

Johnson County Community College
Committee of the Whole
April 4, 2022
8:30 am
Zoom Webinar

- 8:30 Strategic Planning – Mike Neal, Executive Vice President/Chief Operating Officer; Kate Allen, Vice President, College Advancement and Government Affairs
- Diversity Equity and Inclusion
- 9:10 Strategic Risk Management and Mission Continuity – Sandra Warner, Executive Director, Mission Continuity/Risk Management
- 9:35 Committee of the Whole Review – Andy Bowne, President
- 10:00 Policy Recommendations
- Service of Alcoholic Beverages Policy 217.06 – Mike Neal
 - Employee Recruitment and Selection Policy 414.01 – Leslie Hardin
 - Performance Reviews Policy 422.01 – Leslie Hardin
 - Mandatory Training Policy 422.02 – Leslie Hardin
 - Confidentiality Policy 424.01 – Leslie Hardin
 - Substance Abuse and Alcohol Policy 424.03 – Leslie Hardin
- 10:20 Review monthly purchasing recommendations – Janelle Vogler, Associate Vice President, Business Services
- Recommendation: KanREN (Kansas Research and Education Network)
 - Recommendation: Master Property Insurance Program Services
 - Recommendation: Baseball Field Synthetic Turf Replacement
 - Recommendation: Commercial Kitchen Equipment Replacement
- Informational Items
- Single Source Purchase Report \$35,000 - \$150,000
 - Bid/RFP Summary Report

Goal: Diversity, Equity, Inclusion

Strategy Co-chairs

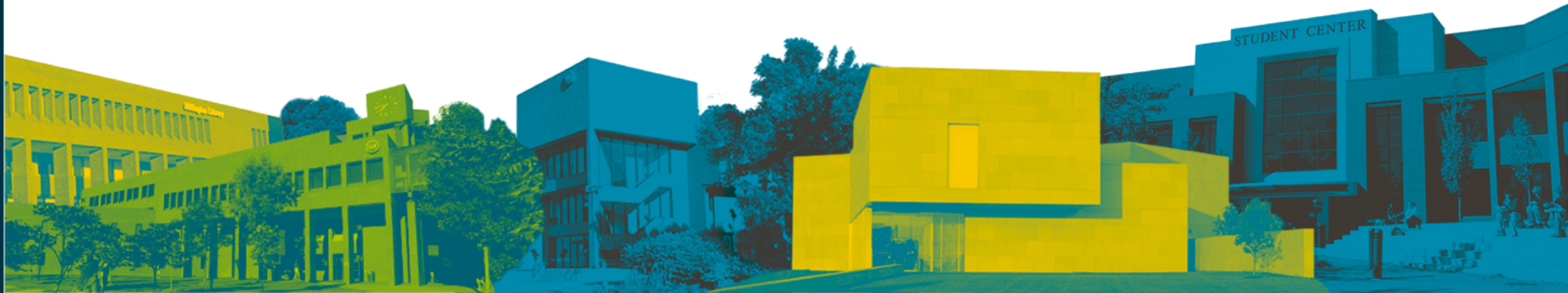
Kristy Howell
Andrea Vieux

Electra Arzola
Lisa Cole

Tonia Hughes
Lareesa Nelson

Champions

Mike Neal and Kate Allen



Diversity, Equity, Inclusion – Strategies

Strategy 1 – Accountability

Cultivate and communicate institutional access, awareness, and accountability.

Strategy 2 – Environment

Develop and support an inclusive environment that empowers all students, faculty, and staff to succeed.

Strategy 3 – Structure

Implement, reinforce, and sustain institutional structures, practices, processes, and partnerships consistent with diversity, equity, and inclusion principles.

Strategy 3 - Structure

What is the goal? *Closing the gaps*

A formal DEI Office will provide centralized leadership and guidance around closing JCCC's gaps in equitable, diverse, and inclusive student success, employment practices and engagement of our community.

Why do we need to close the gaps?

Mission and Workforce

Strategy 3 – Structure

How would a centralized resource help JCCC?

The DEI office will support, communicate with, and offer resources for

Students

Faculty

Staff

and

Community

It will serve as a center for all things relating to DEI

Strategy 2 – Environment

What is the goal?

Build a more inclusive culture at JCCC that empowers students, faculty, and staff to succeed

How do we build culture?

Continuous improvement of research, recruitment, marketing and programming around cultural competence

Strategy 2 – Environment

How would this help our college?

- Research from the DEI Office helps JCCC implement innovative best practices
- Recruiting more diverse candidate pools builds a sense of belonging for students and employees
- Programming helps ensure the most inclusive environment for students and employees

Why does this matter?

Students and employees with a strong sense of belonging are proven to be more successful

Strategy 1 – Accountability

What is the goal?

Be accountable in our actions and measure how we build a more equitable and inclusive campus environment

How do we enhance the culture of accountability?

Coordinate data collection, assessment and reporting for continuous improvement



Strategy 1 – Accountability

How would this help our college?

- Understanding our DEI benchmarks is crucial to future success
- Ongoing management of a diversity dashboard measures our progress in an effective and transparent format
- Creation of an equity scorecard provides clear goals to our campus and community

Why does this matter?

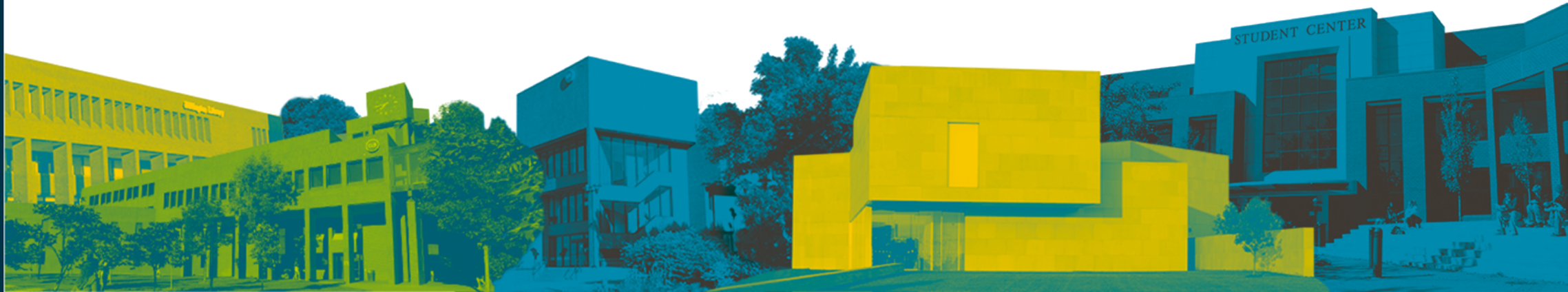
Measuring our success spotlights opportunities to improve and builds credibility with all stakeholders

Diversity, Equity, Inclusion – Next Steps

- Develop and refine metrics of success
- Board of Trustees vote in May on the FY23 Management Budget which includes funding for Strategic Plan
- Begin to execute a more formal structure, which lays the groundwork for a more inclusive environment and accountability, driving increased student success

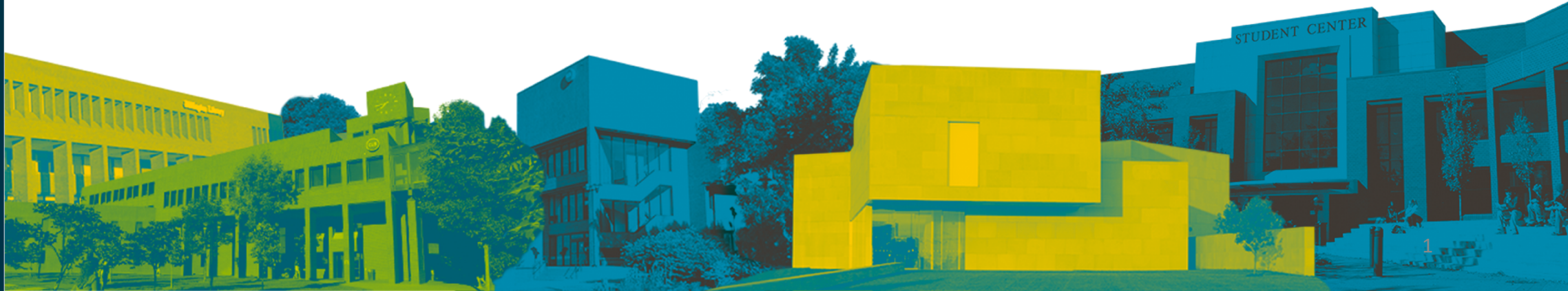
Goal: Diversity, Equity, Inclusion

Questions?



JCCC Mission Continuity & Strategic Risk Management Program

Committee of the Whole Update: April 4, 2022



Mission Continuity Core Service Areas

Mission Continuity department was resourced on July 1, 2019, to offer the following services to the College.



BUSINESS IMPACT ANALYSIS

Identify and prioritize the entity's functions and processes in order to ascertain which ones will have the greatest impact should they not be available.

PROGRAM INITIATION & MANAGEMENT

Introduce key concepts, such as program management, risk awareness, identification of critical functions/processes, recovery strategies, training and awareness, and exercising/testing.

MISSION CONTINUITY STRATEGIES

Select cost-effective strategies to reduce deficiencies as identified during the risk assessment and business impact analysis processes.

PLAN DEVELOPMENT AND IMPLEMENTATION

Document plans (Department Plans, Disaster Recovery Plans and Master Continuity Plan) to be used during an incident that will enable the entity to continue to function.

INCIDENT RESPONSE LEADERSHIP

Make sure campus parameters and expectations are set and to serve as a repository for all things related to an incident, or event, so proper activation, communications and channels can be followed.

Mission Continuity: Risk Improvement Actions (RIA)

- JCCC Disaster Recovery Plan 2.0 received Cabinet sign-off: 08/03/2021
 - Includes 24 mission critical Enterprise Technology Recovery Plans
- Master Mission Continuity Plan 1.0 shared with Cabinet: 08/03/2021
 - Leverages BOLDplanning platform, aligning JCCC with the State of Kansas Continuity Planning efforts
- Exercising our Disaster Recovery Plan – Single Sign-on (SSO) Ransom Scenario
 - Tabletop Exercise: 7/30/2021
 - Verified technical recovery steps
 - Developed cyber / ransom communication template
 - Component Exercise: 10/1/2021
 - Successfully recovered SSO instance!
 - Created master communication template for technology incidents
- FY22 Application Recovery Plans
 - 13 mission critical Department Technology Recovery Plans

Strategic Risk Management Core Service Areas

Strategic Risk Management works to mitigate both strategic and operational risks for the College.



TEACHING AND OUTREACH

Provides training and outreach to the campus community to increase awareness and understanding of safety and risk concepts.

RISK ASSESSMENT

Identify risks that can adversely affect College resources or image. Assess risks to determine the potential impacts to the entity, enabling the entity to determine the most effective use of resources to reduce these potential impacts.

INCIDENT RESPONSE LEADERSHIP

Focus on the safety of our students and faculty / staff as IRT develops guidance and issues recommendations for the College as we navigate the changed work environment and determine the College's critical needs.

INSURANCE AND CLAIMS

Protects the College's assets by identifying and analyzing risk exposures, controlling those exposures through insurance procurement, loss prevention, coverage analysis and claims management.

WORKERS' COMPENSATION

Ensure the College has proper coverage and support JCCC employees who are injured while performing their work duties.

JCCC 2021 Strategic Risk Assessment Results

Risk and Vulnerability Assessment conducted by:

- Emergency Management & Risk Management
- President's Cabinet/Executive Policy Group
- Crisis Management Team Members

Mitigations due to incident response efforts:

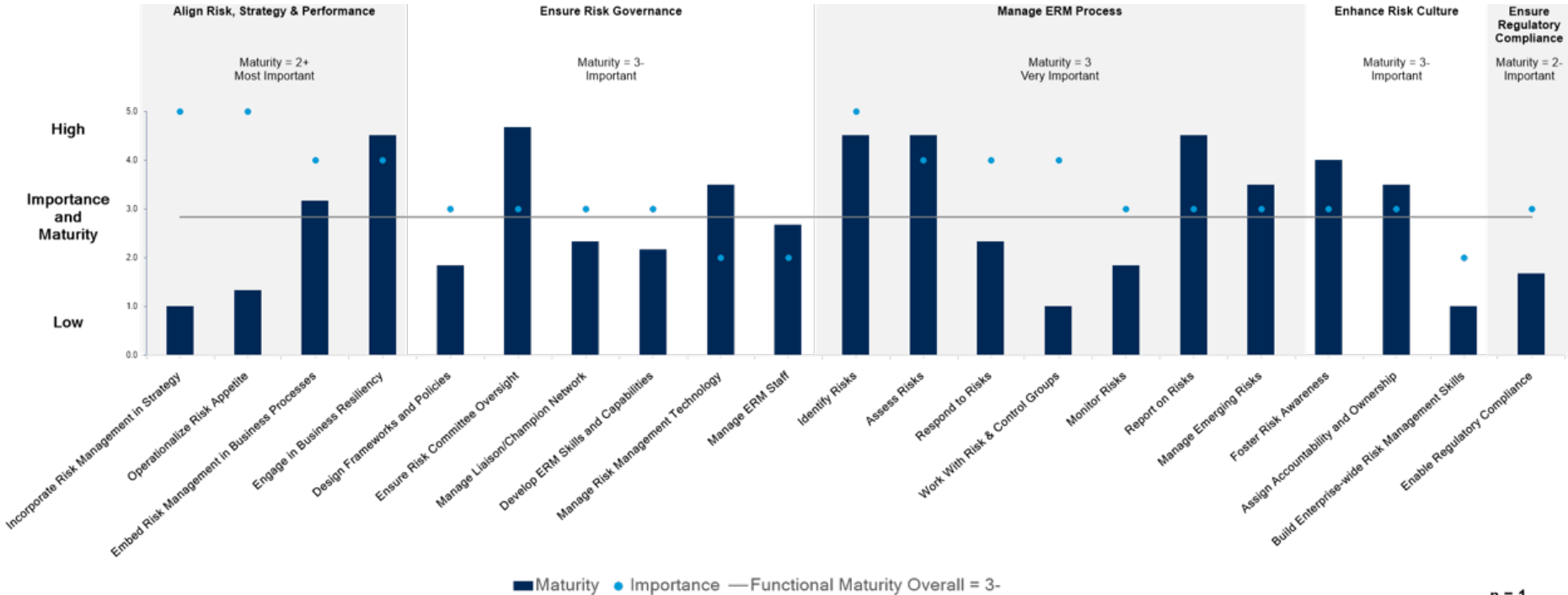
- Adopted updated cleaning protocols, we enhanced our air filtration systems, continue to follow CDC guidance and our campus guidelines.
- Annual Review of Snow Plan Procedure
- Multi-factor Authentication (MFA) implementation
- Battery backups are now hooked up to our radio repeaters
- Assess blast capacity in the event of a bomb
- Revisit evacuation approach
- Water damage prevention and recovery plan
- Cross-Functional (& Organizational) Post-Mortem Sessions
- Contract renewal limits / Policy reviews
- Review of revenue and enrollment streams
- Engaged Gartner Group to conduct Maturity Model Analysis

1. Community Health Crisis (Pandemic) /Infectious Disease
2. Fire
3. Winter Storm (Numerous)
4. Tornado
5. Cyber Attack/Ransomware (12/10-12/17)
6. Civil Unrest
7. Building Collapse
8. Extreme Cold (2/8-2/18)
9. Extreme Heat
10. Sexual Assault/Stalking/Hate Crime
11. Lightning (4/28)
12. Active Shooter/Active Threat
13. Hail
14. Terrorism
15. Regulatory and Legal Liabilities
16. Bomb Threat (9/28)
17. Hazardous Materials
18. Sustained Utility/Infrastructure Failure (2/16)
19. Flood (Water Incidents: 2/16, 2/17, 10/19, 10/28)
20. Loss of Leadership
21. Communications Failure
22. Sustained Network Outage
23. JCCC Financial Crisis
24. Supply Chain Disruption (Ongoing)
25. Death on campus

Strategic Risk Management: Maturity Model Analysis

JCCC engaged Gartner Group in November 2021 to conduct a Maturity Model Analysis

- Gartner Score enables organizations to improve functional performance by assessing their performance across a broad set of functional activities. The diagnostic measures two primary dimensions: **maturity** and **importance**



Lowest Maturity

- Build Enterprise-wide Risk Management Skills
- Work With Risk & Control Groups
- Incorporate Risk Management in Strategy
- Operationalize Risk Appetite

Highest Importance

- Incorporate Risk Management in Strategy
- Operationalize Risk Appetite
- Identify Risks
- Embed Risk Management in Business Processes

Importance: Measured on a scale ranging from 1 (Not Important) to 5 (Most Important), Importance measures how important each functional activity is to the overall effectiveness of your function in meeting its business objectives. Please refer to appendix section for scores.

Insurance Portfolio: Annual Renewal Process

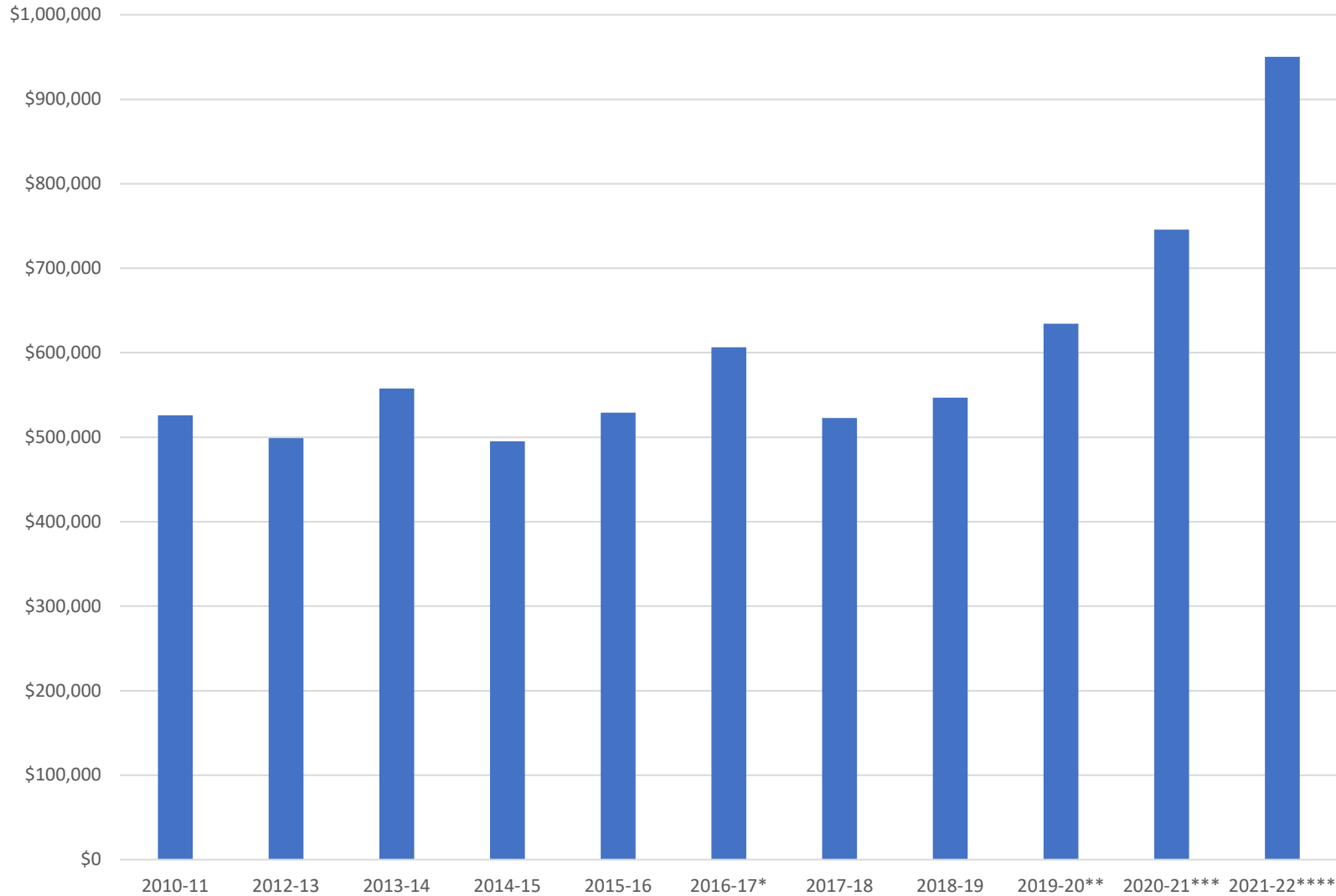
FY 2021-22 Renewal Summary

Coverage	Broker	Carrier	Renewal Date	2019-20	2020-21	2021-22	Variance
Property	Marsh USA, Inc.	M.H.E.C. / Zurich, et al	7/1/2021	\$192,729	\$300,745	\$442,662	47.19%
General Liability	Thomas McGee, Inc.	Cincinnati Insurance Company	10/1/2021	\$30,192	\$36,920	\$45,266	22.61%
Excess Liability	Thomas McGee, Inc.	Cincinnati Insurance Company	10/1/2021	\$23,953	\$38,178	\$50,184	31.45%
Law Enforcement Liability	Thomas McGee, Inc.	Cincinnati Insurance Company	10/1/2021	\$13,659	\$14,777	\$13,884	-6.04%
Automobile	Thomas McGee, Inc.	Cincinnati Insurance Company	10/1/2021	\$82,266	\$96,686	\$110,793	14.59%
Educators Legal Liability	Thomas McGee, Inc.	Indian Harbor Insurance Co	10/1/2021	\$85,524	\$82,627	\$74,112	-10.31%
Fiduciary Liability	Thomas McGee, Inc.	Great American Insurance Co	10/1/2021	\$0	\$12,500	\$14,500	16.00%
Employed Lawyers Professional Liability	Thomas McGee, Inc.	Federal Insurance Company	10/1/2021	\$12,272	\$4,271	\$4,271	0.00%
Cyber Liability	Thomas McGee, Inc.	Travelers	10/1/2021	\$22,389	\$27,502	\$36,594	33.06%
Crime	Thomas McGee, Inc.	Travelers	10/1/2021	\$16,912	\$0	\$0	0.00%
Media Professionals Liability	Thomas McGee, Inc.	Atlantic Specialty / One Beacon Ins. Co.	10/1/2021	\$7,361	\$7,361	\$7,361	0.00%
Foreign Liability	Thomas McGee, Inc.	ACE American Insurance Co.	10/1/2021	\$4,061	\$2,500	\$2,500	0.00%
Travel Accident	Thomas McGee, Inc.	ACE American Insurance Co.	10/1/2021	\$15,451	\$2,000	\$5,836	191.80%
Kidnap and Ransom (3-year renewal)	Thomas McGee, Inc.	Great American Insurance Group	10/1/2021	\$0	\$0	\$19,645	3.00%
Student Daycare Accident & Health (HCDC)	Thomas McGee, Inc.	Hartford	10/1/2021	\$1,637	\$1,637	\$1,637	0.00%
Underground Storage Tank Liability	Thomas McGee, Inc.	Great American Alliance Insurance Co.	10/1/2021	\$132	\$144	\$144	0.00%
Student Medical Liability	Thomas McGee, Inc.	American Casualty Company / HPSO	10/1/2021	\$27,114	\$16,732	\$17,705	5.82%
Drone	Thomas McGee, Inc.	American Alternative Insurance	10/1/2021	\$1,399	\$1,578	\$1,578	0.00%
Motorcycle Rider Education Insurance	Affordable Home Ins. Svs.	Philadelphia Indemnity	10/1/2021	\$6,425	\$5,154	\$8,063	56.44%
Basic Athletic Injury (Basic & Mascot & Dance Team)	Relation Insurance Services	Mutual of Omaha	8/1/2021	\$17,369	\$13,815	\$13,023	-5.73%
Lifetime Catastrophic Athletic Injury	Relation Insurance Services	Mutual of Omaha	8/1/2021	\$5,654	\$7,915	\$8,897	12.41%
Lifetime Catastrophic Athletic Injury (Dance & Mascot)	Relation Insurance Services	Crum & Foster	8/1/2021	\$850	\$1,000	\$1,000	0.00%
Workers Compensation (self-insured program)	Thomas McGee, Inc.	Safety National Casualty Corporation	7/1/2021	\$60,910	\$67,781	\$67,781	0.00%
Workers Compensation (other states)	Thomas McGee, Inc.	Hartford Fired Insurance Co.	7/1/2021	\$2,859	\$3,714	\$1,094	-70.54%
Volunteer Accident	Thomas McGee, Inc.	Philadelphia Indemnity	7/1/2021	\$1,731	\$1,731	\$1,731	0.00%
Total Insurance Premiums:				\$632,849	\$747,268	\$950,261	27.16%

Insurance Portfolio: Annual Renewal Process

- Lessons Learned
 - Insurance providers are becoming more invasive in their verification approach
- Cost Changes
 - Renewals are up 22% overall (to date)
 - Property Insurance climbed by 47% due to member losses and loss of members
- Key Trends
 - The cyber insurance market is experiencing a shift in the renewal process and are stiffening requirements to continue coverage.
- Property Insurance RFP Results: Alliant Insurance Services
 - Alliant Insurance Services is based in Newport Beach, CA and does \$2.5B in annual revenue.
 - They are the 10th largest broker in the U.S. and the 4th largest privately held broker.
 - Some of their customers include the Illinois Public Higher Education Cooperative, Los Angeles Community College, California State University and Northern Wyoming Community College.
 - In their APIP program, the insured risk is spread across such a large footprint and outside of the Midwest, it should help to offset some of the risk we face today by being in a single region focused program (which is seeing high-cost increases because we are in the Midwest)

Insurance Premium History



*Majority of 2016-17 increase is due to 2015 property appraisal that resulted in approximately 25% increase in property values.

**Majority of 2019-20 increase due to increase in property insurance values and hardening property insurance market.

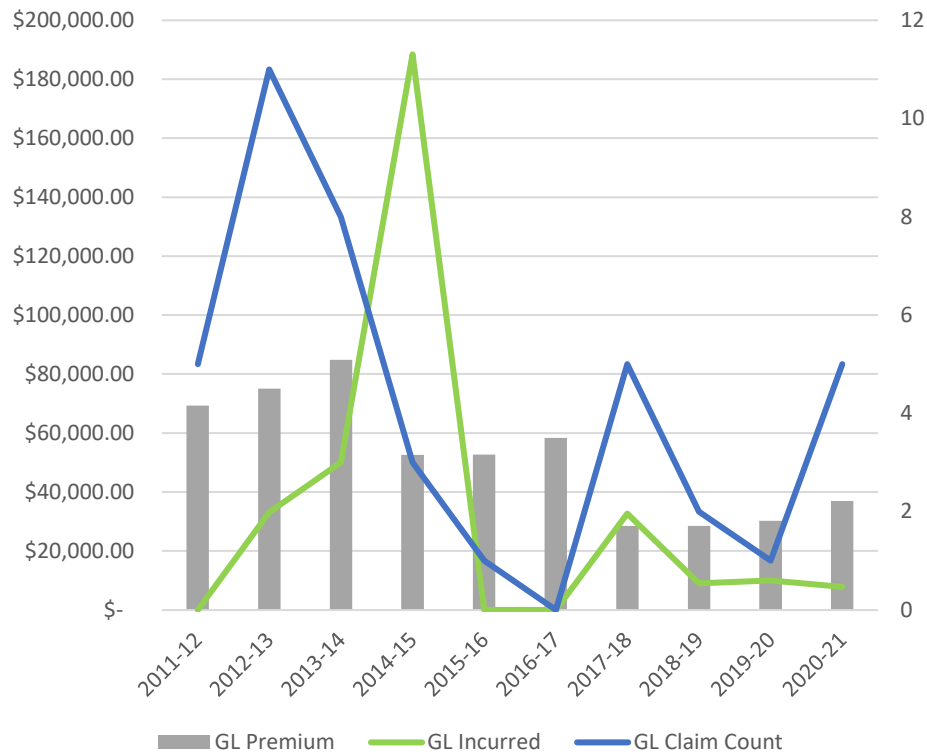
***Majority of 2020-21 increase due to increase in property insurance values and large-scale claims at member institutions.

****Majority of 2021-22 increase due to declining number of members to distribute previous losses.

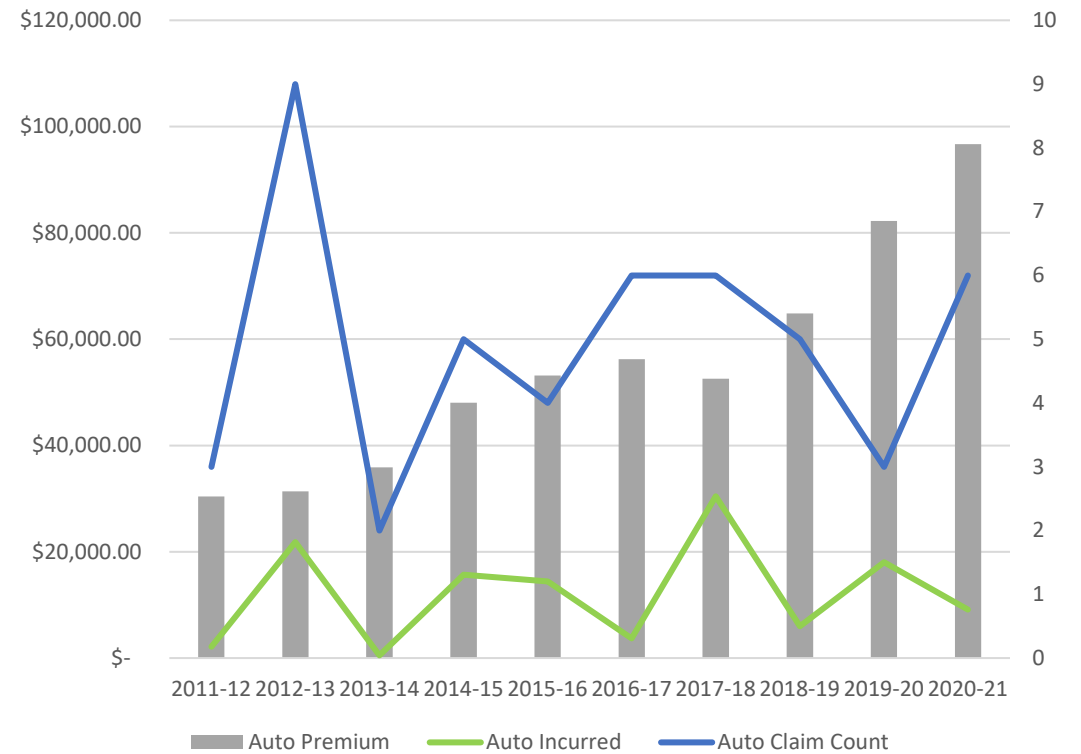
Claims Overview - Liability

- Claim counts have increased during COVID despite lower on-campus occupancy. Job-specific mandatory training is a major focus.
- Cost incurred has remained low; Premiums vary depending on the market.

General Liability Claim History



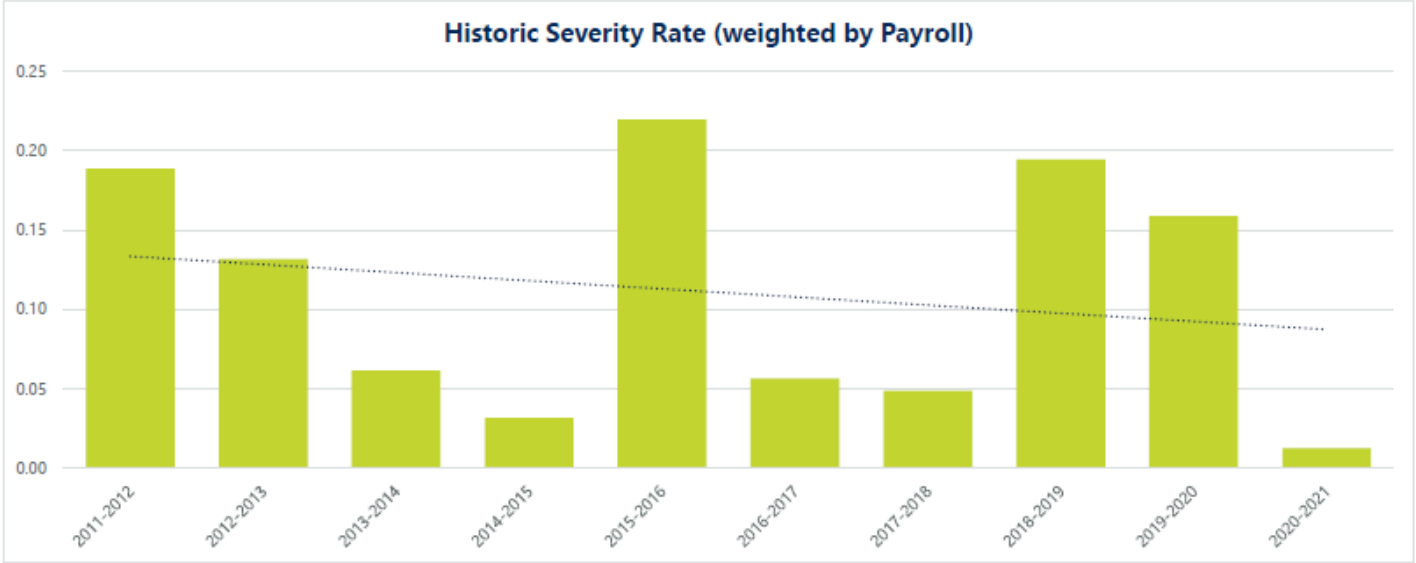
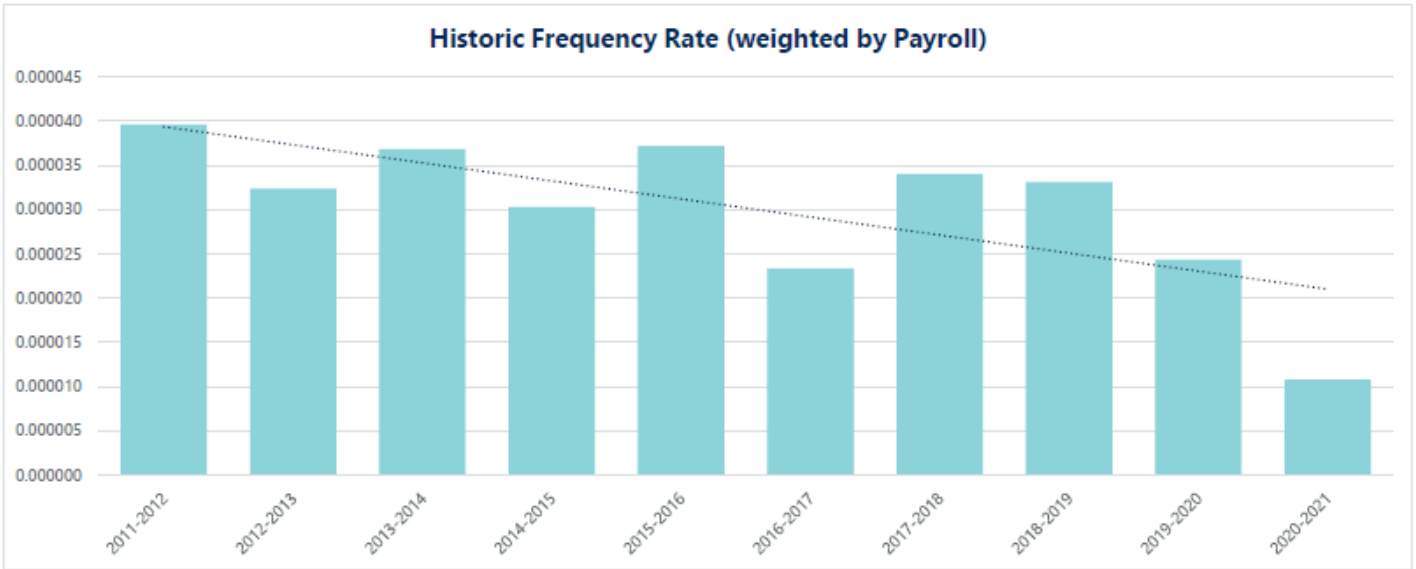
Auto Claim History



Claims Overview – Workers’ Comp

Stewardship Report: Claims Analysis

Policy Year: 7/1/2020-2021

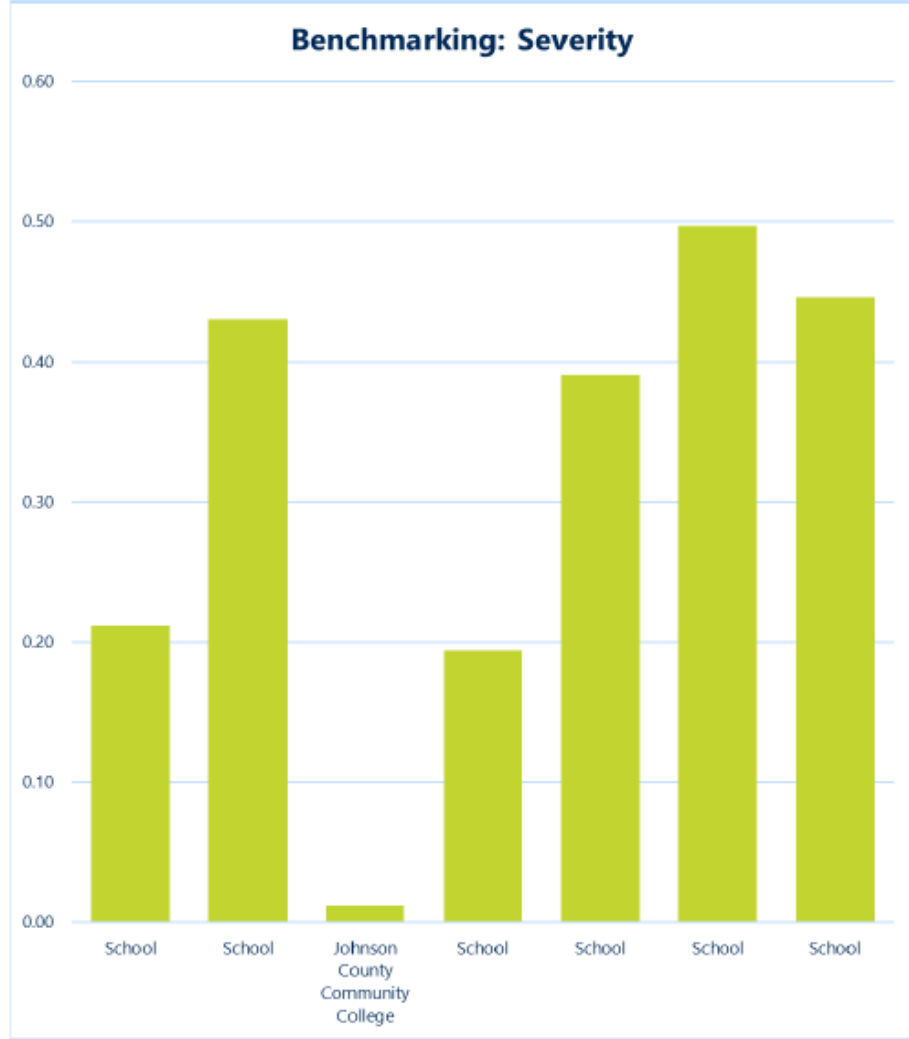
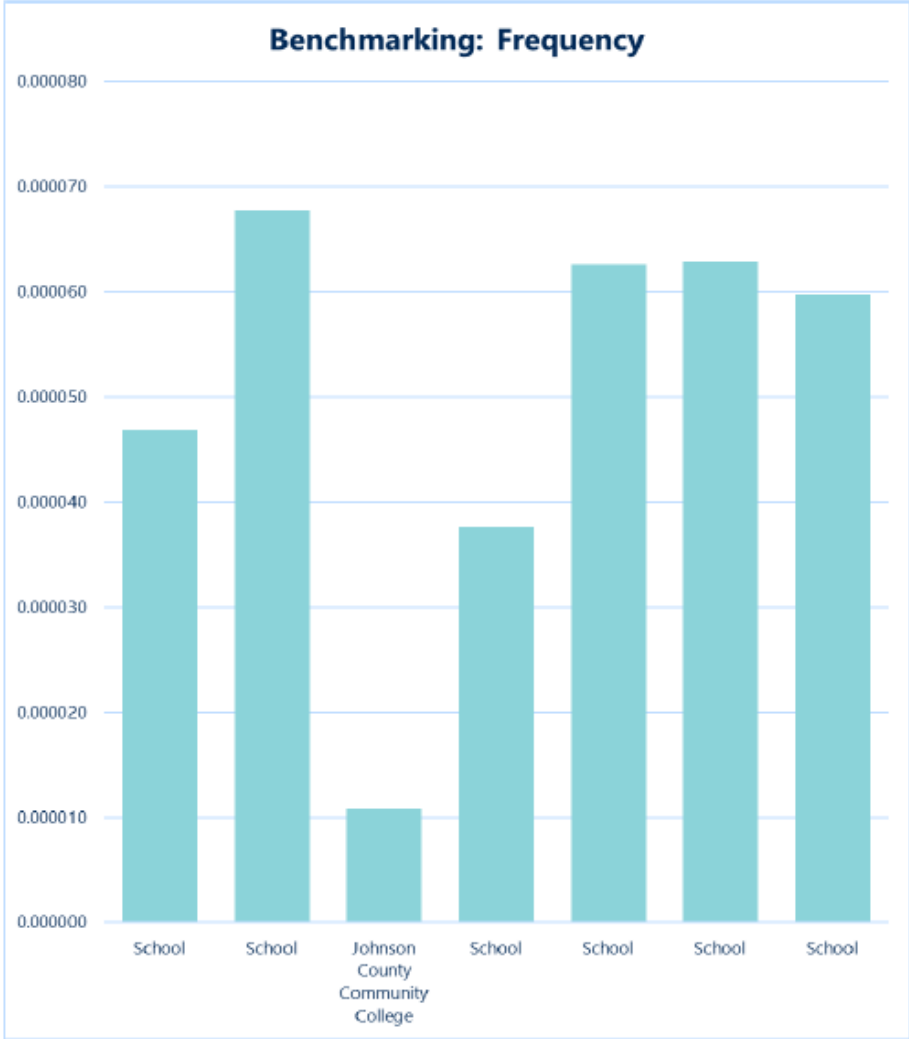


Claims Overview – Workers’ Comp

Stewardship Report: Claims Analysis

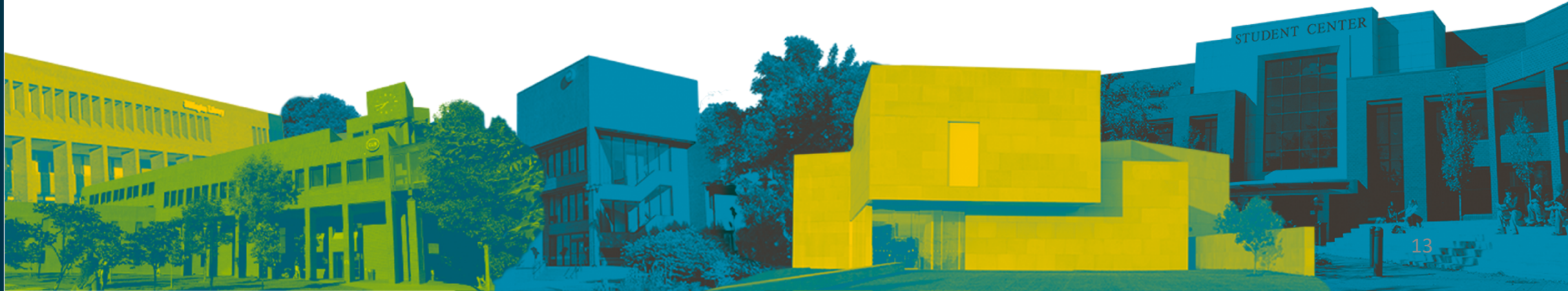
Policy Year: 7/1/2020-2021

Benchmarking



Questions?

Committee of the Whole Update: April 4, 2022



DR. ANDY BOWNE
PRESIDENT

Committee of the Whole Review



What is working:

1. All Trustees hear the same information
2. Less “operational” direction/discussion
3. Items more fully discussed
4. Efficient use of staff time (more efficient for some, less efficient for others)
5. Opportunity for greater Board alignment
6. Efficient reporting at BoT meeting

What is working? (Board input)

DR. ANDY BOWNE
PRESIDENT



What is not working:

1. Timeline is not good for departments waiting for Board approvals
 - Can't be as responsive to needs and may take up to 6 weeks to get bid approval outside of previous process
2. Increased questions operationally
3. Inefficient use of staff time (more efficient for some, less efficient for others)
4. Limited opportunity for Board leadership development
5. Limited time for presentations

What is not working? (Board input)

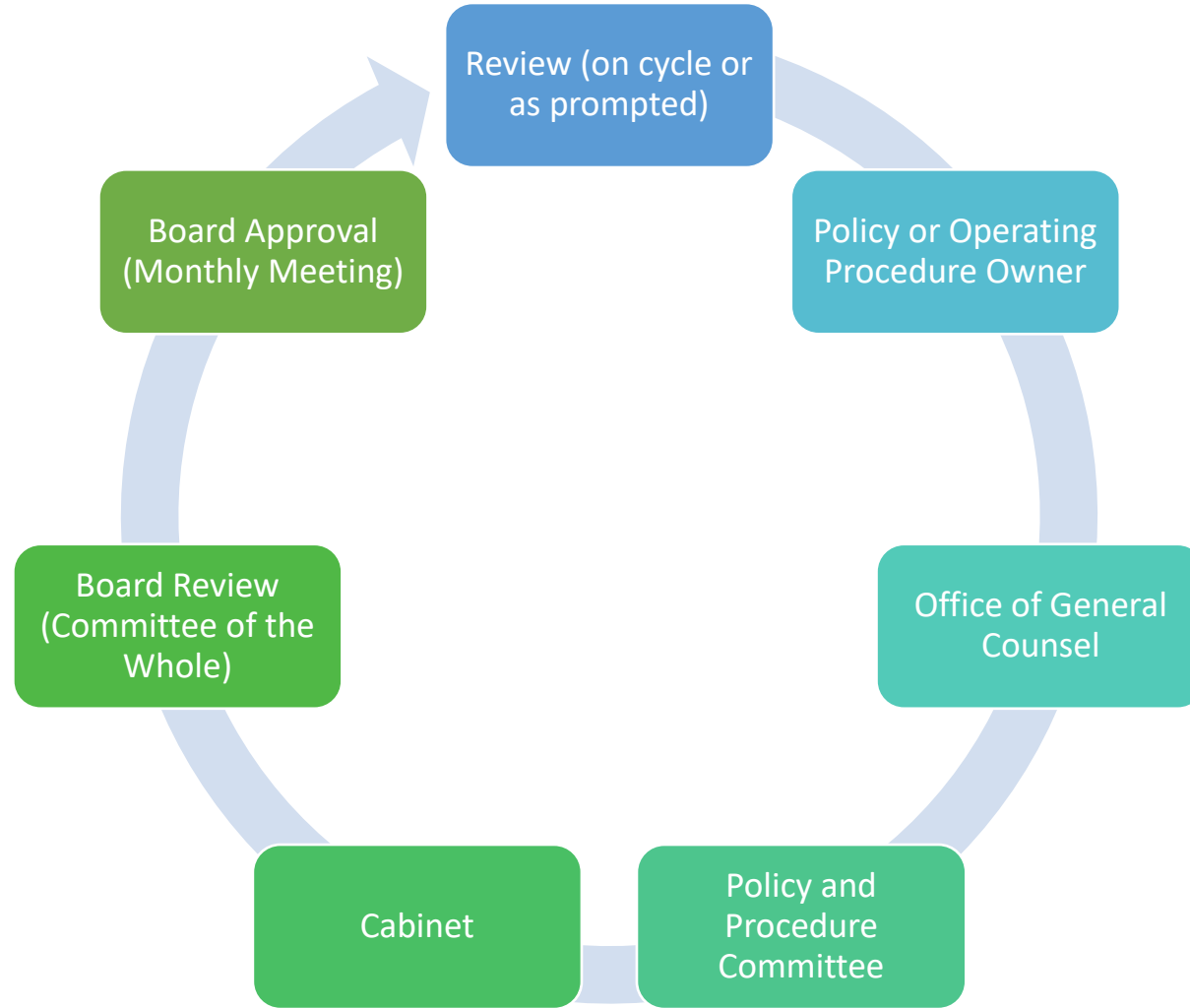
DR. ANDY BOWNE
PRESIDENT



Options for consideration:

1. Extend the CotW Pilot
2. Discontinue the CotW Pilot and move back to a subcommittee structure
3. Discontinue to CotW Pilot and make CotW the ongoing “subcommittee” structure.

Policy Review and Approval Process



Committee of the Whole
April 4, 2022

Policy	Recommended Action	Material Changes
Service of Alcoholic Beverages Policy 217.06	Modify	The recommended changes reference, rather than restate, relevant law and clarify the type of alcohol which may be served on campus and the specific locations where alcohol may be served.
Employee Recruitment and Selection Policy 414.01	Modify	The recommended changes add an applicability statement and reference the compensation plan as well as the Master Agreement.
Performance Review Policy 422.01	Modify	The recommended changes add applicability and purpose statements and reference the Master Agreement.
Mandatory Training Policy 422.02	Modify	The recommended changes add applicability and purpose statements and clarify that training may include mandatory compliance and job-specific training.
Confidentiality Policy 424.01	Modify	The recommended changes add applicability and purpose statements.
Substance Abuse and Alcohol Policy 424.03	Modify	The recommended changes add applicability and purpose statements and remove outdated statutory references.

Report:

The Committee of the Whole has reviewed the recommended changes to the Service of Alcoholic Beverages Policy 217.06. The recommended changes reference, rather than restate, relevant law and clarify the type of alcohol which may be served on campus and the specific locations where alcohol may be served.

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 modification to the Service of Alcoholic Beverages Policy 217.06, as shown subsequently in the Board packet.

Service of Alcoholic Beverages Policy 217.06

Johnson County Community College
Series: 200 Administrative Services
Section: Facilities and Property

Cross-Reference: [Service of Alcoholic Beverages Operating Procedure 217.07](#)

Applicability: This Policy applies to [the Johnson County Community College \(“JCCC” or the “College”\)](#) [campus community, including](#) all students, [employees-personnel](#) and visitors.

Purpose: [The purpose of this Policy is to generally prohibit the consumption of alcohol on public property, except in specified locations designated by the Board of Trustees herein, in accordance with K.S.A. 47-719.](#)

[The Kansas Liquor Control Act \(K.S.A. Chapter 41, Articles 1 through 11, as amended\), at K.S.A. 41-719\(d\), generally prohibits the consumption of alcoholic liquor on public property. However, pursuant to K.S.A. 41-719\(i\):](#)

[“The board of trustees of a community college may exempt from the provisions of subsection \(d\) specified property which is under the control of such board and which is not used for classroom instruction, where alcoholic liquor may be consumed in accordance with policies adopted by such board.”](#)

[Accordingly, the Board of Trustees of Johnson County Community College exempts certain College property from K.S.A. 41-719\(d\) as set forth in this Policy and the Service of Alcoholic Beverages Operating Procedure 217.06.](#)

Statement:

No person shall drink or consume alcoholic beverages on College property, except in [the following](#) limited [locations identified in circumstances in accordance with](#) this Policy, [and in accordance with the](#)

~~Service of Alcoholic Beverages Operating Procedure 217.07, applicable Substance Abuse Policies, and the Student Code of Conduct Policy 319.01, and all applicable JCCC substance abuse policies, only in the locations and in the manner set forth below:~~

1. ~~Beer and wine may be served during r~~Regular operations at Café Tempo ~~(NMOCA 119)~~.
2. ~~Beer and wine may be served during s~~Special events held in ~~the following locations:~~
 - a. ~~Café Tempo (NMOCA 119) during times it is not open for regular operations, including and~~ the Café Tempo patio ~~outside of regular operations;~~
 - b. The area of the Nerman Museum adjacent to Café Tempo, the Atrium at the Nerman Museum ~~(NMOCA 130)~~, and the Nerman Museum Terrace;
 - c. The ~~Regnier Center~~ Capitol Federal Conference Center ~~Room Number (RC 101)~~, the ~~Regnier Center Conference Room Number RC 270 (t~~The “Cube” ~~(RC 270)~~, the Bodker Executive Room ~~Number (RC 170)~~, and the Shull Foyer;
 - d. The Midwest Trust Center lobby and performance halls, including the Recital Hall, Yardley Hall and Polsky Theatre, and their respective stages, staging areas, audience seating and front of house areas, and the Virginia Krebs Community Room ~~(MTC 107)~~;
 - e. The Wylie Hospitality and Culinary Academy lobby (WHCA 100), including the adjacent patio, the Wysong Family Culinary Theatre (WHCA 145), and the Regnier Family Dining Room (WHCA 150),
 - f. The Hugh L. Libby Career and Technical Education Center lobby (CTEC 102); and
 - g. Olathe Health Education Center ~~(OHEC)~~ room number 102 ~~(OHEC 102)~~ and respective lobby areas.
3. ~~Such other locations as the Board of Trustees or the College President, acting as the Board's designee, may determine from time to time.~~

All ~~P~~procedures, as directed by the College President, under this Policy shall be in full compliance with federal, state, and local laws and regulations, including the Kansas Liquor Control Act, City of Overland Park Municipal Code Chapter 5.20, and Olathe Municipal Code Title 7.

Date of Adoption:

Revised: 02/17/2011, 10/20/2011, 07/18/2013, 01/16/2020, 01/21/2021, 04/21/2022

Report:

The Committee of the Whole has reviewed the recommended changes to the Employee Recruitment and Selection Policy 414.01. The recommended changes add an applicability statement and reference the compensation plan as well as the Master Agreement.

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 modification to the Employee Recruitment and Selection Policy 414.01, as shown subsequently in the Board packet.

Employee Recruitment and Selection Policy 414.01

Johnson County Community College

Series: 400 Personnel

Section: Hiring and Onboarding

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

Purpose: ~~It is the objective of the College~~The purpose of this Policy is to establish practices to hire the best qualified candidates for open positions at the College. The ~~determination meaning~~ of best qualified will be determined at College's sole discretion. ~~Recruitment activities will be conducted for each vacancy to the extent that is practicable to assure a pool of well-qualified candidates.~~

Statement:

The College strives to create a broad and diverse pool of qualified applicants for all employment opportunities. As such, Human Resources will establish recruitment and selection processes to promote open and fair competition for the selection of the most qualified individuals to fill vacant positions. Employment will be offered based upon the job-related qualifications of applicants using fair and valid selection criteria and contingent upon satisfactory completion of relevant background checks and verification of eligibility to work in the United States.

The President, or designee, may appoint employees of the College in a manner consistent with the Compensation Plan, or for bargaining unit employees, in accordance with any master agreement.

Posting Vacancies

~~When positions at the College are or will become vacant, a notice of vacancy will be prepared and distributed in accordance with procedures established by the Office of Human Resources.~~

Applications for Employment

Each candidate for employment will be required to make written application indicating qualifications for a position on the form and in the manner provided by Human Resources. Additional information required to be submitted with the application, such as references or certifications, will be specified in the individual posting of vacancy.

Screening Applications

Human Resources shall be responsible for establishing procedures for screening all employment applications on the basis of bona fide occupational qualifications. On the basis of the screening of applications, employment interviews will be granted.

Employment Interviews

Applicants recommended for employment with the College will be interviewed by one or more representatives of the College.

Appointment to Position

All employees of the College will be employed by action of the Board of Trustees upon recommendation for employment by Human Resources. Human Resources will recommend to the Board of Trustees all candidates to be approved for hire stating rate of pay, classification and status. Human Resources may, in its sole discretion, appoint a person to a vacancy on a contingent basis, pending approval by the Board of Trustees, for a period not to exceed sixty (60) days.

Exceptions

Exceptions to this Policy must be approved by the President or a vice president over Human Resources.

Date of Adoption:

Revised: 03/15/2018, 04/21/2022

Report:

The Committee of the Whole has reviewed the recommended changes to the Performance Review Policy 422.01. The recommended changes add applicability and purpose statements and reference the Master Agreement.

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 modification to the Performance Review Policy 422.01, as shown subsequently in the Board packet.

Performance Reviews Policy 422.01

Johnson County Community College

Series: 400 Personnel

Section: Employee Conduct and Performance

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

Purpose: The purpose of this Policy is to establish the practice of conducting performance reviews for College employees.

Statement:

The College will conduct performance reviews of employees in accordance with internal procedures established by Human Resources or the Master Agreement, as applicable. Failure to complete or perform such performance reviews shall not deter, delay, or affect any demotion, suspension, termination, or non-renewal of any employee.

Date of Adoption:

Revised: 09/21/2017, 04/21/2022

Report:

The Committee of the Whole has reviewed the recommended changes to the Mandatory Training Policy 422.02. The recommended changes add applicability and purpose statements and clarify that training may include mandatory compliance and job-specific training.

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 modification to the Mandatory Training Policy 422.02, as shown subsequently in the Board packet.

Mandatory Training Policy 422.02

Johnson County Community College
Series: 400 Personnel
Section: Employee Conduct and Performance

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

Purpose: The purpose of this Policy is to set out the training employees are required to complete and the timeframe associated with such training.

I. Training for New Employees/Supervisors

All new employees are required to complete new employee orientation and mandatory compliance training within 90 calendar days of their hire date. ~~All new employees are required to complete mandatory compliance training within 90 calendar days of their hire date.~~

All new supervisors are required to participate in supervisor orientation within 90 calendar days of assuming supervisory responsibilities.

II. Ongoing Training for Employees

All employees are required to complete mandatory compliance training and, as determined by the needs of the College or the employee’s department, required job-specific training each fiscal year.:

- ~~• The non-discrimination/anti-harassment training program every fiscal year;~~
- ~~• The technology security and campus safety awareness training program every fiscal year; and~~
- ~~• All other required training as determined by the needs of the College or the employee’s department.~~

Failure to complete training required under this Policy within established time periods may result in discipline up to and including termination of employment in accordance with the Suspension, Demotion, and Termination Policy 415.08.

III. Hiring Committee Training

~~As a prerequisite~~Prior to serving on a campus hiring or selection committee, ~~an employee~~ will be required to~~must~~ have completed ~~the~~ hiring or selection committee ~~orientation training identified by Human Resources~~ within the prior 12 months ~~prior to the hiring committee assignment.~~

Date of Adoption: 03/27/2008

Revised: 01/27/2011, 11/17/2011, 09/21/2017, 04/21/2022

Report:

The Committee of the Whole has reviewed the recommended changes to the Confidentiality Policy 424.01. The recommended changes add applicability and purpose statements.

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 modification to the Confidentiality Policy 424.01, as shown subsequently in the Board packet.

Confidentiality Policy 424.01

Johnson County Community College

Series: 400 Personnel

Section: Employee Conduct and Performance

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

Purpose: The purpose of this Policy is to set out JCCC’s commitment to maintaining individuals’ privacy rights.

Statement:

The ~~Health Insurance Portability and Accountability Act (HIPAA)~~, Gramm-Leach-Bliley Act (GLB), the Family Educational Rights and Privacy Act (FERPA) and other applicable federal and state laws require the College to protect the privacy of certain ~~personal health information~~, financial records, educational records, and personal customer information. It is the intent of the College to comply with all applicable provisions of these laws.

~~Employees-College personnel~~ shall abide by and follow all College ~~p~~Policies, ~~operating p~~Procedures, and workplace rules regarding the safeguarding of such information and shall take all necessary and required measures to otherwise protect private information created, collected, maintained, transmitted, or stored by or for the College.

Individuals who believe their privacy rights have been violated may file a complaint with a director over Human Resources or through ~~the~~ JCCC Ethics Report Line.

Date of Adoption: 09/16/2004

Revised: 12/10/2009, 09/21/2017, 04/21/2022

Report:

The Committee of the Whole has reviewed the recommended changes to the Substance Abuse and Alcohol Policy 424.03. The recommended changes add applicability and purpose statements and remove outdated statutory references.

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 modification to the Substance Abuse and Alcohol Policy 424.03, as shown subsequently in the Board packet.

Substance Abuse and Alcohol Policy 424.03

Johnson County Community College
Series: 400 Personnel
Section: Employee Conduct and Performance

Cross Reference: [Substance Abuse and Alcohol Operating Procedure 424.04](#)

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

Purpose: The purpose of this Policy is to ensure the College maintains a drug-free workplace.

Statement:

The College supports and endorses the Drug-Free Workplace Act of 1988 (~~41 USC 701 et. seq.~~) and the Drug and Alcohol Abuse Prevention regulations implementing the Drug-Free Schools and Communities Act Amendments of 1989 (~~20 USC 1145(g)~~). Pursuant to applicable ~~provisions of these Acts~~laws and regulations, the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance or abuse of alcohol (~~as defined in these Acts~~) by an employee on College property or as part of any College activity~~ies~~ is prohibited. Employees are not permitted to consume alcohol while on duty, except in limited circumstances as approved in accordance with the Substance Abuse and Alcohol Operating Procedure 424.04.

An employee must notify the College of any criminal drug ~~statute~~ conviction for a violation occurring in the workplace no later than five (5) days after such conviction. Such notice shall be provided in writing by the employee to a director over Human Resources.

Pursuant to applicable laws and regulations, employees may be subject to drug and alcohol testing.

The College will maintain an internal procedure to annually distribute to all employees a statement of compliance in accordance with ~~the applicable provisions of the~~laws and regulations. The College will conduct a biennial review of the~~is~~ internal procedure.

An employee who violates this Policy shall be subject to discipline up to and including termination of employment [in accordance with Suspension, Demotion and Termination Policy 415.08](#).

Date of Adoption:

Revised: [05/15/1997](#), 11/16/2017, [04/21/2022](#)

**SINGLE SOURCE PURCHASE REPORT: \$150,000+
APRIL 2022 COMMITTEE OF THE WHOLE (APRIL 4)**

Vendor	Description of Services / Policy 215.04 Exception #	Fund	Department	Amount
KanREN (Kansas Research and Education Network)	<p>Ongoing KanREN membership for FY23 - FY26. Membership includes internet access circuit, SIP circuit, point-to-point circuit, cloud connect, Zoom video conference licensure, and network connectivity support services. It also provides advanced internet connectivity for colleges and universities with services like: data transport, cybersecurity, software as a service (SAAS), platform as a service (PAAS) and infrastructure as a service (IAAS). JCCC's cost increases over previous years are due to the following changes: JCCC became an "anchor site " for the community and the state of Kansas for KanREN services, KanREN backbone upgrade which results in JCCC's internet speed increase from 10Gbps to 100Gbps, and estimated Zoom licenses and price increases for JCCC. Future years' renewals will be reported through the Committee of the Whole Renewals report.</p> <p>*Important: JCCC earns a yearly rebate of ~80% through the University of Arkansas Medical Sciences (UAMS) eLink rebate program for Rural Healthcare Rebate for internet services.</p> <p><i>CO-OP: State of Kansas #06807 #12. Cooperative purchasing</i></p>	0201, General Fund	6351, Network & Data Center Operations	\$1,350,386.27

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 Single Source Justification for KanREN membership for fiscal years 2023 through 2026, for an estimated amount of \$1,350,386.27.

AWARD OF BIDS/RFPs - MULTI-YEAR PURCHASE:

\$150,000+

APRIL 2022 COMMITTEE OF THE WHOLE (APRIL 4)

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
22-042 Master Property Insurance Program Services Base Year, 4 Renewal Option Years: 7/1/2022 - 6/30/2027 Base Year Fund Source: 0201, General Firms Notified: 24	1. Alliant Insurance Services: \$468,701 / \$3,268,701* 2. Marsh: \$469,688 / \$3,269,688* 3. Thomas McGee: \$650,000 / 3,450,000* <i>*Estimates only; successive option year amounts will vary based on the Annual Claims Review (ACR) of the previous year to determine the next upcoming year's premium. For apples-to-apples comparison, all option years were estimated at \$700,000. All future renewals will be reported to The Board of Trustees.</i>	<p align="center"> \$468,701.00 \$3,268,701* <i>*Estimate</i> </p>	A thorough evaluation process was conducted, which included reviewing and ranking the written proposals according to the defined RFP evaluation criteria. At the conclusion of the evaluation process, it was determined that the proposal submitted by Alliant Insurance Services best met the needs of the college.
PURPOSE & DESCRIPTION			
The purpose of this Request for Proposal (RFP) is to contract for an insurance broker and to establish master property insurance program. The program will aid with marketing, placement, and servicing of the College's master property insurance policies. The initial term of the contract will be from July 1, 2022 through June 30, 2023, and is renewable for four additional years, in one-year increments, upon the approval of both parties.			
EVALUATION COMMITTEE			
<ul style="list-style-type: none"> • Sandra Warner: Executive Director Mission Continuity and Risk Management • Mike Neal: Executive Vice President & Chief Operating Officer • Deb Nicholson: Director Accounting Services & Grants • Tamika McDonald: Senior Buyer 			
COMMITTEE OF THE WHOLE RECOMMENDATION			
<p>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 Alliant Insurance Services for insurance broker and master property insurance program services for a base year of \$468,701 and a total estimated expenditure of \$3,268,701 including the renewal options through 2027.</p>			

AWARD OF BIDS/RFPs - SINGLE PURCHASE:

\$150,000+

APRIL 2022 COMMITTEE OF THE WHOLE (APRIL 4)

Bid Title Total Contract Period Fund Source / Firms Notified	Vendors Original Bid Amounts	Single Purchase	Justification		
22-044 Baseball Field Synthetic Turf Replacement Base year/project completion Fund Source: 7111, Capital Outlay Firms Notified: 75	1. Mid-America Golf & Landscape: \$614,951.00 2. Kiefer USA: \$569,870.00 3. Sprinturf: \$572,450.00 4. Midwest Synthetic Turf Professionals: \$583,500.00 5. Ryan Sanders Sports Services: \$628,000.00 6. Hellas Construction: \$720,110.00 7. FieldTurf: \$730,951.00	<p align="center">\$676,446.10 <i>Single Purchase</i> <i>(includes 10% contingency - \$61,495.10)</i></p>	A thorough evaluation process was conducted that included reviewing and ranking the written proposals according to the defined RFP evaluation criteria. The criteria included the product/design system for baseball specific play, product manufacturer, sustainability, and prior experience with similar installations. At the conclusion of the evaluation process, it was determined that the proposal submitted by Mid-America Golf & Landscape best met the college's needs.		
PURPOSE & DESCRIPTION					
The purpose of this Request for Proposal (RFP) is for the selection of a synthetic turf supplier for the turn-key removal of the existing baseball field synthetic turf and installation of new synthetic turf.					
EVALUATION COMMITTEE					
<table border="0"> <tr> <td data-bbox="96 1052 1039 1162"> <ul style="list-style-type: none"> • Jeff Allen: Director, Campus Services & Energy Management • Eric Horner: Head Coach, Men's Baseball • Dean Spaulding: Supervisor, Maintenance/Grounds </td> <td data-bbox="1039 1052 2001 1162"> <ul style="list-style-type: none"> • Larry Allen: Senior Buyer, Campus Services • Jim Dice: Coordinator, Athletic Facilities & Clinic </td> </tr> </table>				<ul style="list-style-type: none"> • Jeff Allen: Director, Campus Services & Energy Management • Eric Horner: Head Coach, Men's Baseball • Dean Spaulding: Supervisor, Maintenance/Grounds 	<ul style="list-style-type: none"> • Larry Allen: Senior Buyer, Campus Services • Jim Dice: Coordinator, Athletic Facilities & Clinic
<ul style="list-style-type: none"> • Jeff Allen: Director, Campus Services & Energy Management • Eric Horner: Head Coach, Men's Baseball • Dean Spaulding: Supervisor, Maintenance/Grounds 	<ul style="list-style-type: none"> • Larry Allen: Senior Buyer, Campus Services • Jim Dice: Coordinator, Athletic Facilities & Clinic 				
COMMITTEE OF THE WHOLE RECOMMENDATION					
<p>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 Mid-America Golf & Landscape for the Baseball Field Synthetic Turf Replacement in the amount of \$614,951.00, with an additional 10% contingency amount of \$61,495.10 to allow for possible unforeseen costs, for a total estimated expenditure of \$676,446.10.</p>					

AWARD OF BIDS/RFPs - SINGLE PURCHASE:

\$150,000+

APRIL 2022 COMMITTEE OF THE WHOLE (APRIL 4)

Bid Title Total Contract Period Fund Source / Firms Notified	Vendors Original Bid Amounts	Single Purchase	Justification
22-049 Commercial Kitchen Equipment Replacement Base year/project completion Fund Source: 2568, Maintenance of Effort Firms Notified: 40	1. Index Restaurant Supply: \$396,329.00 2. TriMark Hockenberg: \$417,056.85 3. Douglas Food Stores: \$462,217.00	\$396,329.00 <i>Single Purchase</i>	Low Bid
PURPOSE & DESCRIPTION			
The purpose of this Request for Bid (RFB) is for the purchase and installation of various commercial kitchen equipment replacements for Dining Services.			
EVALUATION COMMITTEE			
<ul style="list-style-type: none"> • Jay Glatz: Director Dining Services • Marc McCann: Manager Executive Chef • Jason Arnett: Manager Coffee Bars/Food Court 		<ul style="list-style-type: none"> • Tamika McDonald: Senior Buyer, Procurement Services • Andrew Woody: Manager Catering/Café Tempo • Louise Cooper: Senior Accounting Analyst 	
COMMITTEE OF THE WHOLE RECOMMENDATION			
<p>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 low bid from Index Restaurant Supply for the purchase and installation of various commercial kitchen equipment replacements for a total estimated expenditure of \$396,329.00.</p>			

**SINGLE SOURCE PURCHASE REPORT: \$35,000 - \$150,000
APRIL 2022 COMMITTEE OF THE WHOLE (APRIL 4)**

Vendor	Description of Services / Policy 215.04 Exception #	Fund	Department	Amount
Center of Grace	<p>JCCC has rented classroom/instructional room space at the Center of Grace since 2004 to operate JCCC's Adult Education English for Second Language literacy programs. This contract is being established for this ongoing room space rental for a term of one year with two (2) one-year renewal options: Initial Contract Period \$26,980; Year 2 \$28,980; Year 3 \$28,980 for a 3-year total of \$84,940.</p> <p><i>#2c. Specific educational objectives</i></p>	0201, General Fund	1421, Adult Education & Literacy	\$ 84,940.00
Elvarity	<p>For a professional development training program offered in-person to Continuing Education students. This 12-week program focuses on personal and professional development, allowing for personal and professional measurable success.</p> <p><i>#2c. Specific educational objectives</i></p>	0601, Adult Supplementary Education Fund	1405, Professional Education	\$ 50,000.00
Hudson Trucking Sales and Leasing	<p>In FY21, JCCC leased 3 semi-tractor trailers from Hudson. With the addition of a weekday CDL program, the program needed to add 3 additional tractor trailers in FY22.</p> <p><i>#2c. Specific educational objectives</i> <i>#2d. Compatibility with existing equipment</i></p>	0501, Truck Driver Training Course Fund	1404, Transportation-Continuing Ed	\$ 62,500.00
Living As A Leader	<p>For online leadership training programs. Due to increased enrollments in the Continuing Education department, this amount is in addition to the FY22 approved amounts of \$120,000 and \$95,000 (Board approved: October 2021, March 2022).</p> <p><i>#2c. Specific educational objectives</i></p>	0601, Adult Supplementary Education Fund	1405, Professional Education	\$ 45,000.00
ProTrain	<p>To cover increased enrollment for online courses. This is in addition to the previous approved Single Source Justification in the amount of \$150,000 (Board approved: August 2021).</p> <p><i>#2c. Specific educational objectives</i></p>	0601, Adult Supplementary Education Fund	Varies by Continuing Ed. Org	\$ 138,690.80

SINGLE SOURCE PURCHASE REPORT: \$35,000 - \$150,000
APRIL 2022 COMMITTEE OF THE WHOLE (APRIL 4)

The Wilson Group	Change Order to CLB restroom renovations for additional restroom renovation repairs (\$24,850 per floor; 4 floors total = \$99,400). Campus Services and the engineer on the project, Clark & Enersen, have deemed that the repairs are urgent with fair and reasonable pricing. The Wilson Group is the current contractor and already mobilized on the project (Board approved: January 20, 2022). <i>#2d. Compatibility with existing equipment</i>	7111, Capital Outlay Fund	7102, Director, Campus Services	\$ 99,400.00
Heritage Tractor	One 2022 John Deere 3032E compact tractor at \$29,868.44 and one John Deere 370B Backhoe at \$8,276.72. <i>CO-OP: Sourcewell #031121-DAC</i> <i>#12. Cooperative purchasing</i>	0201, General Fund	7501, Grounds	\$ 38,145.16
Kiefer-USA	Labor and material to install Mondo resilient athletic flooring in the softball and baseball dugouts. <i>CO-OP: TIPS-USA #211001</i> <i>#12. Cooperative purchasing</i>	7143, Outdoor Site & Athletic Improvement	7700, Athletic Facilities	\$ 68,420.00
Kone, Inc.	Elevator modernization for the Student Center elevator. <i>CO-OP: Omnia Partners #GENRL_EV2516</i> <i>#12. Cooperative purchasing</i>	7111, Capital Outlay Fund	7102, Director, Campus Services	\$ 109,971.00
Savage Holdings	Due to hardware supply chain delays, JCCC is pursuing an alternate configuration method using cabling to support the pan/tilt/zoom cameras and new AV equipment in the 20 Zoom Enhanced Classrooms. This configuration will also eliminate a network hardware point of failure. <i>CO-OP: State of Kansas #049278</i> <i>#12. Cooperative purchasing</i>	2570, CARES Act III American Rescue Plan	6407, Project Management Office	\$ 47,500.00
Husch Blackwell	Estimated amounts for legal services. <i>#14. Purchase of services without soliciting formal, competitive proposals</i>	0201, General Fund	6108, General Counsel	\$ 50,000.00

AWARD OF BIDS/RFPs SUMMARY:

\$50,000 - \$150,000

APRIL 2022 COMMITTEE OF THE WHOLE (APRIL 4)

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 Total or Single Purchase	Justification
22-048 Purchase of Catering Server Ware Single Purchase Fund Source: 2568, Maintenance of Effort Firms Notified: 45	1. Trimark Hockenbergs: \$91,732.95 2. Culinary Depot: \$101,720.46 3. Index Restaurant: \$106,974.20 4. Pasco Brokerage: \$109,631.69	<p align="center">\$91,732.95</p> <p align="center"><i>Single Purchase</i></p>	Low Bid