

Johnson County Community College
Committee of the Whole
August 30, 2021
8:30 am
Zoom Webinar

8:30 Business Items:

- Science Lab Project Update – Mike Neal, Executive Vice President, Chief Operating Officer; Tom Hall, Associate VP Campus Services/Facility Planning; Rachel Lierz, Associate VP, Financial Services/CFO
- Resolution to Levy Property Tax Rate Exceeding Revenue Neutral Rate – Rachel Lierz, Associate Vice President, Financial Services/CFO
 - Recommendation
- 2021-2022 Legal Budget Adoption – Rachel Lierz, Associate Vice President, Financial Services/CFO
 - Recommendation

9:15 Information Updates:

- Procurement Policies Summary – Janelle Vogler, Associate VP, Business Services
- EthicsPoint Report Line Annual Benchmarking Report – Justin McDaid, Director, Audit and Advisory Services
- Subcommittee on Board Policies and New Trustee Orientation – Nancy Ingram, Trustee; Laura Smith-Everett, Trustee
- Goal and Strategies Reporting – Andy Bowne, President

10:10 Monitor Business Services: Review monthly purchasing report – Janelle Vogler, Associate Vice President, Business Services

- Recommendation: Ellucian
- Recommendation: CDW
- Recommendation: CDW/Adobe Licenses
- Recommendation: Marsh USA
- Recommendation: Annual Contract for Athletic Apparel, Gear and Equipment

10:20 Information Items

- Capital Structure Inventory, One, Five and Ten year plan – Tom Hall, Associate VP Campus Services/Facility Planning
- Single Source Purchase Report \$35,000 - \$150,000 – Janelle Vogler, Associate Vice President, Business Services
- Bid/RFP Summary Report – Janelle Vogler, Associate Vice President, Business Services
- Contract Renewals – Janelle Vogler, Associate Vice President, Business Services

**Science Labs Project Update
Committee of The Whole
August 30, 2021**



Executive Summary

- Will provide an update on the Science Labs project to include a status update, review of the schedule, cashflow estimates, FY 2022 budget impact and modeled impact to key financial metrics
- The project has started very well since budget approval in June: (1) work on WCMT has been completed and the space will be used this fall, (2) structural steel for CLB has been ordered, (3) construction has started on the WLB swing space, (4) the design phase for CLB has started, (5) detailed site planning has been completed (laydown area, ingress/egress, sidewalks, fencing, employee communications, etc.) and (6) a cashflow forecast has been developed
- Right now, the project is on schedule to be completed as planned, all construction completed by early calendar year 2023
- The compressed timeline compresses cashflows into a more condensed window, with that the \$40M (excluding contingency) approved project is forecasted for 65% (\$26M) of cashflows in FY 2022; virtually all of the remaining cashflow occurs in FY 2023
- The forecasted cashflow in FY 2022 exceeds the approved Management Budget by \$11M; this will reduce General Fund reserves more than originally planned
- Key financial metrics will be less favorable with the more condensed cashflow; reserves as of December 31 may trend down to 20% of budget and CFI could come back to levels we have today after jumping on a strong FY 2021
- None of the College's key financial metrics are in danger of significant deterioration as a result of this project

Science Labs Renovation Changes from 2017 to 2021

- Original project as designed was 19 labs – now is 23 labs plus 5 classrooms and the associated support areas
- Original project was 61,500 square feet – now 72,666 square feet
- 2017 construction costs were \$350.77 per square foot – now \$400.88 per square foot
- Condensing the length of the project from the original proposal of 5 years to 2 years
- Additional infrastructure improvements were added to the project
 - ✓ Adding a fire sprinkler system to the Science Building
 - ✓ Reroofing the Classroom Laboratory Building
 - ✓ Connecting the Classroom Laboratory Building to the east chiller plant freeing up capacity in the west chiller plant for future possibilities
- Adding a structural build out of the 2nd and 4th floors of the Classroom Laboratory Building thus increasing the square footage per person from 46 square feet per person to 53 square feet per person per current industry design standards.
- Limited remodeling of various spaces on campus to allow for laboratory swing space. This will include space in the Welding Lab Building which will be transformed into more usable space by improving the restrooms and adding new heating, ventilation, and air conditioning.

Welding, Construction, Machining Technology (WCMT) Building 111

SCIENCE LABS



WCMT 111A Storage

SCIENCE LABS



Science Labs Renovation Laydown Area

SCIENCE LABS



Science Labs Renovation Laydown Area – Classroom Laboratory Building (CLB)

SCIENCE LABS



CONSTRUCTION WORK ZONE

ALL VISITORS MUST CHECK IN AT McCOWNGORDON'S FIELD OFFICE

JOBSITE SAFETY REGULATIONS:

HARD HATS

SAFETY GLASSES/FACE SHIELDS

WORK BOOTS

HIGH-VISIBILITY WORK CLOTHING

100% FALL PROTECTION

SAFETY ORIENTATION REQUIRED

ZERO TOLERANCE FOR MISCONDUCT

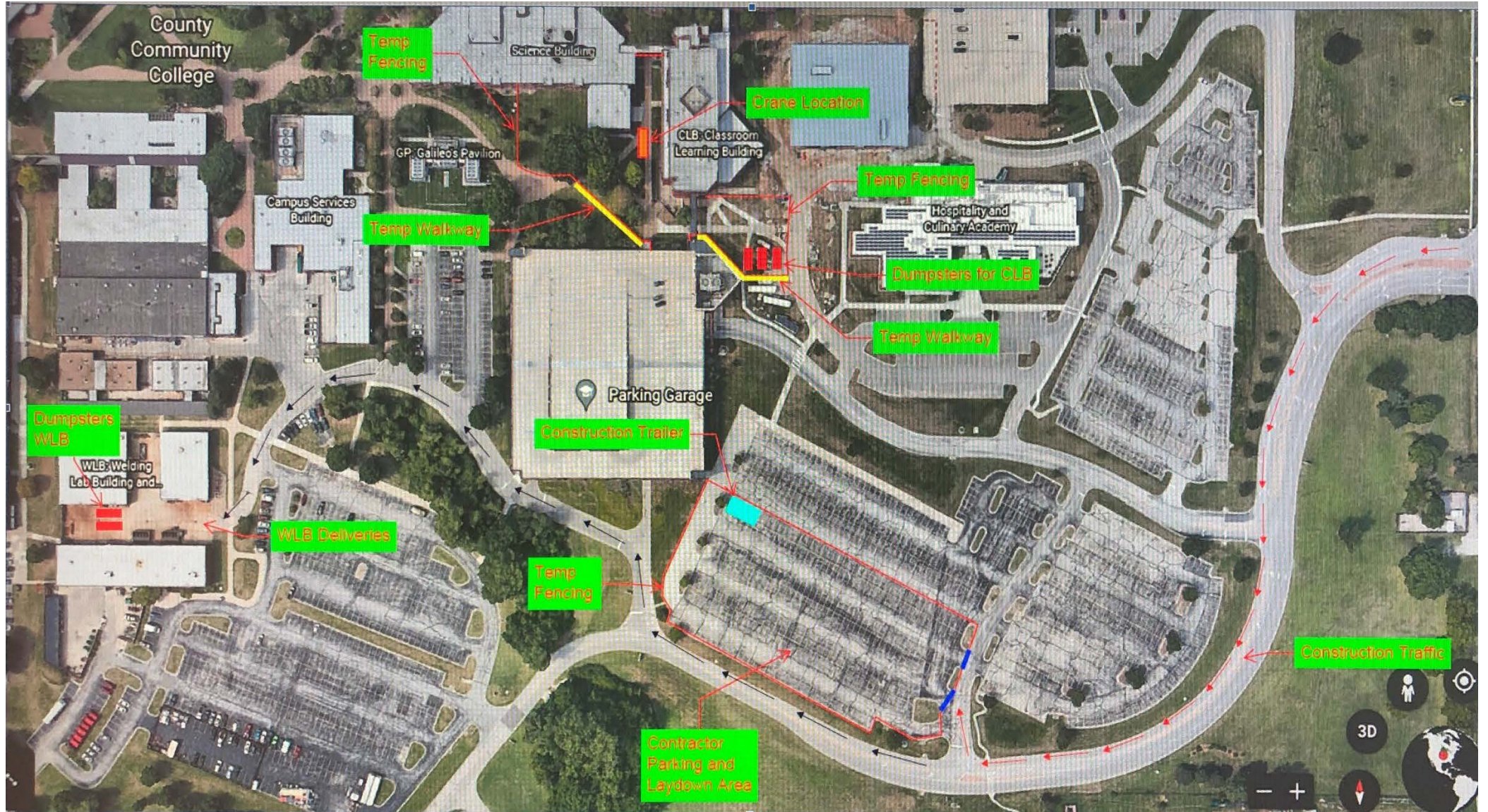
FAILURE TO COMPLY WILL RESULT IN
DISCIPLINARY ACTION

McCOWNGORDON
CONSTRUCTION



Science Labs Renovation Laydown Area

SCIENCE LABS

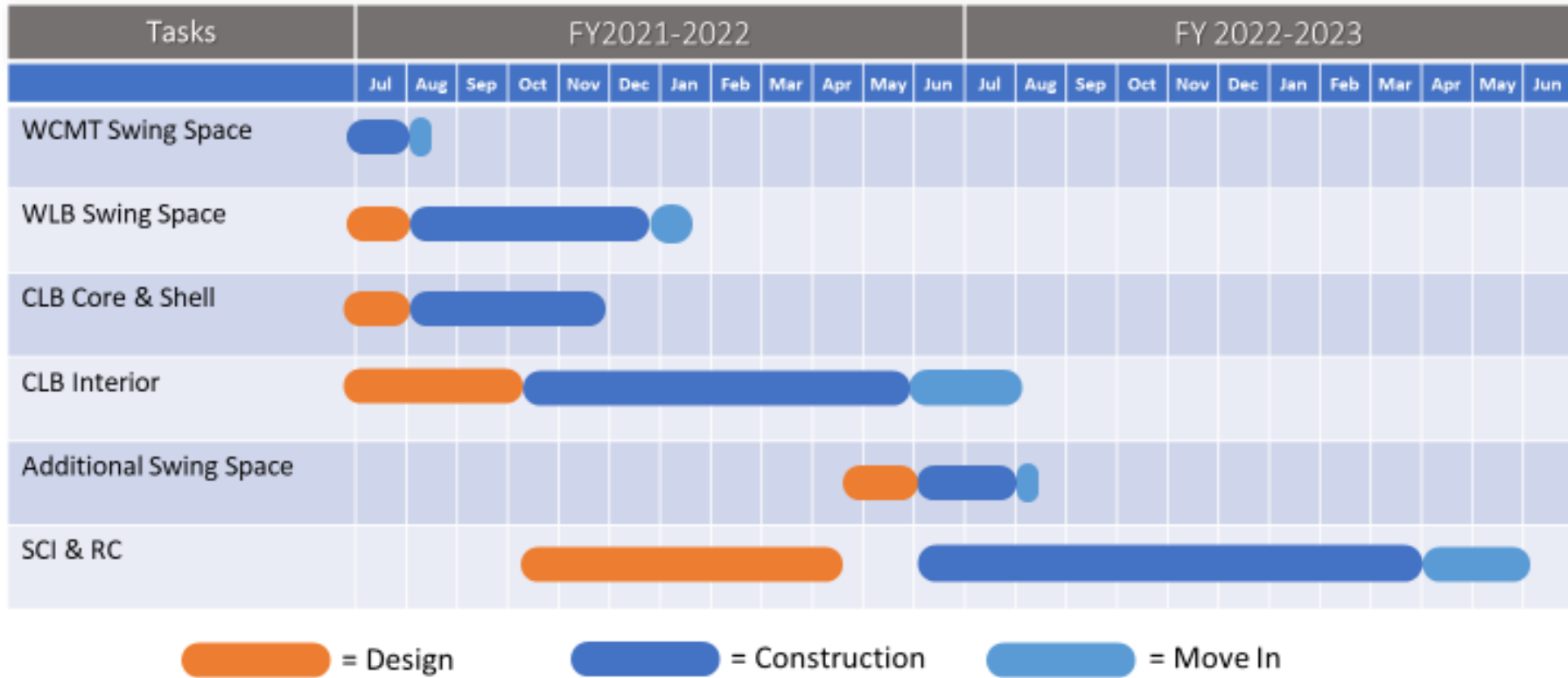


Science Labs Renovation Timeline

SCIENCE LABS



Science Lab Renovation Construction Timeline

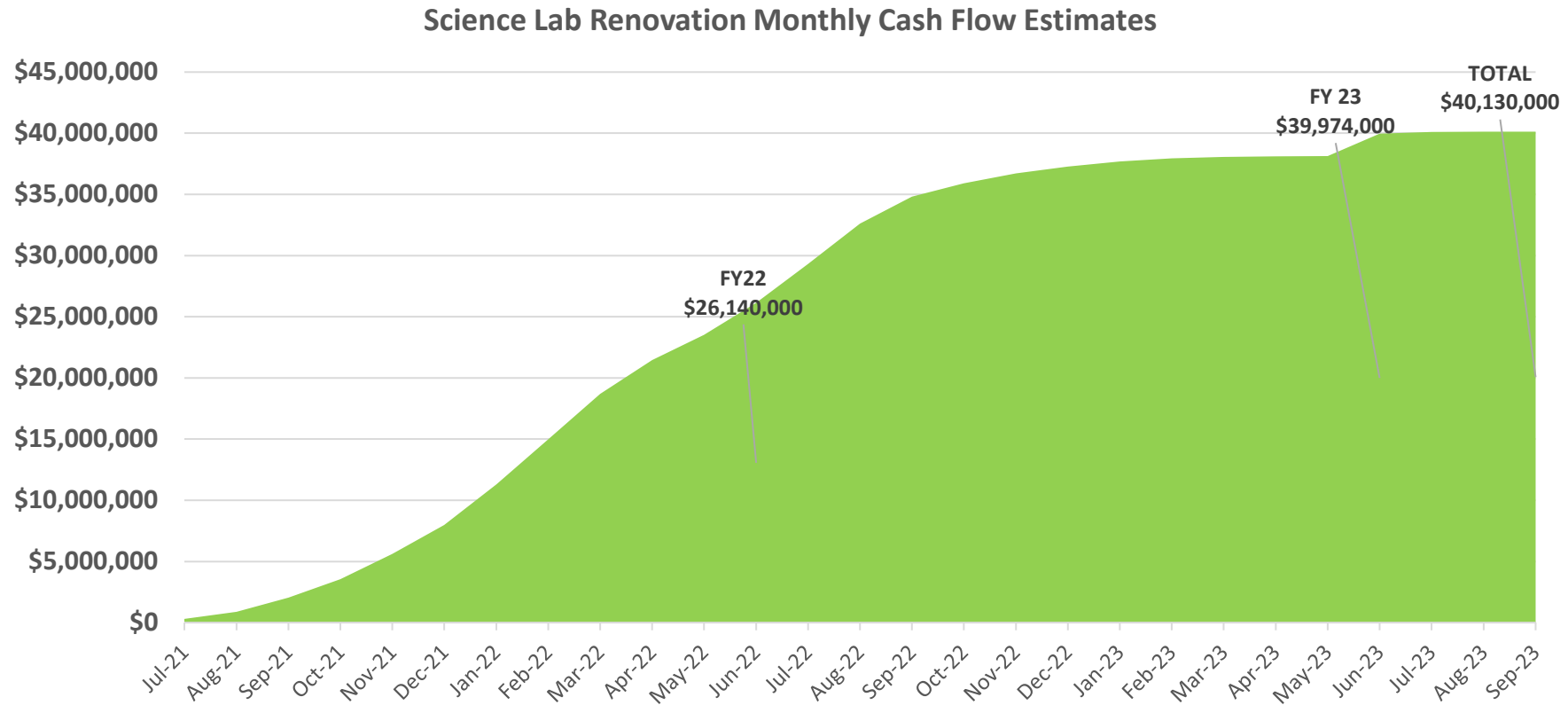


Updated July 2021



Cash Flow Estimates – as of July 2021

- Estimates include costs of construction, professional services, furniture, fixtures & equipment, and technology. Chart does not include the \$4M (10%) project contingency.



Budget Impact

- The FY 2022 Management Budget included a \$15 million preliminary estimate for the project. Based on updated cash flows, the FY 2022 budget for the project will increase by \$11.1 million to \$26.1 million.

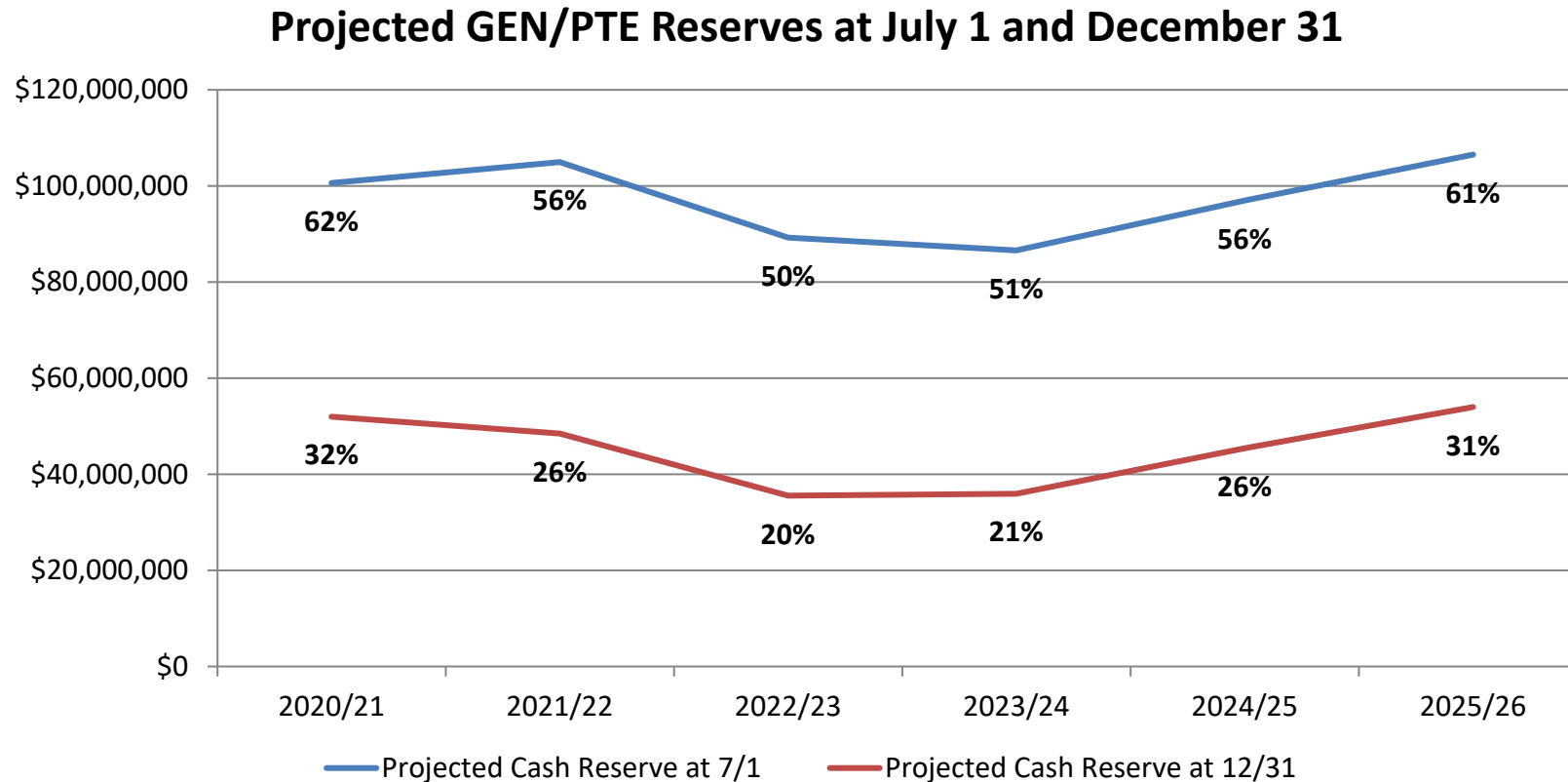
	Adopted Management Budget FY 2022*	Proposed Legal Budget FY 2022**	\$ Change	% Change
Revenue:				
Ad Valorem Property Taxes	\$ 111,030,287	\$ 111,030,287	\$ -	0.0%
Tuition and Fees	27,858,698	27,858,698	0	0.0%
State Aid	23,069,378	23,069,378	0	0.0%
Other Income	2,583,499	2,583,499	0	0.0%
Investment Income	500,000	500,000	0	0.0%
	<u>165,041,862</u>	<u>165,041,862</u>	<u>0</u>	<u>0.0%</u>
Expense:				
Salaries and Benefits	\$ 122,713,796	\$ 124,808,631	\$ 2,094,835	1.7%
Current Operating & Grants	29,539,330	29,539,330	0	0.0%
Capital	19,162,743	30,303,425	11,140,682	58.1%
Debt Service	3,686,988	3,686,988	0	0.0%
	<u>175,102,857</u>	<u>188,338,374</u>	<u>13,235,517</u>	<u>7.6%</u>
Contribution to (Use of) Reserves	\$ (10,060,995)	\$ (23,296,512)	\$ (13,235,517)	

*Adopted May 13, 2021

**Updated July 12, 2021

Reserve Impact

- The increased project budget will decrease General Fund reserves. While reserve levels are expected to remain healthy, it is likely that during certain months of 2022 and 2023, reserves may drop below the 25% of budget policy threshold due to timing of revenues (tuition, state aid, tax distributions) as illustrated below.

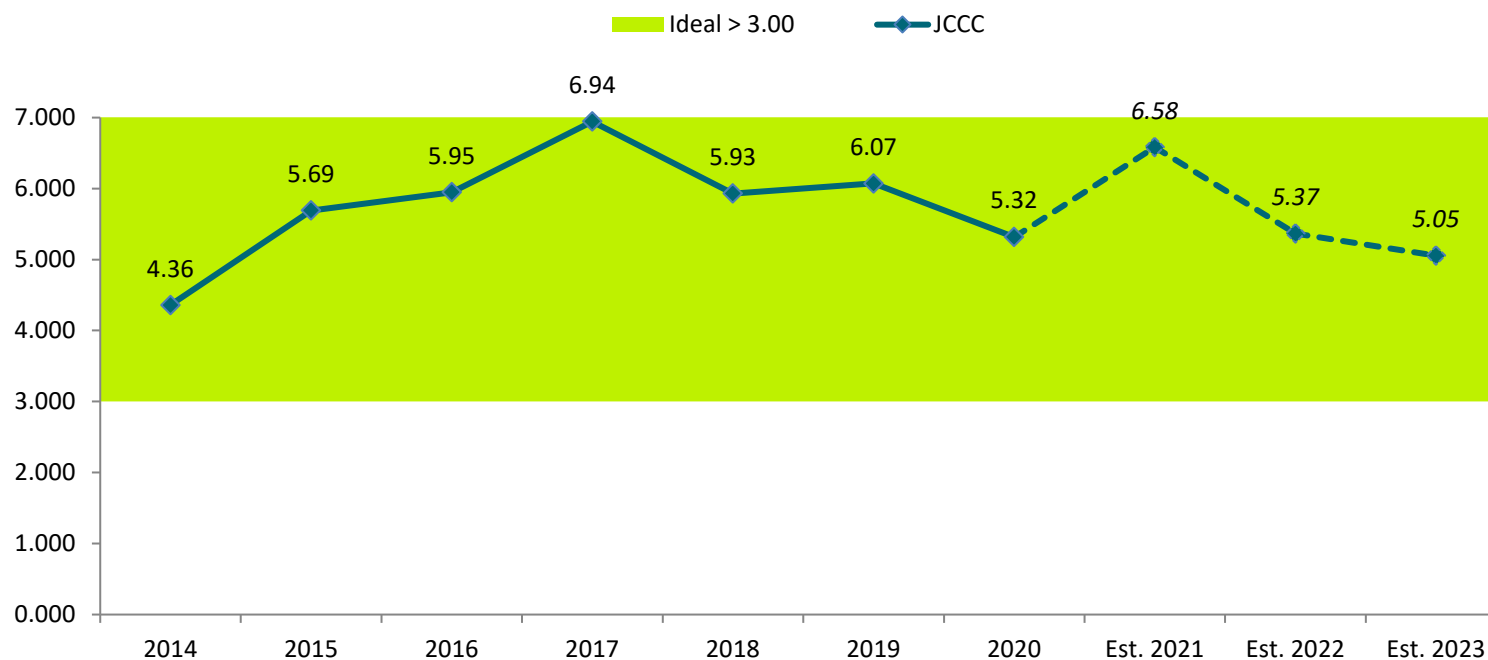


Composite Financial Indicator (CFI) Impact

- The increased project budget will also impact the Composite Financial Indicator (CFI) score, though material change is not expected. Further, JCCC's investment in the Science Labs project is consistent with the relationship of the CFI to the strategic plan by directing resources to initiatives focused on growth and transformation.

Composite Financial Indicator (CFI)

Combination of the four core ratios (Primary Reserve, Viability, Net Operating Revenue and Return on Net Assets) into a single score of institutional financial health.



Committee of the Whole
August 30, 2021

REPORT:

Kansas Senate Bill 13 and House Bill 2104 established notice and public hearing requirements prior to approval by a governing body to exceed its revenue neutral rate for property tax purposes in addition to discontinuing the city and county tax lid, prohibiting valuation increase of real property solely as the result of normal repair, replacement or maintenance of existing structure, and establishing a payment plan for the payment of delinquent or nondelinquent property taxes.

The notice and public hearing requirements are effective for the College's fiscal 2021-2022 budget. The Johnson County Clerk's notification requirements to taxpayers will be effective with the College's fiscal 2022-2023 budget.

The College has notified the Johnson County Clerk of intent to exceed its revenue neutral rate (RNR) and will hold the required public RNR hearing on September 16, 2021 at 5:00 p.m. At the conclusion of the public RNR hearing, the administration recommends that the Board of Trustees adopt a resolution to levy a property tax rate exceeding the revenue neutral rate for the 2021-2022 fiscal year.

RECOMMENDATION:

It is the recommendation of the Committee of the Whole that the Board of Trustees accept the recommendation of the college administration to adopt a resolution to levy a property tax rate exceeding the revenue neutral rate for the 2021-2022 fiscal year, as found on the following pages.

Rachel Lierz
Associate Vice President, Financial Services
Chief Financial Officer

Michael D. Neal
Executive Vice President
Chief Operating Officer

Andrew W. Bowne
President

A RESOLUTION OF THE BOARD OF TRUSTEES OF JOHNSON COUNTY COMMUNITY COLLEGE, JOHNSON COUNTY, KANSAS TO LEVY A PROPERTY TAX RATE EXCEEDING THE REVENUE NEUTRAL RATE;

WHEREAS, the Revenue Neutral Rate for Johnson County Community College was calculated as 8.771 mills by the Johnson County Clerk; and

WHEREAS, the budget proposed by the Board of Trustees of Johnson County Community College will require the levy of a property tax rate exceeding the Revenue Neutral Rate; and

WHEREAS, the Board of Trustees held a hearing on September 16, 2021 allowing all interested taxpayers desiring to be heard an opportunity to give oral testimony; and

WHEREAS, the Board of Trustees of Johnson County Community College, having heard testimony, still finds it necessary to exceed the Revenue Neutral Rate.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF JOHNSON COUNTY COMMUNITY COLLEGE:

Johnson County Community College shall levy a property tax rate exceeding the Revenue Neutral Rate of 8.771 mills.

This resolution shall take effect and be in force immediately upon its adoption and shall remain in effect until future action is taken by the Board of Trustees.

ADOPTED by the Board of Trustees of Johnson County Community College, Johnson County, Kansas this 16th day of September, 2021.

Chair of the Board of Trustees

Secretary of the Board of Trustees

Committee of the Whole
August 30, 2021

Fiscal Year 2021-2022 Legal Budget Adoption

REPORT:

The Board of Trustees adopted the FY 2021-2022 Management Budget on May 13, 2021. The following updates to the Management Budget are recommended with the adoption of the final Legal Budget for FY 2021-2022:

- General Fund salaries and benefits expenses will increase by \$2 million pursuant to the conclusion of contract negotiations with the JCCC Faculty Association.
- General Fund capital expenses will increase by \$11 million based on the updated scope, timeline, and cash flow projections for the Science Lab renovation project.

A comparison of the adopted Management Budget and the proposed Legal Budget is as follows:

JOHNSON COUNTY COMMUNITY COLLEGE					
BUDGET COMPARISONS					
GENERAL/PTE FUNDS					
	Adopted Management Budget FY 2022*		Proposed Legal Budget FY 2022**		
				\$ Change	% Change
Revenue:					
Ad Valorem Property Taxes	\$ 111,030,287		\$ 111,030,287	\$ -	0.0%
Tuition and Fees	27,858,698		27,858,698	0	0.0%
State Aid	23,069,378		23,069,378	0	0.0%
Other Income	2,583,499		2,583,499	0	0.0%
Investment Income	500,000		500,000	0	0.0%
	<u>165,041,862</u>		<u>165,041,862</u>	<u>0</u>	<u>0.0%</u>
Expense:					
Salaries and Benefits	\$ 122,713,796		\$ 124,808,631	\$ 2,094,835	1.7%
Current Operating & Grants	29,539,330		29,539,330	0	0.0%
Capital	19,162,743		30,303,425	11,140,682	58.1%
Debt Service	3,686,988		3,686,988	0	0.0%
	<u>175,102,857</u>		<u>188,338,374</u>	<u>13,235,517</u>	<u>7.6%</u>
Contribution to (Use of) Reserves	\$ (10,060,995)		\$ (23,296,512)	\$ (13,235,517)	
<i>*Adopted May 13, 2021</i>					
<i>**Updated July 12, 2021</i>					

RECOMMENDATION:

It is the recommendation of the Committee of the Whole that the Board of Trustees accept the recommendation of the college administration to adopt the FY 2021-2022 legal budget as presented and does hereby certify said budget to the county clerk of Johnson County, Kansas, for collection in the manner prescribed by law.

Rachel Lierz
Associate Vice President, Financial Services
Chief Financial Officer

Michael D. Neal
Executive Vice President
Chief Operating Officer

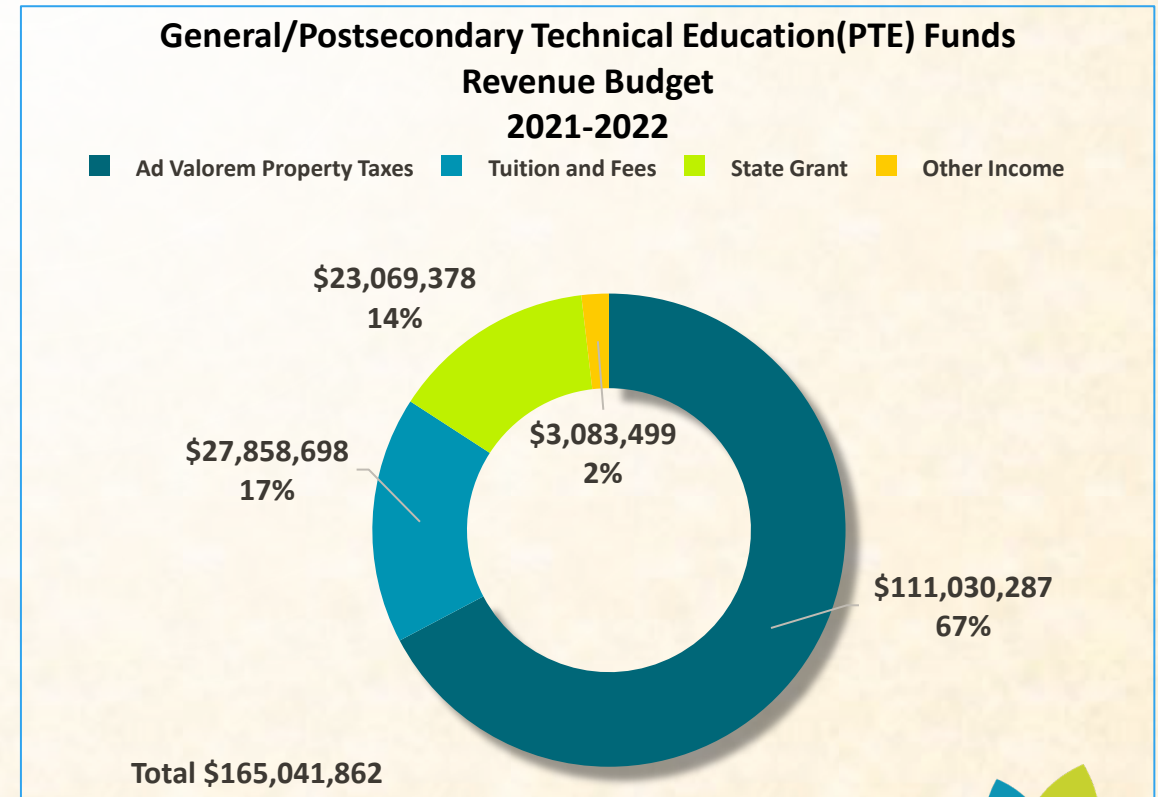
Andrew W. Bowne
President

**LEGAL BUDGET ADOPTION
FISCAL YEAR 2021-2022**

**COMMITTEE OF THE WHOLE
AUGUST 30, 2021**

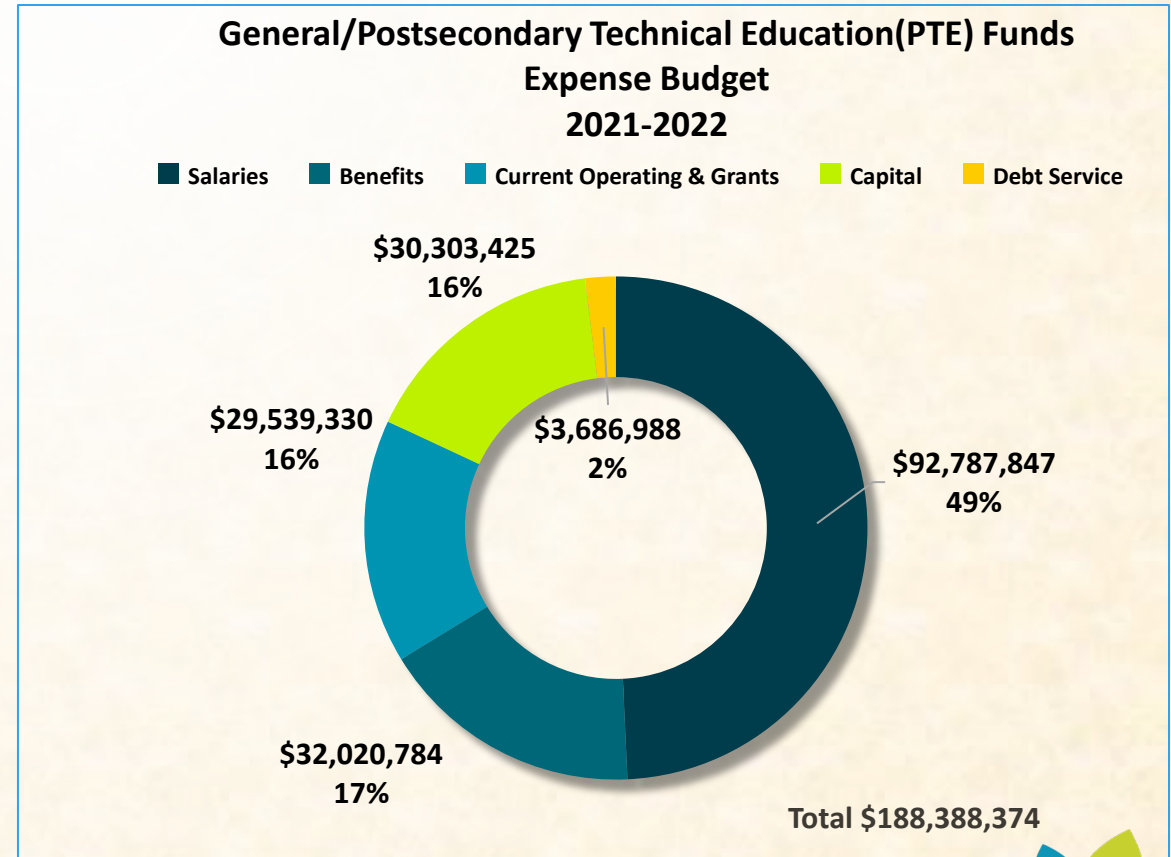
2021-2022 PROPOSED LEGAL BUDGET GENERAL FUND REVENUE

- Property tax revenue of **\$118.0M**:
 - General Fund \$111.0M
 - Capital Outlay Fund \$6.6M
 - Special Assessments Fund \$0.4M
- Tax levy rate of **9.09** mills
 - 1/10 mill lower than current rate of 9.19 mills
 - Exceeds Revenue Neutral Rate of 8.771 mills



2021-2022 PROPOSED LEGAL BUDGET GENERAL FUND EXPENSES

- Since adoption of Management Budget on May 13, 2021:
 - Increased salary and benefit costs at conclusion of contract negotiations with the JCCC Faculty Association
 - Increased capital budget for Science Labs renovation based on updated timeline, scope and cash flow estimates for the project



2021-2022 PROPOSED LEGAL BUDGET GENERAL FUND

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*Adopted May 13, 2021

**Updated July 12, 2021



JOHNSON COUNTY
COMMUNITY COLLEGE

REMAINING BUDGET TIMELINE

- ✓ **September 16, 2021, Board of Trustees meeting at 5:00 p.m.**

Revenue Neutral Rate (RNR) Public Hearing

Budget Public Hearing

- ✓ **October 1, 2021**

Legal Budget documents are filed with the Johnson County clerk



PROCUREMENT POLICIES EXECUTIVE SUMMARY

COMMITTEE OF THE WHOLE - AUGUST 2021

Purchasing Policy 215.01

Date of Adoption: 07/06/1982, Last Revision: 08/16/2018

- Expenditures should assure the greatest ultimate value per dollar expended
- Board retains the right to deviate from its procurement policies
- All contracts must be governed by and interpreted in accordance with the laws of Kansas

Competitive Solicitation Requirements Policy 215.02

Date of Adoption: 07/06/1982, Last Revision: 08/16/2018

- \$0 - \$9,999.99: Unrestricted open-market processes
- \$10,000 – 49,999.99: Quotations from three or more qualified sources
- \$50,000 +: Request for Bid or Proposal, advertised for at least 10 days
- \$150,000 +: **Requires reporting to and approval by Board**

Purchasing Exceptions to Competitive Solicitation Policy 215.04

Date of Adoption: 06/20/2002, Last Revision: 02/18/2021

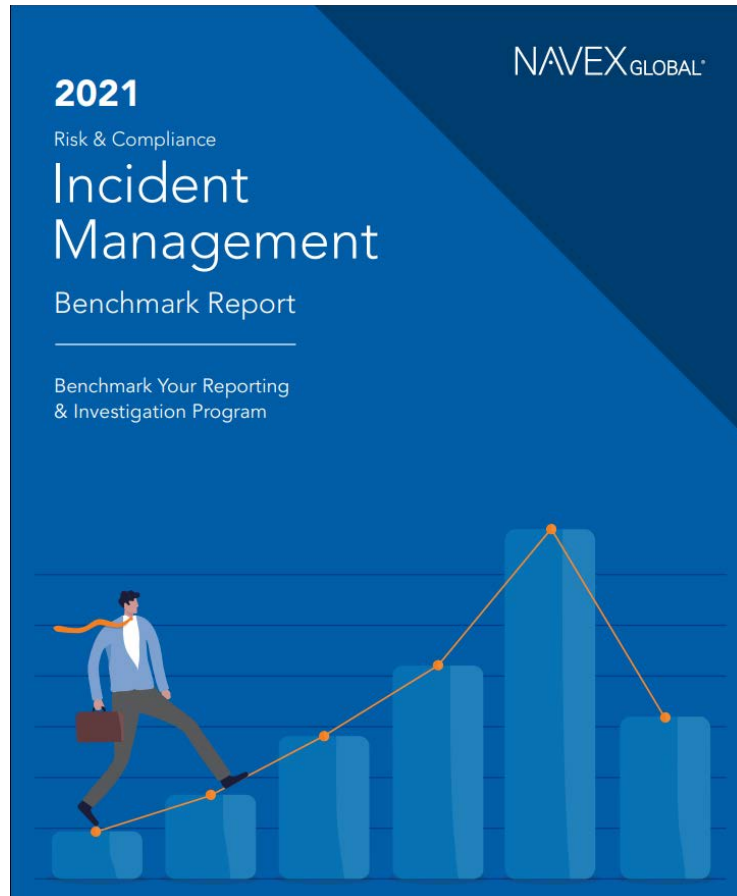
- Sole source purchases
 - Only available from one supplier
 - Such as utility and government issued permits, licenses, or certificates
 - **No Board reporting requirement**
- Single source purchases
 - Only reasonably available from one supplier, fourteen reasons identified
 - **Requires Board reporting \$35,000+, no approval requirement**



BENCHMARKING
REPORT
CALENDAR YEAR 2020

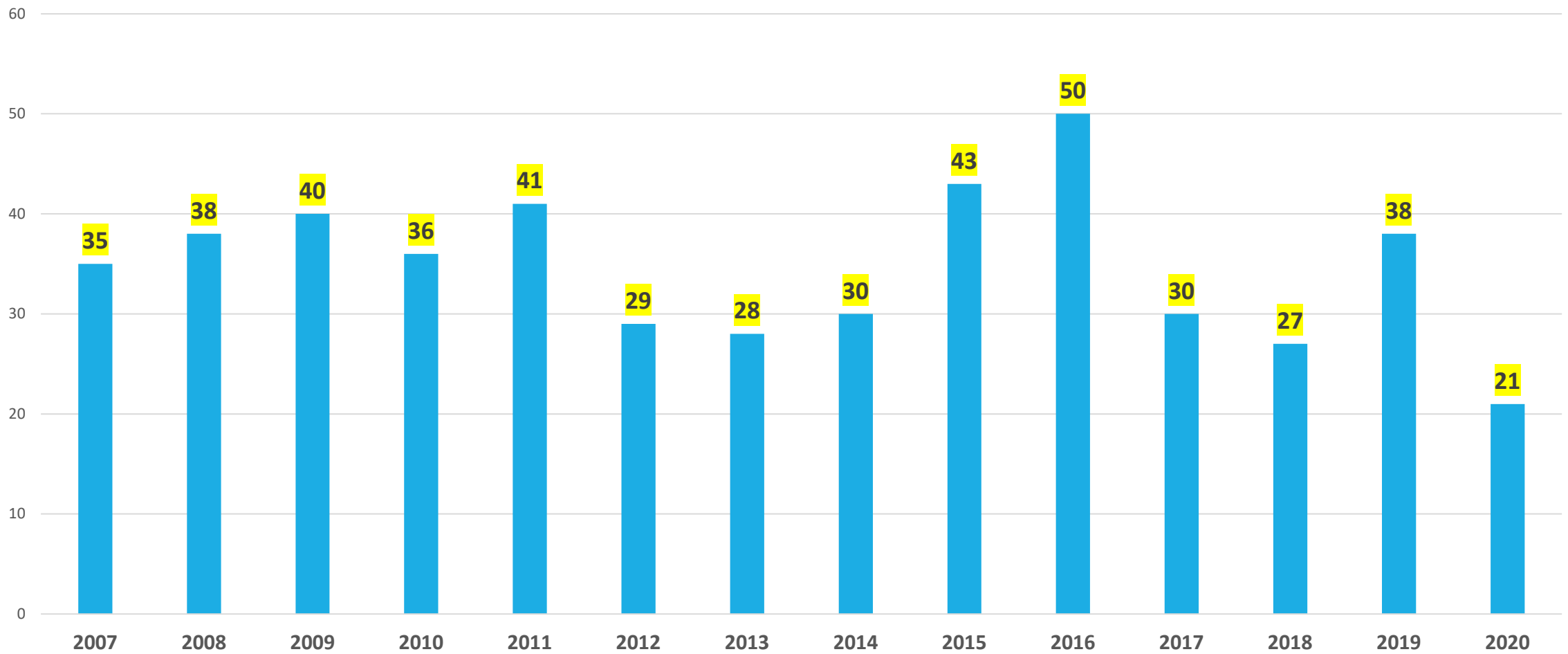
JCCC Ethics Report Line

Benchmarking Overview

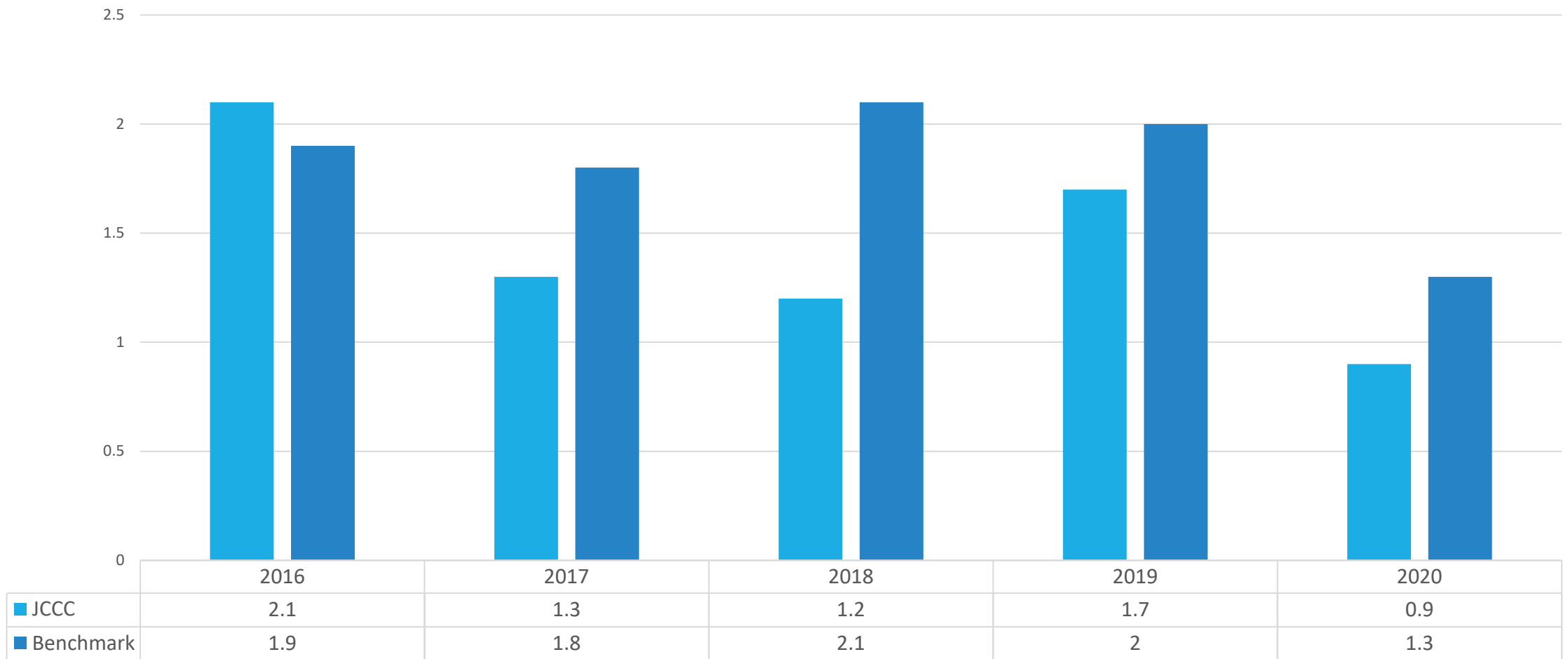


Selected Benchmarks:

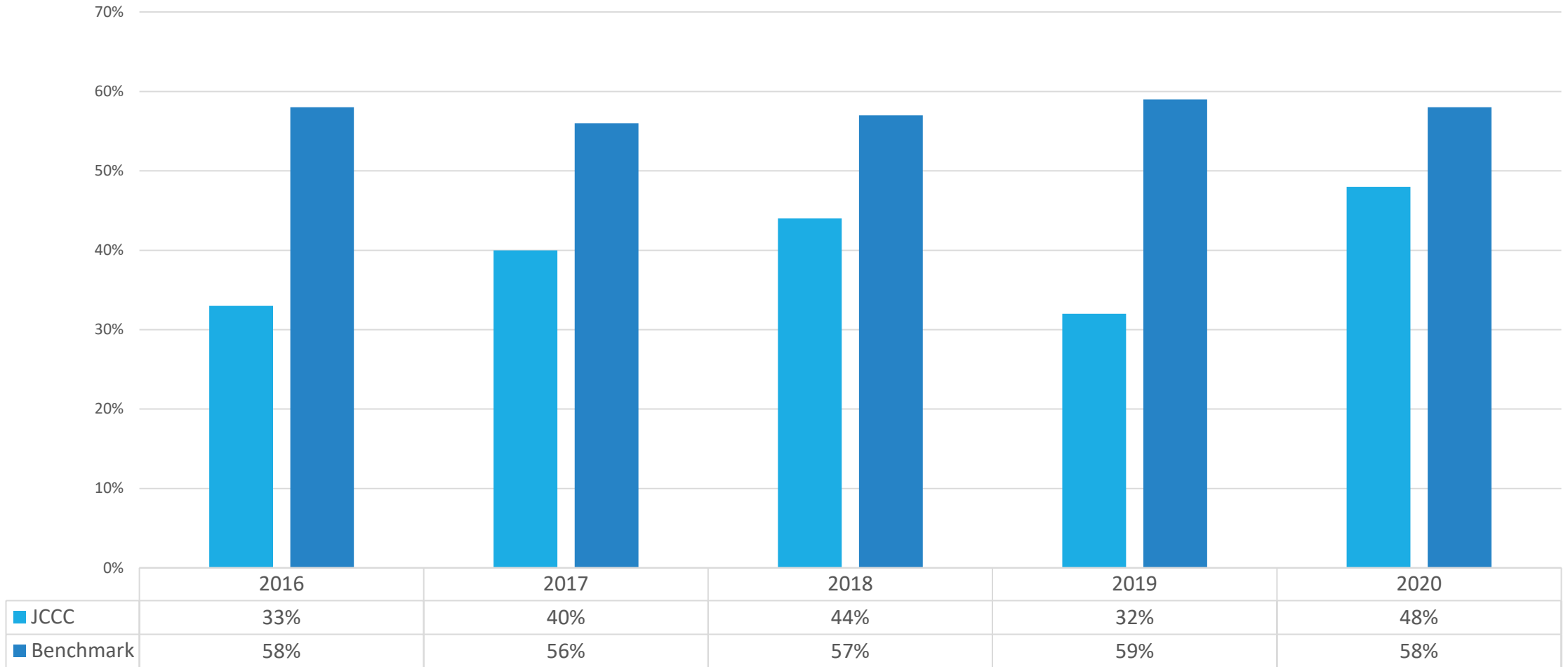
- JCCC Ethics Report Line Total Cases – 2007 - 2020
- Cases Submitted per 100 Employees
- Rate of Anonymous Reporting
- Median Substantiation Rate
- Median Case Closure Time in Days



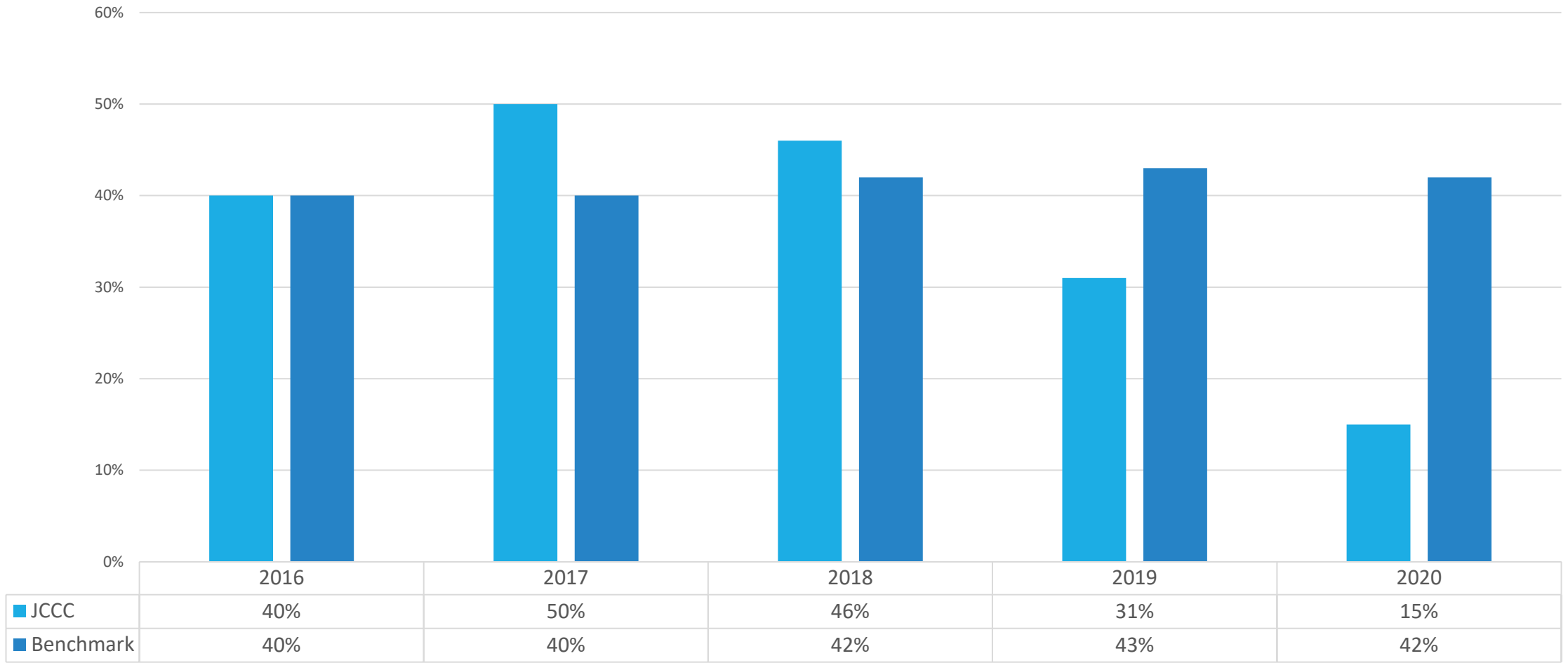
JCCC Ethics Report Line Total Cases - 2007-2020



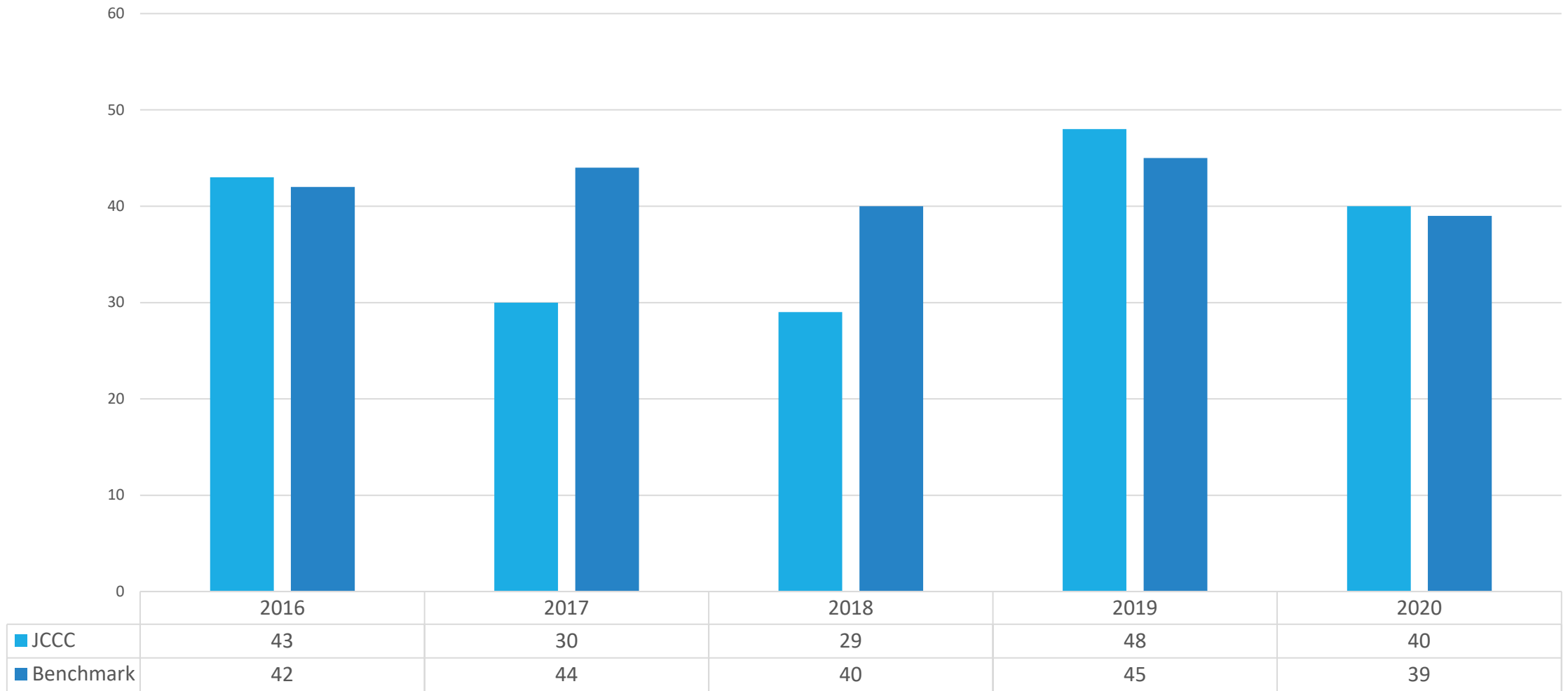
Cases Submitted per 100 Employees – 2016-2020



Rate of Anonymous Reporting – 2016-2020



Median Substantiation Rate – 2016 -2020



Median Case Closure Time in Days – 2016-2020

2020 Summary – JCCC Ethics Report Line

Overall report volume

- Lower in 2020 – pandemic effect?
- Lower than benchmark – per 100 employees

Rate of anonymous reporting

- Up from prior years
- Remains lower than benchmark

Substantiation rate

- Significantly lower in 2020 than previous years

Case closure time

- Lower in 2020
- Essentially even with benchmark





Goal & Strategies Reporting

**Plan for Reports to the JCCC Board of Trustees
Committee of the Whole Meeting
August 30, 2021**



Goals & Strategies

- Review each goal and corresponding strategies twice annually
- Provide a summary of the goal and related strategies
- Review related metrics
- Present key initiatives related to the strategies



Timeline

- Oct 4: Strategic Plan & Metrics
- Proposed 2021-2022 Schedule:
 - Nov 1: Student Success
 - Nov 29: Community Partnerships
 - Feb: DEI
 - Mar: Employee Engagement
 - Apr: Student Success & Community Partnerships
 - May: DEI
 - Jun: Employee Engagement
- 2022-2023: September - December, February - May



SINGLE SOURCE PURCHASE REPORT: \$150,000+
SEPTEMBER 2021 COMMITTEE OF THE WHOLE (AUGUST 30)

Vendor Name	Description	Policy 215.04 Exception	Fund	Department	Amount
Ellucian	New five (5) year Master Agreement with Ellucian for the Banner Enterprise Resource Planning (ERP) system. This ERP is essential in managing JCCC's mission critical functionalities such as financial services, procurement and vendor management, student recruiting, admissions, financial aid, student registration, grading, transfer articulation, transcripts, and various human resources management.	2d. Items or services that ensure compatibility with existing equipment.	0201, General Fund	6401, Enterprise Application Support	\$ 6,462,198.00

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 Ellucian for a five-year contract from October 1, 2021 through September 30, 2026, for Enterprise Resource Planning (ERP) software, at an estimated expenditure of \$6,462,198.

SINGLE SOURCE PURCHASE REPORT: \$150,000+
SEPTEMBER 2021 COMMITTEE OF THE WHOLE (AUGUST 30)

Vendor Name	Description	Policy 215.04 Exception	Fund	Department	Amount
CDW	There are technology equipment shortages from manufacturers. CDW is a consistent source of supply for in-stock items (laptops, cables, headsets, servers, desktops, desktop printers, etc) and they participate in multiple Cooperatives (E&I, Omnia, Kansas Board of Regents, etc.). CDW's website shows the lowest cooperative price for particular products. JCCC will leverage these cooperatives to purchase various equipment at this estimated amount to meet student, faculty, and staff needs. <i>CO-OP: Various</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.	0201, General Fund	Various	\$ 300,000.00

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 CDW, to make technology purchases through various established purchasing cooperatives, for an estimated amount of \$300,000.00 throughout FY22.

CDW	To supply students with 575 additional Adobe software licenses and the renewal of 525 existing Adobe software licenses (1,100 total licenses). <i>CO-OP: University of Kansas Board Regents</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.	2570, CARES Act III American Rescue Plan	6403, Chief Information Officer	\$ 156,200.00
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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 CDW, for the purchase of additional Adobe licenses, for \$156,200.00 throughout FY22.

SINGLE SOURCE PURCHASE REPORT: \$150,000+
SEPTEMBER 2021 COMMITTEE OF THE WHOLE (AUGUST 30)

Vendor Name	Description	Policy 215.04 Exception	Fund	Department	Amount
Marsh USA, Inc.	For the College's Property and Casualty insurance premium for FY22. <i>CO-OP: Midwest Higher Education Compact (MHEC) Master Property Program</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.	0201, General Fund	6324, Insurance and Risk Management	\$ 442,661.61

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 Marsh USA, to pay for the College's annual Property and Casualty insurance premium for FY22, for \$442,661.61.

AWARD OF BIDS/RFPs - MULTI-YEAR PURCHASE:

\$150,000+

SEPTEMBER 2021 COMMITTEE OF THE WHOLE (AUGUST 30)

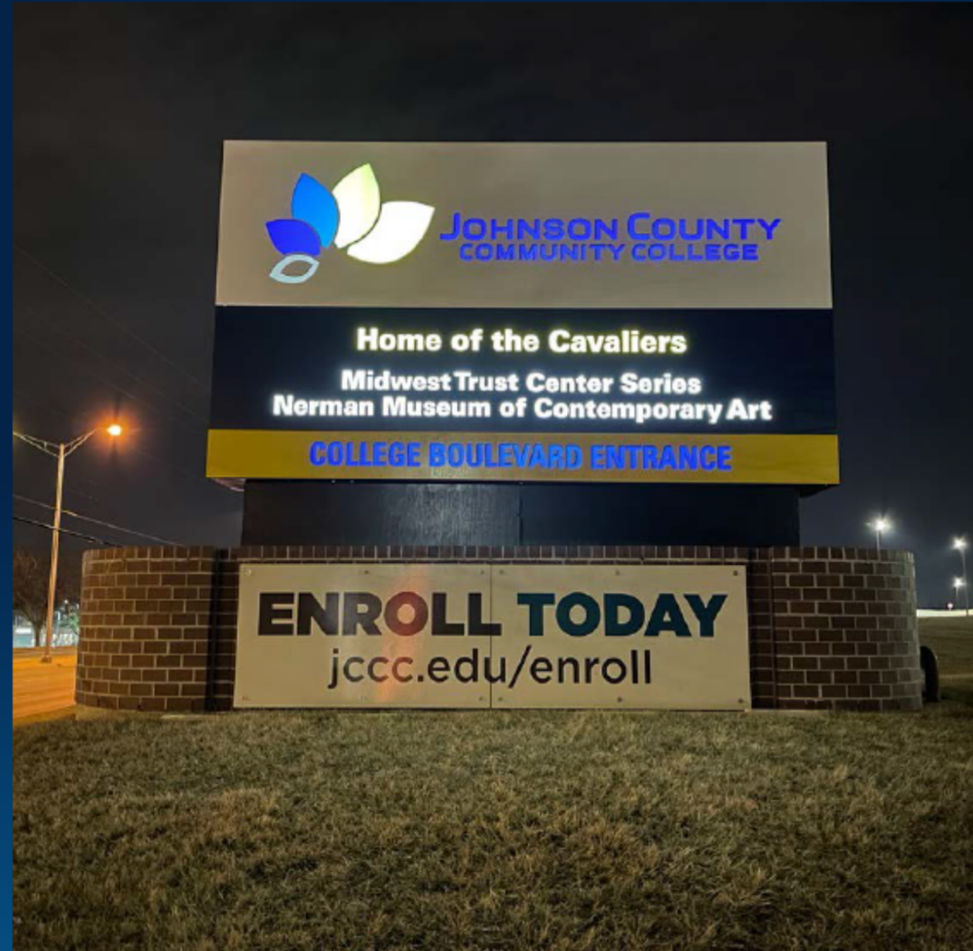
Bid Title Total Contract Period Fund Source / Firms Notified	Vendors Original Bid Amounts First Year / Multi-Year Total (if applicable)	Current Year Amount Multi-year Amount	Justification If other than Low Bid
21-080, Annual Contract for Athletic Apparel, Gear and Equipment Base Year, 4 Renewal Option Years 9/17/2021 - 9/16/2026 Base Year Fund Source: General Firms Notified: 86	1. BSN Sports, LLC.: 195%* / \$35,000.00** 2. M2B Sports, Inc.: 190%* / \$13,000.00** 3. Medco Supply Company: Nonresponsive 4. ProMaxima Manufacturing, LLC.: Nonresponsive <i>*Percentages based off total cumulative percentage-off retail pricing for uniforms, apparel, gear, and equipment</i> <i>**Dollar amount reflects total free products to JCCC across the multi-year duration</i>	\$137,500.00* \$687,500.00* <i>*Estimates based on 5-year historical average</i>	Based on the service capabilities, previous similar experience, proposed discounts, and various free products and rebates, it was determined that BSN Sports' proposal would most effectively meet the college's requirements.
PURPOSE & DESCRIPTION			
The purpose of this RFP is to establish an annual contract for discounted uniforms, apparel, gear and equipment for the Athletic Department teams and staff. The program provides custom JCCC team uniforms, apparel, and equipment at a discounted price representing the JCCC established Nike brand as well as other brands. The initial term of the contract will be from September 17, 2021 through September 16, 2022 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"> • Randy Stange: Assistant Dean Athletics, Athletic Director • Jeff Cole: Head Coach Men's Soccer, Athletic Department • Aubree Brattin Volkens: Head Coach Softball, Athletic Department • Eric Horner: Head Coach Men's Baseball, Athletic Department • Tracey Nichols: Buyer, Procurement Services 			
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 BSN Sports, LLC to be JCCC's annual provider for Athletic Apparel, Gear and Equipment for an estimated base year of \$137,500.00 and four optional renewal years through 2026 at a total estimated amount of \$687,500.00.			

Johnson County Community College

Capital Infrastructure Inventory

One, Five and Ten Year Replacement Plan

July 2021



Criteria Legend
Infrastructure for Capital Maintenance Projects

CONDITION

Excellent	=	Spare capacity, extended useful life. Does not require repair/renovation.
Good	=	Capacity is adequate, at least 5+ years of life remaining. Will require minor repair/renovation in near future.
Fair	=	Capacity is adequate, system requires yearly repairs.
Poor	=	Capacity is marginal, requires minor repair/renovation now.
Unsatisfactory	=	Capacity is inadequate, does not meet Code Requirement or is unreliable. Requires major repair/renovation immediately.

CAPACITY

Adequate	=	Currently meeting needs, may require evaluation to expand system.
>Adequate	=	Currently meeting needs, has expansion capability.
Inadequate	=	Not meeting current needs, requires an upgrade.

PRIORITY

1. Critical – there is a significant possibility that failing to make the listed repair or improvement will result in a safety issue or an interruption of services that could impact the pursuit of the College’s mission.
2. Necessary – although less critical than priority level one, if the listed repair or improvement is not completed in a timely manner it may result in higher costs or emergency repairs at a later time.
3. Beneficial – the item is functioning properly and not predicted to be in danger of failure, but the listed repair or improvement would benefit the College. Examples would be projects that avoid future cost by saving energy; or affect student satisfaction by improving the comfort, convenience or beauty of the campus.
4. Future – the item is in good repair and performing its function adequately at this time, but is budgeted based on the average life cycle for that particular equipment type.

**INFRASTRUCTURE MASTERPLAN SUMMARY
FY 2021 - 2022**

BUILDING	MAJOR INFRASTRUCTURE COMPONENTS	FLOOR/ROOM NUMBER	INSTALL DATE	CAPACITY	CONDITION	PLANNED REPLACE DATE	PRIORITY	BUDGETED COST	DEFERRED YEAR	DEFERRED COST	COMMENTS
CLB	Fire alarm device upgrade	Throughout	1993	Adequate	Poor	2021	1	\$ 190,000			FY 21-22 Budget
GALILEO'S PAVILION	Fire alarm device upgrade		2012	Adequate	Poor	2021	1	\$ 100,000			FY 21-22 Budget
GYM	Fire alarm device upgrade	11	1972	Adequate	Poor	2021	1	\$ 185,000			FY 21-22 Budget
NMOCA	Fire alarm device upgrade	Throughout	2007	Adequate	Poor	2021	1	\$ 150,000			FY 21-22 Budget
PA	Fire alarm device upgrade	East Entry	2001	Adequate	Poor	2021	1	\$ 160,000	2020		FY 21-22 Budget
REGNIER CENTER	Fire alarm device upgrade	Bsmnt Mech	2007	Adequate	Poor	2021	1	\$ 200,000	2019		FY 21-22 Budget
SCI	Fire alarm device upgrade	115	1997	Adequate	Poor	2021	1	\$ 140,000	2020		FY 21-22 Budget
WH	Fire alarm device upgrade	East Entry	2001	Adequate	Poor	2021	1	\$ 100,000	2020		FY 21-22 Budget
WLB	Fire alarm device upgrade	Welding Sheds	2010	Adequate	Poor	2021	1	\$ 120,000	2020		FY 21-22 Budget
Fire Protection Sub-Total:								\$ 1,345,000			
Campus	Update to filter racks for higher Merv filters			Adequate	Fair	2021	1	\$ 100,000			FY 21-22 Budget
COM	VAV box replacements		1993	Adequate	Poor	2021	1	\$ 20,000			FY 21-22 Budget
GEB	VAV box replacements		1993	Adequate	Poor	2021	1	\$ 30,000			FY 21-22 Budget
MTC	AHU 8 chilled water coil		1993	Adequate	Poor	2021	1	\$ 80,000			FY 21-22 Budget
NMOCA	Chilled water valve replacement		1993	Adequate	Poor	2021	1	\$ 30,000			FY 21-22 Budget
OHEC	AHU 1 w/ new VFD	113	2010	Adequate	Poor	2021	1	\$ 100,000	2020	\$ 100,000	FY 21-22 Budget
OHEC	AHU 2 w/new VFD	139	2010	Adequate	Poor	2021	1	\$ 100,000	2020	\$ 100,000	FY 21-22 Budget
OHEC	AHU 3 w/new VFD	139	2010	Adequate	Poor	2021	1	\$ 100,000	2020	\$ 100,000	FY 21-22 Budget
OHEC	AHU 4 w/new VFD	213	2010	Adequate	Poor	2021	1	\$ 100,000	2020	\$ 100,000	FY 21-22 Budget
OHEC	AHU 5 w/new VFD	237	2010	Adequate	Poor	2021	1	\$ 100,000	2020	\$ 100,000	FY 21-22 Budget
SC	VAV box replacements		1993	Adequate	Poor	2021	1	\$ 10,000			FY 21-22 Budget
Campus	Chiller insulation			Adequate	Poor	2021	2	\$ 40,000			FY 21-22 Budget
Campus	Dampers			Adequate	Fair	2021	2	\$ 50,000			FY 21-22 Budget
PA	AHU 1	133	2001	Adequate	Poor	2021	4	\$ 150,000			FY 21-22 Budget
PGGG	Tower 1 & 2 fill material & platform	PGGG	2005	Adequate	Fair	2021	4	\$ 200,000	2019		FY 21-22 Budget
HVAC Sub-Total:								\$ 1,210,000			
CAMPUS	Paver Repair	Exterior	NA	Adequate	Fair	2021	3	\$ 20,000			FY 21-22 Budget
CAMPUS	Concrete Repair	Exterior	NA	Adequate	Fair	2021	3	\$ 20,000			FY 21-22 Budget
CAMPUS	Masonry repairs	Exterior	NA	Adequate	Fair	2021	3	\$ 100,000			FY 21-22 Budget
Masonry/Concrete Sub-Total:								\$ 140,000			
CAMPUS	Refinish oak interior doors and trim	Interior	NA	Adequate	Fair	2021	2	\$ 200,000			FY 21-22 Budget
CAMPUS	Replace exterior metal doors	Interior	NA	Adequate	Fair	2021	2	\$ 100,000			FY 21-22 Budget
CAMPUS	Lighting upgrades	Interior	NA	Adequate	Fair	2021	2	\$ 100,000			FY 21-22 Budget
CLB	Remodel all restrooms (floors 1-4)	Interior	NA	Adequate	Fair	2021	2	\$ 600,000			FY 21-22 Budget
MTC	Elevator upgrades (4)	Interior		Adequate	Fair	2021	2	\$ 200,000			FY 21-22 Budget
SC	Elevator upgrade	Interior	2000	Adequate	Fair	2021	2	\$ 50,000			FY 21-22 Budget
SCI	Elevator hydraulics replacement	Interior		Adequate	Fair	2021	2	\$ 30,000			FY 21-22 Budget
CAMPUS	Operable Wall PM	Campus	NA	Adequate	Fair	2021	3	\$ 10,000			FY 21-22 Budget
CAMPUS	Ceiling Tile Repair	Interior	NA	Adequate	Fair	2021	3	\$ 20,000			FY 21-22 Budget
PGGG	Parking garage sensors		NA	NA	NA	2021	3	\$ 200,000	2019	\$ 200,000	FY 21-22 Budget
GEB	Exit Lights	Throughout	2012	Adequate	Fair	2021	4	\$ 5,000			FY 21-22 Budget
CAMPUS	Baseball field turf replacement	Baseball Field		Adequate	Fair	2021	4	\$ 750,000			FY 21-22 Budget
Other Sub-Total:								\$ 2,265,000			
CAMPUS	Painting (classrooms)	Where needed	NA	Adequate	Fair	2021	3	\$ 20,000			FY 21-22 Budget
CAMPUS	Painting (exterior)	Where needed	NA	Adequate	Fair	2021	3	\$ 50,000			FY 21-22 Budget

**INFRASTRUCTURE MASTERPLAN SUMMARY
FY 2021 - 2022**

BUILDING	MAJOR INFRASTRUCTURE COMPONENTS	FLOOR/ROOM NUMBER	INSTALL DATE	CAPACITY	CONDITION	PLANNED REPLACE DATE	PRIORITY	BUDGETED COST	DEFERRED YEAR	DEFERRED COST	COMMENTS
CAMPUS	Epoxy - walls	Where needed	NA	NA	Fair	2021	3	\$ 20,000			FY 21-22 Budget
CAMPUS	Epoxy - floors	Where needed	NA	NA	Fair	2021	3	\$ 20,000			FY 21-22 Budget
Painting Sub-Total:								\$ 110,000			
COM	Domestic back flow preventer replacement	COM	NA	Adequate	Fair	2021	2	\$ 4,000			FY 21-22 Budget
ITC	Domestic back flow preventer replacement	ITC	NA	Adequate	Fair	2021	2	\$ 4,000			FY 21-22 Budget
MTC	Domestic back flow preventer replacement	MTC	NA	Adequate	Fair	2021	2	\$ 4,000			FY 21-22 Budget
OCB	Domestic back flow preventer replacement	OCB	NA	Adequate	Fair	2021	2	\$ 4,000			FY 21-22 Budget
PA	Back flow for fire system	PA	NA	Adequate	Fair	2021	2	\$ 4,000			FY 21-22 Budget
PGGG	Domestic back flow preventer replacement	PGGG	NA	Adequate	Fair	2021	2	\$ 4,000			FY 21-22 Budget
PGGG	Duplex Sump Pump	PGGG	2005	Adequate	Poor	2021	2	\$ 9,000	2020	\$ 9,000	FY 21-22 Budget
SC	Duplex Sump Pump	Basement	2000	Adequate	Poor	2021	3	\$ 10,000	2019	\$ 10,000	FY 21-22 Budget
OCB	Water Heater 5	338	2012	Adequate	Fair	2021	4	\$ 6,000			FY 21-22 Budget
Plumbing Sub-Total:								\$ 49,000			
CAMPUS BLDGS TBD	Roof Replacements			Adequate	Fair	2021	2	\$ 880,000			FY 21-22 Budget
CAMPUS	Solar		NA	NA	NA	2021	3	\$ 500,000			FY 21-22 Budget
Roof Sub-Total:								\$ 1,380,000			
2021-2022 Total								\$ 6,499,000.00			

**CAMPUS DEVELOPMENT
INFRASTRUCTURE
MASTERPLAN SUMMARY
FY 2021 - 2022**

LOCATION	MAJOR INFRASTRUCTURE COMPONENTS	SIGNAGE	INSTALL DATE	HCAP SPACES	REGULAR SPACES	CONDITION	PLANNED REPLACE DATE	PRIORITY	BUDGETED COST	DEFERRED YEAR	DEFERRED COST	COMMENTS
CAMPUS	Asphalt, concrete, signage, road striping	Campus	NA	NA	NA	NA	2021	2	\$ 750,000			FY 21-22 Budget
2021-2022 Total									\$ 750,000			

**ITC INFRASTRUCTURE MASTERPLAN SUMMARY FY
2021 - 2022**

BUILDING	MAJOR INFRASTRUCTURE COMPONENTS	TYPE	FLOOR/ROOM NUMBER	INSTALL DATE	CAPACITY	CONDITION	PLANNED REPLACE DATE	PRIORITY	BUDGETED COST	DEFERRED YEAR	DEFERRED COST	COMMENTS
ITC	Chilled water valves/circuit setters/balance	HVAC		2009	Adequate	Poor	2021	3	\$ 60,000			FY 21-22 Budget
ITC	VAV box replacement	HVAC		2009	Adequate	Poor	2021	3	\$ 200,000			FY 21-22 Budget
HVAC Sub-Total:									\$ 260,000			
ITC	Water heater	PLUMBING	169	2010	Adequate	Poor	2021	4	\$ 4,000			FY 21-22 Budget
Plumbing Sub-Total:									\$ 4,000			
2021-2022 Total									\$ 264,000			

CAPITAL SUMMARY
FY 2021 - 2022 to FY 2030 - 2031

Planned Project Totals for FY Budget 2021-2022

\$ 6,499,000	Capital Outlay Fund
\$ 750,000	Campus Development Fund
\$ 264,000	ITC Maintenance & Repair Fund
\$ 7,513,000	Total

Five Year Projection 2021-2022 to 2025-2026

\$ 12,163,730	Capital Outlay Fund
\$ 2,224,000	Campus Development Fund
\$ 1,795,103	ITC Maintenance & Repair Fund
\$ 16,182,833	Total

Ten Year Projection 2021-2022 to 2030-2031

\$ 19,086,395	Capital Outlay Fund
\$ 4,624,000	Campus Development Fund
\$ 1,795,103	ITC Maintenance & Repair Fund
\$ 25,505,498	Total

SINGLE SOURCE PURCHASE REPORT: \$35,000 - \$150,000
SEPTEMBER 2021 COMMITTEE OF THE WHOLE (AUGUST 30)

Vendor Name	Description	Policy 215.04 Exception	Fund	Department	Amount
Heartland Chamber Music	For the Midwest Trust Center for the Heartland Chamber Music Festival.	2b. Films, manuscripts, works of art, or books.	0601, Adult Supplementary Education Fund	1443, CC Art Education	\$ 47,500.00
BNSF	For BNSF Railway/NARS railroad-industry solutions. BNSF Railway/NARS requires a level of proficiency in the industry related to railroad operations. These courses satisfy that proficiency requirement.	2c. Items or services required to meet specific educational objectives.	0601, Adult Supplementary Education Fund	1439, Continuing Ed - NARS	\$ 100,000.00
Act-On Software, Inc.	Act-On is the only software provider with native integration into Continuing Ed.'s SugarCRM (Customer Relationship Management) platform. This purchase is being processed in accordance with the College's existing contract, JCCC-1349.	2d. Items or services that ensure compatibility with existing equipment.	0201, General Fund	6401, Enterprise Application Support	\$ 41,605.07
Ellucian	JCCC-589 for Banner hosted services expired May 31, 2021, but contract renewal negotiations are ongoing. Ellucian is providing a second 2-month hosting services extension to provide services while the contract renewal terms and conditions continue to be negotiated.		0201, General Fund	6401, Enterprise Application Support	\$ 92,798.00
Gaggle.net	For the College's annual email archiving service for FY22. The IS Department has retained Gaggle.Net in order to maintain the 3-year email retention policy. Switching vendors would result in losing the date/time stamp of the email needed for litigation holds.		0201, General Fund	6406, Information Technology Security	\$ 36,438.00

SINGLE SOURCE PURCHASE REPORT: \$35,000 - \$150,000
SEPTEMBER 2021 COMMITTEE OF THE WHOLE (AUGUST 30)

Vendor Name	Description	Policy 215.04 Exception	Fund	Department	Amount
Rank Fuse Interactive	For a Programmatic Digital Display Ad campaign. Rank Fuse will handle all ad-serving, monitoring, reporting, and general stewardship of the Search Engine Optimization (SEO) which is compatible Rank Fuse's existing Digital Advertising services.	2d. Items or services that ensure compatibility with existing equipment.	0201, General Fund	4321, College Communication/Planning	\$ 89,250.00
Sirius Computer Solutions	Under contract C20-061-00, for additional network infrastructure expenditures throughout FY22 due to increased remote online learning, and unanticipated spend for more equipment and software, which have price increases due to recent market inflation.		0201, General Fund	6351, Network & Data Center Operations	\$ 110,000.00
University Tickets.com	Since 2011 the College has utilized this box office ticket software ecommerce system (formerly Vendini). The College has an ongoing need to utilize this software to support box office ticket sales.		0201, General Fund	1410, CC Programming - Box Office	\$ 37,500.00
Xerox	Annual maintenance and services for the following Xerox products for digital production imaging systems: Color XC10001 Color Press. Black and White: D125CPC Printer, Nuvera 144 EA, Freeflow Printer, Makeready 6.0, ETP Single User.		0201, General Fund	4302, Document Services	\$ 140,870.32

SINGLE SOURCE PURCHASE REPORT: \$35,000 - \$150,000
SEPTEMBER 2021 COMMITTEE OF THE WHOLE (AUGUST 30)

Vendor Name	Description	Policy 215.04 Exception	Fund	Department	Amount
SHI International Corp.	For the license subscription campus-wide renewal of Adobe Creative Cloud software (1308 licenses) for FY22. Creative Cloud is a collection of 20+ desktop and mobile apps and services for photography, design, video, web, UX and more. <i>CO-OP: University of Kansas Consortium Cooperative #00818697</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.	0201, General Fund	6403, Chief Information Officer	\$ 64,092.00
Sirius Computer Solutions	For firewall upgrade support services needed from CISCO's Solution partner (Sirius). Cisco certified engineers and project managers will assist the JCCC network operations team with planning, configuration, and implementation of the campus border firewall network equipment for FY22 network infrastructure replacement. <i>CO-OP: NASPO ValuePoint AR3227</i>		0201, General Fund	7745, Information Technology Infrastructure	\$ 42,000.00
US Foodservice Inc.	For the WHCA culinary & pastry programs for food product purchases throughout FY22. <i>CO-OP: Sourcewell #112917-USF</i>		0201, General Fund	1205, Hospitality Management	\$ 45,000.00

AWARD OF BIDS/RFPs SUMMARY:

\$50,000 - \$150,000

SEPTEMBER 2021 COMMITTEE OF THE WHOLE (AUGUST 30)

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 If other than Low Bid
22-022 ITC Classroom Lighting Replacement Project completion/No Renewals Fund Source: Capital Outlay Firms Notified: 284	1. FSG Electric: \$117,820 2. Bart's Electric: \$118,000 3. American Legacy Construction: \$147,517	<p align="center">\$129,602.00</p> <p align="center"><i>Single Purchase</i></p> <p align="center"><i>(includes 10% contingency \$11,782.00)</i></p>	Low bid
21-051, Bookstore Point of Sale (POS) & Inventory Management System Base Year, 4 Renewal Option Years: 8/25/2021 - 8/24/2026 Base Year Fund Source: General Firms Notified: 442	1. MBS: \$52,502.00 / \$131,542 2. Nebraska Book Co. (Prism rbs): \$114,611/ \$283,109 3. Textbook Technology: \$230,566.50/\$806,166.50	<p align="center">\$52,502</p> <p align="center"><i>\$131,542*</i></p> <p align="center"><i>*Additional hardware and training services may be purchased as needed, if needed during the life of the contract.</i></p>	Based on the product technical capabilities, previous similar experience, reliability, and proposed costs, it was determined that MBS's proposal would most effectively meet the college's requirements.

RENEWALS SUMMARY:

\$50,000+

SEPTEMBER 2021 COMMITTEE OF THE WHOLE (*AUGUST 30*)

JCCC Contract Total Contract Period Fund Source / Renewal Option	Vendors Original Bid Amounts First Year / Multi-Year (if applicable)	Renewal Option Amount	Description of Services <i>Original BoT Approval</i>
TouchNet Payment Gateway System (C20-062-00) Original Term: Base Year, 4 Renewal Option Years 10/1/2020 - 9/30/2025 Renewal Option: 1 of 4	Single Source Justification: TouchNet: \$817,178	\$156,906.88	JCCC has been utilizing the TouchNet Payment gateway system for over 20 years. Ongoing software maintenance and hosting services are necessary for operations and technical assistance concerning the system. <i>BoT Approval - May 2020</i>