

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

**Special Meeting – Board of Trustees
Temporary Board of Trustees Meeting Room – WCMT 111
January 3, 2024 – 10:00 a.m.**

AGENDA

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| I. CALL TO ORDER | Trustee Cross |
| II. PROPOSED POLICY CHANGES | Trustee Cross |
| A. <u>Recommendation</u>: Meetings of the Board Policy 112.00 (pp 1-6) | |
| III. EXECUTIVE SESSION | Trustee Cross |
| IV. NEW BUSINESS | Trustee Cross |
| V. ADJOURNMENT | Trustee Cross |

Report:

The current Meetings of the Board Policy 110.00 states that new Board officers and committee members begin their duties following the Organizational meeting. Revision is required to ensure consistency with K.S.A. 71-1412, which provides that new members of community colleges boards begin their terms on the second Monday in January following election.

RECOMMENDATION:

It is the recommendation of the Board Chair and Vice Chair that the Board of Trustees accept the changes to Meetings of the Board Policy 112.00, as shown subsequently in the Special Board Meeting packet.

Meetings of the Board Policy 112.00

Johnson County Community College

Series: 100 Board of Trustees

Section: Meetings of the Board

Cross-Reference: [Special Meetings of the Board Operating Procedure 112.01](#)

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

Purpose: The purpose of this Policy is to set out the frequency and purpose of Board meetings.

Statement:

I. Organizational Meeting

The Organizational Meeting of the Board will be the regular meeting in December of each year.

The purpose of the Organizational Meeting is to elect officers and appoint committee members and liaisons as set forth in Board policies and otherwise approved by the Board. New officers and committee members will begin their duties ~~following the conclusion of the meeting at the first regular Board meeting in January.~~

II. Regular Meetings

The Board of Trustees shall meet at least once each month at regularly scheduled meetings. Formal Board action may be taken at any regularly scheduled meeting or special meeting on any item listed in the Board's agenda or on any item which the Board by majority vote adds to the agenda during the meeting. The regular meeting date and time may be changed by majority consent of the Board of Trustees. Board members may attend regular or special meetings via telephone, videoconference or other available technology for attending remotely, and should make arrangements to do so prior to the Board meeting to the extent reasonably possible. Members appearing remotely should be reasonably visible to the public (i.e., with camera on) to the greatest extent possible. Trustees are expected to attend all regularly scheduled Board meetings in person absent exigent circumstances. Recording of any meeting is disruptive, duplicative of professional taping and a potential contradiction to Code of Conduct tenets. To the extent possible, regular meetings will be live-streamed online for public viewing, and available for viewing after the meeting. A public comment period shall be offered each regular meeting.

III. Special Meetings

Special meetings of the Board of Trustees may be scheduled as necessary for the efficient operation of the College. A special meeting of the Board may be called by the Board Chair or by a majority of the members of the Board. The Board maintains procedures for determining how a special meeting may be called by a Board majority (see Special Meetings of the Board Operating Procedure). Notice of special meetings shall be provided as required by College policy and state law.

IV. Study Sessions, Workshops, and Retreats

The Board may meet informally with College employees to familiarize itself with various aspects of College operations. However, no official Board action may be taken on College business, except at regular or special meetings designated for such purpose. Any

time a quorum of the Board is expected to be present, the meetings will be handled in compliance with the Kansas Open Meetings Act (K.S.A. 75-4317 et seq.).

V. Agenda

The President of the College, in consultation with the Chair of the Board, will prepare the agenda for all regular and special meetings of the Board. Provision will be made for a reasonable period of open forum communications from interested citizens related to College business and conducted in a civil manner. The Chair shall have the responsibility and authority for ensuring the open forum period is conducted in a civil, respectful, and productive manner. Unless by majority consent of all members present, Board action will take place only on items on the agenda. Members desiring to have an item placed on the agenda should notify the Chair at least five (5) calendar days prior to the meeting. The Chair and the President of the College will determine whether or when such item will be placed on the agenda. Alternatively, an item may be added to the agenda at a meeting upon consent of a majority of the Board. The agenda and related Board packet for each regular board meeting will be delivered to each Board member at least four (4) working days prior to the meeting time, and subsequent additions to the agenda will be communicated as soon as reasonably possible. The agenda and related Board packet for special meetings will be made available to Board members at or prior to the Board meeting as time permits.

VI. Notice of Meeting

Notice of the date, time and place of any regular or special meeting of the Board will be provided as required by law.

VII. Quorum

A majority of duly qualified and serving Board members shall be a quorum for conducting business at official Board sessions. A majority vote of the quorum will constitute Board action.

VIII. Procedure During Meetings

A. The Secretary or designee will record the name of the Trustee initiating and seconding each motion. The disposition of each motion including the vote of each member will be recorded.

B. The Board may expect split votes on controversial issues. On such occasions it is expected that all Board members will actively support all official actions of the Board.

C. The absence of a Board member from any official meeting will be recorded in the minutes.

D. The Board may refer to Robert's Rules of Order Newly Revised for guidance on parliamentary procedures.

IX. Executive Session

A. Conduct of executive sessions shall be in accordance with the Kansas Open Meetings Act. Upon formal motion made, seconded and carried, the Board may recess to an executive session. Any motion to recess for an executive session shall include: a statement of the justification for closing the meeting, the subjects to be discussed during the executive session, the individuals invited to attend, the time and place at which the open meeting shall resume, and such other items as required by State law. Such motion, including the required statement, shall be recorded in the minutes of the meeting and shall be maintained as part of the permanent records of the Board. Discussion during the executive session shall be limited to those subjects stated in the motion. The intent of any executive session is to maintain confidentiality and in order to protect confidentiality, executive sessions shall not be taped or otherwise recorded nor shall the items presented be disclosed to anyone not authorized to participate in executive session. In-person attendance is the expectation. Attendance by telephone or other available technology will be permitted only if the attendance is verified as secure (i.e., neither the audio or video may be reviewed or overheard by any person not authorized to participate in the executive session) and is pre-approved by the Chair with reasonable advanced notice. The Chair may determine on an ad hoc basis that a specific executive session is sufficiently sensitive that remote participate will not be permitted.

B. The only subjects which may be discussed at any executive meeting are those enumerated in the Kansas Open Meetings Act, which generally include:

1. The following matters relating to individual nonelected personnel: hiring, termination of employment and other forms of discipline, performance evaluations and complaints and grievances against such personnel;
2. Consultation with an attorney for the College which would be deemed privileged in the attorney-client relationship;
3. Matters relating to employer-employee negotiations, whether or not in consultation with the representative or representatives of the College;
4. Matters relating to actions adversely or favorably affecting a person as a student, except that any such student shall have the right to a public hearing if requested by the person;
5. Preliminary discussions relating to the acquisition of real property; and
6. Matters relating to the security of the College or its buildings, facilities, or information systems, if the discussion of such matters at an open meeting would jeopardize the security of the College, or such buildings, facilities or information systems.
7. All other subjects or activities permitted by Kansas law to be the subject of an executive session.

C. No binding action shall be taken during executive sessions.

X. Authority of Members of the Board of Trustees

The Board members have authority for official Board action only during official meetings. No member of the Board shall have nor shall claim to have the power to act in the name of the Board unless authorized to do so by the majority of the Board in an official meeting.

Date of Adoption:

Revised: 03/23/1992, 08/04/1992, 04/15/1993, 05/26/1993, 06/16/1994, 07/20/1995,
07/13/2000, 09/17/2009, 01/18/2018, 11/18/2021, 11/17/2022, 01/03/2024