

**JOHNSON COUNTY COMMUNITY COLLEGE
12345 College Boulevard
Overland Park, Kansas**

**Meeting – Board of Trustees
Hugh Speer Board Room, GEB 137
July 20, 2023 – 5:00 p.m.**

AGENDA

- | | |
|--|------------------------------|
| I. CALL TO ORDER | Trustee Cross |
| II. PLEDGE OF ALLEGIANCE | Trustee Cross |
| III. ROLL CALL | Trustee Cross |
| IV. AWARDS AND RECOGNITIONS | Trustee Cross |
| V. OPEN FORUM | Trustee Cross |
| VI. BOARD REPORTS | |
| A. College Lobbyist | Dick Carter |
| B. Faculty Association | Andrea Vieux |
| C. Johnson County Education Research Triangle | Trustee Musil |
| D. Kansas Association of Community Colleges | Trustee Ingram |
| E. Foundation | Trustee Rattan |
| F. College Council | Jason Arnett |
| VII. COMMITTEE REPORTS AND RECOMMENDATIONS | |
| A. Board Governance Committee (pp 1-7) <u>Recommendation: Code of Ethics Policy 114.02 (pp 1-6)</u> | Trustee Smith-Everett |
| B. Employee Engagement & Development Committee (pp 8-18) <u>Recommendation: Volunteer Policy 221.00 (pp 9-10)</u> <u>Recommendation: Nepotism Policy 423.01 (pp 10-12)</u> <u>Recommendation: Conflict of Interest Policy 431.00 (pp 12-17)</u> | Trustee Hamill |

- C. Management and Finance Committee (pp 19-47) Trustee Musil
Recommendation: CDL Driving Range Project (pp 19-20)
Recommendation: Purchasing Policy 215.01 (pp 22-23)
Recommendation: Competitive Solicitation Requirements
Policy 215.02 (pp 24-27)
Recommendation: Purchasing Exceptions to Competitive
Solicitation Policy 215.04 (pp 28-31)
Recommendation: Contract Approval and Signatory Authority
Policy 215.05 (pp 32-34)
Recommendation: Safety and Security Policy 610.00 (pp 35-36)
Recommendation: Infectious Disease Policy 611.00 (pp 37- 39)
Recommendation: National Incident Management System
Policy 620.00 (pp 40-41)
Recommendation: CDL Design Build (p 42)
Recommendation: Housekeeping Services (p 43)
Recommendation: Charter Bus Services (p 44)
Recommendation: Master Property Insurance Program Services (p 45)

VIII. PRESIDENT’S RECOMMENDATIONS FOR ACTION

- A. Treasurer’s Report (pp 48-59) Trustee Smith-Everett
B. Monthly Report to the Board Dr. Andy Bowne

IX. NEW BUSINESS Trustee Cross

X. OLD BUSINESS Trustee Cross

XI. CONSENT AGENDA Trustee Cross

- A. Regular Monthly Reports and Recommendations
1. Minutes of Previous Meetings
2. Cash Disbursement Report (pp 60-61)
3. Grants, Contracts and Awards (pp 62-63)
4. Affiliation, Articulation and Reverse Transfer,
Cooperative and Other Agreements (p 64)
5. Retirement Tribute Fund (p 65)
B. Human Resources (pp 66-67)
1. Retirement
2. Separations
C. Human Resources Addendum

XII. EXECUTIVE SESSION

XIII. ADJOURNMENT

BOARD GOVERNANCE COMMITTEE
Minutes

| Policy | Recommended Action | Material Changes |
|------------------------------|--------------------|--|
| Code of Ethics Policy 114.02 | Modify | The recommended changes align the Code of Ethics Policy 114.02 with the Conflicts of Interest Policy 431.00, specifically through the addition of Sections III and IV. |

Report:

The Board Governance Committee reviewed the recommended changes to the Code of Ethics Policy 114.02 on May 3, 2023. The recommended changes align the Code of Ethics Policy 114.02 with the Conflicts of Interest Policy 431.00, specifically through the addition of Sections III and IV.

RECOMMENDATION

It is the recommendation of the Board Governance Committee that the Board of Trustees approve modification to the Code of Ethics Policy 114.02, as shown subsequently in the Board packet.

Code of Ethics Policy 114.02

Johnson County Community College
Series: 100 Board of Trustees
Section: Duties and Responsibilities of the Board

Applicability: This Policy applies to each member of the Board of Trustees and to ~~the following College officers (“Designated Officers.”):~~

- ~~● President~~
- ~~● Executive Vice Presidents~~
- ~~● Vice Presidents~~
- ~~● Associate Vice Presidents~~
- ~~● Executive Directors~~
- ~~● Directors with significant oversight of purchasing and/or contracting~~

All other employees are subject to the [Conflict of Interest Policy 431.00](#).

Purpose: The purpose of this Policy is to promote transparency in leadership and public confidence in the integrity of its Board and employees. While the College acknowledges that its leaders may be involved in the affairs of other organizations, it remains crucial to address actual and ~~P~~erceived ~~or Potential C~~onflicts of ~~I~~nterest. It is with these thoughts in mind that the Board of Trustees has adopted this Code of Ethics.

Definitions:

“Business Agreement” means any agreement, contract, or other business relationship which legally and contractually binds or obligates the College including, but not limited to, purchase agreements for goods, services, and real property, leases, affiliation agreements, sales agreements, grant contracts, memoranda of understanding, letter and arrangement agreements, and commitments.

“Conflict of Interest” ~~—An actual Conflict of Interest occurs when~~ means any situation where financial or personal considerations compromise an individual’s objectivity, professional judgment, professional integrity ~~and/or~~ ability to perform ~~his/her~~ responsibilities for the College and includes actual Conflicts of Interest and ~~—A~~ ~~P~~erceived or ~~P~~otential Conflicts of Interest.

“Designated Officer” means the following College employees:

- President
- Executive Vice Presidents
- Vice Presidents
- Associate Vice Presidents
- Executive Directors
- Directors with significant oversight of purchasing and/or contracting.

“Family Member” means, for the purposes of this Policy and the Disclosure Form for Trustees and Designated Officers, a spouse, parent, sibling, child, or any other relative or partner who resides in the same household as the Trustee or Designated Officer.

“Perceived or Potential Conflict of Interest” ~~can~~ occurs when, although there is no actual Conflict of Interest, the circumstances are such that a reasonable person might question whether ~~a decision maker is biased in carrying out his/her~~ an individual’s objectivity, professional judgement, professional integrity or ability to perform responsibilities for the College are compromised.

The following non-exclusive list provides examples of situations that often give rise to an actual or potential Conflict of Interest.

● ~~A Trustee or Designated Officer:~~

- ~~○ Has an ownership interest in an entity with which the College does business~~
- ~~○ Receives significant salary or other compensation from an entity/individual with which/whom the College does business;~~
- ~~○ Receives significant personal gifts or individual discounts from an entity/individual with which/whom the College does business;~~
- ~~○ Is an officer, director or other key decision maker for an entity with which the College does business;~~
- ~~○ Receives significant commissions or fees as part of an outside business from a customer/client with which the College also does business; or~~
- ~~○ Has a Family Member who fits into one of the categories described above.~~

~~“Family Member” — For the purposes of this Policy and the Disclosure Form for Trustees and Designated Officers, a Family Member includes a spouse, parent, sibling, child or any other relative that resides in the same household as the Trustee or Designated Officer.~~

Statement:

I. Fiduciary Responsibilities: Trustees and Designated Officers serve the public trust and have a clear obligation to fulfill their responsibilities in a manner consistent with this fact. All decisions of the Board and recommendations made by these Designated Officers are to be made solely on the basis of a desire to promote the best interest of the College and the public good. The College's integrity must be protected and advanced at all times.

The following non-exclusive list provides examples of situations that often give rise to actual, Perceived or Potential Conflicts of Interest when a Trustee or Designated Officer:

1. Has an ownership interest in an entity with which the College does business;
2. Receives significant salary or other compensation from an entity with which or individual with whom the College does business;
3. Receives significant personal gifts or individual discounts from an entity with which or individual with whom the College does business;
4. Is an officer, director or other key decision maker for an entity with which the College does business;

5. Receives significant commissions or fees as part of an outside business from a customer or client with which the College also does business; or

6. Has a Family Member or close personal relationship with someone who fits into one of the categories described above.

Additionally, Conflicts of Interest may arise in other circumstances, such as those described in the Dating and Relationship Policy 423.02 and the Nepotism Policy 423.01, and such circumstances will be addressed in accordance with those policies.

II. Disclosure of ~~Substantial~~ Interests: Although most Perceived or Potential Conflicts of Interest are and will be deemed inconsequential, ~~in the interest of avoiding a perceived Conflict of Interest,~~ Trustees and Designated Officers ~~are responsible for~~ shall disclose Perceived or Potential Conflicts of Interest, as well as actual Conflicts of Interest. In determining whether an interest needs to be disclosed, Trustees and Designated Officers should err on the side of caution and construe this Policy broadly in favor of disclosure, and may seek guidance from the College Office of General Counsel, Board Chair (in the case of Trustees), and President (in the case of Designated Officers). ~~ing substantial interests (as defined in the Disclosure Form) that may appear to create a Conflict of Interest for the College.~~

1A. All Trustees and Designated Officers are required to annually review this Code of Ethics and complete the Disclosure Form for Trustees and Designated Officers identifying ~~any substantial~~ interests in other organizations and other Perceived or Potential Conflicts of Interest, as set forth in the Form. This Form must be completed and filed with the Chair and Secretary of the Board after April 15 and before April 30 each year. New Trustees and Designated Officers must file the disclosure form within 15 days of taking office if appointment or election to the position occurs after April 30.

2B. If a Trustee or Designated Officer is uncertain whether to disclose a particular interest or relationship, ~~he/she the Trustee or Designated Officer~~ should keep in mind the purpose of this Code of Ethics and consult the Office of General Counsel.

3C. Trustees and Designated Officers have an ongoing responsibility to timely update the Disclosure Form during the year upon the development of a new substantial interest or Perceived or Potential Conflict of Interest.

4D. Disclosure Forms are subject to public inspection.

III. Agreements, Contracts and Purchases: Trustees and Designated Officers shall not knowingly promote or enter into Business Agreement on behalf of the College when an actual Conflict of

Interest or a Perceived or Potential Conflict of Interest exists, including in the following circumstances:

1. Trustee or Designated Officer is employed by or is the other party to the Business Agreement.
2. Trustee, Designated Officer, or a Family Member held an equitable interest of more than \$5,000 or 5% of the other party to the Business Agreement at any time in the preceding 12 months.
3. Trustee, Designated Officer, or a Family Member received at least \$2,000 in taxable compensation (wages, commissions, fees, etc.) in the preceding tax year from the other party to the Business Agreement.
4. Trustee, Designated Officer, or a Family Member received at least \$500 in gifts in the preceding 12 months from the other party to the Business Agreement, unless a gift is due to a personal relationship and clearly not for the purpose of influencing the employee's official College duties.
5. Trustee, Designated Officer, or a Family Member holds a key decision-making position with the other party to the Business Agreement (e.g., officer, director, partner, executive, proprietor, etc.).

IV. Gifts: Trustees and Designated Officers who participate in approving or selecting vendors, products and contractors or who participate in forming Business Agreements should avoid accepting significant gifts and individual discounts from outside individuals and entities that are existing or potential vendors and contractors for those Business Agreements when it is clear a reasonable person would infer that it is the donor's intent is to influence the Trustee or Designated Officer's official College duties. Occasional meals, beverages and other non-extravagant gifts are acceptable as long as they are not intended to influence the Trustee or Designated Officer's official action on behalf of the College.

Trustees and Designated Officers are encouraged to consider donating any gifts or proceeds to the College or Foundation. A gift received as a result of a purchase made by the College should typically be deemed as a gift to the College and not any individual. Monetary gifts made to the College, whether directly or indirectly through one of its Trustees or employees, shall be subject to the External Funds Policy 212.05.

V. Restraint on Participation: If a Trustee or ~~Designated Officer~~ has an actual or ~~material significant~~ ~~Perceived~~ or Potential Conflict of Interest, ~~that individual~~ the Trustee shall refrain from unduly influencing the College's decision-making process with respect to that item of

business. Specifically, the ~~individual Trustee~~ must refrain from all of the following acts: (a) participating in related Board discussions, (b) making recommendations, (c) negotiating terms or contractual provisions and (d) voting on that item. In certain circumstances, the Trustee ~~or Designated Officer~~ may be asked to leave, as determined by the Board Chair (or Vice Chair if the Chair has the actual or ~~material significant Perceived~~ or Potential Conflict of Interest), while the item of business is discussed, negotiated and/or taken to a vote. If a Designated Officer has an actual or Perceived or Potential Conflict of Interest, that individual shall not participate in the College's decision-making process with respect to that item of business. In determining whether a Designated Officer shall refrain from participation, the Designated Officer should consider all relevant facts and circumstances should be considered, including whether the contract price is fixed by law or whether the transaction will be entered into solely and exclusively on the basis of the competitive bidding process, in which case, a Designated Officer with a Perceived or Potential Conflict of Interest may still be allowed to participate in some parts of the process.

VI. Ineligibility for Employment: In accordance with Kansas Statute 71-1403(d), no member of the Board of Trustees shall be an employee of the College.

VII. Violations: A Trustee found to be in violation of this Code of Ethics or the Code of Conduct may be subject to a Resolution of Censure. A Designated Officer found to be in violation of this Code of Ethics may be subject to discipline, up to and including termination of employment, in accordance with College personnel policies.

Date of Adoption: 05/26/1993

Revised: 10/03/1996, 10/21/2004, 07/14/2005, 08/08/2006, 02/24/2010, 01/18/2018,
11/17/2022, / /2023

BOARD GOVERNANCE COMMITTEE
Working Agenda
2023

- BG-1 Review 100 Series Policy
- Board Responsibilities Policy 110.00
 - Number and Selection of Trustees Policy 111.01
 - Officers Policy 111.02
 - Committees Policy 111.03
 - Meetings of the Board Policy 112.00
 - Special Meetings of the Board Operating Procedure
 - Professional Development Policy 113.00
 - Code of Conduct Policy 114.01
 - Code of Ethics Policy 114.02
 - Resolution of Censure Policy 114.03
- BG-2 Process for Annual review of President
- BG-3 Process for Board Self Review
- BG-4 Retreat Planning
- BG-5 Review Onboarding Process for New Trustees
- BG-6 Evaluate Miscellaneous Board Processes

EMPLOYEE ENGAGEMENT AND DEVELOPMENT COMMITTEE MINUTES
July 6, 2023

The Employee Engagement and Development Committee met at 10:00 a.m. on Thursday, July 6, 2023, in the Hugh W. Speer Board Room. Those present were Trustees Mark Hamill, Nancy Ingram, and Melody Rayl; staff Mickey McCloud, Colleen Chandler, Chris Gray, Rachel Lierz, Caitlin Murphy, and Glenda Land, recorder.

REVIEW PERSONNEL POLICIES (HR-1)

Colleen Chandler, Vice President, Human Resources presented JCCC’s policy review and approval process.

The following personnel policies with modifications were presented:

| Policy | Recommended Action | Material Changes |
|---------------------------------------|---------------------------|---|
| Volunteer Policy 221.00 | Modify | The recommended changes add an applicability statement, clean up the language used in the Policy, and renumber the Policy to Volunteer Policy 440.00. |
| Nepotism Policy 423.01 | Modify | The recommended changes add an applicability and purpose statement and clean up the language used in the Policy. |
| Conflict of Interest Policy 431.00 | Modify | The recommended changes align the Conflict of Interest Policy 431.00 with the Code of Ethics Policy 114.02. |

Report:

The Employee Engagement and Development Committee has reviewed the recommended changes to the Volunteer Policy 221.00. The recommended changes add an applicability statement, clean up the language used in the Policy, and renumber the Policy to Volunteer Policy 440.00.

Report:

The Employee Engagement and Development Committee has reviewed the recommended changes to the Volunteer Policy 221.00. The recommended changes add an applicability statement, clean up the language used in the Policy, and renumber the Policy to Volunteer Policy 440.00.

RECOMMENDATION

It is the recommendation of the Employee Engagement and Development Committee that the Board of Trustees accept the recommendation of the College administration to approve modification to the Volunteer Policy 221.00, as shown subsequently in the Board packet.

Volunteer Policy ~~221~~440.00

Johnson County Community College

Series: 400 Personnel

Section: ~~Volunteers~~Policy

Applicability: This Policy applies to all Johnson County Community College (“JCCC” or the “College”) Volunteers, as defined herein, and all ~~Johnson County Community~~ College employees intending to utilize Volunteers to perform services for the College.

Purpose: The purpose of this Policy is to set out requirements for JCCC Volunteers.

Definitions:

“Volunteer” means an individual who performs services in support of the College’s mission without expectation or receipt of compensation, benefits, or consideration for the services provided.

Statement:

The College recognizes the importance of ~~individuals who perform services in support of the College’s mission without expectation or receipt of compensation, benefits or consideration for the services provided (“Volunteers.”)~~ and the Board of Trustees

authorizes Volunteers to serve at the College in accordance with this Policy and applicable laws and regulations.

Volunteers must be assigned to and serve under the supervision of a College employee. Volunteers are subject to applicable College policies and procedures governing ~~employee~~the conduct of personnel, including but not limited to Employee Discrimination, Harassment or Retaliation Policy 420.004, Substance Abuse and Alcohol Policy 424.03, and Conflict of Interests Policy 431.00. A Volunteer's services may be discontinued by the College at any time, for any reason.

I. Limitations on Volunteers:

~~1. A~~ College employees may not perform volunteer services for the College that are identical or similar to ~~his/her~~their duties as an employee.

~~2. An~~ individuals under the age of 18 may not perform volunteer services for the College without the permission of a parent or guardian, and direct supervision ~~from~~ theby a parent or guardian may be required ~~for minors requiring supervision as determined~~ by the College unless through a JCCC course or activity.

II. Background Checks on Volunteers:

Volunteers may be required to undergo a background check, ~~and~~ Volunteers who will be driving College vehicles ~~and~~ or transporting themselves or others on behalf of the College may be required to undergo annual driver's license and motor vehicle record verification.

Date of Adoption: 09/25/2014

Revised: / / 2023

Report:

The Employee Engagement and Development Committee has reviewed the recommended changes to the Nepotism Policy 423.01. 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 Employee Engagement and Development Committee that the Board of Trustees accept the recommendation of the College administration to approve modification to the Nepotism Policy 423.01, as shown subsequently in the Board packet.

Nepotism Policy 423.01

Johnson County Community College

Series: 400 Personnel

Section: Employee Conduct and Performance

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

Purpose: The purpose of this Policy is to avoid actual or perceived unfair treatment of employees resulting from familial relationships, including actual Conflicts of Interest and Perceived or Potential Conflicts of Interest, as defined in the Conflict of Interest Policy 431.00, in JCCC’s employment practices.

Definitions:

“Family Member” shall have the same meaning as in the Conflict of Interest Policy 431.00, and for the purposes of this Policy, also includes a grandparent, parent-in-law, sibling-in-law, child-in-law, and grandchild.

Statement:

It will be considered a Conflict of Interest, as defined in the Conflict of Interest Policy 431.00 and Code of Ethics Policy 114.02, for an employee or member of the Board of

~~Trustees (“Trustee”)~~ to participate in or influence the recruiting, hiring, evaluation, promotion or disciplinary proceeding of ~~an immediate a Ffamily Mmember~~, or for any ~~employee applicant~~ to be hired who would have ~~an immediate a Ffamily Mmember serving as their direct supervisor or serving in their direct line of supervisory authority. providing direct supervision or line of supervision authority over a direct supervisor of that employee.~~ When such circumstances arise, the employee/~~Trustee~~ shall follow ~~Section II and Section V of the Conflict of Interest Policy 431.00 or the Trustee or Designated Officer, as defined in the Code of Ethics Policy 114.02, shall follow Section II and Section V of that policy. the disclosure and restraint on participation provisions of the College’s applicable Conflict of Interest or Code of Ethics Policy.~~

No person who is ~~an immediate f Ffamily Mmember~~ of a current Trustee shall be hired as an employee of the College. If an employee has a Family Member who becomes a Trustee, that Trustee will act in accordance with the Code of Ethics Policy 114.02.

If ~~two~~ employees become ~~immediate f Ffamily Mmembers~~ during their employment at the College and such relationship violates the provisions of this Policy, the College will review the situation on a case-by-case basis and make appropriate reassignments. If the College is unable to accommodate reassignment, the College may require ~~thatfor~~ one of the employees ~~to~~ end employment at the College.

~~For purposes of this Policy, immediate family shall mean the spouse, child, father, mother, father in law, mother in law, grandparent, grandchild, sister, brother, sister in law, brother in law, son in law or daughter in law or any other relative that resides in the same household.~~

Date of Adoption:

Revised: 10/25/1995, 05/02/1996, 11/16/2017, / /2023

Report:

The Employee Engagement and Development Committee has reviewed the recommended changes to the Conflict of Interest Policy 431.00. The recommended changes align the Conflict of Interest Policy 431.00 with the Code of Ethics Policy 114.02.

RECOMMENDATION

It is the recommendation of the Employee Engagement and Development Committee that the Board of Trustees accept the recommendation of the College administration to approve modification to the Conflict of Interest Policy 431.00, as shown subsequently in the Board packet.

Conflict of Interest Policy 431.00

Johnson County Community College

Series: 400 Personnel

Section: Employee Conduct and Performance

Applicability: This Policy applies to all Johnson County Community College (“JCCC” or the “College”) employees, except Designated Officers, who are governed by the Code of Ethics Policy 114.02.

Purpose: ~~Employees of Johnson County Community College have an obligation to uphold the public trust, protect and advance the College’s integrity and act in the best interests of the College while carrying out their official College duties.~~ The purpose of this Policy is to ensure that employees identify and disclose possible potential Conflicts of Interest, and conduct themselves in a manner that will not compromise the integrity of the College.

Scope: ~~This Policy applies to all employees except for Trustees and Designated Officers covered by the Code of Ethics Policy 114.02.~~

Definitions:

“Business Agreement” means any agreement, contract, or other business relationship which legally and contractually binds or obligates the College including, but not limited

to, purchase agreements for goods, services, and real property, leases, affiliation agreements, sales agreements, grant contracts, memoranda of understanding, letter and arrangement agreements, and commitments.

“Conflict of Interest” ~~—An actual Conflict of Interest occurs when~~ means any situation where financial or personal considerations compromise an individual’s objectivity, professional judgment, professional integrity ~~and/or~~ ability to perform ~~his/her~~ responsibilities for the College and includes actual Conflicts of Interest and Perceived or Potential Conflicts of Interest.

“Designated Officer” shall have the same meaning as in the Code of Ethics Policy 114.02.

“Family Member” means, for the purposes of this Policy, a spouse, parent, sibling, child, or any other relative or partner who resides in the same household as the employee.

~~A~~ Perceived or ~~P~~potential Conflict of Interest” ~~can~~ occurs when, although there is no actual Conflict of Interest, the circumstances are such that a reasonable person might question whether an individual’s objectivity, decision maker is biased in carrying out his/her professional judgment, professional integrity or ability to perform responsibilities for the College are compromised.

Statement:

I. Responsibilities. Employees of the College have an obligation to uphold the public trust, protect and advance the College’s integrity and act in the best interests of the College while carrying out their official College duties.

The following non-exclusive list provides examples of situations that often give rise to an actual, Perceived or ~~P~~potential Conflict of Interest when an employee:

1. An employee ... has an ownership interest in an entity with which the College does business;

2. rReceives significant salary or other compensation from an entity with which or /individual with ~~which/~~whom the College does business;

3. ~~R~~Receives significant individual gifts or individual discounts from an entity with which or ~~/~~individual with ~~which~~/whom the College does business, when a reasonable person would infer that the donor's intent is to influence such ~~individual~~employee in the performance of ~~his/her~~ official College duties;

4. ~~i~~s an officer, director, ~~o~~ or other key decision maker for an entity with which the College does business;

5. ~~R~~Receives significant commissions or fees as part of an outside business from a customer or ~~/~~client with whom ~~the~~ College ~~also~~ does business; or

6. ~~H~~as a Family Member or close personal relationship with someone who fits into one of the categories described above.

Additionally, ~~a~~Conflicts of Interest may arise in other circumstances, such as those described in the Dating and Relationship Policy 423.02 and the Nepotism Policy 423.01, and such circumstances will be addressed in accordance with those pPolicies.

~~The terms "Family Member" and "Designated Officer" shall have the same meaning as in the Code of Ethics Policy 114.02.~~

III.1. Disclosure of Interests. ~~;~~ Although most Perceived or Potential Conflicts of Interest ~~are and~~ will be deemed inconsequential, ~~in the interest of avoiding the appearance of a Conflict of Interest,~~ employees ~~are responsible for~~ shall disclose ing p Perceived or Potential Conflicts of Interest, as well as actual Conflicts of Interest, to their supervisors for review and determination of the appropriate course of action. ~~An employee may be required by his/her~~The supervisor shall require the employee to complete a written disclosure form in connection with the employee's involvement in making decisions on behalf of the College. In determining whether an interest needs to be disclosed, employees should err on the side of caution and construe this Policy broadly in favor of disclosure.

III.2. Agreements, Contracts and Purchases. ~~;~~ College employees shall not knowingly promote ~~and/or~~ enter into any agreement, contract or other binding business relationship (a "Business Agreement") on behalf of the College when an actual Conflict of Interest or Perceived or Potential Conflict of Interest exists, ~~including .~~The term Business Agreement includes, but is not limited to, purchase agreements for goods,

~~services and real property, leases, affiliation agreements, sales agreements, grant contracts, memoranda of understanding, letter/arrangement agreements, commitments, etc. A Conflict of Interest shall preclude an employee from participating in the selection and negotiation, or in any other decision-making processes, in the following circumstances:~~

1. Employee is employed by or is the other party to the Business Agreement.

2. Employee ~~and his/her~~ Family Member(s) ~~have owned~~ held an equitable interest of more than \$5,000 or 5% of the other party to the Business Agreement at any time in the preceding 12 months.

3. Employee ~~and his/her~~ Family Member(s) received at least \$2,000 in taxable compensation (wages, commissions, fees, etc.) in the preceding tax year from the other party to the Business Agreement.

4. Employee ~~and his/her~~ Family Member(s) received at least \$500 in gifts in the preceding 12 months from the other party to the Business Agreement, unless a gift is due to a personal relationship and clearly not for the purpose of influencing the ~~E~~employee's official College duties.

5. Employee ~~or his/her~~ Family Member(s) holds a key decision making ~~inger~~ position with the other party to the Business Agreement (e.g., officer, director, partner, executive, proprietor, etc.).

IV3. Gifts. College employees who participate in selecting vendors, products and contractors ~~and/or~~ who participate in forming Business Agreements should avoid accepting substantial individual significant gifts and individual discounts from outside individuals and entities that are existing or potential vendors and contractors for those Business Agreements when a reasonable person would infer it is clear that it is the donor's intent ~~is~~ to influence an employee's official College duties. Occasional meals, beverages and other non-extravagant gifts are acceptable as long as they are not intended to influence ~~conditioned upon~~ the employee's ~~taking~~ official action on behalf of the College. ~~An e~~Employee(s) who believe they ~~he/she~~ may have accepted a gift giving rise to an actual Conflict of Interest or a ~~P~~erceived or Potential Conflict of Interest, should notify their ~~his/her~~ supervisor pursuant to this Policy.

Employees are encouraged to consider donating ~~on of~~ any gifts ~~and/or~~ proceeds ~~for the benefit of to~~ the College or Foundation. A gift received as a result of a purchase made by the College will typically be deemed as a gift to the College and not any individual employee, unless the employee's supervisor ~~College~~ determines otherwise. Gifts made to the College, whether directly or indirectly through one of its employees, shall be subject to the ~~Gifts, Grants and~~ External Funds Policy 212.05.

V4. Restraint on Participation. With respect to a particular transaction or item of business, if an employee is deemed by the supervisor to have an actual Conflict of Interest or a significant ~~P~~erceived or Potential Conflict of Interest, ~~the~~ that employee shall not participate in the decision for which ~~he/she~~ the employee has the Conflict of Interest. Decisions related to that transaction or item of business shall be made solely by disinterested employees. In determining whether an employee shall be required to refrain from participation, the supervisor should consider all relevant facts and circumstances, including whether the contract price is fixed by law or whether the transaction will be entered into solely and exclusively on the basis of the competitive bidding process, in which case, an employee with a Perceived or P~~otential~~ Conflict of Interest may still be allowed to participate in some parts of the process.

VI5. Violations~~Disciplinary Action.~~ An employee found to be in v~~iolations~~ of this Policy ~~may be are~~ subject to disciplinary action up to and including termination of employment in accordance with the Suspension, Demotion and Termination Policy 415.08.

VII6. Interpretation of Policy. Audit ~~and~~ & Advisory Services and the Office of General Counsel will be responsible for interpreting this Policy and any related ~~p~~rocedures, as they may be applicable to specific situations.

Date of Adoption: 07/06/1982

Revised: 06/20/2002, 08/15/2013 (~~previous version~~ renumbered from Conflict of Interests Policy 215.06), 09/21/2017, / /2023

due to a personal relationship and clearly not for the purpose of influencing the ~~E~~employee's official College duties.

5. Employee ~~or his/her~~ Family Member(~~s~~) holds a key decision making~~ing~~ position with the other party to the Business Agreement (e.g., officer, director, partner, executive, proprietor, etc.).

IV3. Gifts. College employees who participate in selecting vendors, products and contractors ~~and/or~~ who participate in forming Business Agreements should avoid accepting ~~substantial individual significant~~ gifts and individual discounts from outside individuals and entities that are existing or potential vendors and contractors for those Business Agreements when a reasonable person would infer it is clear that it is the donor's intent ~~is~~ to influence an employee's official College duties. Occasional meals, beverages and other non-extravagant gifts are acceptable as long as they are not intended to influence conditioned upon the employee's ~~taking~~ official action on behalf of the College. ~~An e~~Employees who believe they ~~he/she~~ may have accepted a gift giving rise to an actual Conflict of Interest or a ~~P~~erceived or Potential Conflict of Interest, should notify their ~~his/her~~ supervisor pursuant to this Policy.

Employees are encouraged to consider donating ~~on of~~ any gifts ~~and/or~~ proceeds ~~for the benefit of to~~ the College or Foundation. A gift received as a result of a purchase made by the College will typically be deemed as a gift to the College and not any individual employee, unless the employee's supervisor ~~College~~ determines otherwise. Gifts made to the College, whether directly or indirectly through one of its employees, shall be subject to the ~~Gifts, Grants and~~ External Funds Policy 212.05.

V4. Restraint on Participation. With respect to a particular transaction or item of business, if an employee is deemed by the supervisor to have an actual Conflict of Interest or a significant ~~P~~erceived or Potential Conflict of Interest, ~~the~~ employee shall not participate in the decision for which ~~he/she~~ the employee has the Conflict of Interest. Decisions related to that transaction or item of business shall be made solely by disinterested employees. In determining whether an employee shall be required to refrain from participation, the supervisor should consider all relevant facts and circumstances, including whether the contract price is fixed by law or whether the transaction will be entered into solely and exclusively on the basis of the competitive bidding process, in which case, an employee with a Perceived or Potential Conflict of Interest may still be allowed to participate in some parts of the process.

VI5. Violations Disciplinary Action: ~~An employee found to be in v~~Violations of this Policy ~~may be are~~ subject to disciplinary action up to and including termination of employment in accordance with the Suspension, Demotion and Termination Policy 415.08.

VII6. Interpretation of Policy: Audit ~~and~~& Advisory Services and the Office of General Counsel will be responsible for interpreting this Policy and any related ~~p~~Procedures, as they may be applicable to specific situations.

Date of Adoption: 07/06/1982

Revised: 06/20/2002, 08/15/2013 (~~previous version~~renumbered from Conflict of Interests Policy 215.06), 09/21/2017, / /202

After review, the above listed policies will be presented to the Board of Trustees for approval.

MONITOR COMPENSATION PLANNING (HR-3)

Voluntary Employee Retirement Benefit Update

Ms. Chandler provided an update on the Voluntary Employee Retirement Benefit (VERB) program. In summary, 69 employees have retired or given notice of intent to retire effective July 1, 2022, through the sunset. Ms. Chandler also provided an update on the status of filling those 69 positions. The total actual VERB payout for those 69 employees is \$2,146,419.78. Employees could take their payout in a lump sum or in a health reimbursement account (HRA). The total payouts for each were:

- \$1,067,187.65 for lump sum elections
- \$1,079,232.13 for HRA elections

Job Architecture Project Update

JCCC is in Phase 2 of the project where job matching and leveling are the focus. Campus leaders have been asked to complete Position Data Questionnaires (PDQs) for non-bargaining unit staff positions to document the primary duties and responsibilities of each job. After final review of PDQs by Human Resources and Cabinet, the position reviewers meet with Culpepper & Associates to discuss the PDQs of their employees. HR continues to host sessions twice per week through July, open to anyone with questions about this part of the project.

EMPLOYMENT ENGAGEMENT AND DEVELOPMENT COMMITTEE
Working Agenda
2023

HR-1 Review and Update Personnel Policies

HR-2 Monitor Employee Benefit Programs

HR-3 Monitor Compensation Planning

HR-4 Monitor HR and Employee Engagement Strategies and Initiatives

HR-5 Monitor and Discuss Collective Bargaining Initiatives

MANAGEMENT AND FINANCE COMMITTEE

Minutes

July 6, 2023

The Management and Finance Committee met at 8:30 AM on Thursday, July 6, 2023, in the Hugh Speer Board Room. Those present were Trustees Greg Musil and Mark Hamill; staff: Rob Caffey, Jim Feikert, Tom Hall, Rachel Lierz, Mickey McCloud, Caitlin Murphy, Janelle Vogler, Elisa Waldman, Sandra Warner, and Linda Nelson, recorder.

Mission Continuity and Risk Management

Dr. Sandra Warner, Executive Director, Mission Continuity and Risk Management, provided a semi-annual report on Mission Continuity and Strategic Risk Management activities. Mission Continuity ensures disaster recovery and continuity plans are in place to sustain academic and administrative functions throughout adversity. She also shared analysis of the risk management program and next steps for response planning. An overview of the annual property insurance renewal process was presented along with an update of the Workers Compensation reserve fund.

Information Technology Report

Rob Caffey, Vice President, Information Services/CIO, provided the quarterly update on Information Services activities. His report included an overview of the threat landscape and cybersecurity. Next, he reviewed the annual Information Technology Planning “ITP” process and gave an update on various projects that the Information Services department is supporting, including the Science Lab renovation and the first floor of GEB renovation.

Other agreements

There was one agreement with an outside agency presented. This agreement is with United Methodist Church of the Resurrection for parking lot space for CDL-A training.

Details can be found in the consent agenda portion of the July 20, 2023, board packet.

CDL Project Update

Elisa Waldman, Vice President, Work Force Development/Continuing Education presented an update on the CDL driving range project along with a recommendation for an increase to the initial approved budget. Tom Hall, Associate Vice President, Campus Services/Facility Planning explained the design/build aspect of the project.

Recommendation:

It is the recommendation that the Board of Trustees accept the recommendation of college administration to approve the revised total budget of \$6,965,131 for the CDL Driving Range Project, to be financed as follows:

| | |
|-------------------------|-----------------------------------|
| State funding: | \$2,538,502 |
| Private grant*: | \$2,000,000 |
| CDL program funds*: | \$ 538,502 |
| One-time state funding: | <u>\$1,888,127</u>** (NEW) |
| Total | \$6,965,131 |

* Required 1:1 matching funds to State funding

** Kansas Legislature appropriated \$2,897,469 to JCCC in FY 24; this is one time funding to be used on “development of registered apprenticeships, business and industry outreach and development of programing to meet the emerging needs of Kansas businesses.”

Capital Acquisitions and Improvements: Progress Report

Tom Hall, Associate Vice President, Campus Services and Facility Planning, provided the committee with an update on facilities projects from the capital acquisitions and improvements matrix. He also reviewed progress on the various infrastructure projects currently under construction on campus.

Review and Update Policies

Janelle Vogler, Vice President/CFO reviewed updates made to the Purchasing Policy 215.01, Competitive Solicitation Requirements Policy 215.02, Purchasing Exceptions to Competitive Solicitation Policy 215.04 and the Contract Approval and Signatory Authority Policy 215.05. Next, Rachel Lierz, Executive Vice President for Finance and Administrative Services, reviewed the recommended changes to the Safety and Security Policy 610.00, Infectious Disease Policy 611.00, and the National Incident Management System Policy 620.00. These policies were reviewed as part of a scheduled review of college policies.

Management and Finance Committee
July 06, 2023

| Policy | Recommended Action | Material Changes |
|--|---------------------------|---|
| Purchasing Policy 215.01 | Modify | The recommended changes add an applicability and purpose statement and clean up the language used in the Policy. |
| Competitive Solicitation Requirements Policy 215.02 | Modify | The recommended changes move the option to purchase goods or services using cooperative contracts established by purchasing cooperatives from the Purchasing Exceptions to Competitive Solicitation Policy 215.04 to this Policy. |
| Purchasing Exceptions to Competitive Solicitation Policy 215.04 | Modify | The recommended changes increase the approval and reporting threshold from \$35,000 to \$50,000 to be consistent with other procurement Policies, clean up the language used in the Policy, and move the option to purchase goods or services using cooperative contracts established by purchasing cooperatives from this Policy to the Competitive Solicitation Requirements Policy 215.02. |
| Contract Approval and Signatory Authority Policy 215.05 | Modify | The recommended changes add an applicability statement and clean up the language used in the Policy. |
| Safety and Security Policy 610.00 | Modify | The recommended changes add an applicability and purpose statement and clean up the language used in the Policy. |
| Infectious Disease Policy 611.00 | Modify | The recommended changes add reference to the World Health Organization and existing internal College procedures. |
| National Incident Management System Policy 620.00 | Modify | The recommended changes add an applicability and purpose statement and clean up the language used in the Policy. |

Report:

The Management and Finance Committee has reviewed the recommended changes to the Purchasing Policy 215.01. 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 Management and Finance Committee that the Board of Trustees accept the recommendation of the College administration to approve modification to the Purchasing Policy 215.01, as shown subsequently in the Board packet.

Purchasing Policy 215.01

Johnson County Community College

Series: 200 Administrative Services

Section: Purchasing and Contracts

Cross-Reference: Appropriate Expenditures of College Funds Operating Procedure 215.09

Applicability: This Policy applies to all Johnson County Community College (“JCCC” or the “College”) students and employees, and all purchases and reimbursements made using College Funds.

Purpose: The purpose of this Policy is to govern the expenditure of College Funds.

Definitions:

“College Funds” are defined as funds administered or held by the College in an account controlled by the College.

“Expenditure” means payment or other disbursement for goods or services using College Funds.

Statement:

The ~~E~~xpenditure of ~~Johnson County Community~~ College ~~F~~unds should be handled in a manner that assures the greatest ultimate value per dollar expended.

Where ~~an item-goods or services~~ ha~~ve~~s been approved for purchase either individually or by inclusion in the budget the Board of Trustees (the "Board") has adopted for the College, the President or ~~the President's~~ designee is authorized to process such purchases in accordance with ~~p~~Policies and ~~p~~Procedures administered by Procurement Services.

The Board retains the right to deviate from its procurement policies, as the Board shall determine from time to time, for the acquisition of products, goods and services or a combination thereof.

Under Kansas law, all contracts relating to purchase of goods or services must be governed by and interpreted in accordance with the laws of Kansas, and the College may not agree to submit to the jurisdiction of any court other than a court of the state of Kansas.

The Board reserves the power to omit or modify any of the otherwise mandatory contract provisions determined or annunciated from time to time by the Department of Administration of the state of Kansas to the extent permitted by and in accordance with procedures required by Kansas law.

Date of Adoption: 07/06/1982

Revised: 07/01/1988, 07/10/1989, 07/02/1990, 06/22/1992, 03/03/1994, 06/20/2002, 09/15/2005, 08/16/2018, 07/20/2023

Report:

The Management and Finance Committee has reviewed the recommended changes to the Competitive Solicitation Requirements Policy 215.02. The recommended changes move the option to purchase goods or services using cooperative contracts established by purchasing cooperatives from the Purchasing Exceptions to Competitive Solicitation Policy 215.04 to this Policy.

RECOMMENDATION

It is the recommendation of the Management and Finance Committee that the Board of Trustees accept the recommendation of the College administration to approve modification to the Competitive Solicitation Requirements Policy 215.02, as shown subsequently in the Board packet.

Competitive Solicitation Requirements Policy 215.02

Johnson County Community College

Series: 200 Administrative Service

Section: Purchasing and Contracts

Applicability: This Policy applies to all Johnson County Community College (“JCCC” or the “College”) purchases made using College Funds, as defined in Purchasing Policy 215.01.

Purpose: ~~In order~~ The purpose of this Policy is to ensure that purchases are administered in a manner that maximizes open and free competition, by using the following solicitation methods ~~shall be utilized~~ unless otherwise provided for by ~~Board of Trustees policies~~ College policy.

Definitions:

“Requests for Quotations” ~~{or “RFQs”}~~ —A refer to requests made to ~~a~~ potential vendors ~~for the vendor~~ to establish pricing and terms and conditions under which ~~the a~~ vendor offers to provide the products/goods or services sought by the College. RFQs may be solicited informally via email, fax, esimile, electronic mail, written documentation, or verbally.

“Requests for Bids” ~~{or “RFBs”}~~—~~An~~ refer to announcements that the College intends to purchase ~~products and/goods~~ or services and include an invitation for potential vendors to submit a response outlining the pricing and terms and conditions under which ~~the a~~ vendor offers to provide such ~~products/goods or~~ services. RFBs may be invitation-only or open to the public and bids may be solicited in sealed or unsealed format.

“Requests for Proposals” ~~{or “RFPs”}~~—~~An~~ refer to announcements that the College intends to purchase ~~products and/goods~~ or services and include an invitation for potential vendors to submit a response ~~detailing outlining the~~ pricing, terms and conditions, vendor qualifications and manner in which ~~the a~~ vendor offers to provide the ~~products/goods or~~ services ~~sought by the College~~. ~~An~~ RFPs ~~are is~~ utilized when the College determines that ~~because of~~ the nature and complexity of the ~~products and/goods~~ or services to be acquired, ~~it would be in the best interest of the College to seek~~ require detailed proposals rather than quotations or bids.

Statement:

~~Competitive Solicitation Requirements:~~ When procuring ~~products-goods~~ or services ~~and issuing change orders~~, the following dollar thresholds, based on the estimated total transaction amount, shall serve as ~~the~~ guidelines for the minimum requirements of competition and for the Board ~~of Trustees's~~ review and ~~/or~~ approval prior to committing the College. Exceptions to the requirements for seeking competitive solicitations are defined in Purchasing Exceptions to Competitive Solicitation Policy 215.04.

1. \$0.00 - \$9,999.99 - Selection of ~~supplier-potential vendors~~ may be made by unrestricted open-market processes in a manner that maximizes value to the College. While competitive solicitations ~~are is~~ not required, necessary steps ~~should must~~ be taken to ensure ~~that prices are reasonable~~ price reasonableness.
2. \$10,000.00 – \$49,999.99 - Quotations or proposals will be requested from three (3) or more qualified sources. A director over Procurement Services may select a vendor without verifying three (3) or more qualified sources if current market conditions provide evidence of competitiveness or price reasonableness. The College shall have the option to purchase at the unit or contract prices stated in current cooperative contracts established by purchasing cooperatives that are deemed to be in the College's best interest. ~~suppliers being verified if recent~~

~~purchase information or cooperative purchasing agreements provide assurance of competitiveness.~~

3. \$50,000.00 and above -- Formal, sealed RFBs or RFPs ~~for the procurement of products or services~~ shall be solicited from at least three (3) qualified sources. Such RFBs ~~or~~ RFPs shall be advertised ~~on the online procurement via the College's eProcurement~~ website and in the College's approved newspaper(s) at least ten (10) calendar days prior to the scheduled bid opening. Alternatively, the College shall have the option to purchase at the unit or contract prices stated in current cooperative contracts established by purchasing cooperatives that are deemed to be in the College's best interest. For awards with an estimated total contract amount of \$150,000.00 and above, after appropriate administrative evaluation for the purchase of ~~products and/goods~~ or services, a recommendation for approval shall be submitted to the Board of Trustees prior to the issuance of a purchase order or execution of a contract or agreement.

Awards following competitive solicitation shall be made to the lowest acceptable qualified bidder(s) meeting specifications unless it is determined not to be in the College's best interest. The selection by the College of any vendor will be at the College's sole discretion.

Nothing contained herein shall ~~be construed as precluding the right of preclude~~ the College ~~to~~from negotiating with the lowest qualified bidder, ~~or to~~issuing change orders modifying any bid received, or from rejecting any and all bids.

In the event other criteria are equal, the purchase will be made from the vendor that provides the best services to the College or best meets the College's needs. Preference may be given, when quality and price are comparable, to the purchase of products and goods or services offered ~~for sale~~ by vendors with offices or plants located in Johnson County, Kansas.

Date of Adoption: 07/06/1982

Revised: 07/01/1988, 07/10/1989, 07/02/1992, 06/22/1992, 03/03/1994, 06/20/2002, 09/15/2005, 09/18/2008, 07/19/2012, 08/16/2018 (~~Previous version: material~~)

incorporated from Competitive Solicitation Methods Policy 215.03, ~~last revised~~
~~07/19/2012~~, 07/20/2023

Report:

The Management and Finance Committee has reviewed the recommended changes to the Purchasing Exceptions to Competitive Solicitation Policy 215.04. The recommended changes increase the approval and reporting threshold from \$35,000 to \$50,000 to be consistent with other procurement Policies, clean up the language used in the Policy, and move the option to purchase goods or services using cooperative contracts established by purchasing cooperatives from this Policy to the Competitive Solicitation Requirements Policy 215.02.

RECOMMENDATION

It is the recommendation of the Management and Finance Committee that the Board of Trustees accept the recommendation of the College administration to approve modification to the Purchasing Exceptions to Competitive Solicitation Policy 215.04, as shown subsequently in the Board packet.

Purchasing Exceptions to Competitive Solicitation Policy 215.04

Johnson County Community College
Series: 200 Administrative Services
Section: Purchasing and Contracts

Applicability: This Policy applies to all Johnson County Community College (“JCCC” or the “College”) purchases made using College Funds, as defined in Purchasing Policy 215.01.

Purpose: The purpose of this Policy is set out exceptions to the Competitive Solicitation Requirements Policy 215.02.

Statement:

All items and services will normally be purchased in a manner that maximizes open and free competition in accordance with the Competitive Solicitation Requirements Policy 215.02, subject to the exceptions contained herein. Purchases exceeding ~~\$35~~50,000.00 that fall within one of the exceptions below (except for sole source purchases and goods

or services purchased for resale) shall be approved by the President or ~~his/her~~ designee and reported to the ~~Management appropriate c~~Committee.

1. Sole source purchases that are available only from one supplier including but not limited to:

~~ia. Utility services including (e.g., electricity, gas, or water); and~~

~~ii. Government-issued permits, licenses, or certificates, or authorities having jurisdiction (AHJ); or~~

~~iii. Real property.~~

2. Single source purchases that are ~~only~~ reasonably available only from one supplier due to substantial reasons including but not limited to:

~~a. items for which competition is precluded because of the existence of patents or copyrights;~~

~~ib. Films, manuscripts, works of art, or books and media publishers, or works of art (including live performances and productions) for which competition is precluded because of the existence of patents or copyrights;~~

~~ii. Internet, fiber, and other telecom services;~~

~~iiie. items-Goods or services required to meet specific educational objectives; and~~

~~ivd. items-Goods or services that ensure compatibility with existing equipment, infrastructure, software, or systems; or~~

~~v. Advertising (including TV, radio, print, billboard, and electronic mediums) to reach a target audience.~~

3. Products or services that are offered for purchase under K.S.A. 75-3317 to 75-3322 (purchase of products and services of nonprofit entities for blind or disabled persons), and any amendments thereto.

4. Articles or products that are produced, manufactured, or provided by inmates under K.S.A. 75-5273 to 75-5282 (the Prison-made Goods Act of Kansas), and amendments thereto.

5. Materials, goods, or wares required for reconstructing, remodeling, repairing, or equipping buildings when such purchases are necessitated by the occurrence of a loss ~~against which the Board has purchased covered by~~ property or casualty insurance.

6. Motor fuels and alternative energy sources, such as electrical vehicle (EV) charging equipment, required ~~for College-owned vehicles to provide or furnish transportation.~~

7. Emergency situations that necessitate the immediate purchase of goods or services, ~~may be made according to procedures outlined by the President. Such Emergency purchasing~~ procedures may be designated by the President and include the ~~delegation of emergency purchasing procedures~~ to appropriate College personnel.

8. ~~Items~~ Goods or services that are ~~acquired-purchased~~ for resale.

9. ~~Items that are used that become~~ Pre-owned goods available for purchase deemed to be in the College's best interest ~~and are subject to immediate sale.~~

10. Items that are acquired when the College is serving as a facilitating agent or trustee.

11. Items where negotiation would render a more favorable pricing and product condition for the College.

~~12. The President or the President's designee shall have the option to purchase at the unit or contract prices stated in current cooperative contracts established by purchasing cooperatives that are deemed to be in the College's best interest. The President or the President's designee shall also have the option to make purchases, not to include capital items \$5,000 or more, from internal sources of supply when it is determined to be in the best interest of the College.~~

~~12~~3. The College may contract for goods and services provided by state of Kansas agencies, or by federal agencies, political subdivisions of Kansas, agencies of other states or subdivisions thereof, or private nonprofit educational institutions.

134. Services of any kind when it is determined to be in the best interest of the College.

~~15. The acquisition, construction or renovation of a project or projects that involve both services and products, such as a design-build structure or the acquisition, construction or reconstruction of software applications and/or hardware including network infrastructure.~~

Date of Adoption: 06/20/2002

Revised: 09/15/2005, 07/19/2012, 08/16/2018, 02/18/2021 (temporary committee suspensionprovisions regarding Board Committee structure suspended and temporarily removed from April 1, 2021 through April 1, 2022; original policy on file in the Policy Office), 07/20/2023

Report:

The Management and Finance Committee has reviewed the recommended changes to the Contract Approval and Signatory Authority Policy 215.05. The recommended changes add an applicability statement and clean up the language used in the Policy.

RECOMMENDATION

It is the recommendation of the Management and Finance Committee that the Board of Trustees accept the recommendation of the College administration to approve modification to the Contract Approval and Signatory Authority Policy 215.05, as shown subsequently in the Board packet.

Contract Approval and Signature Authority Policy 215.05

Johnson County Community College

Series: 200 Administrative Services

Section: Purchasing and Contracts

Applicability: This Policy applies to all Johnson County Community College (“JCCC” or the “College”) Business Agreements. This Policy does not apply to signatures or approvals that may be required to carry out the College’s internal processes.

Purpose: The purpose of this Policy is to sets forth the approvals required to contractually bind the College with third parties and establishes the process for delegating signatory authority. ~~This Policy does not apply to signatures and/or approvals that may be required to carry out the College’s internal processes.~~

Definitions:

~~A~~ “Business Agreement” is-means any agreement, contract, or other business relationship which legally and contractually binds or obligates the College. ~~The term Business Agreement~~ includes, but ~~is~~ not limited to, purchase agreements for goods, services, and real property, leases, affiliation agreements, sales agreements, grant contracts, memoranda of understanding, letter and arrangement agreements, and commitments, ~~etc.~~

Statement:

The power to enter into Business Agreements on behalf of the College is vested in the Board of Trustees (the “Board”). No individual has authority to enter into a Business Agreement on behalf of the College or in any other way obligate the College for procurement or contractual liability unless authorized to do so by the Board ~~of Trustees~~. The Board has delegated to the President authority to execute Business Agreements on behalf of the College when such agreements have been approved in accordance with ~~this P~~College policies and operating procedures, and the President may delegate such signatory authority to JCCC employees or ~~/~~officers in leadership positions related to such agreements.

Business Agreements for the purchase of goods or services by the College are subject to review by Procurement Services prior to being finalized. Communication with vendors pertaining to negotiations affecting purchases, prospective purchases, or purchase orders (“POs”), which involve prices, terms, conditions, ~~and~~ or delivery of any service or product shall be conducted in coordination with Procurement Services. The College shall only accept written proposals for such services at the College's request, and all such quotations, bids, and proposals must be submitted through ~~the~~ Procurement Services. Direct contact with College employees (other than Procurement Services' employees) by vendors regarding future contracts or contract solicitations shall be permissible only on matters such as product information, technical specifications, and literature review, and only when the College is not actively soliciting bids or proposals for goods or services.

Other Business Agreements shall be reviewed by the President or the department designated by the President as responsible for administering the agreement.

Business Agreements that are not reviewed, approved, and executed in accordance with this Policy or otherwise approved by the Board are considered unauthorized and will be null and void with respect to the College, and the ~~individual~~ employee making the purchase or entering into the agreement may be subject to discipline, up to and including termination of employment in accordance with the Suspension, Demotion and Termination Policy 415.08, and be deemed to have personal liability for the purchase or agreement.

Date of Adoption: 07/06/1982

Revised: 09/18/2008, 09/25/2014, 08/16/2018, 07/20/2023

Report:

The Management and Finance Committee has reviewed the recommended changes to the Safety and Security Policy 610.00. 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 Management and Finance Committee that the Board of Trustees accept the recommendation of the College administration to approve modification to the Safety and Security Policy 610.00, as shown subsequently in the Board packet.

Safety and Security Policy 610.00

Johnson County Community College

Series: 600 Safety and Security

Section: Campus Community Safety, Wellness and Continuity

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 establish the College’s commitment to providing a safe environment for its student, personnel, and visitors.

Statement:

The College is committed to providing a safe environment for its students, personnel ~~employees~~ and visitors through the establishment of reasonable practices that:

1. ~~S~~ Support a safe and secure environment in all buildings and grounds owned, leased and operated by the College;
2. ~~P~~ Promote safety, emergency preparedness and mission ~~business~~-continuity through policy, plan development and training and exercise ~~programming~~;

3. Provide appropriate types and levels of security at College events and activities. ~~and~~

4. Safeguard the College's property and assets.

In accordance with this Policy, the appropriate College personnel shall be responsible for developing and implementing procedures to address safety and security matters pertaining to the College and its operations.

Date of Adoption: 09/27/2012

Revised: 04/18/2019, 07/16/2020, 07/20/2023

Report:

The Management and Finance Committee has reviewed the recommended changes to the Infectious Disease Policy 611.00. The recommended changes add reference to the World Health Organization and existing internal College procedures.

RECOMMENDATION

It is the recommendation of the Management and Finance Committee that the Board of Trustees accept the recommendation of the College administration to approve modification to the Infectious Disease Policy 611.00, as shown subsequently in the Board packet.

Infectious Disease Policy 611.00

Johnson County Community College

Series: 600 Safety and Security

Section: Campus Community Safety, Wellness and Continuity

Applicability: This Policy applies to the ~~;~~ all Johnson County Community College (“JCCC” or the “College”) campus community, including all students, ~~employees~~ personnel and visitors and ~~;~~ all College facilities, activities and events.

Purpose: The purpose of this Policy is ~~intended~~ to prevent the spreading or outbreak of communicable or infectious diseases, and it will be interpreted and administered in order to protect the health and well-being of the College-campus community.

Definition:

“Infectious Disease” ~~is defined as means~~ a disease of humans or animals resulting from an infection or an illness due to exposure to a specific disease agent which arises through transmission of that disease agent, either directly or indirectly. Examples include ~~ing~~ but are not limited to, Hepatitis A, B and C, ~~HIV/AIDS~~, Tuberculosis, Rubella, COVID-19, Chicken Pox, Influenza, Measles, Meningitis and others as may be identified by the Centers for Disease Control, the Kansas Department of Health and Environment, the World Health Organization or ~~and~~ the Johnson County Department of Health and Environment ~~Department~~.

Statement:

It is the intent of the College to comply with all applicable federal, ~~and~~ state and local laws in connection with an individual who contracts an Infectious Disease. Students, ~~employees-personnel~~ and visitors are encouraged to immediately report information related to the occurrence or potential occurrence of an ~~I~~infectious ~~D~~isease within the ~~College-campus~~ community, as outlined in the College's emergency management procedures. In the event of an ~~I~~infectious ~~D~~isease in the ~~College-campus~~ community, the College will review and monitor the situation on a case-by-case basis and work with ~~local, state and~~ federal, state and local authorities, as necessary, to determine the appropriate course of action.

As permitted by law, in order to protect the health and safety of the campus community, the College may take steps to identify and address the occurrence or potential occurrence of Iinfectious ~~D~~iseases, including but not limited to the following:

1. Inquire about an individual's medical condition as it relates to Infectious Disease;
2. Require an individual who has contracted or been exposed to an ~~I~~infectious ~~D~~isease to submit a ~~physician's~~ statement of health from a licensed healthcare provider prior to returning to the College, which may include proof of appropriate vaccination or testing;
~~Require an individual to submit to an appropriate medical evaluation from a physician of the College's choosing at the College's expense;~~
3. Consult with the individual's ~~physician (with licensed healthcare provider following appropriate consent)~~ regarding the ~~I~~infectious ~~D~~isease.;
4. Consult with ~~a physician designated by the College,~~ medical professionals and ~~such~~ other persons or resources, including the public health department, to assist in determining the appropriate course of action.;
5. Institute quarantine or isolation protocol(s).;
6. ~~Restrict travel to high-risk locations~~ Enact restrictions on travel for employees and students for College events or activities.;

7. Exclude or remove individuals who are infected ~~or at risk of infection~~ from the classroom, workplace or other College property, events, or activities. ~~(employees~~ Personnel will be subject to the College's policies, procedures and other requirements for requesting ~~or~~ receiving benefits and leaves of absence.;

8. ~~Maintain the confidentiality of and/or d~~Disclose ~~the identity and other~~ information regarding the infectious Disease, which may include identification of individuals, as may be required by law.;

9. Follow guidance or directives from ~~local, state or~~ federal, state or local authorities.;

10. Offer accommodations to ~~employees-personnel~~ and students who are displaced from their regularly scheduled College events ~~and/or~~ activities.;

11. Activate College Emergency Operations and Mission Continuity Plans to consider measures ~~such as~~ including but not limited to social distancing, College closure, alternative instruction and work locations, cleaning procedures, travel monitoring, ~~class suspension,~~ etc.; ~~and/or~~

12. Implement other temporary action~~(s)~~ that is reasonably required to prevent unacceptable risk of exposure to Infectious Disease until the College is able to consult with ~~a physician~~ medical professionals or ~~local, state or~~ federal, state or local authorities.

Date of Adoption:

Revised: 11/20/2003, 07/22/2016 (~~R~~renumbered from ~~previous version:~~ Infectious Disease Policy 424.05), 04/18/2019, 07/20/2023

Report:

The Management and Finance Committee has reviewed the recommended changes to the National Incident Management System Policy 620.00. 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 Management and Finance Committee that the Board of Trustees accept the recommendation of the College administration to approve modification to the National Incident Management System Policy 620.00, as shown subsequently in the Board packet.

National Incident Management System Policy 620.00

Johnson County Community College

Series: 600 Safety and Security

Section: Campus Community Safety, Wellness and Continuity

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 set out the method and practices the College will follow for incident management and disaster recovery.

Statement:

In support of its emergency management and ~~mission business~~ continuity endeavors, ~~Johnson County Community~~the College will use the National Incident Management System (NIMS) as its standard, coordinated and systematic method for incident management along with Disaster Recovery Institute International professional practices.

The Office of Emergency Management will ensure~~s~~ the NIMS approach is incorporated into the College’s emergency management practices to help the College ~~community~~ prepare for, respond to, recover from, and reduce the effects of incidents and potential incidents, whether they are intentional, accidental, or natural.

College employees who have functional or oversight responsibilities associated with incident management are expected to complete NIMS training requirements as developed under the National Response Framework for NIMS and participate in emergency management and mission continuity exercises intended to improve overall College preparedness.

Date of Adoption: 09/27/2012

Revised: 04/18/2019, 07/16/2020, 07/20/2023

**AWARD OF BIDS/RFPs - SINGLE PURCHASE: \$150,000+
JULY 2023 MANAGEMENT & FINANCE COMMITTEE**

| Bid Title Total Contract Period Fund Source / Firms Notified | Vendors Original Bid Amounts | Single Purchase | Justification | | |
|---|--|---|--|---|--|
| 23-111 Design-Build Services for JCCC CDL Training Facility Base year/project completion June 30, 2024 Fund Source: 0501 CDL Reserve Fund 2582 State of Kansas Funds 2582 Private Contribution Firms Notified: 150 | 1. JE Dunn Construction: \$5,841,156 2. Centric Projects, LLC: \$5,586,938 3. GPS-KC, LLC: \$5,597,679 4. MegaKC Corporation: \$5,774,175 5. A.L. Huber, Inc.: \$6,470,144 6. DI Build, LLC: non-responsive | <p align="center">\$5,989,779 <i>Single Purchase (includes 10% contingency on the building only - \$148,623)</i></p> | A thorough evaluation process was conducted, which included reviewing and ranking the written proposals along with interviews with all responsive firms according to the evaluation criteria defined within the RFP. At the conclusion of the evaluation process, it was determined that the proposal submitted by JE Dunn Construction best met the needs of the college. | | |
| PURPOSE & DESCRIPTION | | | | | |
| The purpose of this Request for Proposal (RFP) is for the design and construction of a new Commercial Driver’s License (CDL) Training Facility in Edgerton, Kansas. The project includes an instructional building of 2,810 gross square feet (GSF), a parking lot to serve the building, five (5) instruction and testing pads, and supporting paving, drainage, and other site improvements. The project will support CDL operations by providing dedicated instructional, staff and support spaces to the CDL program. | | | | | |
| EVALUATION COMMITTEE | | | | | |
| <table border="0"> <tr> <td data-bbox="96 881 1039 1036"> <ul style="list-style-type: none"> • Brett Edwards: Director, Campus Services & Energy Management • Tom Hall: Associate Vice President, Campus Services/Facilities Planning • Tim Frenzel: Director, Continuing Education Programming • Debbie Rulo: Executive Director, Continuing Education </td> <td data-bbox="1039 881 1999 1036"> <ul style="list-style-type: none"> • Larry Allen: Senior Buyer, Procurement Services • Jim Feikert: Executive Director, Procurement Services • Molly Salisbury: Programming Director, Continuing Education Business Solutions </td> </tr> </table> | | | | <ul style="list-style-type: none"> • Brett Edwards: Director, Campus Services & Energy Management • Tom Hall: Associate Vice President, Campus Services/Facilities Planning • Tim Frenzel: Director, Continuing Education Programming • Debbie Rulo: Executive Director, Continuing Education | <ul style="list-style-type: none"> • Larry Allen: Senior Buyer, Procurement Services • Jim Feikert: Executive Director, Procurement Services • Molly Salisbury: Programming Director, Continuing Education Business Solutions |
| <ul style="list-style-type: none"> • Brett Edwards: Director, Campus Services & Energy Management • Tom Hall: Associate Vice President, Campus Services/Facilities Planning • Tim Frenzel: Director, Continuing Education Programming • Debbie Rulo: Executive Director, Continuing Education | <ul style="list-style-type: none"> • Larry Allen: Senior Buyer, Procurement Services • Jim Feikert: Executive Director, Procurement Services • Molly Salisbury: Programming Director, Continuing Education Business Solutions | | | | |
| MANAGEMENT & FINANCE COMMITTEE RECOMMENDATION | | | | | |
| <p>It is the recommendation of the Management & Finance Committee that the Board of Trustees accept the recommendation of the college administration to approve JE Dunn Construction for Design-Build Services for JCCC CDL Training Facility, in the amount of \$5,841,156 with an additional 10% contingency of \$148,623 on the building portion only, to allow for possible unforeseen costs, for a total estimated expenditure of \$5,989,779.</p> | | | | | |

**AWARD OF BIDS/RFPs - MULTI-YEAR PURCHASE: \$150,000+
JULY 2023 MANAGEMENT & FINANCE COMMITTEE**

| Bid Title Total Contract Period Fund Source / Firms Notified | Vendors Original Bid Amounts First Year / Multi-Year Total (if applicable) | Current Year Amount Multi-year Amount | Justification |
|---|--|---|--|
| 23-129 Housekeeping Services Base Year, 4 Renewal Option Years: 10/1/2023 - 9/30/2028 Fund Source: 0201 General Firms Notified: 30 | 1. ABM Industry Groups: \$793,932 / \$4,300,192 2. Service Systems Inc: \$694,656 / \$3,762,481 3. City Wide Maintenance: \$783,479 / \$4,243,573 4. Hi-Gene's Janitorial: \$878,473 / \$4,758,093 5. Woodley Building: \$976,740 / \$5,290,339 6. AgTac Services, LLC: \$1,149,113 / \$6,223,967 7. Crystal Clear Enterprise: \$2,211,221 / \$11,976,685 | <p align="center">\$793,932 \$4,300,192</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 ABM Industry Groups best met the needs of the college. |
| PURPOSE & DESCRIPTION | | | |
| The purpose of this Request for Proposal (RFP) is to establish a contract for Housekeeping Services in various campus buildings (COM, WHCA, HCDC, HSC, PA, OHEC, WPK, CTEC, FADS, Athletic Facility Concession Building), representing approximately 344,000 square feet (sf) of cleanable space. The initial term of the contract will be from October 1, 2023 through September 30, 2024 and is renewable for four additional years, in one-year increments, upon the approval of both parties. | | | |
| EVALUATION COMMITTEE | | | |
| <ul style="list-style-type: none"> • Jeff Hoyer: Executive Director Support Services & Space Management • Aaron Manning: Custodial Operations Manager • Gary Cook: Director Housekeeping Services • Tom Hall: Associate Vice President Campus Services • Fikru Aligaz: Custodial Support Services Manager • Larry Allen: Senior Buyer - Campus Services | | | |
| MANAGEMENT & FINANCE COMMITTEE RECOMMENDATION | | | |
| <p>It is the recommendation of the Management & Finance Committee that the Board of Trustees accept the recommendation of the college administration to approve the proposal from ABM Industry Groups for RFP 23-129 Housekeeping Services for a base year amount of \$793,932 and a total estimated expenditure of \$4,300,192 including the renewal options, through 2028.</p> | | | |

**AWARD OF BIDS/RFPs - MULTI-YEAR PURCHASE: \$150,000+
JULY 2023 MANAGEMENT & FINANCE COMMITTEE**

| Bid Title Total Contract Period Fund Source / Firms Notified | Vendors Original Bid Amounts First Year / Multi-Year Total (if applicable) | Current Year Amount Multi-year Amount | Justification |
|--|---|--|---|
| 23-107 Charter Bus Services Base Year, 4 Renewal Option Years: 8/1/2023 - 7/31/2028 Base Year Fund Source: 0101 Student Activity Firms Notified: 32 | 1. Windstar Lines: \$222,359 / \$1,180,539* 2. Crossroads Tours: \$195,839 / \$1,010,429* 3. Arrow Stage Lines: \$227,372 / \$1,207,153* <i>*Estimates only</i> | <p align="center"> \$222,359* \$1,180,539* </p> <p align="center"> <i>*Estimated amounts; includes regular season and postseason which is as needed and depends on qualifying teams.</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 Windstar Lines best met the needs of the college. |
| PURPOSE & DESCRIPTION | | | |
| The purpose of this RFP is to establish a contract for charter bus transportation primarily for JCCC’s Athletics department and for JCCC students and personnel for special events as needed. The initial term of the contract will be from August 1, 2023 through July 31, 2024 and is renewable for four additional years, in one-year increments, upon the approval of both parties. The pricing listed is specific to the Athletics department and annual cost varies based on Athletics’ regular and postseason games, locations, and fuel costs. | | | |
| EVALUATION COMMITTEE | | | |
| <ul style="list-style-type: none"> • Tony Tompkins: Director of Athletics • Ben Conrad: Head Women’s Basketball Coach • Anne Turney: Director, Student Life & Leadership • Jeremy Lancey: Buyer • Tamika McDonald: Senior Buyer | | | |
| MANAGEMENT & FINANCE COMMITTEE RECOMMENDATION | | | |
| It is the recommendation of the Management & Finance Committee that the Board of Trustees accept the recommendation of the college administration to approve the proposal from Windstar Lines for an estimated base year of \$222,359. | | | |

**RENEWALS RECOMMENDATION SUMMARY: \$50,000+
JULY 2023 MANAGEMENT & FINANCE COMMITTEE**

| 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 Original BoT Approval |
|--|--|--|---|
| Master Property Insurance Program Services (C20-042-00) Original Term: Base Year, 4 Renewal Option Years 7/1/2022 - 6/30/2027 Fund Source: 0201 General Renewal Option: 1 of 4 | 1. Alliant Insurance Services: \$468,701 2. Marsh: \$469,688 3. Thomas McGee: 650,000 | \$631,307 <i>Due to pricing model, future years' renewal amounts will be presented for approval at time of renewal.</i> | Master Property Insurance Program Services. Renewal amount reflects rate increase based on Total Insurable Values (TIV) and property market conditions <i>BoT Approval: April 2022</i> |
| MANAGEMENT & FINANCE COMMITTEE RECOMMENDATION | | | |
| <p>It is the recommendation of the Management & Finance Committee that the Board of Trustees accept the recommendation of the college administration to approve the first renewal option year for Alliant Insurance Services, for an additional \$162,606 above the original base amount of \$468,701 for Master Property Insurance Program Services for a total amount of \$631,307 through June 30, 2024.</p> | | | |

Informational Items

Informational reports of Single Source purchases and Bid/RFP summary reports were provided in the Management and Finance meeting materials.

The next Management and Finance Committee meeting is scheduled for Wednesday, August 2, at 8:30 AM in the Hugh Speer Board Room.

MANAGEMENT AND FINANCE COMMITTEE
Working Agenda
2023

- MF-1 Review and Update Policies as Needed
- MF-2 Guide Budget Development
- Proposed Budget Calendar
 - Preliminary Budget Guidelines
 - Management Budget Adoption
 - Legal Budget Publications
 - Legal Budget Adoption
 - Budget Updates as Needed
- MF-3 Stewardship of College Finances
- Financial Ratio Analysis
- MF-4 Monitor Facilities
- Capital Infrastructure Inventory and One, Five and Ten-Year Replacement Plan
 - Review and Recommend Financial Plans for Capital Improvements
- MF-5 Monitor Business Services
- Procurement Reports and Recommendations
- MF-6 Monitor Information Services
- Information Technology Reports
- MF-7 Mission Continuity and Risk Management
- MF-8 Other Items and Reports
- Compliance Program
 - Continuing Education and Workforce Development
 - Institutional Advancement
 - Other Activities and Programs
 - Other Agreements
 - Sustainability Initiatives

JOHNSON COUNTY COMMUNITY COLLEGE
OFFICE OF THE PRESIDENT

July 6, 2023

TREASURER'S REPORT

REPORT:

The following pages contain the Treasurer's Report for the month ended May 31, 2023.

During the month of May, the College made payments totaling \$133,500 on the Series 2012 and 2019 Revenue Bonds.

An ad valorem tax distribution of \$47 million was received from Johnson County in June and will be included in next month's report.

Expenditures in the primary operating funds are within approved budgetary limits.

RECOMMENDATION:

It is the recommendation of the college administration that the Board of Trustees approve the Treasurer's Report for the month of May 2023, subject to audit.

Janelle Vogler
Vice President and Chief Financial Officer

Rachel Lierz
Executive Vice President, Finance &
Administrative Services

Andrew W. Bowne
President

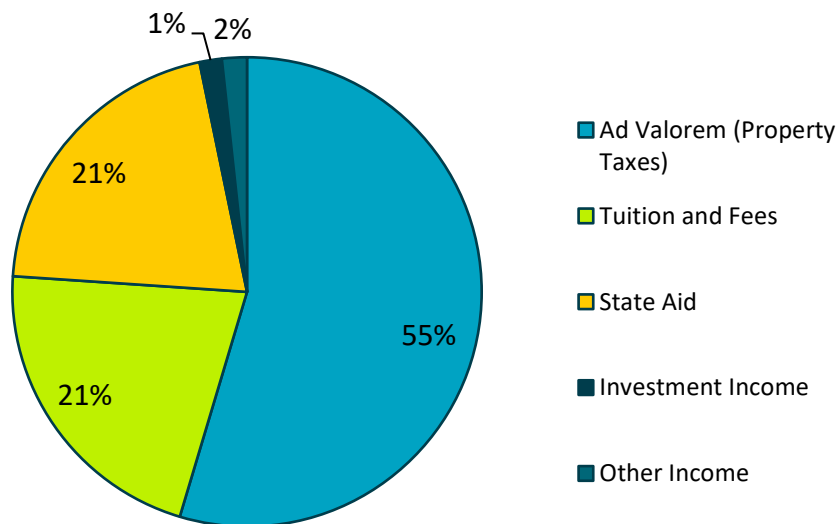
**JOHNSON COUNTY COMMUNITY COLLEGE
TREASURER'S REPORT
MAY 31, 2023
91.7% OF FISCAL YEAR EXPIRED
GENERAL/POST-SECONDARY TECHNICAL EDUCATION (PTE) FUNDS**

| | ADOPTED BUDGET 2022-2023 | ACTIVITY THIS MONTH 2022-2023 | ACTIVITY YEAR TO DATE 2022-2023 | YTD AS % OF BUDGET | PRIOR YEAR ACTIVITY TO DATE |
|-----------------------------|--------------------------------|-------------------------------------|---------------------------------------|--------------------------|-----------------------------------|
| GENERAL/PTE FUNDS | | | | | |
| Ad Valorem (Property Taxes) | \$ 115,309,042 | \$ - | \$ 71,405,080 | 62% | \$ 70,028,331 |
| Tuition and Fees | 26,650,272 | 3,001,977 | 28,024,636 | 105% | 26,558,709 |
| State Aid | 23,978,269 | - | 27,036,357 | 113% | 24,702,996 |
| Investment Income | 500,000 | 301,992 | 2,001,036 | 400% | 360,601 |
| Other Income | 2,583,499 | 181,266 | 2,243,130 | 87% | 2,156,056 |
| TOTAL REVENUE | \$ 169,021,082 | \$ 3,485,236 | \$ 130,710,239 | 77% | \$ 123,806,693 |
| Salaries and Benefits | \$ 131,033,857 | \$ 10,552,970 | \$ 114,945,274 | 88% | \$ 107,823,647 |
| Current Operating | 31,031,288 | 2,258,526 | 24,096,920 | 78% | 21,243,156 |
| Capital | 17,696,597 | 1,758,870 | 10,538,481 | 60% | 13,565,254 |
| Debt Service | 3,685,988 | - | 3,684,218 | 100% | 3,686,969 |
| TOTAL EXPENSES | \$ 183,447,730 | \$ 14,570,366 | \$ 153,264,893 | 84% | \$ 146,319,027 |

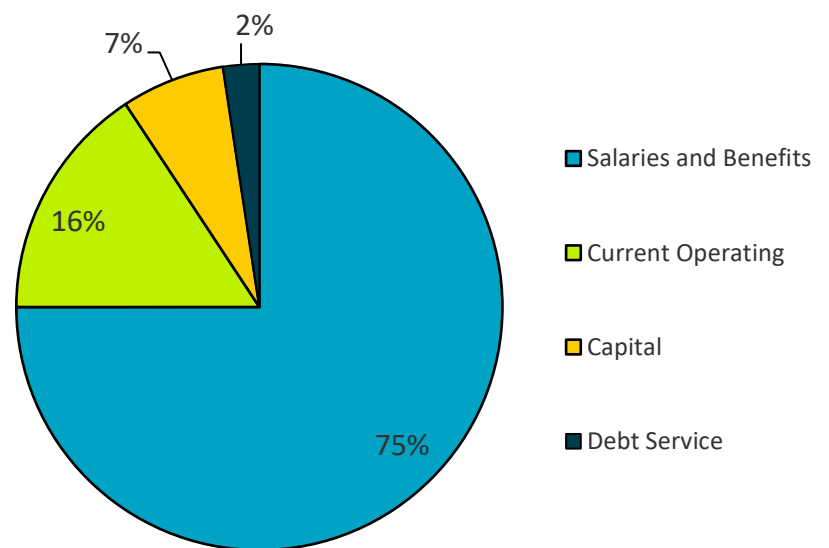
Unencumbered Cash Rollforward:

| | | | |
|-------------------------------|--|----------------------|----------------------|
| Beginning Balance | | \$ 117,046,418 | \$ 121,836,284 |
| Revenues Over Expenses | | (22,554,654) | (22,512,334) |
| Encumbrances & Other Activity | | (7,975,563) | (16,653,784) |
| Ending Balance | | <u>\$ 86,516,201</u> | <u>\$ 82,670,166</u> |

Actual YTD Revenues by Source



Actual YTD Expenses by Source



Two pie charts depict the sources of the actual year-to-date revenue and actual year-to-date expenses on the General Fund as a percentage of their respective totals. These charts are based on the Activity Year to Date 2022-2023 numbers.

The largest source of revenue this year to date is ad valorem (property taxes) (55%), followed by state aid (21%), tuition and fees (21%), other income (2%), and investment income (1%). The largest source of expenses this year to date is salary and benefits (75%), followed by current operating (16%), capital (7%), and debt service (2%).



**JOHNSON COUNTY COMMUNITY COLLEGE
TREASURER'S REPORT
MAY 31, 2023
91.7% OF FISCAL YEAR EXPIRED
GENERAL/POST-SECONDARY TECHNICAL EDUCATION (PTE) FUNDS
EXPENDITURE DETAIL BY NATURAL CLASSIFICATION**

| | ADJUSTED BUDGET 2022-2023 | ACTIVITY THIS MONTH 2022-2023 | ACTIVITY YEAR TO DATE 2022-2023 | YTD AS % OF BUDGET | PRIOR YEAR ACTIVITY TO DATE | YTD CHANGE FROM PRIOR YEAR |
|-------------------------------------|---------------------------------|-------------------------------------|---------------------------------------|--------------------------|-----------------------------------|----------------------------------|
| Salaries | \$ 97,659,663 | \$ 7,803,201 | \$ 84,895,622 | 87% | \$ 79,477,239 | 7% |
| Benefits | 33,350,600 | 2,749,769 | 30,049,652 | 90% | 28,346,408 | 6% |
| Event Officials | 64,201 | 2,077 | 64,023 | 100% | 50,076 | 28% |
| Legal Services | 135,000 | 5,067 | 35,015 | 26% | 307,818 | -89% |
| Audit Services | 91,000 | - | 51,210 | 56% | 62,260 | -18% |
| Collection Costs | 71,410 | 5,495 | 37,223 | 52% | 44,990 | -17% |
| Insurance, Property/Casualty & Rel | 1,136,920 | 5,528 | 1,009,511 | 89% | 949,680 | 6% |
| Contracted Services | 7,791,635 | 723,546 | 5,416,310 | 70% | 5,095,083 | 6% |
| SB 155 Shared Funding Payments | 375,450 | 164,661 | 375,220 | 100% | 230,766 | 63% |
| Overnight Travel | 901,473 | 52,995 | 592,935 | 66% | 391,746 | 51% |
| Travel - Accreditation | 6,600 | - | 5,129 | 78% | - | 100% |
| Staff Development Training & Travel | 401,201 | 39,749 | 259,264 | 65% | 129,982 | 99% |
| Faculty Continuing Ed Grants | 27,000 | 2,098 | 29,254 | 108% | 12,427 | 135% |
| Tuition Reimbursement | 550,000 | 23,468 | 409,009 | 74% | 353,009 | 16% |
| Same Day Travel | 101,471 | 10,720 | 48,144 | 47% | 34,644 | 39% |
| Supplies and Materials | 6,556,764 | 527,155 | 4,675,535 | 71% | 4,130,276 | 13% |
| Computer Software & Licenses | 4,452,283 | 153,891 | 4,131,462 | 93% | 3,297,138 | 25% |
| Technical Training | 82,787 | 8,672 | 61,820 | 75% | 47,268 | 31% |
| Applicant Travel | 19,000 | 6,268 | 15,830 | 83% | 11,702 | 35% |
| Recruiting Travel | 17,389 | 700 | 12,936 | 74% | 15,792 | -18% |
| Printing, Binding & Publications | 174,350 | 64,385 | 159,042 | 91% | 70,836 | 125% |
| Advertising and Promotions | 1,085,844 | 86,521 | 946,228 | 87% | 760,830 | 24% |
| Memberships | 391,114 | 18,102 | 330,533 | 85% | 283,456 | 17% |
| Accreditation Expenses | 42,360 | 5,040 | 37,032 | 87% | 26,806 | 38% |
| Bad Debt Expense | 350,000 | - | 130,000 | 37% | 175,000 | -26% |
| Electric | 2,725,000 | 112,393 | 2,356,734 | 86% | 2,317,282 | 2% |
| Water | 200,000 | 10,997 | 163,113 | 82% | 130,864 | 25% |
| Natural Gas | 105,000 | 13,085 | 91,714 | 87% | 56,839 | 61% |
| Telephone | 333,713 | 4,517 | 306,764 | 92% | 260,306 | 18% |
| Gasoline | 70,000 | 3,499 | 56,859 | 81% | 59,146 | -4% |
| Subscriptions | 475,942 | 41,766 | 409,760 | 86% | 418,464 | -2% |
| Rentals and Leases | 628,842 | 47,354 | 512,648 | 82% | 532,209 | -4% |
| Repairs and Maintenance | 744,206 | 68,754 | 479,389 | 64% | 385,139 | 24% |
| Freight | 139,167 | 841 | 127,866 | 92% | 55,024 | 132% |
| Special Events | 305,555 | 22,767 | 205,572 | 67% | 133,641 | 54% |
| Retirement Recognitions | 12,500 | 3,574 | 11,290 | 90% | 5,603 | 102% |
| Postage | 206,045 | 11,872 | 184,335 | 89% | 246,173 | -25% |
| Contingency | 170,230 | - | 3,000 | 2% | - | 100% |
| Remodeling and Renovations | 1,575,331 | 11,663 | 151,702 | 10% | 523,237 | -71% |
| Library Books | 149,862 | 9,357 | 103,012 | 69% | 96,170 | 7% |
| Furniture and Equipment | 1,696,624 | 188,336 | 1,368,223 | 81% | 1,219,988 | 12% |
| Art Acquisitions | 3,000 | - | - | 0% | - | 0% |
| Building Improvements | 13,661,576 | 1,549,514 | 8,915,544 | 65% | 11,725,858 | -24% |
| Land Improvements | - | - | - | 0% | - | 0% |
| Other Tax Assessments | - | - | - | 0% | - | 0% |
| Income Tax | 2,500 | - | - | 0% | - | 0% |
| Grants | 537,540 | 6,452 | 204,517 | 38% | 20,633 | 891% |
| Foster Care & Killed on Duty Grant | 80,000 | 4,521 | 47,101 | 59% | 53,536 | -12% |
| Federal SEOG Match | 103,595 | - | 103,595 | 100% | 86,714 | 19% |
| Principal Payments | 2,070,000 | - | 2,070,000 | 100% | 1,970,000 | 5% |
| Interest Payments | 1,614,488 | - | 1,612,639 | 100% | 1,715,469 | -6% |
| Fee Payments | 1,500 | - | 1,579 | 105% | 1,500 | 5% |
| TOTAL EXPENSES | \$ 183,447,730 | \$ 14,570,366 | \$ 153,264,893 | 84% | \$ 146,319,027 | 5% |



**JOHNSON COUNTY COMMUNITY COLLEGE
TREASURER'S REPORT
MAY 31, 2023
91.7% OF FISCAL YEAR EXPIRED
ADULT SUPPLEMENTARY EDUCATION & STUDENT ACTIVITY FUNDS**

| | ADOPTED BUDGET 2022-2023 | ACTIVITY THIS MONTH 2022-2023 | ACTIVITY YEAR TO DATE 2022-2023 | YTD AS % OF BUDGET | PRIOR YEAR ACTIVITY TO DATE |
|---|--------------------------------|-------------------------------------|---------------------------------------|--------------------------|-----------------------------------|
| ADULT SUPPLEMENTARY EDUCATION FUND | | | | | |
| Tuition and Fees | \$ 4,981,300 | \$ 364,346 | \$ 2,792,595 | 56% | \$ 4,372,850 |
| Investment Income | 15,000 | 5,107 | 31,425 | 210% | 8,213 |
| Other Income | 1,600,600 | 131,043 | 939,114 | 59% | 733,203 |
| TOTAL REVENUE | <u>\$ 6,596,900</u> | <u>\$ 500,496</u> | <u>\$ 3,763,134</u> | <u>57%</u> | <u>\$ 5,114,266</u> |
| Salaries and Benefits | \$ 3,445,489 | \$ 155,162 | \$ 1,892,271 | 55% | \$ 2,083,732 |
| Current Operating | 4,901,791 | 140,204 | 2,353,912 | 48% | 2,670,824 |
| Capital | 143,189 | 24,490 | 43,075 | 30% | 56,140 |
| TOTAL EXPENSES | <u>\$ 8,490,469</u> | <u>\$ 319,855</u> | <u>\$ 4,289,258</u> | <u>51%</u> | <u>\$ 4,810,695</u> |
| Unencumbered Cash Rollforward: | | | | | |
| Beginning Balance | | | \$ 2,208,861 | | \$ 2,305,316 |
| Revenues Over Expenses | | | (526,123) | | 303,571 |
| Encumbrances & Other Activity | | | (483,368) | | (98,473) |
| Ending Balance | | | <u>\$ 1,199,370</u> | | <u>\$ 2,510,414</u> |
| STUDENT ACTIVITY FUND | | | | | |
| Tuition and Fees | \$ 1,904,000 | \$ 226,778 | \$ 2,122,227 | 111% | \$ 2,087,726 |
| Investment Income | 8,000 | 4,021 | 24,791 | 310% | 5,119 |
| Other Income | 9,500 | 627 | 7,664 | 81% | 6,332 |
| TOTAL REVENUE | <u>\$ 1,921,500</u> | <u>\$ 231,426</u> | <u>\$ 2,154,682</u> | <u>112%</u> | <u>\$ 2,099,178</u> |
| Salaries and Benefits | \$ 289,753 | \$ 24,636 | \$ 264,266 | 91% | \$ 163,075 |
| Current Operating | 839,649 | 103,186 | 730,621 | 87% | 548,386 |
| Capital | - | - | - | 100% | - |
| Grants/Scholarships | 1,452,295 | 27,453 | 1,216,162 | 84% | 1,087,978 |
| TOTAL EXPENSES | <u>\$ 2,581,697</u> | <u>\$ 155,275</u> | <u>\$ 2,211,049</u> | <u>86%</u> | <u>\$ 1,799,439</u> |
| Unencumbered Cash Rollforward: | | | | | |
| Beginning Balance | | | \$ 1,478,536 | | \$ 1,380,759 |
| Revenues Over Expenses | | | (56,367) | | 299,739 |
| Encumbrances & Other Activity | | | (79,400) | | (51,955) |
| Ending Balance | | | <u>\$ 1,342,770</u> | | <u>\$ 1,628,543</u> |



JOHNSON COUNTY COMMUNITY COLLEGE
TREASURER'S REPORT
MAY 31, 2023
91.7% OF FISCAL YEAR EXPIRED
OTHER FUNDS

| | ADOPTED BUDGET 2022-2023 | ACTIVITY THIS MONTH 2022-2023 | ACTIVITY YEAR TO DATE 2022-2023 | YTD AS % OF BUDGET | PRIOR YEAR ACTIVITY TO DATE |
|--|--------------------------------|-------------------------------------|---------------------------------------|--------------------------|-----------------------------------|
| MOTORCYCLE DRIVER SAFETY FUND | | | | | |
| Tuition and Fees | \$ 110,000 | \$ 20,393 | \$ 137,930 | 125% | \$ 149,137 |
| Other Income | 40,000 | - | 41,410 | 104% | 43,840 |
| TOTAL REVENUE | \$ 150,000 | \$ 20,393 | \$ 179,340 | 120% | \$ 192,977 |
| Salaries and Benefits | \$ 66,000 | \$ 8,473 | \$ 60,525 | 92% | \$ 51,746 |
| Current Operating | 22,800 | 1,211 | 11,623 | 51% | 13,385 |
| Capital | 21,000 | - | - | 0% | - |
| TOTAL EXPENSES | \$ 109,800 | \$ 9,683 | \$ 72,148 | 66% | \$ 65,130 |
| Unencumbered Cash Rollforward: | | | | | |
| Beginning Balance | | | \$ 1,161,804 | | \$ 1,046,298 |
| Revenues Over Expenses | | | 107,193 | | 127,846 |
| Encumbrances & Other Activity | | | (4,002) | | (1,261) |
| Ending Balance | | | \$ 1,264,995 | | \$ 1,172,883 |
| TRUCK DRIVER TRAINING COURSE FUND | | | | | |
| Tuition and Fees | \$ 625,000 | \$ 96,189 | \$ 778,051 | 124% | \$ 738,883 |
| TOTAL REVENUE | \$ 625,000 | \$ 96,189 | \$ 778,051 | 124% | \$ 738,883 |
| Salaries and Benefits | \$ 299,373 | \$ 53,735 | \$ 362,837 | 121% | \$ 224,283 |
| Current Operating | 716,500 | 20,292 | 175,164 | 24% | 172,359 |
| Capital | - | - | - | 100% | - |
| TOTAL EXPENSES | \$ 1,015,873 | \$ 74,027 | \$ 538,002 | 53% | \$ 396,641 |
| Unencumbered Cash Rollforward: | | | | | |
| Beginning Balance | | | \$ 1,102,867 | | \$ 774,134 |
| Revenues Over Expenses | | | 240,050 | | 342,241 |
| Encumbrances & Other Activity | | | (13,287) | | (15,646) |
| Ending Balance | | | \$ 1,329,630 | | \$ 1,100,729 |
| SPECIAL ASSESSMENTS FUND | | | | | |
| Ad Valorem (Property Taxes) | \$ 483,226 | \$ - | \$ 190,540 | 39% | \$ 277,340 |
| Interest Income | - | 4,113 | 22,846 | 100% | 3,737 |
| TOTAL REVENUE | \$ 483,226 | \$ 4,113 | \$ 213,386 | 44% | \$ 281,077 |
| Current Operating | \$ 300,000 | \$ 8,369 | \$ 349,035 | 116% | \$ 223,404 |
| TOTAL EXPENSES | \$ 300,000 | \$ 8,369 | \$ 349,035 | 116% | \$ 223,404 |
| Unencumbered Cash Rollforward: | | | | | |
| Beginning Balance | | | \$ 1,584,726 | | \$ 1,357,626 |
| Revenues Over Expenses | | | (135,649) | | 57,673 |
| Encumbrances & Other Activity | | | (262,447) | | 1,913 |
| Ending Balance | | | \$ 1,186,630 | | \$ 1,417,212 |



JOHNSON COUNTY COMMUNITY COLLEGE
TREASURER'S REPORT
MAY 31, 2023
91.7% OF FISCAL YEAR EXPIRED
AUXILIARY ENTERPRISE FUND - SCHEDULE 1

| | ADOPTED BUDGET 2022-2023 | ACTIVITY THIS MONTH 2022-2023 | ACTIVITY YEAR TO DATE 2022-2023 | YTD AS % OF BUDGET | PRIOR YEAR ACTIVITY TO DATE |
|--|--------------------------------|-------------------------------------|---------------------------------------|--------------------------|-----------------------------------|
| REVENUES | | | | | |
| Concessions | \$ 25,000 | \$ - | \$ 46 | 0% | \$ - |
| Cosmetology | 9,000 | 1,728 | 21,197 | 236% | 23,392 |
| Bookstore | 6,839,700 | 444,831 | 5,324,330 | 78% | 5,133,538 |
| Dining Services | 2,546,000 | 327,957 | 2,214,044 | 87% | 1,041,063 |
| The Market | - | - | - * | 0% | 278,008 |
| Vending | - | - | - * | 0% | 82,218 |
| Hiersteiner Center | 1,123,435 | 59,429 | 893,764 | 80% | 535,430 |
| HVAC Auxiliary & Auto Technology Project | 2,000 | - | - | 0% | 160 |
| Dental Hygiene | 1,500 | 119 | 2,443 | 163% | 1,984 |
| Hospitality Management & Pastry Program | 57,500 | 2,424 | 54,368 | 95% | 35,060 |
| Café Tempo | - | - | - * | 0% | - |
| Campus Farm | 16,000 | 884 | 15,120 | 95% | 14,599 |
| Investment Income | 15,000 | 1,258 | 17,290 | 115% | 7,723 |
| TOTAL REVENUES | \$ 10,635,135 | \$ 838,631 | \$ 8,542,602 | 80% | \$ 7,153,176 |
| EXPENSES | | | | | |
| Concessions | \$ 27,000 | \$ - | \$ 772 | 3% | \$ - |
| Cosmetology | 9,500 | 3,093 | 14,766 | 155% | 13,310 |
| Bookstore | 6,777,985 | 248,481 | 5,148,455 | 76% | 5,193,441 |
| Dining Services | 4,390,064 | 300,501 | 3,373,950 | 77% | 2,214,498 |
| The Market | - | - | - * | 0% | 446,749 |
| Vending | - | - | - * | 0% | 30,783 |
| Hiersteiner Center | 1,843,853 | 192,579 | 1,584,537 | 86% | 1,306,450 |
| HVAC Auxiliary & Auto Technology Project | 2,000 | - | - | 0% | 806 |
| Dental Hygiene | 1,500 | - | 1,416 | 94% | 2,124 |
| Hospitality Management & Pastry Program | 60,000 | (86) | 47,785 | 80% | 28,331 |
| Café Tempo | - | - | - * | 0% | 7,459 |
| Campus Farm | 16,000 | 143 | 10,144 | 63% | 10,896 |
| SUBTOTAL | \$ 13,127,903 | \$ 744,713 | \$ 10,181,824 | 78% | \$ 9,254,846 |
| Other Auxiliary Services Expenses | | | | | |
| Auxiliary Construction | \$ 35,000 | \$ - | \$ 2,347 | 7% | \$ 31,599 |
| Director | 53,300 | (516) | 25,747 | 48% | 13,391 |
| TOTAL EXPENSES | \$ 13,216,203 | \$ 744,197 | \$ 10,209,918 | 77% | \$ 9,299,835 |
| Unencumbered Cash Rollforward: | | | | | |
| Beginning Balance | | | \$ 1,838,826 | | \$ 4,198,857 |
| Revenues Over Expenses | | | (1,667,316) | | (2,146,659) |
| Encumbrances & Other Activity | | | (75,257) | | (84,976) |
| Ending Balance | | | <u>\$ 96,253</u> | | <u>\$ 1,967,222</u> |

*Activity has been combined into Dining Services in FY23.



**JOHNSON COUNTY COMMUNITY COLLEGE
TREASURER'S REPORT
MAY 31, 2023
91.7% OF FISCAL YEAR EXPIRED
AUXILIARY ENTERPRISE FUND - SCHEDULE 2**

| | 2022-2023 YEAR TO DATE NET | 2021-2022 YEAR TO DATE NET | NET CHANGE FROM PRIOR YR |
|--|----------------------------------|----------------------------------|--------------------------------|
| Concessions | \$ (726) | \$ - | \$ (726) |
| Cosmetology | 6,431 | 10,082 | (3,651) |
| Bookstore | 175,875 | (59,902) | 235,778 |
| Dining Services | (1,159,905) | (1,173,436) | 13,530 |
| The Market | - * | (168,741) | 168,741 |
| Vending | - * | 51,435 | (51,435) |
| Hiersteiner Center | (690,773) | (771,019) | 80,246 |
| HVAC Auxiliary & Auto Technology Project | - | (645) | 645 |
| Dental Hygiene | 1,027 | (139) | 1,166 |
| Hospitality Management & Pastry Program | 6,582 | 6,728 | (146) |
| Café Tempo | - * | (7,459) | 7,459 |
| Campus Farm | 4,977 | 3,703 | 1,274 |
| | <u>\$ (1,656,512)</u> | <u>\$ (2,109,393)</u> | <u>\$ 452,881</u> |

*Activity has been combined into Dining Services in FY23.



**JOHNSON COUNTY COMMUNITY COLLEGE
TREASURER'S REPORT
MAY 31, 2023
91.7% OF FISCAL YEAR EXPIRED
PLANT & OTHER FUNDS**

| | ADOPTED BUDGET 2022-2023 | ACTIVITY THIS MONTH 2022-2023 | ACTIVITY YEAR TO DATE 2022-2023 | YTD AS % OF BUDGET | PRIOR YEAR ACTIVITY TO DATE |
|---|--------------------------------|-------------------------------------|---------------------------------------|--------------------------|-----------------------------------|
| ARTS BUILDING CONSTRUCTION FUND | | | | | |
| Unencumbered Cash Rollforward: | | | | | |
| Balance Forward | \$ 1,140,023 | | \$ 1,140,023 | | \$ 1,431,548 |
| TOTAL REVENUE | - | \$ - | - | 0% | - |
| TOTAL EXPENSES | 138,222 | - | 181,371 | 131% | 53,945 |
| Encumbrances & Other Activity | | | (958,652) | | (234,395) |
| Ending Balance | | | <u>\$ -</u> | | <u>\$ 1,143,208</u> |
| CAREER AND TECHNICAL EDUCATION CONSTRUCTION FUND | | | | | |
| Unencumbered Cash Rollforward: | | | | | |
| Balance Forward | \$ 1,579,304 | | \$ 1,579,304 | | \$ 1,735,610 |
| TOTAL REVENUE | - | \$ - | - | 0% | (104,990) |
| TOTAL EXPENSES | 79,304 | - | 15,948 | 20% | 18,392 |
| Encumbrances & Other Activity | | | (1,563,356) | | (32,924) |
| Ending Balance | | | <u>\$ -</u> | | <u>\$ 1,579,304</u> |
| ATB RENOVATION FUND | | | | | |
| Unencumbered Cash Rollforward: | | | | | |
| Balance Forward | \$ 133,094 | | \$ 133,094 | | \$ 134,563 |
| TOTAL REVENUE | - | \$ - | - | 0% | - |
| TOTAL EXPENSES | 133,094 | - | - | 0% | 8,584 |
| Encumbrances & Other Activity | | | (133,094) | | 7,115 |
| Ending Balance | | | <u>\$ -</u> | | <u>\$ 133,094</u> |
| OUTDOOR SITE & ATHLETIC IMPROVEMENT | | | | | |
| Unencumbered Cash Rollforward: | | | | | |
| Balance Forward | \$ 169,504 | | \$ 169,504 | | \$ (1,355) |
| TOTAL REVENUE | - | \$ - | 2,400 | 0% | 104,990 |
| TOTAL EXPENSES | 224,130 | - | 15,593 | 7% | 238,591 |
| Encumbrances & Other Activity | | | (156,310) | | 299,307 |
| Ending Balance | | | <u>\$ -</u> | | <u>\$ 164,351</u> |
| RESOURCE CENTERS BACKFILLS | | | | | |
| Unencumbered Cash Rollforward: | | | | | |
| Balance Forward | \$ 797,141 | | \$ 797,141 | | \$ 328,643 |
| TOTAL REVENUE | - | \$ - | - | 0% | 471,453 |
| TOTAL EXPENSES | 497,141 | - | - | 0% | 89,048 |
| Encumbrances & Other Activity | | | (797,141) | | 86,092 |
| Ending Balance | | | <u>\$ -</u> | | <u>\$ 797,141</u> |
| PHASE 3 FACILITIES MASTER PLAN | | | | | |
| Unencumbered Cash Rollforward: | | | | | |
| Balance Forward | \$ 3,352,596 | | \$ 3,352,596 | | \$ 3,647,068 |
| TOTAL REVENUE | - | \$ - | 172,433 | 0% | - |
| TOTAL EXPENSES | 6,443,989 | 153,954 | 432,019 | 7% | 1,347,896 |
| Encumbrances & Other Activity | | | (510,926) | | 930,486 |
| Ending Balance | | | <u>\$ 2,582,084</u> | | <u>\$ 3,229,659</u> |



**JOHNSON COUNTY COMMUNITY COLLEGE
TREASURER'S REPORT
MAY 31, 2023
91.7% OF FISCAL YEAR EXPIRED
PLANT & OTHER FUNDS (CONTINUED)**

| | ADOPTED BUDGET 2022-2023 | ACTIVITY THIS MONTH 2022-2023 | ACTIVITY YEAR TO DATE 2022-2023 | YTD AS % OF BUDGET | PRIOR YEAR ACTIVITY TO DATE |
|--|--------------------------------|-------------------------------------|---------------------------------------|--------------------------|-----------------------------------|
| REVENUE BOND DEBT SERVICE FUND | | | | | |
| Unencumbered Cash Rollforward: | | | | | |
| Balance Forward | \$ 1,730,697 | | \$ 1,730,697 | | \$ 1,907,507 |
| TOTAL REVENUE | 1,370,000 | \$ 162,663 | 1,522,025 | 111% | 1,497,976 |
| TOTAL EXPENSES | 1,705,300 | 133,500 | 1,704,148 | 100% | 1,605,912 |
| Encumbrances & Other Activity | | | - | | 1 |
| Ending Balance | | | <u>\$ 1,548,574</u> | | <u>\$ 1,799,572</u> |
| COMMONS (COM) & INDUSTRIAL TRAINING CENTER (ITC) REPAIR AND REPLACEMENT RESERVE FUNDS | | | | | |
| Unencumbered Cash Rollforward: | | | | | |
| Balance Forward | \$ 296,501 | | \$ 296,501 | | \$ 409,258 |
| TOTAL REVENUE | 150,000 | \$ 12,498 | 137,482 | 92% | 137,486 |
| TOTAL EXPENSES | 250,000 | - | 2,582 | 1% | 13,215 |
| Encumbrances & Other Activity | | | (14,139) | | (249,525) |
| Ending Balance | | | <u>\$ 417,262</u> | | <u>\$ 284,003</u> |
| CAPITAL OUTLAY | | | | | |
| Unencumbered Cash Rollforward: | | | | | |
| Balance Forward | \$ 6,930,271 | | \$ 6,930,271 | | \$ 6,800,139 |
| TOTAL REVENUE | 7,145,084 | \$ 30,744 | 4,562,562 | 64% | 4,118,409 |
| TOTAL EXPENSES | 6,238,974 | 219,853 | 1,153,217 | 18% | 1,548,237 |
| Encumbrances & Other Activity | | | (4,018,425) | | (4,430,815) |
| Ending Balance | | | <u>\$ 6,321,190</u> | | <u>\$ 4,939,496</u> |
| CAMPUS DEVELOPMENT FUND | | | | | |
| Unencumbered Cash Rollforward: | | | | | |
| Balance Forward | \$ 1,541,591 | | \$ 1,541,591 | | \$ 1,380,658 |
| TOTAL REVENUE | 816,000 | \$ 97,598 | 913,321 | 112% | 898,755 |
| TOTAL EXPENSES | 1,115,000 | 15,812 | 118,840 | 11% | 248,219 |
| Encumbrances & Other Activity | | | (927,117) | | (449,586) |
| Ending Balance | | | <u>\$ 1,408,955</u> | | <u>\$ 1,581,608</u> |
| ALL OTHER FUNDS | | | | | |
| Unencumbered Cash Rollforward: | | | | | |
| Balance Forward | \$ 1,075,357 | | \$ 1,075,357 | | \$ (4,761,718) |
| TOTAL REVENUE | 29,682,252 | \$ 852,197 | 23,739,138 | 80% | 37,783,977 |
| TOTAL EXPENSES | 29,682,252 | 1,573,708 | 23,992,639 | 81% | 37,112,574 |
| Encumbrances & Other Activity | | | 871,102 | | 5,958,555 |
| Ending Balance | | | <u>\$ 1,692,958</u> | | <u>\$ 1,868,240</u> |
| GRAND TOTAL ALL FUNDS | | | | | |
| Unencumbered Cash Rollforward: | | | | | |
| Balance Forward | \$ 145,168,117 | | \$ 145,168,117 | | \$ 145,911,195 |
| TOTAL REVENUE | 226,260,179 | \$ 6,346,322 | 177,390,796 | 78% | 184,294,304 |
| TOTAL EXPENSES | 245,082,997 | 19,268,129 | 213,033,478 | 87% | 219,618,041 |
| Encumbrances & Other Activity | | | (2,618,564) | | (600,613) |
| Ending Balance | | | <u>\$ 106,906,871</u> | | <u>\$ 109,986,845</u> |



JOHNSON COUNTY COMMUNITY COLLEGE
TREASURER'S REPORT
MAY 31, 2023
91.7% OF FISCAL YEAR EXPIRED
INVESTMENTS

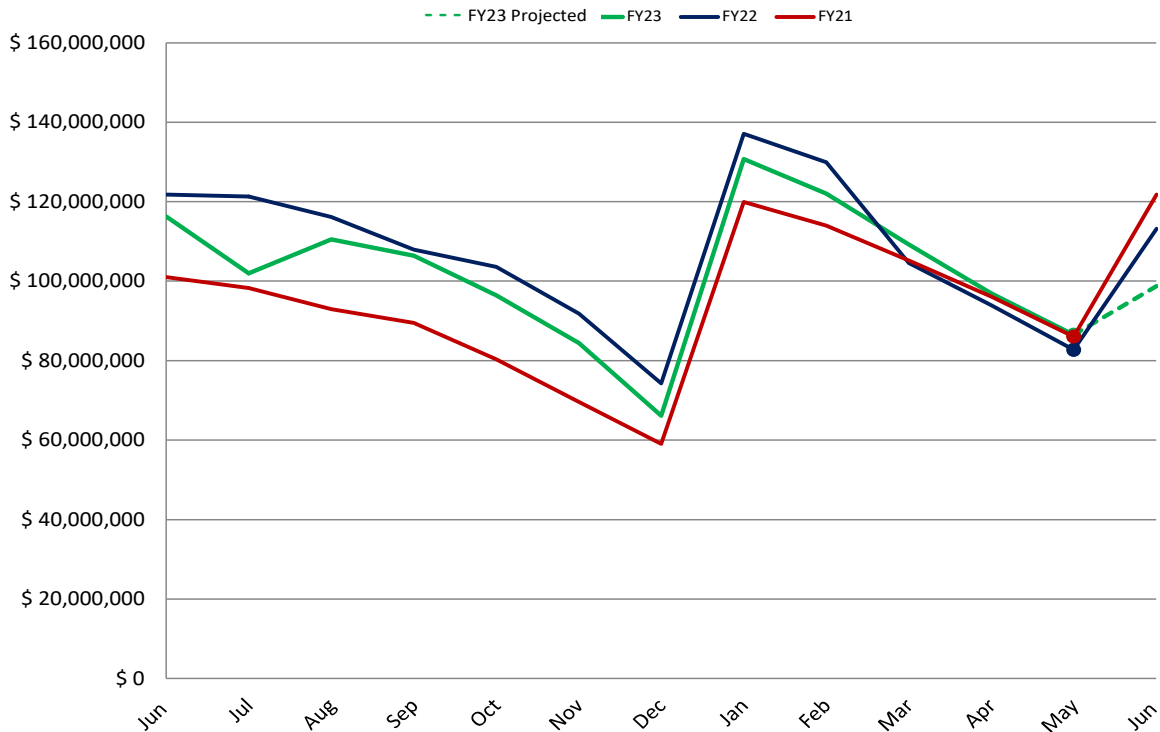
| DESCRIPTION | DATE PURCHASED | DATE OF CALL/MATURITY | YIELD RATE | MATURED THIS MONTH | CURRENT INVESTMENTS |
|---|-------------------|--------------------------|---------------|-----------------------|------------------------|
| Commerce Bank CD | 01/23/23 | 05/10/23 | 4.51% | 7,000,000 | \$ |
| U.S. Treasury Note | 01/21/22 | 05/15/23 | 0.72% | 5,000,000 | |
| U.S. Treasury Note | 06/08/21 | 05/31/23 | 0.13% | 5,000,000 | |
| U.S. Treasury Note | 06/15/21 | 06/15/23 | 0.13% | | 5,000,000 |
| U.S. Treasury Note | 01/21/22 | 06/15/23 | 0.77% | | 5,000,000 |
| U.S. Treasury Bill | 12/29/22 | 06/29/23 | 4.45% | | 8,158,000 |
| U.S. Treasury Note | 01/21/22 | 07/15/23 | 0.81% | | 5,000,000 |
| U.S. Treasury Bill | 01/19/23 | 07/20/23 | 4.53% | | 7,160,000 |
| U.S. Treasury Note | 01/21/22 | 08/15/23 | 0.85% | | 5,000,000 |
| U.S. Treasury Note | 01/23/23 | 08/31/23 | 4.50% | | 5,000,000 |
| U.S. Treasury Note | 01/21/22 | 09/15/23 | 0.88% | | 5,000,000 |
| Commerce Bank CD | 03/23/23 | 09/21/23 | 4.40% | | 5,000,000 |
| U.S. Treasury Note | 01/23/23 | 09/30/23 | 4.54% | | 5,143,000 |
| U.S. Treasury Note | 01/21/22 | 10/15/23 | 0.91% | | 5,160,000 |
| Commerce Bank CD | 04/17/23 | 10/27/23 | 4.59% | | 5,000,000 |
| U.S. Treasury Note | 01/23/23 | 10/31/23 | 4.52% | | 5,155,000 |
| U.S. Treasury Note | 01/31/22 | 11/15/23 | 1.03% | | 2,635,000 |
| U.S. Treasury Note | 02/09/22 | 11/15/23 | 1.20% | | 5,000,000 |
| U.S. Treasury Note | 06/03/22 | 11/30/23 | 2.32% | | 3,150,000 |
| U.S. Treasury Note | 06/03/22 | 12/15/23 | 2.36% | | 3,150,000 |
| U.S. Treasury Note | 01/23/23 | 12/15/23 | 4.51% | | 8,530,000 |
| U.S. Treasury Note | 06/03/22 | 12/31/23 | 2.37% | | 3,150,000 |
| U.S. Treasury Note | 06/03/22 | 01/15/24 | 2.39% | | 3,150,000 |
| U.S. Treasury Note | 06/03/22 | 01/31/24 | 2.41% | | 3,150,000 |
| U.S. Treasury Note | 06/03/22 | 02/15/24 | 2.42% | | 3,150,000 |
| U.S. Treasury Note | 06/03/22 | 02/29/24 | 2.43% | | 3,150,000 |
| U.S. Treasury Note | 06/03/22 | 03/15/24 | 2.46% | | 3,150,000 |
| U.S. Treasury Note | 06/03/22 | 03/31/24 | 2.47% | | 3,150,000 |
| U.S. Treasury Note | 04/14/22 | 04/15/24 | 0.38% | | 5,200,000 |
| U.S. Treasury Note | 06/03/22 | 04/30/24 | 2.50% | | 3,870,000 |
| U.S. Treasury Note | 06/03/22 | 05/15/24 | 2.53% | | 3,150,000 |
| U.S. Treasury Note | 06/03/22 | 05/31/24 | 2.55% | | 3,150,000 |
| U.S. Treasury Note | 08/15/22 | 06/30/24 | 3.05% | | 2,250,000 |
| Commerce Bank CD | 05/10/23 | 04/26/24 | 4.70% | | 7,093,833 |
| TOTAL | | | | | 140,004,833 |
| Municipal Investment Pool: (MIP) Daily Rate | 05/01/23 | 05/31/23 | 3.69% | | 5,884 |
| GRAND TOTAL | | | | | <u>\$ 140,010,718</u> |



**JOHNSON COUNTY COMMUNITY COLLEGE
TREASURER'S REPORT
MAY 31, 2023
91.7% OF FISCAL YEAR EXPIRED
CASH AND POOLED INVESTMENT ANALYSIS**

| FUND | BOOK BALANCE | OUTSTANDING COMMITMENTS | UNENCUMBERED BALANCE | PRIOR YEAR UNENCUMBERED BALANCE |
|--|-----------------------|-------------------------|-----------------------|---------------------------------|
| General & PTE Funds | \$ 113,650,022 | \$ 27,133,820 | \$ 86,516,201 | \$ 82,670,166 |
| Adult Supplementary Education Fund | 1,805,936 | 606,567 | 1,199,370 | 2,510,414 |
| Student Activity Fund | 1,422,149 | 79,379 | 1,342,770 | 1,628,543 |
| Motorcycle Driver Safety Fund | 1,269,717 | 4,722 | 1,264,995 | 1,172,883 |
| Truck Driver Training Fund | 1,362,717 | 33,087 | 1,329,630 | 1,100,729 |
| Auxiliary Enterprise Funds | 444,949 | 348,696 | 96,253 | 1,967,222 |
| Revenue Bond Debt Service Fund | 1,589,412 | 40,838 | 1,548,574 | 1,799,572 |
| COM & ITC Repair and Replacement Reserve Funds | 417,262 | - | 417,262 | 284,003 |
| Capital Outlay Funds | 10,872,669 | 4,551,479 | 6,321,190 | 4,939,496 |
| Campus Development Fund | 2,425,279 | 1,016,325 | 1,408,955 | 1,581,608 |
| Special Assessments Fund | 1,454,487 | 267,856 | 1,186,630 | 1,417,212 |
| All Other Funds | 5,374,486 | 3,681,528 | 1,692,958 | 1,868,240 |
| TOTAL | \$ 142,089,084 | \$ 37,764,296 | \$ 104,324,788 | \$ 102,940,089 |

**General/Post-Secondary Technical Education (PTE) Funds
Unencumbered Cash 3 Yr Monthly Trend**



The line chart shows the unencumbered cash balances in the General Fund throughout the year for the last three years. For May, the ending balances were approximately \$86.5 million for 2023, \$82.7 million for 2022, and \$86 million for 2021. The estimated fiscal year 2023 ending balance is \$99 million.



**JOHNSON COUNTY COMMUNITY COLLEGE
TREASURER'S REPORT
MAY 31, 2023
91.7% OF FISCAL YEAR EXPIRED
FOUNDATION**

| | ACTIVITY YEAR TO DATE MAY 31, 2023 | PRIOR YEAR ACTIVITY TO DATE | \$ | CHANGE | CHANGE | % |
|-----------------------------------|--|-----------------------------------|----|-----------|--------|---------|
| FOUNDATION | | | | | | |
| Contribution Income | \$ 4,687,881 | \$ 1,991,479 | | | | |
| Event Revenue | 402,584 | 218,176 | | | | |
| Investment Income | 2,382,690 | 1,198 | | | | |
| Other Revenue | 52,345 | 14,145 | | | | |
| TOTAL REVENUE | <u>\$ 7,525,499</u> | <u>\$ 2,224,997</u> | \$ | 5,300,502 | | 238.2 % |
| Student Assistance | \$ 777,153 | \$ 653,418 | | | | |
| Program Support | 620,721 | 772,704 | | | | |
| Project Support | 3,018 | 1,622 | | | | |
| Campus Support | 76,044 | 90,841 | | | | |
| Programming Expenses | 690,936 | 315,340 | | | | |
| General & Administrative Expenses | 364,858 | 228,143 | | | | |
| TOTAL EXPENSES | <u>\$ 2,532,729</u> | <u>\$ 2,062,068</u> | \$ | 470,662 | | 22.8 % |
| Balance Forward | \$ 41,036,734 | \$ 46,612,907 | | | | |
| Revenues Over Expenses | 4,992,770 | 162,930 | | | | |
| Ending Balance | <u>\$ 46,029,504</u> | <u>\$ 46,775,837</u> | \$ | (746,333) | | (1.6) % |

JOHNSON COUNTY COMMUNITY COLLEGE
OFFICE OF THE PRESIDENT

July 6, 2023

CASH DISBURSEMENT SUMMARY

REPORT:

This Cash Disbursement Summary Report includes the weekly totals for accounts payable, tuition refunds, and financial aid disbursements. Supplement A to the July 20, 2023 Board Packet includes the detailed individual disbursement information.

| <u>Date</u> | <u>Control Number</u> | | <u>Amount</u> |
|--------------------------------|-----------------------|------------|----------------|
| Accounts Payable Disbursements | | | |
| 5/30/2023 | W0000226 | Wire | 1,620,861.58 |
| 5/31/2023 | J0218885 | P-Card ACH | 46,133.84 |
| 6/02/2023 | 00714932 - 00715104 | AP | 493,349.01 |
| 6/02/2023 | !0045727 - !0045818 | ACH | 385,345.38 |
| 6/09/2023 | 00715105 - 00715253 | AP | 320,716.94 |
| 6/09/2023 | !0045819 - !0045926 | ACH | 398,328.59 |
| 6/15/2023 | W0000227 | Wire | 1,608,160.56 |
| 6/16/2023 | 00715254 - 00715378 | AP | 234,573.34 |
| 6/16/2023 | !0045927 - !0046000 | ACH | 1,418,605.29 |
| 6/16/2023 | W0000228 | Wire | 2,580.00 |
| 6/16/2023 | J0219093 | P-Card ACH | 340,307.03 |
| 6/23/2023 | 00715379 - 00715481 | AP | 259,432.20 |
| 6/23/2023 | !0046001 - !0046053 | ACH | 802,205.33 |
| 6/23/2023 | J0219180 | P-Card ACH | 106,824.14 |
| 6/29/2023 | W0000229 | Wire | 37,855.81 |
| 6/30/2023 | 00715482 - 00715586 | AP | 434,446.53 |
| 6/30/2023 | !0046054 - !0046106 | ACH | 293,361.78 |
| 6/30/2023 | J0219262 | P-Card ACH | 85,356.76 |
| | | | \$8,888,444.11 |

Tuition Refunds and Financial Aid Disbursements

| | | |
|--------------------------|---------------------|------------------------------|
| 6/02/2023 | 10191159 - 10191166 | 6,899.00 |
| 6/09/2023 | 10191167 - 10191180 | 6,977.57 |
| 6/16/2023 | 10191181 - 10191182 | 881.00 |
| 6/23/2023 | 10191183 - 10191357 | 90,626.54 |
| 6/30/2023 | 10191358 - 10191371 | 7,484.18 |
| 5/27/2023-6/30/2023 | Refund ACH | 637,835.67 |
| | | <hr/> |
| | | \$750,703.96 |
| | | <hr/> |
| Total Cash Disbursements | | <u><u>\$9,639,148.07</u></u> |

RECOMMENDATION:

It is the recommendation of the college administration that the Board of Trustees ratify the total cash disbursements as listed above and as contained in the supplement, for the total amount of \$9,639,148.07.

Janelle Vogler
Vice President and Chief Financial Officer

Rachel Lierz
Executive Vice President
Finance & Administrative Services

Andrew W. Bowne
President

JOHNSON COUNTY COMMUNITY COLLEGE
OFFICE OF THE PRESIDENT

July 20, 2023

GRANTS, CONTRACTS AND AWARDS

REPORT:

The following grants and contracts have been approved for funding.

1. Digital Equity Grant - COVID-19 FUND
Funding Agency: Health Forward Foundation
Purpose: To purchase Chromebooks for use by Johnson County Adult Education (JCAE) students.
Duration: June 1, 2023 – May 31, 2024
Grant Administrator: Kayla Harrity
Amount Funded: \$15,000
JCCC Match: - 0 -
Applicant: JCCC
2. Procurement Technical Assistance Center 2023
Funding Agency: U.S. Department of Defense (DOD), Office of Naval Research (ONR)
Purpose: To provide Procurement Technical Assistance (PTA) services to local business owners to grow their businesses via sales to the government.
Duration: February 1, 2023 – January 31, 2024
Grant Administrator: Keon Muldrow
Amount Funded: \$77,318 (JCCC sub-award amount)
JCCC Match: \$104,603 (cash and in-kind)
Applicant: Wichita State University
3. Increasing Land, Capital, and Market Access
Funding Agency: U.S Department of Agriculture
Purpose: To increase land and capital access for urban and socially disadvantaged farmers in the Kansas City metropolitan area. Professor Rebecca Layne will serve on the coordinating committee for the project.
Duration: 5 years
Grant Administrator: Rebecca Layne
Amount Funded: \$13,750

JCCC Match: - 0 -

Applicant: Cultivate Kansas City

The following grants have been submitted on behalf of the college.

1. Cotton in the Curriculum 2024

Funding Agency: Cotton Incorporated

Purpose: To support Fashion Merchandising & Design students' exploration of cotton materials through draping and patternmaking skills and applying the "right fabric" to the "right style."

Duration: January 1, 2024 – December 31, 2024

Grant Administrator: Audrey Michaelis

Amount Requested: \$6,156

JCCC Match: - 0 -

Applicant: JCCC

RECOMMENDATION:

It is the recommendation of the college administration that the Board of Trustees approve the acceptance of these grants and authorize expenditure of funds in accordance with the terms of the grants.

Katherine B. Allen
Vice President
College Advancement & Government Affairs

Andrew W. Bowne
President

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 |
|--|-------------------|-----------|---|---|
| United Methodist Church of the Resurrection | CDL-A Training | CE | New agreement/ No specified term (either party may terminate the Agreement at any time) | Agreement for JCCC to rent COR Parking Lot A6 for \$50/day. This additional space is needed to accommodate CDL contract clients. |

RECOMMENDATION:

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

Rachel Lierz
Executive Vice President, Finance and
Administrative Services

Andrew W. Bowne
President

JOHNSON COUNTY COMMUNITY COLLEGE
OFFICE OF THE PRESIDENT

July 20, 2023

TRANSFER TO JCCC FOUNDATION TRIBUTE FUND

REPORT:

Jill Stinson and Michelle Heffron are retiring from the college. They have requested that in lieu of a retirement gift, the \$150 designated for this gift be donated to the JCCC Foundation student scholarship fund. Ms. Stinson's funds will go to the Nell Mitchell Scholarship and Ms. Heffron's funds will go to the Campus Connections Scholarship.

RECOMMENDATION:

It is the recommendation of the college administration that the Board of Trustees authorize the transfer of \$300 from the general fund to the JCCC Foundation student scholarship fund in honor of Jill Stinson and Michelle Heffron.

Colleen Chandler
Vice President, Human Resources

Andrew W. Bowne
President

JOHNSON COUNTY COMMUNITY COLLEGE
OFFICE OF THE PRESIDENT

July 20, 2023

HUMAN RESOURCES

1. Retirement

GERALDINE BARRETT, Assistant Bursar, Operations, effective June 30, 2023.

MICHELLE HEFFRON, Administrative Assistant Counseling, Student Success & Engagement, effective January 05, 2024.

RECOMMENDATION:

It is the recommendation of the college administration that the Board of Trustees approve the above-listed retirement.

2. Separations

HEATHER EDVENSON, Lab Coordinator Chemistry, Academic Affairs, effective July 21, 2023.

KAREN GERETY FOLK, Curator of Art Education, College Advancement & Government Affairs, July 20, 2023.

SHANE HARDIMAN, Manager Employee Relations, Human Resources, effective July 19, 2023.

PAMELA MARTIN, Creative and Content Manager, Strategic Communications & Marketing, effective June 20, 2023.

ANTHONY MILLER, Assistant Coach Men's Baseball, Student Success & Engagement, effective June 23, 2023.

RECOMMENDATION:

It is the recommendation of the college administration that the Board of Trustees approve the above-listed separations.

Colleen Chandler
Vice President, Human Resources

Andrew W. Bowne
President

JOHNSON COUNTY COMMUNITY COLLEGE
OFFICE OF THE PRESIDENT

July 20, 2023

HUMAN RESOURCES ADDENDUM

1. Separation

TYLER MURPHY, Campus Police Dispatcher, Operations, effective August 02, 2023.

RECOMMENDATION:

It is the recommendation of the college administration that the Board of Trustees approve the above-listed separation.

Colleen Chandler
Vice President, Human Resources

Andrew W. Bowne
President