

Johnson County Community College  
Committee of the Whole  
January 31, 2022  
8:30 am  
Zoom Webinar

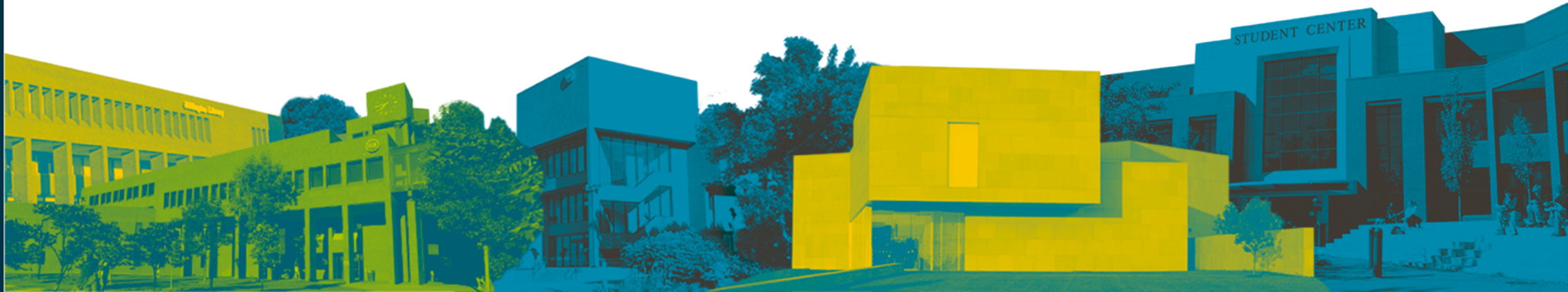
- 8:30 Strategic Planning – Randy Weber, Executive Vice President Student Success/Chief Strategy Officer; Mickey McCloud, Executive Vice President Academic Affairs/Chief Academic Officer
- Student Success
- 9:00 Student Mental Health Update – Alex Wells, Assistant Dean, Counseling; Anne Turney, Director, Student Life & Leadership; David Krug, Professor, Accounting
- 9:30 FY23 Tuition and Fee – Rachel Lierz, Associate Vice President, Financial Services/CFO
- Recommendation: FY23 Tuition and Fee
- 10:00 Review monthly purchasing recommendations – Janelle Vogler, Associate Vice President, Business Services
- Recommendation: Academic Software Planning
  - Recommendation: Microsoft Reseller & Support Services
- 10:10 Review audit reports and discuss current activities and semi-annual college travel reimbursed expense report – Rochelle Boyd, Manager Internal Invest/Technology Audits
- 10:20 Quarterly report, Ethics Report Line – Rochelle Boyd, Manager Internal Invest/Technology Audits

Informational Items

- Single Source Purchase Report \$35,000 - \$150,000
- Bid/RFP Summary Report
- Management Budget Reallocations
- Update on HEERF Grant and KBOR MOE Funds

# JCCC Strategic Plan

## Goal: Student Success



# Student Success – Strategies

## Strategy 1

Ensure our models of teaching and learning lead to student success.

## Strategy 2

Successfully transition our students to JCCC.

## Strategy 3

Create effective systems and pathways for students.



# Student Success – Metrics

## Course Success

- Credit Course Success Rate (NCCBP)
- Non-credit Course Success Rate

## Retention Rate

- Credit Fall-to-Spring Retention (NCCBP)
- Credit Fall-to-Fall Retention (IPEDS)

## Success Rate

- Credit First-time, Full-time, Degree Seeking Success Rate (IPEDS) (150%)
- Credit First-time, Part-time, Degree Seeking Success Rate (IPEDS) (150%)
- Non-credit Completions (number of completers)

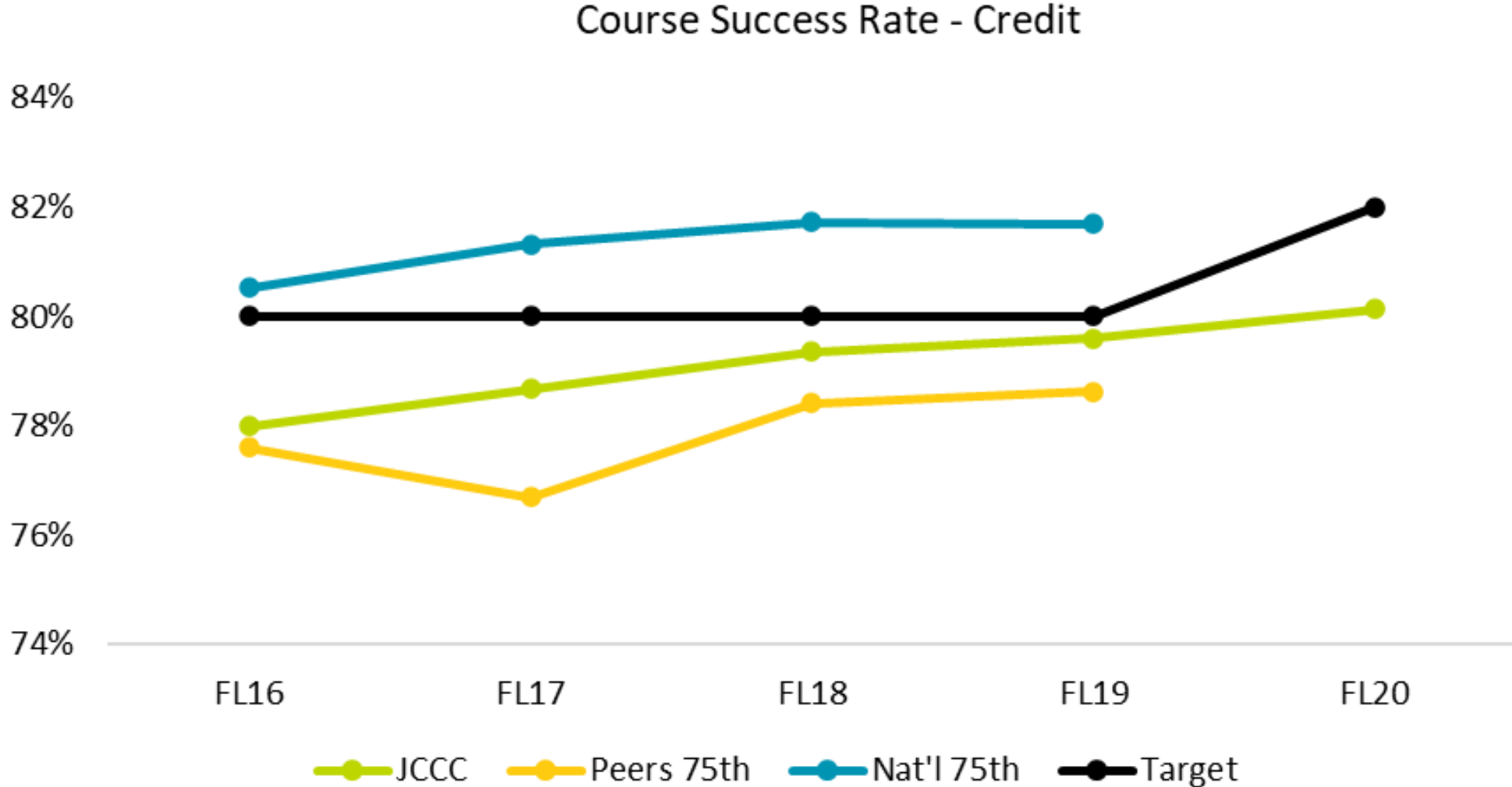
## Post-Graduation

- Employed in Related Field of Study

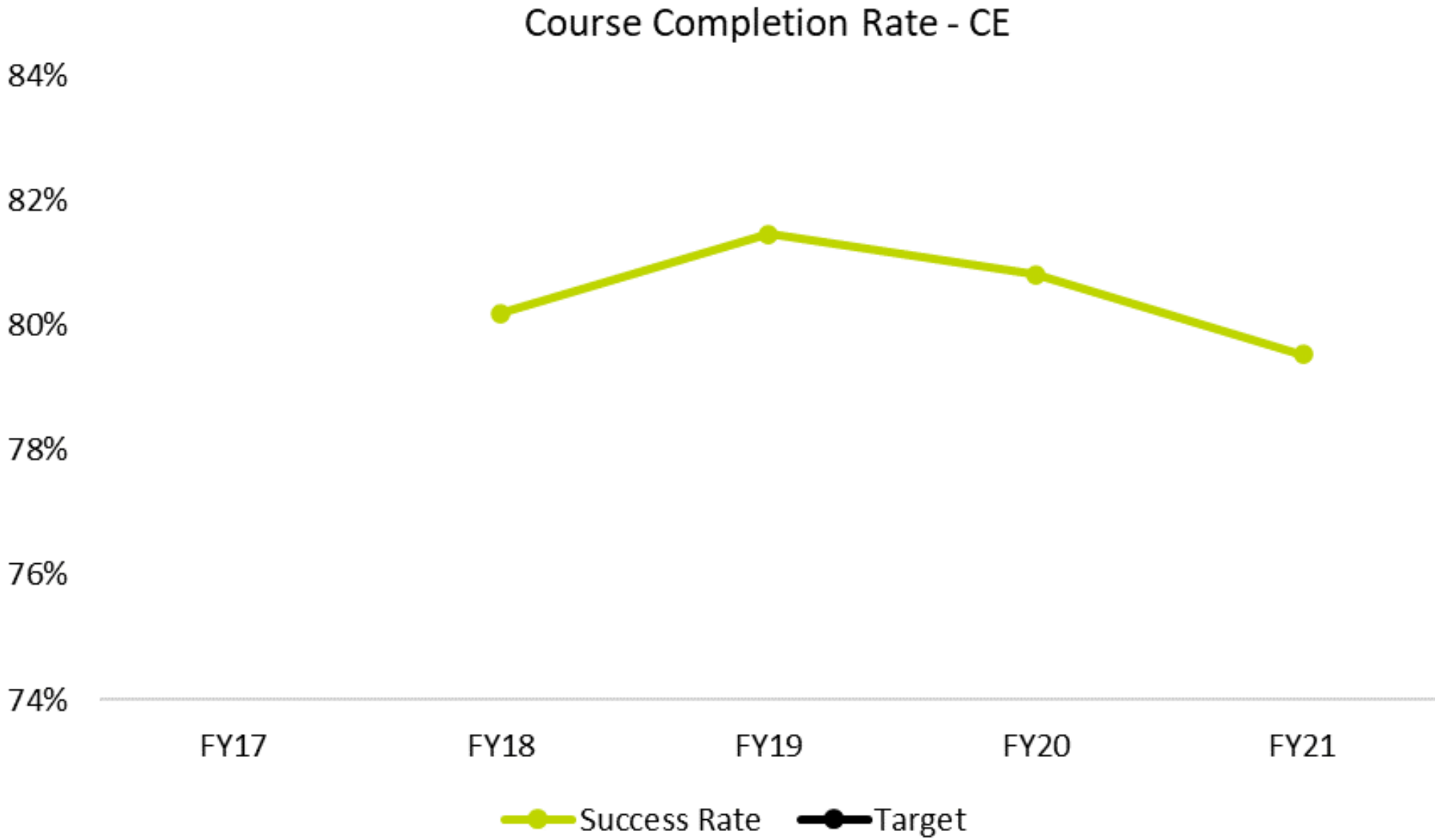




# Student Success – Course Success Rate (Credit)

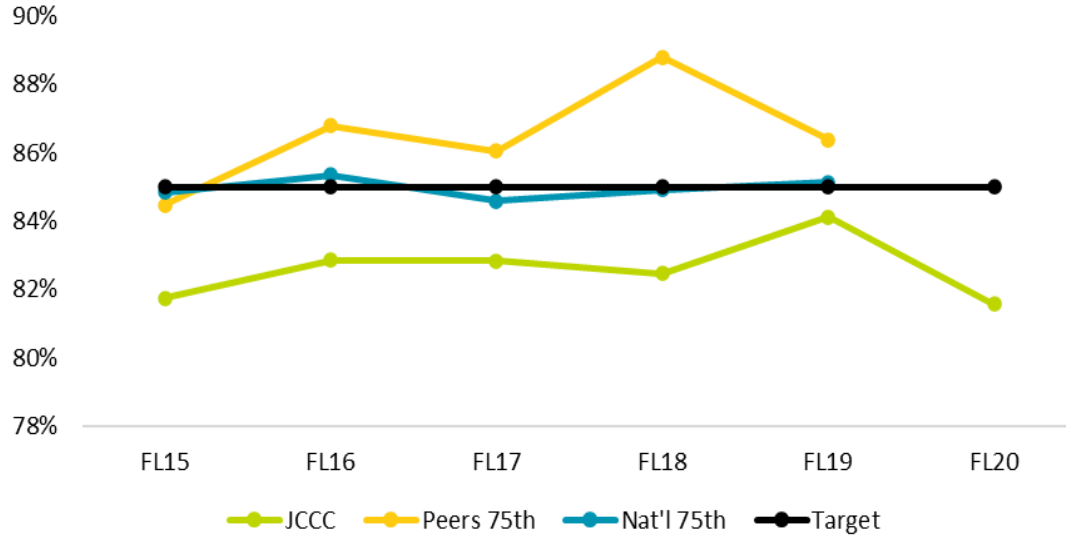


# Student Success – Non-credit Course Completion

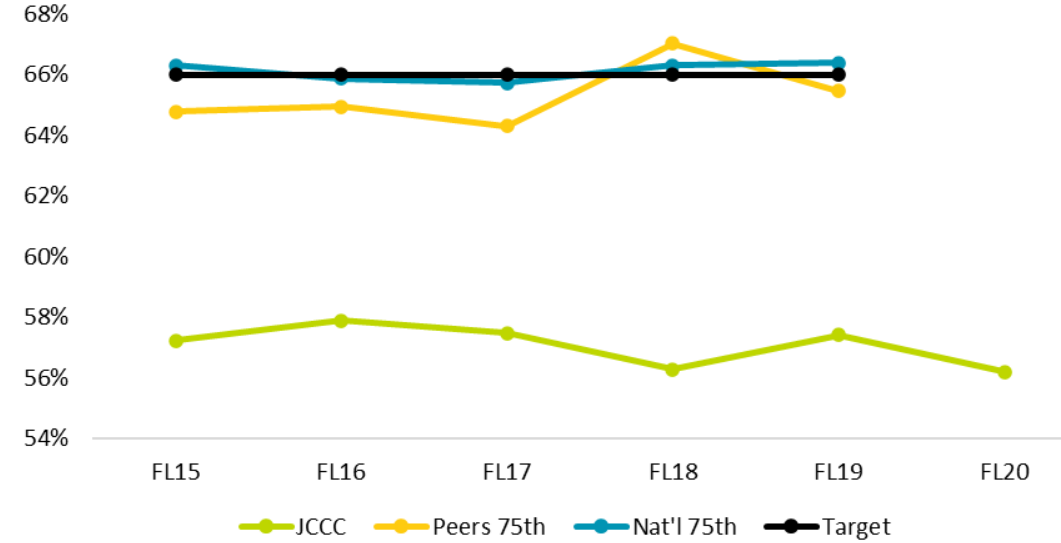


# Student Success – Credit Retention Rate

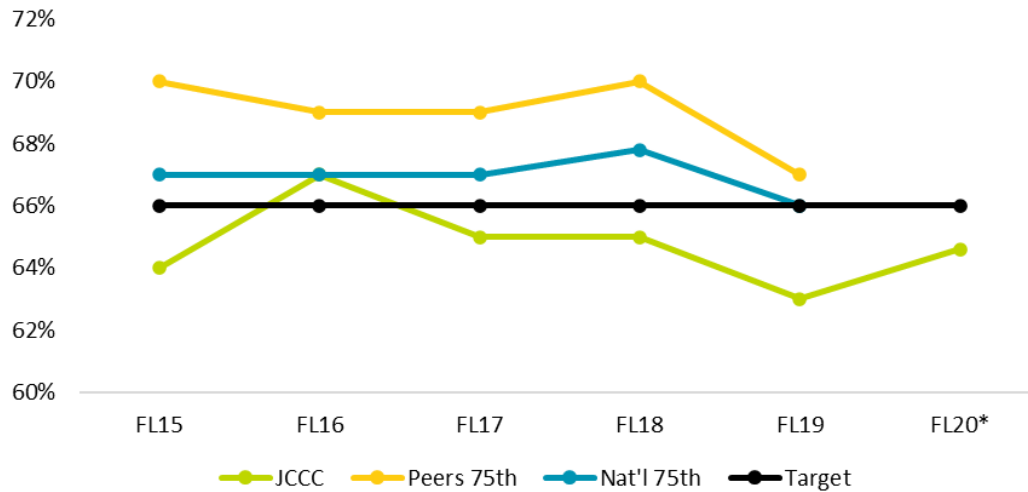
Retention Rate (Full-time - Fall to Spring)



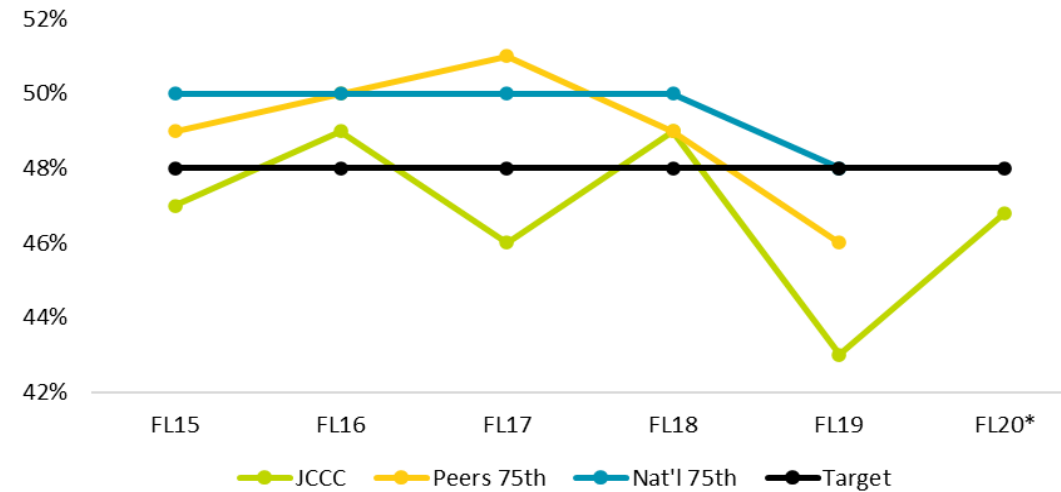
Retention Rate (Part-time - Fall to Spring)



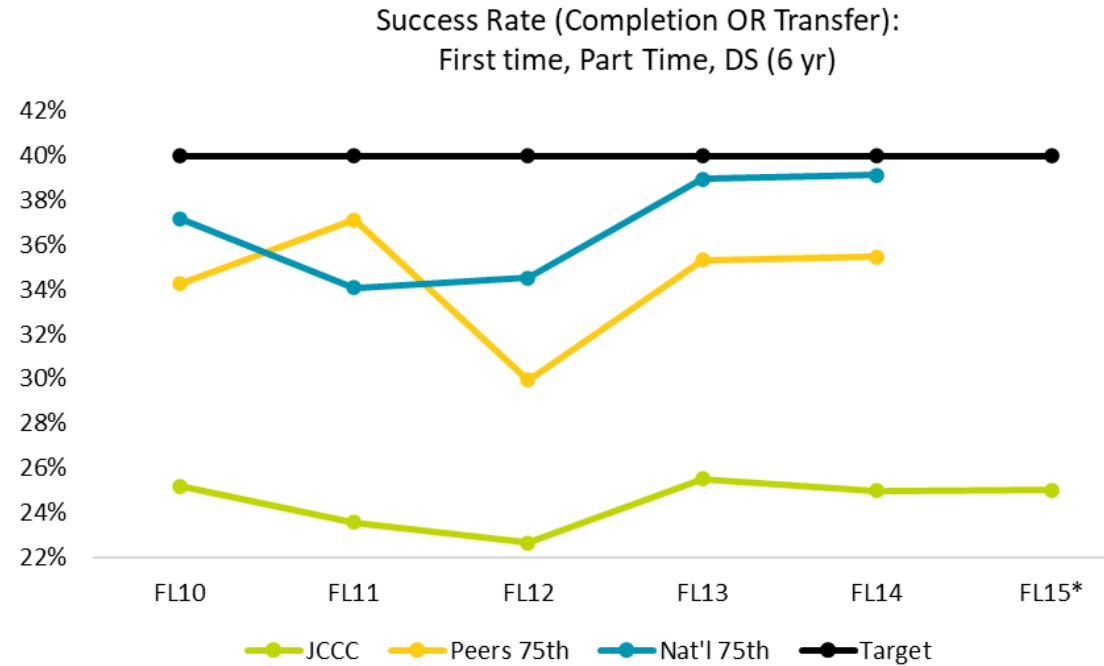
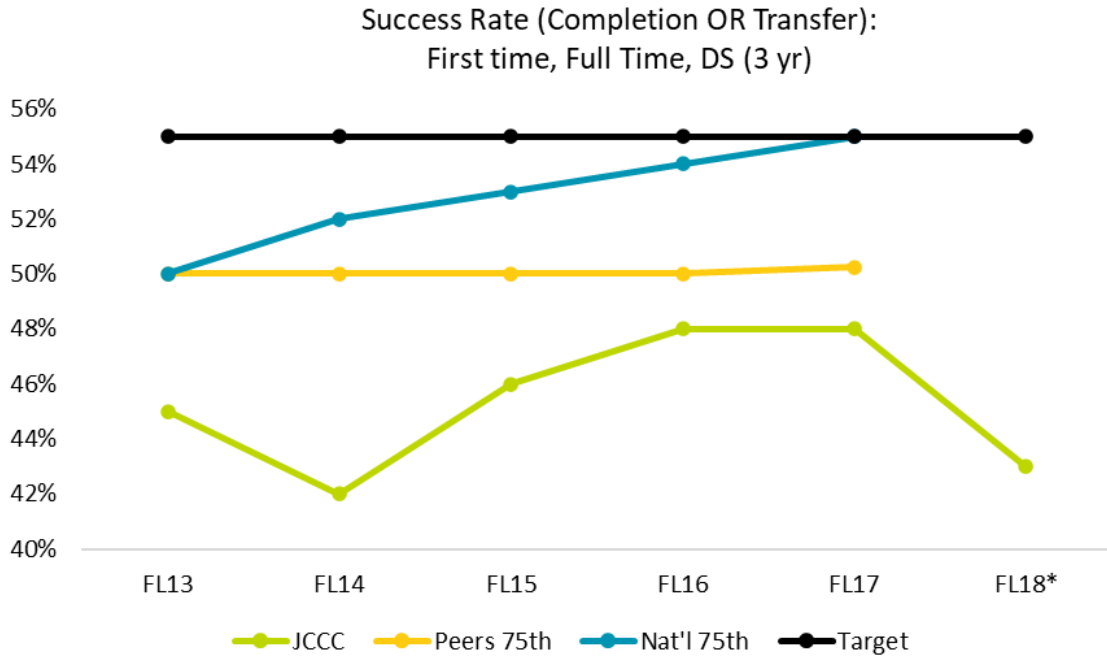
Retention Rate (Full-time - Fall to Fall)



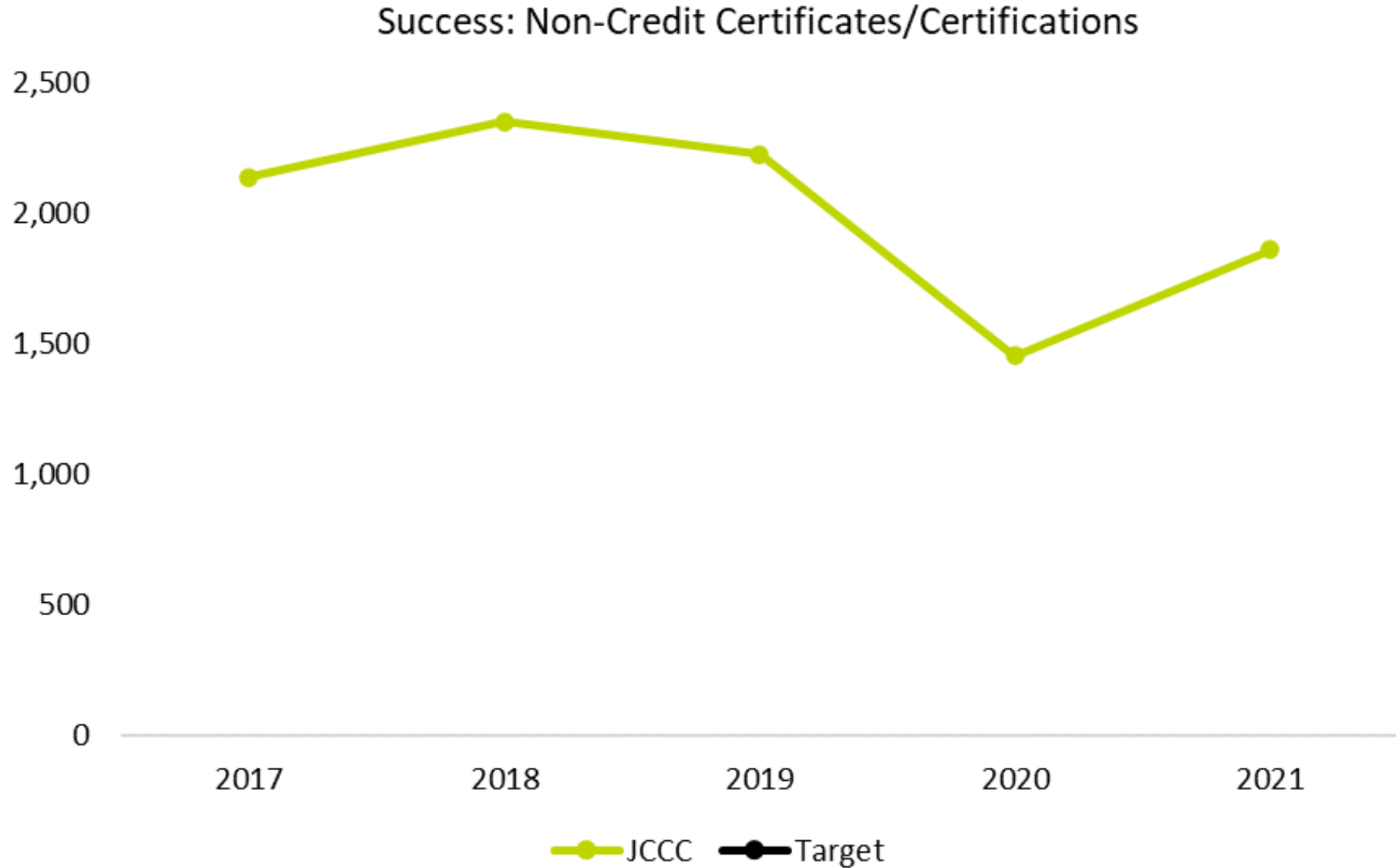
Retention Rate (Part-time - Fall to Fall)



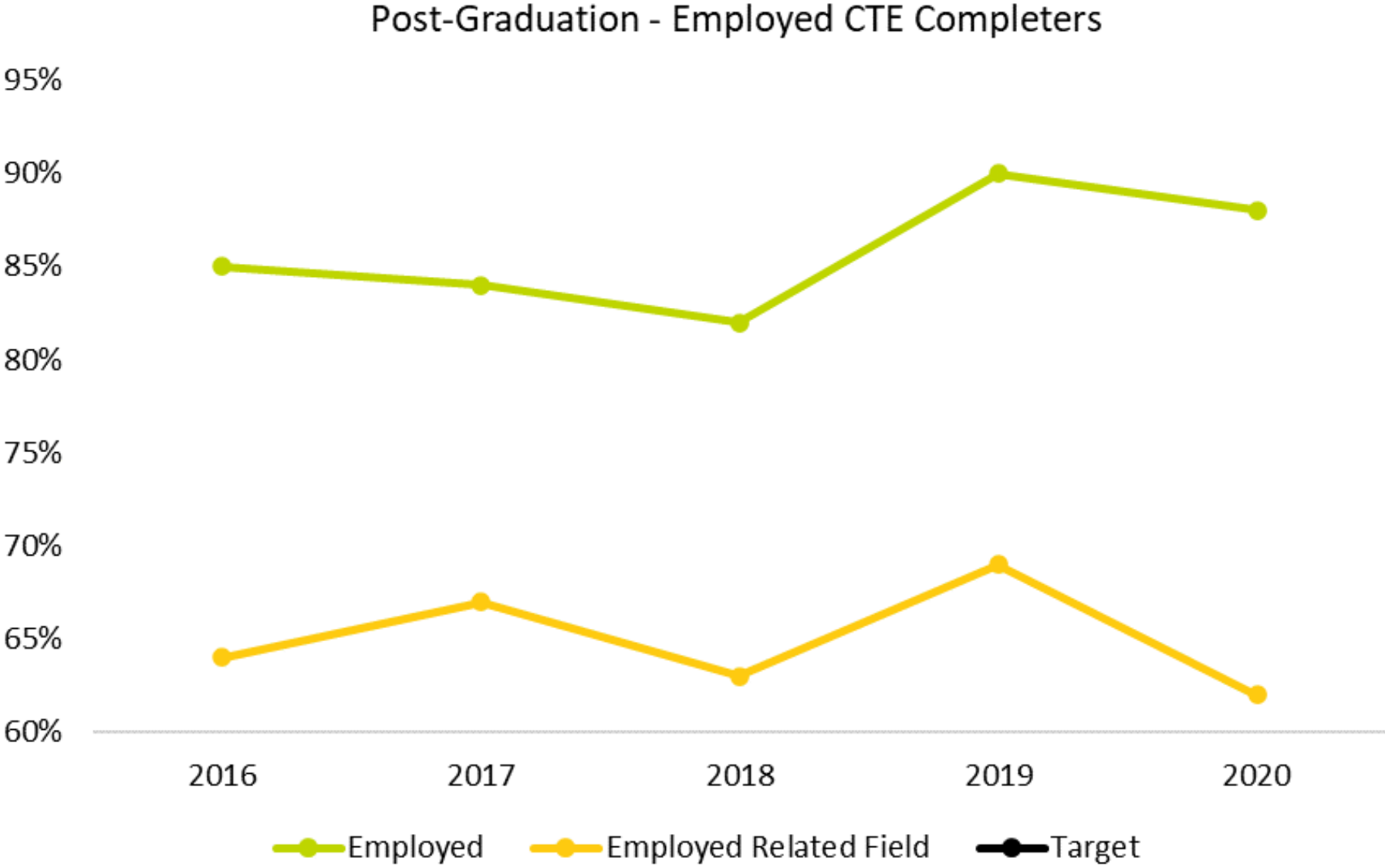
# Student Success – Credit Success Rate



# Student Success – Non-credit Certificate/Certifications



# Student Success – Post-Graduation Placement



# Student Success – Strategy 1

## Co-Chairs:

Farrell Jenab (s)

Tai Edwards (f)

## Data Liaisons:

Thomas Wheeler(f)

Pete Belk (s)

## Team:

Maggie Curry Chiu (f)

Megan Doyle (f)

Christopher Imm (f)

Meredith Nelson (s)

Ted Rollins (f)

Allison Smith (f)

Perla Weaver (f)

# Student Success – Strategy 1 – Strategy Steps

## Ensure our models of teaching and learning lead to student success.

- Provide training and resources to research and implement teaching strategies that are effective, innovative, and evidence-based as the College and teaching faculty work together to meet the diverse needs of students and learners
- Identify courses with high-failure and drop rates and create interventions intended to increase student success



## Student Success – Strategy 2

### Co-Chairs:

Mary Wisgirda (s)

MargE Shelley (s)

### Data Liaisons:

Thomas Wheeler(f)

Pete Belk (s)

### Team:

Andrea Broomfield (f)

Melissa Weston-Puett (f)

Valerie Mann (f)

Mallory Mitchell (s)

Pete Belk (s)

Alicia Bredehoeft (f)

Jessica Tipton (f)

Patty Karr (s)

# Student Success – Strategy 2 – Strategy Steps

## Successfully transition our students to JCCC.

- Develop and implement multiple measures for placement in math, English, and reading
- Develop access and transition strategies for specific student populations
- Develop a process to identify and track students' educational goals

## Student Success – Strategy 3

### Co-Chairs:

Vince Miller (s)

Pam Vassar (s)

### Data Liaisons:

Thomas Wheeler(f)

Pete Belk (s)

### Team:

Alex Wells (s)

Cathy Almai-Mahurin (s)

Kaitlin Krumsick (s)

Chad Sanner (s)

Hugh Clark (f)

Shelia Mauppin (s)

Leslie Quinn (s)

Brent Haverkamp (s)

Nick Mancini (f)

# Student Success – Strategy 3 – Strategy Steps

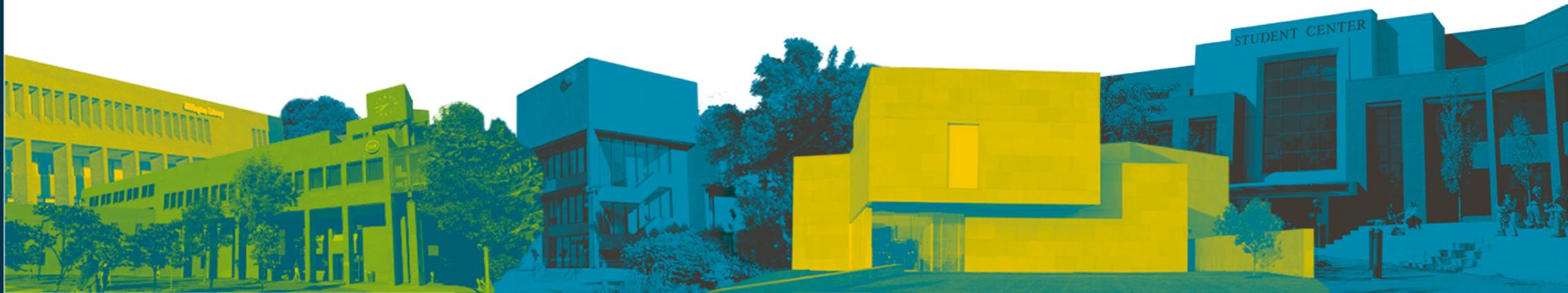
## Create effective systems and pathways for students.

- Develop a mandatory orientation for first-time students customized by population
- Acquire and implement an academic planning tool to support academic pathways and enhance the counseling/academic advising model
- Develop and implement mandatory wrap-around services for specific populations
- Identify and implement an enhanced class search

# Mental Health at JCCC

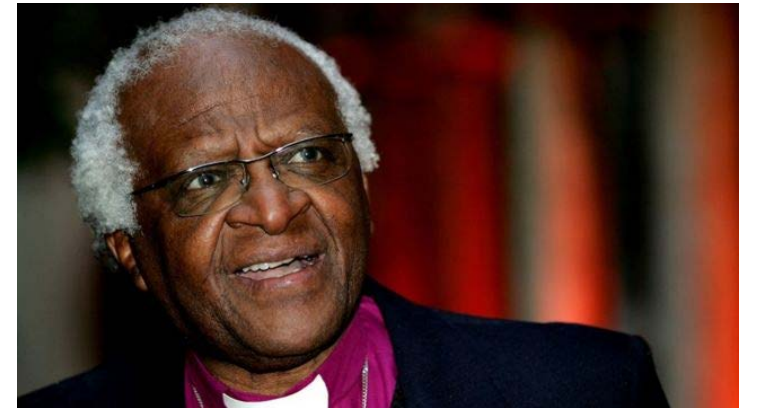
Presenters: Alex Wells, Anne Turney, Dave Krug

Committee: Bailey Wilner, Lori Mallory, Alicia Bredehoeft, Jessica Killeen, Mindi Leftwich, Dave Krug, Anne Turney, Alex Wells



*There comes a point where we need to stop just pulling people out of the river. We need to go upstream and find out why they're falling in.*

-Desmond Tutu



## Mental Health Need

- **Kansas**
  - > 8<sup>th</sup> in suicide rates ages 10-19
  - > Suicide Rates up 45% since 1999
- **JCCC Students**
  - > 46% depression made it difficult to function.
  - > 62.5% felt “Overwhelming Anxiety”
  - > Affected your academic performance?
    - Anxiety = 35%
    - Depression = 25%

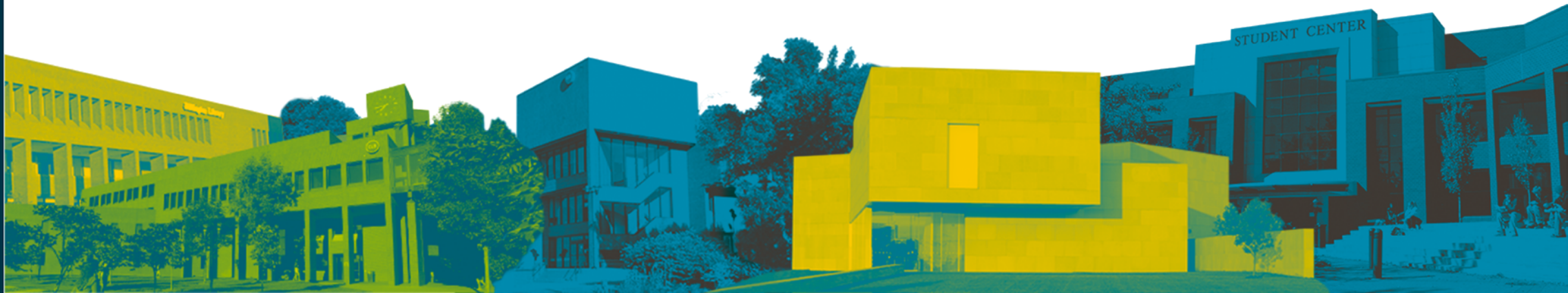


# Student Support

- Early Alerts to counseling have increased 47% since 2019
- Over 25,000 unique visits for Student Wellness Programs (20-21)
- 79% of students reported they would seek help



# Current JCCC Offerings for Mental Health and Wellness



## Counseling Services

- Counselors
- Student Assistant Program
- Calming Room
- Partnership with Johnson County Mental Health

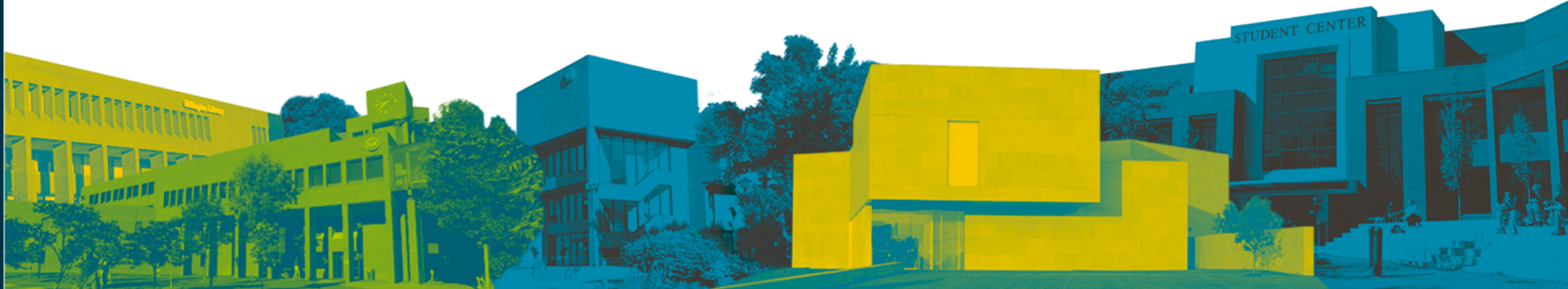


## Current Offerings: Student Life & Student Wellness Programming

- Programming Multi-faceted approach
  - Passive
  - Resource Fairs
  - Speakers
  - Active Events
- Student Wellness Opportunities



# Future Opportunities





# What are other schools doing?



*Offers their Human Performance and Wellness program which lets students earn credits towards their degree...*



University of Missouri

*Expanded on its wellness program because of a request from community for its creation...In the college's 2019 Wellness Incentive, students who **participate** in mindfulness activities are awarded points that **convert** into up to \$450 in cash...*



*Programs include Explorations in Personality, Stress Management & Relaxation, Hike & Fish, and more..*

# What are other schools doing?



*Has a **full-time director of student wellness**, who proactively reaches out to faculty to implement mental and physical wellness programming into class activities...*



*Before graduation, students must complete a four-part wellness program (parts include alcohol awareness, bystander education and two topics of student's choice (such as nutrition, sexual health, stress management))...*

# What are other schools doing?

- talked with Jennifer Bleck, Assistant Prof/Director of Success & Wellness Coaching



*Its free Success and Wellness Coaching program pairs students up with coaches to work towards “short-term, action-oriented wellness boosting goals...”*

- Strong focus on identifying demographic groups who are underserved (DEI)
- Have found great success in peer-to-peer advocacy

# What are other schools doing?

*- talked with Kate Stoysich, Health Promotion Specialist*



UNIVERSITY  
OF OREGON

- *Duck's nest is an innovative and physical gathering place for students which promotes strong social and emotional health...*
- *Very strong focus on peer-to-peer support*
  - *Along with San Jose State University, Princeton, and Oregon State University*





## *Some questions to consider*

- What is our level of concern for student mental health?
- Is JCCC prepared for a long-term initiative? To innovate?
- Do we feel that JoCo taxpayers are concerned to the point where they would support funding and efforts?
- How could this initiative tie in with the Strategic Plan (such as with DEI and student success) and with current JCCC programs? With current JCCC physical space?
- How can we best involve the community? How can we best involve students?



***In general terms, what do we need from Trustees/Cabinet?***

- Top-down, long-term commitment
- Financial resources

*For reference, Univ of Oregon annual budget is \$200K  
(which includes FT Wellness Director salary)*

- Assistance with engaging JoCo community



## ***What we propose for the next 12 months***

- Creation of a Mental Health and Wellness Advisory Board
- Explore and implement JCCC Peer Wellness Advocates program
  - *(six students to be trained in fall 2022; begin pilot program in spring 2023)*
- Begin a serious commitment to investigating, describing, and searching for a JCCC full-time coordinator of student wellness
- Continue to modify and leverage physical space of campus
- Funding set aside to accomplish the above and begin initiative

E.G. Innovation mini-grants for mental health initiatives like Ed-Tech offers?

Closing Thought....

*Questions?*

*What would be the impact for community families and students if our efforts were wildly successful?*

# **FY 2022-2023 Tuition & Fee Recommendation**

**Committee of the Whole  
January 31, 2022**



**JOHNSON COUNTY  
COMMUNITY COLLEGE**

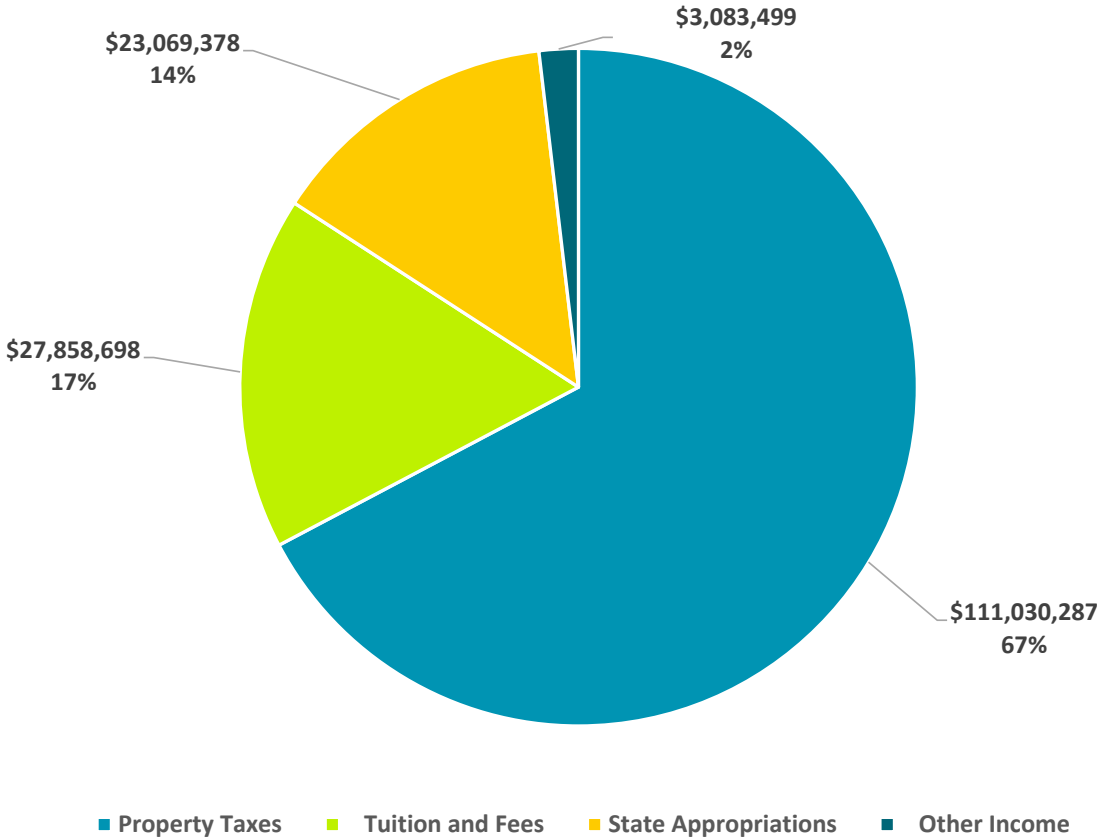
## Tuition & Fee Strategy/Goals

- Remain an affordable option for students
- Support the financial needs of the College
  - Provide annual revenue to support operations and priorities identified through the budget development process
  - Provide funds to support the 2021-2025 Strategic Plan
    - Student Success, Community Partnerships, DEI, Employee Engagement

## Tuition & Fee Considerations

- How much revenue (and reserve) is necessary to support the financial needs of the College?
- What is the balance of funding sources (property tax revenue, state aid, tuition and fees, other)?
- How should tuition & fee rates be distributed by residency status (Johnson County residents, out of district Kansas residents, out of state/international, metro rate)?

# FY22 General Fund Revenue Budget



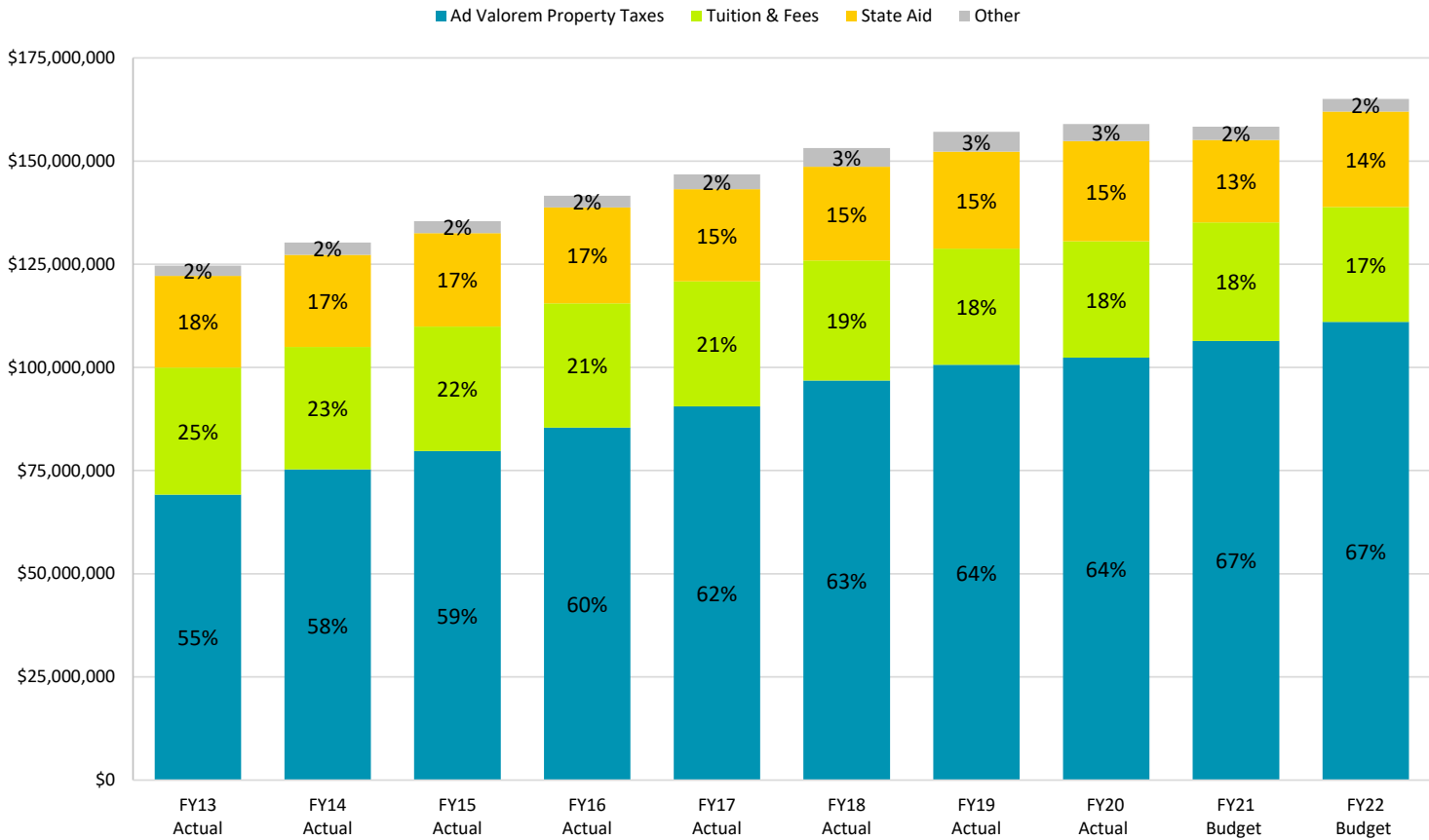
**Total Revenue \$165,041,862**



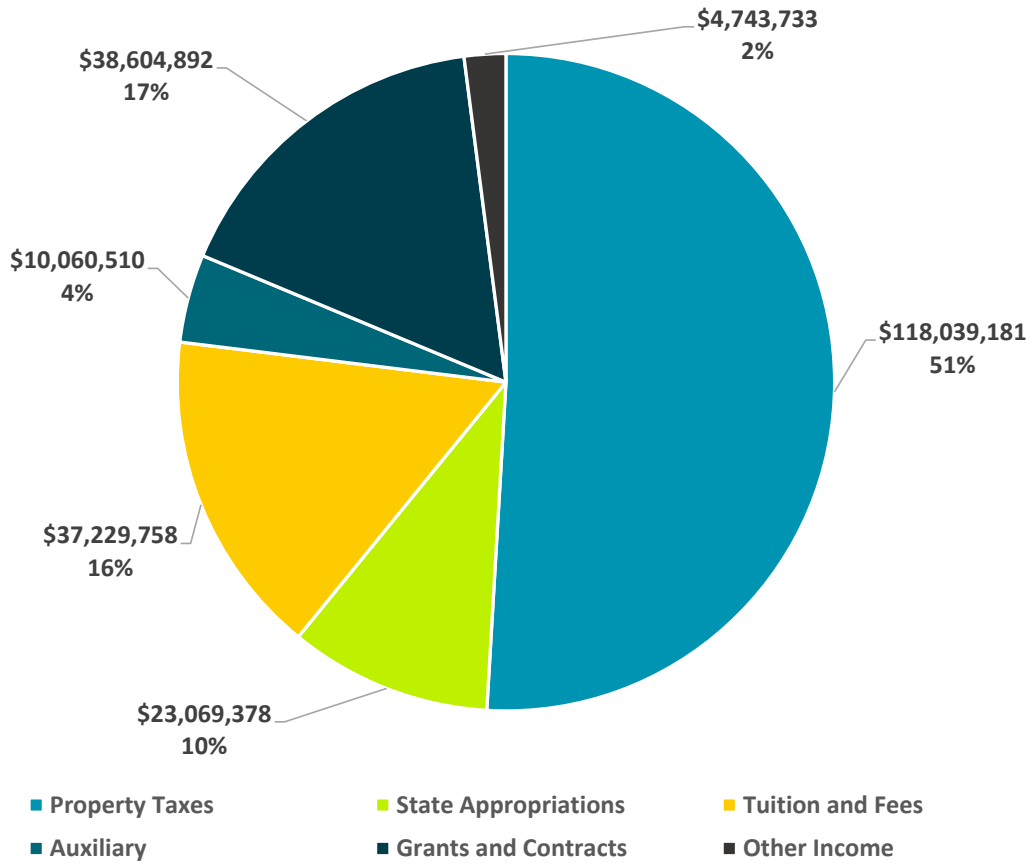


# General Fund Revenue Sources, 2013 to 2022

## General/Postsecondary Technical Education (PTE) Funds Revenues by Source



# FY22 All Funds Revenue Budget

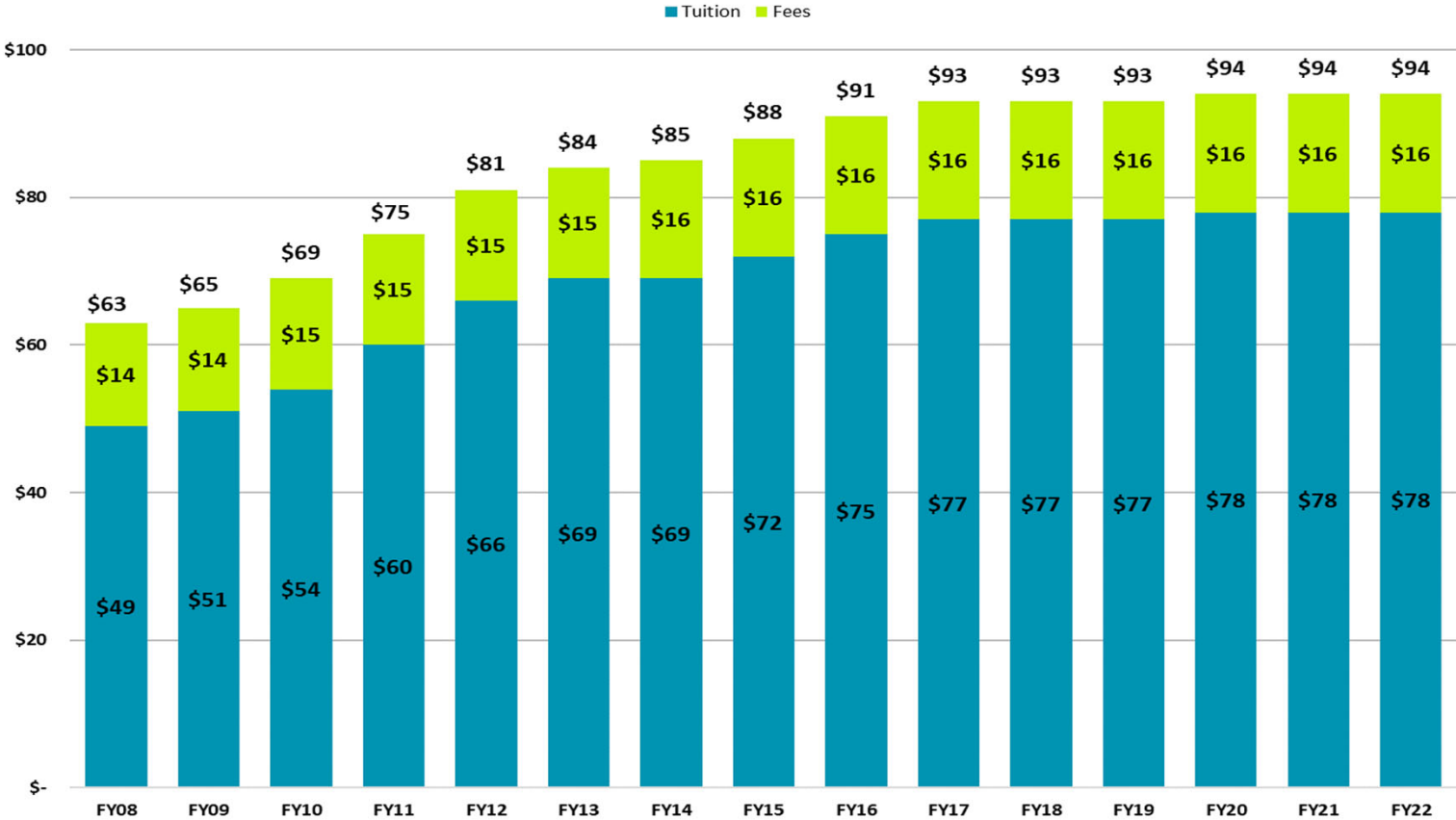


**Total Revenue \$231,747,452**



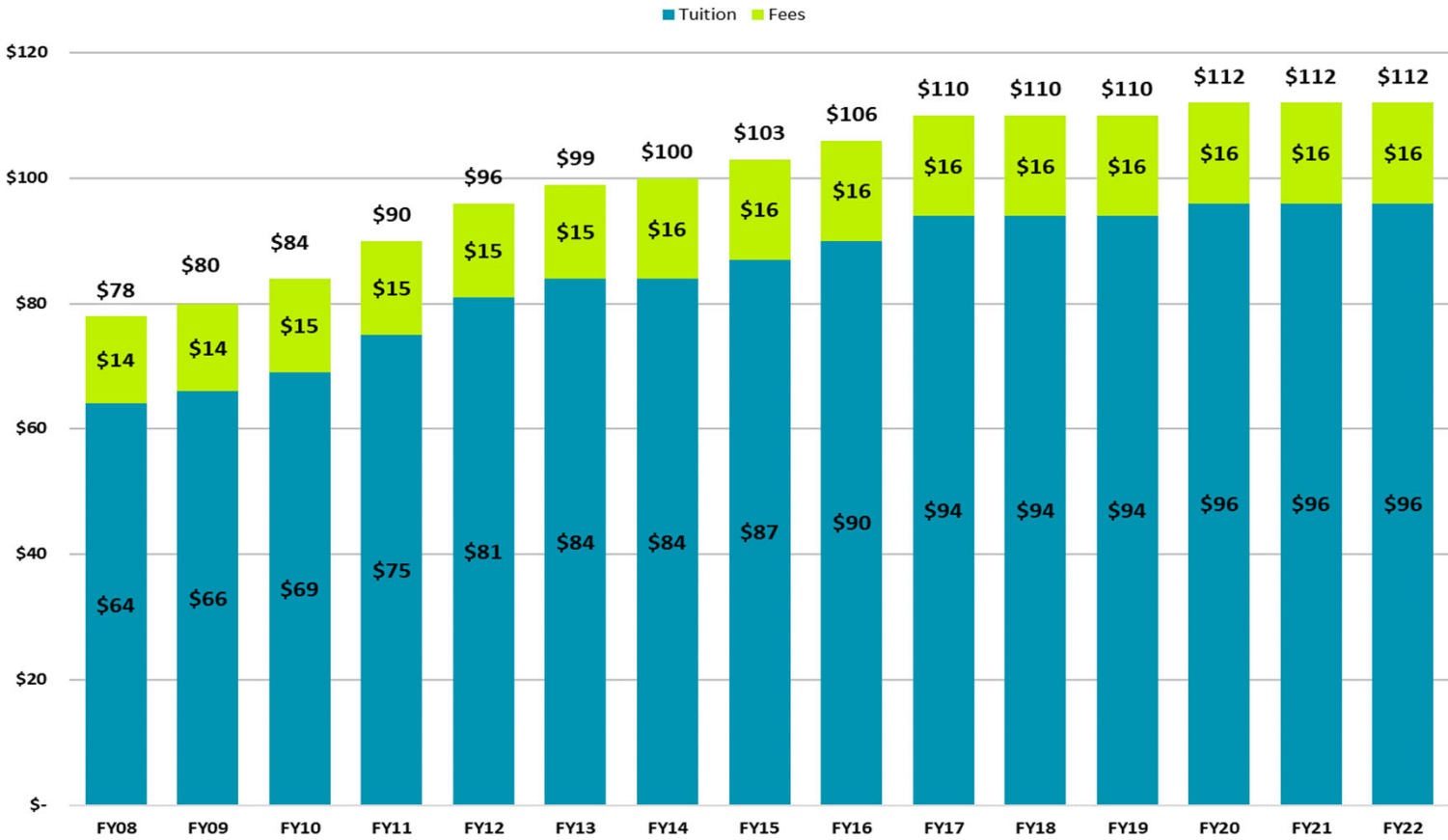
# Johnson County Resident Rate

## Johnson County Resident Tuition & Fees per Credit Hour



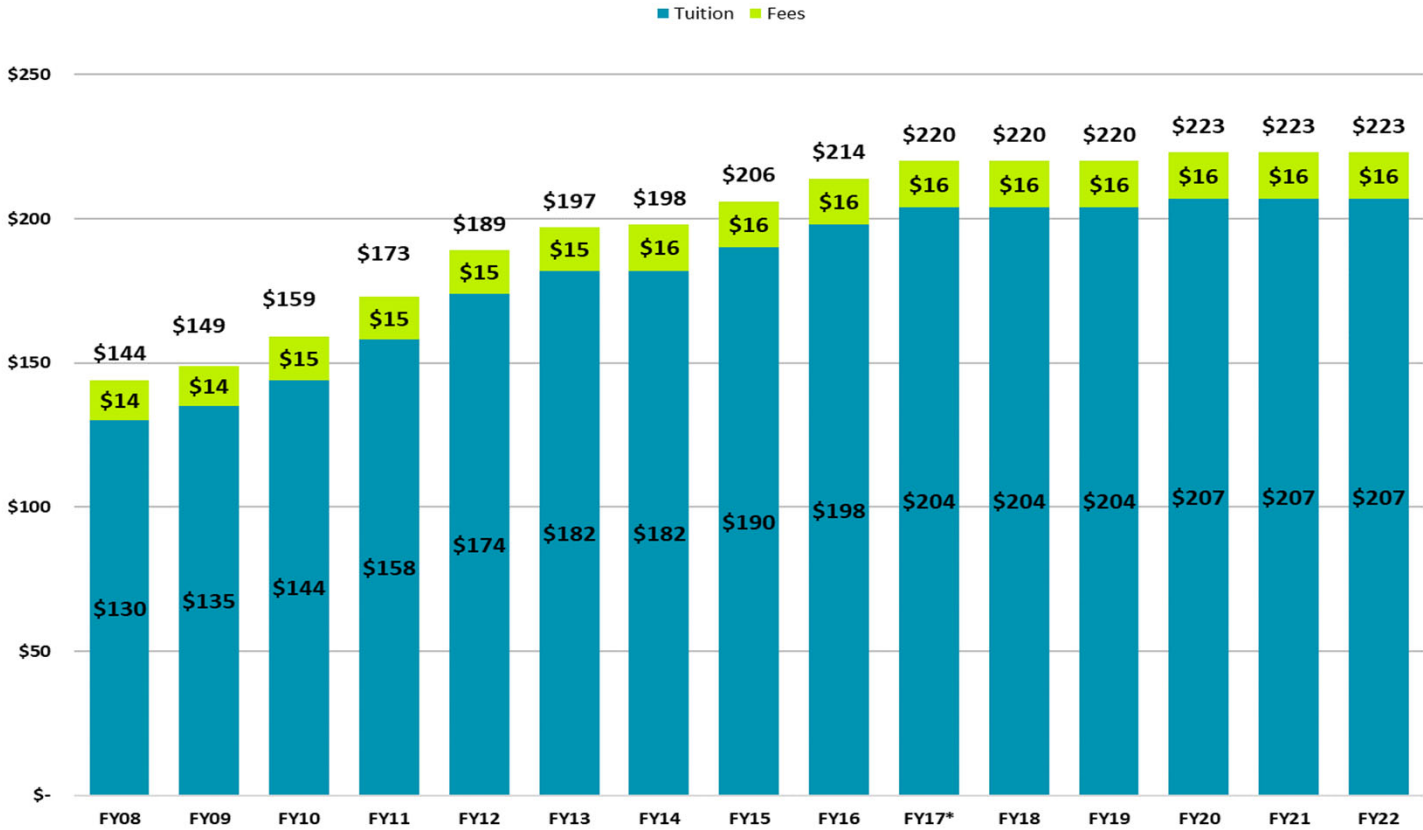
# Out of District Kansas Resident Rate

## Kansas Resident Tuition & Fees per Credit Hour



# Out of State & International Rate

## Out of State & International Tuition & Fees per Credit Hour



\* Metro Rate of \$135 per Credit Hour effective Fall 2016 for bordering counties in Missouri.

# Metro Rate

## Metro Rate Tuition & Fees per Credit Hour



\* Metro Rate effective Fall 2016 for bordering counties in Missouri.

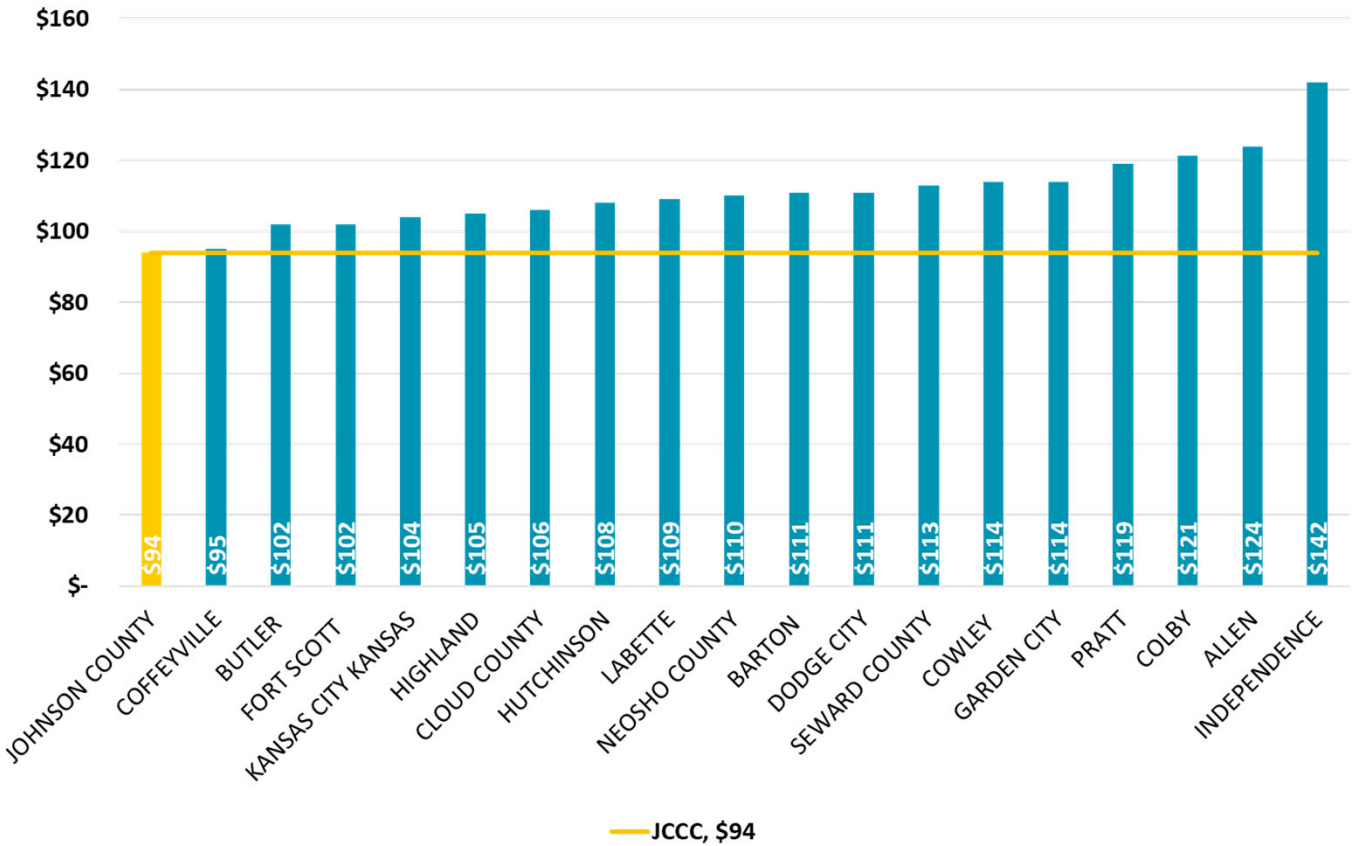
## Required Fees

Year	Student Activity Fee	Debt Reduction Fee	Parking & Roads Fee	Sustainability Fee	Total Required Fees
2000-2001	\$4.00	\$4.00	-	-	\$8.00
2001-2002	\$4.00	\$4.00	-	-	\$8.00
2002-2003	\$5.00	\$4.00	\$3.00	-	\$12.00
2003-2004	\$5.00	\$4.00	\$3.00	-	\$12.00
2004-2005	\$6.00	\$5.00	\$3.00	-	\$14.00
2005-2006	\$6.00	\$5.00	\$3.00	-	\$14.00
2006-2007	\$6.00	\$5.00	\$3.00	-	\$14.00
2007-2008	\$6.00	\$5.00	\$3.00	-	\$14.00
2008-2009	\$6.00	\$5.00	\$3.00	-	\$14.00
2009-2010	\$6.00	\$5.00	\$3.00	\$1.00	\$15.00
2010-2011	\$6.00	\$5.00	\$3.00	\$1.00	\$15.00
2011-2012	\$6.00	\$5.00	\$3.00	\$1.00	\$15.00
2012-2013	\$6.00	\$5.00	\$3.00	\$1.00	\$15.00
2013-2014	\$7.00	\$5.00	\$3.00	\$1.00	\$16.00
2014-2015	\$7.00	\$5.00	\$3.00	\$1.00	\$16.00
2015-2016	\$7.00	\$5.00	\$3.00	\$1.00	\$16.00
2016-2017	\$7.00	\$5.00	\$3.00	\$1.00	\$16.00
2017-2018	\$7.00	\$5.00	\$3.00	\$1.00	\$16.00
2018-2019	\$7.00	\$5.00	\$3.00	\$1.00	\$16.00
2019-2020	\$7.00	\$5.00	\$3.00	\$1.00	\$16.00
2020-2021	\$7.00	\$5.00	\$3.00	\$1.00	\$16.00
2021-2022	\$7.00	\$5.00	\$3.00	\$1.00	\$16.00

- Revenue from these fees is restricted for the purposes specified and is not recorded in the General Fund.

# Kansas Community Colleges Tuition & Fees

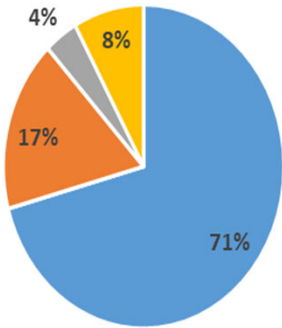
Kansas Community Colleges 2021-22  
Tuition & Required Fees: In-District (Low/High)





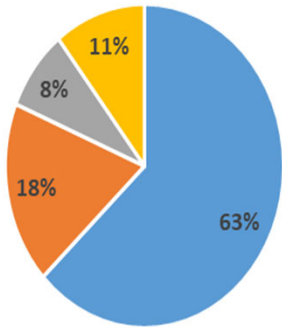
# Enrollment by Residency

FY 21 Student Credit Hours by Residency



■ Johnson County ■ Other KS ■ Out of State ■ Out of State/Metro Zip

FY 21 Tuition & Fee Revenue by Residency



■ Johnson County ■ Other KS ■ Out of State ■ Out of State/Metro Zip

Data Source: JCCC EDW Student Terms, End of Term  
Office of Institutional Planning & Research



## Strategy 1: No tuition rate increase

- **FY 23 Preliminary Budget Guidelines:**
  - Assessed valuation growth of 4%
  - Reduce tax delinquency rate from 3% to 2%
  - No change to mill levy rate
  - Credit hour enrollment is flat
  - State aid and other income are flat

<b>General/PTE Fund</b>	<b>FY22 Budget</b>		<b>FY23 Scenario</b>	
Ad Valorem Property Taxes	\$111,030,287	67%	\$116,463,248	68%
Tuition and Fees	27,858,698	17%	27,858,682	16%
State Aid	23,069,378	14%	23,069,378	14%
Investment + Other Income	3,083,499	2%	3,109,334	2%
<b>Total Revenue</b>	<b>\$165,041,862</b>		<b>\$170,500,643</b>	

- Increase in property tax revenue is due to estimated valuation growth
- Tuition and fee % of revenue decreases, furthering imbalance among sources of revenue
- Additional revenue will be used to address incremental cost increases for employee salaries, benefits, operating expenses (insurance premiums, licenses, etc.) and new initiatives related to the 2021-2025 Strategic Plan

## Strategy 2: Equal tuition increase for each residency

- Increase tuition by \$4 per credit hour for each residency
- Approximately 75% of credit students are part-time, taking an average of 7 credit hours per semester. Added cost would approximate \$28 per semester.
- Generate approximately \$1.2 million in additional tuition revenue
- Additional tuition revenue is equal to approximately 1/10 mill levy rate reduction. Mill levy recommendations for FY23 will be approved in May 2022 with adoption of the Management Budget.
- Additional revenue will be used to address incremental cost increases for employee salaries, benefits, operating expenses (insurance premiums, licenses, etc.) and new initiatives related to the 2021-2025 Strategic Plan

## Strategy 2: Equal tuition increase for each residency

- FY 23 Preliminary Budget Guidelines:**

- Assessed valuation growth of 4%
- Reduce tax delinquency rate from 3% to 2%
- No change to mill levy rate
- Credit hour enrollment is flat
- State aid and other income are flat

	FY22	FY23	\$	%
	Rate	Rate	Change	Change
JoCo Resident	\$94	\$98	\$4	4%
KS Resident	\$112	\$116	\$4	4%
Out of State/Intl	\$223	\$227	\$4	2%
Metro	\$138	\$142	\$4	3%

General/PTE Fund	FY22		FY23	
	<u>Budget</u>		<u>Scenario</u>	
Ad Valorem Property Taxes	\$111,030,287	67%	\$116,463,248	68%
Tuition and Fees	27,858,698	17%	29,095,778	17%
State Aid	23,069,378	14%	23,069,378	13%
Investment + Other Income	3,083,499	2%	3,109,334	2%
Total Revenue	<u>\$165,041,862</u>		<u>\$171,737,738</u>	

- Increase in property tax revenue is due to estimated valuation growth
- Tuition and fee % of revenue remains flat, while state aid % decreases

### Strategy 3: Tuition increase based on residency

- Increase tuition by \$3 per credit hour for Johnson County residents, \$4 per credit hour for out of district Kansas residents, and \$5 per credit hour for out of state, international and Metro Rate students.
- Approximately 75% of credit students are part-time, taking an average of 7 credit hours per semester. Added cost would approximate \$21-\$35 per semester.
- Generate approximately \$1.1 million in additional tuition revenue
- Additional revenue will be used to address incremental cost increases for employee salaries, benefits, operating expenses (insurance premiums, licenses, etc.) and new initiatives related to the 2021-2025 Strategic Plan
- Additional revenue is equal to approximately 1/10 mill levy rate reduction. Mill levy recommendations for FY23 will be approved in May 2022 with adoption of the Management Budget.

## Strategy 3: Tuition increase based on residency

- FY 23 Preliminary Budget Guidelines:**

- Assessed valuation growth of 4%
- Reduce tax delinquency rate from 3% to 2%
- No change to mill levy rate
- Credit hour enrollment is flat
- State aid and other income are flat

	FY22	FY23	\$	%
	<u>Rate</u>	<u>Rate</u>	<u>Change</u>	<u>Change</u>
JoCo Resident	\$94	\$97	\$3	3%
KS Resident	\$112	\$116	\$4	4%
Out of State/Intl	\$223	\$228	\$5	2%
Metro	\$138	\$143	\$5	4%

<b>General/PTE Fund</b>	<b>FY22 <u>Budget</u></b>		<b>FY23 <u>Scenario</u></b>	
Ad Valorem Property Taxes	\$111,030,287	67%	\$116,463,248	68%
Tuition and Fees	27,858,698	17%	28,901,245	17%
State Aid	23,069,378	14%	23,069,378	13%
Investment + Other Income	3,083,499	2%	3,109,334	2%
<b>Total Revenue</b>	<b>\$165,041,862</b>		<b>\$171,543,205</b>	

- Increase in property taxes is due to estimated valuation growth
- Tuition and fee % of revenue remains flat, while state aid % decreases

## Strategy 4: Achieve 20% of General Fund revenue from Tuition & Fees within five years

- **Long Term Assumptions:**

- Assessed valuation growth of 3% annually
- Mill levy rate remains flat
- Credit hour enrollment remains flat
- State aid and other revenue are flat

	FY22	FY23	FY24	FY25	FY26	FY27	5 Yr %
	<u>Rate</u>	<u>Rate</u>	<u>Rate</u>	<u>Rate</u>	<u>Rate</u>	<u>Rate</u>	<u>Change</u>
JoCo Resident	\$94	\$99	\$105	\$112	\$119	\$126	34%
KS Resident	\$112	\$122	\$132	\$142	\$152	\$162	45%
Out of State/Intl	\$223	\$233	\$243	\$253	\$263	\$273	22%
Metro	\$138	\$148	\$158	\$168	\$178	\$188	36%

	<u>Budget 2021/22</u>	<u>PROJECTED BUDGETS</u>				
		<u>2022/23</u>	<u>2023/24</u>	<u>2024/25</u>	<u>2025/26</u>	<u>2026/27</u>
Tuition and Fees % of Revenue - GEN/PTE	17%	17%	18%	19%	19%	20%
State Grant % of Revenue - GEN/PTE	14%	13%	13%	13%	12%	12%
Local Tax % of Revenue - GEN/PTE	67%	67%	67%	67%	67%	67%
Other % of Revenue - GEN/PTE	2%	2%	2%	2%	2%	2%

- This strategy would require significant annual tuition rate increases and begin to create concerns about affordability.

## Recommendation

### Strategy 3: Tuition increase based on residency

- Increase tuition by \$3 per credit hour for Johnson County residents, \$4 per credit hour for out of district Kansas residents, and \$5 per credit hour for out of state, international and Metro Rate students.
  - Effective for Fall 2022 semester
  - First increase to tuition and fee rates in three years
  - Tuition and fee rates remain affordable
  - Maintains current balance of tuition and fees as General Fund revenue source, subject to adjustment when mill levy rate and other sources of funding are finalized
  - Smallest increase for Johnson County resident students (taxpayers)
  - Provides additional revenue to the College to fund incremental costs and strategic investments



# Supplemental Information

## General Fund Budget Factors

All calculations are approximate

Updated for FY 2021-22 budget year

### Ad Valorem Property Tax Revenue

1% change in assessed valuation	\$973,000
1 Mill Value	\$11,780,000

### State Aid Revenue

1% change	\$230,000
5% change	\$1,150,000

### Tuition Revenue

#### Tuition Price

\$1 per credit hour	\$290,000
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### Enrollment

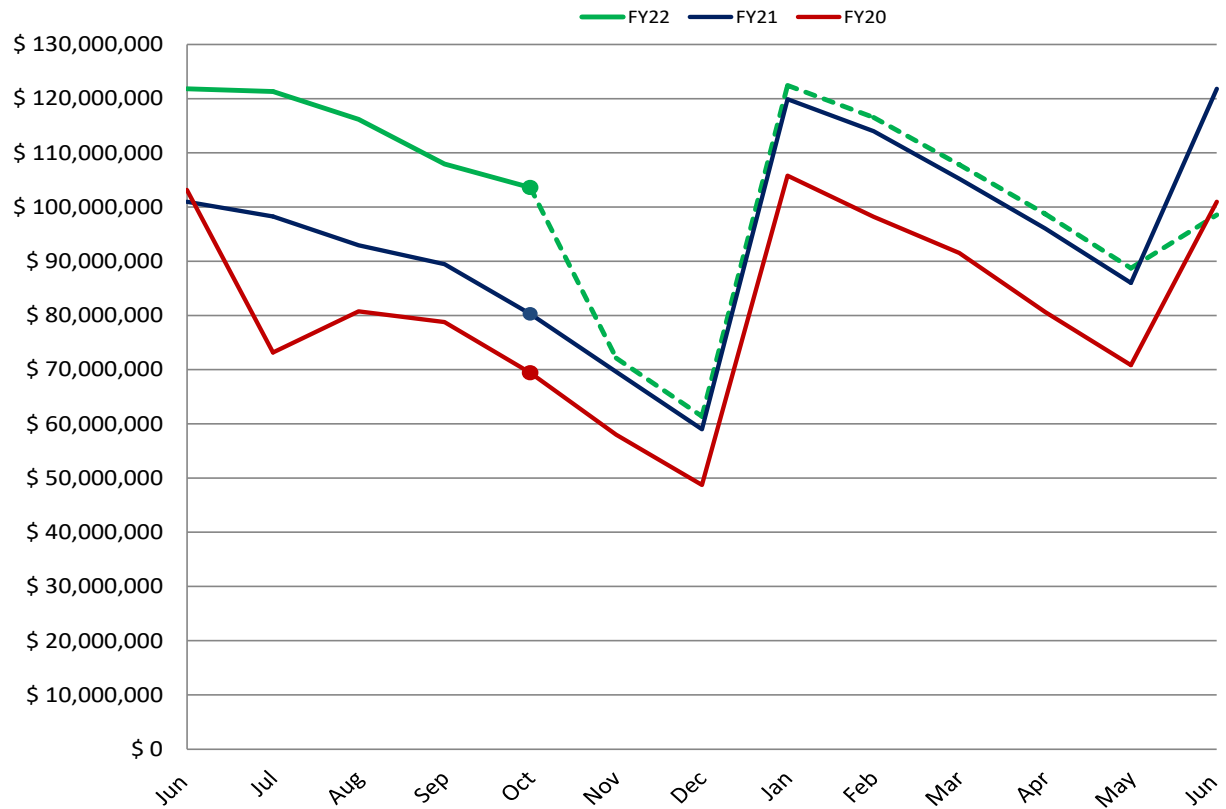
1% change	\$273,000
5% change	\$1,367,950

### Salaries & Benefits Expense

Salaries, 1% change	\$911,000
Benefits, 1% change	\$316,000
	<hr/>
	\$1,227,000
	<hr/> <hr/>

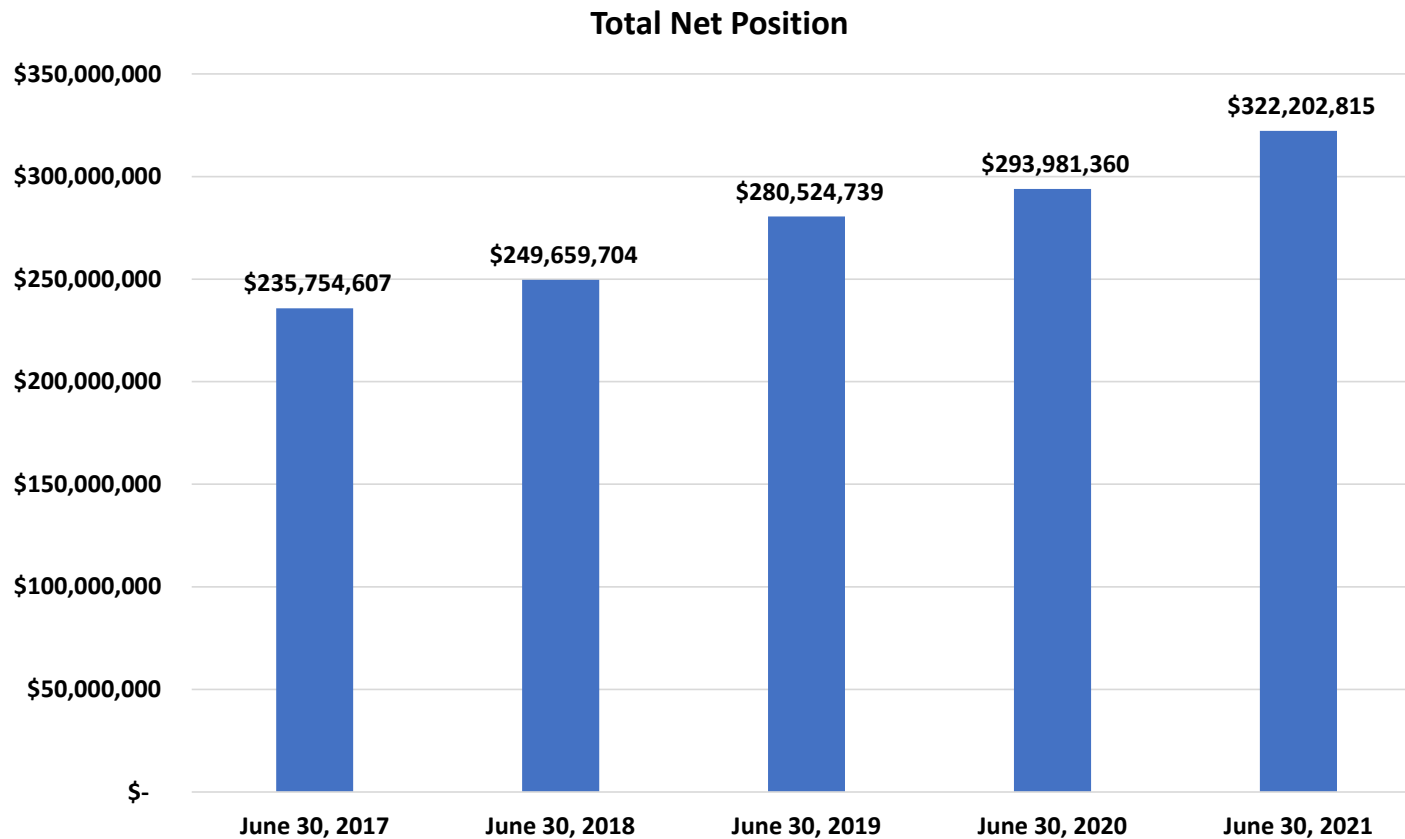
# General Fund Reserves

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



## Net Position

Total Net Position has increased by \$86 million (37%) over the past five fiscal years even as the College has completed its Facilities Master Plan, paid down debt, and navigated the global pandemic:



**AWARD OF BIDS/RFPs - MULTI-YEAR PURCHASE:**

**\$150,000+**

**FEBRUARY 2022 COMMITTEE OF THE WHOLE (JANUARY 31)**

<b>Bid Title</b> <b>Total Contract Period</b> <b>Fund Source / Firms Notified</b>	<b>Vendors</b> <b>Original Bid Amounts</b> <b>First Year / Multi-Year Total (if applicable)</b>	<b>Current Year Amount</b> <b>Multi-year Amount</b>	<b>Justification</b>
<b>22-035 Academic Planning Software</b>  Base Year, 4 Renewal Option Years: 2/18/2022 - 2/17/2027  Base Year  Fund Source: 2568, Maintenance of Effort Firms Notified: 509	1. <b>Stellic: \$120,000 / \$517,746</b> 2. EAB Global: \$235,500 / \$1,025,806 3. EduNav: \$131,300 / \$725,515 4. LeepFrog: \$50,000 / \$204,571.29	<p align="center"><b>\$120,000</b></p> <p align="center"><b>\$517,746</b></p>	A thorough evaluation process was conducted, which included reviewing and ranking the written proposals according to the evaluation criteria defined within the RFP. At the conclusion of the evaluation process, it was determined that the proposal submitted by Stellic best met the needs of the college.
<b>PURPOSE &amp; DESCRIPTION</b>			
The purpose of this RFP is to establish a contract for Academic Planning Software. This Academic Planning Software technology will allow students and faculty/staff to work together to dynamically create educational plans that will allow students to graduate on time and/or transfer to a 4-year institution as seamlessly as possible. The initial term of the contract will be from February 18, 2022 through February 17, 2023 and is renewable for four additional years, in one-year increments, upon the approval of both parties.			
<b>EVALUATION COMMITTEE</b>			
<ul style="list-style-type: none"> <li>• Cathy Almai-Mahurin: Program Director of Transfer Services</li> <li>• Alex Wells: Assistant Dean of Counseling</li> <li>• Jim Lane: Dean, Arts, Humanities &amp; Social Sciences</li> <li>• Connor Nyberg: Manager Applications Architect &amp; Analytics, IS Department</li> <li>• Julie Lombard-Williamson: Senior Buyer, Procurement Services</li> </ul>			
<b>COMMITTEE OF THE WHOLE RECOMMENDATION</b>			
<b>It is the recommendation of the Committee of the Whole that the Board of Trustees accept the recommendation of the college administration to approve the proposal from Stellic for the Academic Planning Software for a base year of \$120,000 and a total estimated expenditure of \$517,746 including all renewal options, through 2027.</b>			

**AWARD OF BIDS/RFPs - MULTI-YEAR PURCHASE:**

**\$150,000+**

**FEBRUARY 2022 COMMITTEE OF THE WHOLE (JANUARY 31)**

Bid Title Total Contract Period Fund Source / Firms Notified	Vendors Original Bid Amounts First Year / Multi-Year Total (if applicable)	Current Year Amount Multi-year Amount	Justification
<b>22-036 Microsoft Reseller &amp; Support Services</b>  Base Year, 5 Renewal Option Years: 2/18/2022 - 2/17/2028  Base Year  Fund Source: 0201, General Firms Notified: 509	1. <b>Crayon Software: \$517,789.26/ \$3,995,059.99*</b> 2. SoftChoice: \$525,517.20/ \$4,054,685.76 3. Insight Public Sector: \$577,341.48/ \$4,454,541.70 4. ConvergeOne: Not included in shortlist 5. Dell Marketing: Non-Responsive 6. Connection: Non-Responsive	<b>\$517,789.26*/ \$3,995,059.99*</b>  <i>*Note: Renewal pricing is difficult to accurately predict due to yearly JCCC licensing parameters changes and concurrent changes in Microsoft licensing policies. The past 3 years have shown a 9% average increase. Cost analysis was based on a yearly 10% average renewal increase.</i>	A thorough evaluation process was conducted, which included reviewing and ranking the written proposals according to the evaluation criteria defined within the RFP. At the conclusion of the evaluation process, it was determined that the proposal submitted by Crayon Software best met the needs of the college.

**PURPOSE & DESCRIPTION**

The purpose of this RFP is to establish a contract for an authorized Microsoft Reseller for order fulfillment of Microsoft Products. The support services will include advising JCCC on Microsoft licensing & product information, assist with maximizing JCCC's Return on Investment (ROI) for the College's Microsoft environment, order fulfillment, pricing strategies, Microsoft licensing knowledge transfer/assistance, etc., to benefit the College in our transactions with Microsoft. The initial term of the contract will be from February 18, 2022 through February 17, 2023 and is renewable for five (5) additional years, in one-year increments, upon the approval of both parties.

**EVALUATION COMMITTEE**

- Shannon Ford: Executive Director Academic Technology Services
- Philip Mein: Exec Director IT Security Information Technology Security
- Jim Brown: Director ATS Office Support Academic Technology Services
- Julie Lombard-Williamson: Senior Buyer, Procurement Services
- Matthew Holmes: Director Network/Data Center Ops

**COMMITTEE OF THE WHOLE RECOMMENDATION**

**It is the recommendation of the Committee of the Whole that the Board of Trustees accept the recommendation of the college administration to approve the proposal from Crayon Software for the Microsoft Reseller & Support Services for an estimated base year of \$517,789.26 and a total estimated expenditure of \$3,995,059.99 including the renewal options, through 2028.**



# Audit & Advisory Services – Travel & Expense Review

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SIX-MONTH PERIOD ENDED DECEMBER 31, 2021

# Background

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As a part of our efforts to guard against reputational risk to the college, Audit and Advisory Services will conduct bi-annual reviews of travel and expense transactions.

Reputational risk is the primary concern for these types of expenditures – a comparatively small dollar amount for an inappropriate travel or expense reimbursement could result in negative media attention or public scrutiny.



# Audit Objectives

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The primary objectives of these reviews are to ensure that:

- Travel expenses incurred by JCCC employees and submitted for reimbursement are *reasonable*
- Documentation for travel and expense authorizations and reimbursements is *complete* and *accurate*
- Proper *internal controls* are in place and functioning as intended

Applicable criteria for this review included:

- Trustee Use of College Resources and Reimbursement Guidelines
- JCCC Board of Trustees Policy 216.01, “Reimbursement of Travel Expenses”
- Operating Procedures
  - 215.09, “Appropriate Expenditures of College Funds”
  - 216.02, “Same Day Travel Operating Procedure”
  - 216.03, “Overnight Travel Operating Procedure”

# Audit Testing and Results

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Our audit testing involved reviewing the supporting documentation for:

- 100% of travel and expense reimbursements for
  - Cabinet level staff
  - Members of the JCCC Board of Trustees
  - A random sample of other JCCC faculty and staff

Transactions were reviewed for the six-month period ended December 31, 2021, to ensure compliance with attributes as described in college policies and procedures.

**All reimbursements tested were appropriate and necessary, and substantially in compliance with JCCC policies & procedures.**

# Report Distribution

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If you have any questions concerning this report, please do not hesitate to contact Audit & Advisory Services.

## Report CC:

- Trustee Chair Greg Musil
- Dr. Andy Bowne
- Dr. Randy Weber
- Rachel Lierz



# Audit & Advisory Services

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*JCCC Ethics Report Line*

*January 20, 2022*

Between October 1, 2021 and December 31, 2021 five reports were received via the JCCC Ethics Report Line.

Four of those reports were received anonymously.

The five reports received concerned the following issues:

Employee Misconduct	3
Other Human Resources Matters	2

As of January 19, 2022, all five reports have been reviewed, four reports have been addressed, and one report is in-process.

A summary of reports by calendar year and report category is included on the following page.

## JCCC Ethics Report Line - Annual Case Summary by Calendar Year

ISSUE	2013	2014	2015	2016	2017	2018	2019	2020	2021
Accounting and Auditing Matters									
Data Privacy / Integrity							2		
Disclosure of Confidential Information			3						
Discrimination or Harassment	8	7	14	16	8	10	7	3	1
EEOC or ADA Matters				2					
Employee Complaint or Grievance	2	6	3	3	8	5	19	5	1
Employee Misconduct	6	7	12	8	6	3	5	4	10
Falsification of Contracts, Reports or Records				1					
Fraud				1			1		
General Complaints - Academic					1	1			
HIPAA			1						
Improper Giving & Receiving of Gifts		1							
Improper Supplier or Contractor Activity		1							
Malicious/Inapprop. Use of Tech.	1							1	
Misuse of Resources									
Other						1		1	
Other - Accounting & Financial			1			3			
Other - Data Security and Information Technology						2			
Other – Athletics Compliance			1				1		
Other - Health, Risk & Safety Matters				1			1		1
Other - Human Resources	5	4	1	8	4	1	1	5	3
Public Safety	1	1							
Sabotage or Vandalism									
Scholarship/Financial Aid Misconduct				1					
Sexual Harassment	3			2	3				
Sexual Misconduct			1	2				1	
Substance Abuse	1					1			
Theft / Embezzlement		1							
Unsafe Working Conditions								1	1
Unusual	1			2			1		
Violence or Threat		1		2					
Waste, Abuse or Misuse of Institution Resources			2	1					
Whistleblower Retaliation		1	4						
<b>Total</b>	<b>28</b>	<b>30</b>	<b>43</b>	<b>50</b>	<b>30</b>	<b>27</b>	<b>38</b>	<b>21</b>	<b>17</b>

**SINGLE SOURCE PURCHASE REPORT: \$35,000 - \$150,000**  
**FEBRUARY 2022 COMMITTEE OF THE WHOLE (JANUARY 31 )**

Vendor	Description of Services / Policy 215.04 Exception #	Fund	Department	Amount
Lathrop and Gage LLP	Legal services for litigation. <i>#14. Purchase of services without soliciting formal, competitive proposals</i>	0201, General Fund	6108, General Counsel	\$ 45,525.00

**AWARD OF BIDS/RFPs SUMMARY:**

**\$50,000 - \$150,000**

**FEBRUARY 2022 COMMITTEE OF THE WHOLE (JANUARY 31)**

<b>Bid Title</b> <b>Total Contract Period</b> <b>Fund Source / Firms Notified</b>	<b>Vendors</b> <b>Original Bid Amounts</b> <b>First Year / Multi-Year Total (if applicable)</b>	<b>Current Year Amount</b> <b>Multi-Year Total or</b> <b>Single Purchase</b>	<b>Justification</b>
22-040 Earth Moving Simulator  Single Purchase  Fund Source: 2568, Maintenance of Effort Firms Notified: 44	1. <b>CM-Labs.com: \$122,492.00</b> 2. Williams Crow Inc. dba Aidex Corporation: \$105,073.75 3. Thoroughtec Simulation / \$929,700.00	<p align="center"><b>\$122,492.00</b></p> <p align="center"><b>Single Purchase</b></p>	Based on the product technical capabilities, similar experience, and proposed cost, it was determined that the solution submitted by CM-Labs.com would best meet the needs of the Career and Technical Education Center (CTEC).

## MANAGEMENT BUDGET REALLOCATIONS

### REPORT:

The Board of Trustees Budgeting Policy 211.01 provides that the President or designee will semi-annually submit to the Board of Trustees a report identifying reallocations within the Management Budget.

The following report includes reallocations of the 2021-22 Management Budget during the period of July 1, 2021 to December 31, 2021. These reallocations between budget categories are transfers within the adopted budget and have a net impact of \$0.

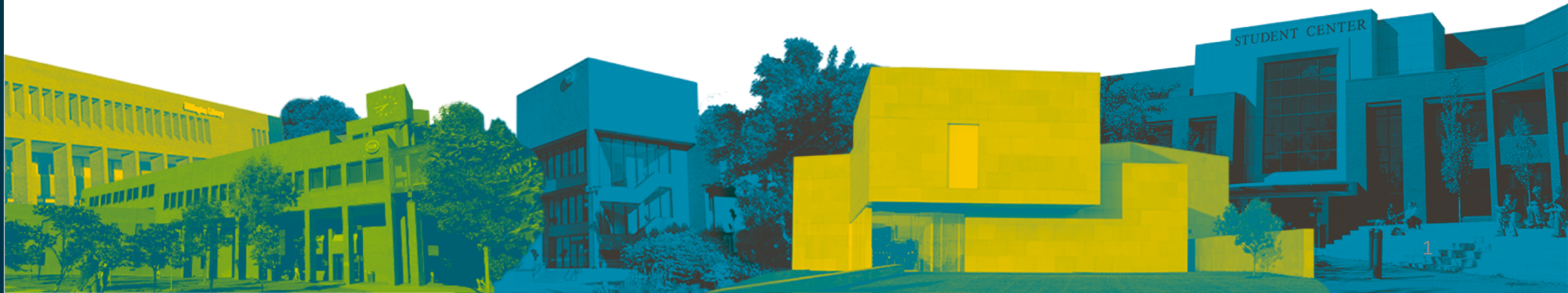


**FY22 BUDGET REALLOCATIONS**  
**July 1, 2021 to December 31, 2021**

	<b>Date</b>	<b>Fund</b>	<b>Org</b>	<b>Org Description</b>	<b>Account</b>	<b>Account Name</b>	<b>Description</b>	<b>Total</b>
1	20-JUL-2021	0201	4642	Student Services&Learner Engagement	53060	Contracted Services	Travel for CLEAR Program	1,800
		0201	5112	CLEAR	53110	Overnight Travel	Travel for CLEAR Program	(1,800)
2	26-JUL-2021	0201	6404	Admin Information Technology Plans	53150	Non-Capital Supplies and Materials	Monitors and warranties	6,688
		0201	4301	Strategic Marketing Operations	53150	Non-Capital Supplies and Materials	Monitors and warranties	(6,688)
3	28-JUL-2021	0201	4720	ED-UISFL-Expanding Global Awareenes	53060	Contracted Services	Cash Match for ED UISFL Year 2	6,000
		0201	4720	ED-UISFL-Expanding Global Awareenes	53110	Overnight Travel	Cash Match for ED UISFL Year 2	62,000
		0201	4649	College Grant Match	56010	Grants	Cash Match for ED UISFL Year 2	(68,000)
4	28-JUL-2021	0201	4606	Dean Health Care, Pub Safe&Wellness	53110	Overnight Travel	Team travel to ATI conference	3,000
		0201	1268	Health Occupations	53060	Contracted Services	Team travel to ATI conference	(3,000)
5	28-JUL-2021	0201	1243	Practical Nursing	53110	Overnight Travel	Nursing Team Conference	18,000
		0201	1268	Health Occupations	53060	Contracted Services	Nursing Team Conference	(27,000)
		0201	4636	Dir Prac Nursg & Health Occupation	53110	Overnight Travel	Nursing Team Conference	9,000
6	12-AUG-2021	0201	1278	Information Technology	53150	Non-Capital Supplies and Materials	Faculty furniture	(1,000)
		0201	4625	Asst. Dean Comp Sci/Info Tech	53640	Special Events	Faculty furniture	(1,400)
		0201	1207	Information Systems	53150	Non-Capital Supplies and Materials	Faculty furniture	2,400
7	19-AUG-2021	0201	6325	Security Access Control Systems	53150	Non-Capital Supplies and Materials	Admin Panel Upgrade	4,399
		0201	6321	Police Department	53150	Non-Capital Supplies and Materials	Admin Panel Upgrade	(4,399)
8	27-AUG-2021	0201	6401	Enterprise Application Support	53060	Contracted Services	Ellucian/DegreeWorks	8,228
		0201	5102	Student Services & Success	53060	Contracted Services	Ellucian/DegreeWorks	(8,228)
9	31-AUG-2021	0201	6401	Enterprise Application Support	53060	Contracted Services	LeapFrog contract	12,100
		0201	4601	VP Academic Affairs / CAO	53690	Contingency	LeapFrog contract	(12,100)
10	02-SEP-2021	0201	1255	KS Board of Regents - Nursing Gran	53110	Overnight Travel	Cash Match-KBOR Nursing grant	12,536
		0201	4649	College Grant Match	56010	Grants	Cash Match-KBOR Nursing grant	(12,720)
		0201	1255	KS Board of Regents - Nursing Gran	54050	Furniture and Equipment	Cash Match-KBOR Nursing grant	184
11	09-SEP-2021	0201	1443	MTC Art Education	53150	Non-Capital Supplies and Materials	Cash Match-NEA Grants for Arts Proj	1,420
		0201	1443	MTC Art Education	53060	Contracted Services	Cash Match-NEA Grants for Arts Proj	23,580
		0201	4649	College Grant Match	56010	Grants	Cash Match-NEA Grants for Arts Proj	(25,000)
12	20-SEP-2021	0201	1262	Healthcare Information Systems	53220	Advertising and Promotions	HCIS Marketing	1,500
		0201	4625	Asst. Dean Comp Sci/Info Tech	53110	Overnight Travel	HCIS Marketing	(1,500)
13	30-SEP-2021	0201	1111	Mathematics	53110	Overnight Travel	Travel to AMATYC for Math faculty	4,000
		0201	4801	Developing Programs	53060	Contracted Services	Travel to AMATYC for Math faculty	(4,000)
14	01-OCT-2021	0201	6325	Security Access Control Systems	53150	Non-Capital Supplies and Materials	Scanner for Athletic Door	6,026
		0201	5207	Athletics Director	53150	Non-Capital Supplies and Materials	Scanner for Athletic Door	(6,026)
15	06-OCT-2021	0201	6324	Insurance and Risk Management	53050	Insurance, Property/Casualty/Other	Insurance renewal costs	60,566
		0201	6104	Exec VP / Chief Operating Officer	53690	Contingency	Insurance renewal costs	(60,566)
16	27-OCT-2021	0201	6108	General Counsel	53030	Legal Services	Cover legal costs	25,000
		0201	6104	Exec VP / Chief Operating Officer	53690	Contingency	Cover legal costs	(25,000)
17	22-NOV-2021	0201	6407	Project Management Office	53060	Contracted Services	PageUp Expense	7,000
		0201	6302	Human Resources	53060	Contracted Services	PageUp Expense	(7,000)
18	06-DEC-2021	0201	6334	Warehouse / Postal Services	53650	Postage	Contingency budget	(100,000)
		0201	6104	Exec VP / Chief Operating Officer	53690	Contingency	Contingency budget	240,000
		0201	7102	Dir., Campus Services	54020	Remodeling and Renovations	Contingency budget	(60,000)
		0201	7401	Utilities	53310	Electric	Contingency budget	(80,000)
19	10-DEC-2021	0201	6324	Insurance and Risk Management	53050	Insurance, Property/Casualty/Other	Cover Insurance costs	30,230
		0201	6104	Exec VP / Chief Operating Officer	53690	Contingency	Cover Insurance costs	(30,230)
20	15-DEC-2021	0201	1226	Metal Fab (Welding) Technology	54050	Furniture and Equipment	Welders	13,000
		0201	4601	VP Academic Affairs / CAO	53690	Contingency	Welders	(13,000)
21	16-DEC-2021	0201	6108	General Counsel	53030	Legal Services	Cover legal costs	140,300
		0201	6104	Exec VP / Chief Operating Officer	53690	Contingency	Cover legal costs	(140,300)

# Higher Education Emergency Relief Fund (HEERF) Update

**Committee of the Whole  
January 31, 2022**



## Background & Process

- Since April 2020, JCCC has been awarded approximately \$40 million in grant funds related to the COVID-19 pandemic from Federal, State and County sources
- President's Cabinet and staff from various campus departments responsible for identification and prioritization of expenditures and administration of grant requirements
- Expenditures were audited by external auditors with no findings noted
- HEERF expenditures are subject to federal reporting requirements  
*<https://www.jccc.edu/admissions/financial-aid/consumer-information/cares-act-reporting.html>*

## Strategic Prioritization and Spending

1. Full utilization of Student funds
2. Short-term or one-time needs
  - Safety & physical spaces, including personal protective equipment (PPE) such as masks, plexiglass, cleaning supplies, UV light sanitation for air handling units
  - Technology supporting remote learning and work environments
  - Lost revenue reimbursements
3. Longer-term or ongoing initiatives that address student success
  - Programs that support enrollment
  - Support for student basic needs, technology & financial assistance

## Funding Summary - Sources

	Student Portion	Institutional Portion	Total
Higher Education Emergency Relief I (CARES), April 2020	\$2,540,143	\$2,540,142	\$5,080,285
Higher Education Emergency Relief II (CRRSAA), January 2021	2,540,143	9,257,090	11,797,233
Higher Education Emergency Relief III (ARPA), May 2021	10,741,422	10,441,521	21,182,943
State of KS Coronavirus Relief Fund, August 2020	0	1,327,032	1,327,032
Johnson County Coronavirus Relief Fund, October 2020	0	383,748	383,748
<b>Total</b>	<b>\$15,821,708</b>	<b>\$23,949,533</b>	<b>\$39,771,241</b>

## Funding Summary - Uses

	Student Portion	Institutional Portion	Total
Student Emergency Grants	\$15,821,708	\$2,479,309	\$18,301,017
Tuition refunds & discounts		415,223	415,223
Campus safety & operations (PPE)		875,582	875,582
Subsidizing food service/dining services		1,071,902	1,071,902
Technology equipment/software		4,085,475	4,085,475
Replace lost revenue from academic sources (tuition)		4,111,005	4,111,005
Replace lost revenue from Auxiliary sources		6,393,021	6,393,021
Instructional equipment & supplies, teach outs		923,467	923,467
Other uses		656,280	656,280
<b>Total</b>	<b>\$15,821,708</b>	<b>\$21,011,264</b>	<b>\$36,832,972</b>

As of January 2022, \$2.9M in Institutional ARPA funds remain uncommitted. The ARPA grant period ends May 11, 2022, and the College may elect to request a 1-year no cost extension to complete expenditures.

## Institutional Portion – Expenditure Examples

Examples of expenditures from the Institutional Portion of the HEERF funds include, but are not limited to, the following:

Institutional Portion			
Tuition refunds to students	Write-off of past due student accounts	Funding for the Meal Share program	Support for student mental health counseling
PPE including masks, plexiglass, cleaning supplies	COVID testing	Contact tracing	Student Calm Room furnishings
Student vaccine incentive program	Covering tuition & fees for College Success Strategies course COLL 200	Student loaner laptops & hotspots, distributed by the Student Basic Needs center	Covering Prior Learning Assessment (PLA) fees
Laptops and monitors for faculty & staff	Classroom technology including cameras, voice amplifiers, headsets	Software to support remote activity (Adobe, Yuja, Zoom)	Network technology (virtual machine storage, server expansion, NetLab expansion)
Science lab kits for students	Summer 2021 Boot Camp for incoming high school students	Assistive technology for students, including translating equipment	Continuing Education (CE) Training Awards
Replace lost revenue from campus bookstore & dining	Replace lost revenue from enrollment	Equipment for CE programs (ECG, Phlebotomy, Electrical Trainers)	CE Summer Youth paraprofessionals

## Maintenance of Effort Funds

- Appropriated through the state general fund budget for fiscal 2021-2022 through the Board of Regents, tied to the state’s receipt of federal stimulus funds
- \$5,000,000 for Community College Maintenance of Effort; JCCC portion is \$1,313,607
- Expenditures prioritized through President’s Cabinet paired comparison analysis of funding requests include:

Student Academic Planner software	Disaster Recovery site equipment	Security Cameras	Assistive technology for students & employees	Hearing aid loop technology for Polsky Theatre & Yardley Hall
ICU hospital beds for nursing program	Pedicure thrones for cosmetology program	Heavy equipment simulator for CE	Driver’s Education program electric vehicle	Auxiliary Services equipment



## Summary

- Over 45% of stimulus funds spent to date have been directed to students in the form of emergency grants, tuition refunds or write-off of past due balances
- Funding used for personal protective equipment and other public health initiatives has helped create and maintain a safe campus environment for faculty, staff and students
- As grant expenditures conclude, will work with federal program officer to determine need for one-year no cost HEERF extension