

**Johnson County Community College
Committee of the Whole
November 1, 2021
8:30 am
Zoom Webinar**

- 8:30 Strategic Plan:
- Data from 2020-2021 – Andy Bowne, President
- 9:00 Legislative Principles Discussion – Kate Allen, Vice President, College Advancement and Government Affairs and Dick Carter, The Carter Group
- 9:15 Committee of the Whole review discussion – Andy Bowne, President
- 9:30 Nominating Committee/Nominating Process – Andy Bowne, President
- 9:45 Recommendations – Compensation Plan – Leslie Hardin, Vice President Human Resources
- Recommendation: Compensation Plan
- 10:15 Policy Recommendations – Leslie Hardin, Vice President Human Resources and Chris Gray, Vice President for Strategic Communications & Marketing
- Recommendation: Nondiscrimination Policy 411.01
 - Recommendation: Job Classifications, Assignments and Audits Policy 418.01
 - Recommendation: Definition of Job Classifications Policy 418.02
 - Recommendation: Compensation Policy 418.04
 - Recommendation: Overtime Compensation Policy 418.06
 - Recommendation: Employment Benefits and Leave Policy 419.00
 - Recommendation: Whistleblower Policy 424.08
 - Recommendation: Social Media Policy 520.00
- 10:25 Review monthly purchasing recommendations – Janelle Vogler, Associate Vice President, Business Services
- Recommendation: Tapco
 - Recommendation: HVAC Improvements Various JCCC Buildings

10:30 Informational Items

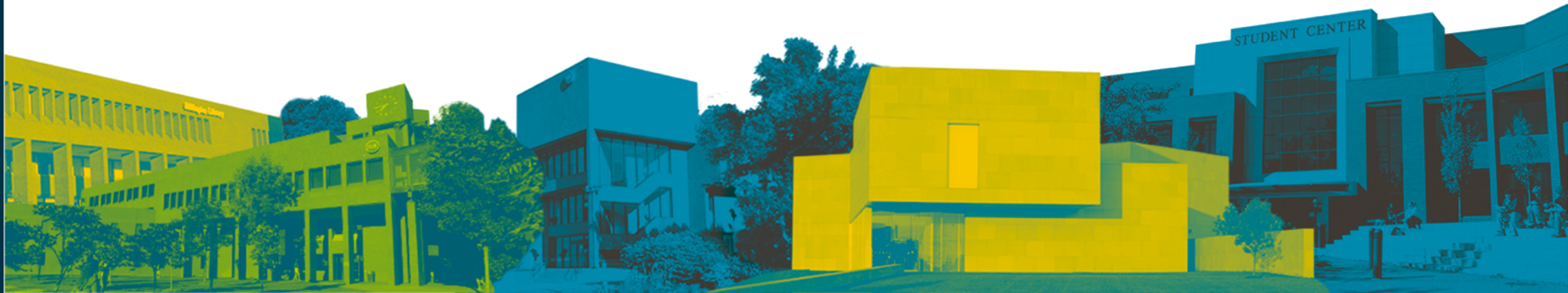
- Single Source Purchase Reports under \$150,000
- Bid/RFP Summary Report
- Contract Renewals
- Other Agreements
- Review Audit Committee Charter
- Review proposed audit plan for upcoming year

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Outcome Metrics

Committee of the Whole

November 1, 2021

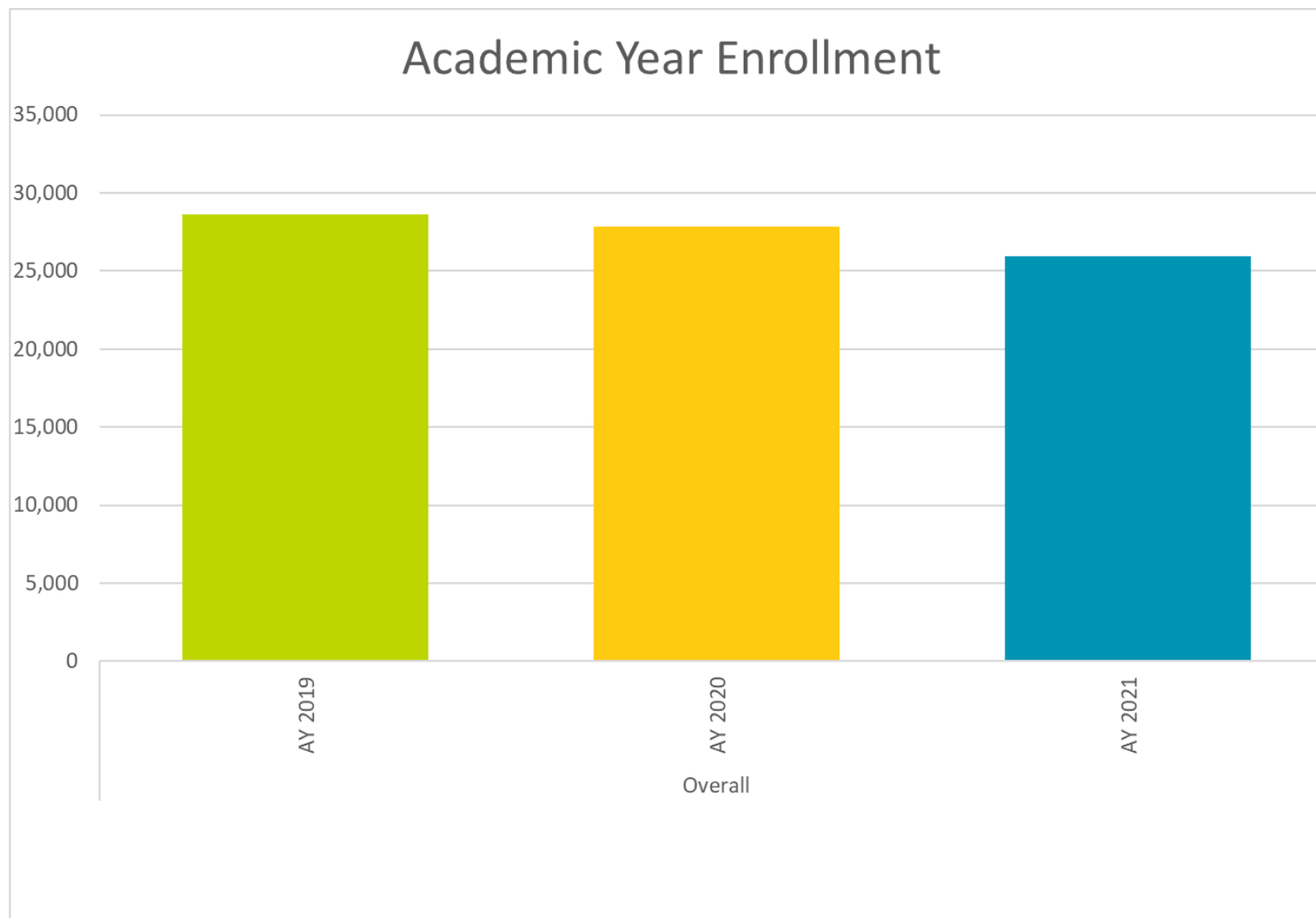


Student Success Metrics

- Annualized Enrollment (AY19 – AY21)
- Fall-to-Fall Retention (Fall 2019 – Fall 2021)
- Fall-to-Spring Retention (2018-19 – 2020-21)
- Graduates/Credentials Awarded (AY19 – AY21)

Enrollment (Credit Headcount)

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		HCT
Overall	AY 2019	28,590
	AY 2020	27,842
	AY 2021	25,941

IPEDS 12-Month Enrollment

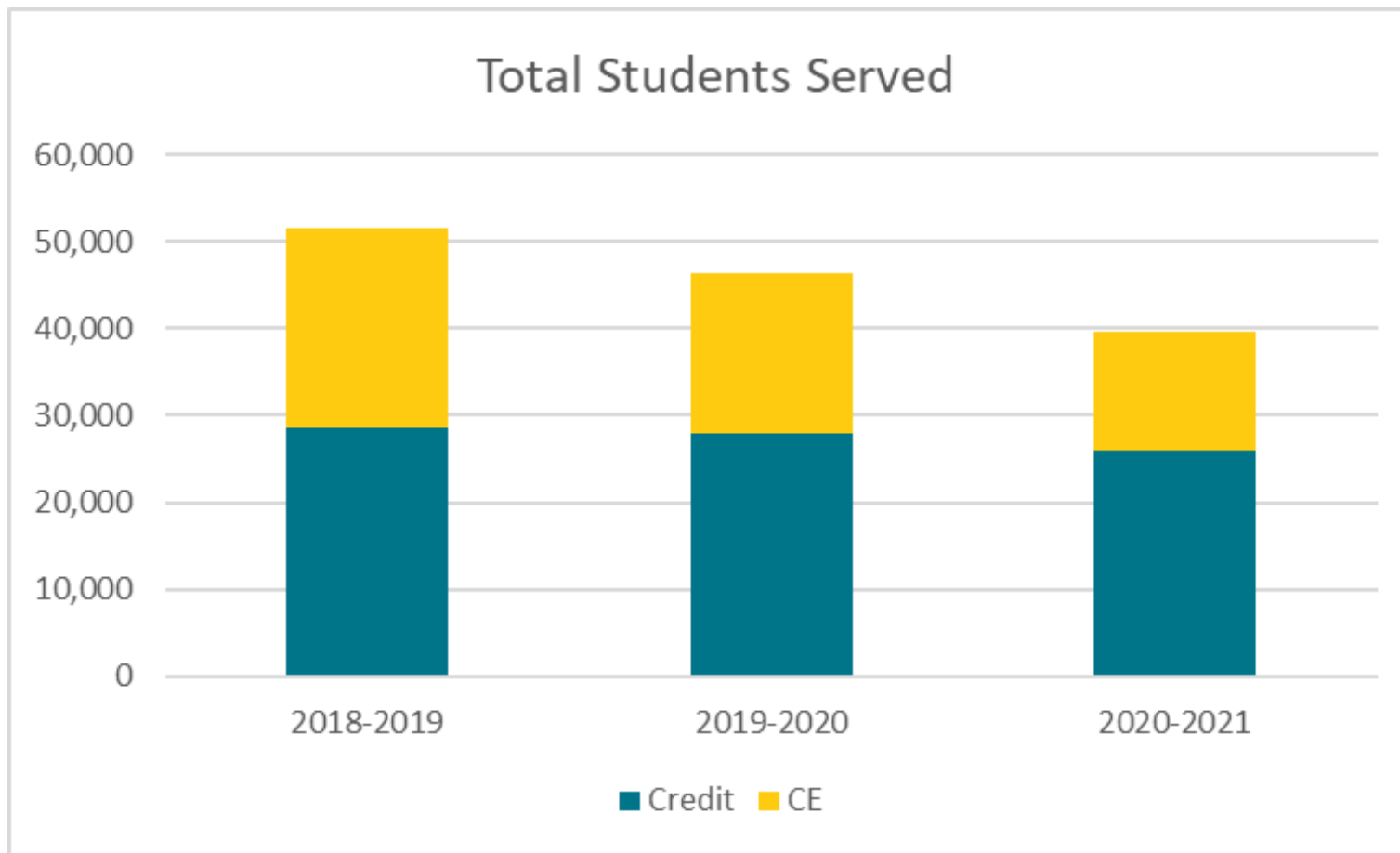
Includes Dual Credit High School Students

Source: EDW

Office of Institutional Planning & Research, 10/5/21



Enrollment (Total Headcount)

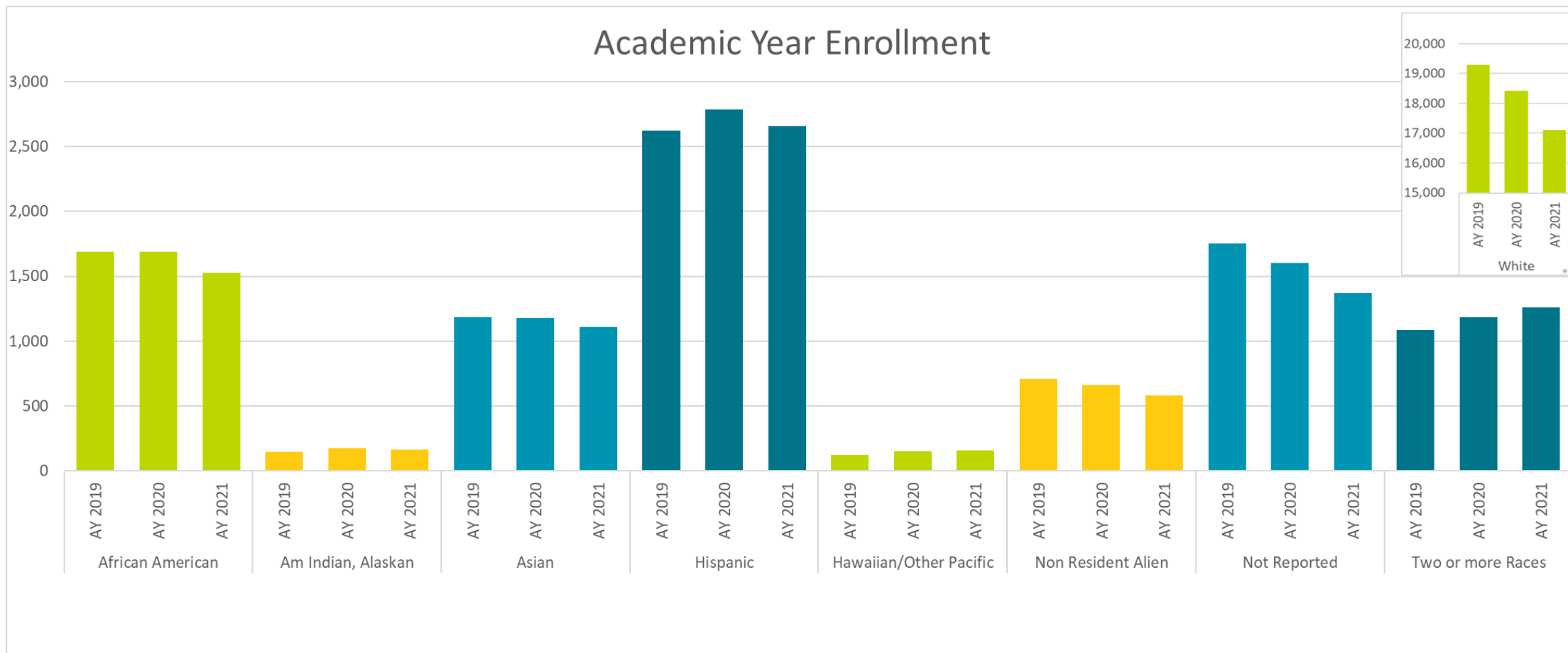


Year	Credit	CE	Total
2018-2019	28,590	22,924	51,514
2019-2020	27,842	18,506	46,348
2020-2021	25,941	13,799	39,740

Office of Institutional Planning & Research, 10/5/21; CE, 10/19/21

Credit Enrollment (by Race/Ethnicity)

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IPEDS 12-Month Enrollment
Includes Dual Credit High School Students

Source: EDW
Office of Institutional Planning & Research, 10/5/211



Credit Enrollment (by Race/Ethnicity)

		HCT	HCT	HCT	HCT	HCT	HCT	HCT	HCT
African American	AY 2019	1,689							
	AY 2020	1,687							
	AY 2021	1,527							
Am Indian, Alaskan	AY 2019		143						
	AY 2020		174						
	AY 2021		160						
Asian	AY 2019			1,186					
	AY 2020			1,176					
	AY 2021			1,111					
Hispanic	AY 2019				2,624				
	AY 2020				2,785				
	AY 2021				2,659				
Hawaiian/Other Pacific	AY 2019					119			
	AY 2020					152			
	AY 2021					156			
Non Resident Alien	AY 2019						711		
	AY 2020						662		
	AY 2021						583		
Not Reported	AY 2019							1,751	
	AY 2020							1,605	
	AY 2021							1,372	
Two or more Races	AY 2019								1,085
	AY 2020								1,186
	AY 2021								1,259

		HCT
White	AY 2019	19,282
	AY 2020	18,415
	AY 2021	17,114

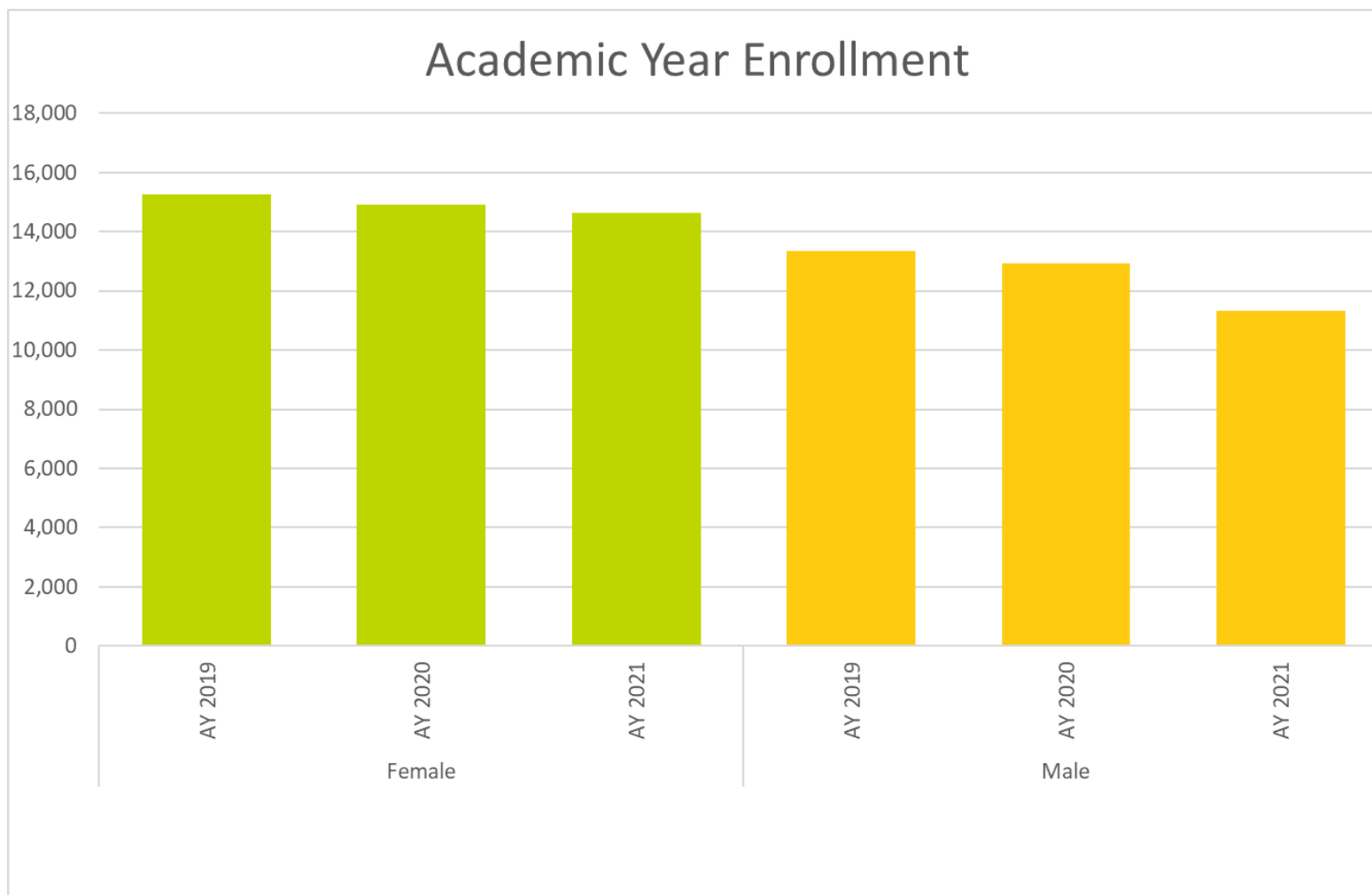
IPEDS 12-Month Enrollment

Includes Dual Credit High School Students

Source: EDW

Office of Institutional Planning & Research, 10/5/211

Enrollment (by Sex)



		HCT	HCT
Female	AY 2019	15,250	
	AY 2020	14,928	
	AY 2021	14,626	
Male	AY 2019		13,340
	AY 2020		12,914
	AY 2021		11,315

IPEDS 12-Month Enrollment

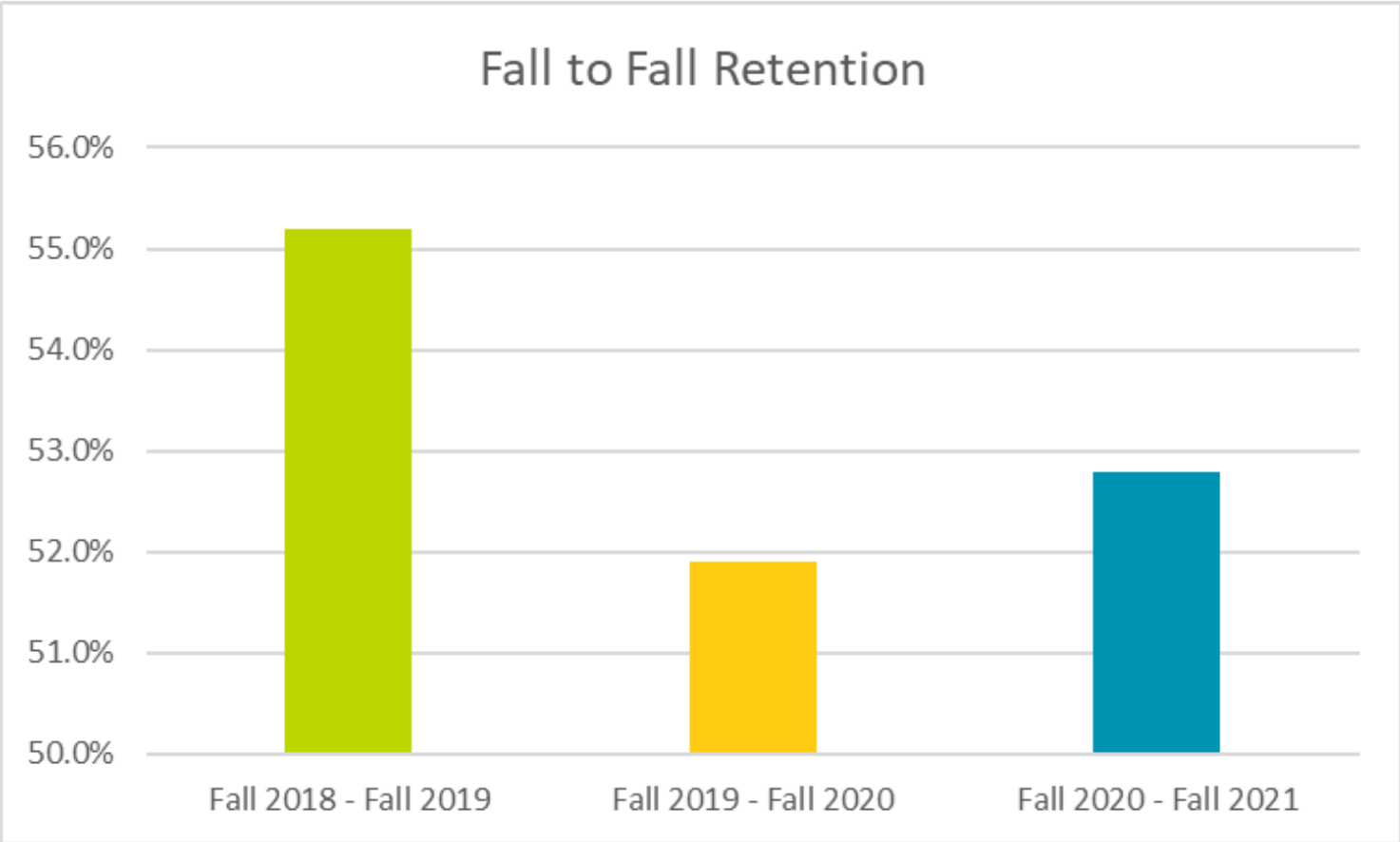
Includes Dual Credit High School Students

Source: EDW

Office of Institutional Planning & Research, 10/5/21

Fall-to-Fall Retention

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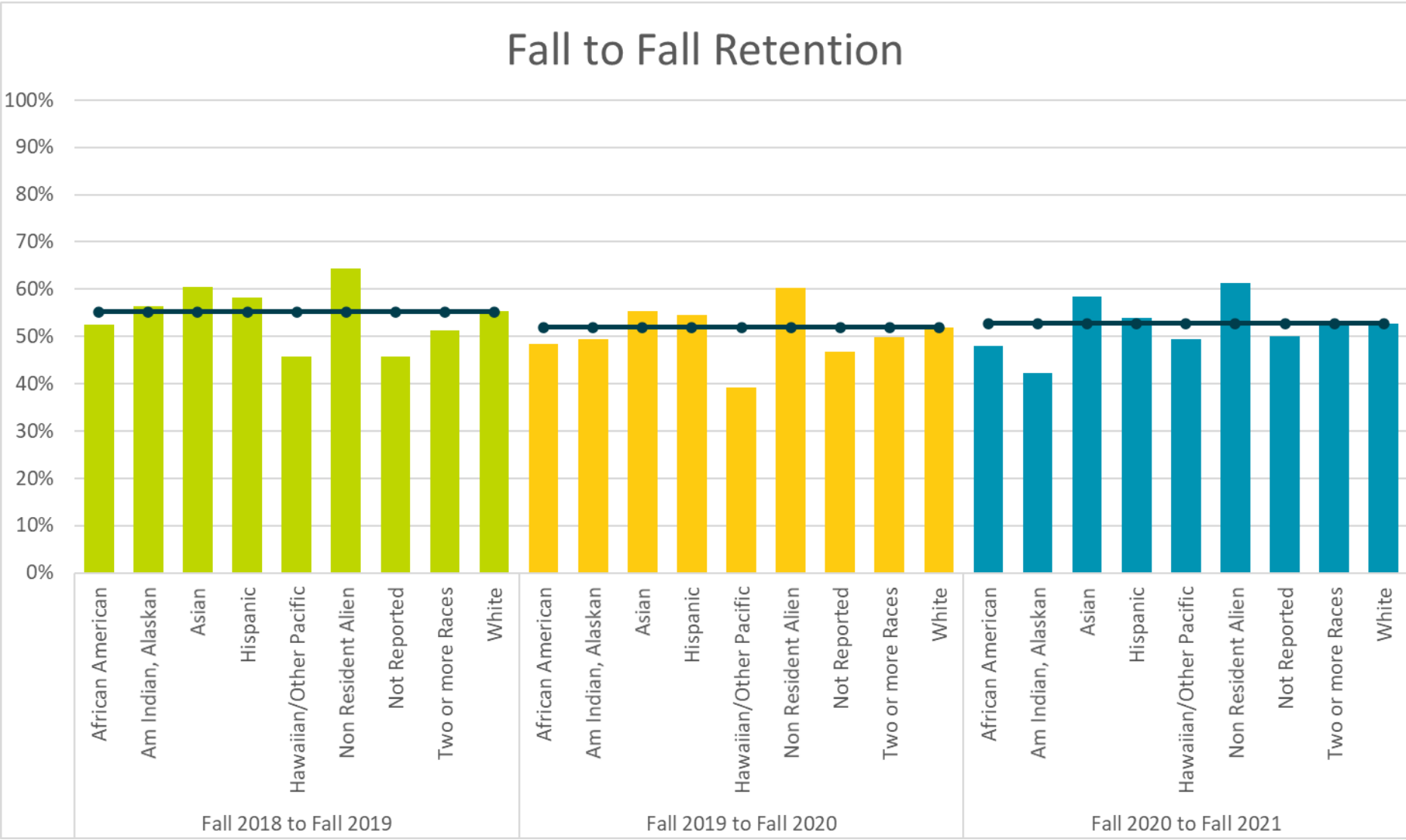
Fall to Fall Retention	
Fall 2018 - Fall 2019	55.2%
Fall 2019 - Fall 2020	51.9%
Fall 2020 - Fall 2021	52.8%

Office of Institutional Research & Planning, as of Census (10/5/21)



Fall-to-Fall Retention

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Office of Institutional Research & Planning, as of Census (10/5/21)



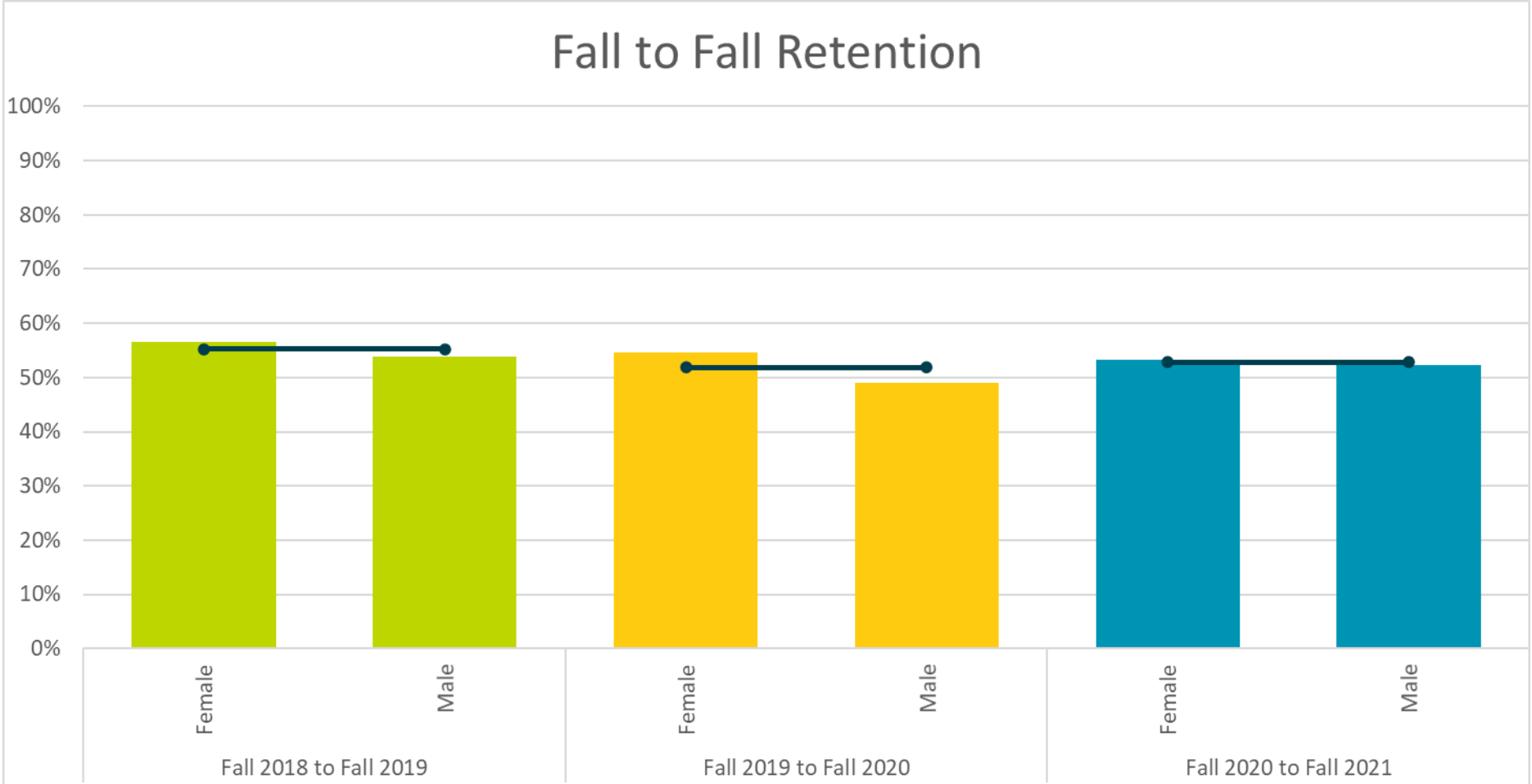
Fall-to-Fall Retention

		Race	Overall	Race	Overall	Race	Overall
Fall 2018 to Fall 2019	African American	52.4%	55.2%				
	Am Indian, Alaskan	56.3%	55.2%				
	Asian	60.5%	55.2%				
	Hispanic	58.3%	55.2%				
	Hawaiian/Other Pacific	45.7%	55.2%				
	Non Resident Alien	64.3%	55.2%				
	Not Reported	45.8%	55.2%				
	Two or more Races	51.4%	55.2%				
	White	55.3%	55.2%				
	Fall 2019 to Fall 2020	African American			48.4%	51.9%	
Am Indian, Alaskan				49.5%	51.9%		
Asian				55.3%	51.9%		
Hispanic				54.6%	51.9%		
Hawaiian/Other Pacific				39.3%	51.9%		
Non Resident Alien				60.4%	51.9%		
Not Reported				46.8%	51.9%		
Two or more Races				49.8%	51.9%		
White				51.9%	51.9%		
Fall 2020 to Fall 2021		African American					48.0%
	Am Indian, Alaskan					42.2%	52.8%
	Asian					58.4%	52.8%
	Hispanic					54.0%	52.8%
	Hawaiian/Other Pacific					49.5%	52.8%
	Non Resident Alien					61.3%	52.8%
	Not Reported					50.0%	52.8%
	Two or more Races					52.4%	52.8%
	White					52.8%	52.8%

Office of Institutional Research & Planning, as of Census (10/5/21)

Fall-to-Fall Retention

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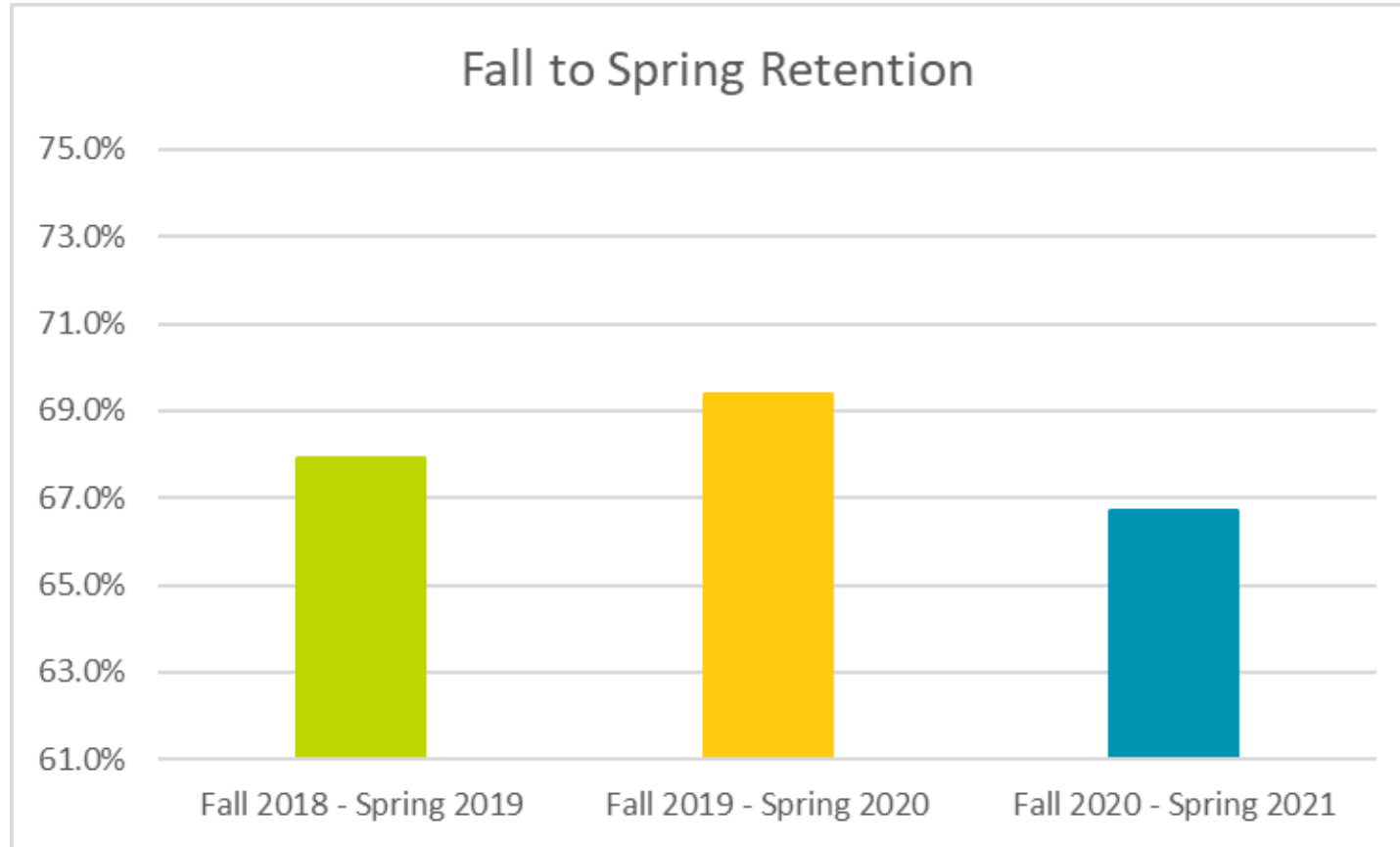


		Sex	Overall	Sex	Overall	Sex	Overall
Fall 2018 to Fall 2019	Female	56.5%	55.2%				
	Male	53.9%	55.2%				
Fall 2019 to Fall 2020	Female			54.6%	51.9%		
	Male			49.0%	51.9%		
Fall 2020 to Fall 2021	Female					53.2%	52.8%
	Male					52.3%	52.8%



Fall-to-Spring Retention

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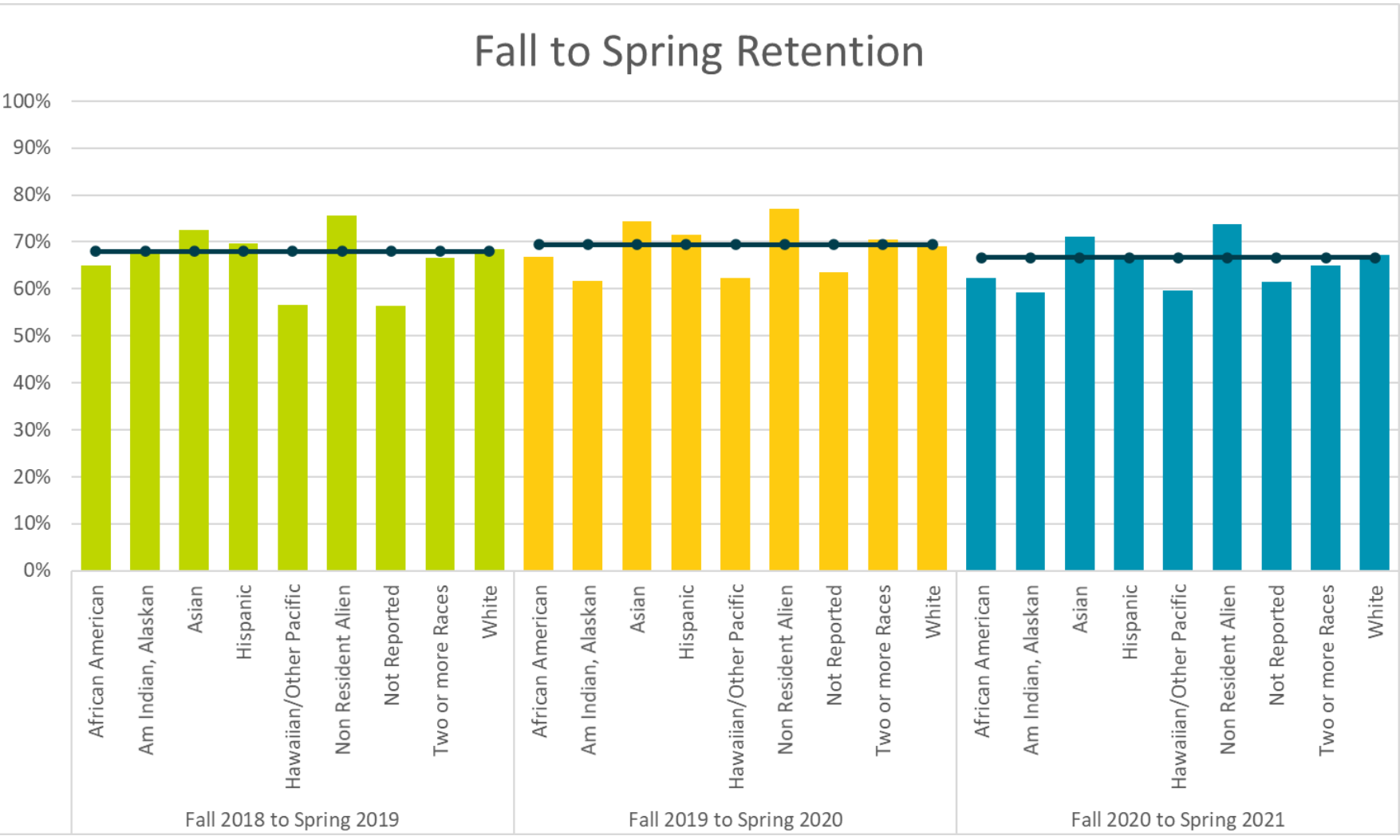


Fall to Spring Retention	
Fall 2018 - Spring 2019	67.9%
Fall 2019 - Spring 2020	69.4%
Fall 2020 - Spring 2021	66.7%

Office of Institutional Research & Planning, as of Census (10/5/21)

Fall-to-Spring Retention

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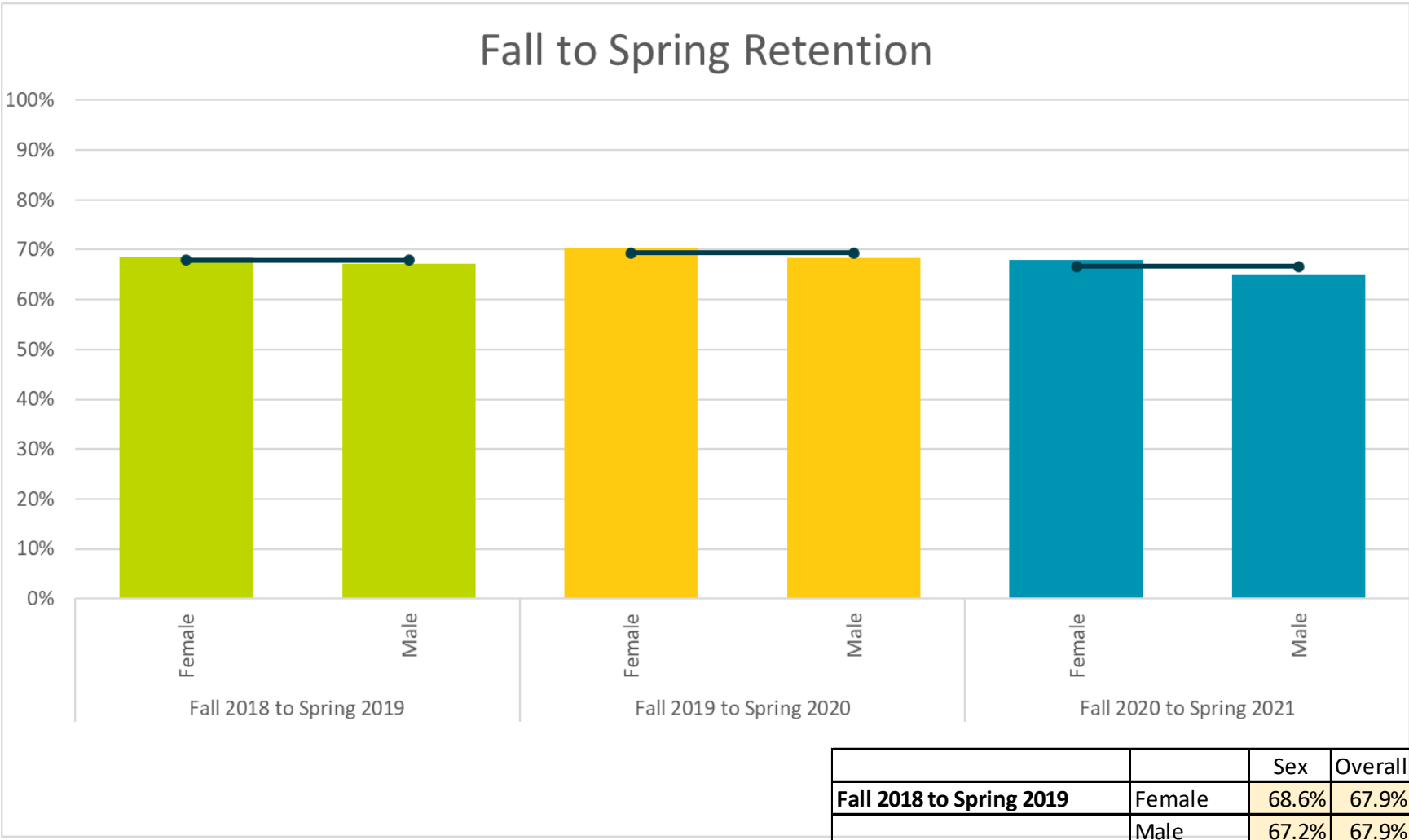
Fall-to-Spring Retention

		Race	Overall	Race	Overall	Race	Overall
Fall 2018 to Spring 2019	African American	65.0%	67.9%				
	Am Indian, Alaskan	67.6%	67.9%				
	Asian	72.6%	67.9%				
	Hispanic	69.6%	67.9%				
	Hawaiian/Other Pacific	56.5%	67.9%				
	Non Resident Alien	75.7%	67.9%				
	Not Reported	56.3%	67.9%				
	Two or more Races	66.6%	67.9%				
	White	68.4%	67.9%				
	Fall 2019 to Spring 2020	African American			66.7%	69.4%	
Am Indian, Alaskan				61.7%	69.4%		
Asian				74.4%	69.4%		
Hispanic				71.6%	69.4%		
Hawaiian/Other Pacific				62.4%	69.4%		
Non Resident Alien				77.1%	69.4%		
Not Reported				63.5%	69.4%		
Two or more Races				70.6%	69.4%		
White				69.1%	69.4%		
Fall 2020 to Spring 2021		African American					62.4%
	Am Indian, Alaskan					59.3%	66.7%
	Asian					71.1%	66.7%
	Hispanic					66.3%	66.7%
	Hawaiian/Other Pacific					59.6%	66.7%
	Non Resident Alien					73.9%	66.7%
	Not Reported					61.5%	66.7%
	Two or more Races					64.9%	66.7%
	White					67.3%	66.7%

Office of Institutional Research & Planning, as of Census (10/5/21)

Fall-to-Spring Retention

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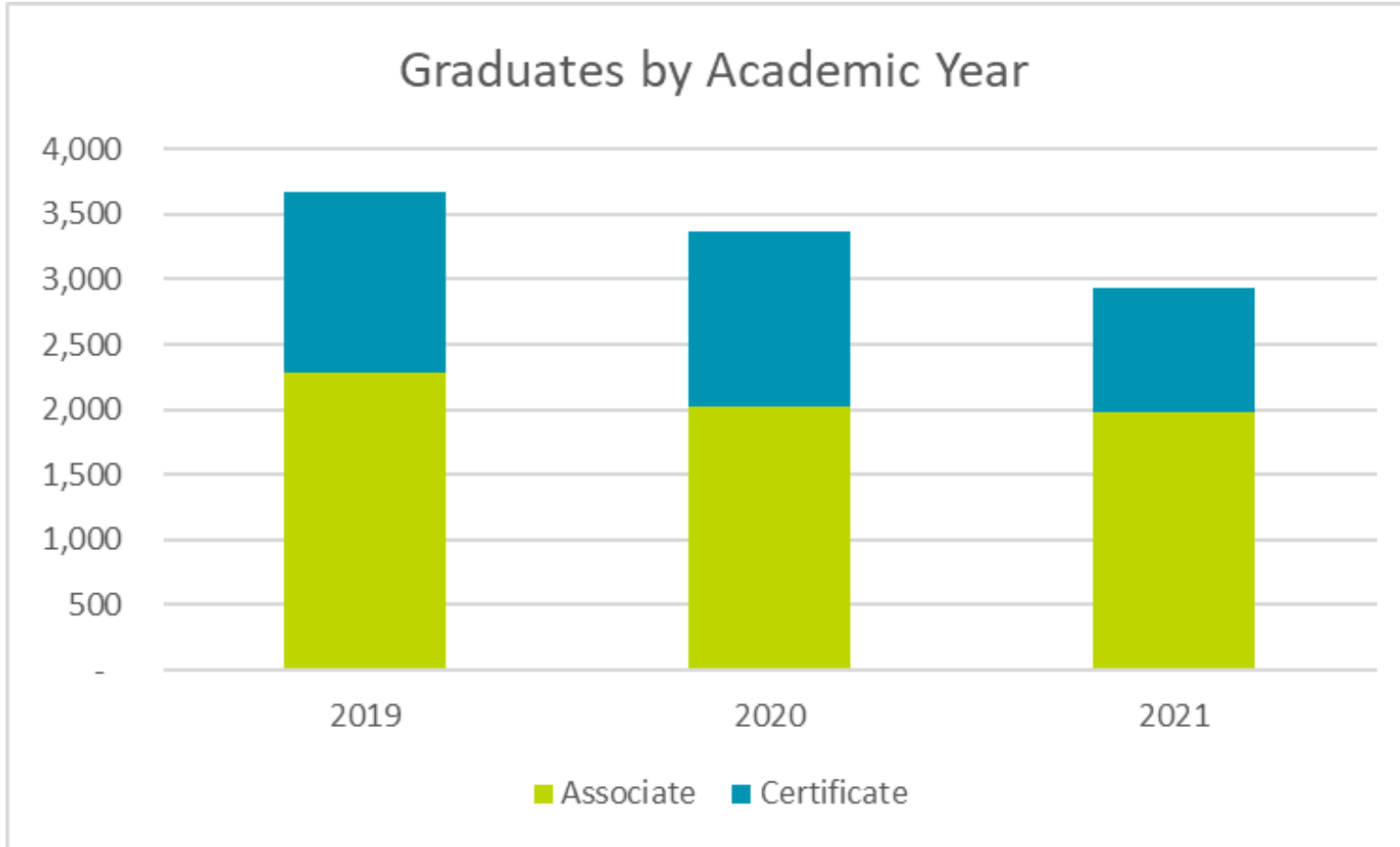


		Sex	Overall	Sex	Overall	Sex	Overall
Fall 2018 to Spring 2019	Female	68.6%	67.9%				
	Male	67.2%	67.9%				
Fall 2019 to Spring 2020	Female			70.3%	69.4%		
	Male			68.4%	69.4%		
Fall 2020 to Spring 2021	Female					67.9%	66.7%
	Male					65.1%	66.7%

Office of Institutional Research & Planning, as of Census (10/5/21)



Credentials Awarded



Graduates by Academic Year			
	2019	2020	2021
Associate	2,278	2,026	1,975
Certificate	1,393	1,336	965
Total	3,671	3,362	2,940

Source: EDW
Office of Institutional Planning & Research, 10/5/21

DRAFT: JCCC 2022 Statement of Principles

To be reviewed by the Committee of the Whole on November 1, 2021

- Support the authority of the locally elected JCCC Trustees to determine policies and procedures in the best interest of the college, its students, faculty and staff, and its stakeholders, including taxpayers, employers and lifelong learners.
 - Oppose higher education policies that undermine, are targeted toward, or otherwise threaten local control of funding thereby eroding an institution's connection between its stakeholders and the needs of the local community.
 - Oppose higher education policies that undermine, are targeted toward, or otherwise threaten local control to make decisions related to the safety and protection of our campus community.
- Support strategic initiatives with entities such as the Kansas Board of Regents that strengthen college partnerships and community assets to improve access, success and equitable outcomes for all students.
- Support sufficient state funding to meet the objectives promoted through the legislation that provides for coordination by the Kansas Board of Regents.
- Support continued funding of concurrent enrollment opportunities including career and technical education initiatives which authorize JCCC to waive the cost of tuition for high school students who meet JCCC Kansas residency requirements for enrollment in any tiered career technical course.
- Support fiscally sound policies that strengthen and protect the Kansas Public Employees Retirement System to promote the recruitment and retention of employees.
- Support the continuation and enforcement of designated geographic community college service areas to ensure the educational needs of the state are met in an efficient and non-duplicative manner for statewide and Johnson County taxpayers.
- Support initiatives that promote inclusion, access and mental health awareness to ensure all members of our community are welcomed and prepared to meet the increasingly global demands of our economy.

Officers Policy 111.02
Johnson County Community College
Series: 100 Board of Trustees
Section: Organization of the Board/Officers

Pursuant to K.S.A. 71-201, the Board shall select its own officers as it may deem desirable, from among its own membership. The officers of the Board are Chair, Vice Chair, Treasurer and Secretary. The Secretary may be the chief administrative officer of the College. All other officers shall be Board members. Each office shall be filled by majority vote of the Board following nomination of candidates from other members of the Board at the annual Organizational Meeting in accordance with the Meetings of the Board Policy. Officers will serve for a term of one year or until a successor is appointed to such position.

~~An ad hoc nominating committee will be appointed to recommend such officers, subject to the approval of the Board.~~ To promote varied representation, no Trustee may be nominated for or serve in the same office for more than two consecutive years at a time. A Trustee completing a second consecutive term in an office of the Board shall not be eligible for re-election to that office for a minimum period of twelve (12) calendar months....

Meetings of the Board Policy 112.00
Johnson County Community College
Series: 100 Board of Trustees
Section: Meetings of the Board
Cross-Reference: [Special Meetings of the Board Operating Procedure 112.01](#)

1. Organizational Meeting

The organization of the Board, including selection of Board officers and committee members, will be voted upon by the Board in January of each year annually, and officers, committee members and liaisons will take their positions in January of each year immediately thereafter.

Modifications to the Board officers and committee members may be voted upon periodically: by majority vote to fill vacancies or to address unforeseen scheduling conflicts of Board members, or by a vote of five (5) members of the Board as otherwise

deemed necessary. In the event the Chair is no longer serving as a Board member at the Organizational Meeting, the Vice Chair or most ranking member, if the Vice Chair also no longer serves on the Board, will act as an interim Chair for the purpose of opening the Organizational Meeting and electing officers and committee members.

EXECUTIVE SUMMARY
 Compensation Plan
 Committee of the Whole
 November 1, 2021

Compensation Plan are “vital instruments in helping institutions attract and retain diverse talent” (CUPA-HR, 2021). The new Compensation Plan “Comp Plan” will ensure transparency, clarity, and consistency in JCCC’s compensation decisions.

Things of importance to note:

- Current pay ranges are not changing
- No financial impact to current employee wages
- Does not apply to bargaining unit employees, President, adjuncts, or other similarly situated positions

Topic	Current	Proposed
New hire pay calculations	Full-time only receives pay on relevant experience; Part-time receives minimum of range	Full-time and part-time receive pay based on relevant experience
On-Call Pay	Does not exist	Pay of 1 hour for nonexempt employees who must be on-call for 24 hours a day to answer work related questions/resolve issues; longer than 1 hour will be clocked as time-worked
Call Back Pay	Does not exist	Pay of a minimum of 3 hours for those nonexempt employees who are asked to return to campus after shift has ended; longer than 3 hours will be clocked as time-worked
Compensatory Time	Does not “formally” exist for nonexempt employees	Establishes the ability to accrue comp time in lieu of overtime
Shift Differential	Paid as an adjustment to the employee’s overall base	Paid on hours worked that result in shift differential
Overtime Pay	Paid on top of Holidays, Jury Duty, or Bereavement	Overtime paid on hours worked only

Holiday Pay	Paid at 8 hours of holiday and 2 hours worked for 10-hour shift resulting in overpayment	Revises holiday, vacation, and personal days to 8 hours for all full-time positions
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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 Compensation Plan, as shown in the Board packet.



October 2021

JOHNSON COUNTY COMMUNITY COLLEGE

COMPENSATION PLAN

Table of Contents

- Compensation Objectives 2**
- Compensation Philosophy 2**
- Compensation Plan 3**
 - Applicability 3
 - Responsibility 3
 - Compensation Guidelines 3
 - Establishing Pay Rates 4
 - Shift Differential, Call-back, On-Call and Premium Pay 6
 - Job Descriptions and Titles 7
 - Workweek and Work Schedules 7
 - Overtime and Compensatory Time 9
 - Time Records 10
 - Payment of Wages 10
- Appendix A..... 12**
- Appendix B..... 13**

Compensation Objectives

The Compensation Plan is intended to:

- Support the mission, vision, and values of Johnson County Community College (JCCC),
- Attract, motivate and retain a well-qualified and diverse workforce,
- Offer competitive compensation within relevant labor markets,
- Ensure compliance with applicable laws and regulations.

Compensation Philosophy

The purpose of Johnson County Community College's compensation philosophy is to attract and retain talented employees by offering an equitable and transparent Total Rewards Program that includes all aspects of compensation and employee benefits (including base salary, variable compensation, benefits coverage and options, and the work environment) The JCCC compensation and benefits programs will be designed and administered to support the College's mission, vision, values, and ever-changing business needs. The compensation philosophy will balance external competitiveness, internal equity, and fiscal responsibility by conducting regular analysis of the relevant markets.

JCCC is committed to ensuring fair and equitable pay for all employees while supporting the College's core mission. JCCC's compensation plan is evaluated and revised as needed to ensure that the objectives of the plan are being met.

Compensation Plan

Applicability

The JCCC employee compensation plan covers:

- Nonexempt employees (regular positions assigned to perform clerical, technical, paraprofessional, skilled crafts and service, and maintenance work); and,
- Exempt employees (regular administrative, managerial, and professional non-faculty positions), except as provided for in this section.

This plan does not include employees in the bargaining unit, adjunct faculty, the President, and other positions exempted upon implementation.

Responsibility

Development, implementation, and evaluation of the compensation plan is the responsibility of the Vice President for Human Resources.

The Director of Compensation is responsible for completing relevant compensation data analyses for use in the development of compensation strategies to achieve the objectives of the compensation plan.

Compensation Guidelines

All compensation decisions will follow Johnson County Community College Policy 418.04 and this Compensation Plan.

Job Descriptions and Titles

The Office of Human Resources will establish job families in order to place positions on appropriate pay levels. Similar positions throughout the College will have a single job description. The title on the job description is the official job title. Departments may assign working titles to reflect the general nature and level of work performed. The Office of Human Resources will approve and maintain the job description for all jobs within the College.

Fair Labor Standards Act

The FLSA establishes minimum wage, overtime pay, recordkeeping, and youth employment standards affecting employees in the private sector and in Federal, State, and local governments. Covered nonexempt workers are entitled to a minimum wage and overtime pay at a rate not less than one and-half times the regular rate of pay is required after 40 hours of work in a workweek. The Office of Human Resources will determine the FLSA status – exempt or nonexempt, of all positions as laid out by the Department of Labor. An employee may not be both nonexempt and exempt while working as an employee of the College.

Pay Table Structure and Maintenance

The pay tables reflect a market competitive pay range for each job. The Office of Human Resources will periodically analyze the external market to ensure the pay structure is competitive and will recommend any changes as a part of the annual budget process or at other times, as necessary. See Appendix A for the current pay tables.

Effect of Pay Table Adjustments

Employees earning below the new pay range minimum at the time of a pay table adjustment will receive a market adjustment to increase their base pay rate to the new pay range minimum. If a market adjustment is implemented on the same day as a pay rate increase, the market adjustment will be applied first.

If a change in an employee's pay range results in the employee's current pay rate being at or above the maximum of the new pay range, the employee's base pay will not be reduced, and the employee will not be eligible for future base pay rate increases until the employee's wages are within the applicable pay range.

Market Evaluation

The Office of Human Resources will use a consistent, fair, and equitable method for determining market pay for each job according to the relevant labor market.

Position Audits

Position audits will officially be conducted during the budget process and the Office of Human Resources will establish the timeframe.

Outside of the budget process the Office of Human Resources will determine the positions to be audited based on various factors including but not limited to turnover, vacancy rate, and hiring ability. Position audits outside of the budget process will be limited.

Establishing Pay Rates

New Hires

The Office of Human Resources establishes pay rates for new hires based on candidate qualifications and *relevant* years of experience without regard to employee class. Internal and external candidates will be offered an initial pay rate within the posted range of the pay grade. Appendix B shows an example of how relevant work experience is calculated. Extrapolation tables for salary placement can be found [here](#).

Promotions

The employee's pay rate must be within the pay range of the new pay level. If the employee's pay rate is at or above the maximum of the new pay range prior to promotion there will be no adjustment to the pay rate. Promotions and associated pay rate increases are effective the first day of the pay period following approval. Employee's who are promoted will receive an increase equivalent to the difference between pay levels.

Demotions

A demoted employee's new pay rate must fall within the pay range of the new pay grade. In addition to qualifications and internal equity, the factors leading to the demotion may be considered in establishing the rate.

Temporary Pay Rates

A temporary pay rate increase may be authorized when an employee is temporarily required to perform higher level duties of a higher graded position at least 25% of the time for a minimum of 30 days. The Office of Human Resources and the requesting department will work together to determine if the additional duties justify a temporary increase and if the employee is qualified to perform the temporary duties.

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

Temporary increases will be reviewed at least every 6 months or earlier as appropriate. The increase will be effective the first day of the pay period in which the temporary duties are performed until the last day of the pay period in which the temporary duties are performed.

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

Interim Pay Rates

An interim pay rate is applied when an employee takes on a higher-level job and all of the essential functions and responsibilities that go with it. When an interim pay rate is applied, the employee is temporarily moved into the higher grade until interim duties are eliminated and the employee returns to their previous position and grade.

Market Adjustments

A market adjustment is an increase in an employee's base rate of pay within the current pay range. Market adjustments may not increase an employee's base pay above the max of the pay range. JCCC may utilize market adjustments to ensure internally equitable and externally competitive pay rates for employees.

Market adjustments require the approval of the Office of Human Resources. Departments may request a market adjustment within the pay range based on the following factors, alone or in combination:

- Internal equity: the pay rates of current employees with the same or similar qualifications who are in the same or similar positions as determined by the Office of Human Resources.
- External market data: relevant external market data from a reputable, valid, and verifiable source, collected and analyzed by the Office of Human Resources.
- Incumbent qualifications: knowledge, skills, abilities, experience, and related qualifications.

Market adjustments are effective the first day of the pay period following approval. The pay rate increase must be documented as a market adjustment. Market adjustments are not a substitute for other pay rate increases and will not be implemented retroactively.

Annual Pay Rate Increase

On an annual basis, the Johnson County Community College Board of Trustees will determine the annual rate increase, if any, for all employees not included in the Master Agreement. Rate increases will be effective July 1 of the calendar year unless otherwise determined.

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

Shift Differential, Call-back, On-Call and Premium Pay

Shift Differential

A shift differential is a fixed amount of money expressed on a cents per hour basis provided to hourly employees who work non-standard shifts. Shift differentials are separate from the base hourly rate and apply only to hours actually worked within the predetermined shift. Shift differential is not included in the base rate of pay. Shift differentials are included in the calculation of overtime. Pay rate increases are not applied to shift differentials. The shift differential may cause the hourly base pay rate to exceed the pay range maximum of the salary range without violating applicable Human Resources Policies and Procedures on wage and salary administration.

On-Call Pay

Employees are on-call when they are scheduled to respond if called outside of their normal scheduled work hours. Employees on-call are paid one hour of straight time for each On-Call period up to 24 hours for the inconvenience of being On-Call. Such pay is not considered actual hours worked. Actual hours worked while on-call will be compensated at the applicable base pay or overtime rate.

Call-Back Pay

Call-Back pay is to compensate employees for the interruptions and inconvenience when they are required to report to work at an unexpected time. Employees who are called back to work will be paid for a minimum of three hours, regardless of the number of hours worked. An employee who works more than three hours when called back will be paid based on actual hours worked. Travel time is not considered hours worked. Overtime will be based solely on actual hours worked. Call-Back pay does not apply to scheduled work hours. Employees who are required to return to work two hours or less before their normal shift is to begin are not considered called back and will be paid for actual hours worked.

Job Descriptions and Titles

The Office of Human Resources will establish job families in which to place positions. Like positions throughout the College will have a single job description. The title on the job description is the official job title. Departments/Offices may assign working titles to reflect the general nature and level of work performed. The Office of Human Resources will approve and maintain the job description of all jobs within the College.

Workweek and Work Schedules

JCCC's workweek shall begin at 12:00:00 a.m. on Sunday and end at 11:59:59 p.m. the following Saturday.

JCCC departments will establish work schedules for their employees based on, among other things, student service needs, the efficient management of human resources, and applicable laws. Departments may require overtime as they deem necessary to meet their objectives. Nonexempt employees may not work overtime without prior approval of their department. Nonexempt employees will be compensated for all hours worked in excess of 40 hours per week with overtime pay or compensatory time off in accordance with state and federal laws and Human Resources Procedures . Exempt employees will not receive overtime pay or compensatory time off.

A typical full-time work schedule is 40 hours per workweek. Departments may alter employee work schedules as they deem appropriate for business operations including requiring employees to work beyond their normal work schedules. Supervisors should inform employees of any changes to the work schedule as early as practicable. Employees may not change work schedules without the prior approval of their supervisors.

Exempt Employees

Exempt employees are expected to work the hours necessary to complete the work. They are not entitled to overtime or compensatory time if they work more than 40 hours per week; nor is their pay docked when they work less than 40 hours per week except as follows:

- Disciplinary suspensions for violations of serious workplace safety rules.
- Unpaid disciplinary suspensions of one or more full days for infractions of written workplace rules applicable to all employees.
- Use of unpaid FMLA time.
- Use of personal leave of one or more full days when paid leave (e.g., vacation and sick leave) is exhausted.
- Unauthorized absence when use of leave has been denied.
- The employee performs no work during the workweek.

Supervisors may, but are not required to, establish a work schedule for exempt employees, particularly if the position requires the employee to be on-site during normal business hours.

Flextime and Compressed Schedules

In accordance with the Flexible Work Arrangements procedure, departments/offices may allow employees to work flextime or compressed schedules. Flextime is a schedule that commits an employee to working a specified number of hours per workweek but offers flexibility in regard to the starting and ending times for each day. A compressed schedule allows an employee to work 40 hours per week in less than five days. Nonexempt employees who work more than 40 hours during a workweek are entitled to overtime or compensatory time off regardless of whether they work a typical, flexible, or compressed schedule. Exempt employees who are on a flexible or compressed schedule are expected to work the hours necessary to complete the duties regardless of their schedule.

Rest Periods

Nonexempt employees ordinarily will be allowed one paid 15-minute rest period near the middle of each four-hour work period. Supervisors will decide the time and length of the rest periods and may eliminate or reduce rest periods to accommodate the workload. Additional compensation is not provided to an employee whose rest period is reduced or eliminated.

Supervisors may require employees to record their rest period. However, the time remains compensable and constitutes hours worked unless the break exceeds 20 minutes.

Nursing Breaks

Nursing mothers may take breaks as needed. The College will provide suitable space to accommodate the breaks, and the breaks will be compensated. Employees may not be subject to discrimination, harassment, or retaliation for taking nursing breaks.

Meal Periods

Meal periods are unpaid breaks of more than 20 minutes. Meal periods do not constitute hours worked, and nonexempt employees must record the beginning and ending time of their meal periods. Certain positions are exempted from unpaid meal breaks due to the nature of the position (e.g. police, EMS, etc.).

Full-time employees will ordinarily be allowed one 30- to 60-minute meal period near the middle of the workday. Part-time employees scheduled to work more than five consecutive hours during any workday will also ordinarily receive a meal period. The time and length of meal periods is determined by the supervisor.

Nonexempt employees must be completely relieved of duties during meal periods; however, they may be required to remain on the premises. Nonexempt employees generally should not be permitted to take meal periods at their workstations, as employees should be free to relax during non-compensable periods. Nonexempt employees who perform any work during their meal period must report the time as hours worked.

Overtime and Compensatory Time

Scheduling Overtime

When overtime is required, overtime assignments will be distributed as equitably as practicable to all employees qualified to perform the required work. Nonexempt employees will initially be given the opportunity to request overtime work assignments. If an insufficient number of qualified employees request the assignment, supervisors may schedule and assign overtime or extra shifts on an as-needed basis.

Compensation for Overtime

Nonexempt employees who work in excess of 40 hours per workweek will be paid overtime or, at the discretion of the department, will receive compensatory time off. The supervisor must notify the employee in advance of working the overtime hours if the employee will receive compensatory time off in lieu of overtime.

Overtime is paid at one and one-half times the regular rate of pay for each hour actually worked in excess of 40 hours per workweek. Compensatory time off is calculated at one and one-half hours of paid time off for each hour actually worked in excess of 40 hours per workweek. "Regular rate of pay" is calculated by determining the employee's total pay for the workweek, including base rate, shift differential pay, and other elements of pay as required by law, and dividing by the total number of hours actually worked. Hours paid but not worked (e.g., on-call, vacation, holiday, personal leave, floating holiday, jury duty, bereavement, sick and all other leave pays) are not included in the calculation of overtime.

Workweeks cannot be combined or averaged to determine if the employee is eligible for overtime. Although employees are paid on a semimonthly basis, overtime eligibility is assessed at the end of each workweek.

Employees may not work overtime without the prior approval of their supervisor. Employees must report and will be compensated for unauthorized overtime; however, they will be subject to corrective action for failure to seek prior approval.

Accrual and Use of Compensatory Time

When used, compensatory time off must be recorded on time records. It is considered paid time off and not hours actually worked. Accumulated comp time shall not exceed 80 hours and must be used within the fiscal year in which it is earned, or it will be paid out to the employee.

Holiday, Personal Day, and Floating Holiday Pay

All full-time employees will be given holiday, floating holiday and personal day pay based on 40 hours a week, regardless of work schedule or FLSA status. Holiday, floating holiday, and personal days will be paid as 8 hours regardless of work schedule and will be paid at the regular rate of pay. Under no circumstances will one group of full-time employees receive more holiday, floating holiday and personal day total hours paid than another group.

Part-time exempt employees will receive holiday pay based on their regularly scheduled work week. Part-time regular employees will receive four (4) hours of holiday pay at their regular rate of pay, except for any employee who is absent from the College on leave, short-term disability, etc.

Time Records

Nonexempt Employees

Nonexempt employees are required to complete their individual time records each day and submit a timecard on a bi-weekly basis. Full-time, nonexempt employees must report all hours worked and all hours scheduled, but not worked (i.e., paid or unpaid time off during normally scheduled hours) and must record actual start and stop times.

Exempt Employees

Exempt employees are required to document scheduled time not worked in increments of 2 hours. For example, if an exempt employee works one hour in the morning and then leaves work for the remainder of the day, they would report 6 hours of leave time. Exempt employees are not required to complete timesheets to report actual hours worked for pay purposes. Departments may require exempt employees to record hours worked to meet project or grant-related reporting requirements, but may not make deductions from pay for failure to meet requirements. Departments may also require exempt employees to record time worked on an exception basis for the purpose of tracking leave.

Accurate Time Reporting

Time records must be reviewed for accuracy before approval by the supervisor. A supervisor's failure to ensure the accuracy of time reporting documentation may result in disciplinary action. If corrections or modifications are made to a time record, the employee and the supervisor must verify the accuracy of the changes.

Supervisors who contact their nonexempt employees during non-work hours, or who are aware that nonexempt employees have performed work during non-work hours, are responsible for ensuring that the time worked is recorded.

Falsification of time records and/or completing another employee's time record without authority is prohibited. No supervisor, manager, or leader has the authority to authorize falsification of time records or absence requests. Nor do they have the authority to ask or require a nonexempt employee to work without recording time (i.e., "off the clock") or agree to an employee's request to work off the clock. Such an agreement is considered falsification of a time record by both the employee and the supervisor. Employees should report any request or requirement to work off the clock to the Office of Human Resources.

Payment of Wages

JCCC will pay wages to employees on a semimonthly basis covering a pay period of one full month. Wages are paid after earned and will not be advanced.

The College will pay its employees' wages by electronic means, which will include direct deposit or pay card, which will be processed without any cost or charge by the College to the employee. The Office of Human Resources may authorize the use of paychecks to meet legal or financial requirements and when payment by electronic means is impracticable.

The College will comply with all applicable laws regarding the timing and method of wage payments, deductions from wages, and reporting of wage

Appendix A

FY21-22 Non-Teaching Professional Salary Ranges			
Level	Minimum	Midpoint	Maximum
25	220,534	275,667	330,800
24	157,524	196,905	236,286
23	140,647	175,808	210,970
22	125,577	156,971	188,365
21	112,122	140,152	168,183
20	100,109	125,136	150,164
19	89,383	111,729	134,075
18	79,807	99,758	119,710
17	71,256	89,070	106,884
16	63,621	79,526	95,432
15	56,805	71,006	85,208
14	50,718	63,398	76,077
13	45,284	56,606	67,927
12	40,432	50,540	60,648
11	36,101	45,126	54,151
FY21-22 Hourly Position Rate Ranges			
Level	Minimum	Midpoint	Maximum
10	30.04	37.56	45.07
9	26.83	33.54	40.24
8	23.95	29.94	35.93
7	21.39	26.74	32.08
6	19.09	23.86	28.64
5	17.04	21.30	25.57
4	15.47	19.34	23.20
3	14.06	17.58	21.10
2	12.79	15.99	19.18
1	11.63	14.53	17.44

Appendix B

Name of Candidate John Doe
Position Applied For Manager of Employment Services
Work Status Level 17
Location

		Title
<u>Employer #1:</u>	Univ. of Basset	Employee Relations Specialist
Hire Date:	01/01/11	
Term Date:	05/01/13	
% Credit Given	100.00%	
# of Months	28.000	
Years of Service	2.333	
<u>Employer #2:</u>	Dachshund University	Financial Analyst
Hire Date:	05/02/13	
Term Date:	05/01/15	
% Credit Given	75.00%	
# of Months	17.975	
Years of Service	1.498	
<u>Employer #3:</u>	Pup N Stuff	HR Generalist
Hire Date:	05/02/15	
Term date:	12/01/17	
% Credit Given	100.00%	
# of Months	30.967	
Years of Service	2.581	
<u>Employer #4:</u>	The Barkery	Employee Relations Business Partner
Hire Date:	07/18/18	
Term date:	08/16/21	
% Credit Given	100.00%	
# of Months	36.933	
Years of Service	3.078	
<u>Employer #5:</u>		
Hire Date:	[REDACTED]	
Term date:		
% Credit Given	0.00%	
# of Months	0.000	
Years of Service	0.000	

Summary of Years **9.489583333**

Committee of the Whole
November 1, 2021

Policy	Recommended Action	Material Changes
Nondiscrimination Policy 411.01	Modify	The recommended changes clarify that JCCC is an equal opportunity and equal access institution and an affirmative action employer and adds ancestry, parental status, and military status.
Job Classifications, Assignments and Audits Policy 418.01	Modify	The recommended changes incorporate information from the Definition of Job Classifications Policy 418.02 and add reference to the compensation plan proposed by Human Resources.
Definition of Job Classifications Policy 418.02	Delete	The recommended changes move the information from the Definition of Job Classifications Policy 418.02 to the Job Classifications, Assignments and Audit Policy 418.01.
Compensation Policy 418.04	Modify	The recommended changes set out the required content of a compensation plan to be approved by the Board of Trustees annually and delegate its creation to Human Resources and the ability to employee employees in accordance with the compensation plan to the President.
Overtime Compensation Policy 418.06	Delete	The recommended changes move the information from the Overtime Compensation Policy 418.06 to the compensation plan.
Employment Benefits Policy 419.00	Modify	The recommended changes remove references to the webpage maintained by Human Resources and clarify that leave is a benefit.
Whistleblower Policy 424.08	Modify	The recommended changes clean up the language to clarify that any individual may make a report against College personnel and no individual may be retaliated against for such report.
Social Media Policy 520.00	Modify	The recommended changes clean up language to improve clarity regarding the applicability of the Social Media Policy 520.00.

Report:

The Committee of the Whole has reviewed the recommended changes to the Nondiscrimination Policy 411.01. The recommended changes clarify that JCCC is an equal opportunity and equal access institution and an affirmative action employer and adds ancestry, parental status, and military status.

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 Nondiscrimination Policy 411.01, as shown subsequently in the Board packet.

Nondiscrimination Policy 411.01

Johnson County Community College

Series: 400 Personnel

Section: Employee Conduct and Performance

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

Purpose: The purpose of this Policy is to confirm JCCC’s commitment to maintaining a community that recognized and values the inherent worth of every person inclusive of individual differences.

Statement:

~~Johnson County Community College (JCCC)~~The College is a place where freedom of expression and civility are encouraged. ~~In valuing diversity, the College recognizes the individual differences based on unique ethnic, cultural, gender and political backgrounds, and the differences represented by employees in age, education and physical ability. JCCC believes that diversity strengthens the institution, stimulates creativity, promotes the exchange of ideas, and enriches campus life.~~ In a diverse environment, it becomes the responsibility of each employee to respect ~~these~~ individual differences. ~~All JCCC policies shall be applied without regard to a person's race, color, age, sex, religion, marital status, national origin, disability, veteran's status, sexual orientation, gender~~

~~identity, genetic information or other factors which cannot be lawfully considered, to the extent specified by applicable federal and state laws.~~

JCCC is an equal opportunity, equal access institution and affirmative action employer.

JCCC does not discriminate on the basis of sex, race, color, national origin, ancestry, disability, age, religion, marital status, parental status, military status, veteran's status, sexual orientation, gender identity, genetic information or other factors that cannot be lawfully considered in its programs and activities, which includes employment and admissions, as required by all applicable laws and regulations. Inquiries concerning JCCC's compliance with its nondiscrimination policies (including Title IX and Section 504 inquiries) may be referred to a Title IX Coordinator (TitleIX@jccc.edu), ~~the Dean of Student Services and Success~~ or Director of Human Resources, or the Dean of Students and Learner Engagement, Johnson County Community College, 12345 College Blvd, Overland Park, KS 66210, 913-469-8500; or to Office for Civil Rights, Kansas City Office, U.S. Department of Education, One Petticoat Lane, 1010 Walnut Street, Suite 320, Kansas City, MO 64106, Telephone: 816-268-0550, Facsimile: 816-268-0559, ~~-email~~
OCR: OCR.KansasCity@ed.gov

All College policies and operating procedures are administered in accordance with this Policy.

Suspected violations of this Policy may be reported as set forth in the applicable Employee Discrimination, Harassment or Retaliation Complaint Operating Procedure 420.01 or Student Discrimination, Harassment or Retaliation Complaint Operating Procedure 319.05.

Date of Adoption:

Revised: 03/02/2000, 04/10/2006, 11/17/2011, 04/18/2019, 11/18/2021

Report:

The Committee of the Whole has reviewed the recommended changes to the Job Classifications, Assignments and Audit Policy 418.01. The recommended changes incorporate information from the Definition of Job Classifications Policy 418.02 and add reference to the compensation plan proposed by Human Resources.

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 Job Classifications, Assignments and Audit Policy 418.01, as shown subsequently in the Board packet.

Job Classifications, Assignments/~~Job and~~ Audits Policy 418.01

Johnson County Community College

Series: 400 Personnel

Section: Compensation and Benefits

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

Purpose: The purpose of this Policy is to define job classifications and to describe how job assignments and audits are utilized by the College.

Definitions:

“Full-Time” means an employee who is regularly assigned to work forty (40) hours per week.

“Part-Time” means an employee who is regularly assigned to work thirty (30) hours or fewer per week including adjuncts who are part-time instructors.

“Salaried” means an employee who is paid a predetermined fixed amount which is not dependent upon hours worked.

“Hourly” means an employee who is paid upon the basis of hours worked.

“Regular” means an employee appointed or hired for a position that has no defined date of expiration.

“Temporary” means an employee appointed or hired for a position that has a defined dated of expiration.

Statement:

I. Job Classifications

College employees are classified as Full-Time or Part-Time, Salaried or Hourly, and Regular or Temporary. In addition, an employee may also be categorized as a “professional employee” in accordance with, and as defined by, K.S.A. 72-2218 et. seq.

II. Job Assignments

The College shall have the right to make and change job assignments, ~~to~~ establish and modify job classifications, and ~~to~~ establish and amend work rules and workloads, in accordance with the JCCC Compensation Plan or the Master Agreement, as applicable.

III. Job Audits

A job audit request may be submitted to Human Resources as a result of job restructuring due to a vacancy or based on significant market factors impacting College recruitment or retention initiatives. Requests for job audits must be submitted by a vice president (or higher ~~-~~ level employee) in order to be processed by Human Resources. Any change recommended as a result of job audit must be authorized by Human Resources and may be subject to Board approval.

The College may retain the services of an external consultant to conduct an overall review of position classifications, pay systems, ~~and~~ or the internal job audit process.

Date of Adoption:

Revised: 03/16/1995, 10/07/1999, 12/15/2016, 11/18/2021 (material incorporated from Definition of Job Classifications Policy 418.02)

Report:

The Committee of the Whole has reviewed the recommended deletion of the Definition of Job Classifications Policy 418.02. The recommended changes move the information from the Definition of Job Classifications Policy 418.02 to the Job Classifications, Assignments and Audit Policy 418.01.

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 deletion of the Definition of Job Classifications Policy 418.02, as shown subsequently in the Board packet.

~~Definition of Job Classifications Policy 418.02~~

~~Johnson County Community College~~

~~Series: 400 Personnel~~

~~Section: Application of Personnel Policies~~

~~College employees are categorized using the following definitions:~~

Full-time: an employee who is regularly assigned to work forty (40) hours a week.	or	Part-time: an employee who is regularly assigned to work thirty (30) hours or fewer a week. This category includes part-time instructors (e.g. adjuncts).
Salaried: an employee who is paid a predetermined fixed amount not dependent upon hours worked.	or	Hourly: an employee who is paid upon the basis of hours worked.
Regular: an employee appointed or hired for a position which has no defined date of expiration.	or	Temporary: an employee appointed or hired for a position which has a defined date of expiration.

~~In addition to the above categories, an employee can also be categorized as a "professional employee" in accordance with and as defined by K.S.A. 72-2218 et seq.~~

~~Date of Adoption:~~

~~Revised: 12/15/2016~~

Report:

The Committee of the Whole has reviewed the recommended changes to the Compensation Policy 418.04. The recommended changes set out the required content of a compensation plan to be approved by the Board of Trustees annually and delegate its creation to Human Resources and the ability to employ employees in accordance with the compensation plan to the President.

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 Compensation Policy 418.04, as shown subsequently in the Board packet.

Compensation Policy 418.04

Johnson County Community College

Series: 400 Personnel

Section: Compensation and Benefits

Applicability: This Policy applies to all Johnson County Community College (“JCCC” or the “College”) employees, except the President and other positions specifically exempted.

Purpose: The purpose of this Policy is to attract, retain, and reward talented employees with equitable and competitive total compensation based on relevant labor markets.

Statement:

~~1. The College will maintain systems to establish pay ranges for positions based on duties, responsibilities and related job criteria.~~

~~2. The Board will periodically approve recommended minimum and maximum limits for pay ranges.~~

~~3. Human Resources will recommend to the Board an initial salary for each candidate being hired that falls within the appropriate pay range except where it is determined~~

~~that unusual labor market conditions prevail or that the qualifications of the candidate being hired require a special salary determination.~~

~~4. The Board will periodically establish general guidelines for adjusting the salaries of employees.~~

~~5. Human Resources will recommend a rate of pay for each employee at least once a year.~~

~~6. Pay periods will be designated by the College and are subject to change at any time.~~

~~7. In addition to any payroll deductions required by law, voluntary deductions will be permitted if mutually approved by the College and the employee.~~

~~8. The College will pay a shift differential to hourly employees who regularly work on a scheduled night shift where the scheduled working hours of the shift begin during the evening of one working day and extend past midnight. The amount of the shift differential shall be as determined by the Board.~~

~~**9. Temporary Reassignment Compensation:** Employees may be temporarily assigned additional duties which are outside the scope of their regularly assigned position due to a position vacancy or long term absence of another employee. At the discretion of the College, additional compensation may be awarded to employees for these additional duties in accordance with guidelines established by Human Resources. Pay adjustments will be calculated using any reasonable method, including but not limited to an hourly pay basis, an annual pay basis or a per diem pay basis, and pay adjustments are subject to Board approval.~~

Total compensation considers all aspects of compensation, including base salary, variable compensation, benefits coverage and options, non-cash rewards, recognition programs, and the work environment. The College will balance the principles of fairness, equity, and market competitiveness with sound fiscal discipline. Compensation programs will support JCCC's mission, vision, and values and be consistent with the College's compensation philosophy.

Human Resources will prepare and review a compensation plan for non-bargaining unit employees annually, which shall be presented to the Board of Trustees (the "Board") for

consideration and approval prior to the beginning of each fiscal year (the “Compensation Plan”). The Compensation Plan will outline the standards of employee qualifications, duties, compensation, and terms of employment. The President or designee may appoint or employ employees of the College in a manner consistent with the Compensation Plan, or for bargaining unit employees, in accordance with any master agreement. Exceptions require approval from the Board, and in the case of bargaining unit employees, pursuant to additional procedures required by the Kansas Professional Negotiations Act, if any.

Human Resources will adopt internal procedures consistent with this Policy, the Compensation Plan and for bargaining unit employees, any master agreement, to create compensation components and pay delivery mechanisms. Human Resources will conduct regular analysis of the external market to ensure pay opportunities consistent with established local, regional, and national competitors, both public and private, as appropriate. The College may identify comparator organizations to be used for salary administration purposes.

Date of Adoption:

Revised: 09/21/2000, 03/15/2001, 12/15/2016 (~~consolidated with material incorporated from~~ Temporary Reassignment Compensation Policy 418.05 ~~last revised 07/09/2002~~), 11/18/2021

Report:

The Committee of the Whole has reviewed the recommended deletion of the Overtime Compensation Policy 418.06. The recommended changes move the information from the Overtime Compensation Policy 418.06 to the compensation plan.

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 deletion of the Overtime Compensation Policy 418.06, as shown subsequently in the Board packet.

~~Overtime Compensation Policy 418.06~~

~~Johnson County Community College~~

~~Series: 400 Personnel~~

~~Section: Compensation and Benefits~~

~~All full-time employees of the College will ordinarily be expected to work a regular forty (40) hour week. Full-time salaried employees are expected to complete their duties and obligations of their position and may be required to exceed forty (40) hours per week and are not entitled to overtime compensation.~~

~~All hourly (non-exempt) employees of the College working in excess of forty (40) hours per work week will be entitled to overtime pay at the rate of one and one-half times the appropriate calculated rate of pay in accordance with the Fair Labor Standards Act (FLSA). Overtime hours must be approved by the supervisor in advance. All time worked shall be reported on the employee's timesheet covering the pay period in which the time was worked. Hours worked for the purposes of determining overtime pay shall include holidays, bereavement leave and jury duty. Hourly employees who work on a designated College holiday may reschedule the holiday to another scheduled work day. Annual leave time (including vacation, personal days and floating holidays), sick leave days and unpaid absences shall not be included as part of the regular forty (40) hours in terms of determining overtime.~~

~~If employees are required to work overtime, compensatory time may be granted in lieu of overtime pay if there is an emergency or extraordinary situation and approvals are granted as follows. Compensatory time, if granted in lieu of overtime pay, must be~~

~~approved on a case by case basis in advance by the appropriate executive vice president or vice president, and agreed to by the employee and the employee's supervisor. Any such approved compensatory time shall be granted at time and one half off for overtime hours worked, and compensatory time shall be used within the fiscal year in which it is earned or it will be paid out to the employee. Accumulated hours of compensatory time shall not exceed 80 hours, and it is the supervisor's responsibility to report accurate records of all compensatory time earned and used in accordance with procedures established through the Office of Human Resources.~~

~~Date of Adoption: 06/16/2016 (Effective 07/01/2016)~~

~~Revised:~~

Report:

The Committee of the Whole has reviewed the recommended changes to the Employment Benefits Policy 419.00. The recommended changes remove references to the webpage maintained by Human Resources and clarify that leave is a benefit.

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 Employment Benefits Policy 419.00, as shown subsequently in the Board packet.

Employment Benefits ~~and Leaves~~ Policy 419.00

Johnson County Community College
Series: 400 Personnel
Section: Compensation and Benefits

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

Purpose: The purpose of this Policy is to describe how employment benefits are determined and administered by the College.

Statement:

The Board of Trustees (the “Board”) will determine the type and scope of all employment benefits (~~i.e. Health and Welfare, Retirement, Miscellaneous Benefits~~ e.g. health and Leaves) ~~as maintained on the Employee Benefits~~ welfare, retirement, paid time off leave, and Leaves web page ~~miscellaneous benefits as determined by the Board) as allowed by law.~~ The Board reserves the right to change, amend, or terminate any ~~of the benefits or leaves~~ benefit at any time. ~~A list of the current benefits and leaves provided to eligible employees, along with detailed explanations of each, can be found on the Employee Benefits and Leaves web page.~~ Administration of such benefits ~~and leaves~~ is delegated to the Office of Human Resources, ~~including maintenance of the explanation of benefits summaries set forth on the Employee Benefits and Leaves web page.~~

It shall be the responsibility of ~~the~~an employee to take whatever actions are necessary to gain or continue any eligibility or entitlement to employee benefits and leaves ~~which~~that may be available to ~~the~~such employee.

Date of Adoption:

Revised: 01/17/2013, 11/18/2021

Report:

The Committee of the Whole has reviewed the recommended changes to the Whistleblower Policy 424.08. The recommended changes clean up the language to clarify that any individual may make a report against College personnel and no individual may be retaliated against for such report.

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 Whistleblower Policy 424.08, as shown subsequently in the Board packet.

Whistleblower Policy 424.08

Johnson County Community College

Series: 400 Personnel

Section: Employee Complaints and Discipline

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

Purpose: The purpose of this Policy is to provide an avenue for any ~~College employee or~~ member of the College campus community, including all students, personnel, and visitors, to make a good-faith report or {whistleblower complaint} of suspected unethical conduct, violations of the law or infractions of College ~~p~~Policies, operating pProcedures or workplace rules by College personnel. This Policy establishes the appropriate reporting mechanism to be used for notification of known or suspected wrongful conduct and provides for protection from retaliation for making a good-faith report under this Policy.

Statement:

Reporting

College ~~personnel employees~~ must comply with all applicable state and federal laws, as well as College ~~p~~Policies and operating procedures. Neither Employees personnel nor students ~~cannot~~may be compelled by a College supervisor or a College official to violate

a law or College ~~p~~Policy or operating procedure. ~~Individuals~~ Members of the campus community, who have knowledge of specific acts which they reasonably believe violate the law or College ~~p~~Policy or operating procedure may report those acts through the JCCC Ethics Report Line. Reporters may include contact information or remain anonymous when making reports directly to the JCCC Ethics Report Line.

Reports may also be made to a director over Human Resources or a director over Audit ~~and~~ Advisory Services, and the director will enter the report into the JCCC Ethics Report Line for review ~~as described below~~.

Reports and investigations will be kept confidential to the extent possible under law and consistent with the need to conduct an adequate investigation and take corrective action. JCCC Ethics Report Line reports will be routed internally so they may be promptly and thoroughly investigated to the extent possible based on the information submitted by the reporter.

Examples of Suspected Wrongful Conduct

The following examples are provided to illustrate potential categories of wrongful conduct covered by this Policy. Such examples include, but are not limited to:

- Theft, fraud or similar inappropriate use of College or JCCC Foundation resources and assets, federal financial aid funds, grant funds, or scholarships
- Falsification of contracts, reports or records
- Improper supplier, vendor or contractor activity
- Intentional misreporting of financial transactions
- Malicious use of a College technology resource

~~No~~ Retaliation

The College is committed to providing an environment of integrity that encourages ~~the individuals to~~ disclosure to the College of violations of state and federal laws ~~s~~ or College ~~p~~Policyies or operating procedures to the College while protecting ~~from reprisal~~ individuals who make a good-faith disclosure of such suspected wrongful conduct occurring at the College from reprisal.

No ~~employee individual~~ shall retaliate against an other individual for reporting, or causing to be reported, suspected wrongful conduct, or for assisting in an authorized

investigation of alleged wrongful conduct. Retaliation, if confirmed, will result in disciplinary action in accordance with ~~appropriate-applicable~~ College policies. Retaliation includes ~~taking any~~ action ~~which that~~ may have a materially adverse impact on the educational environment or terms or conditions of employment including, but not limited to, increasing discipline, demotion, changes in pay or hours, lowering grades, or material changes in job duties or functions, if such action (whether actual or threatened) is ~~taken~~ because of the individual's filing of or participation in ~~a whistleblower complaint~~ the review of a complaint under this Policy, whether or not such complaint is determined to be valid.

Any person believing that retaliation has taken or is taking place should immediately report the matter to a director over Human Resources or a director over Audit ~~and~~ Advisory Services, or file a report through the JCCC Ethics Report Line.

False or Malicious Reporting

It shall be considered a violation of College ~~p~~Policy for any individual to knowingly file a false or malicious whistleblower complaint. It shall also be considered a violation of College ~~p~~Policy for an individual to knowingly make false accusations or provide false information during a whistleblower complaint investigation. An individual who is determined to have knowingly participated in such false or malicious conduct may be subject to disciplinary or other appropriate action.

Date of Adoption: 03/17/2010

Revised: 09/21/2017, 11/18/2021

Report:

The Committee of the Whole has reviewed the recommended changes to the Social Media Policy 520.00. The recommended changes clean up language to improve clarity regarding the applicability of the Social Media Policy 520.00.

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 Social Media Policy 520.00, as shown subsequently in the Board packet.

Social Media Policy 520.00

Johnson County Community College
Series: 500 Information Services
Section: Social Media

Cross-Reference: [Social Media Guidelines Operating Procedure 520.01](#)

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

Purpose: The purpose of this Policy is to recognize the importance of Social Media as a communication and education tool.

Definitions:

“Social Media” refers to online internet communities used to share information in all forms. Social Media platforms include, but are not limited to, Twitter, Facebook, LinkedIn, Instagram, YouTube, Snapchat, Reddit, third party wikis, virtual worlds, blog hosting sites, and JCCC listservs. The term “Social Media” is intended to be construed broadly to include any interactive communication technologies that may be used by JCCC students and employees.

Statement:

The College ~~recognizes the importance of social media as a communication and educational tool and promotes supports~~ the use of Ssocial Mmedia at the College in accordance with the Social Media Guidelines Operating Procedure 520.01 and related guidance issued by the College. ~~Whether online or on campus,~~ JCCC students and employees must comply ~~, as applicable,~~ with all applicable federal, state, and local laws and applicable College policies and operating procedures when using Social Media the Student Code of Conduct, College Policies and Procedures and the Faculty Association Master Agreement.

Date of Adoption: 08/15/2013

Revised: 08/15/2019, 11/18/2021

SINGLE SOURCE PURCHASE REPORT: \$150,000+
NOVEMBER 2021 COMMITTEE OF THE WHOLE (NOVEMBER 1)

Vendor	Description of Services / Policy 215.04 Exception #	Fund	Department	Amount
Tapco	Galileo Parking Garage: Labor and material to install traffic facility count & ADA single space parking solution. <i>Omnia Partners #2020-200</i> <i>#12. Cooperative purchasing</i>	7111, Capital Outlay Fund	7102, Director, Campus Services	\$ 185,282.00

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 to Tapco for the installation of a facility count and ADA parking solution for \$185,282.00.

AWARD OF BIDS/RFPs - SINGLE PURCHASE:

\$150,000+

NOVEMBER 2021 COMMITTEE OF THE WHOLE (NOVEMBER 1)

Bid Title Total Contract Period Fund Source / Firms Notified	Vendors Original Bid Amounts	Single Purchase/ Split Award	Justification
22-034 HVAC Improvements Various JCCC Buildings Base year/project completion Fund Source: 7215, ITC Repair & Maintenance Reserve Firms Notified: 55	<u>OHEC, Police Academy, East Plant Cooling Tower</u> 1. SGI: \$866,730 2. Stanger Industries: \$945,109 3. Barnes & Dodge: Did not bid all items; SGI was low bidder on items they did bid	\$953,403 <i>Single Purchase (includes 10% contingency - \$86,673)</i>	Low Bids
	<u>COM, GEB, SC, ITC Buildings</u> 1. Barnes & Dodge: \$402,000 2. Stanger Industries: \$505,625 3. SGI: Did not bid all items; Barnes & Dodge was low bidder on items they did bid	\$442,200 <i>Single Purchase (includes 10% contingency - \$40,200)</i>	
	<u>MTC, NMOCA, ITC Buildings</u> 1. Stanger Industries: \$127,593 2. SGI: Did not bid all items; Stanger was low bidder on the items they did bid 3. Barnes & Dodge: Did not bid all items; Stanger was low bidder on items they did bid	\$140,352 <i>Single Purchase (includes 10% contingency - \$12,759)</i>	

PURPOSE & DESCRIPTION

The purpose of this Request for Bid (RFB) is for various heating, ventilation and air conditioning (HVAC) improvements on main campus and OHEC buildings.

ORIGINAL EVALUATION COMMITTEE

- | | |
|---|---|
| - Brett Edwards: HVAC Maintenance Supervisor | - Larry Allen: Senior Buyer, Procurement Services |
| - Jeff Allen: Director, Campus Services & Energy Management | - Tom Hall: Associate Vice President, Campus Services/Facilities Planning |

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 low bids from SGI in the amount of \$866,730.00 for the OHEC, Police Academy, and East Plant Cooling Tower; Barnes & Dodge in the amount of \$402,000.00 for the COM,GEB, SC and ITC Buildings; and Stanger Industries in the amount of \$127,593.00 for the MTC, NMOCA and ITC Buildings, with an additional 10% contingency of \$139,632 to allow for possible unforeseen costs, for 22-034 HVAC Improvements Various Buildings, for a total estimated expenditure of \$1,535,955.

SINGLE SOURCE PURCHASE REPORT: \$35,000 - \$150,000
NOVEMBER 2021 COMMITTEE OF THE WHOLE (NOVEMBER 1)

Vendor	Description of Services / Policy 215.04 Exception #	Fund	Department	Amount
Blackboard	One year software license subscription and continuation to make digital course content more accessible to people with disabilities. The Ally product seamlessly integrates into the Canvas Learning Management System (LMS) already utilized by the College. <i>#2d. Compatibility with existing equipment</i>	0201, General Fund	6403, Chief Information Officer	\$ 44,000.00
Innovative Education Systems (IES)	Festo brand AC/DC Training Systems-student training stations for educational purposes for the basic principles of electrical circuits. <i>#2d. Compatibility with existing equipment</i>	2219, Vocational Improvements Grant	1271, Vocational Improvements	\$ 36,200.00
MBB, Inc.	For the execution of a new 30 second TV spot and accompanying 15 second cut for use across digital channels. The project involves generating a concept to evolve the current brand look and feel that MBB originally created for JCCC. The scope includes writing a script, producing/directing the shoot, compiling, and editing all footage before release of final files to JCCC. <i>#2d. Compatibility with existing equipment</i>	0201, General Fund	4321, College Communication/Planning	\$ 39,000.00
CDW-G	Subscription renewal (1-year) for Tintri VM Storage which allows JCCC to manage and monitor various applications and system as one, with complete visibility into all individual Virtual Machines (VMs). <i>CO-OP: University of Kansas Board of Regents #17010729</i> <i>#12. Cooperative purchasing</i>	0201, General Fund	6351, Network & Data Center Operations	\$ 59,324.26
Pur-O-Zone	26 Lotus Pro high capacity sanitizing systems which turns tap water into Stabilized Aqueous Ozone (SAO) for powerful natural cleaner and sanitizer. <i>CO-OP: Emporia State University contract E00048/RFP 002-189</i> <i>#12. Cooperative purchasing</i>	0201, General Fund 2570, CARES Act III American Rescue Plan	7301, Housekeeping Services 7102, Director, Campus Services	\$ 78,000.00

AWARD OF BIDS/RFPs SUMMARY:

\$50,000 - \$150,000

NOVEMBER 2021 COMMITTEE OF THE WHOLE (NOVEMBER 1)

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
22-006 Masonry Repairs for WLB Building Project completion/No Renewals Fund Source: 7111, Campus Outlay Firms Notified: 201	1. S&W Waterproofing, Inc.: \$115,781.00 2. MTS Contracting, Inc.: \$174,990.00 3. Innovative Masonry Restoration, LLC: \$217,000.00 4. Pullman SST, Inc.: \$222,200.00	\$127,359.10 <i>Single Purchase</i> <i>(includes 10% contingency - \$11,578.10)</i>	Low Bid
22-027 - Lighting Additions for FADS & CTEC Buildings Project Completion/No Renewals Fund Source: 7141, CTE Building Construction Fund Firms Notified: 230	1. Facilities Solutions Group (FSG): \$59,896.25 2. Pro Circuit Inc.: \$69,855.00 3. Mac Electric Inc.: \$73,780.00	\$65,885.88 <i>Single Purchase</i> <i>(includes 10% contingency of \$5,989.63)</i>	Low bid

RENEWALS SUMMARY:

\$50,000+

NOVEMBER 2021 COMMITTEE OF THE WHOLE (NOVEMBER 1)

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>
<p>Annual Contract for AccuCampus/ Student Engagement Tracking System Subscription (JCCC-1437)</p> <p>Original Term: Base Year, 4 Renewal Option Years 01/01/2018 - 12/31/2023</p> <p>Fund Source: 0201, General Fund</p> <p>Renewal Option: 4 of 4</p>	<ol style="list-style-type: none"> 1. Engineerica Systems, Inc.: \$125,000/\$545,000 2. Education Advisory Board (EAB): \$104,000/\$421,666 	<p align="center">\$110,000</p>	<p>This contract is for the license subscription to a student engagement tracking system. It updates students' success plans as they complete requirements and also identifies student behaviors that could provide an informed choice model for other students' success. It includes software, hosting, technical support, professional services for implementation, and remote training.</p> <p align="right"><i>BOT Approval December 2017</i></p>

Committee of the Whole
November 1, 2021

AFFILIATION, ARTICULATION AND REVERSE TRANSFER, COOPERATIVE AND OTHER AGREEMENTS

REPORT:

The following agreements are intended to establish contractual relationships between JCCC and other organizations, but are not processed by the procurement department and/or do not involve a payment by JCCC. They are categorized below as either Affiliation Agreements, Articulation and Reverse Transfer Agreements, Cooperative Agreements, or Other Agreements.

OTHER AGREEMENTS

(Other contractual relationships that do not involve a payment and/or are not processed by the procurement department)

Organization/ Individual	Program(s)	Credit/CE	New/Renewal and Term	Financial Impact/Additional Information
National Center for Women and Information Technology	NCWIT Award for Aspirations in Computing	Credit	New, 1 year	No financial impact; College agrees to serve as organizer and host of the local NCWIT Aspirations in Computing Award Program.

RECOMMENDATION:

It is the recommendation of the Committee of the Whole that the Board of Trustees accept the recommendation of the college administration to authorize the College to enter into the above agreements, as set forth above.



Audit & Advisory Services Annual Charter Review

NOVEMBER 1, 2021

Background

Historically, the Audit Subcommittee reviews the Internal Audit/Audit Committee Charter (Committee of the Whole in 2021). This practice is consistent with the Institute of Internal Auditors – International Professional Practices Framework (IPPF) Standard 1000 which requires the chief audit executive to periodically review the internal audit charter and present it to senior management and the board for approval.

Two Board Policies currently constitute the Audit Charter:

- 111.03(d) - *Committees Policy – Audit*
- 210.05 – *Internal & External Audit Policy*

111.03(d) - Committees

A&AS is not proposing any changes for 2022, it is presented here for committee review:

Committees Policy 111.03 (excerpt)

Johnson County Community College

Series: 100 Board of Trustees

Section: Organization of the Board

d. Audit

(internal and external audit functions of the college): The committee will have oversight of and receive reports from JCCC's Internal Auditing functions. The committee will review reports and other information arising from the college's confidential reporting line. The committee will have ownership and oversight of the relationship with the external, independent auditors. The committee will receive the annual audited financial statements of the independent auditor and recommend acceptance of the audited financial statements to the Board of Trustees.

Internal & External Audit Policies – 201.05

Internal & External Audit Policies 210.05

Johnson County Community College
Series: 200 Administrative Services
Section: Accounting and Auditing

I. Internal Audit:

The Board of Trustees has established an internal audit function to provide college management with information to better control operations. Internal auditing is an independent review and appraisal activity with responsibility to audit all college operations as a service to management. In order to maintain independence and objectivity, the Executive Director of Audit & Advisory Services shall report directly to the Board of Trustees, via the Audit Subcommittee, with an administrative reporting relationship to the College President. Audit reports will be submitted to the President and to the Audit Committee for their review.

Internal Audit activities will be conducted in a manner consistent with the definition of internal auditing, the Code of Ethics, and Professional Standards, as set forth by the Institute of Internal Auditors.

Internal & External Audit Policies – 201.05, Cont.

I. Internal Audit, continued:

Notwithstanding any other provision of law, the director, manager and staff of the college's internal audit department during regular business hours shall have access to and authority to examine and reproduce, any and all books, accounts, reports, vouchers, correspondence files, and all other records, bank accounts and money or other property of Johnson County Community College for any audit or investigation. Any officer or employee of Johnson County Community College who retains these records or property in his/her possession, under his/her control or otherwise having access to them, shall permit access to, and examination and reproduction thereof, upon the request of the Executive Director of Audit and Advisory Services, or his/her authorized representative.

No provision of law providing for the confidentiality of any records or property shall prevent disclosure of records or evidence, unless the provision specifically refers to and precludes access and examination of records by the audit function of an institution.

Internal & External Audit Policies – 201.05, Cont.

II. External Audit:

The financial statements of the College shall be subject to external audit each fiscal year by a firm of certified public accountants recommended by the President and approved by the Board. Such audit shall be submitted by the external auditors to the College's Audit Committee for review prior to acceptance by the full Board.

Date of Adoption: 07/02/1990

Revised: 06/16/1994, 03/15/2007, 11/17/2011, 12/12/2013, 11/16/2017, 11/15/2018



JOHNSON COUNTY
COMMUNITY COLLEGE

Draft 2022 Internal Audit & IS Audit Plan

November 2021

Internal Audit Process Overview

JCCC Audit & Advisory Services

Annual Audit Plan

- Based on campuswide risk assessment
- Approved by the Audit Committee (COTW)
- Certain specialized audits co-sourced



Individual Audits

- Performance Audits
- Financial Audits
- Compliance Audits
- Information Services Audits
- Special Projects



Audit Recommendations

- Internal Control Enhancements
- Efficiency & Effectiveness
- Process Improvements



Reporting

- Departmental staff
- Senior management
- Audit Committee



Biannual Follow-ups

- Updates provided by departmental staff every six months
- Measure implementation progress
- Tracked until complete
- Selectively validated by Audit & Advisory Services





Audit Selection Methodology

Audits were selected using a combination of qualitative and quantitative factors including:

- Formal and informal feedback from JCCC executive management, board, A&AS staff
- Current audit & risk assessment literature
- Requests for assistance always considered
- Risk assessment feedback

Section 520.04 of the *Standards for the Professional Practice of Internal Auditing...*

Suggests that criteria used for setting audit priorities should include:

- - the date and results of the last audit
- - financial exposure
- - potential loss and risk
- - requests by management
- - major changes in operations, programs, systems, and controls
- - opportunities to achieve operating benefits
- - changes to and capabilities of audit staff

These standards point out clearly that the riskiness of a specific auditable unit is only one of the key factors to be considered in establishing an audit coverage plan and schedule. A risk coefficient alone is not a sufficient basis for making appropriate audit planning decisions. It is also necessary to bring the cost of carrying out an audit into the picture; i.e., the riskiness coefficient of an audit unit must be "deflated" by the cost of eliminating, reducing, or maintaining that level of risk.

2022 Proposed Internal Audit Plan



- **Cosmetology (Cont. from 2021)**
- **Hiersteiner Child Development Center**
- **Dining Services**
- **Bursar + Accts. Receivable**

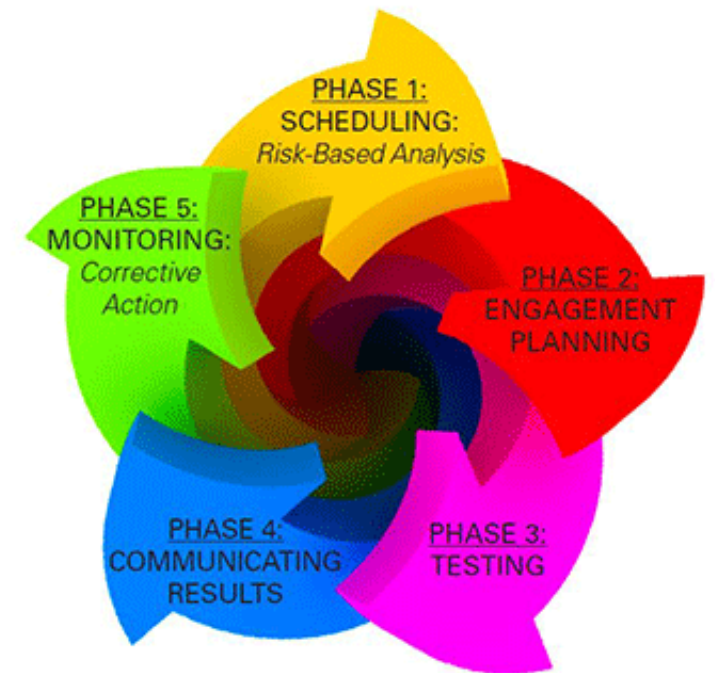
2022 Proposed IS Audit Plan

Incident Response

- At a basic level, incident response is the way an organization responds to and manages a cyberattack.
- Having a solid and comprehensive incident response plan in place is mission critical for organizations.
- Cyber ransomware attacks are on the rise — up by 62% worldwide and 162% in North America alone when comparing 2020 to 2019 (Source: *AuditBoard*)

External IS Risk Assessment/Audit Universe Review

- External vendor to review current IS audit "universe" & provide expertise & guidance on type & frequency of IS audits



Internal Audit Risk Assessment Factors

Impact

- *Strategic Impact:* Potential effect on JCCC achieving its strategic objectives
- *Financial Impact:* Potential financial risk to JCCC
- *Reputational Impact:* Potential impact to JCCC's reputation with its stakeholders
- *Hazard Impact:* Potential impact to the physical safety of individuals

Likelihood

- *Complexity of Operations:* More complex operations have a higher likelihood of risk
- *Changes in Process or Management:* Higher risk score if recent changes in process or management
- *Regulatory Oversight:* Based on the magnitude of regulatory oversight and the severity of other negative effects for noncompliance
- *Prior Audit Results:* Can raise score if a complex operation has not been audited in a significant amount of time or a more recent audit revealed a need for follow up

Management Input

- Consultation with Trustees, College President, and President's Cabinet members