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#### **XIV. ADJOURNMENT**

AUDIT COMMITTEEMINUTES  
December 12, 2022

The Employee Engagement & Development Committee met at 3:00 pm on Monday, December 12, 2022, in the Hugh W. Speer Board Room. Those present were Trustees, Lee Cross and Nancy Ingram; staff Heather Callaway, Mike Neal, Deb Nicholson, Vickki Jo Powers, Colleen Chandler, Sandra Warner, Janelle Vogler, Rachel Lierz, Jason Brunkan, Rob Caffey, Kelsey Nazar, Chad Loughman and Philip Mein and Liz Loomis, recorder.

Audit Charter (AU-9)

Heather Callaway led the discussion of how a stand-alone charter was created. Internal and External Audit Policies 210.05 was updated too, and the charter will be reviewed on an annual basis.

**Recommendation**

**It is the recommendation of the Audit Committee that the Board of Trustees approve the recommendation of the College administration to approve the proposed Audit Charter, as shown subsequently in the Board packet.**

Updates on Activities and Audits (AU-1)

Co-Source RFP: A Request for Proposal (RFP) went out for a co-source vendor to supplement audit staff to assist with risk assessments, planning and performing audits, IT audit assistance, and reporting. The recommendation is expected to go to the Board at the February 16, 2023, meeting for approval.

Firearms audit: The first ever firearms and ammunition audit was conducted. Firearms audits are done to ensure that effective controls are in place and processes exist to safeguard firearms and other sensitive assets to prevent loss, theft, or unauthorized use. Internal Audit found the internal controls to be operating efficiently and effectively with a few recommendations for documenting processes and formalizing inventory counts.

Annual Trustee Travel Report: Internal Audit compiled the travel expenditures of the Trustees for Fiscal Year 2022. Travel expense increased due to the return of in-person conferences.

Biannual Travel Audit: Internal Audit performed an audit of seven Trustees, thirteen Cabinet members, and a random sample of fifteen faculty and staff members for a total of 35 travelers. The period under review was January – June 2022. There were 54 trips

reviewed including both same-day and overnight travel. The vast majority of issues were low risk; however, there were a few medium and high-risk findings, they resulted in less than \$450.

### Audit Recommendations Update Matrix (AU-2)

#### Operational Audits:

Ms. Callaway reviewed prior audit findings and remediation from the 2020 Athletics, 2022 Firearms and 2022 Travel audits.

#### IT Audits:

Phil Mein presented finding from the IT audit. The IT department is in the process of remediating issues.

### JCCC Ethics Line Update (AU-3)

Quarterly report: Ms. Callaway presented the EthicsPoint hotline numbers for September 1 – November 30, 2022.

Previously, the ethics reports that went directly to the Human Resources email or reported in person were not reflected. Going forward, all ethics complaints reported via the hotline, website, or communicated directly to HR, will be reflected in the ethics report.

### Audit Committee Meeting Schedule

The Audit Committee will continue to meet quarterly in February, May, August and November of each year.

### Audit Committee Working Agenda

The only change to the Audit Committee working agenda is AU-6 Performance Review – Exec. Director, Audit and Advisory Services will move to August for 2023 only to allow for one-year of performance for the Audit Director.

### Executive Session (AU-12)

No executive Session was needed at this meeting.

The next Audit Committee meeting is not yet scheduled.

**JCCC AUDIT COMMITTEE**  
**Working Agenda**  
**2023**

- AU-1                    Review audit activities
- Audit reports
  - Bi-annual travel review
  - Ongoing audit projects
  - Policies & procedures
- AU-2                    Review audit recommendations
- AU-3                    Review EthicsPoint reports
- Quarterly report
  - Other reporting
- AU-4                    Annual summary reports
- KOPS Watch/Behavioral Intervention Team (BIT)
  - Student complaint portal
- AU-5                    External audit planning meeting
- AU-6                    Performance reviews
- Internal Audit Director
  - Audit & Advisory Services
- AU-7                    Annual Trustee expense reimbursement report
- AU-8                    Annual audit charter review

AU-9 Review and approve annual audit plan

AU-10 Review audited financial statements

- Recommend approval to Board

**Recommendation**

**It is the recommendation of the Audit Committee that the Board of Trustees approve the 2023 Audit Committee working agenda.**

**Executive Session (AU-12)**

No executive Session was needed at this meeting.

The next Audit Committee Meeting is to be determined.



## Internal Audit Charter

### Purpose and Mission

The purpose of Johnson County Community College's (JCCC or the College) Department of Internal Audit and Advisory Services (Internal Audit) is to provide independent, objective assurance and advisory services designed to improve the College's organizational value by providing risk-based and objective assurance, advice, and insight. The internal audit department helps the College accomplish its mission by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of governance, risk management, and control processes.

### Standards for the Professional Practice of Internal Auditing

Internal Audit will govern itself by adherence to The Institute of Internal Auditors' (IIA) *International Professional Practices Framework* (IPPF), including the Core Principles for the Professional Practice of Internal Auditing, the Code of Ethics, and the Definition of Internal Auditing. Additionally, Internal Audit will obtain resources, tools and guidance through the Association of College and University Auditors (ACUA) and the Committee of Sponsoring Organizations (COSO).

### Authority

The director of audit will report functionally to the Audit Committee and Board of Trustees and administratively (i.e., day-to-day operations) to the President of the College. To establish, maintain, and assure that the College's internal audit department has sufficient authority to fulfill its duties, the audit committee/board will:

- Approve the internal audit department's charter annually
- Approve the risk-based internal audit plan annually
- Approve the internal audit department's budget and resource plan through the annual budget process
- Receive communications from the audit director on the internal audit department's performance relative to its plan and other matters
- Make appropriate inquiries of management and the audit director to determine whether there is inappropriate scope or resource limitations

The director of audit will have unrestricted access to, and communicate and interact directly with, the audit committee/board.



The audit committee/board authorizes the internal audit department to:

- Have full, free, and unrestricted access to all functions, records, property, and personnel pertinent to carrying out any engagement, subject to accountability for confidentiality and safeguarding of records and information
- Allocate resources, set frequencies, select subjects, determine scopes of work, apply techniques required to accomplish audit objectives, and issue reports
- Obtain assistance from the necessary personnel of the College, as well as other specialized services from within or outside the College, in order to complete the engagement

## **Independence and Objectivity**

The director of audit will ensure that the internal audit department remains free from all conditions that threaten the ability of internal auditors to carry out their responsibilities in an unbiased manner, including matters of audit selection, scope, procedures, frequency, timing, and report content. If the director of audit determines the independence or objectivity may be impaired in fact or in appearance, the details of impairment will be disclosed to appropriate parties.

Internal auditors will exhibit professional objectivity in gathering, evaluating, and communicating information about the process being examined. Internal auditors will make a balanced assessment of all the relevant circumstances, and they will not subordinate their judgment on audit matters to others.

Internal auditors will have no direct operational responsibility or authority over any of the activities audited. Accordingly, internal auditors will not implement internal controls, develop procedures, install systems, prepare records, or engage in any other activity that may impair their judgment, including:

- Assessing specific operations for which they had responsibility within the previous year
- Performing any operational duties for the College or its affiliates
- Initiating or approving transactions external to the internal audit department
- Directing the activities of any College employee not employed by the internal audit department, except to the extent that such employees have been appropriately assigned to auditing teams or to otherwise assist internal auditors

Internal auditors will:

- Disclose any impairment of independence or objectivity, in fact or in appearance, to appropriate parties
- Exhibit professional objectivity in gathering, evaluating, and communicating information about the activity or process being examined
- Make balanced assessments of all available and relevant facts and circumstances
- Take necessary precautions to avoid being unduly influenced by their own interests or by others in forming judgments

The director of audit will confirm to the audit committee/board, at least annually, the organizational independence of the internal audit department.

The director of audit will disclose to the audit committee/board any interference and related implications in determining the scope of internal auditing, performing work, and/or communicating results.

## **Scope of Internal Audit Activities**

The scope of internal audit activities encompasses, but is not limited to, objective examinations of evidence for the purpose of providing independent assessments to the audit committee/board, management, and outside parties on the adequacy and effectiveness of governance, risk management, and control processes for the College. Internal audit assessments include evaluating whether:

- Risks relating to the achievement of the College's strategic objectives are appropriately identified and managed
- The actions of the College's executive management, faculty, staff, and contractors are in compliance with the College's policies, procedures, and applicable laws, regulations, and governance standards
- The results of operations or programs are consistent with established goals and objectives
- Operations or programs are being carried out effectively and efficiently
- Established processes and systems enable compliance with the policies, procedures, laws, and regulations that could significantly impact JCCC
- Information and the means used to identify, measure, analyze, classify, and report such information are reliable and have integrity
- Resources and assets are acquired economically, used efficiently, and protected adequately

The director of audit will report periodically to the president's cabinet and the audit committee/board regarding:

- The internal audit department's purpose, authority, and responsibility
- The internal audit department's plan and performance relative to its plan
- The internal audit department's conformance with the IIA's Code of Ethics and action plans to address any significant conformance issues
- Significant risk exposures and control issues, including fraud risks, governance issues, and other matters requiring the attention of, or requested by the audit committee/board
- Results of audit engagements or other activities
- Resource requirements
- Any response to risk by management that may be unacceptable to JCCC

The audit director also coordinates activities, where possible, and considers relying upon the work of other internal and external assurance and consulting service providers as needed. The internal audit department may perform advisory and related client service activities, the nature and scope of which will be agreed with the client, provided the internal audit department does not assume management responsibility.

Opportunities for improving the efficiency of governance, risk management, and control processes may be identified during engagements. These opportunities will be communicated to the appropriate level of management.

## Responsibility

The director of audit has the responsibility to:

- Submit, at least annually, to senior management and the audit committee/board a risk-based internal audit plan for review and approval
- Communicate to senior management and the audit committee/board the impact of resource limitations on the internal audit plan
- Review and adjust the internal audit plan, as necessary, in response to changes in the College's business risks, operations, programs, systems, and controls
- Communicate to senior management and the audit committee/board any significant interim changes to the internal audit plan
- Ensure each engagement of the internal audit plan is executed, including the establishment of objectives, scope, the assignment of appropriate and adequately supervised resources, the documentation of work programs and testing results, and the communication of engagement results with applicable conclusions and recommendations to appropriate parties
- Follow up on engagement findings and corrective actions, and report periodically to senior management and the audit committee/board any corrective actions not effectively implemented
- Ensure the principles of integrity, objectivity, confidentiality, and competency are applied and upheld
- Ensure the internal audit department collectively possesses or obtains the knowledge, skills, and other competencies needed to meet the requirements of the internal audit charter
- Ensure trends and emerging issues that could impact JCCC are considered and communicated to senior management and the audit committee/board as appropriate
- Ensure emerging trends and successful practices in internal auditing are considered
- Establish and ensure adherence to policies and procedures designed to guide the internal audit department
- Ensure adherence to JCCC's relevant policies and procedures, unless such policies and procedures conflict with the internal audit charter. Any such conflicts will be resolved or otherwise communicated to senior management and the audit committee/board

## Quality Assurance and Improvement Program

The internal audit department will maintain a quality assurance and improvement program that covers all aspects of the internal audit department. The program will include an evaluation of whether internal auditors apply The IIA's Code of Ethics. The program will also assess the efficiency and effectiveness of the internal audit department and identify opportunities for improvement.

The audit director will communicate to senior management and the audit committee/board on the internal audit department's quality assurance and improvement program, including results of internal assessments (both ongoing and periodic) and external assessments conducted at least once every five years by a qualified, independent assessor or assessment team from outside the College.

# Internal Audit Activity charter

Approved this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Director of Audit

\_\_\_\_\_  
Chair of the Audit Committee

\_\_\_\_\_  
Vice Chair of the Audit Committee

BOARD GOVERNANCE COMMITTEE  
January 6, 2023

The Board Governance Committee met at 11:00 am on Friday, January 6, 2023 in the Hugh W. Speer Board Room. Those present were Trustees, Laura Smith-Everett and Greg Musil; staff Andy Bowne, Caitlin Murphy, Kelsey Nazar and Liz Loomis, recorder.

Review proposed 2023 Working Agenda

Kelsey Nazar, Vice President and General Counsel, presented the review of 100 Series Policies. After discussion, policy review will occur as follows:

January:

- Code of Conduct Policy 114.01
- Code of Ethics Policy 114.02
- Resolution of Censure Policy 114.03

May:

- Board Responsibilities Policy 110.00
- Meetings of the Board Policy 112.00
- Special Meetings of the Board Operating Procedure 112.01

July:

- Number and Selection of Trustees Policy 111.01
- Officers Policy 111.02
- Committees Policy 111.03

November:

- Professional Development Policy 113.00

Caitlin Murphy, Special Assistant to the President, presented the Board Process Review schedule. Board processes will be reviewed as follows:

January:

- Retreat Planning

May:

- Review Onboarding Process for New Trustees

July:

- Process for Annual Review of President
- Process for Self-Review

November:

- Evaluate Miscellaneous Board Process

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
- Policy on Policies
  - Governing Style

**RECOMMENDATION:**

**It is the recommendation of the Board Governance Committee that the Board of Trustees approve the 2023 Board Governance Committee working agenda.**

Retreat Planning BG-4

Ms. Smith-Everett led the discussion on Board Retreat Planning. The recommendation is to have one retreat per semester, and if possible have set dates.

Review On-Boarding Process for New Trustees BG-5

Mr. Musil and Ms. Smith-Everett discussed the importance of onboarding new Trustees. This will be an ongoing process and will begin with the newly appointed Trustee on Monday, Jan. 9, 2023.

The next meeting of the Board Governance Committee is Wednesday, May 3, 2023.

## EMPLOYEE ENGAGEMENT AND DEVELOPMENT COMMITTEE

January 6, 2023

The Employee Engagement and Development Committee met at 1:00 p.m. on Friday, January 6, 2023, in the Hugh W. Speer Board Room. Those present were Trustees Mark Hamill and Nancy Ingram; staff Andy Bowne, Colleen Chandler, Chris Gray, Caitlin Murphy, and Glenda Land, recorder.

### Employee Engagement and Development Committee Working Agenda

Colleen Chandler, Interim Vice President, Human Resources presented the working agenda for 2023.

## EMPLOYEE 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

### **RECOMMENDATION:**

**It is the recommendation of the Employee Engagement and Development Committee that the Board of Trustees approve the 2023 Employee Engagement and Development Committee working agenda.**

Ms. Chandler indicated that it is anticipated that the Employee Engagement and Development Committee will meet six times in 2023, including January, February, April, June, September, and November.



## HR Initiative Clarification and Timelines

Ms. Chandler shared updates on the following:

- Voluntary Early Retirement Benefit (VERB) – As of January 1, 2023, a total of 69 employees have retired or given notice of intent to retire with VERB, effective July 1, 2022 through the sunset of VERB:
  - 20 salaried staff
  - 20 hourly staff
  - 29 faculty
- Internal Equity – The project is underway with a projected completion of March 2023. Based on years of experience reflected in Banner, the preliminary cost estimate is \$2.1M annualized salary cost for internal equity adjustments for current, full-time, non-bargaining unit staff. The board approved \$500k in the FY23 budget to start this project.
- Career Laddering – The RFP evaluation committee reviewed proposals and selected Culpepper and Associates as the vendor for the project. After board approval, HR will begin working with the vendor to develop a project timeline.

The next Employee Engagement and Development Committee meeting is scheduled Wednesday, February 1, 2023.

Inclusion & Belonging Committee MINUTES  
January 6th, 2023

The Inclusion and Belonging Committee met at 2:00 p.m. on Friday, January 6, 2023, in the Hugh W. Speer Board Room. Those present were Trustees Dawn Rattan and Laura Smith-Everett; staff Dr. Bowne, Caitlin Murphy, Kate Allen, Dr. Mickey McCloud, Dr. Judy Korb, Marc Leacox and Silvia Arellano Fernandez (recorder).

Monitor Inclusion and Belonging Strategies and Initiatives: Review Diversity, Equity, and Inclusion work (IB-1)

Kate Allen, Vice President, College Advancement and Government Affairs, introduced Andrea Vieux, professor of political science for JCCC as well as a Strategic Planning Co-Chair for DEI. A brief history of DEI work at JCCC was presented along with a review of the new DEI position on campus. The position is intended to be a resource for employees, students, and partners with a focus on student success. Dr. Bowne stated that the job will be posted in January.

Monitor Benchmarking and Metrics: DEI Strategic Planning Goals (IB-2)

DEI Strategic Planning goals were reviewed. Chair Rattan requested benchmarking information and metrics to determine student success gaps. John Clayton, Executive Director, Institutional Effectiveness, Planning and Research, reviewed the metric creation process underway through the Strategic Plan.

Monitor Inclusion and Belonging Strategies and Initiatives: Inclusion and Belonging Committee Operations (IB-3)

Trustee Rattan requested information on current diversity, equity and inclusion programs and practices at JCCC including reports from groups across campus such as LUNA, JCCC Multi-Cultural Student Affairs, and JCCC Student Veteran groups. Review of the MGT consultant report also was noted for review. The purpose is to build awareness of DEI needs on campus and better understand opportunities to improve support.

Monitor Inclusion and Belonging Strategies and Initiatives: Review of Working Agenda for 2023 (IB-4)

The working agenda was reviewed and accepted with monthly meetings planned for 2023 beginning March 1, 2023.

INCLUSION AND BELONGING COMMITTEE  
Working Agenda  
2023

IB-1 Monitor Inclusion and Belonging Strategies and Initiatives

IB-2 Monitor Benchmarking and Metrics

**RECOMMENDATION**

**It is the recommendation of the Inclusion and Belonging Committee that the Board of Trustees approve the 2023 Inclusion and Belonging Committee working agenda.**

The next Inclusion & Belonging Committee Meeting is scheduled for Wednesday, March 1, 2023, at 2:00 p.m. in the Hugh W. Speer Board Room.

## MANAGEMENT AND FINANCE COMMITTEE

### Minutes

January 6, 2023

The Management and Finance Committee met at 8:30 AM on Friday, January 6, 2023, in the Hugh Speer Board Room. Those present were Trustees Greg Musil and Mark Hamill; staff: Andy Bowne, Rob Caffey, Jim Feikert, Courtney Hultgren, Caitlin Murphy, Janelle Vogler, Sandra Warner, and Linda Nelson, recorder.

#### Hiersteiner Child Development Center update

Courtney Hultgren, Program Director, Hiersteiner Child Development Center presented an update on the activities at the center which supports students, faculty, and staff childcare needs. She highlighted some of the challenges being faced, scholarship and grant opportunities for JCCC students and upcoming enhancements to the program and facilities.

#### Strategic Risk Management

Dr. Sandra Warner, Executive Director, Mission Continuity and Risk Management, provided a 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 the Strategic Risk Assessment update with an Alliant Industry Outlook report, and a summary of insurance coverages and claims trends.

Business Services: Bid/RFP Review

Jim Feikert, Executive Director, Procurement Services reviewed five Bid/RFP recommendations.

**AWARD OF BIDS/RFPs - SINGLE PURCHASE: \$150,000+  
JANUARY 2023 MANAGEMENT & FINANCE COMMITTEE (JANUARY 6)**

Bid Title Total Contract Period Fund Source / Firms Notified	Vendors Original Bid Amounts	Single Purchase	Justification
23-048 Gym Fieldhouse Resilient Athletic Flooring Replacement  Base year/project completion  Fund Source: 7111, Capital Outlay Firms Notified: 50	1. <b>Kiefer USA: \$593,340.00</b> 2. Image Flooring: \$467,630.00 3. Dynamic Sports Construction, Inc.: \$497,018.00	<p align="center"><b>\$652,674.00</b>  <i>Single Purchase                      (includes 10% contingency - \$59,334)</i></p>	A thorough evaluation process was conducted, which included reviewing the responses and technical specifications with the project architect, based on the criteria defined within the RFB. At the conclusion of the evaluation process, it was determined that the response submitted by Kiefer USA fully met the needs of the college.
<b>PURPOSE &amp; DESCRIPTION</b>			
The purpose of this Request for Bid (RFB) is for the specialty resilient athletic flooring replacement at the JCCC gymnasium fieldhouse.			
<b>EVALUATION COMMITTEE</b>			
<ul style="list-style-type: none"> <li>• Brett Edwards (Incoming): Director, Campus Services &amp; Energy Management</li> <li>• Jeff Allen: Director (outgoing), Campus Services &amp; Energy Management</li> <li>• Larry Allen: Senior Buyer, Procurement Services</li> <li>• Tom Hall: Associate Vice President, Campus Services/Facilities Planning</li> </ul>			
<b>MANAGEMENT &amp; FINANCE COMMITTEE RECOMMENDATION</b>			
<p><b>It is the recommendation of the Management &amp; Finance Committee that the Board of Trustees accept the recommendation of the college administration to approve the bid from Kiefer USA for Gym Fieldhouse Resilient Athletic Flooring Replacement, in the amount of \$593,340.00, with an additional 10% contingency of \$59,334.00 to allow for possible unforeseen costs, for a total estimated expenditure of \$652,674.00.</b></p>			

**AWARD OF BIDS/RFPs - SINGLE PURCHASE: \$150,000+  
JANUARY 2023 MANAGEMENT & FINANCE COMMITTEE (JANUARY 6)**

Bid Title Total Contract Period Fund Source / Firms Notified	Vendors Original Bid Amounts	Single Purchase	Justification
23-061 Multi-Media Services (MMS) Equipment  Base year/project deliverable  Fund Source: 4311 Audio Visual Services Firms Notified: 99	<ol style="list-style-type: none"> <li>1. KCAV: \$296,212.09*</li> <li>2. AVI-SPL: \$315,534.18*</li> <li>3. Ford AV: \$313,917.00*</li> <li>4. B&amp;H Photo: \$65,130 (no bid line items 1-15)</li> <li>5. MainMicro: \$55,696.42 (no bid line items 1-16, 22)</li> </ol> <p>*Pricing based on a shopping basket of historical items purchased and anticipated campus needs.</p>	<p align="center"><b>\$296,212.09</b> <i>Single Purchase</i></p>	<p>Low bid for 17/23 of line items*</p> <p>*For administrative and supply chain availability efficiencies, the evaluation committee recommends award to KCAV for all line items.</p>
<b>PURPOSE &amp; DESCRIPTION</b>			
<p>The purpose of this Request for Bid (RFB) is for the acquisition of Multi-Media Services Equipment (FADS 110, Standard Classroom Crestron, WHCA Kitchens, WHCA Theater, Maintain Crestron, GYM 007 and 103D Sound, and other MMS projects).</p>			
<b>EVALUATION COMMITTEE</b>			
<ul style="list-style-type: none"> <li>• John Kumar: Executive Director Client Support Services</li> <li>• Julie Lombard-Williamson: Senior Buyer, Procurement Services</li> <li>• Adrian Swan: Manager Multimedia Services</li> </ul>			
<b>MANAGEMENT &amp; FINANCE COMMITTEE RECOMMENDATION</b>			
<p><b>It is the recommendation of the Management &amp; Finance Committee that the Board of Trustees accept the recommendation of the college administration to approve the low bid from KCAV for Multi-Media Services Equipment, for a total estimated expenditure of \$296,212.09.</b></p>			

**AWARD OF BIDS/RFPs - SINGLE PURCHASE: \$150,000+  
JANUARY 2023 MANAGEMENT & FINANCE COMMITTEE (JANUARY 6)**

<b>Bid Title</b> <b>Total Contract Period</b> <b>Fund Source / Firms Notified</b>	<b>Vendors</b> <b>Original Bid Amounts</b>	<b>Single Purchase</b>	<b>Justification</b>
23-029 Purchase of Wide Format Printer  Base year/project completion  Fund Source: 0201, General Fund Firms Notified: 28	<ol style="list-style-type: none"> <li>1. <b>Canon Solutions: \$243,363.00</b></li> <li>2. Sumner One: \$149,277.00</li> <li>3. Image Quest: \$109,278.00</li> <li>4. Ricoh USA: \$75,800.00</li> </ol>	<p align="center"><b>\$243,363.00</b> <i>(Single Purchase)</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 Canon Solutions best met the needs of the college.
<b>PURPOSE &amp; DESCRIPTION</b>			
The purpose of this Request for Proposal is to purchase one True Flatbed wide format printer and one Roll Wide Printer for Printing Services. The devices will be used for the mid to high volume signage shop.			
<b>EVALUATION COMMITTEE</b>			
<ul style="list-style-type: none"> <li style="width: 50%;">• Duane Quillen: Printing Services Manager</li> <li style="width: 50%;">• Christina Seitzinger: Creative Lead/Designer</li> <li style="width: 50%;">• Mike Vochatzer: Printing Services Supervisor</li> <li style="width: 50%;">• Tamika McDonald, Senior Buyer, Procurement Services</li> <li style="width: 50%;">• Kevin Spykerman: Wide Format Print Services Technology</li> </ul>			
<b>MANAGEMENT &amp; FINANCE COMMITTEE RECOMMENDATION</b>			
<p><b>It is the recommendation of the Management &amp; Finance Committee that the Board of Trustees accept the recommendation of the college administration to approve the purchase of a Wide Format Printer from Canon Solutions, for a total expenditure of \$243,363.00.</b></p>			

**AWARD OF BIDS/RFPs - SINGLE PURCHASE: \$150,000+  
 JANUARY 2023 MANAGEMENT & FINANCE COMMITTEE (JANUARY 6)**

<b>Bid Title                      Total Contract Period                      Fund Source / Firms Notified</b>	<b>Vendors                      Original Bid Amounts</b>	<b>Single Purchase</b>	<b>Justification</b>		
23-059 Human Resources Job Architecture  Base year/project completion  Fund Source: 0201, General Firms Notified: 20	1. <b>Culpepper &amp; Associates: \$389,995.00</b> 2. CBIZ: \$509,150.00 3. Gallagher: \$600,875.00 4. Huron: \$265,000.00 5. OneDigital: \$294,875.00	<p align="center"><b>\$389,995.00</b>  <i>Single Purchase</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 Culpepper & Associates best met the needs of the college.		
<b>PURPOSE &amp; DESCRIPTION</b>					
The purpose of this Request for Proposal (RFP) is to find a qualified firm who specializes in job architecture development consulting services for higher-education institutions. The purpose of this project is to ensure consistency among all non-bargaining unit, non-faculty, non-adjunct positions within the College, to ensure internal and external competitiveness, and to provide the college with the data necessary to address internal equity.					
<b>EVALUATION COMMITTEE</b>					
<table border="0"> <tr> <td data-bbox="134 969 1050 1073"> <ul style="list-style-type: none"> <li>• Tandra Wise: Director Compensation Benefits HR Systems</li> <li>• Colleen Chandler: Interim Vice President Human Resources</li> <li>• Leslie Quinn: Director Enrollment Services &amp; Registrar</li> </ul> </td> <td data-bbox="1056 969 2039 1073"> <ul style="list-style-type: none"> <li>• Jason Arnett: Manager Coffee Bars/Food Court</li> <li>• Tamika McDonald: Senior Buyer, Procurement Services</li> <li>• Elisa Waldman: Vice President Workforce Development &amp; Continuing Education</li> </ul> </td> </tr> </table>				<ul style="list-style-type: none"> <li>• Tandra Wise: Director Compensation Benefits HR Systems</li> <li>• Colleen Chandler: Interim Vice President Human Resources</li> <li>• Leslie Quinn: Director Enrollment Services &amp; Registrar</li> </ul>	<ul style="list-style-type: none"> <li>• Jason Arnett: Manager Coffee Bars/Food Court</li> <li>• Tamika McDonald: Senior Buyer, Procurement Services</li> <li>• Elisa Waldman: Vice President Workforce Development &amp; Continuing Education</li> </ul>
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<b>MANAGEMENT &amp; FINANCE COMMITTEE RECOMMENDATION</b>					
<p><b>It is the recommendation of the Management &amp; Finance Committee that the Board of Trustees accept the recommendation of the college administration to approve the bid from Culpepper &amp; Associates, for a total estimated expenditure of \$389,995.00.</b></p>					



**AWARD OF BIDS/RFPs - MULTI-YEAR PURCHASE: \$150,000+  
JANUARY 2023 MANAGEMENT & FINANCE COMMITTEE (JANUARY 6)**

<b>Bid Title</b> <b>Total Contract Period</b> <b>Fund Source / Firms Notified</b>	<b>Vendors</b> <b>Original Bid Amounts</b> <b>First Year / Multi-Year Total (if applicable)</b>	<b>Current Year Amount</b> <b>Multi-year Amount</b>	<b>Justification</b>
23-021 External NSF (National Science Foundation) Evaluators  Base Year, 4 Renewal Option Years: 2/1/2023 - 9/30/2028  Base Year  Fund Source: 2197. NSF-Scholarship-STEM 2016 Firms Notified: 66	<b>1. University of Missouri-Kansas City:</b> <b>\$30,000.00/ \$150,000.00</b>	<b>\$30,000</b> <i>\$150,000.00</i>	A \$150,000 budget is stated, and vendors are asked to maximize their services against the budget. One proposal response was received which was reviewed and evaluated according to the evaluation criteria defined within the RFP. At the conclusion of the evaluation process, it was determined that the proposal submitted by UMKC meets the needs of the college.
<b>PURPOSE &amp; DESCRIPTION</b>			
<p>The purpose of this RFP is to establish a contract for external grant evaluator services from contractors who have experience and expertise providing formative, summative, and outcome-based evaluations for postsecondary and secondary education programs and projects receiving federal, state, foundation, and corporate grant funds. Evaluation services may be needed in the area of the National Science Foundation (NSF). Vendors must be able to work within the College’s grant budget and timeline. The initial term of the contract will be from February 1, 2023, through January 31, 2024, and is renewable for four additional years, in one-year increments, upon the approval of both parties.</p>			
<b>EVALUATION COMMITTEE</b>			
<ul style="list-style-type: none"> <li>• Malinda Bryan-Smith: Executive Director, Grants</li> <li>• Anthony Funari: Senior Grant Professional</li> <li>• Suneetha Menon: Director, Science Resource Center</li> <li>• Beth Edmonds: Professor Mathematics</li> <li>• Tamika McDonald: Senior Buyer, Procurement Services</li> </ul>			
<b>MANAGEMENT &amp; FINANCE COMMITTEE RECOMMENDATION</b>			
<p><b>It is the recommendation of the Management &amp; Finance Committee that the Board of Trustees accept the recommendation of the college administration to approve the proposal from the University of Missouri-Kansas City for external grant evaluator services for a base year of \$30,000.00 and a total estimated expenditure of \$150,000.00 including the renewal options, through 2028.</b></p>			

## Management and Finance Committee Working Agenda

Janelle Vogler, Associate Vice President, Business Services, presented a draft of the 2023 Management and Finance Committee working agenda.

### **MANAGEMENT AND FINANCE COMMITTEE Working Agenda 2023**

- |      |   |
|------|---|
| MF-1 | Review and Update Policies as Needed  |
| MF-2 | Guide Budget Development <ul style="list-style-type: none"><li>• Proposed Budget Calendar</li><li>• Preliminary Budget Guidelines</li><li>• Management Budget Adoption</li><li>• Legal Budget Publications</li><li>• Legal Budget Adoption</li><li>• Budget Updates as Needed</li></ul> |
| MF-3 | Stewardship of College Finances <ul style="list-style-type: none"><li>• Financial Ratio Analysis</li></ul>  |
| MF-4 | Monitor Facilities <ul style="list-style-type: none"><li>• Capital Infrastructure Inventory and One, Five and Ten-Year Replacement Plan</li><li>• Review and Recommend Financial Plans for Capital Improvements</li></ul>   |
| MF-5 | Monitor Business Services <ul style="list-style-type: none"><li>• Procurement Reports and Recommendations</li></ul>   |
| MF-6 | Monitor Information Services <ul style="list-style-type: none"><li>• Information Technology Reports</li></ul>   |
| MF-7 | Mission Continuity and Risk Management  |
| MF-8 | Other Items and Reports <ul style="list-style-type: none"><li>• Compliance Program</li><li>• Continuing Education and Workforce Development</li><li>• Institutional Advancement</li><li>• Other Activities and Programs</li></ul>   |

- Other Agreements
- Sustainability Initiatives

**RECOMMENDATION**

**It is the recommendation of the Management and Finance Committee that the Board of Trustees approve the 2023 Management and Finance Committee working agenda.**

**Informational Items**

No questions were raised regarding the informational items provided in the Management and Finance meeting materials.

## Student Success Committee Minutes

January 6, 2023

The Student Success Committee met at 10:00 a.m. on Friday, January 6, 2023, in the Hugh W. Speer Board Room. Those present were Trustee Ingram; staff Mickey McCloud, Judy Korb, Elisa Waldman, Pam Vassar, John Clayton, Leslie Quinn, Pete Belk, Jim Lane, Natalie Alleman- Byers and Anne Dotterweich, recorder.

### Student Success Committee Working Agenda

#### Student Success Committee Working Agenda 2023

- SS1 Review and update policies as needed
  
- SS2 Monitor student engagement processes
  - Academic and student success activities
  - Education planning and development initiatives
  - Updates on academic programs
  - Updates on Strategies and Initiatives
  
- SS3 Monitor learning outcomes
  - Program review and assessment practices
  - Curriculum and program additions and modifications
  - Affiliation, cooperation, articulation, reverse transfer and other agreements, policies, and procedures
  - Updates on Strategies and Initiatives
  
- SS4 Monitor faculty development
  - Professional development programs
  - Professor emeritus and senior scholar status
  - Sabbatical appointments
  - Updates on Strategies and Initiatives

- SS5 Monitor student development
- Student life, leadership, and development activities
  - Updates on Strategies and Initiatives
- SS6 Monitor statewide educational issues
- Credit/non-credit JCCC partnerships
  - Kansas Board of Regents/Post -Secondary Technical Education Authority actions
  - KACCT
- SS7 Highlight technical support for learning activities
- SS8 Monitor non-credit educational activities
- SS9 Review accreditation/student success activities

### **RECOMMENDATION**

**It is the recommendation of the Student Success Committee that the Board of Trustees approve the 2023 Student Success Committee working agenda.**

#### **Monitor Student Engagement Processes (SS2)**

Judy Korb provided some historical context to the strategic enrollment efforts at JCCC. John Clayton shared the most recent enrollment data for spring 2023 for both the number of students enrolled and credit hours. He added these metrics will continue to change between now and census day.

Leslie Quinn, Pete Belk, Jim Lane, and Natalie Alleman-Byers provided an overview and update of the historical and on-going efforts of the Strategic Enrollment Management team. They emphasized the collaborative and campus wide efforts to engage with students and their families both on the campus and in the community. Efforts to update and streamline processes to remove barriers, provide options and meet student needs were outlined. Acknowledging the numerous factors both internal and external to the College that impact enrollment, it was noted that no plan can guarantee an increase in enrollment, but JCCC can provide continuous improvement of quality/excellence in academics and other offerings.

The team will continue their work to develop a long-range strategy to meet the enrollment needs and opportunities of the community.

The next Student Success Committee meeting is scheduled for Wednesday, February 1, 2023, at 10:00 a.m. in the Hugh W. Speer Board Room

JOHNSON COUNTY COMMUNITY COLLEGE  
OFFICE OF THE PRESIDENT

January 5, 2023

TREASURER'S REPORT

REPORT:

The following pages contain the Treasurer's Report for the month ended November 30, 2022.

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 November 2022, subject to audit.**

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Rachel Lierz  
Associate Vice President, Financial Services  
Chief Financial Officer

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Andrew W. Bowne  
President

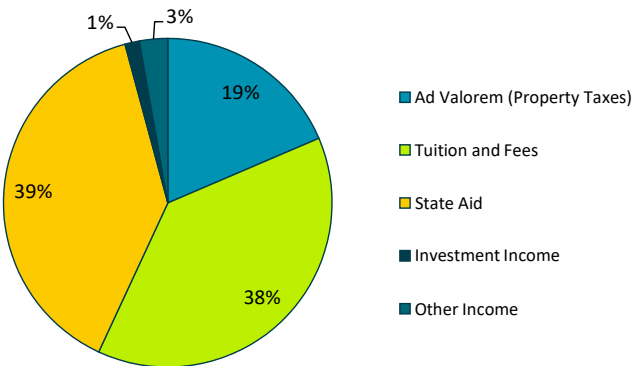
**JOHNSON COUNTY COMMUNITY COLLEGE  
TREASURER'S REPORT  
NOVEMBER 30, 2022  
41.7% OF FISCAL YEAR EXPIRED  
GENERAL/POST-SECONDARY TECHNICAL EDUCATION (PTE) FUNDS**

	ADOPTED BUDGET 2022-2023	ACTIVITY THIS MONTH 2022-2023	ACTIVITY YEAR TO DATE 2022-2023	YTD AS % OF BUDGET	PRIOR YEAR ACTIVITY TO DATE
<b>GENERAL/PTE FUNDS</b>					
Ad Valorem (Property Taxes)	\$ 115,309,042	\$ -	\$ 7,006,438	6%	\$ 6,951,709
Tuition and Fees	26,650,272	84,690	14,458,123	54%	14,213,225
State Aid	23,978,269	(514,430)	14,662,009	61%	13,508,862
Investment Income	500,000	48,306	542,495	108%	33,906
Other Income	<u>2,583,499</u>	<u>165,477</u>	<u>1,043,997</u>	<u>40%</u>	<u>1,023,329</u>
<b>TOTAL REVENUE</b>	<b>\$ 169,021,082</b>	<b>\$ (215,957)</b>	<b>\$ 37,713,062</b>	<b>22%</b>	<b>\$ 35,731,030</b>
Salaries and Benefits	\$ 131,033,857	\$ 11,423,865	\$ 47,964,587	37%	\$ 46,358,000
Current Operating	31,031,288	2,020,489	12,677,280	41%	9,752,222
Capital	17,696,597	69,000	519,435	3%	965,170
Debt Service	<u>3,685,988</u>	<u>829</u>	<u>2,903,944</u>	<u>79%</u>	<u>2,853,114</u>
<b>TOTAL EXPENSES</b>	<b>\$ 183,447,730</b>	<b>\$ 13,514,183</b>	<b>\$ 64,065,245</b>	<b>35%</b>	<b>\$ 59,928,506</b>

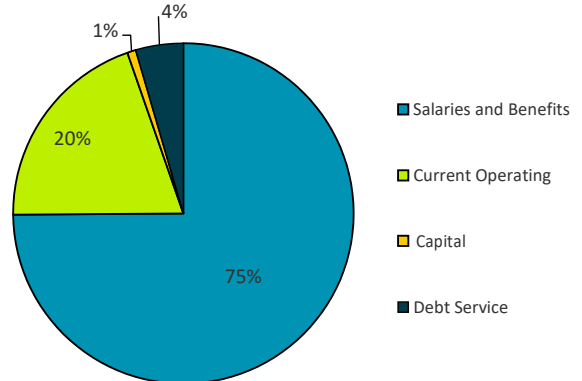
**Unencumbered Cash Rollforward:**

Beginning Balance	\$ 117,046,418	\$ 121,836,284
Revenues Over Expenses	(26,352,183)	(24,197,476)
Encumbrances & Other Activity	<u>(6,286,454)</u>	<u>(5,792,532)</u>
Ending Balance	<u>\$ 84,407,781</u>	<u>\$ 91,846,276</u>

**Actual YTD Revenues by Source**



**Actual YTD Expenses by Source**





**JOHNSON COUNTY COMMUNITY COLLEGE  
TREASURER'S REPORT  
NOVEMBER 30, 2022  
41.7% 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	\$ 97,683,257	\$ 8,510,842	\$ 35,676,921	37%	\$ 34,256,408	4%
Benefits	33,350,600	2,913,023	12,287,665	37%	12,101,592	2%
Event Officials	64,000	1,669	43,103	67%	5,483	686%
Legal Services	135,000	1,027	18,948	14%	105,963	-82%
Audit Services	91,000	15,000	49,800	55%	45,800	9%
Collection Costs	72,000	2,724	10,474	15%	16,679	-37%
Insurance, Property/Casualty & Rel	1,136,920	407,507	962,673	85%	870,655	11%
Contracted Services	7,635,873	349,910	2,552,933	33%	2,291,507	11%
SB 155 Shared Funding Payments	375,000	-	-	0%	-	0%
Overnight Travel	927,654	75,798	231,181	25%	134,519	72%
Travel - AQIP	6,600	-	529	8%	-	100%
Staff Development Travel	381,445	11,584	105,638	28%	46,656	126%
Faculty Continuing Ed Grants	19,000	2,044	9,565	50%	3,498	173%
Tuition Reimbursement	550,000	8,033	197,137	36%	170,048	16%
Same Day Travel	102,219	1,558	17,545	17%	12,156	44%
Supplies and Materials	5,348,065	589,835	2,031,491	38%	1,363,368	49%
Computer Software Licenses	5,042,295	171,914	2,795,989	55%	1,663,883	68%
Technical Training Travel	68,065	2,092	25,449	37%	19,023	34%
Applicant Travel	15,000	-	5,707	38%	1,721	232%
Recruiting Travel	24,648	1,335	6,130	25%	4,204	46%
Printing, Binding & Publications	122,850	-	22,690	18%	27,938	-19%
Advertising and Promotions	1,045,281	85,386	474,460	45%	263,622	80%
Memberships	394,305	8,406	225,426	57%	186,580	21%
Accreditation Expenses	47,910	-	25,355	53%	13,598	86%
Bad Debt Expense	350,000	-	260,000	74%	175,000	49%
Electric	2,750,000	87,356	1,035,706	38%	995,132	4%
Water	170,000	24,659	118,658	70%	91,794	29%
Natural Gas	80,000	6,644	18,638	23%	11,260	66%
Telephone	333,713	688	278,531	83%	228,819	22%
Gasoline	70,000	3,552	29,205	42%	26,248	11%
Subscriptions	472,548	13,193	238,520	50%	269,733	-12%
Rentals and Leases	622,265	37,756	231,981	37%	281,199	-18%
Repairs and Maintenance	677,484	60,997	235,651	35%	175,687	34%
Freight	122,680	770	31,044	25%	6,579	372%
Special Events	312,294	8,800	86,891	28%	50,449	72%
Retirement Recognitions	7,500	487	2,579	34%	947	172%
Postage	267,559	37,157	91,422	34%	124,525	-27%
Contingency	449,000	3,000	3,000	1%	-	100%
Remodeling and Renovations	1,730,450	15,170	57,095	3%	86,980	-34%
Library Books	177,467	11,118	43,670	25%	39,352	11%
Furniture and Equipment	1,657,125	42,092	386,629	23%	796,204	-51%
Art Acquisitions	3,000	-	-	0%	-	0%
Building Improvements	14,169,630	620	32,041	0%	42,634	-25%
Land Improvements	-	-	-	0%	-	0%
Other Tax Assessments	-	-	-	0%	-	0%
Income Tax	2,500	-	-	0%	-	0%
Grants	537,540	(485)	148,181	28%	5,335	2678%
Foster Care & Killed on Duty Grant	80,000	-	16,705	21%	19,363	-14%
Federal SEOG Match	80,000	94	38,344	48%	43,252	-11%
Principal Payments	2,070,000	-	2,070,000	100%	1,970,000	5%
Interest Payments	1,614,488	-	833,115	52%	882,364	-6%
Fee Payments	1,500	829	829	55%	750	11%
<b>TOTAL EXPENSES</b>	<b>\$ 183,447,730</b>	<b>\$ 13,514,183</b>	<b>\$ 64,065,245</b>	<b>35%</b>	<b>\$ 59,928,506</b>	<b>7%</b>



**JOHNSON COUNTY COMMUNITY COLLEGE  
TREASURER'S REPORT  
NOVEMBER 30, 2022  
41.7% 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
<b>ADULT SUPPLEMENTARY EDUCATION FUND</b>					
Tuition and Fees	\$ 4,981,300	\$ 180,344	\$ 1,227,416	25%	\$ 1,598,906
Investment Income	15,000	951	10,849	72%	698
Other Income	<u>1,600,600</u>	<u>56,034</u>	<u>494,898</u>	<u>31%</u>	<u>251,165</u>
TOTAL REVENUE	<u>\$ 6,596,900</u>	<u>\$ 237,329</u>	<u>\$ 1,733,162</u>	<u>26%</u>	<u>\$ 1,850,770</u>
Salaries and Benefits	\$ 3,445,489	\$ 191,382	\$ 907,201	26%	\$ 946,617
Current Operating	4,901,791	220,144	1,062,422	22%	1,014,764
Capital	<u>143,189</u>	<u>-</u>	<u>18,585</u>	<u>13%</u>	<u>27,482</u>
TOTAL EXPENSES	<u>\$ 8,490,469</u>	<u>\$ 411,527</u>	<u>\$ 1,988,208</u>	<u>23%</u>	<u>\$ 1,988,863</u>
<b>Unencumbered Cash Rollforward:</b>					
Beginning Balance			\$ 2,208,861		\$ 2,305,316
Revenues Over Expenses			(255,046)		(138,093)
Encumbrances & Other Activity			<u>(991,132)</u>		<u>(593,145)</u>
Ending Balance			<u>\$ 962,683</u>		<u>\$ 1,574,078</u>
<b>STUDENT ACTIVITY FUND</b>					
Tuition and Fees	\$ 1,904,000	\$ 5,074	\$ 1,097,513	58%	\$ 1,116,112
Investment Income	8,000	688	7,871	98%	548
Other Income	<u>9,500</u>	<u>(461)</u>	<u>3,038</u>	<u>32%</u>	<u>2,241</u>
TOTAL REVENUE	<u>\$ 1,921,500</u>	<u>\$ 5,301</u>	<u>\$ 1,108,422</u>	<u>58%</u>	<u>\$ 1,118,901</u>
Salaries and Benefits	\$ 289,753	\$ 26,382	\$ 121,774	42%	\$ 58,016
Current Operating	839,649	113,493	284,947	34%	168,677
Capital	-	-	-	100%	-
Grants/Scholarships	<u>1,452,295</u>	<u>1,017</u>	<u>620,693</u>	<u>43%</u>	<u>548,992</u>
TOTAL EXPENSES	<u>\$ 2,581,697</u>	<u>\$ 140,893</u>	<u>\$ 1,027,414</u>	<u>40%</u>	<u>\$ 775,685</u>
<b>Unencumbered Cash Rollforward:</b>					
Beginning Balance			\$ 1,478,536		\$ 1,380,759
Revenues Over Expenses			81,008		343,216
Encumbrances & Other Activity			<u>(199,366)</u>		<u>(38,129)</u>
Ending Balance			<u>\$ 1,360,178</u>		<u>\$ 1,685,846</u>



**JOHNSON COUNTY COMMUNITY COLLEGE  
TREASURER'S REPORT  
NOVEMBER 30, 2022  
41.7% 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
<b><u>MOTORCYCLE DRIVER SAFETY FUND</u></b>					
Tuition and Fees	\$ 110,000	\$ 1,324	\$ 68,144	62%	\$ 65,747
Other Income	40,000	41,410	41,410	104%	43,840
<b>TOTAL REVENUE</b>	<b>\$ 150,000</b>	<b>\$ 42,734</b>	<b>\$ 109,554</b>	<b>73%</b>	<b>\$ 109,587</b>
Salaries and Benefits	\$ 66,000	\$ 4,541	\$ 39,712	60%	\$ 28,911
Current Operating	22,800	2	550	2%	4,837
Capital	21,000	-	-	0%	-
<b>TOTAL EXPENSES</b>	<b>\$ 109,800</b>	<b>\$ 4,543</b>	<b>\$ 40,261</b>	<b>37%</b>	<b>\$ 33,747</b>
<b>Unencumbered Cash Rollforward:</b>					
Beginning Balance			\$ 1,161,804		\$ 1,046,298
Revenues Over Expenses			69,292		75,840
Encumbrances & Other Activity			720		776
Ending Balance			<b>\$ 1,231,817</b>		<b>\$ 1,122,914</b>
<b><u>TRUCK DRIVER TRAINING COURSE FUND</u></b>					
Tuition and Fees	\$ 625,000	\$ 50,162	\$ 295,849	47%	\$ 430,438
<b>TOTAL REVENUE</b>	<b>\$ 625,000</b>	<b>\$ 50,162</b>	<b>\$ 295,849</b>	<b>47%</b>	<b>\$ 430,438</b>
Salaries and Benefits	\$ 299,373	\$ 59,980	\$ 160,395	54%	\$ 119,774
Current Operating	716,500	37,699	60,597	8%	82,792
Capital	-	-	-	100%	-
<b>TOTAL EXPENSES</b>	<b>\$ 1,015,873</b>	<b>\$ 97,680</b>	<b>\$ 220,992</b>	<b>22%</b>	<b>\$ 202,566</b>
<b>Unencumbered Cash Rollforward:</b>					
Beginning Balance			\$ 1,102,867		\$ 774,134
Revenues Over Expenses			74,858		227,872
Encumbrances & Other Activity			(69,645)		(74,321)
Ending Balance			<b>\$ 1,108,080</b>		<b>\$ 927,685</b>
<b><u>SPECIAL ASSESSMENTS FUND</u></b>					
Ad Valorem (Property Taxes)	\$ 483,226	\$ -	\$ 27,668	6%	\$ 27,452
Interest Income	-	678	6,515	100%	378
<b>TOTAL REVENUE</b>	<b>\$ 483,226</b>	<b>\$ 678</b>	<b>\$ 34,183</b>	<b>7%</b>	<b>\$ 27,830</b>
Current Operating	\$ 300,000	\$ -	\$ 64,876	22%	\$ 218,929
<b>TOTAL EXPENSES</b>	<b>\$ 300,000</b>	<b>\$ -</b>	<b>\$ 64,876</b>	<b>22%</b>	<b>\$ 218,929</b>
<b>Unencumbered Cash Rollforward:</b>					
Beginning Balance			\$ 1,584,726		\$ 1,357,626
Revenues Over Expenses			(30,693)		(191,099)
Encumbrances & Other Activity			(29,714)		(11,874)
Ending Balance			<b>\$ 1,524,319</b>		<b>\$ 1,154,653</b>



**JOHNSON COUNTY COMMUNITY COLLEGE  
TREASURER'S REPORT  
NOVEMBER 30, 2022  
41.7% 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
<b>REVENUES</b>					
Concessions	\$ 25,000	\$ -	\$ 46	0%	\$ -
Cosmetology	9,000	3,920	9,010	100%	10,350
Bookstore	6,839,700	26,712	2,772,040	41%	2,716,883
Dining Services	2,546,000	168,677	946,408	37%	409,127
The Market	-	-	- *	0%	130,660
Vending	-	-	- *	0%	51,550
Hiersteiner Center	1,123,435	94,300	413,851	37%	254,709
HVAC Auxiliary & Auto Technology Project	2,000	-	-	0%	-
Dental Hygiene	1,500	477	775	52%	119
Hospitality Management & Pastry Program	57,500	6,886	25,485	44%	14,272
Café Tempo	-	-	- *	0%	-
Campus Farm	16,000	2,266	12,950	81%	11,877
Investment Income	15,000	464	8,069	54%	1,035
<b>TOTAL REVENUES</b>	<b>\$ 10,635,135</b>	<b>\$ 303,702</b>	<b>\$ 4,188,634</b>	<b>39%</b>	<b>\$ 3,600,581</b>
<b>EXPENSES</b>					
Concessions	\$ 27,000	\$ -	\$ 772	3%	\$ -
Cosmetology	9,500	3,007	6,968	73%	2,764
Bookstore	6,777,985	145,683	2,729,541	40%	2,829,320
Dining Services	4,390,064	287,231	1,450,087	33%	976,768
The Market	-	-	- *	0%	197,358
Vending	-	-	- *	0%	10,006
Hiersteiner Center	1,843,853	151,692	658,866	36%	571,278
HVAC Auxiliary & Auto Technology Project	2,000	-	-	0%	-
Dental Hygiene	1,500	708	1,416	94%	708
Hospitality Management & Pastry Program	60,000	4,264	25,409	42%	7,246
Café Tempo	-	-	- *	0%	16,363
Campus Farm	16,000	1,136	1,688	11%	2,641
<b>SUBTOTAL</b>	<b>\$ 13,127,903</b>	<b>\$ 593,720</b>	<b>\$ 4,874,748</b>	<b>37%</b>	<b>\$ 4,614,451</b>
<b>Other Auxiliary Services Expenses</b>					
Auxiliary Construction	\$ 35,000	\$ -	\$ 2,347	7%	\$ 28,089
Director	53,300	173	297	1%	3,670
<b>TOTAL EXPENSES</b>	<b>\$ 13,216,203</b>	<b>\$ 593,892</b>	<b>\$ 4,877,391</b>	<b>37%</b>	<b>\$ 4,646,209</b>
<b>Unencumbered Cash Rollforward:</b>					
Beginning Balance			\$ 1,838,826		\$ 4,198,857
Revenues Over Expenses			(688,757)		(1,045,628)
Encumbrances & Other Activity			(519,083)		(341,372)
Ending Balance			<u>\$ 630,986</u>		<u>\$ 2,811,857</u>

\*Activity has been combined into Dining Services in FY23.



**JOHNSON COUNTY COMMUNITY COLLEGE  
TREASURER'S REPORT  
NOVEMBER 30, 2022  
41.7% 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	2,042	7,586	(5,544)
Bookstore	42,499	(112,437)	154,936
Dining Services	(503,679)	(567,641)	63,962
The Market	- *	(66,698)	66,698
Vending	- *	41,544	(41,544)
Hiersteiner Center	(245,015)	(316,569)	71,554
HVAC Auxiliary & Auto Technology Project	-	-	-
Dental Hygiene	(641)	(589)	(53)
Hospitality Management & Pastry Program	76	7,026	(6,950)
Café Tempo	- *	(16,363)	16,363
Campus Farm	<u>11,262</u>	<u>9,236</u>	<u>2,026</u>
	<u>\$ (694,182)</u>	<u>\$ (1,014,905)</u>	<u>\$ 320,722</u>

\*Activity has been combined into Dining Services in FY23.



**JOHNSON COUNTY COMMUNITY COLLEGE  
TREASURER'S REPORT  
NOVEMBER 30, 2022  
41.7% 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
<b>ARTS BUILDING CONSTRUCTION FUND</b>					
<b>Unencumbered Cash Rollforward:</b>					
Balance Forward	\$ 1,140,023		\$ 1,140,023		\$ 1,431,548
TOTAL REVENUE	-	\$ -	-	0%	-
TOTAL EXPENSES	138,222	20,673	68,142	49%	16,384
Encumbrances & Other Activity			<u>(931,858)</u>		<u>(39,980)</u>
Ending Balance			<u>\$ 140,023</u>		<u>\$ 1,375,184</u>
<b>CAREER AND TECHNICAL EDUCATION CONSTRUCTION FUND</b>					
<b>Unencumbered Cash Rollforward:</b>					
Balance Forward	\$ 1,579,304		\$ 1,579,304		\$ 1,735,610
TOTAL REVENUE	-	\$ -	-	0%	(104,990)
TOTAL EXPENSES	79,304	-	-	0%	975
Encumbrances & Other Activity			<u>(1,500,000)</u>		<u>(31,060)</u>
Ending Balance			<u>\$ 79,304</u>		<u>\$ 1,598,585</u>
<b>ATB RENOVATION FUND</b>					
<b>Unencumbered Cash Rollforward:</b>					
Balance Forward	\$ 133,094		\$ 133,094		\$ 134,563
TOTAL REVENUE	-	\$ -	-	0%	-
TOTAL EXPENSES	133,094	-	-	0%	8,584
Encumbrances & Other Activity			<u>-</u>		<u>7,087</u>
Ending Balance			<u>\$ 133,094</u>		<u>\$ 133,065</u>
<b>OUTDOOR SITE &amp; ATHLETIC IMPROVEMENT</b>					
<b>Unencumbered Cash Rollforward:</b>					
Balance Forward	\$ 169,504		\$ 169,504		\$ (1,355)
TOTAL REVENUE	-	\$ -	2,400	0%	104,990
TOTAL EXPENSES	224,130	-	15,593	7%	182,963
Encumbrances & Other Activity			<u>13,680</u>		<u>106,187</u>
Ending Balance			<u>\$ 169,990</u>		<u>\$ 26,859</u>
<b>RESOURCE CENTERS BACKFILLS</b>					
<b>Unencumbered Cash Rollforward:</b>					
Balance Forward	\$ 797,141		\$ 797,141		\$ 328,643
TOTAL REVENUE	-	\$ -	-	0%	-
TOTAL EXPENSES	497,141	-	-	0%	69,180
Encumbrances & Other Activity			<u>(300,000)</u>		<u>66,225</u>
Ending Balance			<u>\$ 497,141</u>		<u>\$ 325,688</u>
<b>PHASE 3 FACILITIES MASTER PLAN</b>					
<b>Unencumbered Cash Rollforward:</b>					
Balance Forward	\$ 3,352,596		\$ 3,352,596		\$ 3,647,068
TOTAL REVENUE	-	\$ -	-	0%	-
TOTAL EXPENSES	6,443,989	123,350	165,040	3%	1,258,678
Encumbrances & Other Activity			<u>2,745,550</u>		<u>997,794</u>
Ending Balance			<u>\$ 5,933,106</u>		<u>\$ 3,386,184</u>



**JOHNSON COUNTY COMMUNITY COLLEGE  
TREASURER'S REPORT  
NOVEMBER 30, 2022  
41.7% 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
<b>REVENUE BOND DEBT SERVICE FUND</b>					
<b>Unencumbered Cash Rollforward:</b>					
Balance Forward	\$ 1,730,697		\$ 1,730,697		\$ 1,907,507
TOTAL REVENUE	1,370,000	\$ 3,639	787,018	57%	801,189
TOTAL EXPENSES	1,705,300	-	1,570,330	92%	1,445,582
Encumbrances & Other Activity			-		-
Ending Balance			<u>\$ 947,385</u>		<u>\$ 1,263,114</u>
<b>COMMONS (COM) &amp; INDUSTRIAL TRAINING CENTER (ITC) REPAIR AND REPLACEMENT RESERVE FUNDS</b>					
<b>Unencumbered Cash Rollforward:</b>					
Balance Forward	\$ 296,501		\$ 296,501		\$ 409,258
TOTAL REVENUE	150,000	\$ 12,498	62,492	42%	62,496
TOTAL EXPENSES	250,000	-	2,582	1%	2,841
Encumbrances & Other Activity			-		(259,901)
Ending Balance			<u>\$ 356,411</u>		<u>\$ 209,012</u>
<b>CAPITAL OUTLAY</b>					
<b>Unencumbered Cash Rollforward:</b>					
Balance Forward	\$ 6,930,271		\$ 6,930,271		\$ 6,800,139
TOTAL REVENUE	7,145,084	\$ 4,148	454,229	6%	407,747
TOTAL EXPENSES	6,238,974	13,489	(70,921)	-1%	56,163
Encumbrances & Other Activity			(457,530)		(3,147,699)
Ending Balance			<u>\$ 6,997,891</u>		<u>\$ 4,004,023</u>
<b>CAMPUS DEVELOPMENT FUND</b>					
<b>Unencumbered Cash Rollforward:</b>					
Balance Forward	\$ 1,541,591		\$ 1,541,591		\$ 1,380,658
TOTAL REVENUE	816,000	\$ 2,183	472,318	58%	480,683
TOTAL EXPENSES	1,115,000	11,000	38,142	3%	3,920
Encumbrances & Other Activity			(19,610)		(419,842)
Ending Balance			<u>\$ 1,956,157</u>		<u>\$ 1,437,579</u>
<b>ALL OTHER FUNDS</b>					
<b>Unencumbered Cash Rollforward:</b>					
Balance Forward	\$ 1,075,357		\$ 1,075,357		\$ (4,761,718)
TOTAL REVENUE	29,682,252	\$ 1,362,532	13,287,730	45%	20,215,638
TOTAL EXPENSES	29,682,252	597,668	11,535,866	39%	19,384,237
Encumbrances & Other Activity			(808,977)		4,071,689
Ending Balance			<u>\$ 2,018,244</u>		<u>\$ 141,372</u>
<b>GRAND TOTAL ALL FUNDS</b>					
<b>Unencumbered Cash Rollforward:</b>					
Balance Forward	\$ 145,168,117		\$ 145,168,117		\$ 145,911,195
TOTAL REVENUE	226,260,179	\$ 1,808,950	60,249,053	27%	64,836,889
TOTAL EXPENSES	245,082,997	16,854,363	92,181,990	38%	93,026,608
Encumbrances & Other Activity			(2,780,592)		(2,697,502)
Ending Balance			<u>\$ 110,454,588</u>		<u>\$ 115,023,974</u>



**JOHNSON COUNTY COMMUNITY COLLEGE  
TREASURER'S REPORT  
NOVEMBER 30, 2022  
41.7% OF FISCAL YEAR EXPIRED  
INVESTMENTS**

DESCRIPTION	DATE PURCHASED	DATE OF CALL/MATURITY	YIELD RATE	MATURED THIS MONTH	CURRENT INVESTMENTS
U.S. Treasury Note	01/21/22	11/15/22	0.43%	\$ 5,000,000	
Commerce Bank CD	01/21/21	11/28/22	0.13%	100,000	
U.S. Treasury Note	01/21/22	12/15/22	0.48%		\$ 5,000,000
Commerce Bank CD	01/21/21	12/27/22	0.13%		100,000
U.S. Treasury Note	06/08/21	01/31/23	0.10%	5,000,000	
U.S. Treasury Note	01/21/22	02/15/23	0.55%	5,000,000	
U.S. Treasury Note	06/08/21	02/28/23	0.11%		5,000,000
Federal Farm Credit Bank	03/04/21	03/01/23	0.14%		7,000,000
U.S. Treasury Note	01/21/22	03/15/23	0.60%		5,000,000
Commerce Bank CD	03/25/21	03/22/23	0.15%	5,900,000	100,000
U.S. Treasury Note	01/21/22	04/15/23	0.67%		5,000,000
U.S. Treasury Note	04/30/21	04/30/23	0.15%		3,805,000
U.S. Treasury Note	05/07/21	04/30/23	0.14%		4,400,000
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 Note	01/21/22	07/15/23	0.81%		5,000,000
U.S. Treasury Note	01/21/22	08/15/23	0.85%		5,000,000
U.S. Treasury Note	01/21/22	09/15/23	0.88%		5,000,000
U.S. Treasury Note	01/21/22	10/15/23	0.91%		5,160,000
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	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
		TOTAL			129,170,000
Municipal Investment Pool: (MIP) Daily Rate	11/01/22	11/30/22	2.50%		645,167
		GRAND TOTAL			\$ 129,815,167

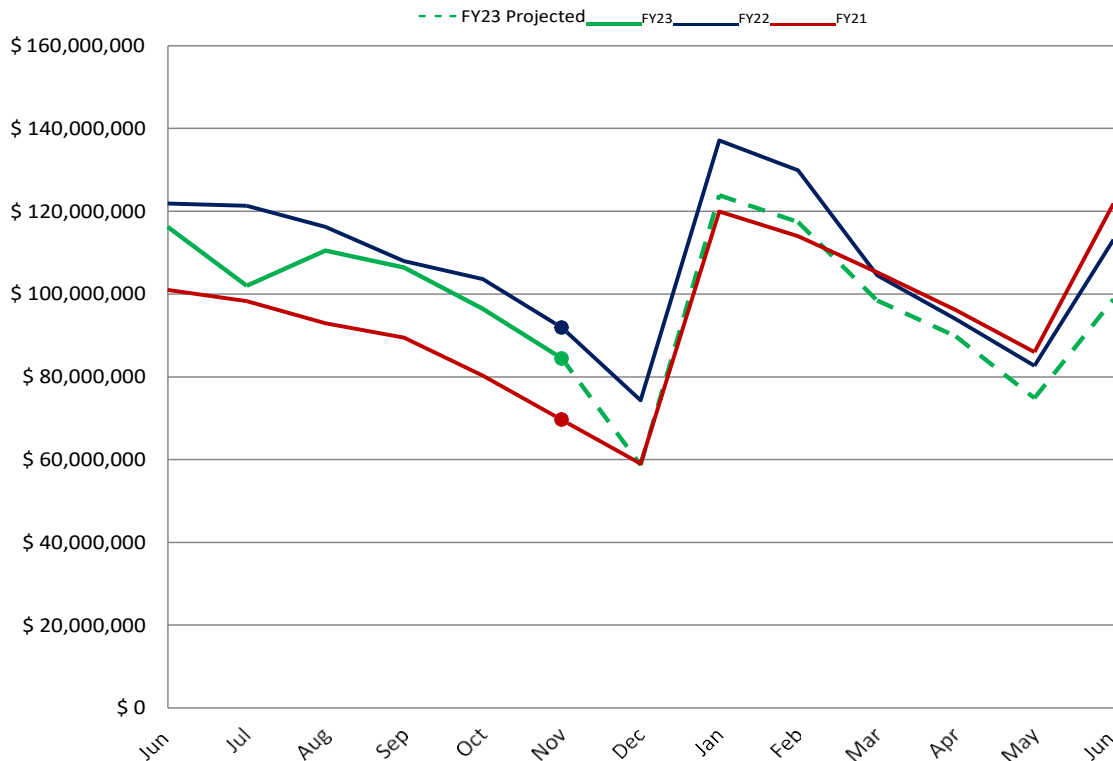




**JOHNSON COUNTY COMMUNITY COLLEGE  
TREASURER'S REPORT  
NOVEMBER 30, 2022  
41.7% OF FISCAL YEAR EXPIRED  
CASH AND POOLED INVESTMENT ANALYSIS**

FUND	BOOK BALANCE	OUTSTANDING COMMITMENTS	UNENCUMBERED BALANCE	PRIOR YEAR UNENCUMBERED BALANCE
General & PTE Funds	\$ 114,632,723	\$ 30,224,942	\$ 84,407,781	\$ 91,846,276
Adult Supplementary Education Fund	2,188,055	1,225,372	962,683	1,574,078
Student Activity Fund	1,581,660	221,483	1,360,178	1,685,846
Motorcycle Driver Safety Fund	1,231,817	-	1,231,817	1,122,914
Truck Driver Training Fund	1,199,228	91,148	1,108,080	927,685
Auxiliary Enterprise Funds	1,066,785	435,800	630,986	2,811,857
Revenue Bond Debt Service Fund	988,223	40,838	947,385	1,263,114
COM & ITC Repair and Replacement Reserve Funds	356,411	-	356,411	209,012
Capital Outlay Funds	9,539,078	2,541,186	6,997,891	4,004,023
Campus Development Fund	2,075,974	119,817	1,956,157	1,437,579
Special Assessments Fund	1,559,443	35,124	1,524,319	1,154,653
All Other Funds	4,175,887	2,157,643	2,018,244	141,372
<b>TOTAL</b>	<b>\$ 140,595,284</b>	<b>\$ 37,093,353</b>	<b>\$ 103,501,930</b>	<b>\$ 108,178,409</b>

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



**JOHNSON COUNTY COMMUNITY COLLEGE  
TREASURER'S REPORT  
NOVEMBER 30, 2022  
41.7% OF FISCAL YEAR EXPIRED  
FOUNDATION**

	ACTIVITY YEAR TO DATE NOVEMBER 30, 2022	PRIOR YEAR ACTIVITY TO DATE	\$	CHANGE	CHANGE	%
<b>FOUNDATION</b>						
Contribution Income	\$ 2,794,123	\$ 888,816				
Event Revenue	351,384	156,505				
Investment Income	(1,326,754)	106,198				
Other Revenue	<u>37,760</u>	<u>6,354</u>				
<b>TOTAL REVENUE</b>	<b><u>\$ 1,856,513.02</u></b>	<b><u>\$ 1,157,873</u></b>	<b>\$</b>	<b>698,640</b>		<b>60.3 %</b>
Student Assistance	\$ 10,991	\$ 9,283				
Program Support	128,576	183,590				
Project Support	1,941	1,053				
Campus Support	29,473	35,325				
Programming Expenses	86,449	87,554				
General & Administrative Expenses	<u>137,414</u>	<u>117,144</u>				
<b>TOTAL EXPENSES</b>	<b><u>\$ 394,845</u></b>	<b><u>\$ 433,949</u></b>	<b>\$</b>	<b>(39,104)</b>		<b>(9.0) %</b>
Balance Forward	\$ 41,036,734	\$ 46,612,907				
Revenues Over Expenses	<u>1,461,669</u>	<u>723,924</u>				
Ending Balance	<b><u>\$ 42,498,402</u></b>	<b><u>\$ 47,336,831</u></b>	<b>\$</b>	<b>(4,838,429)</b>		<b>(10.2) %</b>

JOHNSON COUNTY COMMUNITY COLLEGE  
OFFICE OF THE PRESIDENT

January 5, 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 January 19, 2023 Board Packet includes the detailed individual disbursement information.

<u>Date</u>	<u>Control Number</u>		<u>Amount</u>
Accounts Payable Disbursements			
11/30/2022	W0000217	WIRE	1,486,524.98
11/30/2022	J0217777	P-Card ACH	21,931.84
12/02/2022	00712267 - 00712356	AP Checks	317,777.55
12/02/2022	!0044283 - !0044359	ACH	1,752,872.15
12/09/2022	00712357 - 00712507	AP Checks	700,710.44
12/09/2022	!0044360 - !0044414	ACH	1,171,415.55
12/09/2022	J0217841	P-Card ACH	111,148.21
12/16/2022	00712508 - 00712613	AP Checks	374,344.94
12/16/2022	!0044415 - !0044479	ACH	522,631.00
12/16/2022	J0217880	P-Card ACH	78,016.63
12/21/2022	00712614 - 00712700	AP Checks	330,060.40
12/21/2022	!0044480 - !0044525	ACH	723,418.59
12/21/2022	W0000218	WIRE	1,487,448.54
12/31/2022	J0217905	P-Card ACH	94,814.18
			<u>\$ 9,173,115.00</u>

Tuition Refunds and Financial Aid Disbursements

12/02/22	10189706 - 10189720	13,413.09
12/09/22	10189721 - 10189747	24,114.00
12/16/22	10189748 - 10189867	45,409.04
12/21/22	10189868 - 10189891	18,529.73
11/26/22 to 12/31/22	Refund ACH	<u>170,611.49</u>
		<u>\$ 272,077.35</u>
Total Cash Disbursements		<u>\$ 9,445,192.35</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 \$ 9,445,192.35.**

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Rachel Lierz  
Associate Vice President, Financial Services  
Chief Financial Officer

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Andrew W. Bowne  
President

JOHNSON COUNTY COMMUNITY COLLEGE  
OFFICE OF THE PRESIDENT

January 19, 2023

GRANTS, CONTRACTS AND AWARDS

REPORT:

The following grants and contracts have been approved for funding.

1. Governor's Emergency Education Relief Fund  
Funding Agency: U.S. Department of Education / Kansas Board of Regents  
Purpose: To support students seeking assistance through the Student Basic Needs Center.  
Duration: August 1, 2022 – June 15, 2023  
Grant Administrator: Steven Franklin  
Amount Funded: \$100,000  
JCCC Match: - 0 -  
Applicant: JCCC
  
2. Kansas Industry and Labor Force Expansion Grant  
Funding Agency: U.S. Department of Education / Kansas Board of Regents  
Purpose: To support salary and fringe for a fulltime faculty member in the Automation Engineer Technology program through Spring semester 2024.  
Duration: January 2, 2023 – June 30, 2024  
Grant Administrator: Gurbhushan Singh  
Amount Funded: \$116,179  
JCCC Match: - 0 -  
Applicant: JCCC
  
3. New Dance Partners, New Dance Lab 2022-2023  
Funding Agency: National Endowment for the Arts/Kansas Creative Arts Industries Commission  
Purpose: Through New Dance Partners, a select group of local professional dance companies are paired with reputable choreographers from across the country to create new works. The 2022-2023 program provides an opportunity for local dance companies to advance and sustain artistic development.  
Duration: August 1, 2022 – June 30, 2023

Grant Administrator: Stacie McDaniel  
Amount Funded: \$15,000  
Other Match: \$15,000  
Applicant: JCCC

4. Child Care Sustainability Grant Phase III – *additional funding*  
Funding Agency: U.S. Department of Health & Human Services American Rescue Plan (ARP) / Kansas Department of Children and Families / Child Care Aware of Kansas  
Purpose: Funds will be used for playground improvements.  
Duration: January 1, 2023 – June 30, 2023  
Grant Administrator: Courtney Hultgren  
Amount Funded: \$37,000  
JCCC Match: -0-  
Applicant: JCCC
  
5. Carl Perkins Program Improvement Grant FY23 – *additional funding*  
Funding Agency: U.S. Department of Education / Kansas Board of Regents  
Purpose: Additional funding awarded based on 2021 performance.  
Duration: November 28, 2022 – June 30, 2023  
Grant Administrator: Shelia Mauppin  
Amount Funded: \$8,000  
JCCC Match: -0-  
Applicant: JCCC
  
6. Adult Education Workforce Innovation and Opportunity Act Grant FY23 – *additional funding*  
Funding Agency: U.S. Department of Education / Kansas Board of Regents  
Purpose: Additional State funding awarded in recognition of the work accomplished thus far in FY23.  
Duration: December 20, 2022 – June 30, 2023  
Grant Administrator: Janice Blansit  
Amount Funded: \$4,202  
JCCC Match: - 0 -  
Applicant: JCCC
  
7. Integrated Arts Education Program FY23  
Funding Agency: National Endowment for the Arts/Kansas Creative Arts Industries Commission  
Purpose: To train a cohort of locally-based Kennedy Center certified teaching artists. These teaching artists will serve as a resource for K-12 educators throughout Kansas looking to integrate arts into their non-arts curriculum.

Duration: July 1, 2022 – June 30, 2023  
Grant Administrator: Kara Armstrong  
Amount Funded: \$12,500  
JCCC Match: -0-  
Applicant: JCCC Foundation

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

1. Kansas City Irish Fest

Funding Agency: Kansas City Irish Fest

Purpose: To cover costs associated with the presentation of “Danu – St. Patrick’s Celebration,” being held at the Midwest Trust Center at Johnson County Community College on Friday, March 10, 2023.

Duration: January 1, 2023 – June 30, 2023

Grant Administrator: Stacie McDaniel

Amount Requested: \$3,500

JCCC Match: - 0 -

Applicant: JCCC Foundation

2. 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 Requested: \$13,750

JCCC Match: - 0 -

Applicant: Cultivate Kansas City

**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.**

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Katherine B. Allen  
Vice President  
College Advancement & Government Affairs

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Andrew W. Bowne  
President



JOHNSON COUNTY COMMUNITY COLLEGE  
OFFICE OF THE PRESIDENT

January 19, 2023

HUMAN RESOURCES

1. Retirements

JUDITH REILLY, Program Director Development, College Advancement & Government Affairs, effective June 30, 2023.

GARY COOK, Director Housekeeping Services, Operations, effective June 30, 2023.

MARY ANN DICKERSON, Program Director Testing & Assessment Services, Student Success & Engagement, effective June 30, 2023.

TERRI JO KURTZ, Administrative Assistant Student Life & Leadership, Student Success & Engagement, effective June 30, 2023.

JANICE BLANSIT, Program Director Johnson County Adult Education, Workforce Development & Continuing Education, effective June 30, 2023.

**RECOMMENDATION:**

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

2. Separation

KATHLEEN VANDELEUV, Transfer Articulation Analyst, Student Success & Engagement, effective January 18, 2023.

**RECOMMENDATION:**

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

3. Faculty Sabbatical Awards or Other Type of Awards

MOLLY BAUMGARDNER, Coordinator Communications, Marketing Planning, Strategic Communications & Marketing, has requested a part-time unpaid Extraordinary Leave of Absence from January 9, 2023 - May 9, 2023.

**RECOMMENDATION:**

**It is the recommendation of the college administration that the Board of Trustees approve the above-listed Leave of Absence.**

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Colleen Chandler  
Interim Vice President, Human Resources

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Andrew W. Bowne  
President

JOHNSON COUNTY COMMUNITY COLLEGE  
OFFICE OF THE PRESIDENT

January 19, 2023

HUMAN RESOURCES ADDENDUM

1. Separation

JEFFREY MAYO, Senior Systems Engineer, Operations, effective January 31, 2023.

**RECOMMENDATION:**

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

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Colleen Chandler  
Interim Vice President, Human Resources

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Andrew W. Bowne  
President

## RESOLUTION

### **A RESOLUTION AUTHORIZING JOHNSON COUNTY COMMUNITY COLLEGE TO ENTER INTO A REAL ESTATE PURCHASE AGREEMENT FOR THE PURPOSE OF ACQUIRING LAND FOR A COMMERCIAL DRIVER'S LICENSE TRAINING FACILITY FOR THE COLLEGE; AND AUTHORIZING CERTAIN OTHER DOCUMENTS AND ACTIONS IN CONNECTION WITH THE EXECUTION AND DELIVERY OF SAID REAL ESTATE PURCHASE AGREEMENT.**

**WHEREAS**, the Board of Trustees of Johnson County Community College (the "College") is empowered by K.S.A. 71-201 to acquire land on behalf of the College within the community college district or services area of the community college, and

**WHEREAS**, in 2022, the College was made aware of a grant opportunity with the State of Kansas for State Fiscal Recovery Funds appropriated for community and technical colleges that if the College met the requirements, would provide \$2,538,502 (the "Grant"); and

**WHEREAS**, the College identified a need to expand its Commercial Driver's License ("CDL") program through the development of a training facility (the "Project") for the Grant, which the State of Kansas approved for purposes of the Grant, and which the Board of Trustees (the "Board") reviewed and approved on March 17, 2022; and

**WHEREAS**, on September 26, 2022, the Board was further apprised of plans for the Project, including the discussion of several potential facility sites identified following a thorough search by the College with a broker, and the College presented the budget proposal to use the Grant funds of \$2,538,502 as well as a required match consisting of \$2,000,000 from a private grant and \$538,502 from restricted College CDL Program reserve funds to purchase land and to construct a CDL training facility, which the Board approved on October 13, 2022; and

**WHEREAS**, the College ultimately determined that a site consisting of approximately 10.05 acres of land generally described as part of Johnson County, Kansas Parcel #2F221435-2009 and #2F221435-2002 located on W. 191st Street, Edgerton, Kansas and within the College's service area (the "Property") best meets the College's needs for the Project.

**WHEREAS**, following negotiation with the seller of the Property, and in order to fulfill the Grant requirements and complete the Project, it is necessary and desirable for the College to enter into a Real Estate Purchase Agreement (the "Agreement") to purchase the Property for construction of a CDL training facility; and

**WHEREAS**, as such, the Board of Trustees desires to authorize the College President to execute and deliver the Agreement and other officials and agents of the College to execute and take such other actions as necessary to effectuate the purchase of such Property.

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

**Section I. Approval of Transaction.** The Board hereby finds that the purpose and intent of this Resolution is to approve the Agreement, which provides for the purchase of the Property upon the terms therein and for a negotiated purchase price of \$2.273 per square foot, with an estimated total purchase of

\$995,000.00, subject to due diligence and final survey of the land to determine exact square footage upon which the price will be based.

**Section 2. Further Authority.** The College shall, and the College President is authorized and directed to execute and deliver the Agreement, and other officials and agents of the College are authorized to execute such other documents, certificates and instruments as may be necessary or desirable to carry out and comply with the intent of this Resolution and to carry out, comply with and perform the duties of the College with respect to the Agreement and any other documents, certificates and instruments that are necessary to effectuate the purchase of the Property.

**Section 3. Effective Date.** This Resolution shall be in full force and effect from and after its adoption by the Board of Trustees.

**ADOPTED** by the Board of Trustees this 19<sup>th</sup> day of January, 2023.

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Chair, Board of Trustees

ATTEST:

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Secretary, Board of Trustees

**RECOMMENDATION:**

**It is the recommendation that the Board of Trustees accept the recommendation of college administration to adopt the Resolution approving and authorizing the execution and delivery of a Real Estate Purchase Agreement with Cohlma, LLC for the purchase of approximately 10.05 acres of land generally described as part of Johnson County, Kansas Parcel #2F221435-2009 and #2F221435-2002 located on W. 191st Street, Edgerton, Kansas at a negotiated purchase price of \$2.273 per sq ft., and an estimated total purchase price of \$995,000, subject to the terms and conditions of the Agreement, including due diligence and a final survey of the land to determine the exact square foot upon which the purchase price will be based.**