers due to the renewal rate and rate guarantee. The RFP Committee recommends switching providers to EyeMed. Vision insurance is an employee-paid benefit, and the change will not cause a disruption in service.

Group 1 Employees – Vision Care

Employee Only	\$ 6.47
Employee + 1	\$ 12.46
Family	\$ 17.38

Group 2 Employees – Vision Care

Employee Only	\$ 6.47
Employee + 1	\$ 12.46
Family	\$ 17.38

The premium rate is reduced by 7% and will be effective January 1, 2026. Included with this renewal is a rate guarantee for four (4) years. The total estimated annual premium is \$205,157.

It is the recommendation of the Employee Engagement and Development Committee that the Board of Trustees accept the recommendation of the college administration, to accept the EyeMed contract for employee group vision insurance from January 1, 2026, through December 31, 2026.

Ms. Ohlde also shared that the committee reviewed additional voluntary benefit options for ID Theft + Cyber Protection, along with Legal Services insurance. Ms. Ohlde shared that these are benefits more companies appear to offer and advised that the RFP Review Committee recommend MetLife protection for ID Theft + Cyber Protection. The additional benefit options for Legal Services and ID Theft + Cyber Protection are fully funded by the JCCC employee.

ID Theft & Cyber Protection

Employee Only	\$ 7.96
Family	\$ 12.96

The total estimated annual premium is \$13,930, with a five (5) year rate guarantee.

It is the recommendation of the Employee Engagement and Development Committee that the Board of Trustees accept the recommendation of the college administration, to accept the MetLife contract for employee ID Theft + Cyber Protection from January 1, 2026, through December 31, 2026.

Additionally, with regard to Legal Services, it was the recommendation of the RFP Review Committee to utilize MetLife for this insurance as well.

Legal Services

Per employee, per month, (PEPM)	\$18.26
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The total estimated annual premium is \$23,008, with a five (5) year rate guarantee.

It is the recommendation of the Employee Engagement and Development Committee that the Board of Trustees accept the recommendation of the college administration, to accept the MetLife contract for Legal Services insurance from January 1, 2026, through December 31, 2026.

Regarding the Caregiving Support Program, the RFP Review Committee has recommended changing providers from Cariloop to Wellthy as a result of Wellthy's fee, plan offering, and enhanced service model. This benefit is currently paid by the College with no cost share with the College employees. The Johnson County Community College monthly cost is \$2,511, annual cost is \$30,135, which is a decrease of 2.4% from last year. This provider is also including a rate guarantee for 3 years.

It is the recommendation of the Employee Engagement and Development Committee that the Board of Trustees accept the recommendation of the college administration,

to accept the Wellthy contract for Caregiving Support services from January 1, 2026, through December 31, 2026, to be paid by the College.

The Trustees were complimentary on the thoroughness of the presentation. Christina McGee thanked the RFP Review Committee for the time and effort spent working through the submissions.



October 2021
Last Revised: June 12, 2025

JOHNSON COUNTY COMMUNITY COLLEGE

COMPENSATION PLAN

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Compensation Objectives

The Compensation Plan is intended to:

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

Compensation Philosophy

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

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

Compensation Plan

Applicability

The JCCC employee Compensation Plan covers:

- **Nonexempt employees:** Regular positions assigned to perform clerical, technical, paraprofessional, skilled crafts, service, and maintenance work. These types of positions are eligible for overtime and compensatory pay.
- **Exempt employees:** Regular administrative, managerial, and professional non-faculty positions, unless otherwise specified in this section. These types of positions are not eligible for overtime and compensatory pay.

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

Responsibility

Development, implementation, and evaluation of the Compensation Plan is the responsibility of the Vice-President of Human Resources. The compensation team in the Office of Human Resources is responsible for analyzing compensation data to support the development of strategies that align with the objectives of the Compensation Plan.

Compensation Guidelines

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

Job Descriptions and Titles

The Office of Human Resources will place positions in the appropriate pay grade. Similar positions throughout the College will have a single job description. The title on the job description is the official job title. The Office of Human Resources will approve and maintain the job description for all jobs within the College.

Fair Labor Standards Act

The Fair Labor Standards Act (FLSA) sets minimum wage, overtime pay, recordkeeping, and youth employment standards for employees in the private sector, as well as in federal, state, and local governments. Nonexempt employees are entitled to a minimum wage and overtime pay, which must be at least one and a half times their regular rate of pay for any hours worked over 40 in a workweek. The Office of Human Resources is responsible for determining the FLSA status (exempt or nonexempt) of all positions, as required by the Department of Labor. An employee cannot be classified as both exempt and nonexempt while working at the College.

Pay Table Structure and Maintenance

The pay tables are structured to align with competitive market pay ranges for each job. The Office of Human Resources will regularly evaluate relevant labor markets to ensure the pay table structure supports the objectives of the Compensation Plan. Recommendations for adjustments to the pay tables will be made during the annual budget process or as needed. For the current pay tables, see Appendix A.

Effect of Pay Table Adjustments

Employees whose current pay is below the new pay range minimum at the time of a pay table adjustment will have their base pay increased to meet the new minimum. These adjustments will not be applied retroactively.

If a change in an employee's pay range causes their current pay rate to be at or above the new pay range maximum, their base pay will not be reduced. However, the employee will not be eligible for future base pay increases until their pay falls within the applicable pay range. The employee may instead be eligible for a 'lump sum' payment in place of the annual pay increase until their pay is within the range. Employees classified as part time temporary are not eligible for lump sum payments.

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

Establishing Pay Rates

New Hires

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

Lateral Transfer

A lateral transfer occurs when an employee moves to an existing vacant position within the same pay grade of their current position. An employee who transfers to a new position in the same pay grade will receive a salary analysis based on years of relevant experience. This analysis may not result in a salary increase; however, it will also not result in a reduction of the employee's current salary.

Promotions

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

Upon promotion, a determination will be made regarding the appropriate salary for the new role within the new grade level. The Human Resources Department will use the following factors to determine the new pay rate.

- Relevant years of experience,
- Compensation of other similarly situated employees,
- Variance in pay grade ranges.

The new salary cannot exceed the greater of the following: (1) the midpoint of the new salary grade, or (2) an increase of up to 12 percent above the employee's existing base pay. The final salary determination will be based on the applicable factors outlined above.

Demotions

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

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

If an existing employee voluntarily applies for a vacant position at a lower pay grade and is selected for the

position, their pay rate will be determined based on their relevant years of experience. The new pay rate should not exceed the midpoint.

In the event of an involuntary transfer or reassignment to a position in a lower pay grade, due to departmental restructuring or other reasons (excluding poor performance or conduct), the employee's pay rate will remain unchanged, provided that the current pay rate falls within the salary range for the new pay grade. If the employee's current pay rate exceeds the maximum salary for the new pay grade, the employee's pay will be adjusted downward to align with the maximum salary of the new pay grade. If an employee is involuntarily transferred/reassigned to a lower pay grade due to performance or conduct, their pay rate will be determined based on relevant years of experience in the new pay grade.

Temporary Pay Rates

There are two types of temporary pay rates: Additional Duty Pay and Interim Pay. Temporary pay rates are intended to compensate an employee for performing duties that are beyond their scope of regular job responsibilities for a temporary amount of time. Requests for Temporary Pay Rate adjustments must be submitted in writing to the Office of Human Resources prior to implementing any fundamental changes to an employee's scope of work. The increase will only apply from the date of approval forward and will remain until the last day the temporary duties are performed. No retroactive payments will be made for temporary pay increases.

Temporary increases will be reviewed at least every six (6) months, or earlier, as appropriate. At the end of the temporary pay period, the employee's pay will revert to the original pay rate.

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

Temporary assignments are temporary and do not imply a permanent change in position or responsibilities.

Additional Duty Pay

Additional Duty Pay may be authorized when an employee is temporarily required to perform higher level duties of a higher graded position at least 25% of the time for a minimum of 30 days. The Office of Human Resources and the requesting department will work together to determine if the additional duties justify a temporary increase and if the employee is qualified to perform the temporary duties. When Additional Duty pay is applied, the employee remains in their current primary position.

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

Interim Pay Rates

Interim Pay may be authorized when a department requests an employee to act in full capacity of a higher-level position, taking on *all* essential functions and responsibilities. This is to ensure continuity of operations during an extended period of transition, such as when a position has been vacant, or an employee is on extended leave for greater than ninety (90) days. When the Interim Pay rate is applied, the employee is temporarily moved into the higher grade until interim duties are eliminated and the employee returns to their previous position and grade.

Interim Pay may only apply to one employee within the same department. The Office of Human Resources will work with the recipient of Interim Pay to discuss delegation of their primary position responsibilities within the department and determine if additional temporary pay rates may be authorized.

Market Adjustments

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

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

Annual Pay Rate Increase

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

If a salary adjustment for a current employee is effective July 1st, the annual pay rate increase will be applied after the salary has been adjusted to the new pay rate.

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

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

Shift Differential

A shift differential is an additional fixed amount of money, expressed as cents per hour basis provided to hourly employees who work non-standard shifts. This amount is separate from the base hourly rate and only applies to hours worked during the predetermined shift. Shift differentials are not included in the base

rate of pay, but they are included in the calculation of overtime. Pay rate increases do not apply to shift differentials. Full-time and part-time regular employees are eligible for shift differentials.

The shift differential may cause an employee's hourly base pay to exceed the pay range maximum of the salary range, without violating applicable Human Resources Policies and Procedures regarding wage and salary administration.

Day Shift: Any shift that falls entirely within the hours of 6:00 a.m. and 6:00 p.m.

Evening Shift: Any work period that includes six (6) or more consecutive hours worked between 2:00 p.m. and 12:00 a.m.

Note: When a staff member works six (6) or more consecutive hours within this time frame, the evening shift differential will be paid for the entire shift.

Night Shift: Any work period that includes six (6) or more consecutive hours worked between 8:00 p.m. and 6:00 a.m.

Note: When a staff member works six (6) or more consecutive hours within this time frame, the night shift differential will be paid for the entire shift.

On-Call Pay

Employees are considered on-call when they are scheduled to be available and respond if contacted outside of their normal scheduled work hours. Employees who are on-call will receive one hour of straight-time pay for each on-call period, up to 24 hours, as compensation for the inconvenience of being on-call. This pay is not considered actual hours worked. Actual hours worked while on-call will be compensated at the applicable base pay or overtime rate.

On-call scheduling should be done in advance, and the number of employees scheduled for on-call should be kept to an appropriate level. Not all employees will need to be scheduled for on-call duty on any given day.

Call-Back Pay

Call-Back pay compensates employees for the interruptions and inconvenience of being required to report to work unexpectedly. Employees called back to work will receive a minimum of three (3) hours of pay, regardless of the actual hours worked. Call-Back pay is recorded as "Call- Back Worked" and "Call-Back Not Worked" for overtime calculation purposes.

If an employee works more than three (3) hours during a call-back, they will be paid for the actual hours worked. Call-Back pay does not apply to scheduled work hours. Employees who are required to return to work less than two (2) hours before their normal shift begins will not be considered "called back" and will be paid for the actual hours worked. Travel time for call-backs is not considered hours worked, and overtime will be calculated only on actual hours worked.

Workweek and Work Schedules

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

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

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

Exempt Employees

Exempt employees are expected to work the hours necessary to complete the work. They are not entitled to overtime or compensatory time if they work more than 40 hours per week; nor is their pay docked when they work less than forty (40) hours, except in the following circumstances:

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

For exempt employees, the College will adhere to FLSA guidelines concerning pay deductions.

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

Flextime and Compressed Schedules

In accordance with the Flexible Work Arrangements procedure, departments and offices may allow employees to work flextime or compressed schedules.

- Flextime: A schedule that requires employees to work a specified number of hours per workweek but offers flexibility in the start and end times of each workday.
- Compressed schedule: A schedule that allows employees to complete forty (40) hours of work in fewer than five (5) days.

Nonexempt employees who work more than forty (40) hours in a workweek, regardless of whether they follow a typical, flexible, or compressed schedule, are entitled to overtime or compensatory time off. Exempt employees on a flexible or compressed schedule are expected to work the necessary hours to complete their duties, regardless of their schedule.

Rest Periods

Nonexempt employees are typically allowed one paid 15-minute rest period near the middle of each four-hour work period. Supervisors will determine the time and duration of rest periods and may adjust or eliminate them based on workload. No additional compensation will be provided if rest periods are reduced or eliminated.

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

Nursing Breaks

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

Meal Periods

Meal periods are unpaid breaks lasting more than twenty (20) minutes and do not constitute hours worked. Certain positions, such as police and EMS, are exempt from the unpaid meal break requirement due to the nature of the work.

Full-time employees will ordinarily be allowed one 30- to 60-minute meal period near the middle of the workday. Part-time employees scheduled to work more than five (5) consecutive hours during any workday are also entitled to receive a meal period. The time and duration of meal periods are determined by the supervisor.

Nonexempt employees must be completely relieved of their duties during meal periods, although the employee may be required to remain on the premises. Meal periods should generally not be taken at the workstation, as employees should have the opportunity to relax during non-compensable periods. If nonexempt employees perform any work during their meal period, they must report the time as hours worked.

Overtime and Compensatory Time

Scheduling Overtime

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

Compensation for Overtime

Nonexempt employees who work in excess of forty (40) hours in a workweek will be paid overtime or, at the department's discretion receive compensatory time off. The supervisor must notify the employee in advance if compensatory time off will be given instead of overtime.

Overtime is paid at one and a half times the regular rate for each hour worked over forty (40) hours in a workweek. Compensatory time off is granted at one and a half hours for each overtime hour worked.

The "Regular rate of pay" is calculated by adding the employee's total pay for the workweek, including base rate, shift differential pay, and any other legally required pay elements, and dividing the total by the number of hours actually worked. Hours paid but not worked (e.g., on-call, vacation, holiday, personal leave, floating holiday, jury duty, bereavement, sick leave and other types of paid leave) are not included in the calculation of overtime.

Workweeks cannot be combined or averaged to determine overtime eligibility. Although employees are paid semimonthly, overtime eligibility is assessed at the end of each individual workweek. Employees must obtain prior approval from their supervisor before working overtime. Unauthorized overtime will be compensated but must be reported, and employees may subject to corrective action for failing to obtain prior approval.

Accrual and Use of Compensatory Time

Compensatory time off, when used, must be recorded on time records. It is considered paid time off, not hours worked. Accumulated comp time cannot exceed eighty (80) hours and must be used within the fiscal year it is earned, or it will be paid out to the employee.

Holiday, Personal Day, and Floating Holiday Pay

All full-time employees will receive holiday, floating holiday and personal day pay based on a 40-hours workweek, regardless of their work schedule or FLSA status. These days will be paid as 8 hours each, at the regular rate of pay, regardless of the employee's work schedule. Under no circumstances will one group of full-time employees receive more holiday, floating holiday and personal day hours paid than another group.

Part-time exempt employees will receive holiday pay based on their regularly scheduled workweek. Part-time regular employees will receive holiday pay at their regular rate and hours scheduled to be worked. However, employees who are not scheduled to work, are on leave, on short-term disability or absent for similar reasons will not be eligible for holiday pay.

College Closure Compensation: Onsite vs. Remote Work

During periods when the College is officially closed, non-exempt employees who are required to report to campus and perform work onsite will be compensated at a rate of one and a half times their regular pay rate for all hours worked, as stated in the Temporary Closing/Inclement Weather Leave procedure.

Employees who work remotely while the College is closed are not eligible to be paid one and a half times their regular pay rate. Remote work performed under these circumstances will be compensated at the employee's regular hourly rate.

Time Records

Nonexempt Employees

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

Exempt Employees

~~Exempt employees are required to submit paid time off taken in the College's official timekeeping system to maintain accurate leave balances. Full-time exempt employees are required to record regular time not worked in increments of two (2) hours. For example, if a full-time exempt employee is absent more than two (2) hours in a workday but less than a full day, they must submit leave for all hours absent beyond the initial two (2) hours in increments of two (2) hours.~~

Exempt employees are required to submit paid time off taken in the College's official timekeeping system to maintain accurate leave balances. Full-time exempt employees are required to record regular time not worked beyond the first two (2) hours of their absence. For example, if a full-time employee is absent for more than two (2) hours in a workday but less than a full day, they must submit leave for all hours absent beyond the initial two (2) hours. Employees who are absent for an entire day must submit the total number of hours they were scheduled to work for that day.

Exempt employees are not required to complete timesheets to report actual hours worked for pay purposes. However, departments may require exempt employees to record hours worked for project or grant-related reporting requirements, but they cannot deduct pay for failure to meet these requirements. Departments may also require exempt employees to record time worked on an exception basis for the purpose of tracking leave.

Accurate Time Reporting

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

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

Falsifying time records and/or completing another employee's time record without authorization is prohibited. No supervisor, manager, or leader has the authority to approve falsification of time records or absence requests. They also cannot ask or require a nonexempt employee to work without recording time (i.e., "off the clock") or agree to an employee's request to work off the clock. Any such agreement is considered falsification of a time record by both the employee and the supervisor. Employees should report any request or requirement to work off the clock to the Office of Human Resources. In special circumstances where a supervisor is unable to secure approval for changes before payroll processing, retroactive employee

approval may be obtained. Any required adjustments shall be processed in the subsequent payroll period.

Payment of Wages

JCCC will pay employee's wages on a semimonthly basis. Wages are paid after they are earned, and no wage advances will be made.

Employees will receive their wages electronically, either through direct deposit or a pay card, with no charge or cost to the employee. The Payroll Department may authorize the use of paychecks to meet legal or financial requirements or when electronic payment is not feasible.

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

Appendix A

Pay Table – Exempt

Grade	Minimum	2Q	Midpoint	4Q	Maximum
E3	\$173,416	\$203,784	\$234,050	\$264,419	\$294,787
E2	\$154,807	\$181,903	\$208,999	\$236,095	\$263,192
E1	\$135,277	\$158,488	\$181,698	\$204,807	\$228,018
22	\$117,281	\$137,015	\$156,647	\$176,381	\$196,013
21	\$99,489	\$115,849	\$132,209	\$148,467	\$164,827
20	\$85,072	\$98,774	\$112,373	\$126,074	\$139,776
19	\$73,109	\$84,561	\$96,115	\$107,567	\$119,019
18	\$63,293	\$73,007	\$82,720	\$92,434	\$102,148
17	\$55,113	\$63,395	\$71,677	\$79,857	\$88,140
16	\$48,364	\$55,420	\$62,577	\$69,632	\$76,688
15	\$42,741	\$48,876	\$55,011	\$61,043	\$67,178
14	\$38,037	\$43,354	\$48,671	\$53,886	\$59,203
13	\$34,049	\$38,651	\$43,354	\$47,955	\$52,557
12	\$31,902	\$35,685	\$38,855	\$43,150	\$46,933
11	\$31,902	\$34,561	\$35,072	\$39,775	\$42,332
10	\$31,902	\$31,902	\$31,902	\$35,583	\$36,810

Pay Table – Nonexempt

Grade	Minimum	2Q	Midpoint	4Q	Maximum
22	\$56.17	\$65.62	\$75.02	\$84.47	\$93.88
21	\$47.65	\$55.48	\$63.32	\$71.10	\$78.94
20	\$40.75	\$47.30	\$53.81	\$60.38	\$66.94
19	\$35.01	\$40.50	\$46.03	\$51.51	\$57.00
18	\$30.32	\$34.97	\$39.62	\$44.27	\$48.92
17	\$26.39	\$30.36	\$34.33	\$38.24	\$42.21
16	\$23.16	\$26.54	\$29.97	\$33.34	\$36.73
15	\$20.47	\$23.41	\$26.35	\$29.23	\$32.18
14	\$18.22	\$20.77	\$23.31	\$25.81	\$28.35
13	\$16.31	\$18.51	\$20.77	\$22.97	\$25.17
12	\$15.34	\$17.09	\$18.61	\$20.66	\$22.47
11	\$15.34	\$16.55	\$16.80	\$19.05	\$20.28
10	\$15.34	\$15.34	\$15.34	\$17.05	\$17.63

**Employee Engagement and Development
Working Agenda
2025**

HR-1 Review and Update Personnel Policies

HR-2 Monitor Employee Benefit Programs.

- Annual benefit review
- Benefit renewal contracts

HR-3 Monitor Compensation Planning

- Compensation plan update
- Staff salary increase recommendations

HR-4 Monitor HR and Employee Engagement Strategies and Initiatives

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

HR-5 Monitor Inclusion and Belonging Strategic Measures and Initiatives

Management and Finance Committee
Minutes
August 6, 2025

The Management and Finance Committee met at 8:30 AM on Wednesday, August 6, 2025, in the Hugh Speer Board Room. Those present were Trustees Greg Mitchell, and Dawn Rattan; staff: Rob Caffey, Megan Casey, Brett Edwards, Jim Feikert, Tom Hall, Rachel Lierz, Mickey McCloud, Tony Miksa, Sandra Warner, and Linda Nelson, recorder.

Capital Infrastructure Inventory and Replacement Plan

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

Mission Continuity and Risk Management Semi-Annual Report

Sandra Warner, Executive Director, Mission Continuity and Risk Management, provided a semi-annual report on Mission Continuity and Strategic Risk Management activities, as well as an overview of the 2025-2026 property insurance renewal process.

Other Agreements

Rachel Lierz, Executive Vice President for Finance and Administrative Services, presented the annual renewal of the Facility Rental Agreement which is used for third party facility rentals.

Details can be found in the consent agenda portion of the August 14, 2025, board packet.

Fiscal Year 2025-2026 Budget Publications

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

The college intends to levy taxes in excess of the Revenue Neutral Rate in 2025-2026. Pursuant to KSA 79-2988, the college is therefore required to publish Notice of the

Revenue Neutral Rate Hearing on the college website and in a newspaper at least 10 days prior to the Revenue Neutral Rate hearing.

The Revenue Neutral Rate Hearing and Budget Hearing will be held during the Board of Trustees meeting at 5:00 pm on September 18, 2025.

Recommendation:

It is the recommendation of the Management & Finance Committee that the Board of Trustees accept the recommendation of the college administration to authorize the publication of the Notice of Budget Hearing and Notice of Revenue Neutral Rate Hearing for the 2025-2026 budget.

Megan Casey
Vice President & Chief Financial Officer

Rachel Lierz
Executive Vice President,
Finance & Administrative Services

Tony Miksa
President

Capital Acquisitions and Improvements: Progress Report

Tom Hall, Associate Vice President, Campus Services and Facilities Planning, gave an update on facilities projects from the capital acquisitions and improvements matrix report. The matrix summarizes and monitors budget and actual expenses for Campus Services projects and includes payments through July 31, 2025.

Procurement Reports and Recommendations

Jim Feikert, Executive Director, Procurement Services presented a recommendation for one cooperative bid.

Cooperative Bids & Awards: \$150,000+

August 2025 Management & Finance Committee

Cooperative Bid:	Regents Flooring
Fund:	0201 General 7111 Capital Outlay
Vendors Notified:	N/A
Total Contract Period:	7/1/25 - 6/30/26
Award Justification:	E&I Contracts #EI00120 and #EI00122
Description:	FY26 Tarkett and Interface flooring materials and installation for Campus Services projects. Regents Flooring has been the preferred vendor for eight years and extends cooperative contract pricing to the College.

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

1. **Regents Flooring: \$250,000 (estimated)**

Management and Finance Committee Recommendation

It is the recommendation of the Management and Finance Committee that the Board of Trustees accept the recommendation of the college administration to approve the cooperative purchase from Regents Flooring for a total estimated expenditure of \$250,000 for FY26.

Informational Items

An informational report on Cooperative Awards, Renewals, Single Source Justifications, and the semi-annual Budget Reallocation Report was provided in the Management and Finance Committee meeting materials.

The next Management and Finance Committee meeting is scheduled for Wednesday, September 3, 2025, at 8:30 AM.

**Management and Finance
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 Meeting
Minutes
August 6, 2025

The Student Success Committee met at 9:45 a.m. on Wednesday, August 6, 2025, in GEB 137. Those present were Trustees Valerie Jennings and Mark Hamill; staff; Tony Miksa, Mickey McCloud, Rachel Lierz, Elisa Waldman, Gurbhushan Singh, Shelli Allen, Vince Miller, Cathy Mahurin, and Liz Loomis as recorder.

Monitor Student Engagement Process – Academic Support

Vince Miller, Dean Academic Support presented an annual update on the Academic Support Branch. He discussed the different resource centers that combine to create the Academic Resource Center. Vince shared data from the previous four academic years showing the increase in number of students and visits to each center. He explained how Academic Alerts and Cav Comeback Program work to benefit and retain students. Vince further explained College Success and two new initiatives: Zero-Cost Workshops and First Year Experience. He explained that due to KBOR developmental education changes the Reading department will merge with College Success. Vince presented the Branch initiatives; AI Taskforce, Digital Accessibility Task force and allocating funds from the Vocational Capital Outlay KBOR Grant. He shared data comparing Fall to Fall Retention of First Time, Degree Seeking student is rising and the Academic Support Division is contributing to this trend.

Monitor Student Engagement Process – Students and Learner Engagement

Cathy Mahurin, Dean of Students and Learner Engagement, presented an annual update on the division. She shared information that Student Basic Needs not only helps with pantry items but also provides Student Assistance Funds for emergency financial assistance and the Equipment Loan Program for access to laptops to help enable academic success. Cathy shared that Career and Transfer Services maintains over 300 transfer guides and works with 30 universities for seamless academic transfer. She said Access Services creates an accessible and inclusive environment for students, faculty and staff and has seen a 30% increase in mental health accommodations year after year. Cathy discussed the successful CLEAR Saturday, CLEAR Expansion and CONNECT programs for cognitive or delayed development students. She discussed the importance of Success Coaches and Counselors and the changes beginning September 15 that include mandatory training for new degree seeking students, Math Pathways for all students and the Case Management approach for Counselors contacting students.

The next meeting of the Student Success committee is Wednesday, September 3, 2025 at 9:45 a.m. in GEB 137.

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

August 4, 2025

Treasurer's Report

Report:

The following pages contain a preliminary, unaudited Treasurer's Report for the fiscal year ended June 30, 2025. As of this writing, the college's fiscal year end closing process is not complete, therefore this report does not reflect all year end adjusting entries.

An ad valorem tax distribution of \$50,751,645 was received from the county treasurer during June and was recorded as follows:

General Fund	\$ 47,616,149
Capital Outlay Fund	3,130,032
Special Assessment Fund	<u>5,464</u>
Total	<u>\$ 50,751,645</u>

Expenditures in the primary operating funds are within approved budgetary limits.

Recommendation:

It is the recommendation of the college administration that the Board of Trustees approve the Treasurer's Report for the month of June 2025, subject to audit.

Megan Casey
Vice President & Chief Financial Officer

Rachel Lierz
Executive Vice President, Finance &
Administrative Services

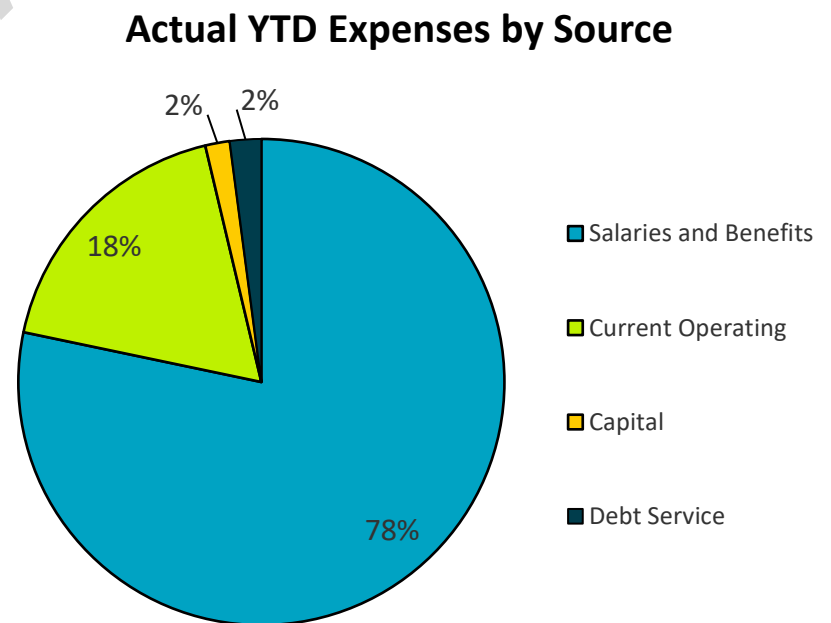
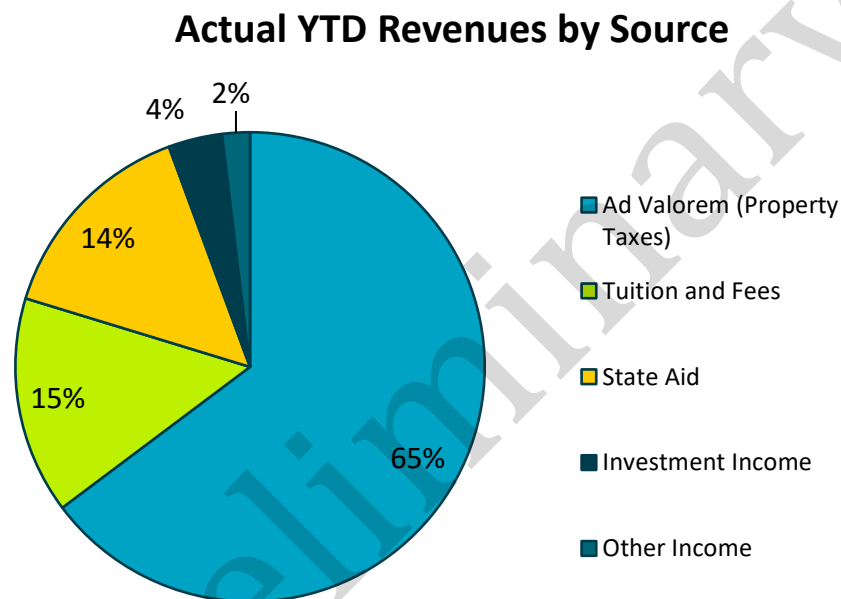
Tony Miksa
President

Johnson County Community College
Treasurer's Report
June 30, 2025
100% 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	\$ 51,509,788	\$ 129,168,355	100%	\$ 121,085,135
Tuition and Fees	28,724,481	(1,898,570)	29,846,692	104%	27,340,801
State Aid	26,521,819	2,631	29,248,830	110%	27,885,269
Investment Income	2,000,000	661,707	7,400,060	370%	6,162,163
Other Income	4,005,426	406,221	3,808,391	95%	3,737,000
Total Revenue	\$ 190,146,448	\$ 50,681,778	\$ 199,472,329	105%	\$ 186,210,368
Salaries and Benefits	\$ 145,603,756	\$ 11,231,341	\$ 137,274,559	94%	\$ 125,671,360
Current Operating	35,413,654	2,864,860	31,561,939	89%	28,426,251
Capital	5,672,692	329,914	2,852,676	50%	1,950,839
Debt Service	3,687,988	(28,625)	3,653,354	99%	3,651,596
Total Expenses	\$ 190,378,089	\$ 14,397,489	\$ 175,342,528	92%	\$ 159,700,045

Unencumbered Cash Rollforward:

Beginning Balance	\$ 143,525,283	\$ 122,092,826
Revenues Over Expenses	24,129,800	26,510,322
Encumbrances & Other Activity	(6,991,531)	(5,077,865)
Ending Balance	\$ 160,663,552	\$ 143,525,283



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 is ad valorem (property taxes) (65%), followed by tuition and fees (15%), state aid (14%), investment income (4%) and other income (2%). The largest source of expenses this year is salary and benefits (78%), followed by current operating (18%), debt service (2%), and capital expenses (2%).

Johnson County Community College
Treasurer's Report
June 30, 2025
100% 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	\$ 107,180,256	\$ 7,170,937	\$ 99,656,649	93%	\$ 92,313,164	8%
Benefits	38,424,000	4,060,404	37,617,910	98%	33,358,195	13%
Event Officials	77,477	-	67,008	86%	71,272	-6%
Legal Services	148,805	12,500	88,580	60%	96,123	-8%
Lobbyist Services	35,000	-	21,915	63%	18,958	16%
Audit Services	91,050	22,500	91,050	100%	78,995	15%
Collection Costs	61,853	14,742	60,792	98%	32,578	87%
Insurance, Property/Casualty & Rel	1,466,625	(17,222)	1,441,961	98%	1,253,468	15%
Contracted Services	8,784,412	504,963	7,217,300	82%	6,434,653	12%
SB 155 Shared Funding Payments	593,851	227,772	592,840	100%	489,156	21%
Overnight Travel	1,119,327	112,040	830,388	74%	785,364	6%
Travel - Accreditation	24,000	1,588	12,444	52%	7,428	68%
Staff Development Training & Travel	286,762	18,821	213,172	74%	281,953	-24%
Faculty Continuing Ed Grants	30,000	1,240	31,001	103%	29,910	4%
Tuition Reimbursement	550,000	78,556	515,224	94%	481,688	7%
Same Day Travel	106,982	6,527	61,925	58%	62,999	-2%
Supplies and Materials	7,530,740	821,360	6,087,107	81%	5,327,617	14%
Computer Software & Licenses	6,027,574	228,084	5,764,344	96%	4,628,125	25%
Technical Training	116,879	6,582	65,779	56%	99,319	-34%
Applicant Travel	14,400	2,000	13,130	91%	9,432	39%
Recruiting Travel	44,605	5,950	40,944	92%	29,898	37%
Printing, Binding & Publications	31,750	-	26,523	84%	69,426	-62%
Advertising and Promotions	1,139,426	126,186	1,090,011	96%	1,003,594	9%
Memberships	428,403	23,178	359,806	84%	343,238	5%
Accreditation Expenses	56,948	1,145	48,453	85%	51,943	-7%
Bad Debt Expense	250,000	245,000	495,000	198%	130,000	281%
Electric	3,193,238	208,404	2,729,913	85%	2,699,732	1%
Water	227,391	18,182	219,325	96%	210,597	4%
Natural Gas	87,344	7,713	71,302	82%	69,085	3%
Unified Communications	451,000	7,819	447,161	99%	499,338	-10%
Gasoline	75,000	7,784	63,982	85%	57,329	12%
Subscriptions	518,099	28,897	495,120	96%	500,208	-1%
Rentals and Leases	668,074	21,447	582,048	87%	527,977	10%
Repairs and Maintenance	700,724	33,796	563,670	80%	491,653	15%
Freight	122,836	2,663	114,884	94%	81,934	40%
Special Events	608,246	45,027	387,862	64%	303,431	28%
Retirement Recognitions	7,500	891	4,784	64%	3,581	34%
Postage	233,300	29,389	216,543	93%	172,949	25%
Contingency	315,137	(5,388)	-	0%	630,113	-100%
Remodeling and Renovations	1,480,107	183,534	929,828	63%	446,545	108%
Library Books	100,000	7,780	97,824	98%	84,432	16%
Furniture and Equipment	2,018,603	135,656	1,368,487	68%	1,904,411	-28%
Art Acquisitions	3,000	2,944	2,944	98%	1,811	63%
Building Improvements	464,109	-	453,593	98%	(486,359)	-193%
Other Tax Assessments	-	-	306	0%	327	-6%
Income Tax	2,500	80	80	3%	144	-44%
Grants	607,239	-	255,028	42%	227,628	12%
Foster Care & Killed on Duty Grant	70,000	14,593	67,485	96%	48,939	38%
Federal SEOG Match	115,530	50	105,750	92%	84,150	26%
Principal Payments	2,290,000	-	2,290,000	100%	2,180,000	5%
Interest Payments	1,396,488	(28,625)	1,361,854	98%	1,470,096	-7%
Fee Payments	1,500	-	1,500	100%	1,500	0%
TOTAL EXPENSES	\$ 190,378,089	\$ 14,397,489	\$ 175,342,528	92%	\$ 159,700,045	10%

Johnson County Community College
Treasurer's Report
June 30, 2025
100% 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	\$ (181,052)	\$ 4,435,388	103%	\$ 3,482,525
Investment Income	40,000	9,223	103,278	258%	91,640
Other Income	1,619,500	417,521	1,424,391	88%	1,295,666
Total Revenue	<u>\$ 5,957,800</u>	<u>\$ 245,691</u>	<u>\$ 5,963,057</u>	<u>100%</u>	<u>\$ 4,869,831</u>
Salaries and Benefits	\$ 2,400,299	\$ 130,936	\$ 1,752,862	73%	\$ 2,054,196
Current Operating	4,631,079	335,674	3,557,119	77%	3,194,709
Capital	35,000	-	-	0%	62,164
Total Expenses	<u>\$ 7,066,378</u>	<u>\$ 466,610</u>	<u>\$ 5,309,982</u>	<u>75%</u>	<u>\$ 5,311,069</u>
Unencumbered Cash Rollforward:					
Beginning Balance			\$ 837,395		\$ 1,372,323
Revenues Over Expenses			653,076		(441,237)
Encumbrances & Other Activity			(56,042)		(93,691)
Ending Balance			<u>\$ 1,434,429</u>		<u>\$ 837,395</u>
Student Activity Fund					
Tuition and Fees	\$ 1,961,498	\$ (130,959)	\$ 2,173,483	111%	\$ 2,091,113
Investment Income	36,000	1,899	50,610	141%	67,062
Other Income	8,500	420	5,997	71%	6,504
Total Revenue	<u>\$ 2,005,998</u>	<u>\$ (128,640)</u>	<u>\$ 2,230,090</u>	<u>111%</u>	<u>\$ 2,164,678</u>
Salaries and Benefits	\$ 409,516	\$ 37,847	\$ 368,352	90%	\$ 333,669
Current Operating	1,198,469	120,003	1,120,386	93%	894,873
Grants/Scholarships	1,452,014	20,337	1,292,927	89%	1,239,202
Total Expenses	<u>\$ 3,059,999</u>	<u>\$ 178,187</u>	<u>\$ 2,781,665</u>	<u>91%</u>	<u>\$ 2,467,744</u>
Unencumbered Cash Rollforward:					
Beginning Balance			\$ 896,163		\$ 1,214,098
Revenues Over Expenses			(551,576)		(303,066)
Encumbrances & Other Activity			(30,506)		(14,869)
Ending Balance			<u>\$ 314,081</u>		<u>\$ 896,163</u>

Johnson County Community College
Treasurer's Report
June 30, 2025
100% 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	\$ (1,341)	\$ 195,928	109%	\$ 161,905
Other Income	40,000	-	37,680	94%	39,360
Total Revenue	<u>\$ 220,000</u>	<u>\$ (1,341)</u>	<u>\$ 233,608</u>	<u>106%</u>	<u>\$ 201,265</u>
Salaries and Benefits	\$ 133,100	\$ 16,443	\$ 111,003	83%	\$ 93,609
Current Operating	273,400	1,870	16,330	6%	11,001
Capital	36,000	6,603	13,025	36%	-
Total Expenses	<u>\$ 442,500</u>	<u>\$ 24,916</u>	<u>\$ 140,358</u>	<u>32%</u>	<u>\$ 104,610</u>
Unencumbered Cash Rollforward:					
Beginning Balance			\$ 1,339,059		\$ 1,242,904
Revenues Over Expenses			93,250		96,655
Encumbrances & Other Activity			(1,149)		(500)
Ending Balance			<u>\$ 1,431,160</u>		<u>\$ 1,339,059</u>
Truck Driver Training Course Fund					
Tuition and Fees	\$ 1,830,000	\$ 243,564	\$ 1,769,806	97%	\$ 1,493,702
Total Revenue	<u>\$ 1,830,000</u>	<u>\$ 243,564</u>	<u>\$ 1,769,806</u>	<u>97%</u>	<u>\$ 1,493,702</u>
Salaries and Benefits	\$ 1,392,668	\$ 90,786	\$ 1,037,794	75%	\$ 751,691
Current Operating	993,379	29,419	446,479	45%	606,472
Capital	-	-	30	0%	473,729
Total Expenses	<u>\$ 2,386,047</u>	<u>\$ 120,205</u>	<u>\$ 1,484,304</u>	<u>62%</u>	<u>\$ 1,831,893</u>
Unencumbered Cash Rollforward:					
Beginning Balance			\$ 901,019		\$ 1,354,084
Revenues Over Expenses			285,502		(338,191)
Encumbrances & Other Activity			1,796		(114,874)
Ending Balance			<u>\$ 1,188,316</u>		<u>\$ 901,019</u>
Special Assessments Fund					
Ad Valorem (Property Taxes)	\$ - *	\$ 1,243	\$ 24,940 *	0%	\$ 325,254
Interest Income	-	-	-	100%	75,336
Total Revenue	<u>\$ -</u>	<u>\$ 1,243</u>	<u>\$ 24,940</u>	<u>100%</u>	<u>\$ 400,589</u>
Current Operating	\$ 300,000	\$ 20,850	\$ 241,269	80%	\$ 224,729
Total Expenses	<u>\$ 300,000</u>	<u>\$ 20,850</u>	<u>\$ 241,269</u>	<u>80%</u>	<u>\$ 224,729</u>
Unencumbered Cash Rollforward:					
Beginning Balance			\$ 1,722,625		\$ 1,547,334
Revenues Over Expenses			(216,329)		175,861
Encumbrances & Other Activity			4,163		(570)
Ending Balance			<u>\$ 1,510,459</u>		<u>\$ 1,722,625</u>

*JCCC discontinued the Special Assessment Levy beginning FY25.

Johnson County Community College
Treasurer's Report
June 30, 2025
100% 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%	\$ 7,937
Bookstore	6,238,900	135,045	5,660,098	91%	5,599,153
Dining Services	2,901,892	243,357	2,703,592	93%	2,614,421
HVAC Auxiliary & Auto Technology Project	2,000	-	-	0%	-
Dental Hygiene	3,000	-	3,792	126%	1,341
Hospitality Management & Pastry Program	57,500	-	31,659	55%	46,535
Campus Farm	16,500	1,514	15,581	94%	15,484
Investment Income	30,000	-	11,894	40%	25,773
Total Revenues	<u>\$ 9,249,792</u>	<u>\$ 379,916</u>	<u>\$ 8,426,616</u>	<u>91%</u>	<u>\$ 8,310,643</u>
Expenses					
Cosmetology	\$ -	\$ -	\$ - †	0%	\$ 14,327
Bookstore	6,157,550	508,743	5,145,099	84%	4,834,985
Dining Services	3,999,368	328,580	3,658,894	91%	3,327,893
HVAC Auxiliary & Auto Technology Project	2,000	-	-	0%	-
Dental Hygiene	3,000	-	1,701	57%	1,098
Hospitality Management & Pastry Program	65,000	10,062	37,257	57%	54,122
Campus Farm	16,500	1,863	12,870	78%	9,318
Subtotal	<u>\$ 10,243,418</u>	<u>\$ 849,249</u>	<u>\$ 8,855,820</u>	<u>86%</u>	<u>\$ 8,241,743</u>
Other Auxiliary Services Expenses					
Auxiliary Construction	\$ 10,000	\$ -	\$ -	0%	\$ 1,736
Director	347,315	24,723	296,122	85%	246,661
Total Expenses	<u>\$ 10,600,733</u>	<u>\$ 873,973</u>	<u>\$ 9,151,943</u>	<u>86%</u>	<u>\$ 8,490,140</u>
Unencumbered Cash Rollforward:					
Beginning Balance			\$ (112,897)		\$ 298,431
Revenues Over Expenses			(725,327)		(179,497)
Encumbrances & Other Activity			(379,996)		(231,831)
Ending Balance			<u>\$ (1,218,220)</u>		<u>\$ (112,897)</u>

Auxiliary Enterprise Fund - Schedule 2

	2024-2025 Year to Date Net	2023-2024 Year to Date Net	Net Change from Prior Year
Cosmetology	\$ - †	\$ (6,390)	\$ 6,390
Bookstore	514,999	764,168	(249,169)
Dining Services	(955,302)	(713,472)	(241,830)
HVAC Auxiliary & Auto Technology Project	-	-	-
Dental Hygiene	2,092	244	1,848
Hospitality Management & Pastry Program	(5,598)	(7,588)	1,989
Campus Farm	2,711	6,166	(3,455)
	<u>\$ (429,204)</u>	<u>\$ 43,128</u>	<u>\$ (472,332)</u>

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

Johnson County Community College
Treasurer's Report
June 30, 2025
100% 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	\$ (91,840)	1,561,601	111%	1,501,975
Total Expenses	1,715,700	(7,309)	1,707,239	100%	1,698,509
Encumbrances & Other Activity			-		-
Ending Balance			<u>\$ 1,128,035</u>		<u>\$ 1,273,674</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	149,980	100%	149,980
Total Expenses	250,000	27,626	48,236	19%	11,188
Encumbrances & Other Activity			(44,945)		-
Ending Balance			<u>\$ 625,352</u>		<u>\$ 568,553</u>
Capital Outlay					
Unencumbered Cash Rollforward:					
Balance Forward	\$ 10,503,994		\$ 10,503,994		\$ 8,942,696
Total Revenue	8,664,378	\$ 3,452,040	9,141,935	106%	8,503,966
Total Expenses	8,179,855	838,230	3,651,328	45%	4,534,718
Encumbrances & Other Activity			(4,588,962)		(2,407,951)
Ending Balance			<u>\$ 11,405,639</u>		<u>\$ 10,503,994</u>
Campus Development Fund					
Unencumbered Cash Rollforward:					
Balance Forward	\$ 1,876,307		\$ 1,876,307		\$ 1,422,099
Total Revenue	840,642	\$ (55,104)	936,961	111%	901,185
Total Expenses	1,000,000	543,281	743,553	74%	250,846
Encumbrances & Other Activity			(78,582)		(196,131)
Ending Balance			<u>\$ 1,991,133</u>		<u>\$ 1,876,307</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	188,067	659,895	67%	5,577,362
Encumbrances & Other Activity			192,246		3,547,406
Ending Balance			<u>\$ 7,450</u>		<u>\$ 475,100</u>
All Other Funds					
Unencumbered Cash Rollforward:					
Balance Forward	\$ 68,381		\$ 68,381		\$ 1,692,289
Total Revenue	25,546,512	\$ 3,054,346	41,815,732	164%	35,736,228
Total Expenses	10,817,210	2,510,605	36,808,978	340%	34,121,607
Encumbrances & Other Activity			560,468		(3,238,529)
Ending Balance			<u>\$ 5,635,604</u>		<u>\$ 68,381</u>
Grand Total All Funds					
Unencumbered Cash Rollforward:					
Balance Forward	\$ 163,874,656		\$ 163,874,656		\$ 145,584,107
Total Revenue	245,862,641	\$ 51,829,934	265,762,435	108%	244,398,769
Total Expenses	237,178,546	11,518,539	247,547,956	104%	231,893,224
Encumbrances & Other Activity			4,027,856		5,785,004
Ending Balance			<u>\$ 186,116,990</u>		<u>\$ 163,874,656</u>

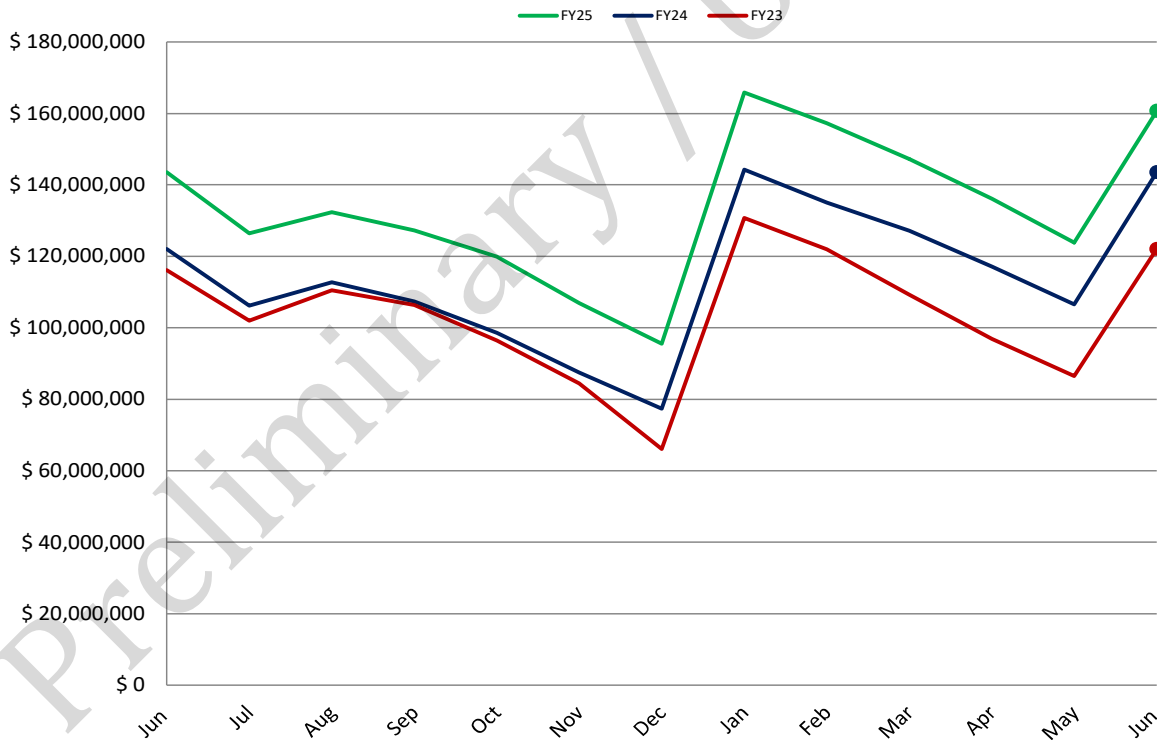
Johnson County Community College
Treasurer's Report
June 30, 2025
100% of Fiscal Year Expired
Investments

Description	Date Purchased	Date Of Call/Maturity	Yield Rate	Matured This Month	Current Investments
US Treasury Notes	06/15/23	06/15/25	4.44%	\$ 3,107,000	
US Treasury Bills	06/10/25	06/26/25	3.95%	3,005,000	
US Treasury Bills	06/16/25	06/26/25	3.95%	3,155,000	
US Treasury Notes	07/20/23	06/30/25	2.75%	5,250,000	
US Treasury Bills	06/30/25	07/10/25	3.83%		\$ 5,328,000
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	01/17/25	08/31/25	4.07%		6,136,000
Certificate of Deposit	06/05/25	09/11/25	4.09%		6,000,000
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
Certificate of Deposit	06/05/25	09/29/25	4.12%		6,000,000
Certificate of Deposit	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	01/17/25	10/31/25	4.02%		6,174,000
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	01/17/25	11/15/25	4.03%		6,063,000
US Treasury Notes	04/30/25	11/30/25	3.93%		4,077,000
US Treasury Notes	01/17/25	11/30/25	4.02%		12,072,000
US Treasury Notes	06/05/24	12/15/25	4.00%		4,945,000
US Treasury Notes	01/17/25	12/15/25	3.97%		8,000,000
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	01/17/25	02/28/26	4.01%		7,262,000
Certificate of Deposit	06/05/25	03/12/26	3.90%		8,000,000
US Treasury Notes	06/05/24	03/15/26	4.63%		4,945,000
US Treasury Notes	04/22/25	03/31/26	3.73%		4,031,000
US Treasury Notes	01/17/25	03/31/26	4.02%		7,260,000
US Treasury Notes	06/05/24	04/15/26	3.75%		4,945,000
US Treasury Notes	02/18/25	04/15/26	4.16%		5,170,000
US Treasury Notes	01/17/25	04/30/26	4.02%		7,284,000
US Treasury Notes	06/05/24	05/15/26	3.63%		4,945,000
US Treasury Notes	01/17/25	05/31/26	4.02%		7,280,000
US Treasury Notes	06/05/25	07/15/26	4.50%		6,000,000
US Treasury Notes	06/05/25	08/31/26	3.75%		6,000,000
US Treasury Notes	11/07/24	09/30/26	4.03%		2,012,000
US Treasury Notes	06/05/25	11/15/26	2.00%		6,750,000
US Treasury Notes	06/05/25	10/31/26	1.13%		6,500,000
Total					214,464,000
Municipal Investment Pool: (MIP) Daily Rate	06/01/25	06/30/25	3.02%		-
Grand Total					<u>\$ 214,464,000</u>

Johnson County Community College
Treasurer's Report
June 30, 2025
100% of Fiscal Year Expired
Cash & Pooled Investment Analysis

Fund	Book Balance	Outstanding Commitments	Unencumbered Balance	Prior Year Unencumbered Balance
General & PTE Funds	\$ 183,063,257	\$ 22,399,705	\$ 160,663,552	\$ 143,525,283
Adult Supplementary Education Fund	2,451,096	1,016,667	1,434,429	837,395
Student Activity Fund	504,668	190,587	314,081	896,163
Motorcycle Driver Safety Fund	1,455,636	24,477	1,431,160	1,339,059
Truck Driver Training Fund	1,269,998	81,682	1,188,316	901,019
Special Assessments Fund	1,521,513	11,053	1,510,459	1,722,625
Auxiliary Enterprise Funds	(1,055,929)	162,291	(1,218,220)	(112,897)
Revenue Bond Debt Service Fund	1,255,296	127,261	1,128,035	1,273,674
ITC Repair and Replacement Reserve Funds	697,923	72,571	625,352	568,553
Capital Outlay Funds	16,542,135	5,136,496	11,405,639	10,503,994
Campus Development Fund	2,185,112	193,979	1,991,133	1,876,307
Phase 3 Facilities Master Plan	373,693	366,242	7,450	475,100
All Other Funds	8,973,796	3,369,967	5,635,604	68,381
Total	\$ 219,238,192	\$ 33,152,977	\$ 186,116,990	\$ 163,874,656

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



The line chart shows the unencumbered cash balances in the General Fund throughout the year for the last three years. For June, the ending balances were approximately \$160.7 million for 2025, \$143.5 million for 2024, and \$122.1 million for 2023.

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.

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/WDCE	New/Renewal and Term	Financial Impact/Additional Information
Various; Template for Facility Rental Request	All Facility Rentals	Campus Services & Facilities Planning	Annual Approval	Approval to continue using the template form for “Facilities Rental Requests” for third party facility rentals

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.

Rachel Lierz
Executive Vice President, Finance and
Administrative Services

Tony Miksa
President

Johnson County Community College
Office of the President

August 4, 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 August 14, 2025 Board Packet includes the detailed individual disbursement information.

<u>Date</u>	<u>Control Number</u>		<u>Amount</u>
Accounts Payable Disbursements			
7/03/2025	00726060 - 00726131	AP	207,059.27
7/03/2025	!0053123 - !0053167	ACH	371,900.92
7/03/2025	J0224563	P-Card ACH	73,856.59
7/09/2025	W0000293	WIRE	59.00
7/11/2025	00726132 - 00726214	AP	308,029.68
7/11/2025	!0053168 - !0053255	ACH	579,023.52
7/11/2025	J0224643	P-Card ACH	116,368.11
7/18/2025	00726215 - 0072699	AP	326,345.09
7/18/2025	!0053256 - !0053328	ACH	832,581.39
7/18/2025	J0224742	P-Card ACH	100,633.89
7/25/2025	00726300 - 00726382	AP	474,954.58
7/25/2025	!0053329 - !0053385	ACH	1,126,250.39
7/25/2025	J0224798	P-Card ACH	146,335.15
			<hr/>
			\$4,663,397.58

Tuition Refunds and Financial Aid Disbursements

7/03/2025	10198551 - 10198562	9,632.88
7/11/2025	10198563 - 10198575	11,657.07
7/18/2025	10198576 - 10198593	9,346.56
7/25/2025	10198594 - 10198605	7,286.39
07/01-07/25/2025	Refund ACH	184,320.40

\$222,243.30

Total Cash Disbursements

\$4,885,640.88

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 \$4,885,640.88.

Megan Casey
Vice President/Chief Financial Officer

Rachel Lierz
Executive Vice President
Finance & Administrative Services

Tony Miksa
President

Johnson County Community College
Office of the President

August 14, 2025

Grants, Contracts and Awards

Report:

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

1. Improving Undergraduate STEM Education (IUSE): Innovation in Two-Year College STEM Education (ITYC)
Funding Agency: National Science Foundation
Purpose: To 1) establish a team of secondary and post-secondary math educators for a pilot program, 2) develop a plan for piloting and assessing a non-algebraic dual-credit math pathways program, and 3) develop materials for a non-algebraic course for a dual-credit mathematics pathway program.
Duration: July 15, 2025 – June 30, 2026
Grant Administrator: Whitney Turner
Amount Funded: \$93,778
JCCC Match: - 0 -
Applicant: JCCC
2. Carl Perkins Program Improvement Grant FY26
Funding Agency: U.S. Department of Education / Kansas Board of Regents
Purpose: To develop more fully the academic, career and technical skills of students enrolled in career and technical education programs.
Duration: July 1, 2025 – June 30, 2026
Grant Administrator: Shelia Mauppin
Amount Funded: \$546,828
JCCC Match: - 0 -
Applicant: JCCC
3. Carl Perkins Program Improvement Grant FY26 – *additional funding*
Funding Agency: U.S. Department of Education / Kansas Board of Regents
Purpose: Additional federal funding to support professional development.
Duration: July 3, 2025 – July 12, 2025
Grant Administrator: Shelia Mauppin

Amount Funded: \$5,000
JCCC Match: - 0 -
Applicant: JCCC

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

1. New Dance Partners, New Dance Lab 2025-2026
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 2025-2026 program provides an opportunity for local dance companies to advance and sustain artistic development.
Duration: September 1, 2025 – June 30, 2026
Grant Administrator: Stacie McDaniel
Amount Requested: \$10,000
JCCC Match: - 0 -
Applicant: JCCC

Recommendation:

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

Katherine B. Allen
Vice President
College Advancement & Government Affairs

Tony Miksa
President

Johnson County Community College
Office of the President

August 14, 2025

Human Resources

1. Separations

Brooke Tompkins, Admissions Assistant, Student Success & Engagement, July 10, 2025.

Victoria Gunbatar, ELL Instructor, Workforce Development & Continuing Education, July 8, 2025.

Kaley Ihle, Success Coach, Student Success & Engagement, August 1, 2025.

Jacob Banholzer, Exhibition Preparator & Lighting Specialist, College Advancement & Government Affairs, July 28, 2025.

Pamela Ngankem, Dining Services Assistant, Finance & Administrative Services, July 31, 2025.

Sherry Buhler, ATS Support Technician, Finance & Administrative Services, August 30, 2025.

Anna Smith, Coordinator AAC/LRC, Academic Affairs, August 31, 2025.

Joseph Cromer, Tutor I, Academic Affairs, July 25, 2025.

Daniel Tyx, ELL Instructor, Workforce Development & Continuing Education, August 1, 2025.

Recommendation

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

2. Retirements

Yolanda Reyes, Dining Services Lead Production, Finance & Administrative Services,
November 30, 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

Tony Miksa
President

Johnson County Community College
Office of the President

August 14, 2025

Human Resources Addendum

1. Separations

1. Melisha Otero, ELL Instructor, Workforce Development & Continuing Education, August 6, 2025.
2. Maddie Helm, Senior Videographer/Editor, Academic Affairs, August 7, 2025.
3. Karen Wyngarden, Administrative Assistant, Human Resources, August 22, 2025.

Recommendation

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

2. Retirement

1. Carrie Hanson, Director, Dental Hygiene, Academic Affairs, May 29, 2026.

Recommendation

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

Christina McGee
Vice-President, Human Resources

Tony Miksa
President