

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

**Meeting – Board of Trustees  
Temporary Board of Trustees Meeting Room - WCMT 111  
December 14, 2023 – 5:00 p.m.**

**AGENDA**

- |                                                                                                                                    |                       |
|------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| <b>I. CALL TO ORDER</b>                                                                                                            | <b>Trustee Cross</b>  |
| <b>II. PLEDGE OF ALLEGIANCE</b>                                                                                                    | <b>Trustee Cross</b>  |
| <b>III. ROLL CALL</b>                                                                                                              | <b>Trustee Cross</b>  |
| <b>IV. AWARDS AND RECOGNITIONS</b>                                                                                                 | <b>Trustee Cross</b>  |
| <b>A. Student Spotlight: Liz Hernandez Aleman</b>                                                                                  |                       |
| <b>B. Community College Outstanding Educator Award by the<br/>        National Communication Association: Terri Easley-Giraldo</b> |                       |
| <b>V. OPEN FORUM</b>                                                                                                               | <b>Trustee Cross</b>  |
| <b>VI. BOARD REPORTS</b>                                                                                                           |                       |
| <b>A. Student Senate</b>                                                                                                           | <b>Epuna Gonzales</b> |
| <b>B. College Lobbyist</b>                                                                                                         | <b>Dick Carter</b>    |
| <b>C. College Council</b>                                                                                                          | <b>Jason Arnett</b>   |
| <b>D. Faculty Association</b>                                                                                                      | <b>Andrea Vieux</b>   |
| <b>E. Johnson County Education Research Triangle</b>                                                                               | <b>Trustee Musil</b>  |
| <b>F. Kansas Association of Community Colleges</b>                                                                                 | <b>Trustee Ingram</b> |
| <b>G. Foundation</b>                                                                                                               | <b>Trustee Rattan</b> |
| <b>VII. COMMITTEE REPORTS AND RECOMMENDATIONS</b>                                                                                  |                       |
| <b>A. Audit Committee (pp 1-3)</b>                                                                                                 | <b>Trustee Cross</b>  |
| <u><b>Recommendation: FY23 Annual Audit (p 1)</b></u>                                                                              |                       |
| <b>B. Collegial Steering</b>                                                                                                       | <b>Trustee Cross</b>  |

- C. **Employee Engagement & Development Committee (pp 4-22)**      **Trustee Hamill**  
Recommendation: Compensation Plan and Pay Structure  
Tables (pp 5-21)
- D. **Management and Finance Committee (pp 23-35)**      **Trustee Hamill**  
Recommendation: Insurance Policy 213.00 (pp 24-25)  
Recommendation: FY2024-2025 Budget Guidelines (pp 26-29)  
Recommendation: COM Building Rooftop Solar (p 31)  
Recommendation: Window Washing Services (p 32)  
Recommendation: GEB First Floor Remodel/Fire Sprinkler  
System (p 33)
- E. **Student Success Committee (pp 36-40)**      **Trustee Ingram**  
Recommendation: Fairness in Women’s Sports Act  
Policy 318.03 (pp 36-37)  
Recommendation: Tuberculosis Testing Policy 321.01 (pp 37-38)
- F. **Nominating Committee (p 41)**      **Trustee Musil**  
Recommendation: Board of Trustees Officers, Board  
Committee Members and Liaisons (p 41)

**VIII. PRESIDENT’S RECOMMENDATIONS FOR ACTION**

- A. **Treasurer’s Report (pp 42-52)**      **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. **Affiliation, Articulation and Reverser Transfer, Cooperative and Other Agreements (pp 53-54)**
  3. **Cash Disbursement Report (pp 55-56)**
  4. **Curriculum (pp 57-61)**
  5. **Grants, Contracts and Awards (pp 62-63)**

**B. Human Resources (p 64-68)**

**1. Retirement**

**2. Separations**

**3. Faculty Sabbatical Awards for 2024-2025**

**C. Human Resources Addendum**

**XII. EXECUTIVE SESSION**

**XIII. ADJOURNMENT**

AUDIT COMMITTEE  
MINUTES  
November 30, 2023

The Audit Committee met at 8:30 a.m. on Thursday, November 30 in MTC 107. Those present were Trustees Lee Cross and Nancy Ingram; staff Dr. Andy Bowne, Rachel Lierz, Janelle Vogler and Christal Williams, and Liz Loomis, recorder.

Presentation of Draft Audited Financial Statements (AU11)

Chester Moyer, Partner along with Corey Robinson, Audit Manager from RubinBrown, LLP, presented the draft annual financial statement report and the compliance report for the year ended June 30, 2023. Mr. Moyer informed the committee that the college presented a clean audit with no uncorrected statements. The committee made the following recommendation:

**RECOMMENDATION**

**It is the recommendation of the Audit Committee that the Board of Trustees accept the recommendation of the College administration to accept the audited financial statement for the year ended June 30, 2023.**

Updates on Activities and Audits (AU-1) and Draft 2024 Audit Plan (AU-10)

Jennifer Miller, Senior Managing Consultant, FORVIS, reviewed the risk assessment process. The following areas are proposed for the Internal Audit Plan: FAFSA Rules Readiness Assessment; Payroll Operations; Succession Planning, Campus Youth Programming and ITGC and Security and Privacy. Each department will receive a statement of work and details will be identified as the process unfolds.

The biannual travel expenditures audit and the annual Trustee travel expenditures audit along with the annual risk assessment are also planned for 2024.

Audit Recommendations Update Matrix (AU-2)

Jennifer Miller also presented the summary of audit findings by risk rating. The Bookstore has completed 1-medium risk operational audit recommendation. The Firearms audit has completed 1-high and 1-medium risk operational audit recommendations.

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

Between August 23, 2023 and November 17, 2023, thirteen reports were received via the JCCC Ethics Report Line. Three reports were received anonymously and all thirteen cases have been addressed and closed.

### Review Audit Committee Charter (AU-9)

Annually, the Audit Committee reviews the Internal Audit Charter and the Audit Committee policies contained in the Board Policies. This practice is consistent with the Institute of Internal Auditors – International Professional Practices Framework (IPPF) Standard 1000 which requires the chief audit executive to periodically review the internal audit charter and present it to the board for approval. Jennifer did announce major changes to the IPPF will be coming in 2025. During 2024 FORVIS will confirm the college is still in compliance, however the mandated changes may affect Board policies.

Audit and Advisory Services is not proposing any changes to the Internal Audit Charter.

The meeting adjourned at 9:15 a.m.

**JCCC AUDIT COMMITTEE  
WORKING AGENDA  
FY 2023**

- AU-1 Review audit reports and discuss current Audit & Advisory Services activities
- AU-2 Review status of audit recommendations from completed internal and external audits
- AU-3 Quarterly report – JCCC Ethics Report Line (Annual Benchmarking Report in May)
- AU-4 Annual Summary Reports – KOPS Watch/BIT & Student Complaint Portal
- AU-5 Planning meeting with external auditors
- AU-6 Performance Review – Exec. Director, Audit and Advisory Services
- AU-7 Review and approve Audit Committee Working Agenda
- AU-8 Annual Trustee Expense Reimbursement Report
- AU-9 Review Audit Committee Charter
- AU-10 Review proposed audit plan for upcoming year
- AU-11 Review audited financial statements with external auditors
- AU-12 Executive session

EMPLOYEE ENGAGEMENT AND DEVELOPMENT COMMITTEE MINUTES  
December 6, 2023

The Employee Engagement and Development Committee met at 9:45 a.m. on Wednesday, December 6, 2023, in WCMT 111. Those present were Trustees Mark Hamill, Nancy Ingram and Melody Rayl; staff Andy Bowne, Rachel Lierz, Mickey McCloud, Caitlin Murphy and Liz Loomis, recorder.

Monitor Compensation Planning – Job Architecture Project Update (HR-3)

Natalie Croy, Culpepper & Associates, provided an update for the Job Architecture Project. Ms. Croy reviewed the project's objectives and expectations, including the job leveling and benchmarking exercise will look at levels of work being performed, develop a consistent approach to job title and levels and create a tool for pay decisions. Culpepper conducted 74 leadership meetings and reviewed 650 position data questionnaires to understand each position. Approximately 91% of JCCC jobs in scope are considered benchmark jobs. Ms. Croy then presented the proposed pay structure and explained the pay structures start narrow and broaden as they go up to support longevity in position in higher levels. Currently, JCCC's pay structure is internally focused, Culpepper recommends utilizing the market-anchored proposed pay structure.

Monitor Compensation Planning – JCCC Compensation Plan (HR-3)

Pam Winterman, FineLine HR Consulting, and Dr. Bowne provided an update on next steps related to implementing the job architecture project and JCCC Compensation Plan and proposed timeline. The proposed changes to the Compensation Plan can be found on the following pages.



October 2021  
Revised ~~July 1, 2022~~ January 1, 2024

# JOHNSON COUNTY COMMUNITY COLLEGE

## COMPENSATION PLAN



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## Compensation Objectives

The Compensation Plan is intended to:

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

## Compensation Philosophy

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

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

# Compensation Plan

## Applicability

The JCCC employee compensation plan covers:

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

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

## Responsibility

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

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

## Compensation Guidelines

All compensation decisions will follow Johnson County Community College Policy 418.04 and this Compensation Plan. The Compensation Plan is to be reviewed and approved annually by the Board of Trustees.

## Job Descriptions and Titles

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

## Fair Labor Standards Act

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

## Pay Table Structure and Maintenance

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

## Effect of Pay Table Adjustments

Employees earning below the new pay range minimum at the time of a pay table adjustment will receive ~~an a market~~ adjustment to increase their base pay rate to the new pay range minimum. Such changes will not be applied retroactively.

If a change in an employee's pay range results in the employee's current pay rate being at or above the maximum of the new pay range, the employee's base pay will not be reduced, and the employee will not be eligible for future base pay rate increases until the employee's wages are within the applicable pay range. The employee may be eligible to receive a "lump sum" payment in lieu of the annual pay increase until pay is within the applicable pay range.

## Market Evaluation

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

## Position Audits

Position audits ~~will officially may~~ be conducted during the College's annual budget development process. ~~and the~~ The Office of Human Resources will ~~establish the timeframe with the Chief Financial Officer to establish the timeframe and process.~~ Implementation of any compensation adjustments resulting from the position audit process will be effective upon the start of the following fiscal year.

~~Outside of the budget process the~~ The Office of Human Resources will determine the positions to be audited based on various factors including but not limited to reorganization or restructuring of a department, turnover, ~~vacancy rate~~, and hiring ability. Position audits ~~outside of the budget process~~ will be limited and will be required to have the support of the appropriate Cabinet member.

## Establishing Pay Rates

### New Hires

The Office of Human Resources establishes pay rates for new hires based on candidate qualifications ~~and relevant years of experience~~ without regard to employee class. Internal and external candidates will be offered an initial pay rate within the posted range of the pay grade. ~~Appendix B shows an example of how relevant work experience is calculated.~~

### Promotions

The employee's pay rate must be within the pay range of the new pay level. If the employee's pay rate

is at or above the maximum of the new pay range prior to promotion there will be no adjustment to the pay rate. Promotions and associated pay rate increases are effective the first day of the pay period following approval. Employees who are promoted will ~~receive an increase equivalent to the difference between pay levels and may include adjustments due to internal equity, as necessary~~ be placed into the new pay range based on qualifications.

## **Demotions**

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

## **Temporary Pay Rates**

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

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

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

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

## **Interim Pay Rates**

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

## Market Adjustments

A market adjustment is an increase in an employee's base rate of pay within the current pay range. Market adjustments may not increase an employee's base pay above the max of the pay range. JCCC may utilize market adjustments to ensure ~~internally equitable and~~ externally competitive pay rates for employees. Market adjustments are extremely rare and are not to be used for exceptional performance or to reward ~~good~~ employees.

Market adjustments require the approval of the Office of Human Resources and the appropriate Cabinet member.

~~Departments may request a market adjustment within the pay range based on the following factors, alone or in combination:~~

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

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

## Annual Pay Rate Increase

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

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

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

Due to the nature of shift differential, call-back, and on-call pay, these compensation practices are established for regular, full-time non-exempt employees only.

### Shift Differential

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

A normal day shift will fall entirely within the hours of 65:00 a.m. and 76:00 p.m.

~~**Evening Shift:** Any work period which includes six or more consecutive hours with a start time of 2 p.m. or later. Examples of evening shift are 3 p.m. to 11:30 p.m.; 4 p.m. to midnight, etc. **Note:** When a staff member works six or more consecutive hours beginning at 2 p.m. (or later), evening shift differential will be paid for the entire shift.~~

~~**Night Shift:** Any work period which includes six or more consecutive hours between the hours of 11 p.m. and 7 a.m. Examples of night shift are 11 p.m. to 11:30 a.m.; midnight to 8 a.m., etc. **Note:** When a staff member works six or more consecutive hours beginning at 11 p.m. (or later), night shift differential will be paid for the entire shift.~~

**Evening Shift:** Any work period which includes six or more consecutive hours worked between 2:00 p.m. and 12:00 a.m. **Note:** When a staff member works six or more consecutive hours between 2:00 p.m. and 12:00 a.m., evening shift differential will be paid for the entire shift.

**Night Shift:** Any work period which includes six or more consecutive hours worked between 8:00 p.m. and 6:00 a.m. **Note:** When a staff member works six or more consecutive hours between 8:00 p.m. and 6:00 a.m., night shift differential will be paid for the entire shift.

### On-Call Pay

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

Employees should be scheduled in advance for On-Call and it should be limited to the appropriate number of employees. Not all employees will need to be scheduled for On-Call on any single day.

## **Call-Back Pay**

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

## **Workweek and Work Schedules**

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

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

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

## **Exempt Employees**

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

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



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

### **Flextime and Compressed Schedules**

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

### **Rest Periods**

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

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

### **Nursing Breaks**

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

### **Meal Periods**

Meal periods are unpaid breaks of more than 20 minutes. Meal periods do not constitute hours worked. Certain positions are exempted from unpaid meal breaks due to the nature of the position (e.g. police, EMS, etc.).

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

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

## Overtime and Compensatory Time

### Scheduling Overtime

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

### Compensation for Overtime

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

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

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

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

### Accrual and Use of Compensatory Time

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

### Holiday, Personal Day, and Floating Holiday Pay

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

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

## Time Records

### Nonexempt Employees

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

### Exempt Employees

Exempt employees are required to submit paid time off ~~on Banner Self Service in order to~~ taken in the College's official timekeeping system to maintain accurate leave balances. Exempt employees are required to record regular time not worked in increments of four (4) hours. For example, if an exempt employee works two hours in the morning and then leaves work for the remainder of the day, 4 hours of leave should be recorded. Exempt employees are not required to complete timesheets to report actual hours worked for pay purposes. Departments may require exempt employees to record hours worked to meet project or grant-related reporting requirements, but may not make deductions from pay for failure to meet requirements. Departments may also require exempt employees to record time worked on an exception basis for the purpose of tracking leave.

### Accurate Time Reporting

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

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

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

## Payment of Wages

JCCC will pay wages to employees on a semimonthly basis. Wages are paid after earned and will not

be advanced.

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

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

## Appendix A Pay Table

Level	Hourly Annual	Range- Minimum	2nd-Quartile	Range- Midpoint	3rd-Quartile	Range- Maximum
<b>50.50</b>	Hourly	15.00	16.88	18.75	20.63	22.50
	Annual	31,320	35,235	39,150	43,065	46,980
<b>51.51</b>	Hourly	16.50	18.56	20.63	22.69	24.75
	Annual	34,452	38,759	43,065	47,372	51,678
<b>52.52</b>	Hourly	18.15	20.42	22.69	24.96	27.23
	Annual	37,897	42,634	47,372	52,109	56,846
<b>53.53</b>	Hourly	19.97	22.46	24.96	27.45	29.95
	Annual	41,687	46,898	52,109	57,320	62,530
<b>54.54</b>	Hourly	21.96	24.71	27.45	30.20	32.94
	Annual	45,856	51,588	57,320	63,051	68,783
<b>55.55</b>	Hourly	24.16	27.18	30.20	33.22	36.24
	Annual	50,441	56,746	63,051	69,357	75,662
<b>56.56</b>	Hourly	26.57	29.90	33.22	36.54	39.86
	Annual	55,485	62,421	69,357	76,292	83,228
<b>57.57</b>	Hourly	29.23	32.88	36.54	40.19	43.85
	Annual	61,034	68,663	76,292	83,922	91,551
<b>58.58</b>	Hourly	32.15	36.17	40.19	44.21	48.23
	Annual	67,137	75,529	83,922	92,314	100,706
<b>59.59</b>	Hourly	35.37	39.79	44.21	48.63	53.05
	Annual	73,851	83,082	92,314	101,545	110,776
<b>60.60</b>	Hourly	38.91	43.77	48.63	53.50	58.36
	Annual	81,236	91,391	101,545	111,700	121,854
<b>61.61</b>	Hourly	44.74	50.33	55.93	61.52	67.11
	Annual	93,421	105,099	116,777	128,454	140,132
<b>62.62</b>	Hourly	51.45	57.89	64.32	70.75	77.18
	Annual	107,435	120,864	134,293	147,723	161,152
<b>63.63</b>	Hourly	59.17	66.57	73.96	81.36	88.76
	Annual	123,550	138,994	154,437	169,881	185,325
<b>64.64</b>	Hourly	68.05	76.55	85.06	93.56	102.07
	Annual	142,082	159,843	177,603	195,363	213,123
<b>65.65</b>	Hourly	78.25	88.04	97.82	107.60	117.38
	Annual	163,395	183,819	204,243	224,668	245,092
<b>66.66</b>	Hourly	89.99	101.24	112.49	123.74	134.99
	Annual	187,904	211,392	234,880	258,368	281,856
<b>67.67</b>	Hourly	103.49	116.43	129.36	142.30	155.24
	Annual	216,089	243,101	270,112	297,123	324,134
<b>68.68</b>	Hourly	119.01	133.89	148.77	163.65	178.52
	Annual	248,503	279,566	310,629	341,691	372,754

## Appendix B

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

		Title
<b><u>Employer #1:</u></b>	Univ. of Basset	Employee Relations Specialist
<b>Hire Date:</b>	01/01/11	
<b>Term Date:</b>	05/01/13	
<b>% Credit Given</b>	100.00%	
<b># of Months</b>	28.000	
<b>Years of Service</b>	2.333	

<b><u>Employer #2:</u></b>	Dachshund University	Financial Analyst
<b>Hire Date:</b>	05/02/13	
<b>Term Date:</b>	05/01/15	
<b>% Credit Given</b>	75.00%	
<b># of Months</b>	17.975	
<b>Years of Service</b>	1.498	

<b><u>Employer #3:</u></b>	Pup N Stuff	HR Generalist
<b>Hire Date:</b>	05/02/15	
<b>Term date:</b>	12/01/17	
<b>% Credit Given</b>	100.00%	
<b># of Months</b>	30.967	
<b>Years of Service</b>	2.581	

<b><u>Employer #4:</u></b>	The Barkery	Employee Relations Business Partner
<b>Hire Date:</b>	07/18/18	
<b>Term date:</b>	08/16/24	
<b>% Credit Given</b>	100.00%	
<b># of Months</b>	36.933	
<b>Years of Service</b>	3.078	

**Summary of Years** **9.489583333**

**Appendix A**

**Pay Structure - Exempt**

<b>Grade</b>	<b>Minimum</b>	<b>2Q</b>	<b>Midpoint</b>	<b>4Q</b>	<b>Maximum</b>
23	\$136,100	\$159,400	<b>\$182,700</b>	\$206,100	\$229,400
22	\$114,700	\$134,000	<b>\$153,200</b>	\$172,500	\$191,700
21	\$97,300	\$113,300	<b>\$129,300</b>	\$145,200	\$161,200
20	\$83,200	\$96,600	<b>\$109,900</b>	\$123,300	\$136,700
19	\$71,500	\$82,700	<b>\$94,000</b>	\$105,200	\$116,400
18	\$61,900	\$71,400	<b>\$80,900</b>	\$90,400	\$99,900
17	\$53,900	\$62,000	<b>\$70,100</b>	\$78,100	\$86,200
16	\$47,300	\$54,200	<b>\$61,200</b>	\$68,100	\$75,000
15	\$41,800	\$47,800	<b>\$53,800</b>	\$59,700	\$65,700
14	\$37,200	\$42,400	<b>\$47,600</b>	\$52,700	\$57,900
13	\$33,300	\$37,800	<b>\$42,400</b>	\$46,900	\$51,400
12	\$31,200	\$34,900	<b>\$38,000</b>	\$42,200	\$45,900
11	\$31,200	\$33,800	<b>\$34,300</b>	\$38,900	\$41,400
10	\$31,200	\$31,200	<b>\$31,200</b>	\$34,800	\$36,000

**Pay Structure – Executive**

	<b>Minimum</b>	<b>2Q</b>	<b>Midpoint</b>	<b>4Q</b>	<b>Maximum</b>
E5	\$192,600	\$226,300	<b>\$260,000</b>	\$293,700	\$327,400
E4	\$170,400	\$200,200	<b>\$230,000</b>	\$259,900	\$289,700
E3	\$148,100	\$174,000	<b>\$200,000</b>	\$225,900	\$251,800
E2	\$103,700	\$121,900	<b>\$140,000</b>	\$158,200	\$176,300
E1	\$74,100	\$87,100	<b>\$100,000</b>	\$113,000	\$126,000

**Pay Structure – Nonexempt**

<b>Grade</b>	<b>Minimum</b>	<b>2Q</b>	<b>Midpoint</b>	<b>4Q</b>	<b>Maximum</b>
23	\$65.50	\$76.50	<b>\$87.75</b>	\$99.00	\$110.25
22	\$55.25	\$64.50	<b>\$73.75</b>	\$83.00	\$92.25
21	\$46.75	\$54.50	<b>\$62.25</b>	\$70.00	\$77.50
20	\$40.00	\$46.50	<b>\$52.75</b>	\$59.50	\$65.75
19	\$34.50	\$40.00	<b>\$45.25</b>	\$50.50	\$56.00
18	\$29.75	\$34.50	<b>\$39.00</b>	\$43.50	\$48.00
17	\$26.00	\$30.00	<b>\$33.75</b>	\$37.50	\$41.50
16	\$22.75	\$26.00	<b>\$29.50</b>	\$32.50	\$36.00
15	\$20.00	\$23.00	<b>\$25.75</b>	\$28.50	\$31.50
14	\$18.00	\$20.50	<b>\$23.00</b>	\$25.50	\$27.75
13	\$16.00	\$18.00	<b>\$20.50</b>	\$22.50	\$24.75
12	\$15.00	\$17.00	<b>\$18.25</b>	\$20.50	\$22.00
11	\$15.00	\$16.50	<b>\$16.50</b>	\$18.50	\$20.00
10	\$15.00	\$15.00	<b>\$15.00</b>	\$16.50	\$17.25

## Compensation Study Results Recommendation

The work completed by Culpepper, JCCC, and the FineLine HR Consulting teams over the past several months has culminated in an update to the Johnson County Community College Compensation Plan as well as a recommendation to place staff into the appropriate pay grades. The recommendation includes the following:

- Approve the proposed edits to the Compensation Plan document including the proposed non-exempt, exempt, and executive pay structures effective January 1, 2024. Any adjustments to compensation for current staff will be implemented no later than April 1, 2024.
- Approve up to \$1.85M in annualized compensation to bring current staff into the proposed tables (plus \$280,000 for estimated tax and benefit increases). Actual cost for FY 2023-2024 will be dependent on implementation date.
- Charge the JCCC Human Resources team and FineLine HR Consulting with the responsibility of developing the process to review proposed employee pay changes, including a process by which exceptions to the initial pay grade placements may be considered. Any recommended pay changes must be approved pursuant to the authority granted to the President or designees. Prior to implementing the results of this phase of this project, college administration will seek approval if additional funds are required to address the increases.

### **RECOMMENDATION:**

**It is the recommendation of the Employee Engagement & Development Committee that the Board of Trustees accept the recommendation of College administration to approve the changes to the Compensation Plan and the new Pay Structure tables.**

## Monitor HR and Employee Strategies and Initiatives – VP Search Update (HR-4)

Ann Griffith, FineLine HR Consulting, provided an update related to the Vice President Human Resources search. Executive search firm, Harris Search Associates, is conducting the initial outreach to candidates, qualifying their interest and qualifications. Harris will recommend a slate of qualified candidates to the JCCC search committee with a goal of having 2 – 3 semi-finalists chosen before Winter Break. Following committee discussion, Trustees expressed desire to have 3 semi-finalists. Following Winter Break, selected semi-finalists will be invited to an on-campus interview day to meet with leadership, employees and the HR team.



**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

December 6, 2023

The Management and Finance Committee met at 8:30 AM on Wednesday, December 6, 2023, in WCMT 111. Those present were Trustees Mark Hamill and Greg Musil (by phone); staff: Andy Bowne, Rob Caffey, Jim Feikert, Tom Hall, Rachel Lierz, Mickey McCloud, Caitlin Murphy, Janelle Vogler, Sandra Warner, and Linda Nelson, recorder.

Mission Continuity and Risk Management

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 the annual insurance renewal summary and history. Next was a Workers' Compensation update and risk assessment and response planning.

Review and Update Policies

Rachel Lierz, Executive Vice President for Finance and Administrative Services reviewed the recommended changes to the Insurance Policy, 213.00. This policy was reviewed as part of a scheduled review of college policies.

Management and Finance Committee

December 06, 2023

<b>Policy</b>	<b>Recommended Action</b>	<b>Material Changes</b>
Insurance Policy 213.00	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 Insurance Policy 213.00. 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 Insurance Policy 213.00, as shown subsequently in the Board packet.**

Insurance Policy 213.00

Johnson County Community College  
Series: 200 Administrative Services  
Section: Insurance

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

**Purpose:** The purpose of this Policy is to establish and maintain an insurance program for the College in accordance with applicable state and federal laws and regulations and consistent with the financial position of the College.

### **Statement:**

The President ~~and Insurance and Risk Management~~ or designee shall establish and maintain an insurance program to secure and ~~maintain insurance coverage to~~ protect College resources, students (in limited circumstances) and College trustees and ~~/~~employees acting in the scope of their duties from potential liability claims identified as reasonably insurable. The College’s insurance policies shall be maintained consistent with the financial position of the College and in accordance with all applicable laws, including the Kansas Tort Claims Act and Kansas Workers Compensation Act.

The President or designee shall annually present a report to the Board of Trustees summarizing the College’s insurance policies.

No person should presume that a particular act or event is covered by the College's insurance policies, and it is the responsibility of the trustee, employee or student, as applicable, to confirm whether or not coverage exists in advance.

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Date of Adoption: 07/06/1982

Revised: 11/21/2013 (~~Renumbering previous versions:~~ material incorporated from Property and Casualty Insurance Program Policy– 213.01; Summary of Insurance Coverages Policy– 213.02; Liability Protection Policy– 419.04; and Workers Compensation Policy– 419.08); 12/14/2023

## Other agreements

There was one agreement with an outside agency presented. This agreement is with KC Scholars for scholarships through the Greater Jobs KC program.

Details can be found in the consent agenda portion of the December 14, 2023, board packet.

## Guide Budget Development

Janelle Vogler, Vice President/CFO, presented the recommendation to approve the preliminary budget guidelines to be used by the administration to begin the fiscal 2024-25 budget development process based on estimated revenues and expenses. These guidelines are subject to adjustment as updated information is received over the coming months, such as changes in estimated assessed valuation or state funding. The final 2024-25 Management Budget will be presented to the Board of Trustees for approval in May 2024.

The budget calendar for fiscal 2024-25 was presented to the Committee on October 4, 2023, and is included in the packet again for reference.

### **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 preliminary guidelines for development of the College's FY 2024-2025 budget.**

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Janelle Vogler  
Vice President /  
Chief Financial Officer

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Rachel Lierz  
Executive Vice President,  
Finance & Administrative Services

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Andrew W. Bowne  
President

# JOHNSON COUNTY COMMUNITY COLLEGE

## BUDGET CYCLE CALENDAR

FY 2024-2025

*Preliminary, Dates Subject to Change*

<b>OCTOBER 2023</b>	<b>Budget Tasks</b>
3	President's Cabinet discussion of FY 25 budget
4	Management and Finance Committee review of preliminary budget calendar
9	Student Senate Leadership budget discussion
17	President's Cabinet discussion of FY 25 proposed budget guidelines
<b>NOVEMBER 2023</b>	<b>Budget Tasks</b>
1	Management and Finance Committee tuition and fee discussion
7	President's Cabinet discussion of FY 25 proposed budget guidelines
8	Distribute FY 25 budget calendar to Budget Administrators
8	Budget Administrators receive Excel worksheet(s), <i>Proposed Budget Based on Actuals</i> , including two prior years' actual expenditures and current adopted budget to assist in developing a proposed budget and justifications
8	Strategic Plan sponsors receive template for submission of budget requests tied to Strategic Plan action items
8	Remodel Requests for renovation/remodeling and equipment installation can be input in Team Dynamix
8	Replacement Capital Equipment (Fixed Asset) reports are distributed by Procurement Services
8	Self-Service Budget Development and the Capital Schedule (Sharepoint) are available for entry
30	Remodel Requests due in Team Dynamix. Approved requests will be costed out by Campus Services and further prioritized
<b>DECEMBER 2023</b>	<b>Budget Tasks</b>
6	Management and Finance Committee review of proposed budget guidelines
14	Board of Trustees vote on FY 25 budget guidelines
15	Budget Administrators receive FY 25 approved budget guidelines
31	Instructional program reviews are finalized and submitted into Strategic Planning Online (SPOL) software
<b>JANUARY 2024</b>	<b>Budget Tasks</b>
10	Information Technology Planning (ITP) reports are distributed by Information Services
11	Budget Kickoff Meeting for FY 25 Hudson Auditorium 1:30-2:30 p.m.
12	Position Request forms due to Human Resources
30	Administrative and Service Area reviews are finalized and submitted into Strategic Planning Online (SPOL) software
<b>FEBRUARY 2024</b>	<b>Budget Tasks</b>
5	Proposed budget worksheets due to supervisors for review
8	Information Technology Planning (ITP) requests due to Information Services
15	Final approved budget requests due in Self-Service Budget Development with justification of all line items
15	Approved capital equipment requests due in the Capital Schedule Sharepoint site
<b>MARCH 2024</b>	<b>Budget Tasks</b>
5	Budget review and prioritization by President's Cabinet
19	Budget review and prioritization by President's Cabinet
26	Budget review and prioritization by President's Cabinet
<b>APRIL 2024</b>	<b>Budget Tasks</b>
18	Annual Board of Trustees Budget Workshop, 4:00 p.m.

<b>MAY 2024</b>	<b>Budget Tasks</b>
1	Management & Finance Committee review proposed FY 25 Management Budget
9	Board of Trustees vote on FY 25 Management Budget
<b>JUNE 2024</b>	<b>Budget Tasks</b>
15	Receive Property Tax Revenue Neutral Rate (RNR) from Johnson County Clerk
30	Load FY 25 Management Budget into accounting system
<b>JULY 2024</b>	<b>Budget Tasks</b>
1	First day of Fiscal Year 2024-2025
20	Notify Johnson County Clerk of intent to exceed RNR (if applicable)
<b>AUGUST 2024</b>	<b>Budget Tasks</b>
TBD	Management & Finance Committee review required budget publications
TBD	Board of Trustees vote on required budget publications
TBD	Publish notice of intent to exceed RNR and RNR hearing at least 10 days in advance of the RNR hearing (if applicable)
TBD	Publish notice of budget hearing at least 10 days in advance of the budget hearing
<b>SEPTEMBER 2024</b>	<b>Budget Tasks</b>
TBD	Management & Finance Committee review proposed FY 25 Legal Budget
TBD	Revenue Neutral Rate (RNR) hearing for FY 25 Legal Budget (if applicable)
TBD	Annual public hearing for FY 25 Legal Budget
TBD	Board of Trustees vote on FY 25 Legal Budget
<b>OCTOBER 2024</b>	<b>Budget Tasks</b>
1	File Adopted Legal Budget with state and county offices

**JOHNSON COUNTY COMMUNITY COLLEGE  
PRELIMINARY BUDGET GUIDELINES**

**FY 2024-2025**

<b>1) Unencumbered Cash Balances</b>
Unencumbered cash balances will be maintained in accordance with the Cash Reserves Policy 210.07
<b>2) Assessed Valuation &amp; Property Tax Levy</b>
Johnson County assessed valuation is estimated to increase 7%. The College's mill levy rate will remain flat at 8.1 mills. An estimated tax delinquency rate of 2% will be used.
<b>3) Enrollment</b>
Credit hour enrollment is estimated to increase by 2% from the 2023-24 budgeted credit hours.
<b>4) Tuition Cost per Credit Hour</b>
Tuition rates for FY 2024-2025 will increase by 4% across the board, equivalent to \$4 per credit hour for Johnson County students (\$101) , \$5 per credit hour for in-state students (\$121), \$9 per credit hour for out-of-state students (\$237), and \$6 per credit hour for Metro Rate (\$149).
<b>5) State Aid</b>
The budgeted state operating grant revenue for FY 2024-25 will be equal to the actual amount to be received in FY 2023-24.
<b>6) Salary and Benefits Budgets</b>
The total number of budgeted full-time faculty and staff positions will not increase. This does not preclude reallocation of positions. An average salary increase will be budgeted pursuant to the Spring 2024 negotiations with the Faculty Association.
<b>7) Staff to Recommend Operating Budget Priorities</b>
College staff will recommend operating budget priorities for consideration. These recommendations will be informed by ongoing planning and assessment efforts, including the College's 2021-2025 Strategic Plan, Instructional Program Review and Administrative & Service Area Reviews. All budgeted line items will be supported by the appropriate justification.
<b>8) Base Budgets for Operating Budgets</b>
The two previous prior years and the current year-to-date actual results will serve as the base budgets for the FY 2024-25 operating budgets.
<b>9) Capital Budgets - General Fund</b>
The General Fund Capital budget will include allocations for approved capital and other remodel projects. Replacement of technology, furniture and equipment will be based on applicable replacement cycles.
<b>10) Debt Service - General Fund</b>
The General Fund budget will include \$3.7M for principal & interest due on the \$50 million Series 2017 Certificates of Participation.
<b>11) Capital Budgets - Capital Outlay Fund</b>
The Capital Outlay Fund budget will include revenue from the .5 mill tax levy. Budgets will be established for repairs, maintenance and capital projects.



## Capital Acquisitions and Improvements: Progress Report

Tom Hall, Associate Vice President, Campus Services and Facility Planning, provided the committee with an update of progress on the CDL Driving Range project and the GEB 1<sup>st</sup> floor renovation. Information on facilities projects from the capital acquisitions and improvements matrix was provided in the Management and Finance meeting materials.

## Procurement Reports and Recommendations

Jim Feikert, Executive Director, Procurement Services reviewed two bids and one contract increase recommendations.

### **BIDS & AWARDS: \$150,000+** **DECEMBER 2023 MANAGEMENT & FINANCE COMMITTEE**

<b>Bid:</b>	<b>24-040 COM Building Rooftop Solar</b>
Fund:	7111 Capital Outlay
Vendors Notified:	68
Total Contract Period:	Project Completion
Award Justification:	Most responsive, responsible bidder according to the RFP criteria
Description:	Request for Proposal (RFP) for solar photovoltaic (PV) on the roof of the Commons Building (COM). The College is looking for long-term energy solutions and the intent is to maximize energy production via a design/build approach where the bidder provides the design, engineering, and installation of equipment based on specific PV solar sizes. This system will tie into the respective building's electrical system with the intent of entering into a parallel generation agreement with Evergy.

#### Evaluation Committee

1. Brett Edwards - Director, Campus Services and Energy Management
2. Tom Hall - Associate Vice President, Campus Services
3. Michael Rea - Sustainability Project Manager
4. Ryan Johnson - Maintenance Supervisor
5. Larry Allen - Senior Buyer, Procurement Services

#### Bid Amounts: First Year / Multiyear Total (if applicable)

1. **MC Power Companies: \$236,383**
2. Artisan Solar, LLC: \$234,600
3. Cromwell Environmental Inc DBA Cromwell Solar: \$235,787
4. Good Energy Solutions, Inc.: \$255,576
5. Ad Solem LLC dba Brightergy: \$297,500
6. Wentz Alternative Energy Company: \$345,000
7. SunSmart Technologies, LLC: \$415,620

#### Management and Finance Committee 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 the proposal from MC Power Companies in the amount of \$236,383 with an additional 10% contingency of \$23,638 to allow for possible unforeseen costs, for a total amount of \$260,021.**

**BIDS & AWARDS: \$150,000+**  
**DECEMBER 2023 MANAGEMENT & FINANCE COMMITTEE**

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<b>Bid:</b>	<b>24-061 Window Washing Services</b>
Fund:	0201 General
Vendors Notified:	38
Total Contract Period:	1/1/24 - 12/31/28 (Base Year, 4 Renewal Options)
Award Justification:	Low bid
Description:	Request for Bid (RFB) for annual window washing services to include interior/exterior windows and louvers on the main campus buildings and at OHEC (Olathe Health Education Center) and WPK (WestPark).

**Evaluation Committee**

1. Fikru Aligaz - Custodial Support Services Manager
2. Tom Hall - Associate Vice President, Campus Services
3. Larry Allen - Senior Buyer, Procurement Services
4. Aaron Manning - Manager, Custodial Operations

**Bid Amounts: First Year / Multiyear Total (if applicable)**

1. **Squeegee Squad of Johnson County: \$98,700 / \$545,380 (incumbent)**
2. Rigdon Inc: \$102,100 / \$564,167
3. Heart of America Window Cleaning: \$117,080 / \$646,941
4. City Wide Maintenance: \$168,370 / \$930,351

**Management and Finance Committee 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 the proposal from Squeegee Squad of Johnson County for a base year in the amount of \$98,700, and a total estimated expenditure of \$545,380, throughout the renewal options.**

**CONTRACT INCREASE: \$150,000+**  
**DECEMBER 2023 MANAGEMENT & FINANCE COMMITTEE**

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<b>Contract Increase:</b>	<b>GEB Building First Floor Remodel / Fire Sprinkler System (C23-045-00)</b>
Fund:	7146 Phase 3 Facilities Master Plan
Total Contract Period:	3/20/23 - Project Completion (estimated May 2024)
Renewal Option:	N/A (Project Scope Increase)
Description:	For an additional \$650,000 to the original March FY23 Board-approved amount of \$4,363,845, bringing the new total amount to \$5,013,845. This is for the renovation of the GEB first floor restrooms. GPS-KC is mobilized onsite with equipment, materials, and labor. Utilizing GPS-KC for this additional scope of work allows the College to maintain consistency with vendor ownership regarding warranty work and overall project management (BoT - March 2023).

Project Increase Total

**\$650,000:**

1. GPS-KC

**Management and 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 an additional \$650,000.00 for GEB Building First Floor Remodel / Fire Sprinkler System, for a total amount of \$5,013,845.**

## Informational Items

Informational reports of Cooperative Bids and Awards, Renewals, and Single Source purchases were provided in the Management and Finance meeting materials.

The next Management and Finance Committee meeting is scheduled for Wednesday, January 3, 2024, at 8:30 AM in WCMT Room 111.

**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

Student Success Committee Board Report

December 6, 2023

The Student Success Committee met at 11:15 a.m. on Wednesday, December 6, 2023, in WCMT 111.

<b>Policy</b>	<b>Recommended Action</b>	<b>Material Changes</b>
Fairness in Women’s Sports Act Policy 318.03	Adopt	The proposed policy complies with requirements set out in the Kansas Fairness in Women’s Sports Act.
Tuberculosis Testing Policy 321.01	Modify	The recommended changes generally clean up language and remove the option to hold transcripts and diplomas as a consequence if a student is not in compliance with the policy to be consistent with College process.

Report:

The Student Success Committee has reviewed the proposed Fairness in Women’s Sports Act Policy 318.03. The proposed policy complies with requirements set out in the Kansas Fairness in Women’s Sports Act.

**RECOMMENDATION**

**It is the recommendation of the Student Success Committee that the Board of Trustees accept the recommendation of the College administration to adopt the Fairness in Women’s Sports Act Policy 318.03, as shown subsequently in the Board packet.**

[Fairness in Women’s Sports Act Policy 318.03](#)

[Johnson County Community College](#)

[Series: 300 Students](#)

[Section: Student Activities](#)

**Applicability:** This Policy applies to Johnson County Community College (“JCCC” or the “College”) athletic teams, including intercollegiate and intramural teams.

**Purpose:** The purpose of this Policy is to comply with requirements set out in the Kansas Fairness in Women’s Sports Act.

**Statement:**

As required by the 2023 Kansas Fairness in Women’s Sports Act (the “Act”), interscholastic, intercollegiate, intramural or club athletic teams or sports that are sponsored by Johnson County Community College shall be expressly designated as one of the following based on biological sex, as defined in the Act:

1. Males, men or boys;
2. Females, women or girls;
3. Coed or mixed.

Athletic teams or sports designated for females, women or girls shall not be open to students of the male sex.

Information collected when an individual elects to participate on a team or in a sport shall be used to determine which gender team is appropriate. If a dispute should arise, biological sex shall be determined as required by the Act. If the Act is repealed, superseded by Federal law or otherwise determined to be unlawful, this Policy will terminate without further Board action.

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Date of Adoption: 12/14/2023

Revised:

**Report:**

The Student Success Committee has reviewed the recommended changes to the Tuberculosis Testing Policy 321.01. The recommended changes generally clean up language and remove the option to hold transcripts and diplomas as a consequence if a student is not in compliance with the policy to be consistent with College process.

**RECOMMENDATION**



**It is the recommendation of the Student Success Committee that the Board of Trustees accept the recommendation of the College administration to approve modification to the Tuberculosis Testing Policy 321.01, as shown subsequently in the Board packet.**

Tuberculosis Testing Policy 321.01

Johnson County Community College

Series: 300 Students

Section: Registration, Assessment, Auditing and Scheduling Classes

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

**Purpose:** The purpose of this Policy is to set out Tuberculosis (“TB”) evaluation requirements.

**Statement:**

In compliance with ~~Kansas law (K.S.A. 65-129e)~~, all JCCC students who are considered high risk for ~~Tuberculosis (TB)~~ must provide TB test results prior to the start of the semester. A student will be considered high risk for TB if the student he/she has signs and symptoms of active TB, has been in contact with a person who has been diagnosed with active TB, ~~or has traveled to, resided in for more than three months,~~ or was born in any country where TB is endemic as identified by the Centers for Disease Control and Prevention and the Kansas Department of Health and Environment.

Any student who is not in compliance with this Policy is not eligible to attend classes or enroll for a subsequent semester or term ~~or obtain an official academic transcript or diploma~~ until the student is compliant with the requirements.

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Date of Adoption: 11/18/2010

Revised: 06/19/2014, 12/14/2023

### FM&D Program Update

Joy Rhodes, professor and department chair, provided an overview of the Fashion Merchandising and Design program including faculty, degrees available, community support and involvement and transfer and articulation agreements. She highlighted enrollment and course completion rates. The JCCC Fashion collection is a repository of garments and accessories which preserves, educates, and celebrates fashion and local history. Goals of the department include continued preservation, expanded facilities and showcasing the collection through community engagement.

**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

2024 Board of Trustees  
Officers, Board Committee Members and Liaisons

**OFFICERS:**  
**Chairperson:** Elected by ballot at December Board Meeting  
**Vice Chairperson:** Elected by ballot at December Board Meeting  
**Treasurer:** Mark Hamill  
**Secretary:** Dawn Rattan

**COMMITTEES:**

<b>Audit Committee</b>	Chair: Elected Board Chair Member: Elected Board Vice Chair
<b>Board Governance</b>	Chair: Greg Mitchell Member: Dawn Rattan
<b>Employee Engagement and Development</b>	Chair: Lee Cross Member: Valerie Jennings
<b>Management and Finance</b>	Chair: Mark Hamill Member: Lee Cross Member: Greg Mitchell
<b>Student Success</b>	Chair: Dawn Rattan Member: Mark Hamill Member: Valerie Jennings
<b>Collegial Steering</b>	Chair: Elected Board Chair Member: Elected Board Vice Chair

**LIAISONS:**

<b>Foundation:</b>	Mark Hamill Valerie Jennings
<b>KACC:</b>	Lee Cross
<b>JCERT:</b>	Elected Board Vice Chair
<b>College Council:</b>	Dawn Rattan

**RECOMMENDATION**

**It is the recommendation of the Nominating Committee that the Board of Trustees vote by ballot to elect the 2024 Chairperson and Vice Chairperson.**

**RECOMMENDATION**

**It is the recommendation of the Nominating Committee that the Board of Trustees approve the 2024 slate of officers, committee and liaison assignments.**

JOHNSON COUNTY COMMUNITY COLLEGE  
OFFICE OF THE PRESIDENT

November 30, 2023

TREASURER'S REPORT

REPORT:

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

An ad valorem tax distribution of \$1,294,927 was received from the county treasurer during October and was distributed as follows:

General Fund	\$ 1,218,710
Capital Outlay Fund	71,495
Special Assessment Fund	<u>4,722</u>
TOTAL	<u>\$ 1,294,927</u>

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 October 2023, subject to audit.**

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Janelle Vogler  
Vice President and Chief Financial Officer

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Rachel Lierz  
Executive Vice President, Finance &  
Administrative Services

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Andrew W. Bowne  
President

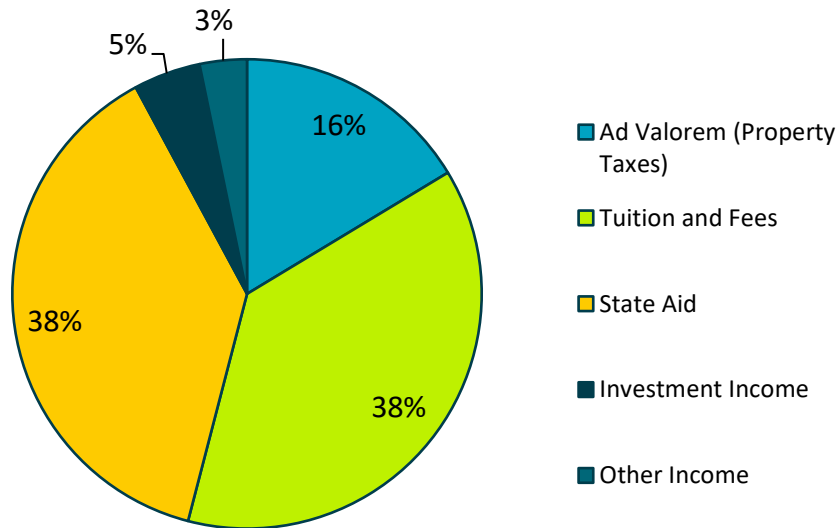
**JOHNSON COUNTY COMMUNITY COLLEGE  
TREASURER'S REPORT  
OCTOBER 31, 2023  
33.3% OF FISCAL YEAR EXPIRED  
GENERAL/POST-SECONDARY TECHNICAL EDUCATION (PTE) FUNDS**

	ADOPTED BUDGET 2023-2024	ACTIVITY THIS MONTH 2023-2024	ACTIVITY YEAR TO DATE 2023-2024	YTD AS % OF BUDGET	PRIOR YEAR ACTIVITY TO DATE
<b>GENERAL/PTE FUNDS</b>					
Ad Valorem (Property Taxes)	\$ 121,189,898	\$ 1,218,710	\$ 6,450,847	5%	\$ 7,006,438
Tuition and Fees	26,663,775	234,276	14,867,091	56%	14,373,433
State Aid	26,448,697	2,174,574	15,022,816	57%	15,176,439
Investment Income	1,000,000	453,869	1,820,743	182%	494,188
Other Income	3,668,569	351,675	1,281,287	35%	878,520
<b>TOTAL REVENUE</b>	<b>\$ 178,970,939</b>	<b>\$ 4,433,104</b>	<b>\$ 39,442,784</b>	<b>22%</b>	<b>\$ 37,929,019</b>
Salaries and Benefits	\$ 138,400,933	\$ 11,524,424	\$ 38,355,117	28%	\$ 36,540,722
Current Operating	32,354,540	3,616,665	12,037,060	37%	10,656,791
Capital	4,281,145	289,794	799,541	19%	450,435
Debt Service	3,689,738	-	2,958,743	80%	2,903,115
<b>TOTAL EXPENSES</b>	<b>\$ 178,726,356</b>	<b>\$ 15,430,883</b>	<b>\$ 54,150,461</b>	<b>30%</b>	<b>\$ 50,551,062</b>

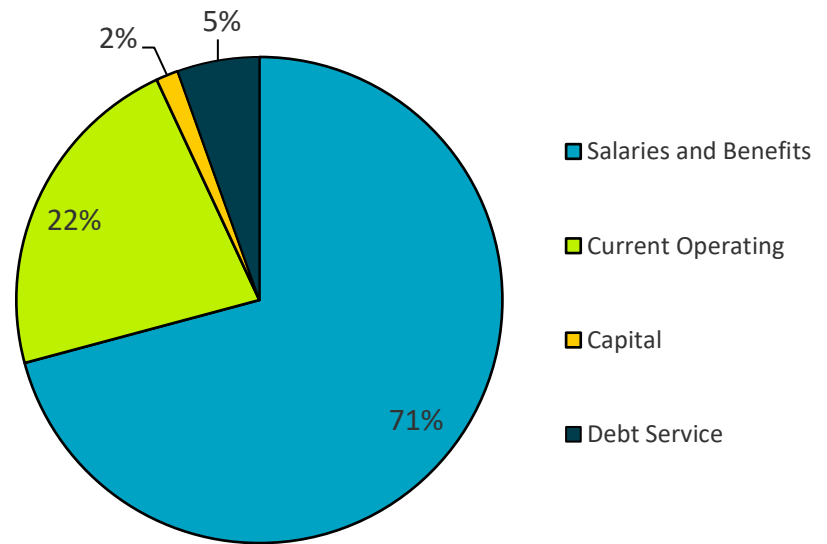
**Unencumbered Cash Rollforward:**

Beginning Balance		\$ 122,092,826	\$ 117,046,418
Revenues Over Expenses		(14,707,677)	(12,622,043)
Encumbrances & Other Activity		(8,781,599)	(7,967,898)
Ending Balance		<u>\$ 98,603,550</u>	<u>\$ 96,456,477</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 2023-2024 numbers.

The largest source of revenue this year to date is state aid (38%), followed by tuition and fees (38%), ad valorem (property taxes) (16%), investment income (5%) and other income (3%). The largest source of expenses this year to date is salary and benefits (71%), followed by current operating (22%), debt service (5%), and capital expenses (2%).



**JOHNSON COUNTY COMMUNITY COLLEGE**  
**TREASURER'S REPORT**  
**OCTOBER 31, 2023**  
**33.3% OF FISCAL YEAR EXPIRED**  
**GENERAL/POST-SECONDARY TECHNICAL EDUCATION (PTE) FUNDS**  
**EXPENDITURE DETAIL BY NATURAL CLASSIFICATION**

	ADJUSTED BUDGET 2023-2024	ACTIVITY THIS MONTH 2023-2024	ACTIVITY YEAR TO DATE 2023-2024	YTD AS % OF BUDGET	PRIOR YEAR ACTIVITY TO DATE	YTD CHANGE FROM PRIOR YEAR
Salaries	\$ 98,876,977	\$ 8,519,805	\$ 27,980,111	28%	\$ 27,166,079	3%
Benefits	39,308,956	3,004,618	10,375,006	26%	9,374,643	11%
Event Officials	72,760	25,960	46,001	63%	41,434	11%
Legal Services	150,000	26,018	27,677	18%	17,921	54%
Lobbyist Services	30,000	-	-	0%	-	0%
Audit Services	93,745	23,000	34,545	37%	34,800	-1%
Collection Costs	70,000	1,496	5,612	8%	7,750	-28%
Insurance, Property/Casualty & Rel	1,271,070	451,233	1,211,285	95%	555,166	118%
Contracted Services	8,123,146	452,117	2,194,379	27%	2,203,023	0%
SB 155 Shared Funding Payments	380,000	-	-	0%	-	0%
Overnight Travel	1,041,990	58,178	182,653	18%	156,602	17%
Travel - Accreditation	10,000	-	-	0%	529	-100%
Staff Development Training & Travel	399,550	25,492	78,535	20%	94,054	-16%
Faculty Continuing Ed Grants	19,000	2,234	5,420	29%	7,521	-28%
Tuition Reimbursement	550,000	6,930	205,695	37%	189,104	9%
Same Day Travel	112,222	3,167	19,736	18%	14,769	34%
Supplies and Materials	5,789,872	382,350	1,672,660	29%	1,441,656	16%
Computer Software & Licenses	4,988,930	1,395,038	3,008,076	60%	2,624,075	15%
Technical Training	100,750	13,832	27,123	27%	23,357	16%
Applicant Travel	15,000	1,948	2,986	20%	5,707	-48%
Recruiting Travel	37,500	1,182	5,379	14%	4,795	12%
Printing, Binding & Publications	131,350	-	28,627	22%	22,690	26%
Advertising and Promotions	1,028,000	28,076	322,681	31%	389,074	-17%
Memberships	406,452	53,608	239,406	59%	217,020	10%
Accreditation Expenses	72,012	8,323	35,814	50%	25,355	41%
Bad Debt Expense	130,000	-	65,000	50%	260,000	-75%
Electric	2,970,000	199,204	963,865	32%	948,349	2%
Water	175,100	59,531	127,845	73%	93,999	36%
Natural Gas	82,400	3,737	11,004	13%	11,994	-8%
Telephone	605,400	26,486	432,713	71%	277,844	56%
Gasoline	66,150	3,619	19,821	30%	25,653	-23%
Subscriptions	502,798	41,584	233,750	46%	225,327	4%
Rentals and Leases	619,892	40,802	180,121	29%	194,225	-7%
Repairs and Maintenance	705,213	102,353	173,857	25%	174,654	0%
Freight	123,000	6,318	11,852	10%	30,274	-61%
Special Events	399,614	21,103	107,176	27%	78,091	37%
Retirement Recognitions	7,500	-	524	7%	2,093	-75%
Postage	295,000	3,344	62,582	21%	54,266	15%
Contingency	570,000	-	94,984	17%	-	100%
Remodeling and Renovations	1,595,810	787	30,899	2%	41,925	-26%
Library Books	85,000	9,700	30,115	35%	32,552	-7%
Furniture and Equipment	2,323,854	279,307	705,458	30%	344,537	105%
Art Acquisitions	3,000	-	-	0%	-	0%
Building Improvements	66,815	-	33,069	49%	31,421	5%
Other Tax Assessments	-	-	-	0%	-	0%
Income Tax	2,500	-	-	0%	-	0%
Grants	457,396	148,507	148,757	33%	148,666	0%
Foster Care & Killed on Duty Grant	80,000	(1,008)	17,918	22%	16,705	7%
Federal SEOG Match	90,894	900	31,000	34%	38,250	-19%
Principal Payments	2,180,000	-	2,180,000	100%	2,070,000	5%
Interest Payments	1,508,238	-	778,743	52%	833,115	-7%
Fee Payments	1,500	-	-	0%	-	0%
<b>TOTAL EXPENSES</b>	<b>\$ 178,726,356</b>	<b>\$ 15,430,883</b>	<b>\$ 54,150,461</b>	<b>30%</b>	<b>\$ 50,551,062</b>	<b>7%</b>



**JOHNSON COUNTY COMMUNITY COLLEGE  
TREASURER'S REPORT  
OCTOBER 31, 2023  
33.3% OF FISCAL YEAR EXPIRED  
ADULT SUPPLEMENTARY EDUCATION & STUDENT ACTIVITY FUNDS**

	ADOPTED BUDGET 2023-2024	ACTIVITY THIS MONTH 2023-2024	ACTIVITY YEAR TO DATE 2023-2024	YTD AS % OF BUDGET	PRIOR YEAR ACTIVITY TO DATE
<b>ADULT SUPPLEMENTARY EDUCATION FUND</b>					
Tuition and Fees	\$ 3,905,580	\$ 287,709	\$ 1,490,594	38%	\$ 1,047,072
Investment Income	20,000	7,804	30,794	154%	9,897
Other Income	1,502,000	55,525	407,795	27%	438,864
<b>TOTAL REVENUE</b>	<b>\$ 5,427,580</b>	<b>\$ 351,038</b>	<b>\$ 1,929,183</b>	<b>36%</b>	<b>\$ 1,495,833</b>
Salaries and Benefits	\$ 3,388,475	\$ 183,075	\$ 731,485	22%	\$ 715,819
Current Operating	4,298,592	254,285	865,166	20%	842,278
Capital	160,391	-	-	0%	18,585
<b>TOTAL EXPENSES</b>	<b>\$ 7,847,458</b>	<b>\$ 437,360</b>	<b>\$ 1,596,650</b>	<b>20%</b>	<b>\$ 1,576,682</b>
<b>Unencumbered Cash Rollforward:</b>					
Beginning Balance			\$ 1,372,323		\$ 2,208,861
Revenues Over Expenses			332,533		(80,849)
Encumbrances & Other Activity			(1,113,877)		(934,872)
Ending Balance			<b>\$ 590,979</b>		<b>\$ 1,193,140</b>
<b>STUDENT ACTIVITY FUND</b>					
Tuition and Fees	\$ 1,904,000	\$ 17,692	\$ 1,137,782	60%	\$ 1,092,439
Investment Income	18,000	5,872	25,395	141%	7,184
Other Income	8,000	558	1,718	21%	3,499
<b>TOTAL REVENUE</b>	<b>\$ 1,930,000</b>	<b>\$ 24,121</b>	<b>\$ 1,164,895</b>	<b>60%</b>	<b>\$ 1,103,121</b>
Salaries and Benefits	\$ 445,273	\$ 22,719	\$ 81,306	18%	\$ 95,392
Current Operating	935,806	54,341	178,571	19%	171,454
Grants/Scholarships	1,446,692	50,849	586,297	41%	619,676
<b>TOTAL EXPENSES</b>	<b>\$ 2,827,771</b>	<b>\$ 127,910</b>	<b>\$ 846,175</b>	<b>30%</b>	<b>\$ 886,522</b>
<b>Unencumbered Cash Rollforward:</b>					
Beginning Balance			\$ 1,214,098		\$ 1,478,536
Revenues Over Expenses			318,720		216,599
Encumbrances & Other Activity			(214,881)		(229,187)
Ending Balance			<b>\$ 1,317,937</b>		<b>\$ 1,465,949</b>





**JOHNSON COUNTY COMMUNITY COLLEGE**  
**TREASURER'S REPORT**  
**OCTOBER 31, 2023**  
**33.3% OF FISCAL YEAR EXPIRED**  
**OTHER FUNDS**

	ADOPTED BUDGET 2023-2024	ACTIVITY THIS MONTH 2023-2024	ACTIVITY YEAR TO DATE 2023-2024	YTD AS % OF BUDGET	PRIOR YEAR ACTIVITY TO DATE
<b>MOTORCYCLE DRIVER SAFETY FUND</b>					
Tuition and Fees	\$ 160,000	\$ 5,758	\$ 60,154	38%	\$ 66,819
Other Income	40,000	-	-	0%	-
<b>TOTAL REVENUE</b>	<b>\$ 200,000</b>	<b>\$ 5,758</b>	<b>\$ 60,154</b>	<b>30%</b>	<b>\$ 66,819</b>
Salaries and Benefits	\$ 115,500	\$ 6,892	\$ 28,794	25%	\$ 35,170
Current Operating	23,400	177	3,074	13%	548
Capital	21,000	-	-	0%	-
<b>TOTAL EXPENSES</b>	<b>\$ 159,900</b>	<b>\$ 7,068</b>	<b>\$ 31,868</b>	<b>20%</b>	<b>\$ 35,718</b>
<b>Unencumbered Cash Rollforward:</b>					
Beginning Balance			\$ 1,242,904		\$ 1,161,804
Revenues Over Expenses			28,286		31,101
Encumbrances & Other Activity			(2,623)		450
Ending Balance			<b>\$ 1,268,567</b>		<b>\$ 1,193,356</b>
<b>TRUCK DRIVER TRAINING COURSE FUND</b>					
Tuition and Fees	\$ 2,214,000	\$ 159,985	\$ 448,551	20%	\$ 245,687
<b>TOTAL REVENUE</b>	<b>\$ 2,214,000</b>	<b>\$ 159,985</b>	<b>\$ 448,551</b>	<b>20%</b>	<b>\$ 245,687</b>
Salaries and Benefits	\$ 1,032,567	\$ 72,578	\$ 265,209	26%	\$ 100,415
Current Operating	972,500	51,036	98,520	10%	22,897
Capital	538,502	-	-	100%	-
<b>TOTAL EXPENSES</b>	<b>\$ 2,543,569</b>	<b>\$ 123,614</b>	<b>\$ 363,729</b>	<b>14%</b>	<b>\$ 123,312</b>
<b>Unencumbered Cash Rollforward:</b>					
Beginning Balance			\$ 1,354,084		\$ 1,102,867
Revenues Over Expenses			84,822		122,375
Encumbrances & Other Activity			(752,236)		(66,495)
Ending Balance			<b>\$ 686,670</b>		<b>\$ 1,158,748</b>
<b>SPECIAL ASSESSMENTS FUND</b>					
Ad Valorem (Property Taxes)	\$ 317,491	\$ 4,723	\$ 23,072	7%	\$ 27,668
Interest Income	-	5,938	22,137	100%	5,837
<b>TOTAL REVENUE</b>	<b>\$ 317,491</b>	<b>\$ 10,660</b>	<b>\$ 45,209</b>	<b>14%</b>	<b>\$ 33,505</b>
Current Operating	\$ 500,000	\$ 11,589	\$ 39,929	8%	\$ 64,876
<b>TOTAL EXPENSES</b>	<b>\$ 500,000</b>	<b>\$ 11,589</b>	<b>\$ 39,929</b>	<b>8%</b>	<b>\$ 64,876</b>
<b>Unencumbered Cash Rollforward:</b>					
Beginning Balance			\$ 1,547,334		\$ 1,584,726
Revenues Over Expenses			5,280		(31,371)
Encumbrances & Other Activity			(105,071)		(29,714)
Ending Balance			<b>\$ 1,447,543</b>		<b>\$ 1,523,641</b>



**JOHNSON COUNTY COMMUNITY COLLEGE  
TREASURER'S REPORT  
OCTOBER 31, 2023  
33.3% OF FISCAL YEAR EXPIRED  
AUXILIARY ENTERPRISE FUND - SCHEDULE 1**

	ADOPTED BUDGET 2023-2024	ACTIVITY THIS MONTH 2023-2024	ACTIVITY YEAR TO DATE 2023-2024	YTD AS % OF BUDGET	PRIOR YEAR ACTIVITY TO DATE
<b>REVENUES</b>					
Cosmetology	\$ 9,000	\$ 2,296	\$ 4,737	53%	\$ 5,091
Bookstore	6,774,400	88,257	2,783,807	41%	2,745,328
Dining Services	2,599,528	702,780	1,073,006	41%	777,777
Hiersteiner Center	-	-	- †	0%	319,551
HVAC Auxiliary & Auto Technology Project	2,000	-	-	0%	-
Dental Hygiene	1,800	238	477	26%	298
Hospitality Management & Pastry Program	60,000	6,561	13,280	22%	18,598
Campus Farm	16,500	2,840	12,232	74%	10,684
Investment Income	15,000	3,048	13,647	91%	7,605
<b>TOTAL REVENUES</b>	<u>\$ 9,478,228</u>	<u>\$ 806,021</u>	<u>\$ 3,901,187</u>	<u>41%</u>	<u>\$ 3,884,932</u>
<b>EXPENSES</b>					
Cosmetology	\$ 9,500	\$ 3,103	\$ 3,551	37%	\$ 3,961
Bookstore	6,440,275	287,346	2,474,291	38%	2,583,858
Dining Services	3,876,778	299,183	1,049,871	27%	1,163,629
Hiersteiner Center	-	-	- †	0%	507,175
HVAC Auxiliary & Auto Technology Project	2,000	-	-	0%	-
Dental Hygiene	1,800	-	531	29%	708
Hospitality Management & Pastry Program	65,000	6,403	24,188	37%	21,145
Campus Farm	16,500	1,077	3,434	21%	552
<b>SUBTOTAL</b>	<u>\$ 10,411,853</u>	<u>\$ 597,111</u>	<u>\$ 3,555,866</u>	<u>34%</u>	<u>\$ 4,281,028</u>
<b>Other Auxiliary Services Expenses</b>					
Auxiliary Construction	\$ 10,000	\$ 856	\$ 856	9%	\$ 2,347
Director	170,084	9,798	39,201	23%	124
Budget Reallocation Pool	100,000	-	-	0%	-
<b>TOTAL EXPENSES</b>	<u>\$ 10,691,937</u>	<u>\$ 607,765</u>	<u>\$ 3,595,923</u>	<u>34%</u>	<u>\$ 4,283,499</u>
<b>Unencumbered Cash Rollforward:</b>					
Beginning Balance			\$ 298,431		\$ 1,838,826
Revenues Over Expenses			305,264		(398,567)
Encumbrances & Other Activity			(244,521)		(328,823)
Ending Balance			<u>\$ 359,174</u>		<u>\$ 1,111,436</u>

† Activity has been combined into General Fund in FY24.



**JOHNSON COUNTY COMMUNITY COLLEGE  
TREASURER'S REPORT  
OCTOBER 31, 2023  
33.3% OF FISCAL YEAR EXPIRED  
AUXILIARY ENTERPRISE FUND - SCHEDULE 2**

	2023-2024 YEAR TO DATE NET	2022-2023 YEAR TO DATE NET	NET CHANGE FROM PRIOR YR
Cosmetology	\$ 1,186	\$ 1,129	\$ 57
Bookstore	309,517	161,470	148,047
Dining Services	23,135	(385,851)	408,986
Hiersteiner Center	- †	(187,624)	187,624
HVAC Auxiliary & Auto Technology Project	-	-	-
Dental Hygiene	(54)	(410)	356
Hospitality Management & Pastry Program	(10,908)	(2,546)	(8,362)
Campus Farm	8,799	10,132	(1,333)
	<u>\$ 331,673</u>	<u>\$ (403,701)</u>	<u>\$ 735,374</u>

† Activity has been combined into General Fund in FY24.



**JOHNSON COUNTY COMMUNITY COLLEGE  
TREASURER'S REPORT  
OCTOBER 31, 2023  
33.3% OF FISCAL YEAR EXPIRED  
PLANT & OTHER FUNDS**

	ADOPTED BUDGET 2023-2024	ACTIVITY THIS MONTH 2023-2024	ACTIVITY YEAR TO DATE 2023-2024	YTD AS % OF BUDGET	PRIOR YEAR ACTIVITY TO DATE
<b>REVENUE BOND DEBT SERVICE FUND</b>					
<b>Unencumbered Cash Rollforward:</b>					
Balance Forward	\$ 1,470,207		\$ 1,470,207		\$ 1,730,697
TOTAL REVENUE	1,383,600	\$ 12,690	816,105	59%	783,379
TOTAL EXPENSES	1,706,650	1,598,500	1,599,030	94%	1,570,330
Encumbrances & Other Activity			-		-
Ending Balance			<u>\$ 687,282</u>		<u>\$ 943,746</u>
<b>INDUSTRIAL TRAINING CENTER (ITC) REPAIR AND REPLACEMENT RESERVE FUNDS</b>					
<b>Unencumbered Cash Rollforward:</b>					
Balance Forward	\$ 429,760		\$ 429,760		\$ 296,501
TOTAL REVENUE	-	\$ 12,498	49,993	100%	49,993
TOTAL EXPENSES	250,000	-	-	0%	2,582
Encumbrances & Other Activity			-		-
Ending Balance			<u>\$ 479,754</u>		<u>\$ 343,912</u>
<b>CAPITAL OUTLAY</b>					
<b>Unencumbered Cash Rollforward:</b>					
Balance Forward	\$ 8,942,696		\$ 8,942,696		\$ 6,930,271
TOTAL REVENUE	7,987,798	\$ 114,584	550,833	7%	450,081
TOTAL EXPENSES	7,303,500	142,409	330,830	5%	(84,411)
Encumbrances & Other Activity			(1,691,334)		(431,591)
Ending Balance			<u>\$ 7,471,365</u>		<u>\$ 7,033,171</u>
<b>CAMPUS DEVELOPMENT FUND</b>					
<b>Unencumbered Cash Rollforward:</b>					
Balance Forward	\$ 1,422,099		\$ 1,422,099		\$ 1,541,591
TOTAL REVENUE	824,160	\$ 7,614	489,663	59%	470,134
TOTAL EXPENSES	750,000	2,100	2,100	0%	27,142
Encumbrances & Other Activity			(198,119)		(30,611)
Ending Balance			<u>\$ 1,711,543</u>		<u>\$ 1,953,973</u>
<b>PHASE 3 FACILITIES MASTER PLAN</b>					
<b>Unencumbered Cash Rollforward:</b>					
Balance Forward	\$ 2,505,055		\$ 2,505,055		\$ 3,352,596
TOTAL REVENUE	-	\$ -	-	0%	-
TOTAL EXPENSES	2,332,622	450,396	1,838,366	79%	41,690
Encumbrances & Other Activity			998,157		2,622,200
Ending Balance			<u>\$ 1,664,846</u>		<u>\$ 5,933,106</u>
<b>ALL OTHER FUNDS</b>					
<b>Unencumbered Cash Rollforward:</b>					
Balance Forward	\$ 1,692,289		\$ 1,692,289		\$ 4,894,423
TOTAL REVENUE	19,175,858	\$ 2,167,740	16,031,049	84%	11,927,598
TOTAL EXPENSES	17,028,644	1,990,407	13,086,343	77%	11,001,260
Encumbrances & Other Activity			(5,050,248)		(3,845,774)
Ending Balance			<u>\$ (413,253)</u>		<u>\$ 1,974,987</u>
<b>GRAND TOTAL ALL FUNDS</b>					
<b>Unencumbered Cash Rollforward:</b>					
Balance Forward	\$ 145,584,107		\$ 145,584,107		\$ 145,168,117
TOTAL REVENUE	235,897,452	\$ 8,105,814	64,929,606	28%	58,440,103
TOTAL EXPENSES	240,082,004	22,229,584	82,973,837	35%	75,327,628
Encumbrances & Other Activity			(11,663,919)		(5,994,950)
Ending Balance			<u>\$ 115,875,957</u>		<u>\$ 122,285,642</u>



**JOHNSON COUNTY COMMUNITY COLLEGE  
TREASURER'S REPORT  
OCTOBER 31, 2023  
33.3% OF FISCAL YEAR EXPIRED  
INVESTMENTS**

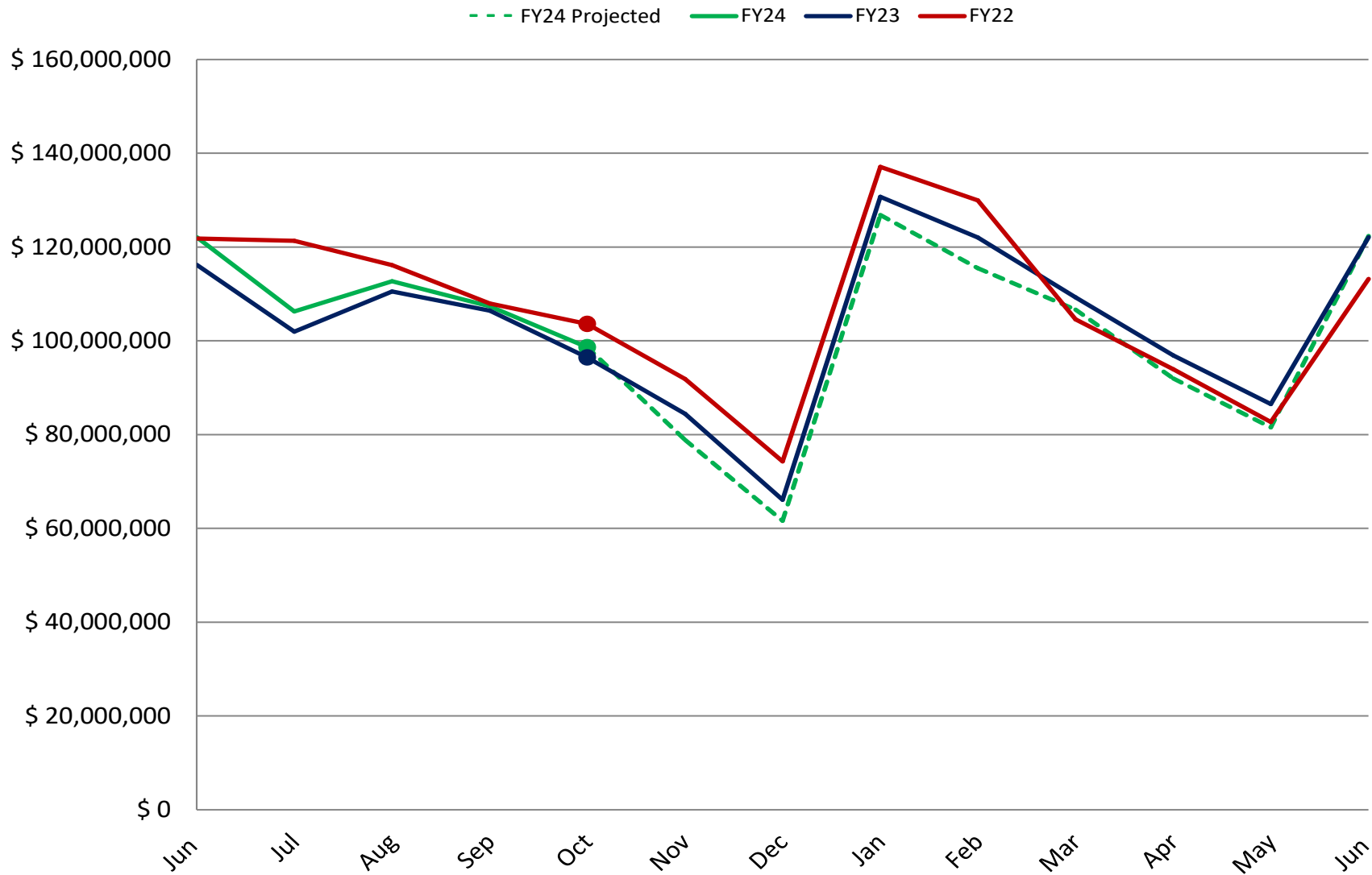
DESCRIPTION	DATE PURCHASED	DATE OF CALL/MATURITY	YIELD RATE	MATURED THIS MONTH	CURRENT INVESTMENTS
US TREASURY NOTES	01/21/22	10/15/23	0.91%	\$ 5,160,000	
COMMERCE BANK	06/06/23	10/26/23	5.23%	3,000,000	
COMMERCE BANK	04/17/23	10/27/23	4.59%	5,000,000	
US TREASURY NOTES	01/23/23	10/31/23	4.52%	5,155,000	
US TREASURY NOTES	01/31/22	11/15/23	1.03%		\$ 2,635,000
US TREASURY NOTES	02/14/22	11/15/23	1.20%		5,000,000
COMMERCE BANK	06/06/23	11/30/23	5.25%		3,000,000
US TREASURY NOTES	06/06/22	11/30/23	2.32%		3,150,000
US TREASURY NOTES	06/06/22	12/15/23	2.36%		3,150,000
US TREASURY NOTES	01/23/23	12/15/23	4.51%		8,530,000
US TREASURY NOTES	06/06/22	12/31/23	2.37%		3,150,000
US TREASURY NOTES	06/06/22	01/15/24	2.39%		3,150,000
US TREASURY NOTES	06/06/22	01/31/24	2.41%		3,150,000
US TREASURY NOTES	06/06/22	02/15/24	2.42%		3,150,000
US TREASURY NOTES	06/06/23	02/15/24	5.10%		3,023,000
US TREASURY NOTES	06/06/22	02/29/24	2.43%		3,150,000
US TREASURY NOTES	06/06/23	02/29/24	5.06%		3,066,000
US TREASURY NOTES	06/06/22	03/15/24	2.46%		3,150,000
US TREASURY NOTES	06/06/23	03/15/24	5.02%		6,220,000
US TREASURY NOTES	06/06/22	03/31/24	2.47%		3,150,000
US TREASURY NOTES	04/18/22	04/15/24	2.34%		5,200,000
COMMERCE BANK	05/10/23	04/26/24	4.70%		7,093,833
US TREASURY NOTES	06/06/22	04/30/24	2.50%		3,870,000
US TREASURY NOTES	06/06/22	05/15/24	2.53%		3,150,000
US TREASURY NOTES	06/06/22	05/31/24	2.55%		3,150,000
US TREASURY NOTES	06/06/23	05/31/24	5.02%		6,145,000
US TREASURY NOTES	08/15/22	06/30/24	3.05%		2,250,000
US TREASURY NOTES	06/06/23	06/30/24	4.98%		6,045,000
US TREASURY NOTES	06/06/23	07/15/24	4.93%		3,200,000
US TREASURY NOTES	06/15/23	07/15/24	4.95%		3,145,000
US TREASURY NOTES	08/15/23	08/08/24	4.80%		5,252,000
US TREASURY NOTES	08/31/23	08/08/24	4.93%		5,475,000
COMMERCE BANK	10/27/23	10/03/24	5.28%		5,123,038
US TREASURY NOTES	06/15/23	11/30/24	4.75%		3,005,000
US TREASURY NOTES	07/17/23	04/30/25	2.88%		5,330,000
US TREASURY NOTES	06/15/23	06/15/25	4.44%		3,107,000
US TREASURY NOTES	07/20/23	06/30/25	2.75%		5,250,000
US TREASURY NOTES	09/22/23	07/31/25	2.88%		5,300,000
US TREASURY NOTES	08/31/23	08/31/25	5.00%		5,200,000
		TOTAL			146,114,871
Municipal Investment Pool: (MIP) Daily Rate	10/01/23	10/31/23	4.02%		1,331,425
		GRAND TOTAL			<u>\$ 147,446,296</u>



**JOHNSON COUNTY COMMUNITY COLLEGE  
TREASURER'S REPORT  
OCTOBER 31, 2023  
33.3% OF FISCAL YEAR EXPIRED  
CASH AND POOLED INVESTMENT ANALYSIS**

FUND	BOOK BALANCE	OUTSTANDING COMMITMENTS	UNENCUMBERED BALANCE	PRIOR YEAR UNENCUMBERED BALANCE
General & PTE Funds	\$ 122,128,473	\$ 23,524,923	\$ 98,603,550	\$ 96,456,477
Adult Supplementary Education Fund	2,040,486	1,449,507	590,979	1,193,140
Student Activity Fund	1,535,285	217,347	1,317,937	1,465,949
Motorcycle Driver Safety Fund	1,272,185	3,618	1,268,567	1,193,356
Truck Driver Training Fund	1,468,310	781,640	686,670	1,158,748
Auxiliary Enterprise Funds	796,959	437,785	359,174	1,111,436
Revenue Bond Debt Service Fund	2,319,899	1,632,617	687,282	943,746
COM & ITC Repair and Replacement Reserve Funds	479,754	-	479,754	343,912
Capital Outlay Funds	11,266,982	3,795,617	7,471,365	7,033,171
Campus Development Fund	2,003,907	292,364	1,711,543	1,953,973
Phase 3 Facilities Master Plan	4,813,993	3,149,147	1,664,846	5,933,106
Special Assessments Fund	1,552,614	105,071	1,447,543	1,523,641
All Other Funds	8,480,147	8,893,400	(413,253)	1,974,987
<b>TOTAL</b>	<b>\$ 160,158,994</b>	<b>\$ 44,283,036</b>	<b>\$ 115,875,957</b>	<b>\$ 122,285,642</b>

**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 October, the ending balances were approximately \$98.6 million for 2024, \$96.5 million for 2023, and \$103.6 million for 2022. The estimated fiscal year 2024 ending balance is \$122.3 million.



**JOHNSON COUNTY COMMUNITY COLLEGE  
TREASURER'S REPORT  
OCTOBER 31, 2023  
33.3% OF FISCAL YEAR EXPIRED  
FOUNDATION**

	ACTIVITY YEAR TO DATE OCTOBER 31, 2023	PRIOR YEAR ACTIVITY TO DATE	\$	CHANGE	CHANGE	%
<b>FOUNDATION</b>						
Contribution Income	\$ 751,956	\$ 2,686,077				
Event Revenue	492,677	337,284				
Investment Income	(735,547)	(1,326,754)				
Other Revenue	45,432	14,172				
<b>TOTAL REVENUE</b>	<u>\$ 554,518</u>	<u>\$ 1,710,778</u>	\$	(1,156,261)		(67.6) %
Student Assistance	\$ 8,535	\$ 9,390				
Program Support	83,143	105,364				
Project Support	1,093	1,071				
Campus Support	18,346	13,103				
Programming Expenses	243,770	70,093				
General & Administrative Expenses	146,682	104,768				
<b>TOTAL EXPENSES</b>	<u>\$ 501,569</u>	<u>\$ 303,789</u>	\$	197,780		65.1 %
Balance Forward	\$ 45,955,637	\$ 41,036,734				
Revenues Over Expenses	52,949	1,406,990				
Ending Balance	<u>\$ 46,008,586</u>	<u>\$ 42,443,724</u>	\$	3,564,862		8.4 %

AFFILIATION, ARTICULATION AND REVERSE TRANSFER, COOPERATIVE AND OTHER AGREEMENTS

**REPORT:**

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

*OTHER AGREEMENTS*

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

<b>Organization/ Individual</b>	<b>Program(s)</b>	<b>Credit/CE</b>	<b>New/Renewal and Term</b>	<b>Financial Impact/Additional Information</b>
KC Scholars	Great Jobs KC	CE	Renewal; ending 1/31/2025	Zero dollars KC Scholars will provide scholarships to low- and modest-income adults to register in select, short-term training for high demand workforce sectors.

**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  
EVP Finance and Administrative Services



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L. Michael McCloud  
EVP/Provost

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Andy Bowne  
President

JOHNSON COUNTY COMMUNITY COLLEGE  
OFFICE OF THE PRESIDENT

November 30, 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 December 14, 2023 board Packet includes the detailed individual disbursement information.

<u>Date</u>	<u>Control Number</u>		<u>Amount</u>
Accounts Payable Disbursements			
11/03/2023	00717424 - 00717512	AP	234,124.48
11/03/2023	!0047107 - !0047177	ACH	2,354,674.14
11/10/2023	00717513 - 00717642	AP	500,225.90
11/10/2023	!0047178 - !0047253	ACH	609,658.05
11/13/2023	W0000237	WIRE	1,611,445.82
11/14/2023	J0220194	P-Card ACH	197,506.67
11/17/2023	00717643 - 00717741	AP	300,439.84
11/17/2023	!0047254 - !0047308	ACH	996,118.95
11/21/2023	00717742 - 00717808	AP	226,341.48
11/21/2023	!0047309 - !0047330	ACH	67,740.04
11/24/2023	J0220262	P-Card ACH	227,766.44
			\$7,326,041.81

Tuition Refunds and Financial Aid Disbursements

11/03/2023	10192709 - 10192760	34,751.94
11/10/2023	10192761 - 10192794	29,975.70
11/17/2023	10192795 - 10192845	79,663.70
11/21/2023	10192846 - 10192855	6,706.53
11/1/ – 11/24/2023	Refund ACH	217,588.63
		<hr/>
		\$368,686.50
		<hr/>
Total Cash Disbursements		<u>\$7,694,728.31</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 \$7,694,728.31.**

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Janelle Vogler  
Vice President and Chief Financial Officer

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Rachel Lierz  
Executive Vice President  
Finance & Administrative Services

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Andrew W. Bowne  
President

JOHNSON COUNTY COMMUNITY COLLEGE  
OFFICE OF THE PRESIDENT

December 14, 2023

CURRICULUM

REPORT:

New Courses, Effective Academic Year 2024-2025

- ANI 200 Advanced 2D Animation
- ANI 252 Advanced 3D Modeling
- ANI 265 Advanced Character Animation
- HON: 205 Introduction to Research Methods
- ITMD 164 Architectural Drafting for Residential Interior Design

Course Modifications, Effective Academic Year 2024-2025

- ANI 122 Digital Rendering for Animation
- ANI 125 Introduction to 2D Animation
- ANI 150 Introduction to 3D Modeling , Texturing and Materials
- ANI 210 Digital Sculpting
- ANI 220 Computer Graphics Environments and Animation
- ANI 235 Character Modeling and Rigging
- ANI 245 Character Animation
  - Title change to: Introduction to Character Animation
- ANI 255 Advanced Animation Effects
- ANI 260 Animation Capstone
- ANI 275 Animation Career Preparation
- FL 135 Basic Spanish for Hospitality Management
- CDTP 135 Desktop Photo Manipulation I: Photoshop
- CDTP 140 Desktop Publishing I: InDesign
- CDTP 145 Desktop Illustration I: Illustrator
- CHEM 124 General Chemistry I Lecture
- CHEM 125 General Chemistry I Lab
- CJ 141 Criminal Law
- DRAF 264 CAD: Interior Design
- GDES 120 Introduction to Graphic Design
- HIST 128 Medieval History
- HIST 167 Introduction to History: Japan
- HUM 292 Special Topics:
- ITMD 182 Interior Design Software II
- ITMD 202 Interior Design II
- MATH 011 Fundamentals of Mathematics

- MATH 014 Accelerated Prep for College Math
- MATH 015 Elementary Algebra
- MATH 071 College Algebra Support Course
- MATH 116 Intermediate Algebra
- MATH 118 Geometry
- MATH 120 Business Mathematics
- MATH 130 Technical Mathematics I
- MATH 165 Finite Mathematics
- MATH 171 College Algebra
- MATH 172 Trigonometry
- MATH 173 Precalculus
- MATH 175 Discrete Mathematics
- MATH 181 Statistics
- MATH 210 Math for Elementary Teachers I
- MATH 231 Business and Applied Calculus I
- MATH 241 Calculus I
- PHYS 130 College Physics I
- POLS 124 American National Government

Course Deactivations, Effective Academic Year 2024-2025

- ASTR 214 Introduction to Teaching Math & Science I
- BIOL 214 Introduction to Teaching Math & Science I
- CHEM 214 Introduction to Teaching Math & Science I
- DRAF 164 Architectural Drafting/Residential Interior Design
- GEOS 214 Introduction to Teaching Math & Science I
- MATH 214 Introduction to Teaching Math & Science I
- PHYS 214 Introduction to Teaching Math & Science I
- PSCI 214 Introduction to Teaching Math & Science I
- ASTR 215 Introduction to Teaching Math and Science II
- BIOL 215 Introduction to Teaching Math and Science II
- CHEM 215 Introduction to Teaching Math and Science II
- GEOS 215 Introduction to Teaching Math and Science II
- MATH 215 Introduction to Teaching Math and Science II
- PHYS 215 Introduction to Teaching Math and Science II
- PSCI 215 Introduction to Teaching Math and Science II

Program Modification, Effective Academic Year 2024-2025

- 2630-AAS: Animation-Entertainment and Game Art Design
- 2750-AAS: Interior Design
- 3040-CERT: Interior Design Assistant Certificate

- 3140-CERT: Kitchen and Bath Design Certificate
- 4420-CERT: Floral Design Certificate

Cultural Diversity Designation, Effective Academic Year 2024-2025

- FL 120 Elementary German I
- FL 121 Elementary German II
- FL 130 Elementary Spanish I
- FL 131 Elementary Spanish II
- FL 135 Basic Spanish for Hospitality Management
- FL 140 Elementary French I
- FL 141 Elementary French II
- FL 165 Elementary Chinese I
- FL 166 Elementary Chinese II
- FL 170 Elementary Japanese I
- FL 171 Elementary Japanese II
- FL 182 Intermediate Japanese I
- FL 183 Intermediate Japanese II
- FL 220 Intermediate German I
- FL 221 Intermediate German II
- FL 230 Intermediate Spanish I
- FL 231 Intermediate Spanish II
- FL 240 Intermediate French I
- FL 241 Intermediate French II
- FL 288 Spanish for Heritage Speakers

General Education Designation, Effective Academic Year 2024-2025

- CJ 141 Criminal Law
  - AA, AS, AFA, AAS – Category: Social and Behavioral Sciences, Criminal Justice
  - AGS – Category: Cultural and Ethics, Cultural Perspective
- FL 120 Elementary German I
  - AA, AS, AFA, AAS – Category: Arts and Humanities, Foreign Language
  - AGS – Category: Global Issues and Diversity
- FL 121 Elementary German II
  - AA, AS, AFA, AAS – Category: Arts and Humanities, Foreign Language
  - AGS – Category: Global Issues and Diversity
- FL 130 Elementary Spanish I
  - AA, AS, AFA, AAS – Category: Arts and Humanities, Foreign Language
  - AGS – Category: Global Issues and Diversity
- FL 131 Elementary Spanish II

- AA, AS, AFA, AAS – Category: Arts and Humanities, Foreign Language
- AGS – Category: Global Issues and Diversity
- FL 140 Elementary French I
  - AA, AS, AFA, AAS – Category: Arts and Humanities, Foreign Language
  - AGS – Category: Global Issues and Diversity
- FL 141 Elementary French II
  - AA, AS, AFA, AAS – Category: Arts and Humanities, Foreign Language
  - AGS – Category: Global Issues and Diversity
- FL 165 Elementary Chinese I
  - AA, AS, AFA, AAS – Category: Arts and Humanities, Foreign Language
  - AGS – Category: Global Issues and Diversity
- FL 166 Elementary Chinese II
  - AA, AS, AFA, AAS – Category: Arts and Humanities, Foreign Language
  - AGS – Category: Global Issues and Diversity
- FL 170 Elementary Japanese I
  - AA, AS, AFA, AAS – Category: Arts and Humanities, Foreign Language
  - AGS – Category: Global Issues and Diversity
- FL 171 Elementary Japanese II
  - AA, AS, AFA, AAS – Category: Arts and Humanities, Foreign Language
  - AGS – Category: Global Issues and Diversity
- FL 182 Intermediate Japanese I
  - AA, AS, AFA, AAS – Category: Arts and Humanities, Foreign Language
  - AGS – Category: Global Issues and Diversity
- FL 183 Intermediate Japanese II
  - AA, AS, AFA, AAS – Category: Arts and Humanities, Foreign Language
  - AGS – Category: Global Issues and Diversity
- SOC 146 Introduction to Social Work and Social Welfare
  - AA, AS, AFA, AAS – Category: Social and Behavioral Sciences, Sociology
  - AGS – Category: Modes of Inquiry, Social

**RECOMMENDATION:**

**The College administration recommends that the Board of Trustees approve the changes to the curriculum as indicated.**

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Gurbhushan Singh  
Vice President Academic Affairs/CAO

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Dr. Andrew W. Bowne  
President  
Chief Executive Officer



JOHNSON COUNTY COMMUNITY COLLEGE  
OFFICE OF THE PRESIDENT

December 14, 2023

GRANTS, CONTRACTS AND AWARDS

REPORT:

The following grants and contracts have been approved for funding.

1. FY 2023 Community Project Funding / Congressionally Directed Spending  
Funding Agency: U.S. Department of Labor, Employment and Training Administration  
Purpose: To enhance the existing Automated Engineer Technology and Welding/Metal Fabrication programs and to launch a new credit Machining & Manufacturing Technology program with new curriculum in Continuing Education.  
Duration: November 1, 2023 – October 31, 2025  
Grant Administrators: Gurbhushan Singh and Elisa Waldman  
Amount Funded: \$1,095,000  
JCCC Match: - 0 -  
Applicant: JCCC
2. Procurement Technical Assistance Center 2023 - Extension  
Funding Agency: U.S. Department of Defense, Office of Naval Research  
Purpose: To provide Procurement Technical Assistance (PTA) services to local business owners to grow their businesses via sales to the government. This is a two-month extension of the 2023 grant due to the change in the funder and grant period within the Department of Defense from the Defense Logistics Agency (Feb-Jan) to the Office of Naval Research (Apr-Mar).  
Duration: February 1, 2024 – March 31, 2024  
Grant Administrator: Keon Muldrow  
Amount Funded: \$12,333 (JCCC sub-award amount)  
JCCC Match: \$14,973 (cash and in-kind)  
Applicant: Wichita State University

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

1. Aligning STEM Trainees for Enterprising Research Louis Stokes Alliance for Minority Participation (ASTER LSAMP)

Funding Agency: National Science Foundation

Purpose: During the grant period, up to 50 underrepresented students in STEM will participate in programming designed to help with transfer to a 4-year institution to pursue a degree in a STEM field.

Duration: August 1, 2024 – July 31, 2029

Grant Administrator: Amanda Glass

Amount Requested: \$203,759

JCCC Match: - 0 -

Applicant: University of Kansas Center for Research Inc

**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

December 14, 2023

HUMAN RESOURCES

1. Retirement

EDWARD RONNEBAUM, Professor Nursing, Academic Affairs, May 31, 2024.

ALICIA BREDEHOEFT, Counselor, Learning Engagement, Student Success & Engagement,  
June 28, 2024.

**RECOMMENDATION:**

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

2. Separations

KRISTINE HERMAN, Manager Bookstore, Finance & Administrative Services, December 1,  
2023.

SILVIA ARELLANO FERNANDEZ, Executive Assistant, College Advancement & Government  
Affairs, January 3, 2024.

EMILY TRESNER, Administrative Assistant, Inclusion & Belonging, November 14, 2023.

JERRY PONZER, Associate Designer, Strategic Communication & Marketing, December 8,  
2023.

**RECOMMENDATION:**

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

3. Faculty Sabbatical Awards for 2024-2025

Sabbatical policy allows for the awarding of up to 18 sabbatical leaves per academic year to members of the bargaining unit. Thirteen faculty members applied for leaves to be taken between July 1, 2024 and June 30, 2025. A faculty peer committee evaluated each application and thirteen faculty sabbatical leave proposals listed below are recommended for approval contingent upon availability of suitable replacements for the individuals involved.

**Britt Benjamin Spring 2025 at Full Pay**

The significance of the active learning experience offered by the Historical Fashion Collection for educational purposes cannot be overstated. Demonstrating historical aspects through garments illuminates their role in culture, gender, craftsmanship, creativity, and local history, highlighting their profound impact in various contexts. To enrich this educational journey, I propose a sabbatical that involves enrolling in a museum studies program at the graduate level at Kansas University, coupled with visits to esteemed fashion collections at other renowned academic institutions. This examination of methodologies employed by various institutions will, in turn, fortify our own collection, ensuring the enduring legacy of our historical artifacts. Ultimately, this endeavor promises to enhance both student and community learning experiences.

**Daniel Cryer Fall 2024 at Full Pay**

This project will produce a summary of current research on AI-powered writing tools (AIWT) for teachers and students, centered on the relationship between AIWT and freedom. These tools are marketed to students and professionals with appeals to freedom – from tedious tasks, to pursue meaningful work – but how freeing are these tools in practice? When do they aid or inhibit learning? Are they more likely to produce more free time for workers or a reduction in the human labor force?

**Gina Egan Spring 2025 at Full Pay**

The purpose of the project during my sabbatical is to gain knowledge and information regarding psychedelic chemistry, a very relevant topic in our current society. Although I have knowledge of some psychedelic chemical classes and their neurochemical pathways, I would like to gain a more thorough understanding. My investigation will result in increased knowledge in my field, real-world examples for my chemistry classes, and potentially allow me to create presentations or a special topics class.

**David Krug Fall 2024 at Full Pay**

Students often say that the mental/social health practices I discuss have improved their lives. I intend to write a book/guide regarding multiple techniques I have researched/utilized in my life to manage my mental health, especially as it relates to business environments.

This guide can then be distributed to students and business professors to help educate on how to manage stress/anxiety.

#### Kathi Lefert Spring 2025 at Full Pay

The Mathematics Department is now offering two sections of Math 120 - Business Math each semester in the totally Online format. The current course materials, created in-house, are insufficient for Online instruction. This sabbatical aims to create a more effective Online course to promote student success within this format.

#### Valerie Mann Spring 2025 at Full Pay

The purpose of this sabbatical leave is to do research into required First-Year Experience classes at JCCC peer institutions. Each college has its own place for these seminars, study skills, or orientation courses and the challenge at JCCC is to find the right fit for our "menu" of support and success courses as the department grows and changes. With a focus on learning strategies, JCCC's classes have repeated data showing GPA, retention, and persistence benefits of these classes for students who elect to enroll.

As part of my preparation for this sabbatical planning (See Google doc), there were some institutions in Pennsylvania and Arizona that require these courses as part of specific pathways for students. It would behoove us at JCCC to understand how these mandated courses benefit students at similar institutions. This would also help the College Success Department be more strategic in our planning, curriculum, and coordination across campus. I would like to travel to PA, CA, & AZ to enhance my research during my sabbatical, and gain both quantitative and qualitative information. I anticipate this travel to take about 2-3 weeks.

#### Theresa McChesney Fall 2024 at Full Pay

The Mathematics Division has been working with the State of Kansas and the Kansas Board of Regents to develop Math Pathways. One aspect of Math Pathways is to develop a college-level math course for non-STEM majors, called Contemporary Math (working title). Whitney Turner (Math Professor) and I are creating curriculum for this course and hope to have the course ready to be offered in Fall 2025.

Some math professors, both full-time and adjunct, may not be well-versed in the non-algebra topics of the Contemporary Math course. My sabbatical proposal is to develop resources to be used by fellow instructors for their own enrichment, learning, and support. I envision this to be similar to the i-Teach course in Canvas. Since the material may be used by other institutions (perhaps other Kansas institutions of higher learning and/or high schools), the material cannot be tied to a specific textbook. I will be developing original material and will use the sabbatical to create and compile these instructor resources.

Ashley Rader Fall 2024 at Full Pay

The purpose of this sabbatical project is to complete a doctoral dissertation study examining the relationship between Emotional Intelligence and self-directed learning readiness amongst post-pandemic community college students in Kansas and Missouri. This timely, cross-sectional, quantitative study will provide community college leaders and the academy a more robust understanding of the impact non-cognitive traits may have on student success.

Mindy Ritter Spring 2025 at Full Pay

Complete final course work, DiP (dissertation in practice), Ed.D portfolio, presentation, and graduation from Marymount University Educational Leadership and Organization Innovation doctoral program.

Mark Swails Spring 2025 at Full Pay

Academic Integrity Study Description:

The purpose of this sabbatical project is to improve understanding of academic integrity by measuring and comparing levels of crowdsourced academic dishonesty between institutions with different characteristics including size, residential status, religious affiliation, honor code usage, selectivity, and social trust.

It uses a well-supported, quantitative research methodology developed by Dixon and George (2021) and refined by Lancaster and Cotarlan (2021) and Somers and colleagues (2023).

The institutional factors on which it will focus will be selected based on a comprehensive literature review which will also be conducted during the sabbatical.

Gretchen Thum Spring 2025 at Full Pay

I would like to take the social media certification courses through HubSpot. I also would like to take Prof. Chris Vargo's Social Media Advertising course, a MOOC through the University of Colorado. After I have taken these courses, I would update the curriculum in Journalism courses, making our classes more valuable to our students and positively impacting their job prospects.

Amy Warner Koch Fall 2024 at Full Pay

The purpose of my sabbatical will be to identify, research and propose various resources and supports needed for higher functioning students with intellectual disabilities and those on the autism spectrum NOT currently served in CONNECT program in order to be successful at JCCC.

Lani Witters Spring 2025 at Full Pay

The project will focus on a significant revision of the EVRN 131 Environmental Science Lab Manual as well as the development of a companion guide with instructions for faculty. The lab manual is used every semester by lab instructors teaching face-to-face sections of EVRN 131. Most semesters there are at least six sections of the lab and some are taught by adjunct who have not taught the class previously. Minor revisions have occurred in the last 5+ years, but the Environmental Science department is seeing the need for a more in-depth revision of several of the current labs as well as the desire to replace others. The "air pollution" lab is an example of one that has not been successful as currently designed.

**RECOMMENDATION:**

**It is the recommendation of the College administration that the Board of Trustees approve the above-listed Faculty Leaves of Absence.**

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Andrew W. Bowne  
President

JOHNSON COUNTY COMMUNITY COLLEGE  
OFFICE OF THE PRESIDENT

December 14, 2023

HUMAN RESOURCES ADDENDUM

1. Retirements

JUDITH GUZZY, Professor/Librarian, Academic Affairs, January 31, 2024.

HEDY BRIZENDINE, Coordinator Financial Aid Advising, Student Success & Engagement, June 18, 2024.

SANDRA FINNICUM, Professor Physical Science, Academic Affairs, August 15, 2024.

**RECOMMENDATION:**

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

2. Separations

EDIBERTO GONZALEZ, Director Cosmetology, Academic Affairs, December 4, 2023.

SARAH DIAL, Assistant Coach Women's Volleyball, Student Success & Engagement, December 15, 2023.

**RECOMMENDATION:**

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

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Andrew W. Bowne  
President