

Johnson County Community College

Committee of the Whole

8:30 a.m.

Monday, March 29, 2021

Zoom Webinar

Agenda

1. Disposition of Surplus Property Policy and Procedure review - Janelle Vogler, Associate Vice President, Business Services

2. Information Updates:
 - Procurement - Janelle Vogler, Associate Vice President, Business Services
 - Covid Vaccine Incentive program – Leslie Hardin, Vice President for Human Resources
 - Strategic Plan Draft Goal Review – John Clayton, Executive Director for Institutional Effectiveness, Research & Planning
 - SB13 Overview – Andy Bowne, President and Randy, Weber, Executive Vice President/Chief Student Success and Strategy Officer

Disposition of Surplus Property Policy 215.07

Johnson County Community College

Series: 200 Administrative Services

Section: Facilities and Property

Cross-Reference: [Disposition of Surplus Property Operating Procedure 215.08](#)

Disposition of Property: When College assets/inventory such as equipment, furniture, supplies or other personal property of the College are obsolete, damaged, worn out or no longer needed by any College department, the property shall be deemed surplus property ("Surplus Property"), and the Executive Vice President of Finance and Administrative Services ("EVP") or designee shall be authorized to dispose of Surplus Property. Prior to designating property as Surplus Property, reasonable efforts shall be made to redistribute the property for use within the College. Disposition of Surplus Property should focus on stewardship of public property, support the mission of the College, promote sustainability, fairness and transparency, and be conducted in compliance with all applicable laws and regulations.

Surplus Property may be disposed of in any of the following manners:

1. Trade-in;
2. Advertised public sale (by fixed price, negotiated price, sealed bid or public auction);
3. Donation to educational institutions or non-profit organizations;
4. Recycling or salvage; and
5. Trash.

In determining the method of disposal, the EVP or designee shall use best efforts to maximize the value and benefit to the College considering all circumstances, including anticipated proceeds as well as costs associated with each method of disposition.

If the estimated sale value of a piece or lot of Surplus Property exceeds \$50,000, the President or designee shall report same to the Board Management Committee.

For clarification purposes, Surplus Property does not include real property. Disposition of College real property shall be effective only when authorized by an affirmative vote of at least two-thirds of all members of the Board of Trustees.

Date of Adoption: 07/06/1982

Revised: 07/07/1994, 07/11/2007, 08/02/2007, 09/18/2008, 01/27/2011, 11/21/2013, 06/20/2019

Disposition of Surplus Property Operating Procedure 215.08

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Purpose: This Operating Procedure establishes the process for identifying and disposing of the College's Surplus Property and shall be administered and interpreted by the Executive Vice President of Finance and Administrative Services and JCCC's Business Services department. Any employee of the College seeking to redistribute or dispose of Surplus Property shall first contact the JCCC Warehouse.

I. Internal Redistribution of Property:

The College will use reasonable efforts to redistribute the property internally prior to declaring it as Surplus Property and disposing of it. In order to facilitate internal redistribution of property, the College maintains a Reusable Office Supply Exchange (ROSE) store for internal redistribution of office supplies. Additionally, the College Warehouse maintains a list of other property (typically furniture and equipment) that is available for reuse internally. The College's Business Services department shall determine the number of days an item should remain on the list, typically 30 days, based on the nature of the item, anticipated likelihood of internal redistribution, availability of Warehouse space and personnel, or other relevant factors.

II. Identifying Surplus Property:

Once it is determined that an item will not be internally redistributed it can be deemed Surplus Property by Business Services and is subject to disposal as provided herein.

III. Disposition of Surplus Property:

JCCC Business Services shall establish and maintain guidelines to determine the appropriate method(s) of disposal for Surplus Property. The method(s) of disposal should maximize net benefit to the College. The appropriate method(s) of disposal will vary by item and depend on the circumstances including value of item (both monetary and non-monetary), nature and extent of demand for the item, usefulness, recyclability of materials and cost of storage.

Surplus Property should be disposed of by the College within one year of reaching Surplus Property status.

IV. Hazardous Materials:

Hazardous and other special materials and equipment may be restricted as to disposition method and source. Campus Services is responsible for storage and disposition of hazardous materials.

V. Exceptions:

Exceptions to this Operating Procedure must be approved by a vice president over JCCC Business Services.

Signature on File in Policy Office
President

Date of Adoption: 01/13/2016

Revised: 06/20/2019

**SINGLE SOURCE PURCHASE REPORT
MARCH 2021 COMMITTEE OF THE WHOLE**

Vendor Name	Description	Policy 215.04 Exception	Fund	Department	Amount
The Chair Academy	The Chair Academy, Academy for Leadership Development will be hosted at JCCC for all faculty chairs May 17-21, 2021. The Chair Academy is a unique, one-of-a-kind program specifically designed for faculty chairs in higher education.	2c. Items or services required to meet specific educational objectives.	0201, General Fund	4648, Faculty Development	\$ 40,500.00
CDW	Renewal of various IBM Spectrum and COGNOS software license subscriptions for data protection, enterprise single-point-of-control, and administration for backup and recovery. Also allows for various ad hoc reports and data analytics. JCCC has had these license subscriptions since 2009.	2d. Items or services that ensure compatibility with existing equipment.	0201, General Fund	6351, Network & Data Center Operations	\$ 46,297.28
New Horizons, LLC	Asbestos Abatement in Billington Library, rooms 353A-B, 303, 305 and approximately 3,164 sf of fireproofing the high ceiling on 1st floor lobby. <i>CO-OP: State of Kansas Asbestos Removal On-Call - Contract #42667</i>	12. The President or the President's designee shall have the option to purchase at the unit or contract prices stated in current cooperative contracts established by purchasing cooperatives that are deemed to be in the College's best interest.	7111, Capital Outlay Fund	7741, Billington Library Addition/Renovation	\$ 84,413.00
Grand Total					\$ 171,210.28

SUMMARY OF RENEWALS:

\$50,000+

APRIL 2021 COMMITTEE OF THE WHOLE

<p align="center">Bid Title Total Contract Period</p>	<p align="center">Vendors Original Bid Amounts</p>	<p align="center">Renewal Option Amount</p>	<p align="center">Description of Services</p>
<p>Search Engine Marketing and Search Engine Optimization Services (C19-023-00)</p> <p>Original Term: Base Year, 4 Renewal Option Years 5/15/2019 - 6/14/2024</p> <p>Renewal Option: 2 of 4</p>	<ol style="list-style-type: none"> 1. Rank Fuse: \$90,996 / \$454,980 2. John Muller & Company dba MBB Agency: \$40,088 / \$200,440 3. GreatLike Media: \$43,200 / \$216,000 4. Creosen, LLC: \$59,757.60 / \$298,788 5. Lifted Logic: \$72,000 / \$360,000 6. Salt Rank: \$94,800 / \$474,000 7. The frank Agency, Inc.: \$99,600 / \$498,000 8. Carnegie Dartlet: \$100,000.06 / \$500,000.03 9. Trozzolo Creative Resources, Inc. dba Trozzolo Communications Group: \$102,000 / \$510,000 	<p align="right">\$90,996</p>	<p>For the provision of Search Engine Marketing and Search Engine Optimization Services.</p>
<p>Digital Advertising (C19-051-00)</p> <p>Original Term: Base Year, 4 Renewal Option Years 5/1/2019- 4/30/2024</p> <p>Renewal Option: 2 of 4</p>	<ol style="list-style-type: none"> 1. Centro: \$135,000 / \$675,000 2. MediaCross, Inc.: \$120,450.12 / \$602,250.60 3. Carnegie Dartlet: \$127,906 / \$639,530 4. The Frank Agency, Inc.: \$134,988 / \$674,940 5. Jennings Social Media Marketing, Inc.: \$135,000 / \$675,000 6. HYFN Local: \$135,000 / \$675,000 7. BrkThru Digital: \$135,000 / \$675,000 8. J29 Creative Group: \$135,000 / \$675,000 9. 25th Hours Communications: \$135,000 / \$675,000 10. DREXLS: \$135,000 / \$675,000 11. VisionPoint Marketing: \$135,000 / \$675,000 12. Trozzolo Creative Resources, Inc. dba Trozzolo Communications Group: \$20,000 + Unspecified Media costs 13. John Muller & Company dba Muller Bressler Brown: \$30,050 + Unspecified Media Costs 14. Innovations Branding House: \$46,000 + Media 	<p align="right">\$135,000</p>	<p>For the provision of digital advertising strategies to complement and support marketing and communications initiatives and campaigns.</p>