

MINUTES OF A MEETING OF THE BOARD OF TRUSTEES
OF
JOHNSON COUNTY COMMUNITY COLLEGE

A meeting of the Board of Trustees of Johnson County Community College was called to order by the Chair on December 13, 2012, at 5:00 p.m. in the Polsky Theatre, on the JCCC campus, 12345 College Boulevard, Overland Park, Kansas.

Trustees Present: Melody Rayl, Chair
Bob Drummond, Vice Chair
Jerry Cook, Treasurer
Stephanie Sharp, Secretary
Jon Stewart, Trustee
Greg Musil, Trustee
David Lindstrom, Trustee

Staff Terry Calaway, President

Andy Anderson, Professor/Dean, English
Molly Baumgardner, Coordinator, Journalism/Media Comm.
Mitch Borchers, Executive Director, Procurement
Becky Centlivre-Meinke, Director, Human Resources
Mackenzie Clark, Campus Ledger
Mike Czermiewski, Asst. Exec. Producer, JCAV
Gary Cook, Mgr. Hskp. & Custodial Svcs.
Dennis Day, Vice President, Student Success/Engagement
Mariah Elmore, Campus Ledger
Richard France, VP, Strat Init/Pres. Spec. Asst.
Dana Grove, Executive Vice President, Edu. Plng & Dev/COO
Julie Haas, Associate Vice President, Marketing & Comm.
Rex Hays, Executive Director, Campus Services
Nathaniel Jones, Sr Multimedia Eng & Event Spec.
Judy Korb, Executive Vice President, HR/Wrkforce & Com Dev.
Denise Moore, Vice President, Information Services/CIO
Mary O'Sullivan, Dir. Client Support Svcs.
Alisa Pacer, Emergency Preparedness Manager
Joe Petrie, TV Studio Aide, Journalism and Media Comm.
Bob Prater, Associate Vice President, Financial Services
Marilyn Rhinehart, Executive VP, Academic Affairs/CAO
Terri Schlicht, Executive Assistant to the President and Board
Ryan Schreiber, Producer, JCAV
Joe Sopcich, Executive Vice President, Administrative Services

Lekha Sreedhar, Assoc. Prof./Chair, Horticult.
Stephen Tafoya, Campus Ledger
Janelle Vogler, Executive Director, Audit/Advisory Services
Deb Williams, Associate Professor
Tanya Wilson, General Counsel
Richie Wolfe, Campus Ledger
Christina Wright, Event Manager, Performing Venues

Students: Bruna Iacuzzi

Visitors: Megan Carrithers
Mike Martin
Dan Rockhill

QUORUM	Ms. Rayl announced the presence of a quorum, with seven board members present.
PLEDGE OF ALLEGIANCE	Ms. Rayl led the Board of Trustees and other meeting participants in the reciting of the Pledge of Allegiance.
OPEN FORUM	Ms. Rayl asked if anyone in the audience would like to address the board. Mr. Dan Rockhill addressed the Board regarding Studio 804.
AWARDS AND RECOGNITIONS	Dr. Grove stated that there were no awards and recognitions.
COLLEGE LOBBYIST REPORT	Dr. Calaway shared information from the monthly legislative update report with the Board of Trustees.
COMMITTEE REPORTS AND RECOMMENDATIONS	
Nominating Committee	Mr. Stewart announced the updated slate of names of all officer, committee and liaison positions for the 2012-2013 fiscal year. Mr. Lindstrom will fill the Learning Quality Committee vacancy and Mr. Musil will fill the JCERT Liaison vacancy.

OFFICERS: Chair – Melody Rayl
Vice Chair – Bob Drummond
Treasurer – Jerry Cook
Secretary – Stephanie Sharp

COMMITTEES: Management – Jon Stewart, Bob Drummond
Human Resources – Jerry Cook, Stephanie Sharp
Learning Quality – David Lindstrom, Greg Musil
Audit Committee – Melody Rayl, Bob Drummond

LIAISONS: Foundation – Stephanie Sharp, Greg Musil
KACCT – Jerry Cook
JCERT – Greg Musil

Following discussion, upon motion by Mr. Stewart, seconded by Mr. Musil, which motion unanimously carried, the Board of Trustees approved the 2012-2013 slate of officers, committee and liaison assignments.

Management Committee Mr. Stewart reviewed items from the December 3, 2012 Management Committee meeting. Minutes from this meeting will be included in the January 17, 2013 Board packet.

Following discussion, upon motion by Mr. Stewart, seconded by Dr. Drummond, which motion unanimously carried, the Board of Trustees accepted the recommendation of the college administration to approve the guidelines for the FY 2013-2014 budget.

Following discussion, upon motion by Mr. Stewart, seconded by Dr. Drummond, which motion unanimously carried, the Board of Trustees approved the renewal of the annual contract for telecommunications services with AT&T at an annual expenditure not to exceed \$100,000.00.

Following discussion, upon motion by Mr. Stewart, seconded by Dr. Drummond, which motion unanimously carried, the Board of Trustees approved the renewal of the annual contracts for art transportation services with Artex Fine Art Services, Transport

Consultants International, Inc., and U.S. Art Company, Inc., at a total annual expenditure not to exceed \$150,000.00.

Following discussion, upon motion by Mr. Stewart, seconded by Dr. Drummond, which motion unanimously carried, the Board of Trustees approved the low bid of \$115,139.62 from Datalink Corporation for the purchase of Cisco Unified Computing and Server Equipment, plus an additional \$100,000.00 for the establishment of an annual contract for other budgeted equipment, for a total expenditure not to exceed \$215,139.62.

Following discussion, upon motion by Mr. Stewart, seconded by Dr. Drummond, which motion unanimously carried, the Board of Trustees approved the low bid of \$255,200.00 from Loyd Builders, Inc., plus an additional \$25,520.00 to allow for contingencies for possible unforeseen costs, for a total expenditure not to exceed \$280,720.00 for men's locker room renovations.

Following discussion, upon motion by Mr. Stewart, seconded by Dr. Drummond, which motion unanimously carried, the Board of Trustees approved the low bid of \$108,115.14 from En Pointe Technologies for Adobe Cumulative Licensing Program Software.

Learning Quality
Committee

Mr. Musil reported that the Learning Quality Committee did not meet in December.

Following discussion, upon motion by Mr. Musil, seconded by Ms. Sharp, which motion unanimously carried, the Board of Trustees approved Sexual Misconduct Policy – 650.00 as shown on Attachment A, which hereby becomes a part of these minutes.

Human Resources
Committee

Dr. Cook reported that the Human Resources Committee did not meet in December.

Audit Committee

Ms. Rayl reported that the Audit committee did not meet.

PRESIDENT'S

RECOMMENDATIONS
FOR ACTION

Treasurer's Report

Following discussion, upon motion by Dr. Cook, seconded by Ms. Sharp, which motion unanimously carried, the Board of Trustees accepted the recommendation of the college administration to approve the Treasurer's Report for the month of October 2012, subject to audit, as shown on Attachment B, which hereby becomes a part of these minutes.

President's Monthly
Report to the Board

Dr. Calaway shared information from the president's monthly report with the Board. Items highlighted include:

- Welcome to new trustee David Lindstrom.
- Recognition of Marilyn Rhinehart and Ruth Randall, who are both retiring this month, for their exemplary service to the college.
- Congratulations to Dr. Cook for his recognition by the Hotel Lodging Association, as he received the Association's Hospitality Leadership Award.
- We continue to see some downturn in enrollment, due in part to the improving economy in Johnson County.

Clinical Affiliate
Agreement

Upon motion by Dr. Cook, seconded by Ms. Sharp, which motion unanimously carried, the Board of Trustees authorized the college to enter into an agreement with St. Luke's South Hospital, Inc. for the clinical experience in Dietary Manager internship for the period December 14, 2012 through June 30, 2013.

NEW BUSINESS

Welcome New Trustee
David Lindstrom

The board welcomed new trustee David Lindstrom, who replaced former trustee Don Weiss.

Executive Search Firm
For College President

Ms. Rayl outlined the process that was used to select the executive search firm for the college president. The college issued an RFP for the purpose of contracting with a qualified executive search firm to assist the college in recruiting and selecting a college president. The RFP was sent to 10 firms directly and it was advertised and posted

on the college's website. Five firms responded; three finalists were selected for interviews. A board subcommittee interviewed the finalists and brought forward the following recommendation:

Following discussion, upon motion by Mr. Stewart, seconded by Dr. Drummond, which motion unanimously carried, the Board of Trustees accepted the recommendation of the college administration to approve the proposal from Gold Hill Associates in an amount not to exceed \$40,000.00, plus expenses such as travel and other costs, to serve as an executive search for the college president.

REPORTS FROM BOARD LIAISONS

Student Senate Report

Student Senate President Bruna Iacuzzi provided updates on the Senate's activities, which include:

- The Photos with Santa event held November 28 was very successful.
- The JCCC Gives project accomplished its goal of providing assistance to 15 JCCC families, a total of 42 people.
- A Town Hall Meeting was held on December 5 to address students' concerns regarding parking on campus.
- Rachel Georges has been elected the new secretary of the Student Senate.
- At the last senate meeting, the Student Senate agreed to fund the graphic design club for their senior show and Phi Theta Kappa for attendance to the national convention. For the semester, the Senate has funded events and travel for 11 clubs for a total of more than \$35,000.

Kansas Association of Community College Trustees

Dr. Calaway attended the KACCT/COP meetings held December 7-8 in Colby, Kansas and provided the following updates:

- The Executive Committee meeting included discussions on the evaluation process for Executive Director Linda Fund and the need for leadership development programs for trustees and new community college presidents.
- There was extensive conversation during the KACCT meetings regarding upcoming legislative issues and the

articulation and transfer process.

Johnson County
Research Triangle

Dr. Calaway reported that JCERT did not meet this month. The next meeting is scheduled for January 28 at the KU Edwards campus. Mr. Musil will attend as the college's appointed representative.

Faculty Association

Dr. Williams presented the Faculty Association report, which includes the following updates:

- Legal counsel from KNEA attended the most recent Faculty Association meeting and answered questions from members. In addition, discussion continued regarding the Faculty Senate proposal.
- Recognition of ten faculty members who received Distinguished Service Awards and ten who were awarded Sabbatical Leaves.
- The Faculty Association holiday party is December 14th and will be held immediately after Marilyn Rhinehart's retirement reception.

CONSENT AGENDA

Following discussion, upon motion by Dr. Drummond, seconded by Mr. Musil, which motion unanimously carried, the Board of Trustees approved the consent agenda, including the Human Resources Addendum, as shown on Attachment C, which hereby becomes a part of these minutes. The consent agenda items included the following:

Curriculum

Changes to the curriculum, as shown on Attachment D, which hereby becomes a part of these minutes.

Transfer to JCCC
Foundation Tribute
Fund

Transfer of \$450 from the general fund to the JCCC Foundation student scholarship fund in honor of Heidi Blake, Rick Coffey, and Paula Corte.

Transfer from the
Auxiliary Fund to the
American Cancer Society
Minutes

Transfer of \$166.47 from the auxiliary fund to the American Cancer Society, High Plains Division, Inc.

Minutes from the November 15, 2012, Board of Trustees meeting; November 15, 2012 Special meeting of the Board of Trustees; and November 17, 2012 Special meeting of the Board of Trustees.

Cash Disbursement Report	Ratified the total cash disbursements, as shown on Attachment E, which hereby becomes a part of these minutes, for the total amount of \$2,875,530.82.
Gifts, Grants, Contracts and Awards	The acceptance of grants, as shown on Attachment F, which hereby becomes a part of these minutes, and the authorization to expend funds in accordance with the terms of the grants.
Retirements	Retirements as follows: MINNIE PAYTON-ADAMS (JCCC/KPERS), Director, Career Pathways & Programs, Career & Technical Educational Transitions Division, Academic Affairs Branch, effective February 28, 2013. JAN CUMMINGS (JCCC/KPERS), Professor/Chair, Interior Design, Business Division, Academic Affairs Branch, effective May 24, 2013. KRISTIN DOWNING (JCCC/KPERS), Counselor, Learner Engagement & Success Division, Student Success & Engagement Branch, effective May 31, 2013. DEBORAH DRAKE (JCCC/KPERS), Administrative Assistant, Administrative Services Branch, effective May 31, 2013. ELLEN FISHER (JCCC/KPERS), Director, Accounting Services & Grants, Financial Services Division, Administrative Services Branch, effective May 31, 2013. WILLIS GIBSON (JCCC/KPERS), Maintenance Supervisor, Campus Services & Energy Management Division, Educational Planning & Development Branch, effective April 30, 2013. BETH GRANT (JCCC/KPERS), Administrative Assistant, Technical Training, Community, Workforce & Staff Development Division, Human Resources, Workforce & Community Development Branch, effective May 31, 2013.

VIRGINIA HENDERSON (JCCC/KPERS), Administrative Assistant, Computer Science & Information Technology, Technology Division, Academic Affairs Branch, effective May 31, 2013.

WILLIAM HICKERSON (JCCC/KPERS), Professor, HVAC, Technology Division, Academic Affairs Branch, effective May 17, 2013.

KAY HOECH (JCCC/KPERS), Professor, Science, Science Division, Academic Affairs Branch, effective May 17, 2013.

SUSAN MCCABE (JCCC/KPERS), Program Director, ABE/GED/ESL, Workforce, Community & Economic Development Division, Human Resources, Workforce & Community Development Branch, effective May 31, 2013.

MARY MCQUEENEY (KPERS), Professor, English, English Division, Academic Affairs Branch, effective May 17, 2013.

SHEILAH PHILIP (JCCC/KPERS), Professor, Theater, Arts, Humanities & Social Services Division, Academic Affairs Branch, effective May 17, 2013.

THOMAS TARNOWSKI (JCCC/KPERS), Professor, Photography, Arts, Humanities & Social Services Division, Academic Affairs Branch, effective May 17, 2013.

JOANN VERHEAGHE (JCCC/KPERS), Payroll Supervisor, Financial Services Division, Administrative Services Branch, effective May 31, 2013.

LORI VOGELSBERG (JCCC/KPERS), Administrative Assistant, Student Success & Engagement Branch, effective May 31, 2013.

PAUL VON FANGE (JCCC/KPERS), Instructional Aide, Ceramics, Arts, Humanities & Social Services Division, Academic Affairs Branch, effective May 17, 2013.

Resignation	JERRY WOLFSKILL (JCCC/KPERS), Associate Vice President, Public Safety Division, Educational Planning & Development Branch, effective January 31, 2014. Resignations as follows: TIMOTHY JOHNSON, Assistant Manager/Executive Chef, Budget & Auxiliary Services, Administrative Services Branch, effective November 30, 2012. CYNTHIA THOMPSON, Articulation Development & Transfer Coordinator, Learner Engagement & Success Division, Student Success & Engagement Branch, effective December 7, 2012.
Employment – Regular	Regular employment in classifications indicated, as shown on Attachment G, which hereby becomes a part of these minutes.
Employment – Temporary	Temporary employment in classifications indicated, as shown on Attachment H, which hereby becomes a part of these minutes.
Faculty Sabbatical Leave of Absence	Faculty Sabbatical Leave of Absence, as shown on Attachment I, which hereby becomes a part of these minutes.
AMS Sabbatical Leave of Absence	No AMS Sabbatical Leaves for 2013-2014
Distinguished Service Awards	Distinguished Service Awards, as shown on Attachment J, which hereby becomes a part of these minutes.
Changes to the FY2012-2013 Staffing Authorization Table For Full-time Regular Staff	FROM: Mitch Borchers Executive Director, Procurement Services TO: Mitch Borchers Associate Vice President, Business Services FROM: Lisa Cole Professor/Chair, Accounting TO: Lisa Cole Professor, Accounting FROM: Kris Cox Accountant TO: Kris Cox Accounts Payable Supervisor FROM: Valerie Dorsey Curriculum Coordinator

TO: Valerie Dorsey Curriculum Specialist

FROM: Rex Hays Executive Director, Campus Services
TO: Rex Hays Associate Vice President, Campus
Services & Facility Planning

FROM: Karen Martley Executive Director, Community,
Workforce & Staff Development
TO: Karen Martley Associate Vice President, Continuing
Education & Organizational Dev.

FROM: Don Perkins Executive Director, Budget & Auxiliary
Services
TO: Don Perkins Associate Vice President, Financial
Services

FROM: Vacant - Prater Associate Vice President
Finance/Comptroller
TO: Vacant - Prater Director, Procurement Services

ADJOURNMENT

The meeting was adjourned at 6:30 p.m.

Melody Rayl
Chair

Bob Drummond
Vice Chair