

Johnson County Community College  
Committee of the Whole  
November 28, 2022  
8:30 am  
GEB 112 / Zoom Webinar

- 8:30 Systemwide General Education Transfer – Matthew Schmeer, Professor, English; Gurbhushan Singh, Associate Vice President, Instruction
- 8:45 Curriculum: New Program Update – Andrew Lutz, Associate Professor, Information Technology
- 8:55 Mental Health Partnership Update – Alex Wells, Assistant Dean, Counseling; Anne Turney, Director, Student Life & Leadership
- 9:15 Policy Updates and Recommendations – Kelsey Nazar, Vice President and General Counsel
- 210.05 Internal and External Audit Policies – Heather Callaway
  - Taxes and Tax Rate Policy 212.01 – Rachel Lierz
  - Cost Per Credit Hour Policy 212.02 – Rachel Lierz
  - Gifts, Grants and External Funds Policy 212.05 – Rachel Lierz
  - Deferred Payment Plan Policy 212.06 – Rachel Lierz
  - Framework for Investments Policy 214.00 – Rachel Lierz
  - Soliciting, Canvassing and Promoting on Campus Policy 318.03 – Pam Vassar
  - Student Health Policy 321.00 – Pam Vassar
  - Identity Theft Prevention Policy 540.00 – Rob Caffey
- 9:45 FY2023-2024 Budget Calendar and Guidelines – Rachel Lierz, Associate Vice President, Financial Services/CFO
- Recommendation: FY2023-2024 Budget Guidelines
- 10:10 Strategic Planning – Mike Neal, Executive Vice President/COO; Kate Allen, Vice President College Advancement & Governmental Affairs; Electra Arzola, Manager, Employment Services; Lisa Cole, Professor, Accounting; Kristy Howell, Coordinator, Sustainability Education & Engagement; Tonia Hughes, Associate Professor, Film & Photography; Lareesa Nelson, Business Intelligence Analyst, Andrea Vieux, Associate Professor, Political Science
- Diversity, Equity, and Inclusion
- 10:30 Committee Structure – Andy Bowne, President

10:45 Review monthly purchasing recommendations – Janelle Vogler, Associate Vice President, Business Services

- Recommendation: PCSC System Software

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Informational Items:

- Mill Levy and Assessed Valuation Update
- Single Source Purchase Report \$35,000 - \$150,000
- Bid/RFP Summary Report
- Agreement
  - Board of County Commissioners of Johnson County, KS

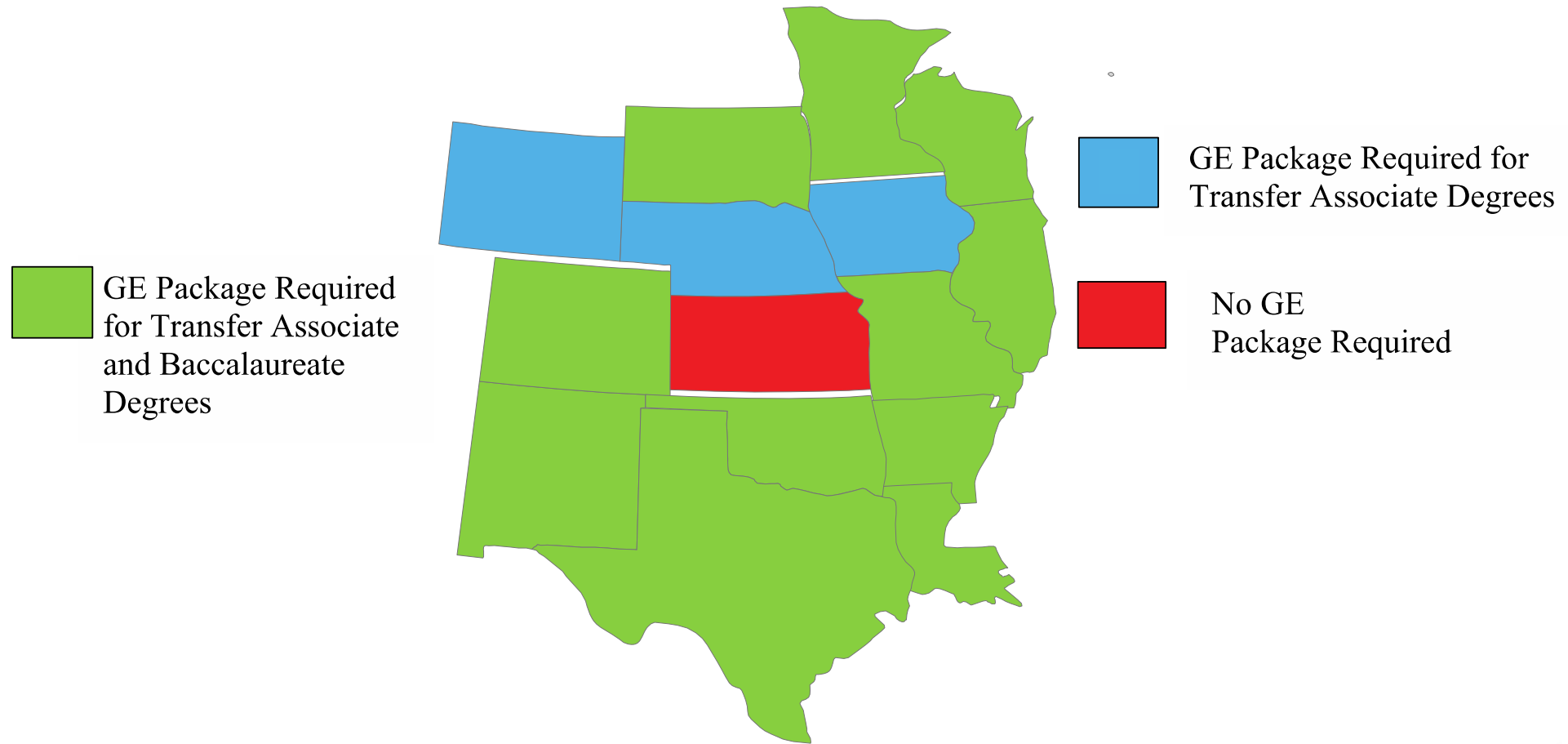
# Kansas Board of Regents

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General Education  
Systemwide  
Transfer Articulation Policy



**Kansas is the only state that does not have a required systemwide GE package.**



# Board of Regents Actions



## Fall 2020

- Committee expressed a desire to develop a more robust approach to facilitate transfer

## AY 2021 / 2022

- Established a goal to develop a common framework
- Created a working group of 19 faculty and administrators to provide input on policy
- Appointed a 9-member implementation working group consisting of registrars and transfer academic advisors
- Using student and curricular trends, these working groups developed a new General Education package

**KBOR  
Approved  
GenEd  
package in  
June 2022**

**Colleges/Universities have until 2024 to  
adopt the General Education package**

**Cultural Diversity/General Education Committee**

- Currently reviewing the policy
- Collaborating with administration, program chairs, and faculty on the implementation process

# The Systemwide General Education Framework



## Bucket #1: English Discipline Area



6 Hours of English Courses

## Bucket #2 Communications Discipline Area



3 Hours of Communications Courses

## Bucket #3: Mathematics & Statistics Discipline Area



3 Hours of Math or Statistics Courses

## Bucket # 4 Natural & Physical Sciences Discipline Area



4-5 Hours from One Subject (must include a lab)

Anatomy  
Astronomy  
Biochemistry  
Biology  
Botany  
Chemistry  
Earth Science  
Ecology  
Environmental Science  
Geology  
Meteorology  
Microbiology  
Physical Geography  
Physical Sciences  
Physics  
Physiology  
Zoology  
Other subjects that the offering institution determines fit within the natural and physical sciences area

## Bucket #5 Social & Behavioral Sciences Discipline Area



6 Hours in at Least Two Courses from Two Subject Areas

Anthropology  
Criminal Justice  
Economics  
Ethnic and/or Gender Studies  
Geography  
Political Science  
Psychology  
Social Work  
Sociology  
Other subjects that the offering institution determines fit within the social sciences area

## Bucket # 6 Arts and Humanities Discipline Area



6 Hours in at Least Two Courses from Two Subject Areas

Art \*  
Communications  
Cultural Studies  
Dance\*  
English  
General Humanities  
History  
Literature  
Modern and Classical Languages  
Music\*  
Philosophy  
Religion  
Theater\*  
Other subjects that the offering institution determines fit within the arts and humanities  
\*The application of performance courses in this subject area is at the discretion of the institution.

## Bucket #7 Institutionally Designated Area



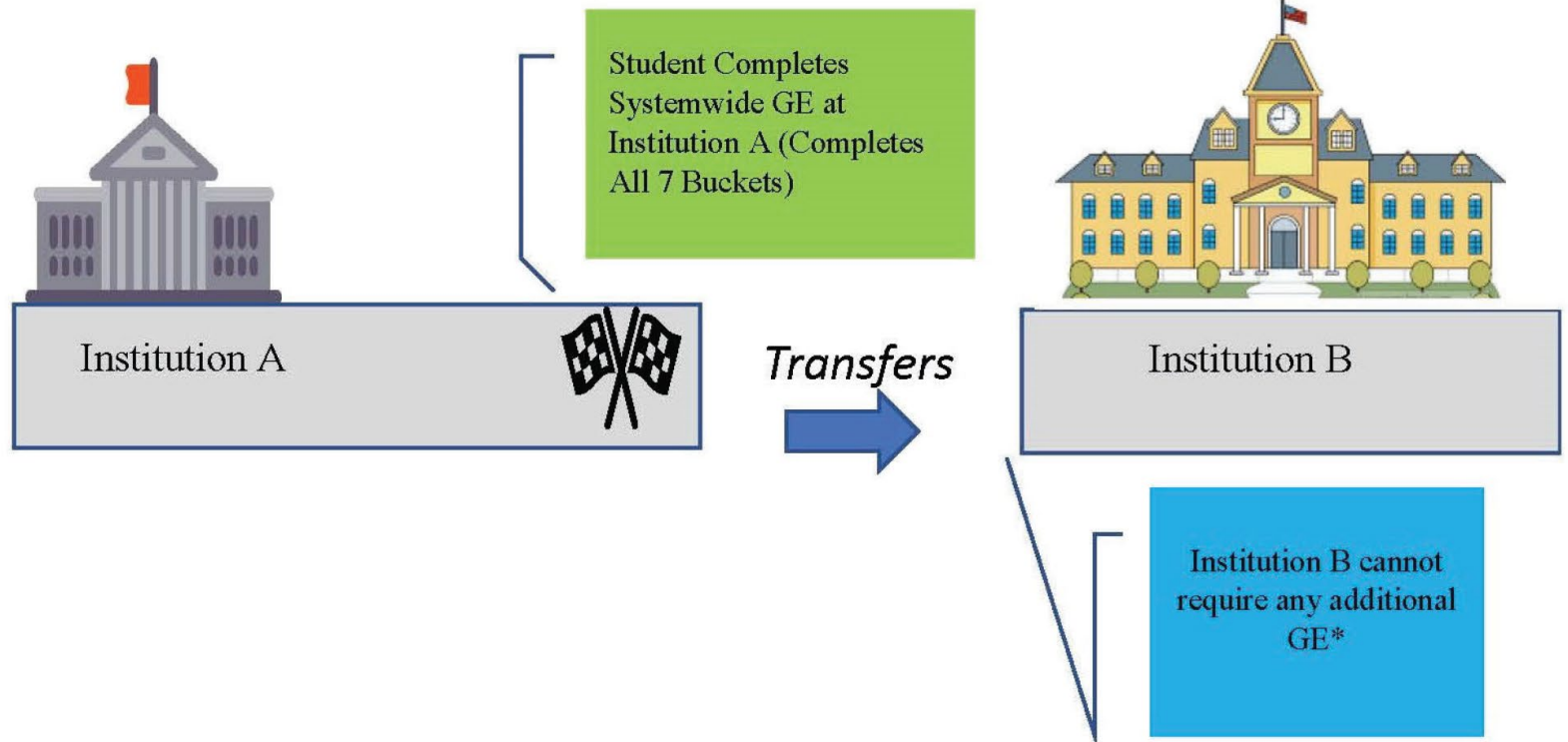
6 Hours Determined by the Institution.

This area provides flexibility for each institution to define requirements to account for societal issues, local needs, and institutional priorities (Intermediate Algebra shall not be applied toward meeting this area).

# Systemwide General Education Program in Practice



**SCENARIO:** Student Completes the Systemwide GE at Institution A and Transfers to Institution B.



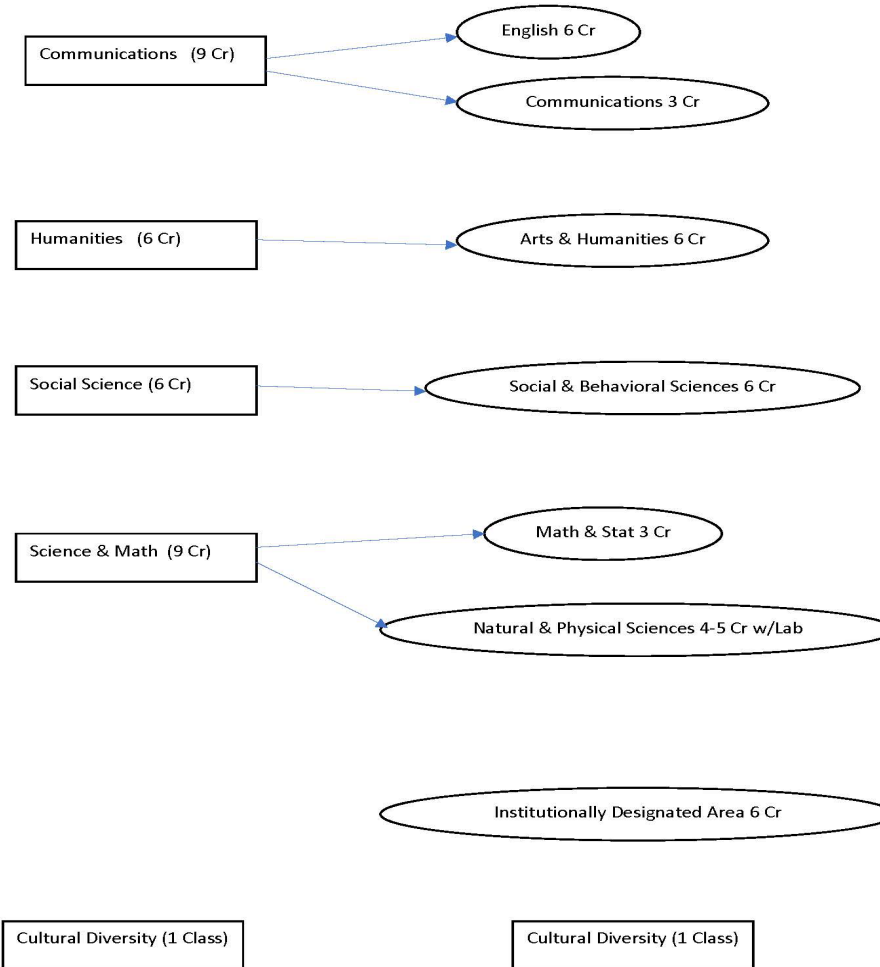




**JOHNSON COUNTY**  
COMMUNITY COLLEGE

Current Model  
(30 Hours of Gen. Ed.)

KBOR Model (Fall 2024)  
(34-35 Hours of Gen. Ed. Guaranteed Transfer)



## Next Steps



- Align the Associate of Arts, Associate of Science, and Associate of Fine Arts degrees with the KBOR General Education policy
- Rearrange Associate of General Studies general education buckets to align with the KBOR General Education policy
- Modify student transcript to include “*Kansas Systemwide General Education Completed*”

# Impacted Programs



- Associate of Science with Emphasis in Early Childhood Education
- Associate of Science with Emphasis in Health Information Systems
- Associate of Science with Emphasis in Information Systems Technology
- Associate of Arts with Emphasis in Criminal Justice
- Associate of Arts with Emphasis in Paralegal

Associate of Arts (AA)  
Associate of Fine Arts (AFA)

General Education Area	Credit Hours
English	6 Hours
Communications	3 Hours
Arts & Humanities	6 Hours
Social & Behavioral Sciences	6 Hours
Math & Stat	3 Hours
Natural & Physical Sciences	4-5 Hours w/lab
Institutionally Designated	6 Hours (from any above general ed. categories)
Cultural Diversity	1 Course
Total General Education Hours	34-35
Open Electives	26
Total Major Hours	60



## Associate of Science (AS)

<b>General Education Area</b>	<b>Credit Hours</b>
English	6 Hours
Communications	3 Hours
Arts & Humanities	6 Hours
Social & Behavioral Sciences	6 Hours
Math & Stat	3 Hours
Natural & Physical Sciences	4-5 Hours w/lab
Institutionally Designated	6 Hours (from any above general ed. categories)
Cultural Diversity	1 Course
Total General Education Hours	34-35
Math or Science Electives	6 Hours
Open Electives	20
Total Major Hours	60



JOHNSON COUNTY  
COMMUNITY COLLEGE

# Questions?

JOHNSON COUNTY COMMUNITY COLLEGE  
Committee of the Whole

November 28, 2022

Curriculum

New Program, Effective Academic Year 2023-2024

- 4680-CERT: Cloud Certificate

The Cloud Certificate at JCCC prepares students to enter the growing field of cloud computing. Students will establish foundational information technology and cloud computing knowledge, focusing on building skills using industry-leading platforms Amazon Web Services (AWS), Microsoft Azure, VMware, and Google Cloud. Students will master competencies in networking, operating systems, cloud concepts, cloud security, computing, storage, and virtualization.

<b>Course Requirements</b>	<b>Credit Hours</b>
IT 120 CompTIA A+ Practical Applications	3
IT 141 Introduction to Networks	3
IT 151 VMware vSphere Essentials*	3
IT 152 Google Cloud Fundamentals*	3
IT 153 AWS Cloud Foundations*	3
IT 155 Microsoft Administration Fundamentals	3
IT 207 AWS Cloud Operations*	3
IT 223 Microsoft Administration Fundamentals	3
IT 230 Linux Fundamentals	3
<b>Total Program Hours:</b>	<b>27</b>

*\*New course*

KBOR Systemwide General Education Program Project Draft

*Project publication deadline, Academic Year 2024-2025*

- Associate of Arts (AA)

<b>General Education Area/Major Requirement</b>	<b>Credit Hours</b>
English	6
Communications	3
Mathematics and Statistics	3
Natural and Physical Sciences	4-5 (lab course required)
Social Behavior and Sciences	6
Arts and Humanities	6
Cultural Diversity	1 course
Cavalier/Cav Credits (Pick from any above General Education categories)	6
<b>Total General Education Hours:</b>	<b>34-35</b>
<b>Total Open Elective Hours</b>	<b>26</b>
<b>Total Program Hours:</b>	<b>60</b>

- Associate of Fine Arts (AFA)

<b>General Education Area/Major Requirement</b>	<b>Credit Hours</b>
English	6
Communications	3
Mathematics and Statistics	3
Natural and Physical Sciences	4-5 (lab course required)
Social Behavior and Sciences	6
Arts and Humanities	6
Cultural Diversity	1 course
Cavalier/Cav Credits (Pick from any above General Education categories)	6
<b>Total General Education Hours:</b>	<b>34-35</b>
<b>Total Open Elective Hours</b>	<b>26</b>
<b>Total Program Hours:</b>	<b>60</b>

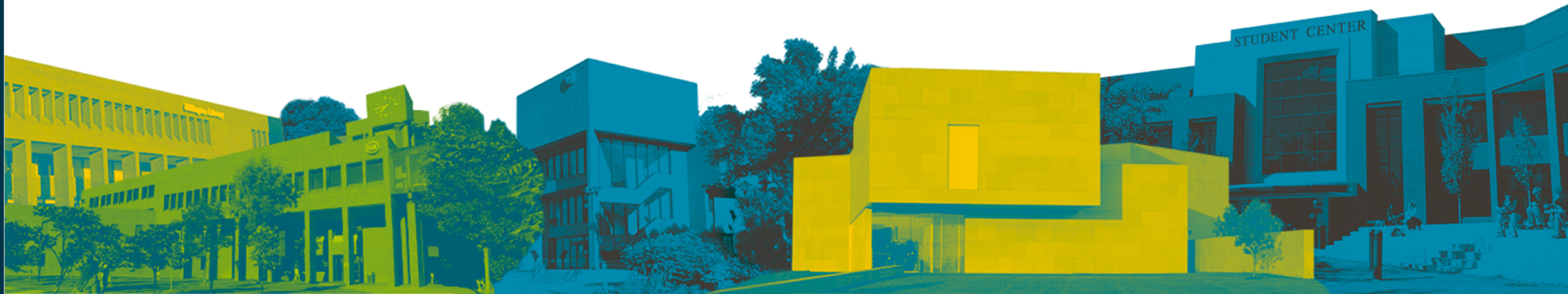


- Associate of Science (AS)

<b>General Education Area/Major Requirement</b>	<b>Credit Hours</b>
English	6
Communications	3
Mathematics and Statistics	3
Natural and Physical Sciences	4-5 (lab course required)
Social Behavior and Sciences	6
Arts and Humanities	6
Cultural Diversity	1 course
Cavalier/Cav Credits (Pick from any above General Education categories)	6
<b>Total General Education Hours:</b>	<b>34-35</b>
Math and/or Science Elective	6
Open Electives	20
Total Major Requirements	26
<b>Total Program Hours:</b>	<b>60</b>

# Mental Health Update

Alex Wells, Assistant Dean Counseling and New Student Retention  
Anne Turney, Director of Student Life and Leadership



## Student Data

- Personal Issues or Crisis
  - Fall 21 = 328
  - Fall 22 = 400
- Early Alerts
  - Fall 21 = 90
  - Fall 22 = 80
- Student Assistant Programs
  - DeerOaks = 15
  - JCMH = 85
- Main Presenting Issues
  - Anxiety
  - Depression
- Calm Room



# Counseling Outreach and Involvement

- Presentations around campus
  - By Request: Classes/Faculty groups/Students/Staff/Student Clubs/Coaches
  - PDL (January and August)
  - KACRAO (September)
  - Present to LENS group (Fall/Spring)
- Presence/Tabling at Resource Fairs
  - Fall Networking Fair
  - Suicide Prevention Week
  - Cav Kickoff/Campus Craze
- Mental Health Awareness:
  - Social Media (i.e. JCCC Facebook, Twitter, Infohub)
  - Messaging throughout the Counseling Department
- Participation in/attend meetings:
  - Community Health Assessment Improvement Plan (CHAP),
  - Johnson County Suicide Prevention Coalition,
  - Drug and Alcohol Resource Team (DART),
  - Sexual Assault Resource Team (SART)



# Student Programming

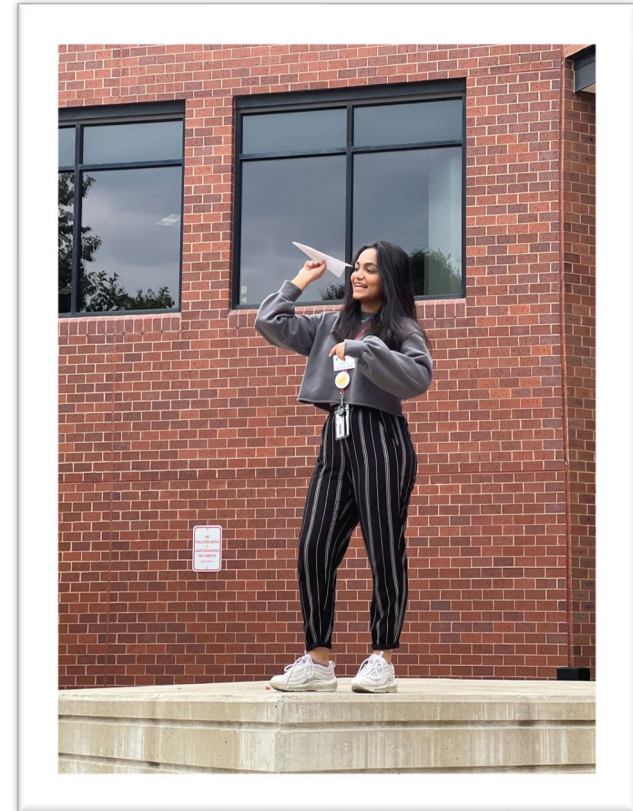
*To provide preventative education and create a sense of belonging.*

## Suicide Prevention Week (September)

- Wellness Walk
- We Are in this Together
- Resource Fair

## Gratitude Week (November)

- A Grateful Surprise
- Saying Thanks



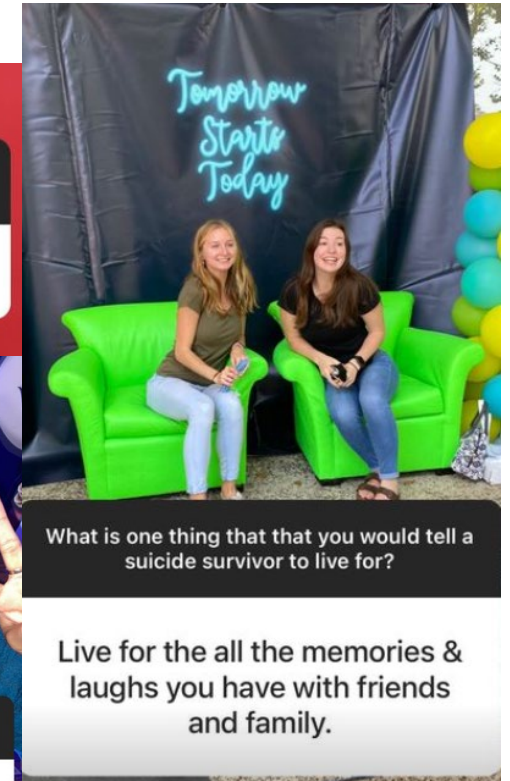
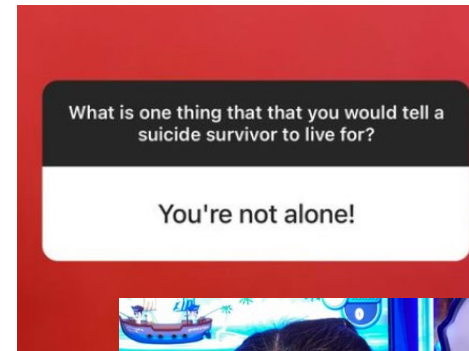
# Student Programming

*To provide preventative education and create a sense of belonging.*

## Student Events & Clubs and Organizations

- **Active Minds**
- 59 registered organizations
- 4 new organizations

## CavConnection & Peer Mentoring Pilot



## Looking Ahead

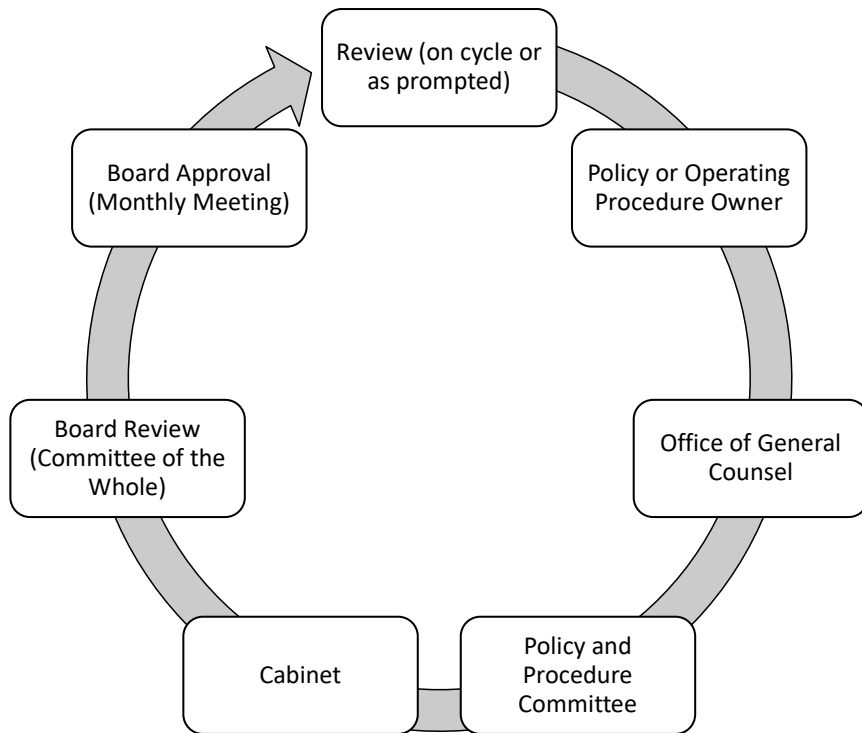
- Continued Programming and Support for Students
- Partnership with JCMH
- Cross Campus Awareness and Professional Development
- Garrett Lee Suicide Grant

Questions?





### Policy Review and Approval Process



Committee of the Whole  
November 28, 2022

Policy	Recommended Action	Material Changes
Internal and External Audit Policies 210.05	Modify	The recommended changes add reference to the <i>International Standards for Professional Practice of Internal Auditing</i> and the new JCCC Internal Audit Charter.
Taxes and Tax Rates Policy 212.01	Modify	The recommended changes add an applicability and purpose statement and clean up the language used in the Policy.
Cost Per Credit Hour Policy 212.02	Modify	The recommended changes add an applicability and purpose statement and clean up the language used in the Policy.
Gifts, Grants and External Funds Policy 212.05	Modify Rename	The recommended changes rename the Policy to External Funds Policy 212.05 and add an applicability and purpose statement.
Deferred Payment Plan Policy 212.06	Modify	The recommended changes add an applicability and purpose statement and clean up the language used in the Policy.
Framework for Investments Policy 214.00	Modify	The recommended changes add an applicability and purpose statement and clean up the language used in the Policy.
Soliciting, Canvassing and Promoting on Campus Policy 318.03	Modify Rename	The recommended changes convert the Policy to an operating procedure to sit adjacent to the Expressive Activity Operating Procedure 217.03 under the Facilities Policy 217.01, rename and renumber the Policy to Soliciting and Promoting on Campus Operating Procedure 217.11, and revise the Policy to only address activity not covered by the Expressive Activity Operating Procedure 217.03.
Student Health Policy 321.00	Modify	The recommended changes move the Policy to the 300 Series, add an applicability and purpose statement and clean up the language used in the Policy.
Identity Theft Prevention Policy 540.00	Modify	The recommended changes add an applicability statement and clean up the language used in the Policy.

Report:

The Committee of the Whole has reviewed the recommended changes to the Internal and External Audit Policies 210.05. The recommended changes add reference to the *International Standards for Professional Practice of Internal Auditing* and the new JCCC Internal Audit Charter.

### **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 Internal and External Audit Policies 210.05, as shown subsequently in the Board packet.**

Internal ~~and~~ External Audit Policy, 210.05

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

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

**Purpose:** The purpose of this Policy is to establish an internal audit function and external audit requirements for JCCC.

#### **I. Internal Audit:**

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

Audit and Advisory Services will serve the College in a manner consistent with the International Standards for the Professional Practice of Internal Auditing (“Standards”) promulgated by the Institute of Internal Auditors (“IIA”). Audit and Advisory Services staff shall govern themselves by adherence to the IIA’s Code of Ethics. The Standards shall constitute Audit and Advisory Services’ procedures.

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Notwithstanding any other provision of law, JCCC Audit and Advisory Services staff 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 JCCC as necessary for any audit or investigation. Any officer or employee of JCCC who possesses, controls or otherwise has access to these records shall permit access to, and examination and reproduction thereof, upon the request of the Director of Audit and Advisory Services, or designee.

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

The JCCC Internal Audit Charter provides additional detail for how the department will operate and can be obtained from the Director of Audit and Advisory Services.

## II. External Audit:

The financial statements of the College shall be subject to an 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 President and Audit Committee for review prior to acceptance by the Board.

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Date of Adoption: 07/02/1990

Revised: 06/16/1994, 03/15/2007, 11/17/2011, 12/12/2013, 11/17/2017, 11/15/2018, 02/18/2021 (temporary committee suspension), 05/13/2021, 12/15/2022

Report:

The Committee of the Whole has reviewed the recommended changes to the Tax and Tax Rates Policy 212.01. The recommended changes add an applicability and purpose statement and clean up the language used in the Policy.

**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 Taxes and Tax Rates Policy 212.01, as shown subsequently in the Board packet.**

Taxes and Tax Rates Policy 212.01

Johnson County Community College  
Series: 200 Administrative Services  
Section: Income and Investments

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

**Purpose:** The purpose of this Policy is to establish processes regarding the College’s recommended mill levy.

**Statement:**

The President or designee shall recommend to the Board of Trustees, as part of the annual budget process, a mill levy amount necessary to fund the College’s budget. The recommended mill levy shall not exceed limits that may be set by Kansas state statutes.

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Date of Adoption: 07/06/1982

Revised: 07/07/1994, 12/15/2016, 12/15/2022

Report:

The Committee of the Whole has reviewed the recommended changes to the Cost Per Credit Hour Policy 212.02. The recommended changes add an applicability and purpose statement and clean up the language used in the Policy.

**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 Cost Per Credit Hour Policy 212.02, as shown subsequently in the Board packet.**

Cost Per Credit Hour Policy 212.02

Johnson County Community College  
Series: 200 Administrative Services  
Section: Income and Investments

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

**Purpose:** The purpose of this Policy is to establish the authority of the Board of Trustees (the “Board”) to approve student tuition and fee rates and the use of income generated therefrom.

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**Statement:**

The Board will annually, or at other times as may be necessary, approve the following:

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**I. Cost per Credit Hour**

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The Board will approve tuition rates applicable to designated categories of students which may include Johnson County residents, Kansas residents, non-residents, international students, eligible residents age 60 and over, and residents in eligible metropolitan geographic areas. The Board will also approve student fee rates.

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The total cost per credit hour for a student will be made up of the applicable tuition rate plus student fees. Current tuition rates, student fee rates, and payment deadline dates are maintained on the JCCC website.

**II. Use of Income from Tuition and Fees**

The Board ~~may~~ approve a portion of the total cost per credit hour to be used to finance approved student activities, programs, and events at the College.

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The Board ~~may~~ approve a portion of the total cost per credit hour to be used to finance the costs of constructing, improving, furnishing, equipping, and retiring related issues of indebtedness for buildings and facilities used for auxiliary services and parking at the College.

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The Board may approve a portion of the total cost per credit hour to ~~be used to~~ fund other initiatives at the College, such as sustainability and parking ~~or~~ road maintenance.

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Date of Adoption: 07/06/1982

Revised: 05/02/1996, 03/13/2014, 12/15/2016 (~~material incorporated from~~ College Commons, ~~Parking, Debt Retirement Income Policy 212.04 and Fee for Student Activities Policy 212.03~~), ~~12/15/2022~~

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Report:

The Committee of the Whole has reviewed the recommended changes to the Gifts, Grants and External Funds Policy 212.05. The recommended changes rename the Policy to External Funds Policy 212.05 and add an applicability and purpose statement.

**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 Gifts, Grants and External Funds Policy 212.05, as shown subsequently in the Board packet.**

External Funds Policy 212.05

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Johnson County Community College  
Series: 200 Administrative Services  
Section: Income and Investments

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

**Purpose:** The purpose of this Policy is to address external funds received by the College.

**Statement:**

The Board of Trustees recognizes that external funds received from individuals, private organizations, and governmental agencies provide crucial support to the mission of the College. The President or designee will develop appropriate procedures for the acceptance, receipt, and use of gifts, grants, awards, and other forms of monetary or non-monetary external support by or on behalf of the College.

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Date of Adoption: 07/06/1982

Revised: 07/07/1994, 12/15/2016, 12/15/2022



Report:

The Committee of the Whole has reviewed the recommended changes to the Deferred Payment Plan Policy 212.06. The recommended changes add an applicability and purpose statement and clean up the language used in the Policy.

**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 Deferred Payment Plan Policy 212.06, as shown subsequently in the Board packet.**

Deferred Payment Plan Policy 212.06

Johnson County Community College  
Series: 200 Administrative Services  
Section: Income and Investments

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

**Purpose:** The purpose of this Policy is to establish deferred payment plans as a means to pay student tuition and fee charges.

**Statement:**

Tuition and fee charges generally must be paid in full by students on or before established deadlines. Deferred payment plans may be available to eligible students who request and enter into a deferred payment agreement with the College.

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Specific guidelines regarding eligibility and processing of deferred payment agreements will be established by the JCCC Bursar’s Office. These guidelines and additional information on deferred payment plans can be obtained on the JCCC website.

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Date of Adoption: 03/04/1999

Revised: 03/13/2014, 12/15/2016, 12/15/2022

Report:

The Committee of the Whole has reviewed the recommended changes to the Framework for Investments Policy 214.00. The recommended changes add an applicability and purpose statement and clean up the language used in the Policy.

**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 Framework for Investments Policy 214.00, as shown subsequently in the Board packet.**

Framework for Investments Policy 214.00

Johnson County Community College  
Series: 200 Administrative Services  
Section: Income and Investments

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

Purpose: The purpose of this Policy is to grant investment authority and establish parameters for College investments.

**Statement:**

The Board of Trustees (the “Board”) authorizes the investment of temporary idle cash to be administered by the President or designee. The Board authorizes the President or designee to act as its agent in matters relating to the purchase of investments and acceptance of safekeeping receipts.

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The College will ensure that all revenues received are promptly recorded and deposited. Those funds not immediately required to meet payment of obligations will be placed in an interest-bearing account according to the following objectives:

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1. **Safety:** Investments will be made in a manner which ensures preservation of principal. Financial institutions that receive College funds must pledge qualified securities with a market value equal to 105% of deposits in excess of FDIC coverage.
2. **Liquidity:** Investments will be made after careful consideration of future expected liabilities. The cash position of the College will be maintained at a level adequate to

meet these requirements. Maturities on these investments will be selected in such a way as to provide income stability.

3. **Yield:** Investments will be made with the expectation of a reasonable rate of return while maintaining prudent investment principles.
4. **Fiduciary Trust:** Investments will be managed with a degree of professionalism that is worthy of the public trust. Investment officials will avoid any transaction that might erode the public confidence. Investment activities will be performed under appropriate systems of internal controls and will be subject to internal and external audit procedures.
5. The portion of funds at the [Kansas](#) Municipal Investment Pool should not regularly exceed 10% of total funds available for investment.

**Deleted:** A competitive bid process will be used to encourage a favorable yield.

**Deleted:** There may be short periods of time between the distribution of funds from government entities and investment of those funds when the amount at the Municipal Investment Pool exceeds 10%.

Investments will be made in only those instruments authorized by applicable Kansas statutes, including but not limited to:

**Deleted:** (K.S.A. 12-1675 through 12-1678a)

1. Time deposits and open accounts
2. Certificates of deposit
3. Repurchase agreements
4. Temporary notes or no-fund warrants
5. U.S. Treasury notes or bills
6. The [Kansas](#) Municipal Investment Pool

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Date of Adoption: 07/06/1982

Revised: 07/07/1994, 02/19/2004, 01/27/2011, 12/15/2016, [12/15/2022](#)

Report:

The Committee of the Whole has reviewed the recommended changes to the Soliciting, Canvassing and Promoting on Campus Policy 318.03. The recommended changes convert the Policy to an operating procedure to sit adjacent to the Expressive Activity Operating Procedure 217.03 under the Facilities Policy 217.01, rename and renumber the Policy to Soliciting and Promoting on Campus Operating Procedure 217.11, and revise the Policy to only address activity not covered by the Expressive Activity Operating Procedure 217.03.

**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 and renumbering of the Soliciting, Canvassing and Promoting on Campus Policy 318.03, as shown subsequently in the Board packet.**

Soliciting and Promoting on Campus ~~Policy 318.03~~ Operating Procedure 217.11

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Johnson County Community College

Series: 200 Administrative Services

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Section: Facilities and Property

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**Cross-Reference:**

Facilities Use Policy 217.01

Expressive Activity Operating Procedure 217.03

**Applicability:** This Policy applies to the Johnson County Community College (“JCCC” or the “College”) campus community, including all students, personnel, and visitors.

**Purpose:** The purpose of this Policy is to require approval for soliciting and promoting non-Expressive Activity on JCCC property.

**Statement:**

Soliciting, ~~selling, advertising, merchandising, posting and other related~~ non-Expressive Activity, ~~as defined by the Expressive Activity Operating Procedure 217.03,~~ on JCCC property requires prior approval from a dean over Student Life & Leadership Development as set forth in this Policy and in accordance with procedures administered by and campus locations designated by the Office of Student Life & Leadership Development.

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**Deleted:** and may be restricted to those areas specified by Student Life...

**Soliciting on Campus:** Except as approved by a dean over Student Life [& Leadership Development](#), no person, group, or organization may solicit students, employees, or College visitors [on campus](#) for the purpose of selling, promoting, or distributing merchandise or services.

**Deleted:** on campus

**Bulletin Boards and Posters:** Upon approval of a dean over Student Life [& Leadership Development](#), bulletin board space may be used by JCCC students, employees, and members of the community. Approval will be granted consistent with all applicable laws and regulations. Materials not approved will be removed and destroyed.

**Deleted: Canvassing on Campus:** Without prior approval of a dean over Student Life, student organizations, clubs, community groups and commercial enterprises may not canvass students, employees or campus visitors.¶

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Date of Adoption: [12/15/2022 \(converted to operating procedure from Soliciting, Canvassing, and Promoting on Campus Policy 318.03\)](#)

Revised:

**Deleted:** 10/16/2014 (renumbering previous versions:renamed and renumbered from Advertising and Sales on Campus Policy- 318.05; material incorporated from Canvassing Policy– 318.06; and Bulletin Boards and Posters Policy– 318.07); 07/16/2020

Report:

The Committee of the Whole has reviewed the recommended changes to the Student Health Policy 321.00. The recommended changes move the Policy to the 300 Series, add an applicability and purpose statement and clean up the language used in the Policy.

**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 Student Health Policy 321.00, as shown subsequently in the Board packet.**

Student Health Policy 321.00

Johnson County Community College

Series: 300 Students

Section: Student Activities

- Deleted: 600 Safety and Security
- Deleted: Campus Community Safety, Wellness and Continuity...

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

**Purpose:** The purpose of this Policy is to provide information regarding student health and health-related requirements of students.

**Statement:**

The College does not provide on-campus medical services, nor does it assume responsibility for injuries incurred by students while participating in College activities. Medical services are readily available at local clinics and hospitals.

A medical examination may be required for admission or continuation in an activity or program, for example, to meet certification or eligibility guidelines or requirements.

Due to the potential spread of various Infectious Diseases, the Executive Vice President of Student Success and Engagement may require a physician's statement of health be submitted once a student has contracted and been treated for an Infectious Disease pursuant to the Infectious Disease Policy 611.00.

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Except as set forth in Section III of Admissions Policy 310.01, the College does not provide health or accident insurance for students. Students should seek coverage from other sources.

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Date of Adoption:

Revised: ~~06/16/1994~~, ~~06/19/2014~~, 03/01/~~2019~~, 12/15/2022

**Deleted:** (reference correction)

Report:

The Committee of the Whole has reviewed the recommended changes to the Identity Theft Prevention Policy 540.00. The recommended changes add an applicability statement and clean up the language used in the Policy.

**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 Identity Theft Prevention Policy 540.00, as shown subsequently in the Board packet.**

Identity Theft Prevention Policy 540.00

Johnson County Community College  
Series: 500 Information Services  
Section: Identity Theft Prevention

**Cross-Reference:** [Identity Theft Prevention Operating Procedure 540.01](#)

**Applicability:** This Policy applies to Johnson County Community College (“JCCC” or the “College”) employees using accounts covered by the Fair and Accurate Credit Transaction Act of 2003 (“FACTA”).

**Purpose:** ~~The purpose of~~ this Policy is ~~to help mitigate and protect against identify theft,~~

**Statement:**

~~In~~ accordance with FACTA, the President ~~or~~ designee shall be responsible for developing and maintaining an Identity Theft Prevention Program to establish procedures and ~~guidelines for,~~ detecting, preventing, and mitigating identity theft. It is the intent of the College to comply with all applicable provisions of FACTA.

Employees shall abide by and follow all College policies, procedures and programs regarding identity theft prevention and shall take all necessary and required measures to identify and report all information ~~or~~ activities as required by FACTA.

**Deleted:** adopted in accordance with the Fair and Accurate Credit Transaction Act of 2003 (“FACTA”)

**Deleted:** and applies to all employee-users of Johnson County Community College (“JCCC” or “College”) accounts covered by FACTA

**Deleted: Identity Theft Prevention:**

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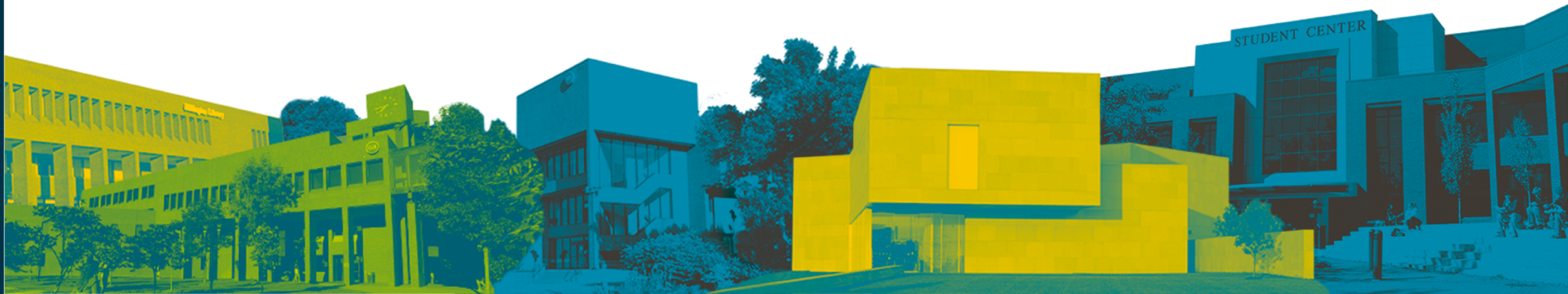
Date of Adoption: 12/10/2009

Revised: 11/21/2019 (renumbered from 424.02), [12/15/2022](#)



# Fiscal Year 2023-2024 Preliminary Budget Guidelines

Committee of the Whole  
November 28, 2022



## FY 2023-2024 Budget Priorities

Maintain a structurally balanced budget, which:

- Maintains affordable tuition and tax rates
- Continues to provide excellent programs and services
- Supports college operations and employees
- Supports the 2021-2025 Strategic Plan

## FY 2023-2024 Preliminary Budget – General Fund Revenue

**Property taxes** – recommend property tax levy rate remains at 8.6 mills. For example, if property values increase 5%, would generate approximately \$5.8M incremental revenue.

**Tuition and fees** –based on Fall 2022 enrollment, recommend budgeting credit hours flat with FY23 budgeted hours. Based on review of ‘guiding principles’ (next slide), do not recommend an increase to tuition and fee rates:

	<u>FY22</u> <u>Rate</u>	<u>FY23</u> <u>Rate</u>	<u>FY23 \$</u> <u>Change</u>	<u>FY23 %</u> <u>Change</u>	<u>FY24</u> <u>Proposed</u>	<u>FY24 \$</u> <u>Change</u>	<u>FY24 %</u> <u>Change</u>
JoCo Resident	\$94	\$97	\$3	3%	\$97	\$0	0%
KS Resident	\$112	\$116	\$4	4%	\$116	\$0	0%
Out of State/Intl	\$223	\$228	\$5	2%	\$228	\$0	0%
Metro	\$138	\$143	\$5	4%	\$143	\$0	0%

**State funding** – FY24 budget will be equal to FY23 actual amounts received, providing \$2.4M incremental revenue due to funding of the cost model and recentering plan.

**Investment income** – expect increased earnings due to interest earned on permitted investments of approximately \$100,000 (20%).

**FY24 POTENTIAL INCREMENTAL GENERAL FUND REVENUE: \$8.3 MILLION**

## Student Tuition and Fees – “Guiding Principles”

Through the annual budget development process, or at other times as necessary, the Administration recommends student costs per credit hour, including tuition and fees rates, to the Board for approval.

In preparing recommendations for student costs per credit hour, the Administration considers various factors, including but not limited to:

- Student access and affordability
- Generating revenue to support the mission of the College, specifically:
  - College operations
  - Compensation and benefits for faculty and staff
  - Strategic initiatives
- Comparison of tuition and fee revenue with other sources of revenue, including:
  - Property taxes
  - State aid
  - Auxiliary operations
  - Investment and other income
- Distribution of tuition and fee rates by student residency status:
  - Johnson County resident students
  - Out of district Kansas resident students
  - Out of state, international, and metro rate students

## FY 2023-2024 Preliminary Budget Guidelines - Revenue

### 1) Unencumbered Cash Balances

Unencumbered cash balances will be maintained in accordance with the Cash Reserves Policy 210.07

### 2) Assessed Valuation & Property Tax Levy

Johnson County assessed valuation is estimated to increase 5%. The College's mill levy rate will remain flat at 8.6 mills. An estimated tax delinquency rate of 2% will be used.

### 3) Enrollment

Credit hour enrollment will remain flat with the 2022-23 budgeted credit hours.

### 4) Tuition Cost per Credit Hour

Tuition rates for FY 2023-24 will remain the same as the 2022-23 rates.

### 5) State Aid

The budgeted state operating grant revenue for FY 2023-24 will be equal to the actual amount received in FY 2022-23.

## FY 2023-2024 Preliminary Budget – General Fund Expenses

**Salaries** – the 2.75% across the board salary increase will cost approximately \$2.75M

**Benefits** – expect an estimated 4% or \$1.3M increase in benefit costs related to employee healthcare, payroll taxes, 403b match

**Other** – costs associated with implementation of new career laddering program, equity adjustments and market adjustments are pending work of Human Resources

**MINIMUM FY24 POTENTIAL INCREMENTAL SALARY & BENEFIT EXPENSES: \$4 MILLION**

## FY 2023-2024 Preliminary Budget – General Fund Expenses

### Operating increases –

- Inflationary impact on items such as software licenses, insurance premiums, supplies and materials, travel will be determined through the budget development process
- Support for Auxiliary Operations – currently estimated at \$1.4M
- Support for Workers Compensation Reserve Fund – currently estimated \$200,000
- Support for Strategic Plan – will be determined by working groups

**MINIMUM FY24 POTENTIAL INCREMENTAL OPERATING EXPENSES: \$1.6 MILLION**

## FY 2023-2024 Preliminary Budget – General Fund Expenses

### Capital items -

- Costs associated with capital items and projects will be determined during the budget development process, including but not limited to:
  - Continued investments in Active Learning Classrooms
  - Remodel Requests
  - Replacement furniture, equipment and vehicles
  - Capital repairs, maintenance and other projects
- Renovation of the SCI/CLB will be complete and not included in the FY24 Budget



## FY 2023-2024 Preliminary Budget Guidelines - Expenses

### 6) Salary and Benefits Budgets

An average 2.75% across the board salary increase will be budgeted for faculty and staff, pursuant to the Master Agreement with the Faculty Association. Salary budgets will include support for implementation of the new career laddering program, internal equity and market adjustments. The number of budgeted faculty and staff positions will be informed by Instructional Program Review and Administrative & Service Area Reviews. Positions may be reallocated between departments, and investments in new positions may be recommended based on opportunity for program growth.

### 7) Staff to Recommend Operating Budget Priorities

College staff will recommend operating budget priorities for consideration. These recommendations will be informed by ongoing planning and assessment efforts, including the College's 2021-2025 Strategic Plan, Instructional Program Review and Administrative & Service Area Reviews. All budgeted line items will be supported by the appropriate justification.

### 8) Base Budgets for Operating Budgets

The two previous prior years and the current year-to-date actual results will serve as the base budgets for the FY 2023-24 operating budgets.

### 9) Capital Budgets - General Fund

The General Fund Capital budget will include allocations for approved capital and other remodel projects. Replacement of technology, furniture and equipment will be based on applicable replacement cycles.

### 10) Debt Service - General Fund

The General Fund budget will include \$3.7M for principal & interest due on the \$50 million Series 2017 Certificates of Participation.

### 11) Capital Budgets - Capital Outlay Fund

The Capital Outlay Fund budget will include revenue from the .5 mill tax levy. Budgets will be established for repairs, maintenance and capital projects.

## FY 2023-2024 Preliminary Budget Guidelines - Recommendation

### 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 preliminary guidelines for development of the college's FY 2023-2024 budget.

Committee of the Whole  
November 28, 2022

FY 2023-2024 Budget Calendar and Guidelines

REPORT:

The purpose of this recommendation is to approve preliminary budget guidelines to be used by the administration to begin the fiscal 2023-24 budget development process based on estimated revenues and expenses.

The preliminary budget guidelines are subject to adjustment as updated information is received over the coming months, such as changes in estimated assessed valuation or state funding.

As a reminder, the final 2023-24 Management Budget will be presented to the Board of Trustees for approval in May 2023.

The budget calendar for fiscal 2023-24 was presented to the Committee on September 26, 2022 and is included in the packet again for reference.

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 preliminary guidelines for development of the college's FY 2023-2024 budget.**

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Rachel Lierz  
Associate Vice President, Financial Services  
Chief Financial Officer

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Michael D. Neal  
Executive Vice President,  
Chief Operating Officer

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Andrew W. Bowne  
President

# JOHNSON COUNTY COMMUNITY COLLEGE

## BUDGET CYCLE CALENDAR

FY 2023-2024

*Preliminary, Dates Subject to Change*

<b>SEPTEMBER 2022</b>	<b>Budget Tasks</b>
26	Committee of the Whole review of preliminary budget calendar
<b>OCTOBER 2022</b>	<b>Budget Tasks</b>
13	Board of Trustees review of preliminary budget calendar
<b>NOVEMBER 2022</b>	<b>Budget Tasks</b>
1, 15	President's Cabinet discussion of FY 24 proposed budget guidelines
TBD	Student Senate Leadership Lunch budget discussion
7	Distribute FY 24 budget calendar to Budget Administrators
7	Budget Administrators receive Excel worksheet(s), <i>Proposed Budget Based on Actuals</i> , including two prior years' actual expenditures and current adopted budget to assist in developing a proposed budget and justifications
7	Strategic Plan sponsors receive template for submission of budget requests tied to Strategic Plan action items
7	Remodel Requests for renovation/remodeling and equipment installation can be input in Team Dynamix
7	Replacement Capital Equipment reports are distributed by Business Services
7	Self-Service Budget Development and the Capital Schedule (Sharepoint) are available for entry
30	Remodel Requests due in Team Dynamix. Approved requests will be costed out by Campus Services and further prioritized
TBD	Committee of the Whole review of proposed budget guidelines
<b>DECEMBER 2022</b>	<b>Budget Tasks</b>
15	Board of Trustees vote on FY 24 budget guidelines
16	Budget Administrators receive FY 24 approved budget guidelines
31	Instructional program reviews are finalized and submitted into Strategic Planning Online (SPOL) software
<b>JANUARY 2023</b>	<b>Budget Tasks</b>
11	Information Technology Planning (ITP) reports are distributed by Information Services
12	Budget Kickoff Meeting for FY 24 Hudson Auditorium 1:30-2:30 p.m.
13	Position Request forms due to Human Resources
30	Administrative and Service Area reviews are finalized and submitted into Strategic Planning Online (SPOL) software
<b>FEBRUARY 2023</b>	<b>Budget Tasks</b>
6	Proposed budget worksheets due to supervisors for review
9	Information Technology Planning (ITP) requests due to Information Services
16	Final approved budget requests due in Self-Service Budget Development with justification of all line items
16	Approved capital equipment requests due in the Capital Schedule Sharepoint site
<b>MARCH 2023</b>	<b>Budget Tasks</b>
TBD	Budget review and prioritization by President's Cabinet
<b>APRIL 2023</b>	<b>Budget Tasks</b>
20	Annual Board of Trustees Budget Workshop, 4:00 p.m.
TBD	Committee of the Whole review of proposed FY 24 Management Budget
<b>MAY 2023</b>	<b>Budget Tasks</b>

11	Board of Trustees vote on FY 24 Management Budget
<b>JUNE 2023</b>	<b>Budget Tasks</b>
15	Receive Revenue Neutral Rate (RNR) from Johnson County Clerk
30	Load FY 24 Management Budget into accounting system
<b>JULY 2023</b>	<b>Budget Tasks</b>
1	First day of Fiscal Year 2023-2024
20	Notify Johnson County Clerk of intent to exceed RNR (if applicable)
<b>AUGUST 2023</b>	<b>Budget Tasks</b>
TBD	Committee of the Whole review of required budget publications
TBD	Board of Trustees vote on required budget publications
TBD	Publish notice of intent to exceed RNR and RNR hearing at least 10 days in advance of the RNR hearing (if applicable)
TBD	Publish notice of budget hearing at least 10 days in advance of the budget hearing
TBD	Committee of the Whole review of proposed FY 24 Legal Budget
<b>SEPTEMBER 2023</b>	<b>Budget Tasks</b>
TBD	Revenue Neutral Rate (RNR) hearing for FY 24 Legal Budget
TBD	Annual public hearing for FY 24 Legal Budget
TBD	Board of Trustees vote on FY 24 Legal Budget
<b>OCTOBER 2023</b>	<b>Budget Tasks</b>
1	File Adopted Legal Budget with state and county offices

<b>1) Unencumbered Cash Balances</b>
Unencumbered cash balances will be maintained in accordance with the Cash Reserves Policy 210.07
<b>2) Assessed Valuation &amp; Property Tax Levy</b>
Johnson County assessed valuation is estimated to increase 5%. The College's mill levy rate will remain flat at 8.6 mills. An estimated tax delinquency rate of 2% will be used.
<b>3) Enrollment</b>
Credit hour enrollment will remain flat with the 2022-23 budgeted credit hours.
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The budgeted state operating grant revenue for FY 2023-24 will be equal to the actual amount received in FY 2022-23.
<b>6) Salary and Benefits Budgets</b>
An average 2.75% across the board salary increase will be budgeted for faculty and staff, pursuant to the Master Agreement with the Faculty Association. Salary budgets will include support for implementation of the new career laddering program, internal equity and market adjustments. The number of budgeted faculty and staff positions will be informed by Instructional Program Review and Administrative & Service Area Reviews. Positions may be reallocated between departments, and investments in new positions may be recommended based on opportunity for program growth.
<b>7) Staff to Recommend Operating Budget Priorities</b>
College staff will recommend operating budget priorities for consideration. These recommendations will be informed by ongoing planning and assessment efforts, including the College's 2021-2025 Strategic Plan, Instructional Program Review and Administrative & Service Area Reviews. All budgeted line items will be supported by the appropriate justification.
<b>8) Base Budgets for Operating Budgets</b>
The two previous prior years and the current year-to-date actual results will serve as the base budgets for the FY 2023-24 operating budgets.
<b>9) Capital Budgets - General Fund</b>
The General Fund Capital budget will include allocations for approved capital and other remodel projects. Replacement of technology, furniture and equipment will be based on applicable replacement cycles.
<b>10) Debt Service - General Fund</b>
The General Fund budget will include \$3.7M for principal & interest due on the \$50 million Series 2017 Certificates of Participation.
<b>11) Capital Budgets - Capital Outlay Fund</b>
The Capital Outlay Fund budget will include revenue from the .5 mill tax levy. Budgets will be established for repairs, maintenance and capital projects.

# Strategic Plan: Goal 3 Diversity Equity Inclusion

Champions:

Kate Allen, VP College Advancement & Government Affairs

Mike Neal, Executive VP Chief Operating Officer



# Strategy 3:

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

Co-Chairs:

Tonia Hughes, Associate Professor Film & Photography

Lareesa Nelson, Business Intelligence Analyst





## 1st Priority - Assist in establishing Office of Inclusion & Belonging

**Assists with implementation of Strategy 1: Cultivate and communicate institutional access, awareness, and accountability and Strategy 2: Develop and support an inclusive environment that empowers all students, faculty, and staff to succeed.**

- Work to align DEI goal with the mission of the college

***Mission:** JCCC inspires learning to transform lives and strengthen communities.*

***Vision:** JCCC will be an innovative leader in equitable student access, learning and success.*

- **Coordinates & aligns DEI efforts across campus**
- **Focus on *student success***
  - This will be the beginning initiative to help close performance gaps, enhance student retention, and bolster student experience
  - As part of the student focused initiatives, the office will eventually expand operations to include faculty, staff, and campus culture

### **Milestones:**

- Budgets approved, Research forwarded, and Scope of Concept completed

### **Where Headed:**

- Establish Office of Inclusion & Belonging under Student Success
- Draft of Job Description nearly complete
- Position will report to EVP of Student Success & be on Cabinet

### **Barriers:**

- Clarity in role and overall communication

# Strategy 2:

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

Co-Chairs:

Electra Arzola, Manager Employment Services

Lisa Cole, Professor Accounting



### **Milestones:**

- Priority is on Strategy 3 to align work with the Office of Inclusion and Belonging
- In the interim, team members have conducted listening sessions with faculty, staff, and students to better understand their needs

### **Where headed:**

- Continuing current work going on around campus (ex. Programming from Student Life & Leadership, Nerman Museum, et al.)
- Inclusion & Engagement Committee

### **Barriers:**

- Ensuring efforts are coordinated with the Office of Inclusion and Belonging

# Strategy 1: Cultivate and communicate institutional access, awareness, and accountability.

Co-Chairs:

Kristy Howell, Coordinator Sustainability Education & Engagement

Andrea Vieux, Associate Professor Political Science



### **Milestones:**

- Priority is on Strategy 3 to align work with the Office of Inclusion and Belonging
- In the interim, team members have identified best practices in equity-related assessment and communication, conferred with campuses engaging in such work, and compiled a scaffold of the kinds of metrics that would serve JCCC well

### **Where headed:**

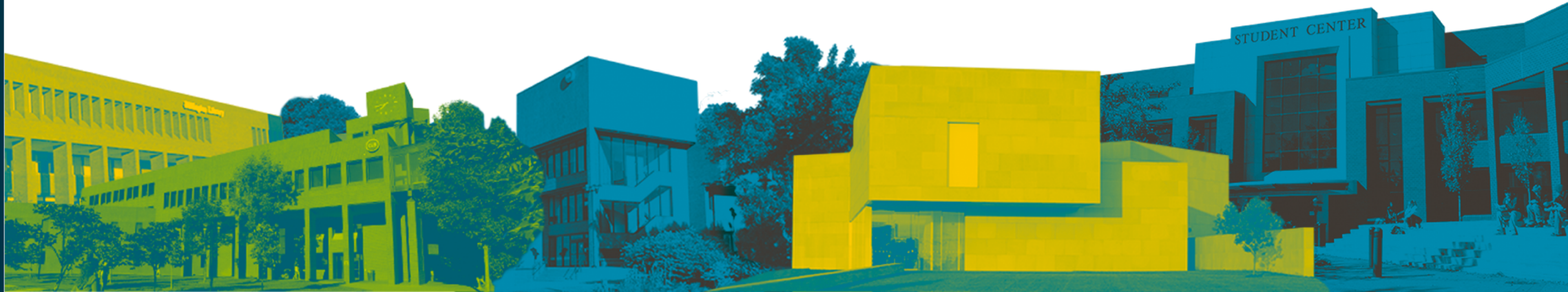
- Continuing current work around campus (ex. Institutional Effectiveness, Institutional Research, Metrics Team, et al.)

### **Barriers:**

- Ensuring efforts are coordinated with the Office of Inclusion and Belonging

# Board Committee Structure Update

Nov. 28, 2022



# Committees Staff Leads

- Audit- Heather Callaway
- Board Governance- Caitlin Murphy, Kelsey Nazar
- Employee Engagement & Development- Colleen Chandler, Chris Gray
- Inclusion & Belonging- Kate Allen
- Management & Finance- Mike Neal, Rachel Lierz, Janelle Vogler
- Student Success- Mickey McCloud, Judy Korb



# Potential Meeting Frequency

- Monthly
  - Student Success
  - Management & Finance
- 6-8 Times per Year
  - Employee Engagement & Development
- 4 Times per Year
  - Audit
  - Board Governance
  - Inclusion & Belonging

# “Committee Day”

- The first Wednesday of each month
  - January 6
  - February 1
  - March 1
  - April 5
  - May 3
  - June 7
- Committee meetings will be held one after the other until all that need to meet have addressed the items on their agendas (short breaks between each meeting)
- Meetings are for each committee, all Trustees are invited to attend
- In-person with Zoom webinar broadcast

# January Committee Day Proposed Agenda

- Will be posted with the following times
  - 8:30-10:00am – Management & Finance
  - 10:00-11:00am – Student Success
  - 11:00am-12:00pm – Board Governance
  - 12:00-1:00pm – Lunch
  - 1:00-2:00pm – Employee Engagement & Development
  - 2:00-3:00pm – Inclusion & Belonging

# Committee Work to Be Done

- Identify **staff assignments** for each proposed committee (*for Nov 28<sup>th</sup> CotW meeting*)
- **Trustees assigned to Committees** (*Dec 15<sup>th</sup> “Organizational Meeting”*)
- Determine **annual working agendas** for all proposed committees (*start with previous working agendas and guidance from “Committee on Committees” efforts, drafts during initial committee meetings*)
- Establish agenda development process for all committees (*by semester break*)

**AWARD OF BIDS/RFPs - MULTI-YEAR PURCHASE: \$150,000+  
DECEMBER 2022 COMMITTEE OF THE WHOLE (NOVEMBER 28)**

<b>Bid Title</b> <b>Total Contract Period</b> <b>Fund Source / Firms Notified</b>	<b>Vendors</b> <b>Original Bid Amounts</b> <b>First Year / Multi-Year Total (if applicable)</b>	<b>Current Year Amount</b> <b>Multi-year Amount</b>	<b>Justification</b>		
23-039 PCSC System Software, Hardware, and Support Services  Base Year, 4 Renewal Option Years: 12/16/2022 to 12/15/2027  Base Year  Fund Source: 0201, General Firms Notified: 137	1. <b>Midwest Alarm Services: \$51,746.83/ \$404,725.07*</b> 2. Honeywell: \$50,239.73 / \$403,315.75*  *Pricing based on a shopping basket of historical items purchased, plus estimated services calculated per hourly labor rates. Yearly pricing will vary based on product quantities, inflation (List Price discounts), and the amount of utilized services.  All yearly renewal estimates will be reported through future Board meetings.	<p align="center"> <b>\$95,000.00*</b>  <i>\$475,000.00*</i> </p> <p align="center"> <i>*Estimates (based off historical average annual spend and projected future spend)</i> </p>	A thorough evaluation process was conducted which included reviewing and ranking the written proposals according to the evaluation criteria defined within the RFP. At the conclusion of the evaluation process, it was determined that the proposal submitted by Midwest Alarm Services best met the needs of the college.		
<b>PURPOSE &amp; DESCRIPTION</b>					
The purpose of this RFP is to establish a contract for PCSC System Software Maintenance Agreement, Hardware such as Control Panels, Door Readers, hardware parts as well as support services on an on-going basis as funding is available. The initial term of the contract will be from December 16, 2022 through December 15, 2023 and is renewable for four additional years, in one-year increments, upon the approval of both parties.					
<b>EVALUATION COMMITTEE</b>					
<table border="0"> <tr> <td data-bbox="96 922 1008 1036"> <ul style="list-style-type: none"> <li>• Philip Mein: Executive Director IT Security</li> <li>• Eric Christensen: Manager Access Control</li> <li>• Jason Buell: Access Control Specialist</li> </ul> </td> <td data-bbox="1008 922 2001 1036"> <ul style="list-style-type: none"> <li>• Matt Riggs: Access Control Specialist</li> <li>• Matthew Holmes: Director Network/Data Center Operations</li> <li>• Julie Lombard-Williamson: Senior Buyer</li> </ul> </td> </tr> </table>				<ul style="list-style-type: none"> <li>• Philip Mein: Executive Director IT Security</li> <li>• Eric Christensen: Manager Access Control</li> <li>• Jason Buell: Access Control Specialist</li> </ul>	<ul style="list-style-type: none"> <li>• Matt Riggs: Access Control Specialist</li> <li>• Matthew Holmes: Director Network/Data Center Operations</li> <li>• Julie Lombard-Williamson: Senior Buyer</li> </ul>
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<b>COMMITTEE OF THE WHOLE RECOMMENDATION</b>					
<p><b>It is the recommendation of the Committee of the Whole that the Board of Trustees accept the recommendation of the college administration to approve the proposal from Midwest Alarm Services for the provision of PCSC system software, hardware, and support services for a base year of \$95,000.00 and a total estimated expenditure of \$475,000.00 including the renewal options, through 2027.</b></p>					

Johnson County Community College  
Committee of the Whole  
November 28, 2022

Informational Items:

- Mill Levy and Assessed Valuation Update
- Single Source Purchase Report \$35,000 - \$150,000
- Bid/RFP Summary Report
- Agreement
  - Board of County Commissioners of Johnson County, KS

**Committee of the Whole  
November 28, 2022**

**Mill Levy and Assessed Valuation Update**

The final 2022 tax levy rates and assessed values have been published by Johnson County. The College's final 2022 tax levy rate is 8.617 mills on each \$1,000 of assessed valuation, as shown in the following table. The County Clerk has the responsibility to examine budgets and to establish the mill levy to raise the ad valorem tax to be levied, based on the final valuation.

<b>FUND</b>	<b>2021 TAX LEVY</b>	<b>2022 TAX LEVY</b>
General	8.575	8.096
Capital Outlay	0.501	0.501
Special Assessment	0.034	0.020
TOTAL	9.110	8.617

Total valuation increased by 9% as follows:

	<b>2021 VALUATION</b>	<b>2022 VALUATION</b>
TOTAL	\$12,260,371,273	\$13,477,229,751

**SINGLE SOURCE PURCHASE REPORT: \$35,000 - \$150,000**  
**DECEMBER 2022 COMMITTEE OF THE WHOLE (NOVEMBER 28 )**

Vendor	Description of Services / Policy 215.04 Exception #	Fund	Department	Amount
Elle Returns, LLC	Midwest Trust Center performance of Legally Blonde. <i>#2b. Films, manuscripts, works of art, or books</i>	0601, Adult Supplementary Education Fund	1441, MTC Sales and Marketing	\$ 92,207.04
Hudson Trucking Sales and Leasing	For the continued monthly lease of CDL tractors throughout FY22. This is a monthly contract <i>#2c. Specific educational objectives</i> <i>#11. Negotiation would render a more favorable pricing</i>	0501, Truck Driver Training Course Fund	1404, Transportation-Continuing Ed	\$ 36,000.00
Steris Corporation	Purchase of autoclave 20 Inch Lab 250 (LS) Small Steam Sterilizer. <i>#2c. Specific educational objectives</i>	0201, General Fund	1128, Biology	\$ 49,885.00
The Wilson Group	For labor and materials to remodel the HCDC Changing Room. <i>CO-OP: Sourcewell #MO-R3-GC03-051222-TWG</i> <i>#12. Cooperative purchasing</i>	2554, Health and Human Services, Department for Children and Families Revenue Replacement Fund	9104, Child Development Center	\$ 54,532.00



**AWARD OF BIDS/RFPs SUMMARY: \$50,000 - \$150,000  
DECEMBER 2022 COMMITTEE OF THE WHOLE (NOVEMBER 28)**

<b>Bid Title</b> <b>Total Contract Period</b> <b>Fund Source / Firms Notified</b>	<b>Vendors</b> <b>Original Bid Amounts</b> <b>First Year / Multi-Year Total (if applicable)</b>	<b>Current Year Amount</b> <b>Multi-Year Total or</b> <b>Single Purchase</b>	<b>Justification</b>
23-024 Roof Replacement at the JCCC Barn  Project completion/No Renewals  Fund Source: 7111, Capital Outlay Firms Notified: 57	1. <b>One Rife Ventures: \$67,287.53</b> 2. Delta Innovative Service: \$97,171.00	<b>\$74,016.28</b> <i>(Includes 10% contingency of \$6,728.75)</i> <i>Single Purchase</i>	Low bid
23-041 Welding Machines  Single Purchase  Fund Source: 2219, Vocational Improvements Grant 0201, General Fund Firms Notified: 9	1. <b>Matheson Tri-Gas: \$88,253.72</b> 2. Airgas USA: \$89,101.36 3. Linde: \$89,931.20 4. AWG-American Welding & Gas: \$90,134.48 5. Lampton Welding: \$91,807.48	<b>\$88,253.72</b> <i>Single Purchase</i>	Low bid

Committee of the Whole  
November 28, 2022

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)*

<b>Organization/ Individual</b>	<b>Program(s)</b>	<b>Credit/CE</b>	<b>New/Renewal and Term</b>	<b>Financial Impact/Additional Information</b>
Board of County Commissioners of Johnson County, Kansas	Police Department	N/A	New	The County will provide Emergency Medical Director support to JCCC to allow certain JCCC first responders to administer Narcan, if necessary, in compliance with Kansas law; no financial impact.

**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.**