

Meeting – Board of Trustees
Hugh Speer Board Room, GEB 137
June 12, 2025 – 5:00 p.m.

I.	Call to Order	Trustee Rayl
II.	Pledge of Allegiance	Trustee Rayl
III.	Roll Call	Trustee Rayl
IV.	Awards and Recognitions	Trustee Rayl
V.	Open Forum	Trustee Rayl
VI.	Board Reports	
	A. College Lobbyist	Dick Carter
	B. College Council	Jason Arnett
	C. Faculty Association	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. Employee Engagement & Development Committee (pp 1-23)	Trustee Rattan
	<u>Recommendation:</u> Sick Leave Conversion (pp 1-2)	
	<u>Recommendation:</u> FY26 Staff Compensation (p 2)	
	<u>Recommendation:</u> Compensation Plan (pp 2-21)	
	B. Management and Finance Committee (pp 24-38)	Trustee Rattan
	<u>Recommendation:</u> Records Retention Policy 219.00 (pp 24-26)	
	<u>Recommendation:</u> 2025 Facilities Master Plan (pp 26-27)	
	<u>Recommendation:</u> Lease Agreement (pp 27-28)	
	<u>Recommendation:</u> Constituent Relationship Management (CRM) Platform (pp 28-30)	

Recommendation: Enterprise Identity Management Services (pp 30- 31)
Recommendation: COM 309 Renovation (pp 31-32)
Recommendation: Banking and Investment Management Services (p 32)
Recommendation: Apple Products (p 33)
Recommendation: Dell Products (p 33)
Recommendation: Steelcase Furniture (p 34)
Recommendation: Herman Miller and Knoll Furniture (p 34)
Recommendation: Signal Analytics and Analog Signal Generators (p 35)
Recommendation: Masonry Repairs (p 35)
Recommendation: Security Camera Replacements (p 36)
Recommendation: Network Infrastructure Products and Software Subscriptions (p 36)
Recommendation: SEM/SEO, Digital Display, Audio and Video Advertising (pp 36-37)

C. Student Success Committee (pp 39-54) Trustee Jennings
Recommendation: Transcript Policy 311.06 (pp 40-41)
Recommendation: Records on Hold Policy 311.07 (p 42)
Recommendation: Student Records Retention and Disposal Policy 317.00 (pp 43-44)
Recommendation: Student Code of Conduct Policy 319.01 (pp 45-52)
Recommendation: Student Record Privacy Policy 319.06 (p 53)

VIII. President's Recommendation for Action

A. Treasurer's Report (pp 55-64) Trustee Hamill
B. Monthly Report to the Board Dr. Judy Korb

IX. New Business Trustee Rayl

X. Old Business Trustee Rayl

XI. Consent Agenda Trustee Rayl

A. Regular Monthly Reports and Recommendations
1. Minutes of Previous Meetings

2. Affiliation, Articulation and Reverse Transfer,
Cooperative and Other Agreements (pp 65-67)
 3. Cash Disbursement Report (pp 68-69)
 4. Curriculum (pp 70-71)
 5. Grants, Contracts, and Awards (pp 72-73)
 6. Retirement Tribute Fund (p 74)
- B. Human Resources (pp 75-76)
1. Separations
 2. Retirements
 3. Deceased
- C. Human Resources Addendum

XII. Executive Session

Trustee Rayl

XIII. Adjournment

Trustee Rayl

Employee Engagement and Development Committee
Minutes
June 4, 2025

The Employee Engagement and Development Committee met at 11:28am on Wednesday, June 4, 2025.

Those present were Chair Trustee Dawn Rattan, Trustee Valerie Jennings, Trustee Mark Hamill, Judy Korb, Mickey McCloud, Rachel Lierz, Christina McGee, Rachel Haynes, and Barbra Cooper. Jenny Morgan served as the recorder.

HR-2 Monitor Employee Benefit Programs

Christina McGee, Vice-President, Human Resources, presented information regarding a change in the conversion rate for the sick leave conversion benefit. Currently, an employee can convert forty (40) hours of sick to personal leave, up to forty (40) hours per fiscal year, and need to maintain eighty (80) hours of accrued sick leave remaining after converting.

Ms. McGee proposed changing the provisions of this benefit to the following: Upon completion of ten (10) years of full-time continuous service, an employee who has accrued sick leave of 800 hours or more may opt to convert three (3) days (24 hours) of sick leave time to one (1) day (8 hours) of personal leave, for a maximum of one (1) additional personal day per fiscal year. Upon completion of fifteen (15) years or more of full-time continuous service, an employee may convert three (3) days (24 hours) of sick leave to one (1) day (8 hours) of personal leave, for a maximum of two (2) additional personal days per fiscal year.

Ms. McGee gave the statistics on the number of people that have converted with the current conversion procedure. This change will only impact approximately 29% of the people that have sick leave available. Ms. McGee advised that the current conversion procedure reduces productivity, especially at the end of the fiscal year and is not a best practice. Ms. McGee stated that the past productivity costs have been \$389,000 for FY24, with 262 employees converting, and \$419,000 for FY25, with 275 employees converting. Ms. McGee informed the committee that she had met with Shared Governance Staff and Faculty Leadership ahead of time to talk through this and they did not express any concerns with the proposed change, with one exception. The faculty noted they wanted to change the frequency in submitting their requests for conversion.

RECOMMENDATION:

It is the recommendation of the Employee Engagement and Development Committee that the Board of Trustees accept the recommendation of the College administration to approve the proposed change to the sick leave conversion benefit, beginning with Fiscal Year 2026.

Barbra Cooper, Director, Human Resources, provided the committee with an update on the Benefits RFP timeline and shared the names of the employees serving on the Benefits Evaluation Committee. She noted that a Benefits Evaluation Committee has been formed and will meet soon to review bids received for medical, dental, and vision insurance, as well as caregiving support, identity theft protection, and a legal assistance plan. The Benefits Evaluation Committee expects to complete its assessment of the bids by mid-July. Ms. Cooper also reported on the number of bids that were received for each benefit.

Annual Staff Salary Increases

Christina McGee presented the administration's recommendation to increase staff salaries by 4.5% for FY26, effective July 1, 2025.

RECOMMENDATION:

It is the recommendation of the Employee Engagement and Development Committee that the Board of Trustees accept the recommendation of the college administration to authorize, effective July 1, 2025, a 4.5% salary increase for all non-bargaining unit salaried, and full-time and part-time hourly employees employed as of June 30, 2025.

Compensation Plan

Christina McGee presented the Johnson County Community College's Compensation Plan, detailing revisions that have been made to the Plan. The revisions can be found on the following pages.

RECOMMENDATION:

It is the recommendation of the Employee Engagement and Development Committee that the Board of Trustees accept the recommendation of the College administration to approve the Compensation Plan, as presented.



October 2021

Last Revised: June 12, 2025 ~~March 24, 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 for 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. ~~Departments may assign working titles to reflect the general nature and level of work performed.~~ The Office of Human Resources will approve and maintain the job description for all jobs within the College.

Fair Labor Standards Act

The 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 ~~audited~~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 that transfers - moves~~ 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.

~~The employee's pay rate must be within the pay range of the new grade level. Employees who are promoted will be placed into the new pay range based on their relevant years of experience or receive a 12% increase, whichever is greater.~~

~~Promotions and associated pay rate increases are effective the first day of the pay period following approval~~

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 which are 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 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-temporary pay rate increase may be authorized when an employee is temporarily required to perform higher level duties of a higher graded position at least 25% of

the time for a minimum of 30 days. The Office of Human Resources and the requesting department will work together to determine if the additional duties justify a temporary increase and if the employee is qualified to perform the temporary duties. When Additional Duty pay is applied, the employee remains in their current primary position.

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

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

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

Interim Pay Rates

~~An interim pay may be authorized rate is applied when 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 an employee 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 90 days.~~ ~~— takes on a higher-level job and all the essential functions and responsibilities that go with it.~~ When ~~thean~~ ~~l~~ interim ~~p~~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.

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

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 non-exempt 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 or more consecutive hours worked between 2:00 p.m. and 12:00 a.m.

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

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

and 6:00 a.m.

Note: When a staff member works six or more consecutive hours 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 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 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 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 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 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 ~~work~~ 40 hours of work in fewer than five days.

Nonexempt employees who work more than 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 timess 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.

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~~the position requires the employee to be on-site during normal business hours.~~

Meal Periods

Meal periods are unpaid breaks lasting more than 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 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 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 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 be 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 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 work-week. Part-time regular employees will receive ~~four (4) hours of~~ 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, ~~except for those who are absent from the College due to leave, short-term disability, or similar reasons.~~

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~~^{four} (24) hours. For example, if a full-time exempt employee is absent more than two hours in a workday but less than a full day, they must submit leave for all hours absent beyond the initial two hours in increments of two hours. ~~works two hours in the morning and then leaves for the rest of the day, they should record 4 hours of leave.~~

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

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

Pay Table – Non-exempt

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

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

HR-4 Monitor HR and Employee Engagement Strategies and Initiatives

Christina McGee provided an update from the Office of Human Resources. Ms. McGee reported that leadership met with Staff Council in an effort to foster open communication and strengthen collaboration between HR and Staff Council representatives. The focus of the meeting was to allow for open dialogue and respond to questions and feedback from Staff Council representation. She informed the committee that HR Leadership Team members will be meeting with Staff Council every other month on an ongoing basis to address their requests and concerns. She also indicated that she has received positive feedback from Staff Council regarding the meeting with HR leadership. Ms. McGee said this is helping fulfill one of HR's goals of strengthening communication across the college. Ms. McGee also continues meeting with the Faculty Association representative on a monthly basis.

Rachel Haynes, Director, Human Resources, updated the committee on the timeline for the 2025 Employee Engagement Survey, suggesting results from the spring survey will be shared with the public by July/August. Ms. Haynes said they are looking at about a 43% response rate, which is up from the last survey.

Ms. Haynes also shared the spring participation numbers for wellness and professional development offerings that were sponsored by the Employee Engagement and Development Department.

Barbra Cooper presented data from July of 2024 to the end of May this year showing how long it has taken to fill positions by work type, as well as by business unit and included how many total jobs were filled during that time period. Discussion occurred around these metrics. Ms. Cooper reported that we have been able to reduce the time to fill by 24% which is a result of additional staff and increasing engagement with the hiring managers.

Meeting adjourned at 12:25pm.

**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
June 4, 2025

The Management and Finance Committee met at 8:30 AM on Wednesday, June 4, 2025, in the Hugh Speer Board Room. Those present were Trustees Greg Mitchell, Dawn Rattan, and Lee Cross (by phone); staff: Shelli Allen, Megan Casey, Rob Caffey, Jim Feikert, Tom Hall, Judy Korb, Rachel Lierz, Mickey McCloud, Stacie McDaniel, and Linda Nelson, recorder.

Institutional Advancement - Performing Arts Update

Stacie McDaniel, Executive Director of Performing Arts, presented a report detailing the activities of the Performing Arts program. She provided a brief history and an overview of the program's mission. Additionally, she shared a recap of the 2024-25 season and offered a preview of performances scheduled for the upcoming 2025-26 season. The presentation also included a report of income and expenses related to their programming, including support provided by the College and the JCCC Foundation.

Review and Update Policies

Rachel Lierz, Executive Vice President, Finance and Administrative Services, reviewed the recommended modifications to the to the Records Retention Policy 219.00. The recommended changes clean-up the language used in the Policy.

Policy	Recommended Action	Material Changes
Records Retention Policy 219.00	Modify	The recommended changes clean-up the language used in the Policy.

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 modification to the Records Retention Policy 219.00, as shown subsequently in the Board packet.

Records Retention Policy 219.00

Cross-Reference: [Records Retention Operating Procedure 219.01](#)

Applicability: This Policy applies to all Johnson County Community College (“JCCC” or “the College”) personnel and Records for all JCCC departments.

Purpose: The purpose of this Policy is to establish a system for the control of Records created, maintained, and purged by the College. ~~Proper Records management to~~ identify ~~s~~ and protect ~~s~~ vital Records; minimize ~~s~~ costs associated with Record storage; increase ~~s~~ business efficiency; ensure ~~s~~ Records are retrievable; meet ~~s~~ the requirements of ~~federal, state, and local~~ ~~state and federal~~ laws and regulations; and purge ~~s~~ Records that no longer have administrative, fiscal, legal, historical, or business value.

Definitions:

“Record” ~~means is~~ any type of documented or recorded information, regardless of the form in which the information is created or maintained by the College, including but not limited to correspondence, letters, emails, memos, notes, drafts, agreements, reports, policies, procedures, flowcharts, handbooks, plans, personnel records, student records, course catalogues, course curriculum/material, faculty notes, student evaluations, research, writings, drawings, graphs, charts, photographs, other data compilations from which information can be obtained, and any and all documents as defined under Rule 34 of the Federal Rules of Civil Procedure.

Statement:

Records must be retained, at a minimum, for the length of time ~~period~~ and in the manner required by applicable ~~state and federal~~ state, and local laws and regulations. Records should also be retained for a length-period of time and in a manner that reasonably assures availability when needed by the College.

Each department shall be responsible for establishing and reasonably documenting internal record ~~s~~ retention practices in accordance with the [Records Retention Operating Procedure 219.01](#) and as may be established by the President or designee.

All questions about compliance with this Policy ~~shall~~ should be directed to the College’s Office of General Counsel.

Date of Adoption: 06/20/2013

Revised: 01/21/2021, 06/12/2025

2025 Facilities Master Plan

Rachel Lierz, EVP Finance and Administrative Services and Tom Hall, Associate Vice President, Campus Services/Facility Planning presented an overview of the Facilities Master Plan development process and the Recommendation to adopt the 2025 Facilities Master Plan.

Higher education institutions develop facilities master plans for multiple reasons, including:

- Align facilities with the institution's mission and goals
- Enhance the campus image and experience
- Optimize space usage
- Address aging infrastructure
- Evaluate estimated costs of various options to support fundraising and budgeting

JCCC's current [Facilities Master Plan](#) was adopted by the Board of Trustees in October 2016, developed in connection with the 50th Anniversary to help ensure that facilities align with students' needs and best support their success. It was created with a 10-year framework and has provided a shared vision and blueprint for making decisions on approximately \$100 million of building and renovation projects that have transformed the main campus, including construction of the new Fine Arts & Design Studios and the Hugh L. Libby Career and Technical Education Center, renovations of the Welding, Construction and Machining Technology building and the Student Center, new athletic facilities, and consolidation of academic resource centers on the first floor of the Billington Library. These facilities investments have helped JCCC realize its mission to "inspire learning to transform lives and strengthen communities."

In December 2024, the College started the process of updating the 2016 Facilities Master Plan with concepts and guiding principles for development of buildings and infrastructure to serve students and the community for the next ten years.

The College engaged with BNIM, an accomplished and highly recognized firm with experience working with JCCC, as partner in this comprehensive planning effort.

Professional services from Henderson Engineers and Buro Happold Engineers, Designers and Advisors, added specific expertise to the Plan.

The process of developing the 2025 Facilities Master Plan involved broad participation, with approximately 300 faculty, staff, and students from across the College contributing to various committees and focus groups, as well as three open forum opportunities. Additionally, the Board of Trustees held a retreat with the Administration and the team from BNIM, Henderson Engineers and Buro Happold in April 2025 to learn about the process and to provide input and direction.

The proposed 2025 Facilities Master Plan aligns with and supports the goals and priorities outlined in the 2025-2027 Strategic Bridge Plan, the Academic Master Plan, the Strategic Enrollment Plan, and the Workforce Development and Continuing Education Strategic Plan. The 2025 Facilities Master Plan will guide wise future capital investments that are sustainable, innovative, and adaptable, to serve students and the community for the next ten years in a manner consistent with JCCC's mission, vision, and values.

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 2025 Facilities Master Plan as presented.

Rachel Lierz
Executive Vice President, Finance and
Administrative Services

Judy Korb
Interim President

Center of Grace Facility Lease

Tom Hall, Associate Vice President, Campus Services/Facility Planning reported that the College has leased classroom and office space at the Center of Grace, located in Olathe, Kansas, since 2004 to conduct Johnson County Adult Education (JCAE) programming

through the Workforce Development and Continuing Education division. The current lease agreement expires July 31, 2025.

JCAE desires to enter into a new lease agreement with Center of Grace to continue such programming at the current location. The proposed new lease agreement is for one year beginning August 1, 2025, and ending July 31, 2026, with four optional annual renewals. An annual rental rate of \$31,150, or a total of \$155,750 over the five-year lease period, is proposed for exclusive use of 2,987 total sq ft of space. Repairs, utility costs and additional services such as grounds maintenance and custodial services will be paid by the lessor. The College may terminate the lease at any time prior to the expiration of the term upon giving 30 days written notice to the lessor.

Recommendation:

It is the recommendation of the Management and Finance Committee that the Board of Trustees approve the recommendation of the College Administration to enter into a real estate lease agreement with the Center of Grace, located in Olathe, Kansas, to conduct Johnson County Adult Education programming.

Rachel Lierz
Executive Vice President, Finance and
Administrative Services

Judy Korb
Interim 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 May 31, 2025.

Constituent Relationship and Student Case Management Platform

Shelli Allen, Vice President of Student Success and Engagement, presented information regarding a proposed new Constituent Relationship and Student Case Management (CRM) system and its connection to the recruitment and relationship objectives included in the Strategic Enrollment Plan. The proposed new system is an AI-based tool, designed

to manage interactions and relationships with students by offering personalized communication tools, targeted support and resources to enhance their engagement and success. The funding for the proposed new CRM solution will be provided by the State of Kansas Student Success Initiatives Grant.

Procurement Reports and Recommendations

Jim Feikert, Executive Director, Procurement Services presented recommendations for four Bids and Awards, six Cooperative Awards, and three Renewals.

Bids & Awards: \$150,000+

June 2025 Management & Finance Committee

Bid:	25-091 Constituent Relationship Management (CRM) Platform
Fund:	2601 State of Kansas Student Success Initiatives Grant
Vendors Notified:	443
Total Contract Period:	7/1/25 - 6/30/30 (Base Year, 4 Renewal Options)
Award Justification:	Most responsive, responsible bidder according to the RFP criteria
Description:	Request for Proposal (RFP) for a comprehensive student recruitment, enrollment, and engagement Constituent Relationship Management (CRM) platform. This CRM solution will serve as a comprehensive student lifecycle management system, enhancing JCCC's ability to effectively support student success and engagement through all phases of the student experience.

Evaluation Committee

1. Shelli Allen - Vice President, Student Success & Engagement
2. Del Lovitt - Director, Enterprise Application Support
3. Don Campbell - Director, Project Management Office
4. Deanne Belshe - Director, Strategic Marketing Planning
5. Cathy Almai-Mahurin - Dean of Students & Learner Engagement
6. Ann Nordyke - Director, Enrollment Services
7. Leslie Quinn - Dean of Enrollment and Student Services
8. Sean Murphy - Senior Buyer, Procurement Services
9. Jim Feikert - Executive Director, Procurement Services

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

1. **Element 451:** **\$198,700 / \$886,700**
2. Technolutions (Slate): \$100,000 / \$500,000
3. LeadSquared: \$119,000 / \$566,416
4. Liaison International: \$163,914 / \$657,120
5. Frequency Foundry: \$256,000 / \$664,000
6. Enrollment Rx: \$209,050 / \$758,250

7. Eigen:	\$388,500 / \$972,300
8. EAB Global:	\$234,805 / \$1,060,523
9. Anthology:	\$462,703 / \$1,142,483
10. Servio Consulting:	\$735,053 / \$1,292,465
11. Elevation Solutions:	\$958,517 / \$1,380,585
12. SHI International:	\$511,560 / \$1,395,560

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 Element 451 for a base year of \$198,700 and a total expenditure of \$886,700 throughout the optional renewal years.

Bid:	25-115 Enterprise Identity Management Services
Fund:	2591 Cybersecurity-IT Infrastructure
Vendors Notified:	277
Total Contract Period:	7/1/25 - 6/30/30 (Base Year, 4 Renewal Options)
Award Justification:	Most responsive, responsible bidder according to the RFP criteria
Description:	Request for Proposal for a vendor to provide enhanced online security for the College's faculty, staff, and students. The vendor will improve the data and systems currently managed and will provide new features, functionality, and capabilities that will improve and eliminate manual processes, decrease overhead, and provide security observability.

Evaluation Committee

1. Adam Caylor - Deputy CIO/Executive Director
2. Adam Entwistle - Director, Academic Cloud Architecture & Infrastructure
3. Alex Prutsman - Business Analyst
4. Connor Nyberg - Manager, Senior Business Analyst
5. Kevin Lutz - Sr Cloud Security Engineer
6. Philip Mein - Executive Director, IT Security
7. Richard Delerue - Application Architecture Manager
8. Sean Murphy - Senior Buyer, Procurement Services

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

1. Fischer International:	\$163,251 / \$421,651
2. ID Automation:	\$318,000 / \$807,000
3. Proof ID:	\$426,175 / \$1,068,575
4. Bravura Security:	\$612,732 / \$1,103,193
5. KeyData Cyber:	\$618,040 / \$1,288,106

- | | |
|-------------------|---|
| 6. IDMWORKS Inc.: | \$674,836 / \$1,408,843 |
| 7. Xalient Inc.: | \$504,226 / \$1,479,644 |
| 8. Active Cyber: | \$468,884 / \$1,636,814 |
| 9. TriVir: | \$574,625 / \$1,644,618 |
| 10. Unified: | \$45,304 / \$226,520 (not bid as specified) |

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 Fischer International for a base year of \$163,251 and a total expenditure of \$421,651 throughout the optional renewal years.

Bid:	25-138 COM 309 Renovation
Fund:	7111 Capital Outlay 7146 Phase Three Facilities Master Plan
Vendors Notified:	213
Total Contract Period:	Project Completion
Award Justification:	Low Bid
Description:	Request for Bid (RFB) for renovations to Commons (COM) room 309 which currently serves as the Veteran's Resource Center. Project includes demolition of existing flooring, ceiling, doors, and partitions as well as some partial demolition of ceiling in the adjacent corridor. New work includes laying finish floors, ceiling grid, metal stud partition walls, casework, electrical, data upgrades, and mechanical modifications.

Evaluation Committee

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

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

- | | |
|-----------------------------|----------------------------------|
| 1. Loyd Builders: | \$482,213 |
| 2. Combes Construction: | \$492,000 |
| 3. Civic Elite Contracting: | \$527,000 |
| 4. Bull Creek Construction: | \$528,124 |
| 5. Centric: | \$557,500 |
| 6. Excel Contractors: | \$549,000 (not bid as specified) |

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 Loyd Builders in the amount of \$482,213 with an additional 10% contingency of \$48,221 to allow for possible unforeseen costs, for a total amount of \$530,434.

Bid:	25-137 Banking and Investment Management Services
Fund:	0201 General
Vendors Notified:	66
Total Contract Period:	7/1/25 - 6/30/30 (Base Year, 4 Renewal Options)
Award Justification:	Most responsive, responsible bidder according to the RFP criteria
Description:	Request for Proposal (RFP) to establish a contract with a financial institution for banking services (including depository and related services) and investment management services. Financial institutions were not required to bid on both services for consideration, and at the College's discretion, the contract(s) may be awarded to one institution or split-awarded for each service.

Evaluation Committee

1. Megan Casey - Interim Vice President and Chief Financial Officer
2. Deb Nicholson - Director, Accounting Services & Grants
3. Kailyn Witte - Manager, Accounting & Grants
4. Yvone Uribe - Financial Accountant
5. Amy Wagoner - Assistant Bursar
6. Jim Feikert - Executive Director Procurement Services

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

1. **Commerce Bank (Banking and Investment Management Services)**
2. US Bank
3. Columbia Capital Management
4. Farther Finance Advisors
5. First National Bank of Omaha (FNBO)
6. UMB

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 Commerce Bank for a FY26 base year and four optional renewal years.

Cooperative Bids & Awards: \$150,000+
June 2025 Management & Finance Committee

Cooperative Bid:	Apple Products - FY26
Fund:	0101 Student Activity 0201 General
Vendors Notified:	N/A
Total Contract Period:	7/1/25 - 6/30/26
Award Justification:	NASPO - #MNWNC-102
Description:	FY26 Apple ITP (Instructional Technology Plan) computers and tablets.

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

1. Apple: \$500,000 (estimated)

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 Apple for a total estimated expenditure of \$500,000 for FY26.

Cooperative Bid:	Dell Products - FY26
Fund:	0101 Student Activity 0201 General
Vendors Notified:	N/A
Total Contract Period:	7/1/25 - 6/30/26
Award Justification:	Midwestern Higher Education Commission - #MHEC-04152022
Description:	FY26 Dell ITP (Instructional Technology Plan) computers and Chromebooks.

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

1. Dell: \$1,500,000 (estimated)

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 Dell for a total estimated expenditure of \$1,500,000 for FY26.

Cooperative Bid:	Steelcase Furniture - FY26
Fund:	0201 General
Vendors Notified:	N/A
Total Contract Period:	7/1/25 - 6/30/26
Award Justification:	Kansas Board of Regents Affinity Agreement & E&I Agreement #EI00140
Description:	FY26 Steelcase furniture products for miscellaneous campus purchases. Circadia (formerly Scott Rice) is the Kansas City dealer and purchases are through the Kansas Board of Regents Affinity Agreement & E&I Agreement #EI00140.

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

1. Circadia: \$300,000 (estimated)

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 Circadia for a total estimated expenditure of \$300,000 for FY26.

Cooperative Bid:	Herman Miller and Knoll Furniture - FY26
Fund:	0201 General
Vendors Notified:	N/A
Total Contract Period:	7/1/25 - 6/30/26
Award Justification:	State of Kansas - No 44171
Description:	FY26 Herman Miller and Knoll furniture products for miscellaneous campus purchases through JA Marshall. John A. Marshall is the Kansas City dealer for Herman Miller and Knoll Furniture.

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

1. JA Marshall: \$500,000 (estimated)

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 JA Marshall for a total estimated expenditure of \$500,000 for FY26.

Cooperative Bid:	Signal Analyzers and Analog Signal Generators
Fund:	2590 Apprenticeship Act Aid
Vendors Notified:	N/A
Total Contract Period:	N/A
Award Justification:	University of Virginia #UVA2026945
Description:	15 Keysight signal analyzers and 15 Spectrum signal generators for Electronics Technology.

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

1. Keysight Technologies: \$319,679

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 Keysight Technologies for a total estimated expenditure of \$319,679 for FY25.

Cooperative Bid:	Masonry Repairs - WLB/PAL
Fund:	7111 Capital Outlay
Vendors Notified:	N/A
Total Contract Period:	Project Completion
Award Justification:	Sourcewell #KS-R2-GC-061323-MTS
Description:	Masonry repairs on the Welding Lab Building (WLB)/Plumbing & Automotive Labs (PAL) building to repair flashing, fencing, brick work, concrete, manholes and tuckpointing. Also includes detergent washing and sealing of repair work as well.

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

1. MTS Contracting: \$239,400

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 MTS Contracting in the amount of \$239,400 with an additional 10% contingency of \$23,940 to allow for possible unforeseen costs, for a total amount of \$263,340.

Renewals: \$150,000+
June 2025 Management & Finance Committee

Renewal:	Security Camera Replacements (C20-029-00)
Fund:	0201 General
Total Contract Period:	Extension 1; 3/11/25 - 3/10/26 (Original Agreement 3/11/20 - 3/10/25)
Description:	For security camera replacements across the campus. There are 271 cameras across 18 buildings that will be replaced in FY26 (BoT - April 2020).

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

1. **Envision Technology Group: \$200,000 (estimated)**

Recommendation

It is the recommendation of the Management & Finance Committee that the Board of Trustees accept the recommendation of the college administration to approve the renewal extension for Envision Technology Group, for an estimated amount of \$200,000, through March 2026.

Renewal:	FY26 Network Infrastructure Products & Software Subscriptions (C20-061-00)
Fund:	0201 General
Total Contract Period:	Extension 1; 6/19/25 - 6/18/26 (Original Agreement 6/19/20 - 6/18/25)
Description:	For network infrastructure equipment and software subscription services. Parts, equipment, and subscriptions are on an as-needed, if-needed basis (BoT - June 2020).

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

1. **Sirius Computer Solutions: \$1,500,000 (estimated)**

Recommendation

It is the recommendation of the Management & Finance Committee that the Board of Trustees accept the recommendation of the college administration to approve the renewal extension for Sirius, for an estimated amount of \$1,500,000, through June 2026.

Renewal:	SEM/SEO, Digital Display, Audio and Video Advertising, (C24-054-00)
Fund:	0201 General
Total Contract Period:	7/1/25 - 6/30/26
Renewal Option:	1 of 4 (7/1/24 - 6/30/29)
Description:	For JCCC's marketing agency to work with Strategic Communications & Marketing and Workforce Development and Continuing Education. Services include the development and execution of SEM (Search Engine Marketing), SEO (Search Engine Optimization), digital advertising/marketing initiatives, and an audio/Spotify marketing ad campaign for JCCC (BoT - May 2024) in FY26.

Renewal Amount

1. Rank Fuse: \$351,120

Recommendation

It is the recommendation of the Management & Finance Committee that the Board of Trustees accept the recommendation of the college administration to approve the year 1 renewal option for Rank Fuse, for a total amount of \$351,120.

Informational Items

An informational report on Contract Spend Increases, Bids and Awards, Cooperative Awards, Renewals, and Single Source Justifications was provided in the Management and Finance Committee meeting materials.

The next Management and Finance Committee meeting is scheduled for Wednesday, July 2, 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 Board Report June 4, 2025

The Student Success Committee met at 10:10 a.m. on Wednesday, June 4, 2025, in GEB 137. Those present were Trustees Valerie Jennings and Mark Hamill; staff Judy Korb, Mickey McCloud, Rachel Lierz, Elisa Waldman, Gurbhushan Singh, Shelia Mauppin, Shelli Allen, Vince Miller, Anne Dotter, John Clayton, Jacque Eidson and Liz Loomis, recorder.

Curriculum Updates

Anne Dotter, Director Honors, presented new courses, course modifications and deactivations, and program modifications effective for the 2026-2027 academic year. Details can be found in the consent agenda portion of the Board packet.

Monitor Learning Outcomes – Affiliation Agreements New and Renewal

Shelia Mauppin, Associate Vice President, Instruction presented renewal of credit and Workforce Development and Non-Credit Education Affiliation agreements. These included agreements with St. Luke's and University of Kansas Hospital Authority for healthcare courses. Details can be found in the consent agenda portion of the Board packet.

Review Policies

Kelsey Nazar, General Counsel presented the modifications to: Transcript Policy 311.06; Records on Hold Policy 311.07; Student Records Retention and Disposal Policy 317.00; Student Code of Conduct Policy 319.01; and Student Record Privacy Policy 319.06.

Review Accreditation

John Clayton, Executive Director, Institutional Effectiveness presented on the Higher Learning Commission Reaffirmation process. He highlighted the timeline and milestones for the next few years. John discussed the four-reaffirmation criterion and the JCCC employees leading each team.

Monitor Learning Outcomes – Updates on Strategies Initiatives

Jacqueline Eidson, Director, National Higher Education Benchmarking Institute presented information about the Lumina Foundation grant. She discussed the barriers and burdens they discovered and how they were able to pivot the approach to working with Tribal Colleges and Universities (TCU). Part of the new approach included working with two well-known Native American scholars to develop a whitepaper to be published later this year. Dr. Eidson then shared an extremely informative video on how the Benchmarking data has helped four colleges. She thanked the Grants office for answering her questions and helping secure the grant, the video team for the wonderful video and the Board and administration for their continued support.

Student Success Committee
June 04, 2025

Policy	Recommended Action	Material Changes
Transcripts Policy 311.06	Modify	The recommended changes add applicability and purpose statements and clarify that Workforce Development and Continuing Education maintain non-credit student records.
Records on Hold Policy 311.07	Modify	The recommended changes add applicability and purpose statements and clean-up the language used in the Policy.
Student Records Retention and Disposal Policy 317.00	Modify	The recommended changes add applicability and purpose statements and clarify that Workforce Development and Continuing Education maintain non-credit student records.
Student Code of Conduct Policy 319.01	Modify	The recommended changes define Hazing and, for the purposes of the policy, Student Organizations and add a section prohibiting Hazing in Student Organizations to comply with the Stop Campus Hazing Act.
Student Record Privacy Policy 319.06	Modify	The recommended changes add applicability and purpose statements and clarify that College personnel must comply with FERPA.

Report:

The Student Success Committee has reviewed the recommended changes to the Transcripts Policy 311.06. The recommended changes add applicability and purpose statements and clarify that Workforce Development and Continuing Education maintain non-credit student records.

RECOMMENDATION

It is the recommendation of the Student Success Committee that the Board of Trustees accept the recommendation of the College administration to approve modification to the Transcripts Policy 311.06, as shown subsequently in the Board packet.

Transcripts Policy 311.06

Johnson County Community College
Series: 300 Students
Section: Student Records

Applicability: This Policy applies to Johnson County Community College (“JCCC” or the “College”) student transcripts.

Purpose: The purpose of this Policy is to govern student transcripts.

Statement:

I. Transcripts for Credit Courses

The Records Office will maintain a transcript of the student's academic record of credit coursework completed at the College. Coursework and grades transferred from other colleges and universities will be included on in the student's transcript, in accordance with Transfer Credit Policy 314.02 cumulative GPA. Transcripts will be released only after a request is submitted by the student as instructed on the Records web page. Transcripts issued directly to the student will be marked “Issued to Student.”

Transcripts may be withheld if a hold has been placed on a student's records, in accordance with the Records on Hold Policy 311.07 ~~will not be released for students whose records are on hold.~~

~~JCCC will not release o~~ Official transcripts from other institutions ~~cannot be released~~ to any individual or institution. Copies of such transcripts designated “for JCCC staff use only” may be released to appropriate JCCC professional staff members for advising or institutional research purposes and will carry the designation “for JCCC staff use only.”

II. Records of Workforce Development and Continuing Education Courses

The Workforce Development and Continuing Education Registration Office will maintain a record of the student's workforce development and continuing education coursework at the College.

Date of Adoption:

Revised: 06/16/1994, 12/08/1999, 02/16/2012, 04/17/2014 (renumbered from 316.01).
06/12/2025

Report:

The Student Success Committee has reviewed the recommended changes to the Records on Hold Policy 311.07. The recommended changes add applicability and purpose statements and clean-up the language used in the Policy.

RECOMMENDATION

It is the recommendation of the Student Success Committee that the Board of Trustees accept the recommendation of the College administration to approve modification to the Records on Hold Policy 311.07, as shown subsequently in the Board packet.

Records on Hold Policy 311.07

Johnson County Community College
Series: 300 Students
Section: Student Records

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

Purpose: The purpose of this Policy is to set out the consequences of a hold on a student’s records.

Statement:

If a student's records have been placed on hold ~~for any reason, the student he/she~~ may not be allowed to do any of the following until the hold is removed:–

- Add any course during the semester.
- Enroll in courses in subsequent semesters.
- Obtain a transcript.
- Receive a diploma.

Date of Adoption:

Revised: 04/17/2014 (renumbered from 316.02), 06/12/2025

Report:

The Student Success Committee has reviewed the recommended changes to the Student Records Retention and Disposal Policy 317.00. The recommended changes add applicability and purpose statements and clarify that Workforce Development and Continuing Education maintain non-credit student records.

RECOMMENDATION

It is the recommendation of the Student Success Committee that the Board of Trustees accept the recommendation of the College administration to approve modification to the Student Records Retention and Disposal Policy 317.00, as shown subsequently in the Board packet.

Student Records Retention and Disposal Policy 317.00

Johnson County Community College

Series: 300 Students

Section: Student Records

Applicability: This Policy applies to student records maintained by Johnson County Community College (“JCCC” or the “College”).

Purpose: The purpose of this Policy is to set out responsibilities associated with retaining and disposing of student records.

Statement:

The Office of the Dean of ~~Enrollment and Student Services~~ ~~Student Services/Success (“Dean’s Office”)~~ oversees the retention and disposal of all student-related records. ~~The Workforce Development and Continuing Education Operations Division oversees the retention and disposal of student records for non-credit courses. Each respective of~~ The Dean’s Office is responsible for:

1. ~~i) e~~ Ensuring that the student-related records are collected, stored and released in accordance with applicable state and federal laws;
2. ~~ii) m~~ Monitoring ~~all~~ systems ~~that which~~ contain students’ personally identifiable information, as defined in the Family Educational Rights and Privacy Act (“FERPA”), ~~in order~~ to protect each individual’s right to privacy, to ensure that all collected information is used only for the purposes for which it was intended ~~or as allowed by law~~, and to provide reasonable safeguards to protect student record privacy; and
3. ~~iii) m~~ Maintaining a Student Records Retention and Disposal Schedule to align with the recommendations of the American Association of Collegiate Registrars and Admissions Officers (“AACRAO”).

Date of Adoption:

Revised: 05/08/2014, 06/12/2025

Report:

The Student Success Committee has reviewed the recommended changes to the Student Code of Conduct Policy 319.01. The recommended changes define Hazing and, for the purposes of the policy, Student Organizations and add a section prohibiting Hazing in Student Organizations to comply with the Stop Campus Hazing Act.

RECOMMENDATION

It is the recommendation of the Student Success Committee that the Board of Trustees accept the recommendation of the College administration to approve modification to the Student Code of Conduct Policy 319.01, as shown subsequently in the Board packet.

Student Code of Conduct Policy 319.01

Johnson County Community College

Series: 300 Students

Section: Code of Conduct and Discipline

Applicability: This Policy applies to all students ~~enrolled~~ at Johnson County Community College (“JCCC” or “the College”) ~~who i) are participating in any College course, activity or event or ii) are representing the College, either on or off campus.~~

Purpose: The purpose of this Policy is to set out the JCCC Student Code of Conduct (“the Code”) ~~that which~~ students must follow.

Definitions:

“Bullying” is any intentional gesture or any intentional written, verbal, electronic or physical act or threat that is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment that a reasonable person, under the circumstances, knows or should know will have the effect of: harming an individual, whether physically or ~~psychologically mentally~~; damaging an individual’s property; placing an individual in reasonable fear of harm to the individual’s person; or placing an individual in reasonable fear of damage to the individual’s property. Bullying includes cyberbullying, which is bullying through the use of electronic means.

“Hazing” is any intentional, knowing, or reckless act committed by a person (alone or in concert with others) against another person that (i) causes or creates substantial risk of physical or psychological harm, and (ii) is committed in the course of an initiation into, an

affiliation with, or the maintenance of membership in a Student Organization, as defined herein. A substantial risk is more than the reasonable risk encountered in the normal course of student activities or athletic teams. The willingness of such other person to participate in the act is not a defense to an allegation of Hazing. Threatening words or conduct directed at another person, which cause that person reasonable fear of imminent physical harm, may constitute Hazing if the other elements of Hazing are met as defined by this Policy or as required by law.

“Student Organization,” for the purposes of this Policy, is an organization operating at JCCC that has two or more JCCC students as members. Student Organizations include, but are not limited to, recognized student organizations, athletic teams, club sports teams, bands, choirs, student government, and other student societies, clubs, and associations meeting on campus.

~~“Assembly,” for the purpose of this Policy, is an individual or group organizing for the purpose of communication.~~

Statement:

~~Student participation in College-sponsored programs is considered a privilege and not a right. Therefore, JCCC students participating in such programs are expected to adhere to the Code and to all specific conditions of participation in any College sanctioned activity, event or program, including but not limited to, behavioral conditions described in contracts and agreements for athletic, academic and extra-curricular scholarships and activities.~~
Student participation in College-sponsored activities, events, and programs is considered a privilege and not a right.

Students are subject to the policies and operating procedures of the College. Violations of this Policy may be reported pursuant to the [Student Disciplinary Action Operating Procedure 319.02](#). The College will take interim and/or disciplinary action in accordance with the [Student Disciplinary Action Policy 319.02](#). In addition, the College may refer a student conduct matter to appropriate authorities if determined necessary by the College.

Students are required to comply with the following provisions of the Code:

1. Academic Integrity, Cheating or Plagiarism

No student shall attempt, engage in, or aid and abet behavior that, in the judgment of the faculty member for a particular class, regardless of the delivery method, is construed as a breach of academic integrity. This includes, but is not limited to, cheating, plagiarism or other forms of academic integrity violations.

Examples of academic integrity violations that constitute cheating include, but are not limited to, unauthorized acquisition of tests or other academic materials and/or distribution of these materials, unauthorized sharing of answers during an exam, use of unauthorized notes or study materials during an exam, altering an exam and resubmitting it for re-grading, having another individual take an exam for a student or submit assignments in the name of a student, unauthorized use of generative artificial intelligence, participating in unauthorized collaboration on coursework to be graded, providing false data for a research paper, using electronic equipment to transmit information to a third party to seek answers, or creating/citing false or fictitious references for a term paper. Submitting the same paper for multiple classes may also be considered cheating if not authorized by the faculty member.

Examples of academic integrity violations that constitute plagiarism include, but are not limited to, any attempt to take credit for work that is not the student's own, such as using direct quotes from an author without using quotation marks or indentation in the paper, paraphrasing work that is not the student's own without giving credit to the original source of the idea, or failing to properly cite all sources in the body of the student's work. This includes use of complete or partial papers from internet paper mills or other sources of non-original work without attribution.

A faculty member may further define violations of academic integrity, cheating or plagiarism in the course syllabus.

2. Alcohol and Controlled Substances

JCCC supports and endorses the Federal Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act amendments of 1989, as stated in the [Substance Abuse Policy 320.00](#) (for students) and [Substance Abuse and Alcohol Policy 424.03](#) (for employees). In addition, the College requires students to comply with the provisions of the Kansas Controlled Substances Act (K.S.A. 65-4101, et seq.).

These laws and policies provide, in part, that no student shall consume or possess any alcoholic beverages, unlawfully manufacture, distribute, dispense, consume or possess controlled substances, or be under the influence of such substances on any College-owned, College-operated, or College-utilized facility or at any College-sponsored event or activity either on or off campus. This includes but is not limited to service-learning trips, internship experiences, clinical and practicum assignments, or any off-campus JCCC-sponsored gathering of students. All athletes who practice and compete for athletic teams at JCCC will be required to participate in the College's Drug and Alcohol Abuse Testing, Prevention and Counseling Program. Specifics of this Program are outlined within the

Student Athlete Handbook. Additionally, some academic programs may require drug and/or alcohol screening as a prerequisite to admittance into the program or for placement at clinical or internship sites.

3. Assault and Battery

No student shall threaten or commit an assault or battery (including sexual offenses) on or toward any member of the College community including its employees, students, trustees or visitors.

4. Bullying

Bullying, as defined in the definitions section of this Policy, is prohibited at JCCC.

5. Contracts

No student shall enter into a contract with an outside agency using the name of the College. Contracts entered into in violation of this rule shall be the personal responsibility and liability of the student.

6. Counterfeiting and Altering

No student shall tamper with, alter in any way, manner, shape or form, or make any unauthorized reproduction or copies of any writing, record, document of identification or any form used or maintained by the College. This shall include electronic and computerized data.

7. Discrimination, Harassment or Retaliation

No student shall engage in discrimination, harassment or retaliation of another as defined and prohibited by the [Student Discrimination, Harassment or Retaliation Policy 319.05](#).

8. Disruptive Behavior

No student shall behave in a manner that is materially disruptive to the learning environment, that is likely to cause damage or actually causes damage to College property, or that endangers or infringes upon the rights, health or safety of themselves or others. Student obstruction or disruption of an educational process, administrative process or other College function is prohibited. It is the responsibility of all students to cooperate fully with officers from the JCCC Police Department, including providing valid identification upon request.

9. Dumping and Littering

No student shall deposit, dump, litter or otherwise dispose of any refuse on College property, except in duly designated refuse depositories.

10. Financial Responsibility

Students who register for classes at JCCC, or otherwise incur charges on their student accounts, are obligated to pay charges billed to the student account in accordance with the [Student Financial Responsibility Statement](#).

11. Gambling

No student shall engage in any form of gambling, as defined by law (see K.S.A. 21-6403, as amended), on College-owned, College-operated, or College-utilized property, at College-sponsored events or activities either on or off campus, or through the use of College owned technology and communication systems.

12. Hazing

Hazing associated with any Student Organization at JCCC is prohibited.

1312. Health and Safety

Students are required to observe the health and safety rules of the College, any classroom, laboratory or other College premises, whether such procedures are written or oral rules or directions. This shall include, but not be limited to completing all required safety training, wearing required personal protective equipment and following prescribed methods and procedures for utilizing dangerous machinery and/or handling and disposing of certain materials which may be hazardous, unstable, infectious, etc.

1413. Sexual Assault, Domestic Violence, Dating Violence and Stalking

Sexual Assault, Domestic Violence, Dating Violence and Stalking, as those terms are defined in the [Sexual Harassment Policy 650.00](#), are strictly prohibited.

1514. Technology, Communication Systems and Electronic Devices

Students must comply with JCCC's [Use of Technology and Communication Systems Policy 510.00](#) and [Use of Technology and Communication Systems Operating Procedure 510.01](#).

Specifically, students will not use College technology and communication systems:

- For illegal or criminal activity;
- To harass, defame or stalk others;
- For the posting, viewing or sending obscene or pornographic material or material that incites illegal activities;
- For unauthorized commercial or for-profit activities;
- To intentionally waste College resources and supplies;
- To knowingly spread malware or viruses;
- To play games or pursue other non-academic purposes without permission;
- For the distribution, downloading, uploading, or sharing of any material, software, data, document, sound, picture, or any other file that is specified as illegal by any federal or state laws or considered to be proprietary;
- To modify, damage, destroy, or copy any data to which they are not authorized; or
- To tamper with, attempt to gain or gain access to computer data to which the student has no security authorization (including, but not limited to student files, faculty files, confidential information and student record data).

Students shall not share passwords to College technology and communication systems. Passwords must be kept confidential.

Additionally, no electronic communication device shall be used in a manner that causes disruption in any instructional, learning or activity setting, during any class, or within any College-owned, College-operated, or College-utilized facilities. This includes, but is not limited to, abuse of cellular or other electronic devices as follows:

- Utilizing cellular phones or other electronic devices with photographic capabilities for the purposes of photographing test questions or engaging in other forms of academic misconduct, academic dishonesty or illegal activity;

- Photographing individuals in secured areas such as lavatories or locker rooms;
- Taking photographs of any individuals without obtaining appropriate consent;
- Taking unauthorized photographs of documents; or
- Utilizing any type of electronic device to photograph, video record or audio record a course or extra-curricular activity unless permission is expressly granted by the faculty member or JCCC representative. A student may be required to complete a Recorded Lecture Agreement before receiving permission to record. Regardless, when permission is granted, students agree to use such recordings only for personal use and agree not to post such recordings on the internet, or otherwise distribute them to others. Students needing recordings of lectures for disability-related reasons should contact the [ACCESS Services Office](#) to arrange for appropriate accommodations.

1615. Theft/Vandalism

Students shall not engage in the theft of or damage to property belonging to another person or the College. This includes tampering with coin-operated machines, defacing public property and relocating College property without proper authorization.

1716. Tobacco Use and Smoking

Tobacco use, smoking and use of electronic cigarettes (and similar devices) are prohibited on or in any College facility except in outdoor designated areas. See the [Tobacco and Smoke-Free Campus Policy 428.01](#) for further information.

1817. Use of College Facilities ~~and Assembly~~

~~Unless otherwise allowed by JCCC policies and operating procedures, s~~Students shall not be in College-owned, College-operated, or College-utilized facilities except during times established in the academic calendar or during normal College hours of operation. Students wishing to utilize College facilities at times outside of normal hours of operation must secure permission from the Office of Student Life and Leadership Development.

~~Free and open assembly is permitted in public areas of the College, subject to reasonable time, place and manner restrictions, and is governed by applicable College policies and operating procedures. Use of College space, whether public or non-public, for assembly~~

~~purposes is available through established facility reservation procedures administered by the Office of Student Life and Leadership Development.~~

1918. Weapons

JCCC prohibits the possession or use of weapons, as defined in the [Weapons Policy 660.00](#), on campus or at off-campus activities, except as specifically authorized by the Weapons Policy 660.00, which has been adopted in accordance with the Kansas Personal and Family Protection Act, K.S.A. 75-7c01 *et seq.*, as amended and other applicable federal and state laws. Students shall at all times comply with this Policy.

2019. Other Violations

Students shall not: (a) violate a federal or state law or local ordinance; (b) aid or abet any violation of federal law, state law, local ordinance, or the Code; or (c) violate any other JCCC policy, operating procedure or rule.

Date of Adoption:

Revised: 05/26/1993, 06/17/1993, 06/19/1997, 06/18/1998, 03/23/2000, 04/17/2003, 03/23/2004, 01/18/2007, 05/17/2007, 08/2/2007, 12/13/2007, 01/15/2009, 08/18/2011, 10/22/2015, 11/17/2016, 05/11/2017, 01/21/2021, 06/20/2024, 06/12/2025

Report:

The Student Success Committee has reviewed the recommended changes to the Student Record Privacy Policy 319.06. The recommended changes add applicability and purpose statements and clarify that College personnel must comply with FERPA.

RECOMMENDATION

It is the recommendation of the Student Success Committee that the Board of Trustees accept the recommendation of the College administration to approve modification to the Student Record Privacy Policy 319.06, as shown subsequently in the Board packet.

Student Record Privacy ~~(FERPA)~~ Policy 319.06

Johnson County Community College
Series: 300 Students
Section: Student Records

Applicability: This Policy applies to education records maintained by Johnson County Community College (“JCCC” or the “College”).

Purpose: The purpose of this Policy is to establish that the College complies with the Family Education Rights and Privacy Act of 1974 (“FERPA”).

Statement:

The College ~~and its personnel are obligated to~~ maintain~~s~~ student education~~at~~ records in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974 ~~(“FERPA”).~~ The Act was designed to ~~1)~~ protect the privacy of education~~at~~ records, ~~2)~~ establish the right of students to inspect and review their education~~at~~ records, and ~~3)~~ provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Information on the College’s compliance with the Act and students’ rights can be found on ~~JCCC’s the College’s website: Access to Student Information webpage.~~

Date of Adoption:

Revised: 06/16/1994, 06/16/1998, 06/19/2014, 06/12/2025

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

June 2, 2025

Treasurer's Report

Report:

The following pages contain the Treasurer's Report for the month ended April 30, 2025.

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 April 2025, subject to audit.

Megan Casey
Vice President & Chief Financial Officer

Rachel Lierz
Executive Vice President, Finance &
Administrative Services

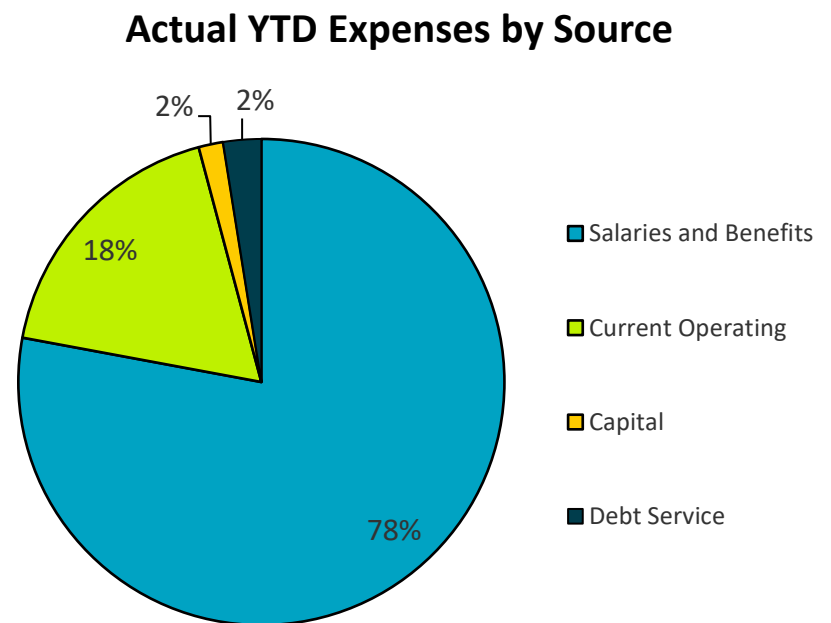
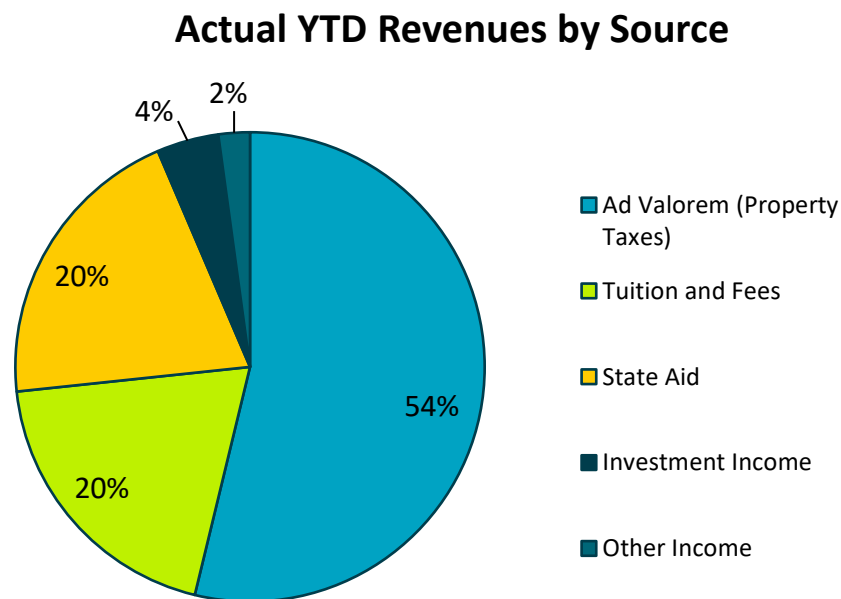
Judy Korb
Interim President

Johnson County Community College
Treasurer's Report
April 30, 2025
83.3% 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	\$ -	\$ 77,658,566	60%	\$ 73,443,969
Tuition and Fees	28,724,481	(41,740)	28,210,746	98%	25,946,905
State Aid	26,521,819	2,815	29,242,895	110%	27,880,194
Investment Income	2,000,000	615,557	6,151,098	308%	4,947,742
Other Income	4,005,426	331,222	3,123,096	78%	3,068,417
Total Revenue	\$ 190,146,448	\$ 907,854	\$ 144,386,401	76%	\$ 135,287,226
Salaries and Benefits	\$ 145,603,756	\$ 12,443,572	\$ 113,627,364	78%	\$ 105,427,477
Current Operating	35,413,654	2,898,904	26,132,850	74%	23,616,596
Capital	5,672,692	60,095	2,376,375	42%	2,155,163
Debt Service	3,687,988	750	3,681,979	100%	3,678,096
Total Expenses	\$ 190,378,089	\$ 15,403,321	\$ 145,818,569	77%	\$ 134,877,332

Unencumbered Cash Rollforward:

Beginning Balance	\$ 143,525,283	\$ 122,092,826
Revenues Over Expenses	(1,432,168)	409,894
Encumbrances & Other Activity	(5,981,420)	(5,326,670)
Ending Balance	\$ 136,111,696	\$ 117,176,050



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 ad valorem (property taxes) (54%), followed by state aid (20%), tuition and fees (20%), investment income (4%) and other income (2%). The largest source of expenses this year to date is salary and benefits (78%), followed by current operating (18%), debt service (2%), and capital expenses (2%).

Johnson County Community College
Treasurer's Report
April 30, 2025
83.3% 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	\$ 9,235,062	\$ 83,287,597	78%	\$ 77,353,581	8%
Benefits	38,424,000	3,208,510	30,339,767	79%	28,073,897	8%
Event Officials	81,527	-	67,008	82%	67,475	-1%
Legal Services	149,430	1,680	55,239	37%	75,061	-26%
Lobbyist Services	35,000	-	8,374	24%	13,542	-38%
Audit Services	95,000	-	66,800	70%	62,045	8%
Collection Costs	50,545	8,136	40,209	80%	24,304	65%
Insurance, Property/Casualty & Rel	1,466,625	6,754	1,454,856	99%	1,231,193	18%
Contracted Services	8,989,677	578,106	5,760,164	64%	5,230,405	10%
SB 155 Shared Funding Payments	567,401	-	365,068	64%	277,412	32%
Overnight Travel	1,124,954	115,381	656,592	58%	609,823	8%
Travel - Accreditation	24,000	5,831	10,858	45%	7,112	53%
Staff Development Training & Travel	294,887	14,037	186,764	63%	199,838	-7%
Faculty Continuing Ed Grants	25,000	3,460	28,381	114%	25,094	13%
Tuition Reimbursement	550,000	6,136	425,282	77%	394,660	8%
Same Day Travel	118,365	7,929	48,375	41%	46,656	4%
Supplies and Materials	7,176,160	674,953	4,570,279	64%	3,913,600	17%
Computer Software & Licenses	6,043,554	852,373	5,385,979	89%	4,387,727	23%
Technical Training	123,856	6,440	56,407	46%	79,602	-29%
Applicant Travel	14,400	5,956	11,130	77%	7,050	58%
Recruiting Travel	49,162	7,954	31,865	65%	20,877	53%
Printing, Binding & Publications	32,850	-	23,385	71%	60,242	-61%
Advertising and Promotions	1,125,007	89,613	831,116	74%	736,515	13%
Memberships	440,369	11,948	323,944	74%	309,992	5%
Accreditation Expenses	56,948	200	41,009	72%	49,643	-17%
Bad Debt Expense	250,000	-	250,000	100%	65,000	285%
Electric	3,193,238	195,342	2,330,602	73%	2,318,611	1%
Water	227,391	9,563	185,952	82%	170,871	9%
Natural Gas	87,344	5,662	58,390	67%	57,475	2%
Unified Communications	444,500	15,904	431,919	97%	485,776	-11%
Gasoline	75,000	3,692	49,988	67%	47,665	5%
Subscriptions	521,959	63,985	411,402	79%	423,831	-3%
Rentals and Leases	664,168	60,849	524,359	79%	465,723	13%
Repairs and Maintenance	739,256	72,775	468,717	63%	408,170	15%
Freight	119,274	651	111,492	93%	57,121	95%
Special Events	613,216	57,158	321,517	52%	245,974	31%
Retirement Recognitions	7,500	-	3,418	46%	2,930	17%
Postage	238,700	16,285	179,143	75%	160,657	12%
Contingency	391,200	900	5,388	1%	537,463	-99%
Remodeling and Renovations	1,495,107	20,865	703,277	47%	161,270	336%
Library Books	95,000	5,624	84,967	89%	72,244	18%
Furniture and Equipment	2,026,444	33,606	1,217,284	60%	1,794,140	-32%
Art Acquisitions	3,000	-	-	0%	-	0%
Building Improvements	463,563	-	370,847	80%	127,509	191%
Other Tax Assessments	-	-	-	0%	-	0%
Income Tax	2,500	-	-	0%	-	0%
Grants	607,239	(303)	251,399	41%	219,889	14%
Foster Care & Killed on Duty Grant	70,000	(447)	45,583	65%	35,374	29%
Federal SEOG Match	115,530	-	54,500	47%	84,200	-35%
Principal Payments	2,290,000	-	2,290,000	100%	2,180,000	5%
Interest Payments	1,396,488	-	1,390,479	100%	1,497,346	-7%
Fee Payments	1,500	750	1,500	100%	750	100%
TOTAL EXPENSES	\$ 190,378,089	\$ 15,403,321	\$ 145,818,569	77%	\$ 134,877,332	8%

Johnson County Community College
Treasurer's Report
April 30, 2025
83.3% 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	\$ 193,721	\$ 4,391,076	102%	\$ 3,363,476
Investment Income	40,000	8,203	85,453	214%	74,964
Other Income	1,619,500	83,594	928,096	57%	861,113
Total Revenue	<u>\$ 5,957,800</u>	<u>\$ 285,519</u>	<u>\$ 5,404,625</u>	<u>91%</u>	<u>\$ 4,299,554</u>
Salaries and Benefits	\$ 2,400,299	\$ 139,477	\$ 1,500,867	63%	\$ 1,694,973
Current Operating	4,631,079	307,767	3,006,581	65%	2,522,755
Capital	35,000	-	-	0%	-
Total Expenses	<u>\$ 7,066,378</u>	<u>\$ 447,244</u>	<u>\$ 4,507,449</u>	<u>64%</u>	<u>\$ 4,217,728</u>
Unencumbered Cash Rollforward:					
Beginning Balance			\$ 837,395		\$ 1,372,323
Revenues Over Expenses			897,177		81,826
Encumbrances & Other Activity			(506,370)		(701,913)
Ending Balance			<u>\$ 1,228,202</u>		<u>\$ 752,236</u>
Student Activity Fund					
Tuition and Fees	\$ 1,961,498	\$ (3,443)	\$ 2,051,120	105%	\$ 1,976,806
Investment Income	36,000	2,395	45,897	127%	56,999
Other Income	8,500	443	5,001	59%	5,776
Total Revenue	<u>\$ 2,005,998</u>	<u>\$ (605)</u>	<u>\$ 2,102,018</u>	<u>105%</u>	<u>\$ 2,039,581</u>
Salaries and Benefits	\$ 409,516	\$ 30,839	\$ 293,961	72%	\$ 258,660
Current Operating	1,198,469	88,413	922,464	77%	706,029
Grants/Scholarships	1,452,014	10,231	1,228,807	85%	1,168,040
Total Expenses	<u>\$ 3,059,999</u>	<u>\$ 129,483</u>	<u>\$ 2,445,232</u>	<u>80%</u>	<u>\$ 2,132,729</u>
Unencumbered Cash Rollforward:					
Beginning Balance			\$ 896,163		\$ 1,214,098
Revenues Over Expenses			(343,215)		(93,148)
Encumbrances & Other Activity			(132,269)		(55,989)
Ending Balance			<u>\$ 420,679</u>		<u>\$ 1,064,961</u>

Johnson County Community College
Treasurer's Report
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83.3% 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	\$ 26,937	\$ 166,947	93%	\$ 132,446
Other Income	40,000	-	37,680	94%	39,360
Total Revenue	<u>\$ 220,000</u>	<u>\$ 26,937</u>	<u>\$ 204,627</u>	<u>93%</u>	<u>\$ 171,806</u>
Salaries and Benefits	\$ 133,100	\$ 20,150	\$ 79,188	59%	\$ 62,820
Current Operating	273,400	1,731	11,940	4%	9,842
Capital	36,000	(6,483)	6,422	18%	-
Total Expenses	<u>\$ 442,500</u>	<u>\$ 15,398</u>	<u>\$ 97,550</u>	<u>22%</u>	<u>\$ 72,662</u>
Unencumbered Cash Rollforward:					
Beginning Balance			\$ 1,339,059		\$ 1,242,904
Revenues Over Expenses			107,077		99,144
Encumbrances & Other Activity			(5,834)		(2,090)
Ending Balance			<u>\$ 1,440,302</u>		<u>\$ 1,339,958</u>
Truck Driver Training Course Fund					
Tuition and Fees	\$ 1,830,000	\$ 186,085	\$ 1,376,771	75%	\$ 1,309,896
Total Revenue	<u>\$ 1,830,000</u>	<u>\$ 186,085</u>	<u>\$ 1,376,771</u>	<u>75%</u>	<u>\$ 1,309,896</u>
Salaries and Benefits	\$ 1,392,668	\$ 79,797	\$ 835,416	60%	\$ 632,017
Current Operating	993,379	39,305	359,545	36%	472,647
Capital	-	-	-	0%	-
Total Expenses	<u>\$ 2,386,047</u>	<u>\$ 119,101</u>	<u>\$ 1,194,961</u>	<u>50%</u>	<u>\$ 1,104,664</u>
Unencumbered Cash Rollforward:					
Beginning Balance			\$ 901,019		\$ 1,354,084
Revenues Over Expenses			181,811		205,232
Encumbrances & Other Activity			(63,826)		(619,581)
Ending Balance			<u>\$ 1,019,003</u>		<u>\$ 939,735</u>
Special Assessments Fund					
Ad Valorem (Property Taxes)	\$ - *	\$ -	\$ 23,697 *	0%	\$ 201,420
Interest Income	-	-	-	100%	60,428
Total Revenue	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 23,697</u>	<u>100%</u>	<u>\$ 261,847</u>
Current Operating	\$ 300,000	\$ 10,932	\$ 208,322	69%	\$ 188,239
Total Expenses	<u>\$ 300,000</u>	<u>\$ 10,932</u>	<u>\$ 208,322</u>	<u>69%</u>	<u>\$ 188,239</u>
Unencumbered Cash Rollforward:					
Beginning Balance			\$ 1,722,625		\$ 1,547,334
Revenues Over Expenses			(184,625)		73,609
Encumbrances & Other Activity			(27,250)		(54,985)
Ending Balance			<u>\$ 1,510,750</u>		<u>\$ 1,565,958</u>

*JCCC discontinued the Special Assessment Levy beginning FY25.

Johnson County Community College
Treasurer's Report
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83.3% 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%	\$ 6,914
Bookstore	6,238,900	48,766	4,968,933	80%	4,918,962
Dining Services	2,901,892	340,376	2,291,641	79%	2,237,572
HVAC Auxiliary & Auto Technology Project	2,000	-	-	0%	-
Dental Hygiene	3,000	860	3,774	126%	1,213
Hospitality Management & Pastry Program	57,500	5,873	28,271	49%	44,834
Campus Farm	16,500	-	13,859	84%	15,352
Investment Income	30,000	-	11,894	40%	24,001
Total Revenues	<u>\$ 9,249,792</u>	<u>\$ 395,874</u>	<u>\$ 7,318,372</u>	<u>79%</u>	<u>\$ 7,248,848</u>
Expenses					
Cosmetology	\$ -	\$ -	\$ - †	0%	\$ 3,551
Bookstore	6,157,550	181,015	4,485,467	73%	4,497,092
Dining Services	3,999,368	367,944	3,024,308	76%	2,737,768
HVAC Auxiliary & Auto Technology Project	2,000	-	-	0%	-
Dental Hygiene	3,000	1,134	1,701	57%	1,098
Hospitality Management & Pastry Program	65,000	1,696	26,611	41%	42,926
Campus Farm	16,500	355	9,575	58%	7,973
Subtotal	<u>\$ 10,243,418</u>	<u>\$ 552,144</u>	<u>\$ 7,547,661</u>	<u>74%</u>	<u>\$ 7,290,407</u>
Other Auxiliary Services Expenses					
Auxiliary Construction	\$ 10,000	\$ -	\$ -	0%	\$ 1,736
Director	347,315	(33,868)	245,263	71%	199,140
Total Expenses	<u>\$ 10,600,733</u>	<u>\$ 518,276</u>	<u>\$ 7,792,924</u>	<u>74%</u>	<u>\$ 7,491,283</u>
Unencumbered Cash Rollforward:					
Beginning Balance			\$ (112,897)		\$ 298,431
Revenues Over Expenses			(474,552)		(242,435)
Encumbrances & Other Activity			(578,770)		(345,418)
Ending Balance			<u>\$ (1,166,219)</u>		<u>\$ (289,422)</u>

Auxiliary Enterprise Fund - Schedule 2

	2024-2025 Year to Date Net	2023-2024 Year to Date Net	Net Change from Prior Year
Cosmetology	\$ - †	\$ 3,363	\$ (3,363)
Bookstore	483,466	421,870	61,596
Dining Services	(732,667)	(500,196)	(232,471)
HVAC Auxiliary & Auto Technology Project	-	-	-
Dental Hygiene	2,073	116	1,958
Hospitality Management & Pastry Program	1,660	1,908	(248)
Campus Farm	4,284	7,380	(3,096)
	<u>\$ (229,290)</u>	<u>\$ (65,560)</u>	<u>\$ (163,730)</u>

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

Johnson County Community College
Treasurer's Report
April 30, 2025
83.3% 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	\$ (2,470)	1,471,719	105%	1,417,919
Total Expenses	1,715,700	-	1,636,998	95%	1,705,498
Encumbrances & Other Activity			-		-
Ending Balance			<u>\$ 1,108,395</u>		<u>\$ 1,182,628</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	124,984	100%	124,984
Total Expenses	250,000	-	20,610	8%	10,040
Encumbrances & Other Activity			(517)		-
Ending Balance			<u>\$ 672,409</u>		<u>\$ 544,704</u>
Capital Outlay					
Unencumbered Cash Rollforward:					
Balance Forward	\$ 10,503,994		\$ 10,503,994		\$ 8,942,696
Total Revenue	8,664,378	\$ 59,064	5,630,470	65%	5,253,156
Total Expenses	8,179,855	537,973	2,455,366	30%	2,278,532
Encumbrances & Other Activity			(4,292,620)		(4,009,729)
Ending Balance			<u>\$ 9,386,478</u>		<u>\$ 7,907,591</u>
Campus Development Fund					
Unencumbered Cash Rollforward:					
Balance Forward	\$ 1,876,307		\$ 1,876,307		\$ 1,422,099
Total Revenue	840,642	\$ (1,482)	883,032	105%	850,751
Total Expenses	1,000,000	1,652	179,788	18%	218,097
Encumbrances & Other Activity			(680,652)		(269,718)
Ending Balance			<u>\$ 1,898,898</u>		<u>\$ 1,785,035</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	870	362,439	37%	4,702,294
Encumbrances & Other Activity			134,877		2,861,483
Ending Balance			<u>\$ 247,538</u>		<u>\$ 664,245</u>
All Other Funds					
Unencumbered Cash Rollforward:					
Balance Forward	\$ 68,381		\$ 68,381		\$ 1,692,289
Total Revenue	25,546,512	\$ 2,266,302	38,122,105	149%	31,441,533
Total Expenses	10,817,210	2,194,636	33,601,594	311%	28,452,671
Encumbrances & Other Activity			1,256,837		(5,216,129)
Ending Balance			<u>\$ 5,845,730</u>		<u>\$ (534,977)</u>
Grand Total All Funds					
Unencumbered Cash Rollforward:					
Balance Forward	\$ 163,874,656		\$ 163,874,656		\$ 145,584,107
Total Revenue	245,862,641	\$ 4,135,575	207,048,821	84%	189,707,100
Total Expenses	237,178,546	20,958,230	216,433,591	91%	202,821,705
Encumbrances & Other Activity			5,233,975		1,629,199
Ending Balance			<u>\$ 159,723,861</u>		<u>\$ 134,098,702</u>

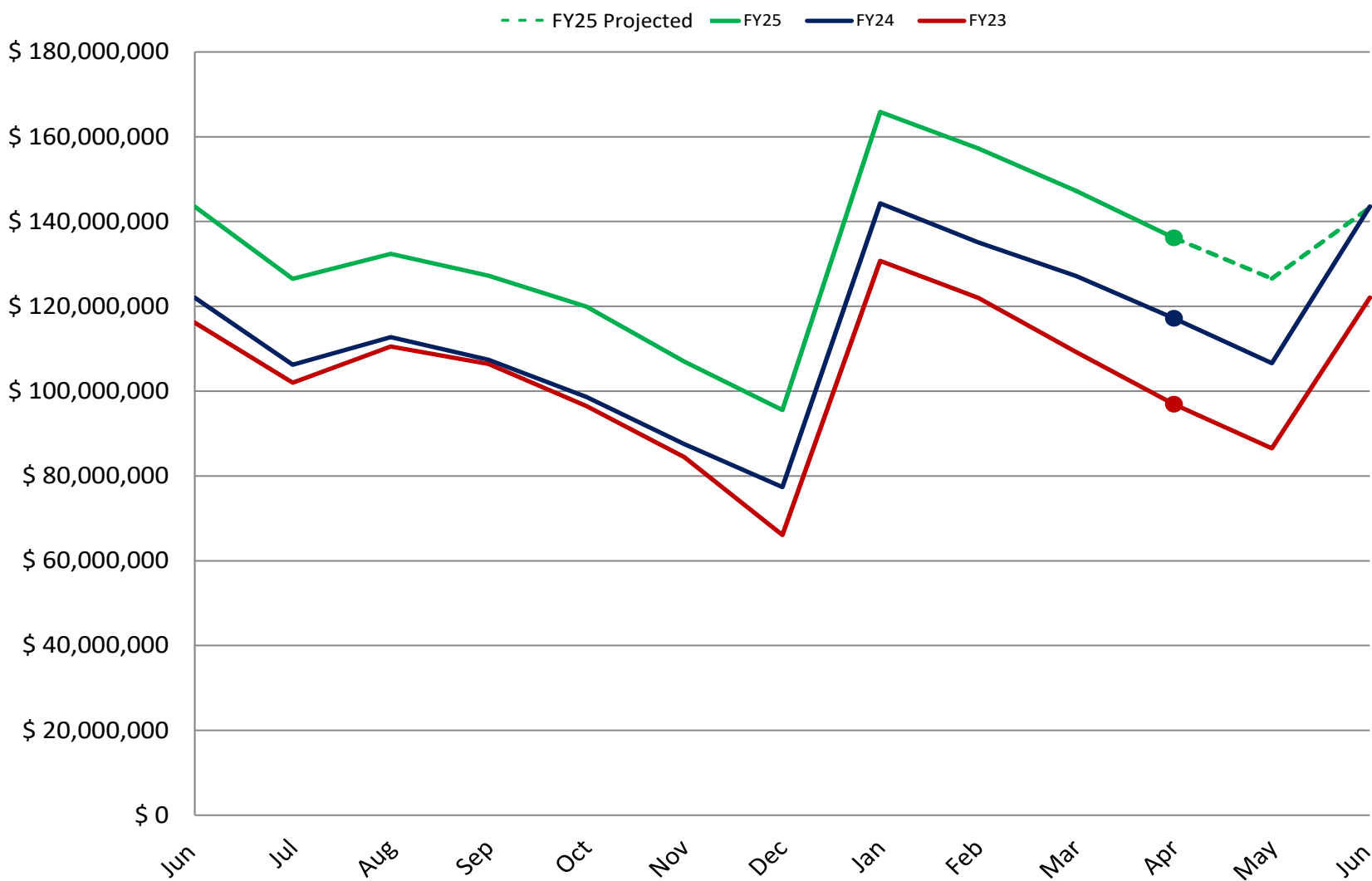
Johnson County Community College
Treasurer's Report
April 30, 2025
83.3% of Fiscal Year Expired
Investments

Description	Date Purchased	Date Of Call/Maturity	Yield Rate	Matured This Month	Current Investments
US Treasury Bills	01/17/25	04/10/25	4.00%	\$ 4,038,000	
US Treasury Notes	04/04/24	04/15/25	2.63%	3,061,000	
US Treasury Bills	02/12/25	04/22/25	4.03%	4,031,000	
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 Bills	04/30/25	05/13/25	4.05%		\$ 6,557,000
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	01/17/25	08/31/25	4.07%		6,136,000
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	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
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	11/07/24	09/30/26	4.03%		2,012,000
Total					189,485,000
Municipal Investment Pool: (MIP) Daily Rate	04/01/25	04/30/25	3.02%		1,555,534
Grand Total					<u>\$ 191,040,534</u>

Johnson County Community College
Treasurer's Report
April 30, 2025
83.3% of Fiscal Year Expired
Cash & Pooled Investment Analysis

Fund	Book Balance	Outstanding Commitments	Unencumbered Balance	Prior Year Unencumbered Balance
General & PTE Funds	\$ 156,704,319	\$ 20,592,623	\$ 136,111,696	\$ 117,176,050
Adult Supplementary Education Fund	1,991,589	763,387	1,228,202	752,236
Student Activity Fund	581,429	160,750	420,679	1,064,961
Motorcycle Driver Safety Fund	1,447,631	7,329	1,440,302	1,339,958
Truck Driver Training Fund	1,157,424	138,421	1,019,003	939,735
Special Assessments Fund	1,538,000	27,250	1,510,750	1,565,958
Auxiliary Enterprise Funds	(856,511)	309,707	(1,166,219)	(289,422)
Revenue Bond Debt Service Fund	1,135,522	27,127	1,108,395	1,182,628
ITC Repair and Replacement Reserve Funds	672,926	518	672,409	544,704
Capital Outlay Funds	14,339,642	4,953,165	9,386,478	7,907,591
Campus Development Fund	2,617,857	718,958	1,898,898	1,785,035
Phase 3 Facilities Master Plan	555,595	308,057	247,538	664,245
All Other Funds	13,607,075	7,761,345	5,845,730	(534,977)
Total	\$ 195,492,499	\$ 35,768,637	\$ 159,723,861	\$ 134,098,702

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 April, the ending balances were approximately \$136.1 million for 2025, \$117.2 million for 2024, and \$96.9 million for 2023. The estimated fiscal year 2025 ending balance is \$143.3 million.

Johnson County Community College
Treasurer's Report
April 30, 2025
83.3% of Fiscal Year Expired
Foundation

	Activity Year To Date April 30, 2025	Prior Year Activity To Date	\$	CHANGE	CHANGE	%
Foundation						
Contribution Income	\$ 2,033,387	\$ 2,065,233				
Event Revenue	776,046	620,930				
Investment Income	1,568,039	4,444,692				
Other Revenue	29,307	74,769				
Total Revenue	<u>\$ 4,406,779</u>	<u>\$ 7,205,624</u>	\$	(2,798,845)	(38.8)	%
Student Assistance	\$ 882,819	\$ 765,635				
Program Support	88,464	381,851				
Project Support	2,003,016	546,795				
Campus Support	75,293	64,238				
Programming Expenses	673,923	387,312				
General & Administrative Expenses	468,697	445,597				
Total Expenses	<u>\$ 4,192,212</u>	<u>\$ 2,591,428</u>	\$	1,600,784	61.8	%
Balance Forward	\$ 51,904,214	\$ 45,955,637				
Revenues Over Expenses	<u>214,568</u>	<u>4,614,196</u>				
Ending Balance	<u>\$ 52,118,782</u>	<u>\$ 50,569,833</u>	\$	1,548,949	3.1	%

Johnson County Community College
Office of the President

June 12, 2025

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

AFFILIATION AGREEMENTS

Agency/ Organization	Program(s)	Credit/ WDCE	New/Renewal and Term	Financial Impact/Additional Information
Saint Luke's Health System, Inc.	Emergency Medical Science; Healthcare Information Systems; Hospitality Management; Med Info & Revenue Management; Neurodiagnost ic Technology – EEG & PSG; Nursing; Phlebotomy; Respiratory Care	Credit & WDCE	Renewal for 2025-2026	None
The University of Kansas Hospital Authority (Olathe	ECG Technician;	Credit & WDCE	Renewal for 2025-2026	None

Medical Center, Inc., Miami County Medical Center, Inc., University of Kansas Physicians, Inc.)	Emergency Medical Science; Healthcare Information Systems; Med Info & Revenue Management; Neurodiagnostic Technology – PSG; Nursing; Phlebotomy; Practical Nursing; Respiratory Care			
The University of Kansas Hospital Authority (University of Kansas Medical Center)	Emergency Medical Science; Healthcare Information Systems; Med Info & Revenue Management; Neurodiagnostic Technology – EEG & PSG; Nursing; Respiratory Care	Credit	Renewal for 2025-2026	None

RECOMMENDATION:

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

Gurbhushan Singh
Vice President Academic Affairs/CAO

Judy Korb
Interim President & CEO

Johnson County Community College
Office of the President

June 2, 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 June 12, 2025 Board Packet includes the detailed individual disbursement information.

<u>Date</u>	<u>Control Number</u>		<u>Amount</u>
Accounts Payable Disbursements			
4/22/2025	W0000283	Wire	7,119.32
4/22/2025	W0000284	Wire	1,779.55
4/22/2025	W0000285	Wire	40.00
4/25/2025	00724980 - 00725088	AP	256,006.82
4/25/2025	00725089	AP	1,375.00
4/25/2025	!0052245 - !0052320	ACH	520,360.72
4/25/2025	J0223778	P-Card ACH	115,047.54
4/30/2025	J0223823	P-Card ACH	51,638.99
5/02/2025	00725090 - 00725173	AP	349,155.67
5/02/2025	!0052322 - !0052408	ACH	1,642,280.75
5/09/2025	00725174 - 00725296	AP	452,076.50
5/09/2025	!0052409 - !0052493	ACH	744,100.10
5/09/2025	W0000286	Wire	1,871,097.04
5/09/2025	J0223908	P-Card ACH	184,086.81
5/16/2025	00725297 - 00725391	AP	231,243.46
5/16/2025	!0052494 - !0052567	ACH	522,667.33
5/16/2025	J0223994	P-Card ACH	127,037.95
5/19/2025	W0000287	Wire	1,658.31
5/19/2025	W0000288	Wire	8,291.53
5/23/2025	00725392 - 00725450	AP	133,644.90
5/23/2025	!0052568 - !0052618	ACH	187,169.67
			<hr/>
			\$7,407,877.96

Tuition Refunds and Financial Aid Disbursements

4/25/2025	10197998 - 10198093	38,366.58
5/02/2025	10198094 - 10198132	22,885.09
5/09/2025	10198133 - 10198143	9,087.76
5/16/2025	10198144 - 10198199	23,201.92
5/23/2025	10198200 - 10198233	10,058.56
04/19-05/23/2025	Refund ACH	327,937.23
		<hr/>
		\$431,537.14
		<hr/>
Total Cash Disbursements		<u>\$7,839,415.10</u>

Recommendation:

It is the recommendation of the college administration that the Board of Trustees ratify the total cash disbursements as listed above and as contained in the supplement, for the total amount of \$7,839,415.10.

Megan Casey
Vice President/Chief Financial Officer

Rachel Lierz
Executive Vice President
Finance & Administrative Services

Judy Korb
Interim President

Johnson County Community College
Student Success Committee

June 4, 2025

Curriculum

Report

New Courses, Effective Academic Year 2026-2027

- EAP 077 Reading and Vocabulary IV
- HMGT 227 Food in Film

Course Modifications, Effective Academic Year 2026-2027

- BUS 241 Principles of Management
- EAP 074 Reading and Vocabulary I
- EAP 075: Reading and Vocabulary II
- EAP 076: Reading and Vocabulary III
- FASH 224 History of Fashion
 - Title change from: History of Costume
- HIST 167: History of Japan
 - Title change from: Introduction to History: Japan
- HMGT 231 Advanced Food Preparation
- MATH 171 College Algebra
- MATH 172 Trigonometry
- MFAB 126 Cutting Processes for Welding
- MFAB 131 Shielded Metal Arc Welding (SMAW) I
- MFAB 133 Gas Metal Arc Welding (GMAW) I
- MFAB 136 Gas Tungsten Arc Welding (GTAW) I
- MFAB 140 Maintenance Repair Welding
- MFAB 205 Shielded Metal Arc Welding (SMAW) II
- MFAB 210 Gas Metal Arc Welding (GMAW) II
- MFAB 215 Fabrication Practices I
- MFAB 220 Flux Core Arc Welding (FCAW)
- MFAB 241 Gas Tungsten Arc Welding (GTAW) II
- MFAB 250 Fabrication Practices II
- MFAB 255 Advanced Machine Tool Technology
- MFAB 259 Shielded Metal Arc Welding (SMAW) III

Course Deactivations, Effective Academic Year 2026-2027

- MATH 175 Discrete Mathematics and its Applications
- MATH 210 Mathematics for Elementary Teachers I
- MATH 212 Math for Elementary Teachers II

Program Modifications, Effective Academic Year 2026-2027

- 235A-AAS: Nursing - Registered Nurse
- 3330-CERT: Welding Technology/Metal Fabrication Certificate
 - Title change from: 5380-CERT: Metal Fabrication/Welding Certificate
- 3340-AAS: Welding Technology/Metal Fabrication
 - Title change from: 2460-AAS: Metal Fabrication/Welding Technology
- 4660-CERT: Medical Coding Specialist Certificate

Recommendation:

It is the recommendation of the college administration 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

June 12, 2025

GRANTS, CONTRACTS AND AWARDS

REPORT:

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

1. Small Business Development Center 2025
Funding Agency: Small Business Administration
Purpose: To provide small business consulting and training to existing and aspiring small business owners.
Duration: January 1, 2025 – December 31, 2025
Grant Administrator: Karl Kammerer
Amount Funded: \$130,995 (JCCC subaward amount)
JCCC Match: \$468,474
Applicant: Kansas Small Business Development Center Lead Center – Fort Hays State University
2. Small Business Development Center 2025
Funding Agency: Kansas Department of Commerce
Purpose: To provide small business consulting and training to existing and aspiring small business owners.
Duration: January 1, 2025 – May 31, 2025
Grant Administrator: Karl Kammerer
Amount Funded: \$56,132 (JCCC subaward amount)
JCCC Match: - 0 -
Applicant: Kansas Small Business Development Center Lead Center – Fort Hays State University

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

1. PATH Scholarship Program
Funding Agency: Ellucian Foundation
Purpose: To provide emergency assistance and book/tuition scholarships to eligible students enrolled in the Fall 2025 semester.

Duration: August 9, 2025 – December 12, 2025

Grant Administrator: Christal Williams

Amount Requested: \$25,000

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

Judy Korb
Interim President

Johnson County Community College
Office of the President

June 12, 2025

Transfer to JCCC Foundation Tribute Fund

Report:

Greg Luthi and Robyn Albano are retiring from the college. They have requested that in lieu of a retirement gift, the \$150 designated for this gift be donated to the JCCC Foundation student scholarship fund.

Recommendation:

It is the recommendation of the college administration that the Board of Trustees authorize the transfer of \$300 from the general fund to the JCCC Foundation student scholarship fund in honor of Greg Luthi and Robyn Albano.

Katherine B. Allen
Vice President
College Advancement & Government Affairs

Judy Korb
Interim President

Johnson County Community College
Office of the President

June 12, 2025

Human Resources

1. Separations

Chris Crowe, Administrative Assistant, Student Success & Engagement, May 6, 2025.

Ginna Roe, Campus Services Custodian, Finance & Administrative Services, April 30, 2025.

Vincent Haworth, Director of the Capital Access Center – Kansas Small Business Development Center, Workforce Development & Continuing Education, July 31, 2025.

Doug Texter, Associate Professor English, Academic Affairs, May 23, 2025.

Andy Shoman, Police Officer, Finance & Administrative Services, May 9, 2025.

Jason Lafferty, Director, Hospitality Management, Academic Affairs, June 6, 2025.

Recommendation

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

2. Retirements

Getahun Ayele, Custodial Equipment Mechanic, Finance & Administrative Services, December 31, 2025.

Scott Hobson, Video Systems Engineer, Academic Affairs, January 1, 2026.

Recommendation

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

3. Deceased

The Board of Trustees is officially informed that Gregory Russell, Police Chief, died May 22, 2025. Chief Russell joined the College in April of 2008 as a Police Officer and became Police Chief in June of 2014.

Christina McGee
Vice-President, Human Resources

Judy Korb
Interim President