

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

**Meeting – Board of Trustees  
Temporary Board of Trustees Meeting Room - WCMT 111  
November 16, 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 – Kate Castillo</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. Faculty Association</b>                                    | <b>Andrea Vieux</b>          |
| <b>D. Johnson County Education Research Triangle</b>             | <b>Trustee Musil</b>         |
| <b>E. Kansas Association of Community Colleges</b>               | <b>Trustee Ingram</b>        |
| <b>F. Foundation</b>                                             | <b>Trustee Rattan</b>        |
| <b>G. College Council</b>                                        | <b>Jason Arnett</b>          |
| <b>VII. COMMITTEE REPORTS AND RECOMMENDATIONS</b>                |                              |
| <b>A. Board Governance Committee (pp 1-10)</b>                   | <b>Trustee Smith-Everett</b> |
| <u><b>Recommendation: Policy on Policies 111.00 (pp 2-4)</b></u> |                              |
| <u><b>Recommendation: Committees Policy 111.03 (pp 5-8)</b></u>  |                              |
| <b>B. Collegial Steering</b>                                     | <b>Trustee Cross</b>         |

- C. Employee Engagement & Development Committee (pp 11-12) Trustee Hamill
- D. Inclusion and Belonging Committee (pp 13-14) Trustee Rattan
- E. Management and Finance Committee (pp 15-18) Trustee Musil  
Recommendation: General Liability Insurance and Commercial Broker Services (p 16)
- F. Student Success Committee (pp 19-20) Trustee Ingram
- G. Nominating Committee Trustee Cross

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

- A. Treasurer’s Report (pp 21-32) 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 a Previous Meeting
  - 2. Affiliation, Articulation and Reverser Transfer, Cooperative and Other Agreements (pp 33-34)
  - 3. Cash Disbursement Report (pp 35-36)
  - 4. Curriculum (pp 37- 38)
  - 5. Grants, Contracts and Awards (pp 39-40)
  - 6. Retirement Tribute Fund (p 41)
- B. Human Resources (p 42)
  - 1. Separations
- C. Human Resources Addendum

**XII. EXECUTIVE SESSION**

**XIII. ADJOURNMENT**

BOARD GOVERNANCE COMMITTEE

Minutes

November 1, 2023

The Board Governance Committee met at 12:45 p.m. on Wednesday, November 1, 2023, in the Hugh W. Speer Board Room. Those present were Trustee Smith-Everett, Trustee Musil; staff Andy Bowne, Caitlin Murphy, Kelsey Nazar, and Liz Loomis, Recorder.

<b>Policy</b>	<b>Recommended Action</b>	<b>Material Changes</b>
Policy on Policies 111.00	Adopt	The proposed policy defines criteria and prescribes the process for developing and maintaining College policies and operating procedures.
Committees Policy 111.03	Modify	The recommended changes remove the Inclusion & Belonging Committee as a standing committee.

Report:

The Board Governance Committee has reviewed the proposed Policy on Policies 111.00. The proposed policy defines criteria and prescribes the process for developing and maintaining College policies and operating procedures.

## **RECOMMENDATION**

**It is the recommendation of the Board Governance Committee that the Board of Trustees adopt the Policy on Policies 111.00, as shown subsequently in the Board packet.**

### Policy on Policies 111.00

Johnson County Community College

Series: 100 Board of Trustees

Section: Duties and Responsibilities of the Board

**Applicability:** This Policy applies to the development and maintenance of all Johnson County Community College (“JCCC” or the “College”) Policies and Operating Procedures.

**Purpose:** The purpose of this Policy is to define the criteria and prescribe the process for developing and maintaining College Policies and Operating Procedures.

### **Definitions:**

“Policy” means a written statement of guiding or governing principles adopted by the Board of Trustees that (1) provides rules or direction for the conduct of affairs that directly or substantially affect the College, (2) achieves compliance with laws or regulations, or (3) addresses a risk to the College.

“Operating Procedure” means a written operational process that implements College Policy or describes how to carry out specific institutional functions.

### **Statement:**

College Policies provide broad guidance or governing principles about issues of continuing relevance to the affairs of the College. As such, College Policies should not be subject to frequent change and must:

1. Enhance the College’s mission;
2. Promote operational efficiency and effectiveness;
3. Be legally compliant;
4. Apply broadly throughout the College;
5. Provide clear and understandable direction; and
6. Be specific enough to be enforceable.

As facilitated by the Office of General Counsel, College Policies and Operating Procedures shall be developed, approved, and maintained in accordance with this Policy to promote consistency, efficiency, and transparency. Current versions of College Policies and Operating Procedures shall be published in a central location on the JCCC website in a manner that is accessible to the public.

College departments may adopt internal department policies and standard operating procedures consistent with College Policies and Operating Procedures. If a department policy or standard operating procedure conflicts with College Policies or Operating Procedures, the College Policies and Operating Procedures will control.

## **I. Development**

Requests for new Policies or Operating Procedures shall be made as provided by existing JCCC Policies and Operating Procedures and in accordance with the formal review and approval process managed by the Office of General Counsel, which is available internally or upon request (“Policy and Operating Procedure Development and Revision Process”).

## **II. Review and Revision**

All College Policies and Operating Procedures are reviewed on a three-year to five-year cycle but may be reviewed off-cycle as necessary. The Office of General Counsel will maintain a schedule for review, work with applicable stakeholders to revise on schedule or as needed, and then facilitate any proposal for substantive revision through the Policy and Operating Procedure Development and Revision Process.

### **A. Non-Substantive Revision**

For the purposes of this Policy, non-substantive revisions include changes to College Policies or Operating Procedures that do not change the substantive meaning of the Policy or Operating Procedure, such as corrections to grammar or spelling errors, changes in formatting, updates to statutory or regulatory citations, or updates to names or titles. Such

non-substantive revisions may be made without approval of the Board of Trustees or President, as applicable. All other revisions to College Policies or Operating Procedures must be reviewed through the Policy and Operating Procedure Development and Revision Process and approved as described herein.

### **B. Substantive Revision**

For the purposes of this Policy, substantive revisions include all changes to College Policies and Operating Procedures that do not qualify as non-substantive revisions, including but not limited to the development of new College Policies and Operating Procedures and the rescission of existing College Policies and Operating Procedures. To become effective, substantive revisions must be reviewed through the Policy and Operating Procedure Development and Revision Process and approved as described herein.

### **III. Approval**

College Policies are approved both initially and following review and revision upon the affirmative vote of a majority of Trustees present at a regular or special meeting of the Board of Trustees and become effective upon adoption or upon a later date if specified in the Policy.

College Operating Procedures, except those governing only the Board of Trustees, are approved both initially and following review and revision upon approval and signature by the President and become effective upon the date specified in the Operating Procedure.

College Operating Procedures governing only the Board of Trustees are adopted upon affirmative vote of a majority of Trustees present at a regular or special meeting of the Board of Trustees and become effective upon the date specified in the Operating Procedure.

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Date of Adoption: 11/16/2023

Revised:

Report:

The Board Governance Committee has reviewed the recommended changes to the Committees Policy 111.03. The recommended changes remove the Inclusion & Belonging Committee as a standing committee.

### **RECOMMENDATION**

**It is the recommendation of the Board Governance Committee that the Board of Trustees approve modification to the Committees Policy 111.03, as shown subsequently in the Board packet.**

Committees Policy 111.03

Johnson County Community College  
Series: 100 Board of Trustees  
Section: Organization of the Board

**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 Board committee structure.

#### **Statement:**

In order to facilitate the effective accomplishment of its business, the Board utilizes both standing and ad hoc committees. The committee system is not intended to supersede the primary responsibilities and leadership roles of the President and administration. Trustees assigned to each committee are expected to attend all regularly scheduled committee meetings absent exigent circumstances.

#### **1. Ad hoc committees**

The Board may establish such ad hoc committees as it deems necessary. A nominating committee for the purpose of nominating Board members to serve as officers, committee chairs, and committee members, and liaisons to College-related

departments or external organizations will be appointed on a temporary basis each year by the Chair, subject to the approval of a majority of the Board.

## **2. Committee of the Whole**

When utilized at the discretion of the Board, a committee of whole, consisting of all trustees, may consider any or a combination of issues listed under “Standing committees.” No binding action shall be taken at a Committee of the Whole meeting. Agendas and meeting packets shall be posted in a similar form and availability as regular Board meetings and minutes shall be taken and published.

## **3. Standing committees**

The Board may establish standing committees, in consultation with the President, as necessary to effectively conduct the business of the Board and the College. Such committees will meet regularly at standing dates and times to be established by the committees. Standing committees will receive information and reports, monitor certain compliance obligations, review statuses/progress of pending initiatives and preview proposed policies and actions that will be recommended by administration to the Board related to the areas of review as provided in each committee’s working agenda. Standing committees do not have independent authority to act on behalf of the Board and shall be evaluated by the Board regularly. Any changes to standing committees shall be made by a majority Board vote at or before the last regular meeting prior to the annual Organizational Meeting, with such changes to become effective following the Organizational meeting. The Standing Committees are as follows:

**A. Student Success:** The committee will review matters related to instructional affairs and student engagement (including matters affecting academics, equitable student access and success, learning engagement, learning outcomes, curricular changes; and faculty and student development, ); accreditation and related initiatives; workforce development/continuing education; and, Kansas Board of Regents requirements (including Performance Indicators that relate to curriculum, academic quality, achievement of academic outcomes, and promote student learning).

**B. Management & Finance:** The committee will review matters related to finance and administrative operations (including matters affecting budgeting, insurance,



investments, facilities, purchasing, capital improvements, information services, technology, safety and security, but excluding personnel matters). The committee will monitor the financial performance of the College and the strategic direction of the Foundation to ensure alignment with the College's strategic priorities.

**C. Employee Engagement & Development:** The committee will review general personnel matters (including matters affecting compensation, employment services, benefits, employee relations, training and organizational development, organizational structure and succession planning). This committee will not consider personnel issues specific to an individual employee.

~~**D. Inclusion & Belonging:** The committee will address matters of diversity and inclusion, review inclusion and belonging programming and the impact on closing student success gaps and the impact on staff and faculty. The committee will also monitor key inclusion and belonging metrics that support the attainment of College priorities.~~

**DE. Board Governance:** The committee will review Board policies (100 series) and the performance review process for the President. Additionally, the committee will oversee a Board development, new Trustee onboarding, and the Board self-evaluation processes on an annual basis to ensure a high-performing Board.

**EF. Audit** (internal and external audit functions of the college): The committee will have oversight of and receive reports from JCCC's Internal Auditing functions. The committee will review reports and other information arising from the college's confidential reporting line. The committee will have ownership and oversight of the relationship with the external, independent auditors and will receive the annual audited financial statements of the independent auditor and recommend acceptance of the audited financial statements to the Board of Trustees. The Board Chair and Vice Chair will serve on this committee.

#### 4. Committee Chairs and Members

The Board committees will consist of at least two Board members, one of whom is to act as committee chair, and an administrator appointed by the College President. The

membership of Board Committees may be expanded to include other Trustees, employees and/or students at the discretion of the Board Chair and the President.

## **5. Working Agendas**

Each committee will have a working agenda that is approved annually by the Board and subject to change as determined necessary by the committee.

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Date of Adoption:

Revised: 01/28/1993, 05/26/1993, 08/10/1995, 09/15/2005, 09/21/2006, 01/18/2007, 09/18/2008, 11/18/2010, 08/16/2012, 11/17/2016, 01/18/2018, 11/17/2022.

11/16/2023

Report:

Professional Development Policy 113.00

The Board Governance Committee reviewed the Professional Development Policy 113.00. It was determined that there are no recommended changes to the policy.

Review Board Committee Day Structure Survey Results

The Board Governance Committee reviewed the results from the September 2023 Board Committee Day Survey. It was determined that there are no proposed changes to the Board Committee Day structure. The discussion concluded that the Board Governance Committee would remind the Board of Trustees of the current practice of granting the chair of each committee the discretion to allow trustees not on committee to ask questions from the podium during committee day.

Review Onboarding Process of New Trustees

The overall New Trustee Orientation plan was reviewed, and Trustees Smith-Everett and Musil provided changes for the President's Office to make for the upcoming Trustee onboarding plan.

The next meeting of the Board Governance committee is Wednesday, January 3, 2024 in WCMT 111.

**BOARD GOVERNANCE COMMITTEE**  
**Working Agenda**  
**2023**

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

## EMPLOYEE ENGAGEMENT AND DEVELOPMENT COMMITTEE

### Minutes

November 1, 2023

The Employee Engagement and Development Committee met at 11:15 a.m. on Wednesday, November 1, 2023, in the WCMT building. 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 (HR-3)

Natalie Croy, with Culpepper & Associates, provided an update on the job architecture project. Phase 3 of the project is almost 50% complete. Culpepper is working on the calibration process with the Cabinet and Dr. Bowne. The project remains on target and is scheduled to be completed by December 31, 2023.

#### MONITOR HR AND EMPLOYEE ENGAGEMENT STRATEGIES AND INITIATIVES (HR-4)

Ann Griffith and Patty Sullivan with FineLine HR Consulting provided the following update. Ms. Griffith stated Harris Search Associates, a firm specializing in higher education searches with a nationwide reach, was chosen to conduct the search for the VP Human Resources and Director Compensation and Benefits positions. Harris is familiar with JCCC as they were retained and successfully placed JCCC's new Chief Information Officer late last year.

Currently in HR, there are six open and two pending open positions. As a result of the ongoing deep dive into HR processes, solicitation of client feedback, and attention to understand and respond to desired improvements, all open positions are being evaluated to determine how best to position the roles to meet the needs of the college and HR department.

Ms. Sullivan presented an update on the process improvement work, including the completed items and those actively in process. As needed, prior to introducing new processes and procedures, coordination and review with Legal and other areas will occur to ensure clarity, understanding, and compliance.

The next Employee Engagement & Development Committee Meeting is scheduled for Wednesday, December 6, 2023, in the WCMT Building.

**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

## INCLUSION AND BELONGING COMMITTEE

### Minutes

November 1<sup>st</sup>, 2023

The Inclusion and Belonging Committee met at 10:30 a.m. on Wednesday, November 1st, 2023, in WCMT 111. Those present were Trustees Dawn Rattan and Laura Smith-Everett; staff Dr. Mickey McCloud, Rachel Lierz, Kelsey Nazar, Caitlin Murphy, Marquis Harris and Emily Tresner, recorder.

#### I&B-1 - Multicultural Events, Mandy Tudor and Jedidah Kapapula, Multicultural Student Ambassadors, Mya Lawrence Manager Student Life and Leadership

Mya Lawrence introduced Mandy Tudor and Jedidah Kapapula to the Board as the Multicultural Student Ambassadors. Mandy and Jedidah then gave a presentation explaining what they do here at JCCC, and then talked about upcoming Multicultural Events they support.

#### I&B -1 - Board Committees Working Agenda Update, Marquis Harris, Executive Director for Inclusion & Belonging

Next, Marquis Harris, stepped up to give a presentation regarding the board approval recommendation to no longer have a stand-alone Inclusion & Belonging Committee as of January 1<sup>st</sup>, 2024. In his presentation, Marquis elaborated on this and provided sample working agenda items for each committee to include Inclusion & Belonging as an ongoing initiative for each. It was clarified that Marquis would keep in touch with the Board quarterly or on an as-needed basis.

The next Inclusion & Belonging Committee Meeting is scheduled for Wednesday, December 6th in WCMT 111.

**INCLUSION AND BELONGING COMMITTEE**  
**Working Agenda**  
**2023**

- IB-1 Monitor inclusion and belonging strategies and initiates.
- IB-2 Monitor Benchmarking and Metrics



## MANAGEMENT AND FINANCE COMMITTEE

### Minutes

November 1, 2023

The Management and Finance Committee met at 8:30 AM on Wednesday, November 1, 2023, in WCMT 111. Those present were Trustees Greg Musil and Mark Hamill; staff: Andy Bowne, Rob Caffey, Jim Feikert, Tom Hall, Jessica Johnson, Rachel Lierz, Mickey McCloud, Caitlin Murphy, Janelle Vogler, and Linda Nelson, recorder.

#### Continuing Education and Workforce Development

Jessica Johnson, Director, Small Business Development Center (SBDC), presented information about services provided by SBDC. The center serves JCCC faculty and students and offers advising and training for businesses and entrepreneurs in Johnson, Wyandotte and Miami counties. The center also maintains partnerships with area Chambers of Commerce. The Capital Access Center and APEX Accelerator are also part of SBDC. Funding comes from JCCC, the Small Business Administration, and the Kansas Department of Commerce.

#### Budget Update

Janelle Vogler, Vice President/CFO, presented the Administration's analysis of and recommendation for student tuition and fee rates for the 2024-2025 academic year. After reviewing several options, the recommendation is a rate increase of \$4 per credit hour for Johnson County students, \$5 per credit hour for in-state students, \$9 per credit hour for out of state and international, and \$6 for Metro Rate students. Administration considers affordability, the college's financial needs, balancing tuition and fee revenues with other revenue streams and appropriate rate distribution by student residency status. This recommendation, along with the recommendation regarding all the budget guidelines, will be brought forward in December for consideration and approval.

#### Capital Acquisitions and Improvements: Progress Report

Tom Hall, Associate Vice President, Campus Services and Facility Planning, provided the committee with an update on facilities projects from the capital acquisitions and improvements matrix. He also provided a summary of progress on the GEB 1<sup>st</sup> floor renovation and CDL Driving Range project.

Procurement Reports and Recommendations

Jim Feikert, Executive Director, Procurement Services reviewed one renewal recommendation.

**RENEWALS: \$150,000+**

**NOVEMBER 2023 MANAGEMENT & FINANCE COMMITTEE**

<b>Renewal:</b>	<b>General Liability Insurance and Commercial Broker Services (JCCC-1444)</b>
Fund:	0201 General
Total Contract Period:	Policies 10/1/23 - 9/30/24, Brokerage Agreement 7/1/18 - 6/30/24
Renewal Option:	5 of 4 (5th year option/extension) Brokerage only
Description:	General liability insurance and commercial broker services. BoT - November 2018

Renewal Amount

1. **Thomas McGee: \$466,089\***

\*See below for individual coverages and breakouts

**Management & Finance Committee Recommendation**

**It is the recommendation of the Management & Finance Committee that the Board of Trustees accept the recommendation of the college administration to approve the payment to Thomas McGee for the below liability insurance premiums and brokerage fee, for \$466,089 through September 30, 2024.**

Coverage	Broker	Carrier	Renewal Date	Amount
General Liability	Thomas McGee	Cincinnati Insurance Company	10/1/2023	\$57,150
Umbrella/Excess Liability	Thomas McGee	Cincinnati Insurance Company	10/1/2023	\$56,931
Law Enforcement Liability	Thomas McGee	Cincinnati Insurance Company	10/1/2023	\$12,556
Automobile	Thomas McGee	Cincinnati Insurance Company	10/1/2023	\$124,413
Educators Legal Liability	Thomas McGee	Indian Harbor Insurance Company	10/1/2023	\$85,582
Fiduciary Liability	Thomas McGee	Great American Insurance Company	10/1/2023	\$15,500
Employed Lawyers Professional Liability	Thomas McGee	Federal Insurance Company	10/1/2023	\$7,428
Cyber Liability	Thomas McGee	Travelers	10/1/2023	\$44,349
Media Professionals Liability	Thomas McGee	Atlantic Specialty/Intact Insurance	10/1/2023	\$7,189
Foreign Liability	Thomas McGee	ACE American Insurance Co.	10/1/2023	\$9,520
Student Daycare Accident & Health (HCDC)	Thomas McGee	Hartford	10/1/2023	\$1,637
Underground Storage Tank Liability	Thomas McGee	Great American Alliance Insurance Co.	10/1/2023	\$144
Student Medical Liability	Thomas McGee	American Casualty Company/HPSO	10/1/2023	\$16,130
Drone	Thomas McGee	American Alternative Insurance	10/1/2023	\$2,559
Brokerage Fee	Thomas McGee	Thomas McGee	7/1/2023	\$25,000
<b>Total</b>				<b>\$466,089</b>

## Informational Items

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

The next Management and Finance Committee meeting is scheduled for Wednesday, December 6, in WCMT 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  
Minutes  
November 1, 2023

The Student Success Committee met at 9:45 a.m. on Wednesday, November 1, 2023, in WCMT 111.

Math Pathways

Dr. Singh provided an overview of KBOR's new initiatives. One initiative, Math Pathways, rejects the assumption that all students need college algebra. It instead focuses on the field specific mathematical skills necessary for students to be successful in their chosen major. It is expected that institutions will show progress toward the integration of Math Pathways by meeting performance metrics beginning July 2024. Full integration is expected by March 1, 2026.

Reverse Transfer

Dr. McCloud provided an overview of the reverse transfer option, which is a process for retroactively granting an associate degree to students who have not completed the requirements of an associate degree before they transferred from a Kansas community college to a Kansas public university. This opt-in program transfers the needed university earned credit hours back to the community college which then awards the associate degree. This process allows JCCC to report a more accurate snapshot of all its graduates/completers and awards students a valuable credential. Dr. McCloud is currently serving on the KBOR Reverse Transfer Working Group.

Other Agreements

Dr. McCloud presented agreements with Fort Hays State University, KC Metropolitan Physician Association, LLC, and the National Weather Service.

All three agreements were approved by the committee.

Complete details can be found subsequently on the consent agenda of the November 16 board packet.

The next Student Success Committee meeting is scheduled for Wednesday, December 6, 2023, in WCMT 111.

**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

JOHNSON COUNTY COMMUNITY COLLEGE  
OFFICE OF THE PRESIDENT

November 02, 2023

TREASURER'S REPORT

REPORT:

The following pages contain the Treasurer's Report for the month ended September 30, 2023.

An ad valorem tax distribution of \$5,561,649 was received from the county treasurer during September and was distributed as follows:

General Fund	\$5,232,137
Capital Outlay Fund	311,163
Special Assessment Fund	<u>18,349</u>
Total	<u>\$5,561,649</u>

Also during September, the College made a scheduled principal and interest payment on the Series 2017 Certificates of Participation in the amount of \$2,958,743.

An ad valorem tax distribution of \$1.3M was received in October and will be reflected in next month's report.

Expenditures of 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 September 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



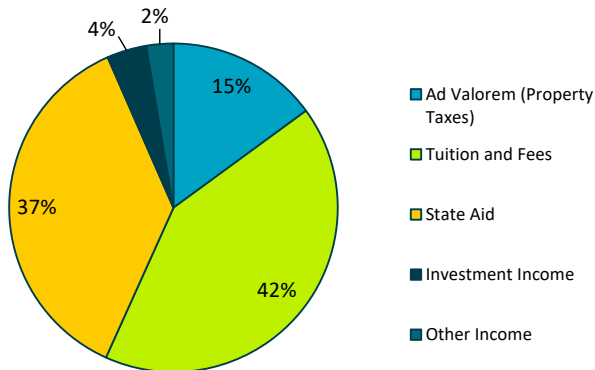
**JOHNSON COUNTY COMMUNITY COLLEGE  
TREASURER'S REPORT  
SEPTEMBER 30, 2023  
25% OF FISCAL YEAR EXPIRED  
GENERAL/POST-SECONDARY TECHNICAL EDUCATION (PTE) FUNDS**

	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	\$ 5,232,137	\$ 5,232,137	4%	\$ 6,419,771
Tuition and Fees	26,663,775	1,537,627	14,632,815	55%	14,104,168
State Aid	26,448,697	2,165	12,848,242	49%	13,258,779
Investment Income	1,000,000	453,735	1,366,874	137%	370,321
Other Income	3,668,569	446,194	929,612	25%	647,863
<b>TOTAL REVENUE</b>	<b>\$ 178,970,939</b>	<b>\$ 7,671,859</b>	<b>\$ 35,009,680</b>	<b>20%</b>	<b>\$ 34,800,901</b>
Salaries and Benefits	\$ 138,400,933	\$ 11,489,314	\$ 26,830,693	19%	\$ 25,447,954
Current Operating	32,354,540	2,116,911	8,420,395	26%	9,121,646
Capital	4,281,145	399,334	509,747	12%	240,607
Debt Service	3,689,738	2,958,743	2,958,743	80%	2,903,115
<b>TOTAL EXPENSES</b>	<b>\$ 178,726,356</b>	<b>\$ 16,964,301</b>	<b>\$ 38,719,578</b>	<b>22%</b>	<b>\$ 37,713,322</b>

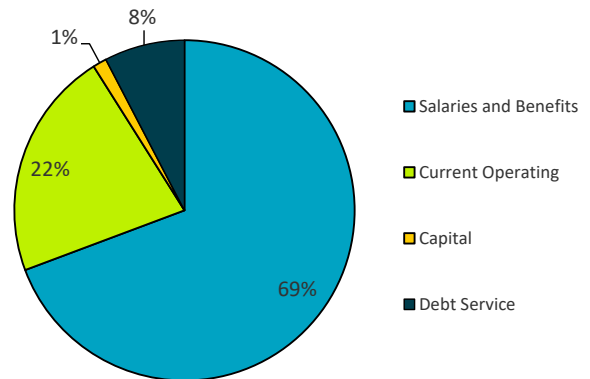
**Unencumbered Cash Rollforward:**

Beginning Balance		\$ 122,092,826	\$ 117,046,418
Revenues Over Expenses		(3,709,898)	(2,912,420)
Encumbrances & Other Activity		(11,004,172)	(7,725,901)
Ending Balance		<u>\$ 107,378,756</u>	<u>\$ 106,408,096</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 tuition and fees (42%), followed by state aid (37%), ad valorem (property taxes) (15%), investment income (4%) and other income (2%). The largest source of expenses this year to date is salary and benefits (69%), followed by current operating (22%), debt service (8%), and capital expenses (1%).



**JOHNSON COUNTY COMMUNITY COLLEGE  
TREASURER'S REPORT  
SEPTEMBER 30, 2023  
25% 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	\$ 8,463,864	\$ 19,460,305	20%	\$ 18,830,700	3%
Benefits	39,308,956	3,025,449	7,370,388	19%	6,617,254	11%
Event Officials	72,760	-	20,041	28%	41,434	-52%
Legal Services	150,000	1,660	1,660	1%	17,921	-91%
Lobbyist Services	30,000	-	-	0%	-	0%
Audit Services	93,745	11,545	11,545	12%	21,600	-47%
Collection Costs	70,000	1,930	4,117	6%	6,484	-37%
Insurance, Property/Casualty & Rel	1,271,070	579	760,051	60%	547,340	39%
Contracted Services	8,124,134	577,663	1,742,262	21%	1,825,904	-5%
SB 155 Shared Funding Payments	380,000	-	-	0%	-	0%
Overnight Travel	1,039,840	39,310	124,475	12%	109,269	14%
Travel - Accreditation	10,000	-	-	0%	-	0%
Staff Development Training & Travel	399,550	10,332	53,043	13%	76,543	-31%
Faculty Continuing Ed Grants	19,000	970	3,186	17%	5,214	-39%
Tuition Reimbursement	550,000	181,388	198,765	36%	178,453	11%
Same Day Travel	112,222	3,487	16,568	15%	10,899	52%
Supplies and Materials	5,858,072	466,328	1,290,310	22%	979,768	32%
Computer Software & Licenses	4,917,967	136,154	1,613,038	33%	2,593,821	-38%
Technical Training	100,750	2,717	13,291	13%	15,662	-15%
Applicant Travel	15,000	-	1,038	7%	4,239	-76%
Recruiting Travel	37,500	1,777	4,196	11%	3,854	9%
Printing, Binding & Publications	131,350	-	28,627	22%	17,526	63%
Advertising and Promotions	1,028,000	93,162	294,605	29%	325,205	-9%
Memberships	402,547	39,195	185,798	46%	184,648	1%
Accreditation Expenses	71,762	3,372	27,491	38%	23,055	19%
Bad Debt Expense	130,000	-	65,000	50%	260,000	-75%
Electric	2,970,000	248,426	764,660	26%	760,016	1%
Water	175,100	33,131	68,314	39%	63,422	8%
Natural Gas	82,400	3,570	7,266	9%	7,268	0%
Telephone	605,400	6,462	406,227	67%	271,853	49%
Gasoline	66,150	7,282	16,201	24%	16,086	1%
Subscriptions	502,798	5,127	192,167	38%	180,632	6%
Rentals and Leases	622,892	62,007	139,319	22%	155,685	-11%
Repairs and Maintenance	705,213	25,322	71,504	10%	106,332	-33%
Freight	123,000	703	5,534	4%	37,910	-85%
Special Events	399,494	55,711	86,073	22%	60,425	42%
Retirement Recognitions	7,500	448	524	7%	2,093	-75%
Postage	315,000	1,585	59,238	19%	39,355	51%
Contingency	570,000	64,426	94,984	17%	-	100%
Remodeling and Renovations	1,595,810	28,754	30,112	2%	27,033	11%
Library Books	85,000	10,427	20,416	24%	19,946	2%
Furniture and Equipment	2,309,054	327,085	426,151	18%	164,949	158%
Art Acquisitions	3,000	-	-	0%	-	0%
Building Improvements	66,815	33,069	33,069	49%	28,679	15%
Other Tax Assessments	-	-	-	0%	-	0%
Income Tax	2,500	-	-	0%	-	0%
Grants	457,396	-	250	0%	120,251	-100%
Foster Care & Killed on Duty Grant	80,000	1,044	18,926	24%	16,357	16%
Federal SEOG Match	90,894	30,100	30,100	33%	35,125	-14%
Principal Payments	2,180,000	2,180,000	2,180,000	100%	2,070,000	5%
Interest Payments	1,508,238	778,743	778,743	52%	833,115	-7%
Fee Payments	1,500	-	-	0%	-	0%
<b>TOTAL EXPENSES</b>	<b>\$ 178,726,356</b>	<b>\$ 16,964,301</b>	<b>\$ 38,719,578</b>	<b>22%</b>	<b>\$ 37,713,322</b>	<b>3%</b>



**JOHNSON COUNTY COMMUNITY COLLEGE  
TREASURER'S REPORT  
SEPTEMBER 30, 2023  
25% 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	\$ 273,583	\$ 1,202,884	31%	\$ 885,516
Investment Income	20,000	7,650	22,991	115%	7,457
Other Income	1,502,000	59,805	352,270	23%	351,490
TOTAL REVENUE	<u>\$ 5,427,580</u>	<u>\$ 341,038</u>	<u>\$ 1,578,145</u>	<u>29%</u>	<u>\$ 1,244,463</u>
Salaries and Benefits	\$ 3,388,475	\$ 150,804	\$ 548,410	16%	\$ 535,851
Current Operating	4,298,592	216,674	610,880	14%	459,834
Capital	160,391	-	-	0%	18,585
TOTAL EXPENSES	<u>\$ 7,847,458</u>	<u>\$ 367,478</u>	<u>\$ 1,159,291</u>	<u>15%</u>	<u>\$ 1,014,269</u>
<b>Unencumbered Cash Rollforward:</b>					
Beginning Balance			\$ 1,372,323		\$ 2,208,861
Revenues Over Expenses			418,854		230,194
Encumbrances & Other Activity			(1,167,796)		(844,862)
Ending Balance			<u>\$ 623,381</u>		<u>\$ 1,594,193</u>
<b>STUDENT ACTIVITY FUND</b>					
Tuition and Fees	\$ 1,904,000	\$ 134,460	\$ 1,120,090	59%	\$ 1,071,986
Investment Income	18,000	5,830	19,523	108%	5,504
Other Income	8,000	356	1,160	15%	1,554
TOTAL REVENUE	<u>\$ 1,930,000</u>	<u>\$ 140,646</u>	<u>\$ 1,140,774</u>	<u>59%</u>	<u>\$ 1,079,044</u>
Salaries and Benefits	\$ 445,273	\$ 26,112	\$ 58,587	13%	\$ 68,878
Current Operating	935,806	52,441	124,230	13%	84,806
Grants/Scholarships	1,446,692	534,436	535,448	37%	606,622
TOTAL EXPENSES	<u>\$ 2,827,771</u>	<u>\$ 612,989</u>	<u>\$ 718,265</u>	<u>25%</u>	<u>\$ 760,305</u>
<b>Unencumbered Cash Rollforward:</b>					
Beginning Balance			\$ 1,214,098		\$ 1,478,536
Revenues Over Expenses			422,509		318,739
Encumbrances & Other Activity			(174,893)		(131,890)
Ending Balance			<u>\$ 1,461,714</u>		<u>\$ 1,665,385</u>



**JOHNSON COUNTY COMMUNITY COLLEGE**  
**TREASURER'S REPORT**  
**SEPTEMBER 30, 2023**  
**25% 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	\$ 13,871	\$ 54,396	34%	\$ 60,858
Other Income	40,000	-	-	0%	-
TOTAL REVENUE	<u>\$ 200,000</u>	<u>\$ 13,871</u>	<u>\$ 54,396</u>	<u>27%</u>	<u>\$ 60,858</u>
Salaries and Benefits	\$ 115,500	\$ 5,182	\$ 21,902	19%	\$ 27,282
Current Operating	23,400	670	2,897	12%	516
Capital	21,000	-	-	0%	-
TOTAL EXPENSES	<u>\$ 159,900</u>	<u>\$ 5,852</u>	<u>\$ 24,800</u>	<u>16%</u>	<u>\$ 27,798</u>
<b>Unencumbered Cash Rollforward:</b>					
Beginning Balance			\$ 1,242,904		\$ 1,161,804
Revenues Over Expenses			29,596		33,060
Encumbrances & Other Activity			(2,567)		(2,162)
Ending Balance			<u>\$ 1,269,933</u>		<u>\$ 1,192,702</u>
<b>TRUCK DRIVER TRAINING COURSE FUND</b>					
Tuition and Fees	\$ 2,214,000	\$ 84,292	\$ 288,566	13%	\$ 206,813
TOTAL REVENUE	<u>\$ 2,214,000</u>	<u>\$ 84,292</u>	<u>\$ 288,566</u>	<u>13%</u>	<u>\$ 206,813</u>
Salaries and Benefits	\$ 1,032,567	\$ 57,794	\$ 192,631	19%	\$ 61,602
Current Operating	972,500	24,405	47,484	5%	17,919
Capital	538,502	-	-	100%	-
TOTAL EXPENSES	<u>\$ 2,543,569</u>	<u>\$ 82,199</u>	<u>\$ 240,115</u>	<u>9%</u>	<u>\$ 79,521</u>
<b>Unencumbered Cash Rollforward:</b>					
Beginning Balance			\$ 1,354,084		\$ 1,102,867
Revenues Over Expenses			48,451		127,292
Encumbrances & Other Activity			(797,533)		8,666
Ending Balance			<u>\$ 605,002</u>		<u>\$ 1,238,825</u>
<b>SPECIAL ASSESSMENTS FUND</b>					
Ad Valorem (Property Taxes)	\$ 317,491	\$ 18,349	\$ 18,349	6%	\$ 25,331
Interest Income	-	5,529	16,199	100%	4,236
TOTAL REVENUE	<u>\$ 317,491</u>	<u>\$ 23,878</u>	<u>\$ 34,548</u>	<u>11%</u>	<u>\$ 29,567</u>
Current Operating	\$ 500,000	\$ 17,429	\$ 28,340	6%	\$ 3,440
TOTAL EXPENSES	<u>\$ 500,000</u>	<u>\$ 17,429</u>	<u>\$ 28,340</u>	<u>6%</u>	<u>\$ 3,440</u>
<b>Unencumbered Cash Rollforward:</b>					
Beginning Balance			\$ 1,547,334		\$ 1,584,726
Revenues Over Expenses			6,209		26,127
Encumbrances & Other Activity			(116,661)		(16,560)
Ending Balance			<u>\$ 1,436,882</u>		<u>\$ 1,594,293</u>



**JOHNSON COUNTY COMMUNITY COLLEGE**  
**TREASURER'S REPORT**  
**SEPTEMBER 30, 2023**  
**25% 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	\$ 1,672	\$ 2,441	27%	\$ 2,571
Bookstore	6,774,400	2,009,463	2,695,550	40%	2,557,459
Dining Services	2,599,528	276,133	370,225	14%	524,118
Hiersteiner Center	-	-	- †	0%	220,955
HVAC Auxiliary & Auto Technology Project	2,000	-	-	0%	-
Dental Hygiene	1,800	238	238	13%	119
Hospitality Management & Pastry Program	60,000	6,719	6,719	11%	8,677
Campus Farm	16,500	8,061	9,392	57%	8,414
Investment Income	15,000	8,778	10,600	71%	6,051
<b>TOTAL REVENUES</b>	<b>\$ 9,478,228</b>	<b>\$ 2,311,065</b>	<b>\$ 3,095,165</b>	<b>33%</b>	<b>\$ 3,328,363</b>
<b>EXPENSES</b>					
Cosmetology	\$ 9,500	\$ 448	\$ 448	5%	\$ 671
Bookstore	6,440,275	2,044,810	2,186,945	34%	2,313,987
Dining Services	3,876,778	631,466	750,688	19%	789,447
Hiersteiner Center	-	-	- †	0%	373,324
HVAC Auxiliary & Auto Technology Project	2,000	-	-	0%	-
Dental Hygiene	1,800	531	531	29%	708
Hospitality Management & Pastry Program	65,000	17,543	17,786	27%	10,501
Campus Farm	16,500	1,691	2,357	14%	289
<b>SUBTOTAL</b>	<b>\$ 10,411,853</b>	<b>\$ 2,696,488</b>	<b>\$ 2,958,754</b>	<b>28%</b>	<b>\$ 3,488,925</b>
<b>Other Auxiliary Services Expenses</b>					
Auxiliary Construction	\$ 10,000	\$ -	\$ -	0%	\$ 2,347
Director	170,084	19,599	29,404	17%	124
Budget Reallocation Pool	100,000	-	-	0%	-
<b>TOTAL EXPENSES</b>	<b>\$ 10,691,937</b>	<b>\$ 2,716,088</b>	<b>\$ 2,988,158</b>	<b>28%</b>	<b>\$ 3,491,396</b>
<b>Unencumbered Cash Rollforward:</b>					
Beginning Balance			\$ 298,431		\$ 1,838,826
Revenues Over Expenses			107,007		(163,033)
Encumbrances & Other Activity			(330,035)		(256,775)
Ending Balance			<u>\$ 75,403</u>		<u>\$ 1,419,018</u>

† Activity has been combined into General Fund in FY24.



**JOHNSON COUNTY COMMUNITY COLLEGE  
TREASURER'S REPORT  
SEPTEMBER 30, 2023  
25% 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	\$ 1,993	\$ 1,900	\$ 93
Bookstore	508,605	243,473	265,132
Dining Services	(380,463)	(265,329)	(115,133)
Hiersteiner Center	- †	(152,369)	152,369
HVAC Auxiliary & Auto Technology Project	-	-	-
Dental Hygiene	(293)	(589)	296
Hospitality Management & Pastry Program	(11,067)	(1,824)	(9,243)
Campus Farm	7,035	8,125	(1,090)
	<u>\$ 125,811</u>	<u>\$ (166,613)</u>	<u>\$ 292,425</u>

† Activity has been combined into General Fund in FY24.



**JOHNSON COUNTY COMMUNITY COLLEGE  
TREASURER'S REPORT  
SEPTEMBER 30, 2023  
25% 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	\$ 96,445	803,415	58%	768,722
TOTAL EXPENSES	1,706,650	-	530	0%	530
Encumbrances & Other Activity			-		-
Ending Balance			<u>\$ 2,273,092</u>		<u>\$ 2,498,889</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	37,495	100%	37,495
TOTAL EXPENSES	250,000	-	-	0%	2,582
Encumbrances & Other Activity			-		-
Ending Balance			<u>\$ 467,255</u>		<u>\$ 331,414</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	\$ 353,009	436,249	5%	405,627
TOTAL EXPENSES	7,303,500	63,592	188,421	3%	(147,231)
Encumbrances & Other Activity			(1,644,496)		(349,657)
Ending Balance			<u>\$ 7,546,028</u>		<u>\$ 7,133,472</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	\$ 57,867	482,049	58%	461,341
TOTAL EXPENSES	750,000	-	-	0%	26,296
Encumbrances & Other Activity			(91,084)		(31,456)
Ending Balance			<u>\$ 1,813,064</u>		<u>\$ 1,945,180</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	513,913	1,387,970	60%	37,800
Encumbrances & Other Activity			891,626		2,626,310
Ending Balance			<u>\$ 2,008,711</u>		<u>\$ 5,941,106</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	\$ 9,884,357	13,863,310	72%	10,253,450
TOTAL EXPENSES	17,028,644	10,367,043	11,095,937	65%	9,770,917
Encumbrances & Other Activity			(5,074,237)		(3,984,650)
Ending Balance			<u>\$ (614,575)</u>		<u>\$ 1,392,306</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	\$ 19,103,245	56,823,792	24%	54,908,216
TOTAL EXPENSES	240,082,004	31,678,816	60,744,253	25%	56,788,885
Encumbrances & Other Activity			(15,318,999)		(8,932,570)
Ending Balance			<u>\$ 126,344,647</u>		<u>\$ 134,354,879</u>



**JOHNSON COUNTY COMMUNITY COLLEGE  
TREASURER'S REPORT  
SEPTEMBER 30, 2023  
25% 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	09/15/23	0.88%	\$ 5,000,000	
COMMERCE BANK	03/23/23	09/21/23	4.40%	5,000,000	
US TREASURY NOTES	01/23/23	09/30/23	4.54%	5,143,000	
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
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
					154,106,833
	TOTAL				
Municipal Investment Pool: (MIP) Daily Rate	09/01/23	09/30/23	4.02%		42,843
					154,149,676
	GRAND TOTAL				



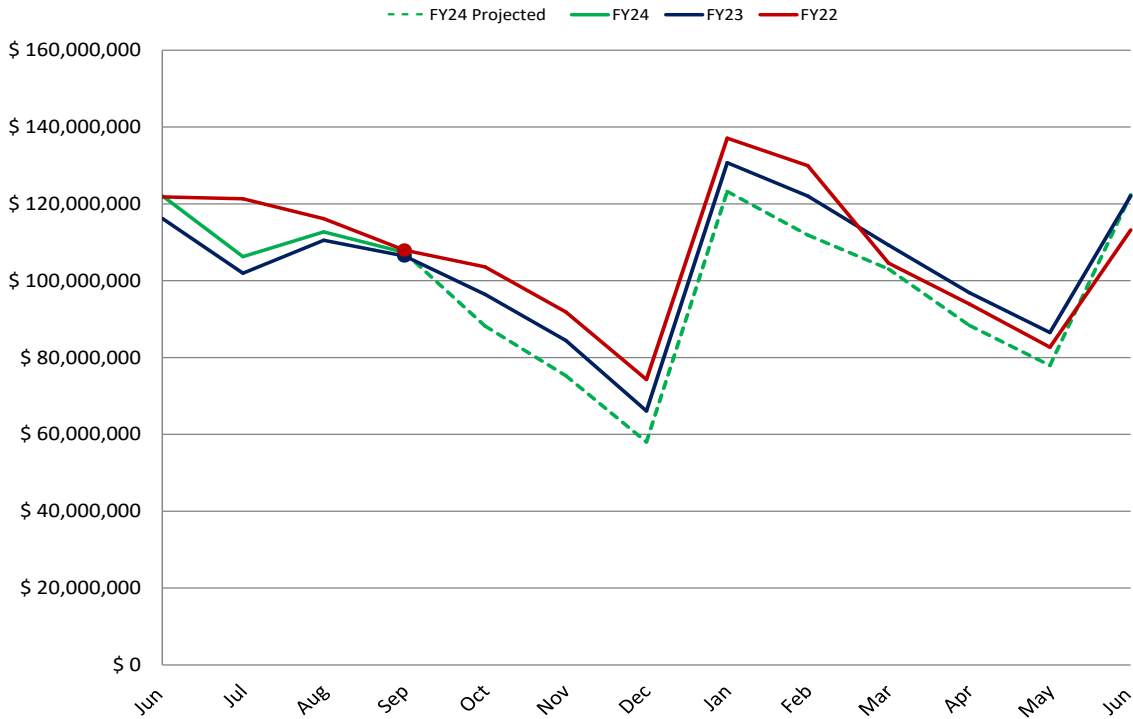
**JOHNSON COUNTY  
COMMUNITY COLLEGE**



**JOHNSON COUNTY COMMUNITY COLLEGE  
TREASURER'S REPORT  
SEPTEMBER 30, 2023  
25% OF FISCAL YEAR EXPIRED  
CASH AND POOLED INVESTMENT ANALYSIS**

FUND	BOOK BALANCE	OUTSTANDING COMMITMENTS	UNENCUMBERED BALANCE	PRIOR YEAR UNENCUMBERED BALANCE
General & PTE Funds	\$ 130,946,291	\$ 23,567,535	\$ 107,378,756	\$ 106,408,096
Adult Supplementary Education Fund	2,145,064	1,521,683	623,381	1,594,193
Student Activity Fund	1,638,133	176,420	1,461,714	1,665,385
Motorcycle Driver Safety Fund	1,273,420	3,487	1,269,933	1,192,702
Truck Driver Training Fund	1,408,500	803,498	605,002	1,238,825
Auxiliary Enterprise Funds	565,097	489,693	75,403	1,419,018
Revenue Bond Debt Service Fund	2,307,209	34,117	2,273,092	2,498,889
COM & ITC Repair and Replacement Reserve Funds	467,255	-	467,255	331,414
Capital Outlay Funds	11,757,489	4,211,462	7,546,028	7,133,472
Campus Development Fund	2,075,203	262,139	1,813,064	1,945,180
Phase 3 Facilities Master Plan	5,172,885	3,164,174	2,008,711	5,941,106
Special Assessments Fund	1,553,543	116,660	1,436,882	1,594,293
All Other Funds	7,736,804	8,351,378	(614,575)	1,392,306
<b>TOTAL</b>	<b>\$ 169,046,893</b>	<b>\$ 42,702,246</b>	<b>\$ 126,344,647</b>	<b>\$ 134,354,879</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 September, the ending balances were approximately \$107.4 million for 2024, \$106.4 million for 2023, and \$107.9 million for 2022. The estimated fiscal year 2024 ending balance is \$123.1 million.



**JOHNSON COUNTY COMMUNITY COLLEGE  
TREASURER'S REPORT  
SEPTEMBER 30, 2023  
25% OF FISCAL YEAR EXPIRED  
FOUNDATION**

	ACTIVITY YEAR TO DATE SEPTEMBER 30, 2023	PRIOR YEAR ACTIVITY TO DATE	\$	CHANGE	CHANGE %
<b>FOUNDATION</b>					
Contribution Income	\$ 650,098	\$ 567,663			
Event Revenue	379,477	202,490			
Investment Income	(735,547)	(1,326,754)			
Other Revenue	44,058	10,561			
<b>TOTAL REVENUE</b>	<u><u>\$ 338,086</u></u>	<u><u>\$ (546,039)</u></u>	\$	884,126	(161.9) %
Student Assistance	\$ 200	\$ -			
Program Support	51,992	83,656			
Project Support	1,121	1,017			
Campus Support	6,665	13,103			
Programming Expenses	31,183	40,886			
General & Administrative Expenses	87,524	54,310			
<b>TOTAL EXPENSES</b>	<u><u>\$ 178,686</u></u>	<u><u>\$ 192,971</u></u>	\$	(14,285)	(7.4) %
Balance Forward	\$ 45,955,637	\$ 41,036,734			
Revenues Over Expenses	159,400	(739,010)			
Ending Balance	<u><u>\$ 46,115,038</u></u>	<u><u>\$ 40,297,724</u></u>	\$	5,817,314	14.4 %

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>
Fort Hays State University	Practical Nursing	Credit	New, 2023 - 2024	No financial impact. Practicum.
KC Metropolitan Physician Association, LLC	Practical Nursing	Credit	New 2024	No financial impact.
National Weather Service – MOU	Electronics	Credit	New, 2023 - 2024	No financial impact.

**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.**

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Gurbhushan Singh  
Vice President Academic Affairs/CAO

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L. Michael McCloud  
Executive President/Provost

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Andrew W. Bowne  
President

JOHNSON COUNTY COMMUNITY COLLEGE  
OFFICE OF THE PRESIDENT

November 2, 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 November 16, 2023 board Packet includes the detailed individual disbursement information.

<u>Date</u>	<u>Control Number</u>		<u>Amount</u>
Accounts Payable Disbursements			
10/06/2023	00716921 - 00717066	AP	449,657.33
10/06/2023	!0046844 - !0046922	ACH	1,445,946.06
10/06/2023	J0220014	P-Card ACH	155,155.48
10/13/2023	00717067 - 00717229	AP	382,824.74
10/13/2023	!0046923 - !0046998	ACH	730,233.41
10/13/2023	J0220057	P-Card ACH	106,061.54
10/16/2023	W0000236	WIRE	1,602,247.92
10/20/2023	00717230 - 00717305	AP	382,258.90
10/20/2023	!0046999 - !0047048	ACH	278,534.85
10/20/2023	J0220084	P-Card ACH	113,324.58
10/27/2023	00717306 - 00717423	AP	591,669.37
10/27/2023	!0047049 - !0047106	ACH	1,026,980.60
10/31/2023	J0220139	P-Card ACH	123,073.53
			\$7,387,968.31

Tuition Refunds and Financial Aid Disbursements

10/06/2023	10192552 - 10192598	41,956.93
10/13/2023	10192599 - 10192630	39,706.01
10/20/2023	10192631 - 10192672	34,205.95
10/27/2023	10192673 - 10192708	33,196.49
10/1 – 10/31/2023	Refund ACH	1,008,528.63
		<hr/>
		\$1,157,594.01
		<hr/>
Total Cash Disbursements		<u>\$8,545,562.32</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 \$8,545,562.32.**

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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

November 16, 2023

CURRICULUM

REPORT:

New Courses, Effective Academic Year 2024-2025

- ACCT 137 Accounting with QuickBooks
- ACCT 142 Data Analytics for Accounting

Course Modifications, Effective Academic Year 2024-2025

- ACCT 121 Accounting I
- ACCT 122 Accounting II
- ACCT 222 Managerial Accounting
- DHYG 142 Dental Radiography
- DHYG 221 Clinical Dental Hygiene III
- DHYG 240 Dental Public Health
- DHYG 245 Nitrous Oxide Analgesia
- HIST 120 Local and Kansas History
- HIST 125 Western Civilization: Ancient World to the Renaissance
- HIST 126 Western Civilization: Scientific Revolution to the Modern Age
- HIST 135 Eastern Civilization
- HIST 137 African American Studies
  - Title change to: African American History
- HIST 140 U.S. History to 1877
- HIST 141 U.S. History Since 1877
- HIST 149 History of India
- HIST 151 World History: Traditional
- HIST 152 World History: Modern
- HIST 180 North American Indian History
- HIST 195 History of the Middle East
- HIST 250 American West
- HIST 260 Women in U.S. History

Course Deactivations, Effective Academic Year 2024-2025

- ACCT 136 Computerized Accounting Applications
- ACCT 141 Computerized Account Problems

Program Modification, Effective Academic Year 2024-2025

- 2400-AAS Accounting

Program Modifications-KS Systemwide General Education Project, Effective Academic Year 2024-2025

- 1000-AA Liberal Arts
- 1010-AS General Sciences
- 1020-AFA Fine Arts

General Education Designation, Effective Academic Year 2024-2025

- CJ 121 Introduction to Criminal Justice
  - AA, AS, AFA, AAS – Category: Social and Behavioral Sciences, Criminal Justice
  - AGS – Category: Cultural and Ethics, Cultural Perspective
- PSYC 215 Child Development
  - AA, AS, AFA, AAS – Category: Social and Behavioral Sciences, Psychology
  - AGS – Category: Modes of Inquiry, Social
- PSYC 218 Human Development
  - AA, AS, AFA, AAS – Category: Social and Behavioral Sciences, Psychology
  - 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

November 16, 2023

GRANTS, CONTRACTS AND AWARDS

REPORT:

The following grants and contracts have been approved for funding.

1. Cotton in the Curriculum 2024

Funding Agency: Cotton Incorporated

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

Duration: January 1, 2024 – December 31, 2024

Grant Administrator: Audrey Michaelis

Amount Funded: \$6,156

JCCC Match: - 0 -

Applicant: JCCC

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

1. Sorting Out Race Exhibit

Funding Agency: National Endowment for the Humanities / Humanities Kansas

Purpose: To support a travelling exhibition and accompanying programming to be hosted by the JCCC Collaboration Center and Kansas Studies Institute from May 23 to July 28, 2024. Created by the Kauffman Museum at Bethel College, the exhibition includes vintage and contemporary objects readily found in thrift stores depicting race and ethnicity.

Duration: 6 months

Grant Administrator: Jodie Dietz

Amount Requested: \$1,300

JCCC Match: - 0 -

Applicant: JCCC

**RECOMMENDATION:**

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

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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

November 16, 2023

TRANSFER TO JCCC FOUNDATION TRIBUTE FUND

REPORT:

Jeff Blodig and Karen Reed are retiring from the college. They have requested that in lieu of a retirement gift, the \$150 designated for this gift be donated to the JCCC Foundation student scholarship fund. Mr. Blodig's funds will go to the Baumgardner Scholarship for Human Science Students and Mrs. Reed's funds will go to the Advent Health Shawnee Mission – Nursing Scholarship Fund.

RECOMMENDATION:

**It is the recommendation of the college administration that the Board of Trustees authorize the transfer of \$300 from the general fund to the JCCC Foundation student scholarship fund in honor of Jeff Blodig and Karen Reed.**

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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

HUMAN RESOURCES

November 16, 2023

1. Separations

Lisa Sullivan, Manager Benefits, Human Resources, Effective October 31, 2023.

Jay Vignola, Director of HR and Employment, Human Resources, Effective November 3, 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

JOHNSON COUNTY COMMUNITY COLLEGE  
OFFICE OF THE PRESIDENT

November 16, 2023

HUMAN RESOURCES ADDENDUM

1. Separations

JORDAN BRINK, Coordinator Student Life, Student Success & Engagement, effective November 20, 2023.

HASAN ASHIR, Senior Network Analyst, Finance & Administrative Services, effective November 8, 2023.

MARTHA BAUMGARDNER, Coordinator Communications, Strategic Communication & Marketing, effective November 10, 2023.

JENNIE BROCKHOFF, Supervisor/Lead Teacher, Finance & Administrative Services, effective December 1, 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