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**NOTICE OF PUBLIC HEARING  
2013-2014 BUDGET**

The governing body of Johnson County Community College, Johnson County, will meet on the fifteenth day of August, 2013, at 5:00 p.m., at 12345 College Blvd., Overland Park, Kansas for the purpose of answering objections of taxpayers relating to the proposed use of all funds, and the amount of tax to be levied, and to consider amendments. Detailed budget information is available at Johnson County Community College and will be available at this hearing.

**BUDGET SUMMARY**

The Expenditures and the Amount of 2013 Tax to be Levied (as shown below) establish the maximum limits of the 2013-2014 budget. The "Est. Tax Rate" in the far right column, shown for comparative purposes, is subject to slight change depending on final assessed valuation.

	2011-2012		2012-2013		PROPOSED BUDGET 2013-2014		
	Actual Expend. & Transfers	Actual Tax Rate*	Actual Expend. & Transfers	Actual Tax Rate*	Budgeted Expend. & Transfers	Amount of 2013 Tax to be Levied	Est. Tax Rate*
Current Funds Unrestricted							
General Fund	125,204,845	8.243	122,992,863	8.250	129,741,361	68,812,202	9.001
Postsecondary Tech Ed	42,809,896		42,072,172		44,069,384	xxxxxxxxxx	xxx
Adult Education	555,294		596,809		725,000	0	0.000
Adult Supp Education	5,022,433	xxx	5,238,026	xxx	9,460,523	xxxxxxxxxx	xxx
Motorcycle Driver	60,887	xxx	58,475	xxx	394,393	xxxxxxxxxx	xxx
Truck Driver Training	0	xxx	0	xxx	374,000	xxxxxxxxxx	xxx
Auxiliary Enterprise	15,068,854	xxx	16,110,932	xxx	18,205,401	xxxxxxxxxx	xxx
Plant Funds		xxx		xxx		xxxxxxxxxx	xxx
Capital Outlay	4,362,095	0.499	11,541,428	0.500	5,178,730	3,826,151	0.500
Bond and Interest	0		0		0	0	0.000
Special Assessment	282,327	0.034	308,622	0.035	350,000	260,090	0.034
No Fund Warrants	0		0		0	0	0.000
Revenue Bonds	1,725,097	xxx	1,754,306	xxx	1,859,259	xxxxxxxxxx	xxx
Total All Funds	195,091,728	8.776	200,673,632	8.785	210,358,051	xxxxxxxxxx	9.535
Total Tax Levied	66,276,225		66,067,622		xxxxxxxxxx	72,898,443	
Assessed Valuation	7,551,985,565		7,520,503,387		7,645,237,274		

**Outstanding Indebtedness, July 1**

	2011	2012	2013
G.O. Bonds			
Capital Outlay Bonds			
Revenue Bonds	22,465,000	22,090,000	20,945,000
No-Fund Warrants			
Temporary Notes			
Lease Purchase Principal	22,030,036	15,693,363	13,591,691
Total	44,495,036	37,783,363	34,536,691

\*Tax Rates are expressed in mills.



Chairman, Board of Trustees

Signature and Title

MANAGEMENT COMMITTEE  
August 7, 2013

The Learning Quality and Management Committees have reviewed the proposed revisions to the JCCC Returned Checks Policy – 312.03. The Policy has been updated to reflect the current job title of the JCCC employee responsible for administering and establishing guidelines under the Returned Checks Policy. The updated Policy also reflects that any guidelines established under this Policy will be published online, as the College no longer prints hard copies of the course catalog and schedule of classes.

**RECOMMENDATION**

**It is the recommendation of the Management Committee that the Board of Trustees accept the recommendation of the College administration to approve the Returned Checks Policy – 312.03, as is shown subsequently in the Board Packet.**

**Returned Checks Policy - 312.03**

Johnson County Community College  
Series 300: Students  
Section 312: Tuition and Fees/Refunds/Returned Checks

**Cross References:**

[Transcripts – Policy 316.01](#)  
[Records on Hold – Policy 316.02](#)

If a check made payable to the College is returned by a bank for any reason, the student's records will be placed on hold, and the student will be charged a returned check fee for each returned check.

Specific guidelines for handling returned checks will be established by the [Associate Vice President, Financial Services](#)~~director of financial services and the director of budget and auxiliary services~~. These guidelines will be published ~~on the Bursar webpage in the college catalog, the current schedule of classes and other appropriate college publications~~.

*Date of Adoption:*

*Revised: 1/27/92, 6/16/94,      /      /2013*

**MANAGEMENT COMMITTEE  
Working Agenda  
FY 2013-2014**

July	MA-1	FY 2013- 2014 budget publication
July, Nov	MA-2	Assessed valuation: Update
August, January	MA-3	Management Budget reallocations: Semi-annual review
July, August January, June	MA-4	Insurance Program: Annual report/update
August	MA-5	FY 2013- 2014 Budget adoption
Aug, Nov, Feb, May	MA-6	Kansas Municipal Investment Pool (KMIP) statement of assets: quarterly report
October	MA-7	JCCC Foundation annual report
October	MA-8	Proposed Budget guidelines FY 2014-2015
November	MA-9	Guidelines for FY 2014-2015 Budget adoption
November	MA-10	Budget Projection Model: Review
February	MA-12	Investments policy: Review
May	MA-13	FY 2014 Capital Infrastructure Inventory and One, Five and Ten-Year Replacement Plan: review
April	MA-14	Board of Trustees budget workshop: Update
June	MA-17	Bonds: Bond Counsel; Financial Advisor
June	MA-33	JCCC Official Newspaper
July	MA-18	Banking services

Ongoing

MA-19 Sole-Source requisitions: Review monthly purchasing report

MA-20 Capital acquisitions and improvements: Progress report

MA-22 Bid review and recommendations

MA-23 College policies

MA-24 Review and recommend financial plans for capital improvements to the Board of Trustees

MA-25 Leases

MA-26 Information Technology network infrastructure equipment and services: Monthly expenditure report

MA-27 Sponsorships

MA-28 Budget: Monthly update

MA-32 Sustainability

**RECOMMENDATION:**

**It is the recommendation of the Management Committee that the Board of Trustees approve the FY 2013-2014 Management Committee working agenda.**

## 2013-14 BUDGET ADOPTION

### REPORT:

The budget request for FY 2013-14 reflects a mill levy of 9.535, which reflects a .75 mill increase. The Board Management Committee, at its December meeting, discussed and recommended budget guidelines to the Board of Trustees to provide a policy framework for building the FY 2013-14 budget. These guidelines were considered and adopted by the Board of Trustees at the December 13, 2012 meeting.

Budget recommendations for FY 2013-14 include adjustments in response to prioritizing the budget strategically (PBS). A new fund has been added for FY 2013-14: Truck Driver Training Course.

### **FEATURES OF THE 2013-14 BUDGET**

- Mill Levy

	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>Estimated 2013-14</u>
Total Mill Levies	8.784	8.799	8.776	8.785	9.535

JCCC taxes levied on an average residence:

	<u>2012</u>	<u>2013</u>
Assessment Rate	\$ 229,000 <u>x11.5%</u>	\$ 231,000 <u>x11.5%</u>
Assessed Value	26,335	26,565
Mill Levy	<u>x8.785</u>	<u>x9.535</u>
Tax Levied	\$ <u>231.35</u>	\$ <u>253.20</u>

- Assessed valuation is estimated to increase by 1.7%.
- Revenues from the state are estimated to be the same as the prior year.
- Enrollment is projected to decrease by 3%.
- Credit hour cost will increase by \$1.00 for all credit students.

- Salaries are increased by 2.5%.
- Benefit expense is increased by 0.4% to pay for increases in health insurance premiums.
- Capital expenditures for computers, equipment, and remodeling remain at the low levels set during the prior year.

The following is a summary of the FY 2013-14 budget:

	<u>Budgeted Expenditures</u>	<u>Amount of Tax To Be Levied</u>	<u>Estimated Mill Levy</u>
General	\$129,741,361	\$68,812,202	9.001
Postsecondary Tech Ed	44,069,384	--	--
Adult Education	725,000	--	--
Adult Supplemental Education	9,460,523	--	--
Motorcycle Driver Safety	394,393	--	--
Truck Driver Training Course	374,000	--	--
Auxiliary Enterprises	18,205,401	--	--
Capital Outlay	5,178,730	3,826,151	.500
Special Assessment	350,000	260,090	.034
Revenue bonds	<u>1,859,259</u>	<u>--</u>	<u>--</u>
<b>TOTAL</b>	<b><u>\$210,358,051</u></b>	<b><u>\$72,898,443</u></b>	<b><u>9.535</u></b>

**RECOMMENDATION:**

**It is the recommendation of the Management Committee that the Board of Trustees accept the FY 2013-14 budget as published, and does hereby certify said budget to the county clerk of Johnson County, Kansas, for collection in the manner prescribed by law.**

Management Committee  
August 7, 2013

REPORT: Athletic Team Charter Bus Service

RFP/BID NUMBER: RFP No. 14-002

PURPOSE AND DESCRIPTION:

The purpose of this RFP is to establish annual price contracts for charter bus services for the college's various athletic teams. Proposers were requested to quote prices for travel to locations for scheduled regular season games as well as possible postseason travel that may be necessary during the 2013/2014 academic year. Proposers were also asked to quote pricing on trips to potential future Kansas Jayhawk Community College Conference game locations. The initial term of the contract will be for 2013-2014 academic year. The contract is renewable for four additional years, in one-year increments, upon the approval of both parties.

NEW RFP/BID OR CONTINUATION: New

NUMBER OF FIRMS NOTIFIED  
DIRECTLY FOR ORIGINAL BID: 5

ADDITIONAL NOTIFICATION: Newspaper advertisement and JCCC Website

NUMBER OF FIRMS RESPONDING: 3

NAMES OF FIRMS AND BID AMOUNTS: See attached spreadsheet

Crossroad Tours (Recommended)  
White Knight Limousine (Recommended)  
Kincaid Coach Lines

REVIEW COMMITTEE:

Mitch Borchers, associate vice president, Business Services  
Carl Heinrich, assistant dean, Athletics  
Pam Vassar, assistant dean, Student Life and Leadership Development  
Tom Clayton, director, Insurance and Risk Management  
Ryan Floy, buyer, Procurement Services

ESTIMATED AMOUNT: \$140,000.00

SOURCE OF FUNDS:

Student Activity Fund

LOW BID:

YES  NO

Justification for not accepting low bid:

Two trips are not being awarded to the lowest bidder because the lowest bidder for those trips did not meet the minimum requirements of the RFP.

**RECOMMENDATION:**

**It is the recommendation of the Management Committee that the Board of Trustees accept the recommendation of the college administration to approve the lowest acceptable proposals for regular season athletic team charter bus service of \$57,629.00 from White Knight Limousine, Inc. and \$21,165.00 from Crossroad Tours; postseason athletic team charter bus service on as-needed basis in an amount not to exceed \$37,950.00 from White Knight Limousine, Inc. and in an amount not to exceed \$15,821.00 from Crossroad Tours; plus an additional \$13,256.50 to allow for contingencies for possible unforeseen costs, for a total expenditure not to exceed \$145,821.50 for athletic team charter bus services.**

**JOHNSON COUNTY COMMUNITY COLLEGE  
RFP NO. 14-002  
ATHLETIC TEAM CHARTER BUS SERVICE**

<b>NO. DESCRIPTION</b>	<b><u>Crossroad Tours</u></b>	<b><u>Kincaid Coach Lines</u></b>	<b><u>White Knight Limousine, Inc.</u></b>
<b><u>VOLLEYBALL - DESTINATION</u></b>			
1. Esterville, IA - Iowa Lakes CC - 8/29/13-8/31/13	2,179.00 *	2,651.00	2,580.00
2. Cedar Rapids, IA - Kirkwood CC - 9/5/13-9/7/13	2,079.00	2,340.00	1,950.00 *
3. Heston, KS - Hesston College - 9/11/13	929.00 *	1,595.00	949.00
4. Highland, KS - Highland CC - 9/18/13	710.00 *	750.00	720.00
5. Council Bluffs, IA - Iowa Western CC - 10/3/13-10/5/13	2,179.00	2,256.00	1,935.00 *
6. Coffeyville, KS - Coffeyville CC - 10/16/13	843.00	1,000.00	794.00 *
7. Iola, KS - Allen CC - 10/23/13	685.00 *	787.00	720.00
8. Arkansas City, KS - Cowley College - 10/30/13	1,148.00	1,651.00	1,100.00 *
<b><u>SOCCER - DESTINATION</u></b>			
1. Concordia, KS - Cloud County CC - 8/22/13	1,125.00	1,363.00	1,098.00 *
2. Dallas, TX - Richland College - 8/30/13-9/2/13	3,059.00 *	3,566.00	3,070.00
3. Arkansas City, KS - Cowley College - 9/14/13	1,198.00	1,651.00	1,100.00 *
4. Chicago, IL - Dupage College - 9/19/13-9/22/13	3,059.00	3,638.00	3,000.00 *
5. Chanute, KS - Neosho County CC - 9/27/13	740.00 *	810.00	750.00
6. El Dorado, KS - Bulter CC - 9/29/13-9/30/13	864.00 *	1,505.00	1,300.00
7. Iola, KS - Allen CC - 10/9/13	725.00 *	783.00	730.00
8. Council Bluffs, IA - Iowa Western CC 10/18/13-10/19/13	1,438.00	1,531.00	1,290.00 *
9. Dodge City, KS - Dodge City CC - 10/26/13	1,885.00	2,674.00	1,730.00 *
<b><u>CROSS COUNTRY - DESTINATION</u></b>			
1. Lincoln, NE - University of Nebraska - 9/14/13	1,129.00	1,322.00	1,056.00 *
2. Emporia, KS - Emporia State University - 10/4/13	640.00 *	778.00	645.00
3. Hutchinson, KS - Hutchinson CC 10/27/13-10/28/13	1,370.00	1,859.00	1,290.00 *
4. Fort Dodge, IA - Iowa Central CC 11/8/13-11/9/13	1,572.00 *	2,079.00	1,680.00
5. Atlanta, GA - Silver Comet Trail, Smyrna, GA - 11/14/13-11/17/13	5,150.00	6,162.00	2,580.00 *

<b>NO.</b>	<b>DESCRIPTION</b>	<b>Crossroad <u>Tours</u></b>	<b>Kincaid Coach <u>Lines</u></b>	<b>White Knight <u>Limousine, Inc.</u></b>
<b><u>BASKETBALL - DESTINATION</u></b>				
1.	Frisco, TX - Fieldhouse USA - 10/10/13-10/12/13	3,078.00	3,470.00	2,609.00 *
2.	Fort Scott, Ks - Fort Scott CC - 11/1/13	675.00	758.00	645.00 *
3.	Fort Scott, Ks - Fort Scott CC - 11/2/13	675.00	758.00	645.00 *
4.	Iola, KS - Allen CC - 11/5/13	695.00 *	787.00	730.00
5.	Salina, KS - KSU-Salina - 11/8/13-11/9/13	1,376.00	1,523.00	1,300.00 *
6.	Sedalia, MO - State Fair CC - 11/20/13	738.00	783.00	645.00 *
7.	Council Bluffs, IA - Iowa Western CC - 11/26/13-11/27/13	1,370.00	1,250.00	1,300.00 *
8.	Oskaloosa, IA - William Penn University - 12/1/13	1,335.00 *	1,649.00	1,395.00
9.	El Dorado, KS - Butler CC - 12/2/13	858.00	950.00	786.00 *
10.	Trenton, MO - North Central Missouri College 12/4/2013	798.00	783.00	645.00 *
11.	Dallas, TX - Northland College & Richland College - 1/3/14-1/7/14	3,465.00	3,911.00	3,250.00 *
12.	Fayette, MO - Central Methodist University 1/5/2014	797.00	915.00	675.00 *
13.	Beatrice, NE - Southeast CC - 1/11/14	1,155.00 *	1,331.00	1,295.00
14.	Hesston, KS - Hesston College - 1/25/14	986.00	1,206.00	902.00 *
15.	Fort Scott, KS - Fort Scott CC - 2/1/14	710.00	760.00	645.00 *
16.	Salina, KS - KSU-Salina - 2/5/14-2/6/14	998.00 *	1,100.00	1,495.00
17.	Highland, KS - Highland CC - 2/19/14	710.00 *	750.00	720.00
<b><u>TRACK - DESTINATION</u></b>				
1.	Ames, IA - Iowa State University - 1/24/14-1/25/14	1,530.00	1,689.00	1,440.00 *
2.	Lawrence, KS - University of Kansas 2/21/14-2/22/14	1,530.00	1,432.00	720.00 *
3.	Emporia, KS - Emporia State University - 4/5/14	940.00	778.00	720.00 *
4.	Coffeyville, KS - Coffeyville CC - 5/1/14-5/3/14	2,175.00	2,216.00	895.00 *
<b><u>BASEBALL - DESTINATION</u></b>				
1.	Dallas, TX - Mountain View CC - 2/5/14-2/8/14	2,971.00 *	3,598.00	3,070.00
2.	Iola, KS - Allen CC - 3/1/14	765.00	787.00	720.00 *
3.	Fort Scott, KS - Fort Scott CC - 3/6/14	725.00	760.00	645.00 *
4.	Chanute, KS - Neosho County CC - 3/20/14	740.00	810.00	645.00 *
5.	Arkansas City, KS - Cowley College - 3/29/14	1,198.00 *	1,651.00	1,334.00
6.	Coffeyville, KS - Coffeyville CC - 4/3/14	870.00	1,063.00	796.00 *

<b>NO. DESCRIPTION</b>	<b>Crossroad <u>Tours</u></b>	<b>Kincaid Coach <u>Lines</u></b>	<b>White Knight <u>Limousine, Inc.</u></b>
7. Independence, KS - Independence CC - 4/12/14	855.00	1,114.00	754.00 *
8. Parsons, KS - Labette CC - 4/17/14	789.00	1,005.00	711.00 *
9. Highland, KS - Highland CC - 4/24/14	765.00	750.00	645.00 *
<b><u>SOFTBALL - DESTINATION</u></b>			
1. Ft. Worth, TX - Ranger College - 2/6/14-2/9/14	3,326.00	3,519.00	2,980.00 *
2. Ft. Worth, TX - Ranger College - 2/20/14-2/23/14	3,326.00	3,519.00	2,980.00 *
3. Fort Scott, KS - Fort Scott CC - 3/11/14	725.00	750.00	645.00 *
4. Dodge City, KS - Dodge City CC then Pratt, KS - Pratt CC - 3/14/14-3/15/14	1,959.00	2,229.00	1,600.00 *
5. El Dorado, KS - Butler CC - 3/22/14-3/23/14	1,546.00	1,505.00	1,290.00 *
6. Concordia, KS - Cloud County CC then Salina, KS - Brown Mackie - 4/4/14-4/5/14	1,530.00	1,544.00	1,290.00 *
7. Neosho, KS - Neosho County CC - 4/15/14	675.00	825.00	668.00 *
<b><u>TENNIS - DESTINATION</u></b>			
1. Oxford, MS then Jackson, MS - NWCC 3/14/14-3/20/14	5,145.00	4,447.00	4,515.00 *
<b><u>POSTSEASON - DESTINATION</u></b>			
1. Toledo, OH - Owens CC - 11/19/13-11/24/13 (Volleyball)	4,795.00	5,761.00	4,190.00 *
2. Tyler, TX - Tyler CC - 11/17/13-11/25/13 (Soccer)	6,034.00	7,638.00	5,805.00 *
3. Melbourne, FL - Melbourne Catholic 11/17/13-11/25/13 (Soccer)	8,573.00	8,500.00	7,800.00 *
4. Danville, IL - Danville CC - 3/17/14-3/23/14 (Basketball)	4,576.00	5,236.00	5,170.00 *
5. New York, NY - The Armory - 3/4/14-3/10/14 (Track)	7,676.00	7,869.00	7,560.00 *
6. Mesa, AZ - 5/13/14-5/18/14 (Track)	7,450.00 *	9,249.00	7,450.00
7. Wichita, KS - Dumont Stadium - 5/9/14-5/13/14 (Baseball)	2,826.00 *	3,647.00	3,225.00
8. Grand Junction, CO - Sam Suplizio Field 5/22/14-6/1/14 (Baseball)	7,890.00	8,276.00	7,425.00 *
9. Topeka, KS - Hummer Sports - 5/1/14-5/3/14 (Softball)	1,650.00 *	2,151.00	1,935.00
10. Clinton, MS - Traceway Park - 5/14/14-5/19/14 (Softball)	3,895.00 *	4,665.00	5,100.00

\* Recommended

1 Not recommended - did not meet minimum bid requirements

**Johnson County Community College  
CAPITAL ACQUISITIONS AND IMPROVEMENTS**

**As of August 1, 2013**

(reflects payments issued through July 31, 2013.)

Project Description	Professional Service Scope of Work	Consultant / Contractor	Date(s) Board Approval	Fund	Contract Amount	Reimb. Exp. Amount NTE	Change Orders or Contingency	Total Amount Committed	Contract Amount Paid	Reimb. Exp. Amount Paid	Change Order Amount Paid	Amount Paid To Date	% Paid to Date	% Project Compl.	Estimated Completion Date	
<b>SPECIAL CAPITAL PROJECTS AND/OR STUDIES</b>																
<b>Hospitality &amp; Culinary Academy</b>	Architect/Engineering Serv.	DLR Group	4/21/11	CO	739,600		184,045	923,645	752,722		70,760	823,482	89%	89%	7/13	
	Survey	Olsson/Kaw Valley		CO	18,286			18,286	18,286			18,286	100%	100%	11/11	
	Geotechnical	Olsson/Kaw Valley		CO	8,650	500		9,150	9,150	500		9,650	105%	100%	11/11	
	Plan Review & Inspections	Thacker & Assoc		CO	7,200			7,200	6,402			6,402	89%	89%	7/13	
	Masonry Review & Inspections	DGM		CO	10,000			10,000	10,000			10,000	100%	100%	7/13	
	Construction Testing	KC Testing & Eng.		CO	35,000			35,000	16,022			16,022	46%	100%	7/13	
	Modification & Amendment 1 & 2	JE Dunn		8/12 & 10/12	CO	11,288,093			11,288,093	8,454,823			8,454,823	75%	90%	7/13
	Construction Mgmt. Serv. For OCB	JE Dunn		8/12 & 10/12	CO	67,200			67,200				0	0%		7/13
	Utility Relocation Cost	Johnson Co. Wastewater			CO	1,316			1,316	1,316			1,316	100%	100%	7/13
		KDHE			CO	60			60	60			60	100%	100%	7/13
		Johnson Co. Wastewater			CO	100			100	100			100	100%	100%	7/13
		Johnson Co. Wastewater			CO	42,841			42,841	42,841			42,841	100%	100%	7/13
		Water District 1			CO	42,751			42,751	42,751			42,751	100%	100%	7/13
		Jo Co Wastewater			CO	900			900	900			900	100%	100%	7/13
	Furnishings	KI - Krueger			CO	21,909			21,909				0	0%		7/13
		BA Designs			CO	58,803			58,803				0	0%		7/13
		Computer Comforts			CO	18,798			18,798				0	0%		7/13
		Scott Rice			CO	27,605			27,605				0	0%		7/13
		Mity-Lite			CO	6,523			6,523				0	0%		7/13
		JA Marshall			CO	17,769			17,769				0	0%		7/13
		Scott Rice			CO	2,030			2,030				0	0%		7/13
		KI - Krueger			CO	54,671			54,671				0	0%		7/13
	Emergency Notification System	Sound Products			CO	14,364			14,364				0	0%		7/13
		DC Group			CO	28,600			28,600	28,600			28,600	100%		7/13
	LEED Documentation	Green Bldg. Cert. Institute			CO	2,900			2,900	2,900			2,900	100%	100%	7/13
	Building Commissiong (3rd party)	ME Group			CO	18,890			18,890	2,831			2,831	15%	15%	7/13
	Fiber (AT&T)	ATT			CO	19,086			19,086	19,086			19,086	100%	100%	7/13
	KCPL Relocation	KCPL			CO	123,822			123,822	123,822			123,822	100%	100%	7/13
	Fire Alarm	Simplex			CO	61,435			61,435	6,809			6,809	11%	11%	7/13
	Security Systems	TED Systems			CO	75,903			75,903	63,413			63,413	84%	71%	7/13
	Switches/Data Equipment	CDW			CO	67,917			67,917	67,917			67,917	100%	0%	7/13
	Moving Cost	Fry Wagner			CO	1,725			1,725	1,725			1,725	100%	100%	7/13
<b>Total Contract Commitments/Payments to Date</b>					<b>12,884,745</b>	<b>500</b>	<b>184,045</b>	<b>13,069,290</b>	<b>9,672,476</b>	<b>500</b>	<b>70,760</b>	<b>9,743,736</b>	<b>75%</b>			
<b>Project Budget</b>								<b>13,000,000</b>								
<b>Grand Total Contract Commitments to date for Special Capital Improvement Projects and/or Studies</b>								<b>13,069,290</b>								
<b>Grand Total Special Capital Improvement Project Budget</b>								<b>13,000,000</b>								

**Johnson County Community College**  
**CAPITAL ACQUISITIONS AND IMPROVEMENTS**

As of August 1, 2013

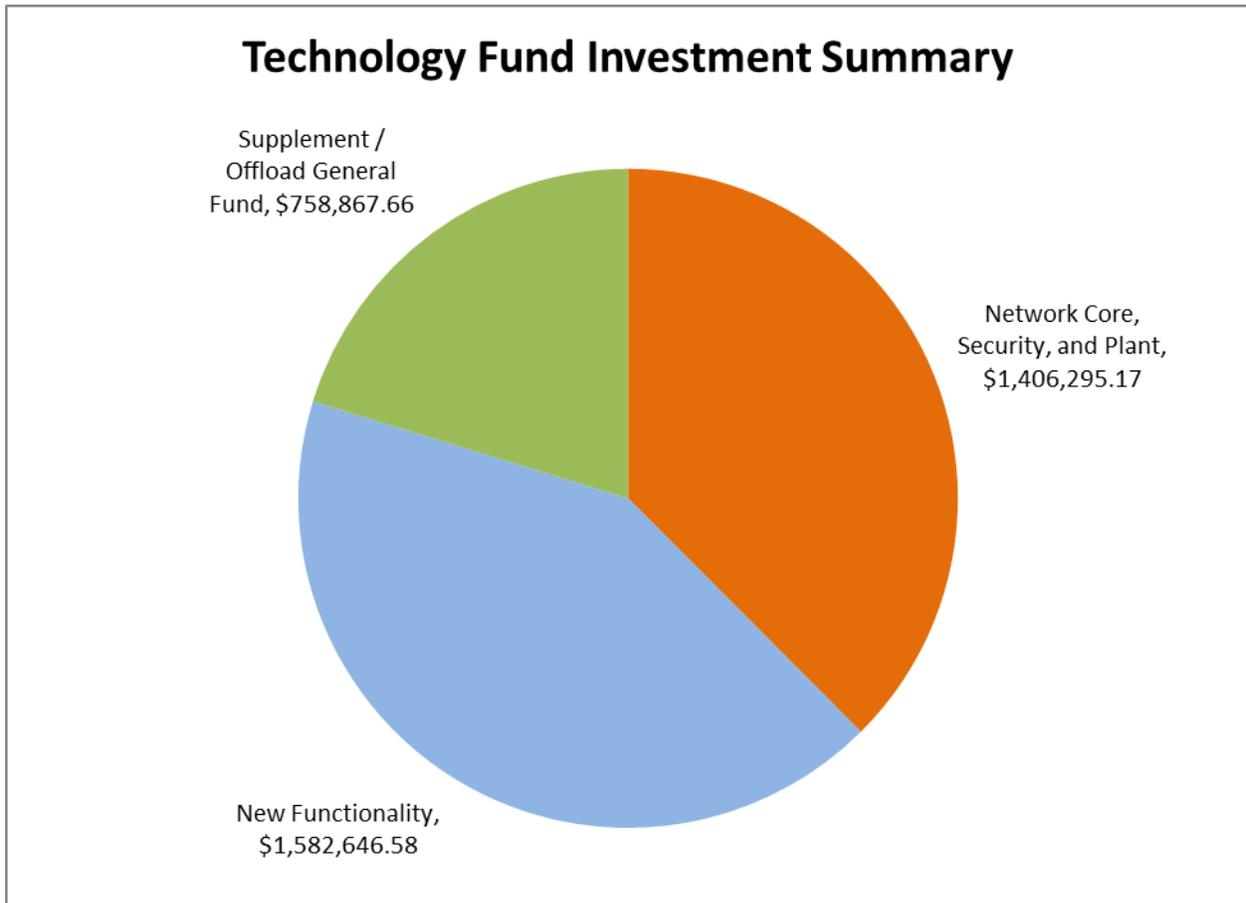
(reflects payments issued through July 31, 2013.)

Project Description	Professional Service Scope of Work	Consultant / Contractor	Date(s) Board Approval	Fund	Contract Amount	Reimb. Exp. Amount NTE	Change Orders or Contingency	Total Amount Committed	Contract Amount Paid	Reimb. Exp. Amount Paid	Change Order Amount Paid	Amount Paid To Date	% Paid to Date	% Project Compl.	Estimated Completion Date	
<b>MAJOR PROJECTS INCLUDED IN 2012-2013 MANAGEMENT BUDGET (Approx. \$100,000 &amp; over)</b>																
GYM Men's Locker Rooms Remodel	A/E Services	HMN/Lankford		CO	26,890		500	27,390	8,394	34		8,428	50%	95%	7/13	
	Cons. Serv/Equip.	Loyd Builders		CO	255,200		25,520	280,720	216,910			216,910	95%	95%	7/13	
	<b>Total Contract Commitments/Payments to Date</b>					282,090	0	26,020	308,110	225,304	34	0	225,338	95%		
	<b>Project Budget</b>								308,110							
Procurement Services Remodel	A/E Services	HMN/Clark Enersen		GF	4,500	300	11,090	15,890	10,595			10,595	95%	95%	8/13	
	Cons. Serv/Equip.	MA Clark		AX	157,188		15,708	172,896	28,900			28,900	17%	50%	8/13	
	<b>Total Contract Commitments/Payments to Date</b>					161,688	300	26,798	188,786	39,495	0	0	39,495	21%		
	<b>Project Budget</b>								188,786							
Masonry Repairs	A/E Services	DGM (assessment)		CO	9,640			9,640	9,610			9,610	100%	100%	3/13	
	Cons. Serv/Equip.	Restoration & Waterproofing		CO	250,558		25,055	275,613				0			8/13	
	<b>Total Contract Commitments/Payments to Date</b>					260,198	0	25,055	285,253	9,610	0	0	9,610	3%		
	<b>Project Budget</b>								477,500							
<b>Grand Total Contract Commitments to date for Major 2012-2013 Improvement Projects</b>								<b>782,149</b>								
<b>Grand Total 2012-2013 Project Budget</b>								<b>974,396</b>								
<b>MAJOR PROJECTS INCLUDED IN 2013-2014 MANAGEMENT BUDGET (Approx. \$100,000 &amp; over)</b>																
CSB Roof - A	A/E Services							0				0				
	Cons. Serv/Equip.							0				0				
	<b>Total Contract Commitments/Payments to Date</b>					0	0	0	0	0	0	0	#DIV/0!			
	<b>Project Budget</b>								307,959							
ATB Roof - E	A/E Services							0				0				
	Cons. Serv/Equip.							0				0				
	<b>Total Contract Commitments/Payments to Date</b>					0	0	0	0	0	0	0	#DIV/0!			
	<b>Project Budget</b>								157,872							
Masonry Repairs	A/E Services							0				0				
	Cons. Serv/Equip.							0				0				
	<b>Total Contract Commitments/Payments to Date</b>					0	0	0	0	0	0	0	#DIV/0!			
	<b>Project Budget</b>								100,000							
<b>Grand Total Contract Commitments to date for Major 2013-2014 Improvement Projects</b>								<b>0</b>								
<b>Grand Total 2013-2014 Project Budget</b>								<b>407,959</b>								

IT Infrastructure Plan  
August 2013 Update

**FY2011-13 Technology Infrastructure Investment Summary**

	FY11	FY12	FY13
Network Core & Border Security	\$508,105.50	\$216,383.78	\$285,782.75
Physical & Fiber Plant Improvements	\$183,973.73	\$84,174.95	\$127,874.46
VoIP & Unified Communications	\$250,995.45	\$336,319.94	\$471,312.25
Wireless, WebEx	\$192,254.75	\$268,849.70	\$62,914.49
Supplement / Offload General Fund			
Equipment Replacements		\$266,815.28	\$492,052.38
<b>TOTAL</b>	<b>\$1,135,329.43</b>	<b>\$1,172,543.65</b>	<b>\$1,439,936.33</b>



## JCCC Network Infrastructure Redesign Roadmap

FY11: Network topology was unreliable with little to no network segmentation.

- Lack of network segmentation meant any network service issue caused widespread outages, including services in the data centers.
- Two Cisco Nexus 7010 switches, eight Cisco Nexus 2048 fabric extenders, two Cisco ASA5580 firewalls were acquired for the OCB and RC data centers.
- Virtualization of the Nexus switches and firewalls were implemented into both data centers to logically provide the appearance as one network element to:
  - Ease management and reduce human error
  - Provide redundancy between the OCB and RC data centers
  - Load balance traffic flows
  - Mitigate network and server outages
- Network closet build standardized on Cisco 3570 switches to:
  - Reduce complexity and total cost of ownership
  - Considerably reduce power consumption
  - Push high availability as close to the user as possible in both data and power failures.
- All closets were fitted with uninterruptible power supplies for backup power.

FY12: A new hierarchical network design for the JCCC campus network enterprise was researched, designed and developed.

- Reconfigured and connected network equipment to leverage existing investment and create network layers defined in “bow tie” design.
  - Redundant network core
  - Redundant border firewalls and border routers
  - Redundant KanREN nodes which leverage the college’s diverse fiber paths to campus
  - Split campus enterprise into a data center domain and user domain to reduce administration so when a new virtual local area network (VLAN) is configured, it is distributed through all switches in the domain reducing the need to configure the same VLAN multiple times

FY13: In order to provide the East and West network connections to each building data closet and provide redundancy for wireless, the switch fabric at the user distribution layer and core layer needed to be virtualized.

- Started accumulating necessary hardware to implement Virtual Switching System (VSS) on the user distribution layer
- Began to run redundant conduit and dual fiber runs from each building, where possible, to each data center
- Remote sites upgrade and connectivity to main campus

FY14: Implement VSS technology that pools multiple switches into one virtual switch, increasing operational efficiency, boosting non-stop communications, and scaling system bandwidth capacity, resulting in high-availability network services with increased capacity and survivability of the campus network infrastructure

- Continue to run redundant conduit and dual fiber runs from each building, where possible, to each data center
- Increase the number of 10 GigE ports connecting to the distribution layer
- Provide a redundant data connection to each building closet

## **FY14 Technology Fund Objectives**

Maintain the College's underlying infrastructure and systems

- *Institutional Value: Strengthening network and system security; implementing necessary policies and technology to promote a safe and secure network environment*

Switch and Uninterruptable Power Supply (UPS) Replacements (In Progress)

- Continue to standardize switch implementations across campus
  - Regnier Center & Nerman Museum
- Implement VLAN redesign as switch replacements are deployed
- Migrate legacy switches located in classrooms to network closets
- Implement Quality of Service (QOS) in support of VoIP rollout
- Maintain phone, PA, and proximity card reader service to all locations during power outage

Strengthening the Network Core and Border Security – FY14 (In Progress)

- Build out improved VLAN design in RC data center
- Replace border routers
- Implement dynamic redundancy for network core and border
- Firewall reorganization and CSM

Main Campus Fiber Plant Design – FY14 (In Progress)

- Redundant conduit and dual fiber runs from each building, where possible, to each data center
- Provide high-availability network services to the JCCC campus community with increased capacity and survivability of the campus network infrastructure, resulting in a highly flexible and responsive network
- Remote sites upgrade and connectivity to main campus
  - Center for Grace
  - West Park wiring / wireless

Enhance existing technologies, systems and applications

- *Institutional Value: Replacing outdated telephone system/lines with IP telephony (voice over IP - VOIP) in support of call center activities and unified communications*
  - 469-8500 voice calling tree
    - Reduce call volume to operators
    - Analyze call volumes and trends

Innovation of new technologies to advance educational opportunities and improve business processes such as:

- *Institutional Value: Enabling user support for college functions and applications; improving workforce effectiveness*

Mobility toolsets (BYOD, unified messaging: wireless, email, WebEx, Jabber, Vidyo)

- On-premise WebEx (web conferencing)

Faculty:

- Guest lecture for a classroom
- Virtual meeting - faculty at peer institution
- Lecture capture
- Disaster contingency (pandemic)

Employee:

- Help Desk - student assistance
  - "How to" video repository
  - Guest keynote speaker for a conference
  - Virtual meetings on campus or off
  - Disaster contingency (snow day)
- Hosted Vidyo (video conferencing)

### **FY14 Tech Fund Expenditure Update**

- Expenditure of \$88,600.00 for additional optics and 10G module
- Expenditure of \$26,942.00 for Voice Calling Tree
- Expenditure of \$10,835.25 for Unified Messaging PPRD Environment
- Expenditure of \$265,726.89 for Regnier Center and Nerman switch replacements
- Expenditure of \$87,383.75 for VSS project.
- Expenditure of \$46,663.14 for Smartnet services on VoIP Licenses

**MANAGEMENT COMMITTEE  
Working Agenda  
FY 2013-2014**

July	MA-1	FY 2013- 2014 budget publication
July, Nov	MA-2	Assessed valuation: Update
August, January	MA-3	Management Budget reallocations: Semi-annual review
July, August January, June	MA-4	Insurance Program: Annual report/update
August	MA-5	FY 2013- 2014 Budget adoption
Aug, Nov, Feb, May	MA-6	Kansas Municipal Investment Pool (KMIP) statement of assets: quarterly report
October	MA-7	JCCC Foundation annual report
October	MA-8	Proposed Budget guidelines FY 2014-2015
November	MA-9	Guidelines for FY 2014-2015 Budget adoption
November	MA-10	Budget Projection Model: Review
February	MA-12	Investments policy: Review
May	MA-13	FY 2014 Capital Infrastructure Inventory and One, Five and Ten-Year Replacement Plan: review
April	MA-14	Board of Trustees budget workshop: Update
June	MA-17	Bonds: Bond Counsel; Financial Advisor
June	<u>MA-33</u>	<u>JCCC Official Newspapers</u>
July	MA-18	Banking services

## Ongoing

- MA-19 Sole-Source requisitions: Review monthly purchasing report
- MA-20 Capital acquisitions and improvements: Progress report
- MA-22 Bid review and recommendations
- MA-23 College policies
- MA-24 Review and recommend financial plans for capital improvements to the Board of Trustees
- MA-25 Leases
- MA-26 Information Technology network infrastructure equipment and services: Monthly expenditure report
- MA-27 Sponsorships
- MA-28 Budget: Monthly update
- MA-32 Sustainability

Human Resources  
August 6, 2013

Report:

The HR and Learning Quality Committees have both reviewed the proposed new Social Media Policy 520.00. The newly numbered Social Media Policy – 520.00, along with the related Social Media Guidelines – 520.01, put into place more formal expectations with respect to the use of social media (both third party and JCCC controlled sites). The Policy recognizes and supports the use of social media as a communication and education tool. The Guidelines will set forth expectations that, in summary, state that students and employees must comply with existing JCCC policies and procedures when using social media. The Policy and Guidelines apply to both students and employees and will replace the current statement on “Social Networking Guidelines at JCCC” published on the JCCC website.

**RECOMMENDATION**

**It is the recommendation of the HR Committee that the Board of Trustees accept the recommendation of the college administration to approve the adoption of the Social Media Policy – 520.00, as is shown subsequently in the Board Packet.**

Social Media Policy - 520.00

Johnson County Community College

Series 500: Information Services

Section 520.00: Social Media

Policy: 520.00

Cross References:

*Social Media Guidelines*  
*[Best Practices Statement]*

Applicability: This Policy applies to all Johnson County Community College (JCCC or “College”) students and employees.

Statement: Johnson County Community College recognizes the importance of social media as a communication and educational tool and promotes the use of social media in accordance with the Social Media Guidelines and related guidance issued by the college. Whether online or on-campus, JCCC students, faculty and staff must comply, as applicable, with the [Student Code of Conduct](#), JCCC [personnel policies](#) and the [Faculty Association Master Agreement](#).

*Adopted:*

Human Resources Committee  
Working Agenda  
2012-2013

- Ongoing      HR-1 Review and Update Personnel Policies (as needed)
- FY13          HR-2 Monitor Employee Benefit Programs
- Flex Benefit Plan options
  - Review benefit program strategies
  - Annual benefit plan non-discrimination testing
  - Changes to Flex and non-Flex Plan benefits
  - Maintain benefit consulting arrangement
  - Manage costs
- Ongoing      HR-3 Monitor Compensation Planning
- Maintain salary/title guidelines for consistent compensation procedures
  - Monitor compensation issues
  - Decision on implementation of faculty salary study – November 2012
  - Conduct compensation study for non-exempt employees
- Ongoing Initiatives      HR-4 Monitor HR and Staff & Organizational Development Strategic
- Monitor mandatory supervisory and compliance training initiatives
  - Support leadership development planning
  - Support diversity initiatives
  - Strategic planning for future staffing needs
  - Monitor privacy and security initiatives
- Ongoing      HR-5 Monitor and Discuss Collective Bargaining Initiatives
- Ongoing      HR-6 Review of Operational Issues
- Quarterly Exit Interview Report
  - Personnel Recommendations
  - Staffing Table and Organizational Changes
  - Staff Evaluation Process Revision – May, 2013 completion
  - Employee relations/grievance issues
- Ongoing      HR-7 Human Resources Technology Support Initiatives

Audit  
August 8, 2013

Report:

The Management, HR and Audit Committees have reviewed the proposed revisions to the JCCC Conflict of Interests Policy. The newly numbered Conflict of Interests Policy – 431.00, (which will apply to all College employees, other than Trustees and certain designated officers who will continue to be covered by the [Code of Ethics – Policy 114.02](#)), incorporates, adds to and replaces Conflict of Interests - 215.06 (which is specifically applicable to the procurement department). The newly numbered Policy has been updated in accordance with applicable statutes, applies to a broader range of circumstances that may give rise to an actual or perceived conflict of interest, and provides employees and supervisors with more detailed guidance for addressing conflicts of interest. The Policy requires employees to report potential conflicts of interest and refrain from participating in significant decision-making related to the business decision/relationship when a conflict of interest exists.

**RECOMMENDATION**

**It is the recommendation of the Audit Committee that the Board of Trustees accept the recommendation of the college administration to approve the Conflict of Interests Policy – 431.00, as is shown subsequently in the Board Packet, and to delete as redundant Conflict of Interests – 215.06.**

Conflict of Interests ~~Policy – 215.06~~431.00

Johnson County Community College

Series ~~200400: Administrative Services~~Personnel

Section ~~215431: Purchasing~~Conflict of Interests

~~The college shall not enter into any contract for the purchase of property or services of any person, or from any members of the immediate family of any person who is:~~

- ~~• 1. a member of the Board of Trustees, or~~
- ~~• 2. an officer of the college, or~~
- ~~• 3. an employee of the college directly involved in the requisitioning or purchasing of property or services, or the approval thereof, or in the selection of prospective bidders or in the awarding of contracts on behalf of the college, or from any firm in which any of the above mentioned classes of persons or any members of their immediate families have a financial interest.~~

~~Ownership of less than five percent (5%) of the outstanding stock of any corporation shall not constitute a financial interest within the meaning of this section.~~

~~For the purpose of this policy, "immediate family" will be interpreted to mean spouse, child, or a person living in the same household.~~

Cross References:

Code of Ethics for the Board of Trustees and Certain Designated Officers – Policy 114.02  
Gifts, Grants and External Funds – Policy 212.05

Purpose: Employees of Johnson County Community College have an obligation to uphold the public trust, protect and advance the College's integrity and act in the best interests of the College while carrying out their official College duties. The purpose of this Policy is to ensure that employees identify and disclose potential Conflicts of Interest, and conduct themselves in a manner that will not compromise the integrity of the College.

Scope: This Policy applies to all employees except for Trustees and Designated Officers covered by the Code of Ethics – Policy 114.02.

Definitions:

- “Conflict of Interest” - An actual Conflict of Interest occurs when financial or personal considerations compromise an individual's objectivity, professional judgment, professional integrity and/or ability to perform his/her responsibilities for the College. A perceived or potential Conflict of Interest can occur when, although there is no actual Conflict of Interest, the circumstances are such that a reasonable person might question whether a decision maker is biased in carrying out his/her professional responsibilities for the College. The following non-exclusive list provides examples of situations that often give rise to an actual or potential Conflict of Interest:

An employee ...

- has an ownership interest in an entity with which the College does business;
- receives significant salary or other compensation from an entity/individual with which/whom the College does business;
- receives individual gifts or individual discounts from an entity/individual with which/whom the College does business, when the donor's intent is to influence such individual in the performance of his/her official College duties;
- is an officer, director or other key decision maker for an entity with which the College does business;
- receives significant commissions or fees as part of an outside business from a customer/client with which the College also does business; or
- has a Family Member or close personal relationship with someone who fits into one of the categories described above.

- The terms “Family Member” and “Designated Officer” shall have the same meaning as in the Code of Ethics – Policy 114.02.

1. Disclosure of Interests: Although most potential Conflicts of Interest are and will be deemed inconsequential, in the interest of avoiding the appearance of a Conflict of Interest, employees are responsible for disclosing potential Conflicts of Interest to their supervisors for review and determination of the appropriate course of action. An employee may be required by his/her supervisor to complete a written disclosure form in connection with the employee’s involvement in making decisions on behalf of the College. In determining whether an interest needs to be disclosed, employees should err on the side of caution and construe this Policy broadly in favor of disclosure.

2. Agreements, Contracts and Purchases: College employees shall not knowingly promote and/or enter into any agreement, contract or other binding business relationship (a “Business Agreement”) on behalf of the College when a Conflict of Interest exists. The term Business Agreement includes, but is not limited to, purchase agreements for goods, services and real property, leases, affiliation agreements, sales agreements, grant contracts, memoranda of understanding, letter/arrangement agreements, commitments, etc. A Conflict of Interest shall preclude an employee from participating in the selection and negotiation, or in any other decision-making processes, in the following circumstances:

- a. Employee is employed by or is the other party to the Business Agreement.
- b. Employee and his/her Family Member(s) have owned more than \$5,000 or 5% of the other party to the Business Agreement at any time in the preceding 12 months.
- c. Employee and his/her Family Member(s) received at least \$2,000 in taxable compensation (wages, commissions, fees, etc.) in the preceding tax year from the other party to the Business Agreement.
- d. Employee and his/her Family Member(s) received at least \$500 in gifts in the preceding 12 months from the other party to the Business Agreement, unless a gift is due to a personal relationship and clearly not for the purpose of influencing the Employee’s official College duties.
- e. Employee or his/her Family Member(s) holds a key decision maker position with the other party to the Business Agreement (officer, director, partner, executive, proprietor, etc.).

3. Gifts: College employees who participate in selecting vendors, products and contractors and/or participate in forming Business Agreements should avoid accepting substantial individual gifts and individual discounts from outside individuals and entities that are existing or potential vendors and contractors for those Business Agreements when it is clear that the donor’s intent is to influence an employee’s official College duties. Occasional meals, beverages and other non-extravagant gifts are acceptable as long as they are not conditioned upon the employee taking official action on behalf of the

College. An employee who believes he/she may have accepted a gift giving rise to an actual or perceived Conflict of Interest, should notify his/her supervisor pursuant to this Policy.

Employees are encouraged to consider donation of any gifts and/or proceeds for the benefit of the College or Foundation. A gift received as a result of a purchase made by the College will typically be deemed as a gift to the College and not any individual employee, unless the College determines otherwise. Gifts made to the College, whether directly or indirectly through one of its employees, shall be subject to the Gifts, Grants and External Funds – Policy 212.05.

4. Restraint on Participation: With respect to a particular transaction or item of business, if an employee is deemed by the supervisor to have an actual or significant perceived Conflict of Interest, that employee shall not participate in the decision for which he/she has the Conflict of Interest. Decisions related to that transaction or item of business shall be made solely by disinterested employees. In determining whether an employee shall be required to refrain from participation, the supervisor should consider all relevant facts and circumstances, including whether the contract price is fixed by law or whether the transaction will be entered into solely and exclusively on the basis of the competitive bidding process, in which case, an employee with a potential Conflict of Interest may still be allowed to participate in some parts of the process.

5. Disciplinary Action: Violations of this Policy are subject to disciplinary action up to and including termination of employment.

6. Interpretation of Policy: Internal Audit and the Office of General Counsel will be responsible for interpreting this Policy and any related Procedures, as they may be applicable to specific situations.

*Date of Adoption: 7/6/82*

*Revised: 6/20/02, \_\_\_/\_\_\_/2013 (Previous version Conflict of Interests – 215.06)*

**RECOMMENDATION:**

**It is the recommendation of the Audit Committee that the Board of Trustees approve the FY 2013-2014 Audit Committee working agenda, as shown subsequently in the board packet.**

**AUDIT COMMITTEE  
WORKING AGENDA  
FY 2013-2014**

AU-1	Review audit reports and discuss current Audit & Advisory Services activities	February, May, August, and November
AU-2	Review status of audit recommendations from completed internal and external audits	February, May, August, and November
AU-3	Quarterly report – Enterprise Risk Management	February, May, August, and November
AU-4	Quarterly report – JCCC Ethics Report Line	February, May, August, and November
AU-5	Quarterly report - Behavioral Intervention Team	February, May, August, and November
AU-6	Current audit & risk topics	February, May, August, and November
AU-7	Planning meeting with external auditors	May
AU-8	Performance Review – Exec. Director, Audit and Advisory Services	May
AU-9	Review and approve Audit Committee Working Agenda	August
AU-10	Review Audit Committee Charter	November
AU-11	Review proposed audit plan for upcoming year	November
AU-12	Review audited financial statements and recommend acceptance to the Board	November
AU-13	Executive session – Board Members and Director, Audit and Advisory Services	February, May, August, and November

JOHNSON COUNTY COMMUNITY COLLEGE  
OFFICE OF THE PRESIDENT

August 15, 2013

TREASURER'S REPORT

The following pages contain the Treasurer's Report for the month ending June 30, 2013. This report does not reflect all fiscal year-end closing entries that will record adjustments for accrued payables and receivables.

An ad valorem tax distribution of \$28,883,715 was received from the county treasurer during June and was recorded as follows:

	<u>Current Year</u>
General Fund	\$27,124,829
Special Assessment Fund	115,140
Capital Outlay Fund	<u>1,643,746</u>
TOTAL	<u>\$28,883,715</u>

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 June 2013, subject to audit.**

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Donald E. Perkins  
Associate Vice President  
Financial Services/CFO

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Mitch Borchers  
Interim Executive Vice President  
Finance and Administrative Services

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Joseph M. Sopcich  
President

**JOHNSON COUNTY COMMUNITY COLLEGE  
TREASURER'S REPORT  
JUNE 30, 2013  
PART I - GEN/PTE & ADULT SUPP FUNDS**

	BUDGETED 2012-2013	ACTIVITY THIS MONTH 2012-2013	ACTIVITY YEAR TO DATE 2012-2013	YTD AS % OF BUDGET	YTD COMMITMENTS	% OF BUDGET	PRIOR YEAR ACTIVITY TO DATE
<b><u>GENERAL/PTE FUNDS</u></b>							
Ad Valorem Taxes	\$ 66,506,556	\$ 26,988,189	\$ 69,133,907	104.0 %			\$ 68,549,378
Tuition and Fees	32,332,415	1,539,230	32,372,305	100.1			32,074,652
State Aid	21,917,014	0	22,474,636	102.5			20,789,131
Investment Income	70,564	10,263	67,765	96.0			52,589
Other Income	2,955,978	181,939	2,418,352	81.8			2,196,879
TOTAL REVENUE	<u>\$ 123,782,527</u>	<u>\$ 28,719,621</u>	<u>\$ 126,466,965</u>	<u>102.2 %</u>			<u>\$ 123,662,629</u>
Salaries & Related	\$ 110,317,906	\$ 7,521,728	\$ 103,183,117	93.5 %	\$ 103,183,117	93.5 %	\$ 102,625,150
Current Operating	24,947,010	1,809,037	21,004,329	84.2	22,055,012	88.4	19,782,466
Capital Items	4,352,714	201,078	3,896,068	89.5	4,349,514	99.9	8,301,276
TOTAL EXPENSES	<u>\$ 139,617,630</u>	<u>\$ 9,531,843</u>	<u>\$ 128,083,514</u>	<u>91.7 %</u>	<u>\$ 129,587,643</u>	<u>92.8 %</u>	<u>\$ 130,708,892</u>
Beginning Balance			\$ 55,947,003				\$ 66,785,946
Revenues Over Expenses			(1,616,549)				(7,046,263)
Encumbrances			(9,489,281)				(1,078,433)
Ending Balance			<u>\$ 44,841,173</u>				<u>\$ 58,661,250</u>
<b><u>ADULT SUPP ED. FUND</u></b>							
Tuition and Fees	\$ 5,944,000	\$ (79,900)	\$ 2,906,360	48.9 %			\$ 3,557,887
Investment Income	3,000	413	3,009	100.3			1,962
Other Income	1,683,200	227,000	1,896,153	112.7			1,630,520
TOTAL REVENUE	<u>\$ 7,630,200</u>	<u>\$ 147,513</u>	<u>\$ 4,805,522</u>	<u>63.0 %</u>			<u>\$ 5,190,369</u>
Salaries & Related	\$ 3,728,497	\$ 223,442	\$ 2,244,590	60.2 %	\$ 2,244,590	60.2 %	\$ 2,310,293
Current Operating	4,051,209	299,466	2,816,070	69.5	2,974,540	73.4	2,710,415
Capital Items	201,800	0	117,314	58.1	126,073	62.5	16,354
TOTAL EXPENSES	<u>\$ 7,981,506</u>	<u>\$ 522,908</u>	<u>\$ 5,177,974</u>	<u>64.9 %</u>	<u>\$ 5,345,203</u>	<u>67.0 %</u>	<u>\$ 5,037,062</u>
Beginning Balance			\$ 1,827,795				\$ 1,658,347
Revenues Over Expenses			(372,452)				153,307
Encumbrances			(9,178)				98,525
Ending Balance			<u>\$ 1,446,165</u>				<u>\$ 1,910,179</u>

**JOHNSON COUNTY COMMUNITY COLLEGE  
TREASURER'S REPORT  
JUNE 30, 2013  
PART II - STUDENT ACTIVITIES & MOTORCYCLE DRIVER SAFETY**

	BUDGETED 2012-2013	ACTIVITY THIS MONTH 2012-2013	ACTIVITY YEAR TO DATE 2012-2013	YTD AS % OF BUDGET	YTD COMMITMENTS	% OF BUDGET	PRIOR YEAR ACTIVITY TO DATE
<b><u>STUDENT ACTIVITIES FUND</u></b>							
Tuition and Fees	\$ 2,255,215	\$ 114,382	\$ 2,357,883	104.6 %			\$ 2,444,038
Investment Income	300	154	510	170.0			570
Other Income	92,503	(894)	79,066	85.5			63,664
<b>TOTAL REVENUE</b>	<b>\$ 2,348,018</b>	<b>\$ 113,642</b>	<b>\$ 2,437,459</b>	<b>103.8 %</b>			<b>\$ 2,508,272</b>
Salaries & Related	\$ 673,439	\$ 57,077	\$ 650,581	96.6 %	\$ 650,581	96.6 %	\$ 639,949
Current Operating	1,048,050	31,525	437,746	41.8	467,402	44.6	1,095,454
Capital Items	7,500	0	5,902	78.7	5,902	78.7	33,908
Grants	1,522,641	14,638	1,351,516	88.8	1,351,516	88.8	1,238,272
<b>TOTAL EXPENSES</b>	<b>\$ 3,251,630</b>	<b>\$ 103,240</b>	<b>\$ 2,445,745</b>	<b>75.2 %</b>	<b>\$ 2,475,401</b>	<b>76.1 %</b>	<b>\$ 3,007,583</b>
Beginning Balance			\$ 84,778				\$ 717,009
Revenues Over Expenses			(8,286)				(499,311)
Encumbrances			(11,384)				(28,267)
Ending Balance			<b>\$ 65,108</b>				<b>\$ 189,432</b>
<b><u>MOTORCYCLE DRIVER SAFETY</u></b>							
Tuition and Fees	\$ 132,180	\$ (3,426)	\$ 101,697	76.9 %			\$ 121,961
Other Income	31,112	0	26,576	85.4			28,953
<b>TOTAL REVENUE</b>	<b>\$ 163,292</b>	<b>\$ (3,426)</b>	<b>\$ 128,273</b>	<b>78.6 %</b>			<b>\$ 150,914</b>
Salaries & Related	\$ 53,454	\$ 9,465	\$ 40,520	75.8 %	\$ 40,520	75.8 %	\$ 42,893
Current Operating	12,826	1,692	7,666	59.8	8,503	66.3	13,019
Capital Items	14,800	0	10,426	70.4	10,426	70.4	0
<b>TOTAL EXPENSES</b>	<b>\$ 81,080</b>	<b>\$ 11,157</b>	<b>\$ 58,612</b>	<b>72.3 %</b>	<b>\$ 59,449</b>	<b>73.3 %</b>	<b>\$ 55,912</b>
Beginning Balance			\$ 150,494				\$ 60,428
Revenues Over Expenses			69,661				95,002
Encumbrances			(837)				141
Ending Balance			<b>\$ 219,318</b>				<b>\$ 155,571</b>

**JOHNSON COUNTY COMMUNITY COLLEGE  
TREASURER'S REPORT  
JUNE 30, 2013  
PART III - AUXILIARY SERVICES**

	BUDGETED 2012-2013	ACTIVITY THIS MONTH 2012-2013	ACTIVITY YEAR TO DATE 2012-2013	YTD AS % OF BUDGET	YTD COMMITMENTS	% OF BUDGET	PRIOR YEAR ACTIVITY TO DATE
Concessions & Cosmetology	\$ 65,500	\$ 2,180	\$ 37,541	57.3 %			\$ 37,859
Bookstore	9,782,218	386,792	7,730,141	79.0			9,199,499
Dining Service	2,455,000	119,374	2,135,557	87.0			2,046,027
Coffee Bars	640,000	21,959	548,502	85.7			481,951
Vending	491,000	9,143	390,050	79.4			437,067
Hiersteiner Center	664,165	47,017	743,673	112.0			750,354
Eng. & Tech. Proj.	12,200	121	1,030	8.4			6,666
Printing	362,000	33,391	485,874	134.2			556,887
Dental Hygiene	3,000	37	1,961	65.4			2,223
Hospitality Mgt & Pastry Prog	48,000	0	48,284	100.6			50,824
Museum Store	150,000	2,994	42,816	28.5			54,778
Café Tempo	250,000	14,826	188,266	75.3			184,718
Campus Farm	8,700	93	3,179	36.5			5,402
<b>TOTAL REVENUE</b>	<b>\$ 14,931,783</b>	<b>\$ 637,927</b>	<b>\$ 12,356,874</b>	<b>82.8 %</b>			<b>\$ 13,814,255</b>
Concessions & Cosmetology	\$ 65,500	\$ 6,308	\$ 38,375	58.6 %	\$ 38,375	58.6 %	\$ 32,915
Bookstore	8,264,940	461,269	6,209,932	75.1	6,290,448	76.1	7,885,887
Dining Service	2,534,769	178,837	2,235,426	88.2	2,248,948	88.7	2,169,718
Coffee Bars	557,401	34,682	499,640	89.6	502,688	90.2	421,035
Vending	434,173	32,311	368,931	85.0	369,216	85.0	375,401
Hiersteiner Center	744,339	102,829	798,059	107.2	804,097	108.0	777,811
Eng. & Tech. Proj.	13,425	387	1,953	14.5	1,953	14.5	3,661
Printing	796,829	29,825	234,143	29.4	646,063	81.1	219,402
Dental Hygiene	4,000	0	1,570	39.3	1,619	40.5	2,030
Hospitality Mgt & Pastry Prog	48,100	3,033	45,280	94.1	45,280	94.1	50,622
Museum Store	147,664	11,291	88,039	59.6	88,039	59.6	130,393
Café Tempo	236,874	15,681	201,098	84.9	203,067	85.7	202,922
Campus Farm	8,700	508	3,592	41.3	3,592	41.3	3,344
Auxil. Construction	137,100	25,297	90,443	66.0	100,267	73.1	111,224
Campus Services	55,200	3,024	6,473	11.7	28,552	51.7	6,591
Director	126,342	5,091	59,703	47.3	124,703	98.7	58,626
Fine Art	3,000	350	850	28.3	2,100	70.0	3,000
PEI Infrastructure Fin-Principal	250,000	0	250,000	100.0	250,000	100.0	250,000
Employee Benefits	1,200,000	0	595,268	49.6	595,268	49.6	1,200,000
Baseball Stadium Construction	1,000,000	0	1,000,000	100.0	1,000,000	100.0	0
<b>TOTAL EXPENSES</b>	<b>\$ 16,628,356</b>	<b>\$ 910,723</b>	<b>\$ 12,728,775</b>	<b>76.5 %</b>	<b>\$ 13,344,275</b>	<b>80.3 %</b>	<b>\$ 13,904,582</b>
Beginning Balance			\$ 6,032,486				\$ 6,423,184
Revenues Over Expenses			(371,901)				(90,327)
Encumbrances			226,514				216,005
Ending Balance			<b>\$ 5,887,099</b>				<b>\$ 6,548,862</b>

**JOHNSON COUNTY COMMUNITY COLLEGE  
TREASURER'S REPORT  
JUNE 30, 2013  
PART IV - COP PROCEEDS & PLANT FUNDS**

	BUDGETED	ACTIVITY	ACTIVITY	YTD AS			PRIOR YEAR
	2012-2013	THIS MONTH	YEAR TO DATE	% OF	YTD	% OF	ACTIVITY
		2012-2013	2012-2013	BUDGET	COMMITMENTS	BUDGET	TO DATE
<b><u>CONSTRUCTION</u></b>							
Balance Forward	\$ 1,426,280		\$ 1,426,280				\$ 771,631
TOTAL REVENUE	100	\$ 0	32	32.0 %			135
TOTAL EXPENSES	1,426,380	0	1,426,312	100.0 %	\$ 1,426,319	100.0 %	145,288
Encumbrances			0				799,916
Ending Balance			<u>\$ 0</u>				<u>\$ 1,426,394</u>
<b><u>PLANT FUNDS</u></b>							
<b><u>BOND PRINCIPAL &amp; INTEREST</u></b>							
<b><u>SER 02/04/06/11 REV BONDS</u></b>							
Balance Forward	\$ 1,567,965		\$ 1,567,965				\$ 1,380,597
TOTAL REVENUE	1,999,244	\$ 105,681	1,983,345	99.2 %			2,010,597
TOTAL EXPENSES	1,834,678	352,568	1,754,306	95.6 %	\$ 1,754,306	95.6 %	1,742,066
Encumbrances			(42)				17,469
Ending Balance			<u>\$ 1,796,962</u>				<u>\$ 1,666,597</u>
<b><u>REPAIR AND REPLACEMENT</u></b>							
Balance Forward	\$ 1,087,930		\$ 1,087,930				\$ 934,947
TOTAL REVENUE	225,423	\$ 18,990	226,192	100.3 %			225,516
TOTAL EXPENSES	1,313,353	6,899	72,376	5.5 %	\$ 87,156	6.6 %	47,249
Encumbrances			(8,921)				(22,305)
Ending Balance			<u>\$ 1,232,825</u>				<u>\$ 1,090,909</u>
<b><u>CAPITAL OUTLAY</u></b>							
Balance Forward	\$ 8,529,494		\$ 8,529,494				\$ 8,709,652
TOTAL REVENUE	4,043,471	\$ 1,295	4,160,091	102.9 %			4,068,810
TOTAL EXPENSES	12,571,700	1,563,107	8,555,818	68.1 %	\$ 9,565,412	76.1 %	2,437,271
Encumbrances			(921,534)				(1,790,820)
Ending Balance			<u>\$ 3,212,233</u>				<u>\$ 8,550,371</u>
<b><u>CAMPUS DEVELOPMENT</u></b>							
Balance Forward	\$ 2,940,871		\$ 2,940,871				\$ 3,850,702
TOTAL REVENUE	1,127,607	\$ 62,377	1,174,503	104.2 %			1,213,121
TOTAL EXPENSES	2,400,000	6,215	1,539,671	64.2 %	\$ 3,123,644	130.2 %	2,053,499
Encumbrances			(1,581,177)				(7,626)
Ending Balance			<u>\$ 994,526</u>				<u>\$ 3,002,698</u>

**JOHNSON COUNTY COMMUNITY COLLEGE  
TREASURER'S REPORT  
JUNE 30, 2013  
PART V - RESTRICTED FUNDS**

	BUDGETED 2012-2013	ACTIVITY THIS MONTH 2012-2013	ACTIVITY YEAR TO DATE 2012-2013	YTD AS % OF BUDGET	YTD COMMITMENTS	% OF BUDGET	PRIOR YEAR ACTIVITY TO DATE
<b><u>SPECIAL ASSESSMENTS</u></b>							
Balance Forward	\$ 188,085		\$ 188,085				\$ 196,451
TOTAL REVENUE	272,494	\$ 14	331,007	121.5 %			363,381
TOTAL EXPENSES	300,000	379	308,693	102.9 %	\$ 308,693	102.9 %	280,904
Encumbrances			(37,711)				(90,865)
Ending Balance			\$ <u>172,688</u>				\$ <u>188,063</u>
<b><u>GRANTS &amp; CONTRACTS</u></b>							
Balance Forward	\$ 1,668,614		\$ 1,668,614				\$ 1,760,345
TOTAL REVENUE	34,772,751	\$ 522,554	28,637,637	82.4 %			38,584,250
TOTAL EXPENSES	36,441,365	567,802	28,254,143	77.5 %	\$ 28,876,257	79.2 %	38,060,062
Encumbrances			280,678				(660,715)
Ending Balance			\$ <u>2,332,786</u>				\$ <u>1,623,818</u>
<b><u>PELL</u></b>							
Balance Forward	\$ (41,335)		\$ (41,335)				\$ (21,229)
TOTAL REVENUE	17,267,410	\$ 70,000	15,842,346	91.7 %			17,207,382
TOTAL EXPENSES	17,226,075	34,167	15,844,041	92.0 %	\$ 15,844,041	92.0 %	17,226,075
Encumbrances			24,773				(1,413)
Ending Balance			\$ <u>(18,257)</u>				\$ <u>(41,335)</u>
<b><u>SEOG</u></b>							
Balance Forward	\$ (24,400)		\$ (24,400)				\$ 0
TOTAL REVENUE	215,070	\$ 0	190,595	88.6 %			137,390
TOTAL EXPENSES	190,670	0	190,670	100.0 %	\$ 190,670	100.0 %	140,721
Encumbrances			(44,898)				(24,325)
Ending Balance			\$ <u>(69,373)</u>				\$ <u>(27,656)</u>
<b><u>WORK STUDY</u></b>							
Balance Forward	\$ (29,865)		\$ (29,865)				\$ 0
TOTAL REVENUE	254,735	\$ 30,212	176,900	69.4 %			195,005
TOTAL EXPENSES	224,870	27,318	176,900	78.7 %	\$ 176,900	78.7 %	224,870
Encumbrances			0				0
Ending Balance			\$ <u>(29,865)</u>				\$ <u>(29,865)</u>

**JOHNSON COUNTY COMMUNITY COLLEGE  
TREASURER'S REPORT  
JUNE 30, 2013  
PART VI - INVESTMENTS**

FUND	CD#	DATE OF ISSUE	DATE OF MATURITY	TERM	INTEREST RATE	MATURED THIS MONTH	INTEREST RECEIVED	CURRENT INVESTMENTS
Capitol Federal Savings	70104716	03/14/13	06/06/13	84 d	0.110	\$ 5,000,000.00	\$ 1,265.75	
Commerce Bank	419028683	03/28/13	06/13/13	77 d	0.110	5,000,000.00	1,176.39	
Commerce Bank	419028760	04/04/13	06/20/13	77 d	0.105	4,000,000.00	898.33	
Commerce Bank	419028761	04/04/13	06/27/13	84 d	0.105	4,000,000.00	980.00	
Commerce Bank	296009236	04/11/13	07/11/13	91 d	0.112			\$ 4,000,000.00
Capitol Federal Savings	70105741	04/18/13	07/18/13	91 d	0.130			8,000,000.00
Capitol Federal Savings	70105881	04/25/13	07/25/13	91 d	0.120			3,000,000.00
Bank of KC/BOKF (CDARS)	1015251545	05/02/13	08/01/13	91 d	0.120			3,000,000.00
Bank of KC/BOKF (CDARS)	1015278141	05/09/13	08/08/13	91 d	0.120			7,000,000.00
Commerce Bank	296009337	05/16/13	08/15/13	91 d	0.130			5,000,000.00
Capitol Federal Savings	70106422	05/23/13	08/22/13	91 d	0.130			5,000,000.00
Commerce Bank	419029237	06/06/13	08/29/13	84 d	0.110			5,000,000.00
Commerce Bank	419029281	06/13/13	08/22/13	70 d	0.100			5,000,000.00
Commerce Bank	419029282	06/13/13	09/05/13	84 d	0.100			5,000,000.00
Commerce Bank	419029356	06/20/13	09/05/13	77 d	0.100			4,000,000.00
Commerce Bank	419029283	06/13/13	09/12/13	91 d	0.110			5,000,000.00
Capitol Federal Savings	70106749	06/13/13	09/12/13	91 d	0.130			5,000,000.00
Bank of KC/BOKF (CDARS)	1015439226	06/20/13	09/19/13	91 d	0.090			5,000,000.00
Commerce Bank	296009531	06/27/13	09/26/13	91 d	0.120			4,000,000.00
PREVIOUSLY REPORTED INTEREST							71,838.67	
TOTAL							<u>76,159.14</u>	<u>73,000,000.00</u>
Municipal Investment Pool: Daily Rate		06/01/13	06/30/13	30 d	0.007 *		86.06	6,620,095.00
PREVIOUSLY REPORTED INTEREST							2,011.92	
TOTAL							<u>2,097.98</u>	
GRAND TOTAL							<u>\$ 78,257.12</u>	<u>\$ 79,620,095.00</u>

\* Average daily rate earned for the month of June  
Rates varied from 0.005 to 0.015  
Average 3 month T-Bill rate for the month of June=0.044  
Rates varied from 0.03 to 0.05

**JOHNSON COUNTY COMMUNITY COLLEGE  
TREASURER'S REPORT  
JUNE 30, 2013  
PART VII - CASH AND POOLED INVESTMENT ANALYSIS**

BANK	PURPOSE	BANK BALANCE	DEPOSITS IN TRANSIT	OUTSTANDING CHECKS	BOOK BALANCE
Various	Investments	\$ 79,620,095.00	\$ 0.00	\$ 0.00	\$ 79,620,095.00
UMB Bank	Deposit	8,574,383.49	9,798.49	0.00	8,584,181.98
UMB Bank	Operating	959,407.28	0.00	433,567.43	525,839.85
UMB Bank	Credit Card	797,630.56	71,156.71	0.00	868,787.27
UMB Bank	Refund	1,213,876.40	0.00	127,543.87	1,086,332.53
UMB Bank	EFT Fund	63,956.88	0.00	0.00	63,956.88
UMB Bank	Payroll	249,229.72	0.00	14,872.49	234,357.23
UMB Bank	Flex Reimbursement	24,500.00	0.00	3,730.78	20,769.22
UMB Bank	Workers' Compensation	10,000.00	0.00	0.00	10,000.00
Commerce Bank	COP Project	0.00	0.00	0.00	0.00
Mainstreet Credit Union	Savings	38.36	0.00	0.00	38.36
<b>TOTAL</b>		<b>\$ 91,513,117.69</b>	<b>\$ 80,955.20</b>	<b>\$ 579,714.57</b>	<b>\$ 91,014,358.32</b>

**CASH BALANCE PER BOOKS  
CONSISTS OF EQUITY BELONGING TO:**

FUND	BOOK BALANCE	OUTSTANDING COMMITMENTS	UNENCUMBERED BALANCE	PRIOR YEAR UNENCUMBERED BALANCE
General & Postsecondary Technical Education Funds	\$ 61,534,288.65	\$ 16,693,115.39	\$ 44,841,173.26	\$ 58,661,249.61
Adult Supplementary Education Fund	2,224,632.43	778,467.03	1,446,165.40	1,910,179.29
Student Activity Fund	834,794.24	769,686.16	65,108.08	189,431.50
Motorcycle Driver Safety Fund	241,195.05	21,877.25	219,317.80	155,570.74
Auxiliary Enterprise Funds	6,565,787.80	678,688.34	5,887,099.46	6,548,862.09
COP Proceeds Facility Construction Fund	0.00	0.00	0.00	1,426,393.90
Revenue Bond Principal and Interest Fund	2,412,941.87	615,979.82	1,796,962.05	1,666,596.65
COM Repair and Replacement Reserve Fund	102,282.73	0.00	102,282.73	101,053.24
ITC Repair & Maintenance Reserve Fund	1,147,109.01	16,567.00	1,130,542.01	989,855.76
Capital Outlay Funds	6,900,649.59	3,688,416.84	3,212,232.75	8,550,371.34
Campus Development Fund	3,454,367.57	2,459,842.00	994,525.57	3,002,697.65
Special Assessments Fund	173,004.73	316.77	172,687.96	188,063.46
Restricted, Loan and Scholarship Funds	2,712,805.93	990,854.06	1,721,951.87	1,812,073.60
Arbitrage Rebate Fund	26,707.66	5,979.03	20,728.63	375.45
Agency Funds	534,385.31	534,385.31	0.00	0.00
Payroll Fund	2,149,405.75	2,149,405.75	0.00	0.00
<b>TOTAL</b>	<b>\$ 91,014,358.32</b>	<b>\$ 29,403,580.75</b>	<b>\$ 61,610,777.57</b>	<b>\$ 85,202,774.28</b>

JOHNSON COUNTY COMMUNITY COLLEGE  
OFFICE OF THE PRESIDENT

August 15, 2013

CLINICAL AFFILIATE AGREEMENT

REPORT:

The following affiliate agreement is intended to provide JCCC students with needed clinical experience in the programs as indicated.

HEALTH AND HUMAN SERVICES (CONTINUING EDUCATION & ORGANIZATIONAL DEVELOPMENT)

Agency

Clinical Experience

Saint Luke's Health System & Affiliates  
Kansas City, MO

Pharmacy Technician

St. Joseph Medical Center  
Carondelet Health  
Kansas City, MO

Pharmacy Technician

RECOMMENDATION:

**It is the recommendation of the college administration that the Board of Trustees authorize the College to enter into an agreement with the above agency for the clinical experiences indicated, for the period August 16, 2013 through June 30, 2014.**

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Judy Korb  
Executive Vice President, Chief Operations Officer

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Joseph M. Sopcich  
President

JOHNSON COUNTY COMMUNITY COLLEGE  
OFFICE OF THE PRESIDENT

August 15, 2013

CASH DISBURSEMENT REPORT

REPORT:

The Cash Disbursement Report is contained in the supplement to the August 15, 2013 Board Packet. This supplement contains the Cash Disbursement Reports for computer-generated accounts payable checks as listed below. Tuition refund checks and financial aid disbursement checks were also generated.

<u>Date</u>	<u>Control Number</u>	<u>Amount</u>
06/27/13	90011781-90011792	\$ 23,991.88
06/28/13	!0022211	2,793.40
06/28/13	10144935-10144957	21,092.92
07/02/13	90011793-90011799	13,201.57
07/02/13	!0022212	2,999.40
07/03/13	00620320-00620474	307,795.67
07/03/13	!0022213-!0022231	28,899.87
07/03/13	90011800-90011803	37,263.00
07/05/13	90011804-90011806	8,284.52
07/05/13	10144958-10144965	3,761.84
07/08/13	90011807-90011809	3,494.00
07/08/13	!0022232	Voided
07/09/13	!0022233	2,480.51
07/09/13	90011810-90011813	1,164.84
07/10/13	00620475-00620607	501,402.00
07/10/13	!0022234-!0022257	1,619,257.61
07/10/13	90011814-90011818	58,387.20
07/11/13	90011819-90011821	2,894.15
07/12/13	90011822-90011826	9,604.13
07/12/13	!0022258-!0022259	1,404.56
07/12/13	10144966-10144978	11,316.92
07/15/13	!0022260	230,294.38
07/15/13	90011827	3,551.95
07/17/13	00620608-00620786	491,704.25
07/17/13	!0022261-!0022280	146,741.14

07/18/13	90011828-90011838	73,763.54
07/18/13	!0022281-!0022283	1,090,470.80
07/19/13	90011839-90011842	5,542.55
07/19/13	!0022284	5,253.89
07/19/13	10144979-10144994	8,728.56
07/22/13	90011843-90011844	75,622.91
07/23/13	90011845-90011846	2,722.69
07/23/13	!0022285	3,034.34
07/24/13	00620787-00620920	1,313,905.16
07/24/13	!0022286-!0022301	247,259.38
		\$ 6,360,085.53

**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 \$6,360,085.53.**

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Donald E. Perkins  
Associate Vice President  
Financial Services/CFO

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Mitch Borchers  
Interim Executive Vice President  
Finance and Administrative Services

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Joseph M. Sopcich  
President

JOHNSON COUNTY COMMUNITY COLLEGE  
OFFICE OF THE PRESIDENT

August 15, 2013

GRANTS, CONTRACTS AND AWARDS

REPORT:

The following grants have been approved for funding.

1. Carl Perkins Program Improvement Grant  
Funding Agency: Kansas Board of Regents  
Purpose: To develop more fully the academic, career and technical skills of students enrolled in career and technical education programs.  
Duration: July 1, 2013 – June 30, 2014  
Grant Administrator: Shelia Mauppin  
Amount Requested: \$331,905  
JCCC Match: -0-  
Applicant: JCCC
  
2. Power Panther Preschool Program  
Funding Agency: Kansas State Department of Education  
Purpose: The program encourages consumption of fruits and vegetables and increased physical activity among young children.  
Duration: April 1, 2013 – September 30, 2013  
Grant Administrator: Mary Thibault  
Amount Funded: \$600.00  
JCCC Match: -0-  
Applicant: JCCC
  
3. Public Education for Peacebuilding Support 2013  
Funding Agency: The United States Institute of Peace  
Purpose: To assist in funding a workshop to bring in a peacebuilding scholar to speak. The workshop will raise community awareness of international peace and conflict resolution issues.  
Duration: August – December 2013  
Grant Administrator: Tom Patterson  
Amount Requested: \$2,000.00  
JCCC Match: -0-  
Applicant: JCCC

4. TARGET Arts Education  
 Funding Agency: TARGET Foundation  
 Purpose: To provide funding for Outreach Programs (arts/culture) to schools with high percentages of economically disadvantaged students.  
 Duration: September 1, 2013 – June 1, 2014  
 Grant Administrator: Angel Mercier  
 Amount Requested: \$2,000.00  
 JCCC Match: -0-  
 Applicant: JCCC Foundation
  
5. Adult Education and Family Literacy FY 2014  
 Funding Agency: Kansas Board of Regents  
 Purpose: The grant will provide English classes for non-English speaking adults, GED test preparation and skill enhancement for adults entering college.  
 Duration: July 1, 2013 – June 30, 2014  
 Grant Administrator: Janice Blansit  
 Amount Requested: \$586,345.00 (Federal-\$391,414; State-\$65,389; English Literacy/Civics Education-\$129,542)  
 JCCC Match: \$-0-  
 Applicant: JCCC
  
6. Migrant Family Literacy  
 Funding Agency: Kansas Board of Regents  
 Purpose: The grant will provide English classes for non-English speaking adults, GED test preparation and skill enhancement for adults entering college.  
 Duration: August 1, 2013 – July 31, 2014  
 Grant Administrator: Janice Blansit  
 Amount Requested: \$125,000.00  
 JCCC Match: \$-0-  
 Applicant: JCCC

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

1. Trade Adjustment Assistance Community College and Career Training (TAACCCT) 2013  
 Funding Agency: U.S. Department of Labor  
 Purpose: JCCC is a partner in a three college consortium that will develop and deliver programming in southeast and eastern Kansas. Led by Neosho Community College and including Independence Community College, JCCC's role will be to deliver education and training in Automotive Technology, Information Technology and Commercial Driver's License in Lawrence, Kansas in collaboration with the Lawrence Public School District.

Duration: October 1, 2013 – September 30, 2017

Grant Administrator: Lorelee Stevens

Amount Requested: \$4,173,670.00 (total grant requested: \$11,150,069)

JCCC Match: \$-0-

Applicant: Ms. Joyce Cussimano, Director of Grant Development, Neosho County  
Community College

2. Best Buy Grant

Funding Agency: The Best Buy Children’s Foundation

Purpose: The “Take 5” Cavalier Film Festival and Workshop will empower budding  
filmmakers who have limited access to film and video technology and training.

Duration: October 1, 2013 - April 4, 2014

Grant Administrator: Molly Baumgardner

Amount Requested: \$9,871.00

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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Judy Korb  
Executive Vice President  
Academic Affairs and Operations

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Joseph M. Sopcich  
President

JOHNSON COUNTY COMMUNITY COLLEGE  
OFFICE OF THE PRESIDENT

August 15, 2013

TRANSFER TO JCCC FOUNDATION TRIBUTE FUND

REPORT:

Pam McCavana is retiring from the college. She has requested that in lieu of a retirement gift, the \$150 designated for this gift be donated to the JCCC Foundation student scholarship fund. Ms. McCavana's funds will go to the Dean of Students Emergency Scholarship Fund. It is the opinion of college counsel that the transfer of college funds to the Foundation would require approval by the Board of Trustees.

RECOMMENDATION:

**It is the recommendation of the college administration that the Board of Trustees authorize the transfer of \$150 from the general fund to the JCCC Foundation student scholarship fund in honor of Pam McCavana.**

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Donald E. Perkins  
Associate Vice President, Financial Services

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Joseph M. Sopcich  
President

JOHNSON COUNTY COMMUNITY COLLEGE  
OFFICE OF THE PRESIDENT

August 15, 2013

TRANSFER OF FUNDS

REPORT:

Surplus and no-value books donated by students, staff, faculty, and the community have been processed by the Bookstore and One Planet Books, a service of MBS Textbook Exchange, Inc., in the amount of \$730.00. Also, sales of the book entitled Southeast Johnson County Kansas History Book have generated \$38.75. As a result, proceeds of \$768.75 have been deposited in the college's auxiliary fund. It is the opinion of college counsel that the transfer of college funds to the Foundation would require approval by the Board of Trustees.

RECOMMENDATION:

**It is the recommendation of the college administration that the Board of Trustees authorize the transfer of \$768.75 from the auxiliary fund to the Foundation's general book scholarship fund.**

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Mitch Borchers  
Interim Executive Vice President, Finance and  
Administrative Services

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Joseph M. Sopcich  
President

JOHNSON COUNTY COMMUNITY COLLEGE  
OFFICE OF THE PRESIDENT

August 15, 2013

HUMAN RESOURCES

1. Retirements

PATRICIA WANTLAND (KPERS), Administrative Assistant, Counseling Center, Student Success and Engagement, effective August 30, 2013.

**RECOMMENDATION:**

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

2. Reassignments

CYNTHIA KLEINSORGE, Financial Aid Supervisor – Processing at \$60,414 annual salary to Financial Aid Services Coordinator, Financial Aid, Student Success and Engagement, effective August 16, 2013 at \$26.04 per hour.

GAIL TRACY, Financial Aid Compliance/Registration Coordinator at \$19.95 per hour to Financial Aid Process/Registration Supervisor, Financial Aid, Student Success and Engagement, effective August 15, 2013 at \$59,391 annual salary.

**RECOMMENDATION:**

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

3. Employment – Regular

RABEH GHADIRI, Office Coordinator – IISS, Enrollment Management, Student Success & Engagement, effective August 1, 2013 at \$16.69 per hour.

KACI FORSYTHE, Merchandise Assistant, Business Services, Finance and Administrative Services, effective August 5, 2013 at \$12.82 per hour.

SUSAN ROBERTS, Proofreader/Copy Editor, Marketing Communications, Academic Affairs and Operations, effective August 12, 2013 at \$18.47 per hour.

TONY HICKS, Database Administrator, Administrative Computing Services, Finance and Administrative Services, effective August 19, 2013 at \$70,531 annual salary.

Name	Position	Effective Date	Salary
David Beams	Museum Guard	07/14/13 - 06/30/14	12.61/hour
Camron Christ	Custodian	07/18/13 - 06/30/14	11.51/hour
Haley Bonebrake	Student Engagement Ambassador	07/26/13 - 06/30/14	10.71/hour
Trevor Crookston	"	"	10.71/hour
Stephen Jackson	"	"	10.71/hour
Makenzie Johnson	"	"	10.71/hour
Marie-Kristin Horvat	"	07/31/13 - 06/30/14	10.71/hour
Kurt Partridge	Student Ambassador	07/29/13 - 06/30/14	10.71/hour
Arnold Rouser	"	"	10.71/hour
Melanie Tull	Administrative Assistant	07/29/13 - 06/30/14	14.07/hour
Briseida Hansen	Espresso Barista	08/01/13 - 06/30/14	11.71/hour
Michelle Bolin	Testing Center Assistant	08/02/13 - 06/30/14	12.72/hour
Judy Fogleman	Child Care Aide	08/05/13 - 06/30/14	11.19/hour
Mandi Hunsucker	Lead Teacher	08/05/13 - 06/30/14	17.20/hour

**RECOMMENDATION:**

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

4. Employment – Temporary

Name	Position	Effective Date	Salary
Sharron Johnson	Office Aide	07/17/13 - 06/30/14	13.27/hour
Carolyn Pugh	"	"	10.71/hour
John Lacy	Police Officer	07/19/13 - 06/30/14	18.08/hour
Amy Malone	"	"	18.08/hour
Timothy Tinnin	"	"	18.08/hour
Shannon Armstrong	"	07/25/13 - 06/30/14	18.08/hour
Andrew Wright	Sports Camp Aide	07/22/13 - 06/30/14	10.16/hour
Madison Shelley	Success Center Student Aide	07/22/13 - 06/30/14	10.98/hour
Ashleigh Oropeza	Bookstore Clerk	07/26/13 - 06/30/14	10.71/hour
Diondra Brown	"	07/29/13 - 06/30/14	10.71/hour
Irene DuBois	"	"	10.71/hour
Timothy Humble	"	"	10.71/hour
Elizabeth Jeans	"	"	10.71/hour
Keyara Clark	"	07/31/13 - 06/30/14	10.71/hour
Camille Gee	Advising Express Receptionist	07/29/13 - 06/30/14	11.61/hour
Nathaniel Reedy	Access Tutor	08/01/13 - 06/30/14	11.61/hour
Carol Bolay	Receptionist	08/05/13 - 06/30/14	10.71/hour
Aaron Hedges	Math Resource Center	08/12/13 - 06/30/14	11.61/hour
Baher Moghaddam	"	"	11.61/hour

Mitch Borchers <sup>a</sup>	Interim duties as EVP, Finance & Admin Svcs	07/23/13 - 12/20/13	21,058.88/total
Lori Brooks <sup>c</sup>	Assistant Professor, Health Information Systems	08/16/13 - 11/15/15	58,753.00/total
Ryan Jones <sup>b</sup>	Assistant Professor, Graphic Design	08/19/13 - 12/13/13	15,000.00/total
Jason Lamping <sup>b</sup>	Assistant Professor, HVAC Technology	08/19/13 - 12/13/13	15,000.00/total
Ana Maradiaga <sup>b</sup>	Assistant Professor, Chemistry	08/19/13 - 12/13/13	15,500.00/total
Timothy Noble	Talent for TV Commercial Voiceover for JCCC	07/15/13	100.00/total
Cinnamon Paulette	"	"	100.00/total
Denise Moore <sup>a</sup>	Database Administration	06/15/13 - 06/30/13	338.20/total
Judy Frazier	Volunteer, Nerman Museum	08/01/13 - 06/30/14	non-remunerated
Katlyn Roberts	"	"	non-remunerated
Richelle Beckman	Inst., Continuing Education	08/15/13 - 08/15/14	40.00/hour
Cynthia Watson	Instr., Continuing Education	08/01/13 - 06/30/14	65.00/hour
Kathryn Andries	Instr., Continuing Education	09/01/13 - 06/30/14	35.00/hour
Brian Ferris	"	"	100.00/hour
Tim Ipema	"	"	35.00/hour
Cynthia Litwer	"	"	35.00/hour
Lindsey Smith	"	"	35.00/hour
Roger Woody	"	"	100.00/hour
Paromita Chakraborti	Instr., Olathe Center, Community Services	08/15/13 - 06/30/14	19.00/hour
Kristi Chan	"	"	"
Wenting Chen	"	"	"
Beth Chun	"	"	"
Arden Czaszewicz	"	"	"
Martha Flowers	"	"	"

Becky Keller	"	"	"
Mary Leanne Kennedy	"	"	"
Jamie Ledbetter	"	"	"
Jill Lewis	"	"	"
Andrea Trehey	"	"	"
Rex Wolfe	"	"	"
Loretta Summers	Instructor, Staff Dev.	09/12/13	425.00/total
Chinatsu Azami	1 <sup>st</sup> Quarter Excel Winner Staff Dev.	07/29/13	150.00/total
Kathi Blosser <sup>a</sup>	"	"	150.00/total
Rodney Hackman <sup>a</sup>	"	"	150.00/total
Tyler Murphy <sup>a</sup>	"	"	150.00/total
Dianne Smethers <sup>a</sup>	"	"	150.00/total
Jessica Tipton <sup>a</sup>	Instr., Academic Support	08/19/13 - 12/13/13	951.00/cr.hr.
Barton Meadows <sup>a</sup>	Guest Speaker-GDES, Arts, Hum. & Soc. Sci.	06/13/13	75.00/total
Uros Petrovic	Special Project, Arts, Hum. & Soc. Sci.	07/15/13 - 12/31/13	2,958.00/total
Mary Wessel	Photography Studio Supv. Arts, Hum. & Soc. Sci.	08/12/13 - 05/15/14	8,000.00/total
Craig Hetler	Adjunct Liaison-GDES, Art, Hum. & Soc. Sci.	08/19/13 - 12/13/13	1,014.00/total
Cathy Lawrenz	Coll. Now Liaison-PSYC, Art, Hum. & Soc. Sci.	08/19/13 - 12/13/13	1,014.00/total
Heather Fitzcharles-Keller	Instr., Arts, Humanities & Social Sciences	08/19/13 - 07/24/14	916.00/cr.hr.
Casey Whittier	"	"	916.00/cr.hr.
Sandra Baslock	Instr., Cosmetology	09/01/13 - 05/31/14	18.17/hour
Deborah Battaglia	"	"	18.17/hour
Lisa Buchmann	"	"	18.52/hour
Kathryn Charlton	"	"	18.17/hour
Nisa Dang	"	"	19.36/hour
Karen Daugherty	"	"	18.17/hour
Kris Dye	"	"	18.17/hour

Sara Gore	"	"	18.17/hour
Cynthia Hatfield	"	"	18.17/hour
Dennis Hayden	"	"	18.17/hour
Ashleigh Moulder	"	"	18.17/hour
Karen Nolan	"	"	18.17/hour
Kristin Pfliegier	"	"	18.17/hour
Carolyn Priddy	"	"	21.46/hour
Kathryn Ronning	"	"	19.36/hour
Meghan Beach <sup>a</sup>	CPF, Cosmetology,	09/01/13 - 05/31/14	907.00/cr.hr.
Carolyn Priddy	"	"	907.00/cr.hr.
Jennifer Vasquez <sup>a</sup>	"	"	907.00/cr.hr.
Mark Holcomb	Medical Director, Health Care Professions & Wellness	07/01/13 - 12/31/13	3,000.00/total
Kitzeln Siebert	Instructor, Mathematics	08/19/13 - 07/24/14	900.00/cr.hr.
Meghan Witt	"	"	900.00/cr.hr.
Charles Andrews	Adjunct Inst., Science	08/19/13 - 05/16/14	934.00/cr.hr.
Kristin Soykan	"	"	900.00/cr.hr.
Jeff Kosko <sup>a</sup>	Course by Arrangement, Technology	06/03/13 - 07/25/13	100.00/st.cr.hr.
Robert Carney <sup>a</sup>	Special Project, Technology	06/03/13 - 07/25/13	2,937.00/total
Russ Hanna <sup>a</sup>	"	"	2,937.00/total
Howard Hendren <sup>a</sup>	"	"	2,784.00/total
Barry Hincks <sup>a</sup>	"	"	989.00/total
Jim Hopper <sup>a</sup>	"	"	2,937.00/total
Jack Ireland <sup>a</sup>	"	"	2,721.00/total
Dave Lingerfelt <sup>b</sup>	"	"	2,721.00/total
Dave Lingerfelt <sup>b</sup>	"	"	907.00/total
Angela Pelaccio <sup>a</sup>	"	"	2,634.00/total
Darrell Wapp <sup>b</sup>	Course by Arrangement, Technology	08/19/13 - 12/13/13	100.00/st.cr.hr.
Chuck Zarrelli	"	"	100.00/st.cr.hr.
John Arnold	Instr., Technology	08/19/13 - 07/24/14	863.00/cr.hr.
Charles Aumen	"	"	1,014.00/cr.hr.

Erin Groopman	"	"	900.00/cr.hr.
Timothy Lednicky	"	"	964.00/cr.hr.
Tiffany Moore	"	"	863.00/cr.hr.
Marlow Westerbeck	"	"	900.00/cr.hr.
Duane Wood	"	"	893.00/cr.hr.
Aubree Brattin	Camp Director	06/01/13 -	250.00/total
	Softball Catching Lessons	06/30/13	
Aubree Brattin	"	07/01/13 -	250.00/total
		07/31/13	
Aubree Brattin	"	08/01/13 -	565.00/total
		08/31/13	
Aubree Brattin	"	09/01/13 -	565.00/total
		09/30/13	
Aubree Brattin	"	10/01/13 -	565.00/total
		10/31/13	
Aubree Brattin	"	11/01/13 -	565.00/total
		11/30/13	
Brian Batliner	Facility Event Supervisor	07/05/13 -	200.00/total
	ATP Pole Vault Camp	07/06/13	
Brian Batliner	Facility Event Supervisor	07/08/13 -	250.00/total
	Gold Medal Pole Vault Camp	07/11/13	
Fatai Aoyade	Asst Camp Director	07/08/13 -	200.00/total
	Speed Development	07/11/13	
Debbie Bergmann	Instructor, CLEAR Program	08/17/13 -	24.00/hour
		12/07/13	
Gayla Berry	"	"	24.00/hour
Jacque Bogdan	"	"	24.00/hour
Julie Copenhaver	"	"	24.00/hour
Connie Mistler Davidson	"	"	24.00/hour
Sharon Depperschmidt	"	"	24.00/hour
Karen Dionne	"	"	24.00/hour
Carol Glenski	"	"	24.00/hour
Polly Hahne	"	"	24.00/hour
Ann Hauser	"	"	24.00/hour
Jalaila Lyles	"	"	24.00/hour
Gina Malashock	"	"	24.00/hour
Susan Murdock	"	"	24.00/hour
Nancy Plunkett	"	"	22.00/hour
Elizabeth Stephens	"	"	24.00/hour
John Todd	"	"	24.00/hour
Lisa Wells	"	"	24.00/hour
Janet Woodward	"	"	24.00/hour
Jane Wynne	"	"	24.00/hour



FROM: Julia Donaldson  
TO: Julia Donaldson

Coordinator, Visa Student Registration Advisor/SEVIS  
Coordinator, Immigration Advisor and Support Services

**RECOMMENDATION:**

**It is the recommendation of the college administration that the Board of Trustees approve the above-listed additions or changes to the FY2012-2013 Staffing Authorization Table for Full-time Regular Staff.**

Footnotes:

- a. Also full-time staff
- b. Full-Time temporary position
- c. Full-Time temporary grant-funded position

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Judy Korb  
Executive Vice President, Chief Operations Officer

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Joseph M. Sopcich  
President

JOHNSON COUNTY COMMUNITY COLLEGE  
OFFICE OF THE PRESIDENT

August 15, 2013

HUMAN RESOURCES ADDENDUM

1. Separations

COURTNEY ROBINSON, Dining Services Assistant III, Business Services, Finance and Administrative Services, effective August 9, 2013.

**RECOMMENDATION:**

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

2. Employment – Regular

HEMA RAMANI, Administrative Assistant/Accounting Clerk, Nerman Museum of Contemporary Art, President, effective August 5, 2013 at \$14.95 per hour.

BLAKE SCHMIDTBERGER, Digital Imaging Technician, Business Services, Finance and Administrative Services, effective August 5, 2013 at \$15.08 per hour.

ALLYSON ARNESON, Administrative Assistant, Institutional Advancement, President, effective August 19, 2013 at \$17.88 per hour.

KATHRYN GRUBE, Professor Interior Design, Business, Academic Affairs, Instruction, effective August 12, 2013 at \$60,212 for a nine-month contract.

Name	Position	Effective Date	Salary
Lenore Reilly	Testing Center Assistant	08/02/13 - 06/30/14	12.72/hour
Filagot Gebremichael	Custodian	08/07/13 - 06/30/14	10.76/hour
Ernesto Romo-Alba	Custodian - Evenings	08/08/13 - 06/30/14	11.51/hour
Juan Perez	Student Engagement Ambassador	08/07/13 - 06/30/14	10.71/hour

Becca Lane	Office Assistant	08/12/13 - 06/30/14	10.71/hour
Zachery Ayers	Math Resource Center Tutor	08/13/13 - 06/30/14	12.14/hour

**RECOMMENDATION:**

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

3. Employment – Temporary

Name	Position	Effective Date	Salary
Mary Nero <sup>a</sup>	Communications Device Stipend	07/01/13 - 06/30/14	720.00/total
Tanya Wilson <sup>a</sup>	"	"	1,000.00/total
Ellen Fisher	Senior Accounting Consultant	08/01/13 - 06/30/14	41.30/hour
Alexandria Brewer	Dining Services Assistant III	08/01/13 - 06/30/14	10.76/hour
Sara Duarte Gonzalez	Dining Assistant III	08/05/13 - 06/30/14	10.76/hour
Kiho Koki	"	"	10.76/hour
Jessica Merten	Testing Center Assistant	08/02/13 - 06/30/14	12.72/hour
Virginia Henderson	Administrative Assistant	08/05/13 - 06/30/14	12.72/hour
Sasha Smail	Office Aide	08/06/13 - 06/30/14	10.00/hour
Kaitlin Hager	Artist Model - Undraped	08/12/13 - 06/30/14	11.42/hour
Olivia Hernandez	"	"	11.42/hour
William Daniels	Tutor - Math Resource Center	08/12/13 - 06/30/14	11.61/hour

Travis Leddy	Child Care Aide	08/12/13 - 06/30/14	10.00/hour
Amelia Hudspeth	Lab Aide - Greenhouse	08/19/13 - 06/30/14	10.76/hour
Madison Huber-Smith	Smoking Cessation Grant, Arts, Hum. & Soc. Sci.	08/19/13 - 12/13/13	2,919.00/total
Brandon Gillette	Instr., Arts, Humanities & Social Sciences	08/19/13 - 07/24/14	940.00/cr.hr
Andrew Ward	"	"	1,033.00/cr.hr.
Patti Ward	"	"	1,033.00/cr.hr.
Mark Karscig	Instr., Business	08/19/13 - 07/24/14	934.00/cr.hr.
Elisa Waldman <sup>a</sup>	"	"	934.00/cr.hr.
Amie Littrell	Course by Arrangement, Communications	08/19/13 - 05/16/14	100.00/st.cr.hr.
Tabea McDonald	"	"	100.00/st.cr.hr.
Kristen Reinert	"	"	100.00/st.cr.hr.
Aimie Littrell	Instr., Communications	08/19/13 - 05/16/14	900.00/cr.hr.
Tabea McDonald	"	"	900.00/cr.hr.
Kristen Reinert	"	"	900.00/cr.hr.
Joe Stellwagon	Instr., Continuing Education	08/15/13 - 06/30/14	20.00/hour
Cheryl Brown	"	"	19.00/hour
Victoria Cotsworth	"	"	"
Brandy Lane	"	"	"
Shelby Callaway	Travel Stipend	08/19/13 - 12/19/13	100.00/total
Craig Hetler <sup>b</sup>	Assistant Professor, Graphic Design	08/19/13 - 12/13/13	16,000.00/total

**RECOMMENDATION:**

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

Footnotes:

- a. Also full-time staff
- b. Full time temporary

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Judy Korb  
Executive Vice President

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Joseph M. Sopcich  
President