

**BUTLER COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
MINUTES OF THE REGULAR BOARD MEETING  
4:30 p.m., Tuesday, December 10, 2019 – Dankert Board Room**

**STAFF ATTENDANCE**

Tom Borrego	Lora Jarvis
Amy Kerschner	Kim Krull
Esam Mohammad	Jessica Ohman
Bill Rinkenbaugh	Terry Sader
Terry Sader	Kelly Snedden
Shelley Stultz	Kent Williams
Lori Winningham	Ireland Turner
Andrea Weiss	Donnie Featherston
Heather Rinkenbaugh	Christy Streeter
Beth Eagleton	Mel Whiteside
Susan Bradley	

**BOARD ATTENDANCE**

Ken Bohon  
Eileen Dreiling  
Ron Engelbrecht  
Jim Howell  
Greg Joyce  
Doug Law  
Lance Lechtenberg

**GUESTS**

Gaby Guzman, SGA  
Christian Leis, SGA  
Shelby Smith, Trustee-Elect  
Julie Winslow, Trustee-Elect

**CALL TO ORDER**

Chair Joyce called the regular monthly meeting of the Board of Trustees to order at 4:30 p.m.

**APPROVAL OF THE AGENDA**

Chair Joyce told the Board that Item XIII, B – approval of the Audit – had been removed because the Audit was not complete yet. Trustee Bohon moved to approve the amended agenda. Trustee Dreiling seconded. The motion passed unanimously.

**RECOGNITIONS**

- **Marlene Avery, Aby Fry, Deann Hinojosa, David Hubble, KyLee Pray, Barbara Templin, Diane Trask, Beth Walker, Bri Bright, Carley Bullard, Betsy Chairez, Abby Grief, Adan Navejas-Gallegos, Jay Plante, Siera VanArsdale, Mackenzie Cronk, Trey Brown, Olivia Dentis, Brodie Gladman, Tyler Luehrs, Carlos Rangel, Cassidy Watson, Justin Miller, Jimmy Bowman, Juanna Kelley, Sami Borsdor Kirkendoll, Cherokee Reagan, Michaela Ulrich, Shane Boyle, Nik Herrman, Evan Lawrence, Chassidee**

**Luce, Blaise Mayes, Mitchell McAllister, Nathan McDonald, Kaiden Morris, John Reed, Madi Smith, James Spencer, Christian Tovar, Sam Varner, Zoe Abbott, Naomi Christensen, Brayden Coffey, Alex Hardin, Robert Hawkins, Kaylee Meikle, Jeremy Ross, Seth Thompson, Ian Weber, Brent Hogue, Steven Boudreau, Mitchell Sturdivant Jr, Hondo Garcia, Mathew Peek, Thomas Scott, Matt Treto, Jordan Wagner, John Templin, Rick Moose, Brett Martinez** - Celebration of Freedom participants

## **PUBLIC COMMENT** - NONE

### **STANDING REPORTS**

Student Government Association – Christian and Gaby reported that SGA helped set up for Veteran’s Day Ceremony and collect clothing and toiletry items to be delivered to the VA. They have also supported the financial aid office by helping get students to their workshops and purchasing food for the event. Getting word about Dr. Krull’s student forums has helped increase attendance at those as well.

The Grizzly Ambassadors teamed up with SGA to cook and serve a meal at the Ronald McDonald House. Christian said he felt like that event was very touching and he would like to take more students to do that again and give back to the community more.

This Thursday they are sponsoring a food drive as part of the Annual Holiday Luncheon for Employees. The food will help students who come to the food pantry.

The SGA retreat is scheduled for tomorrow and will start the planning process for next semester.

Operational Staff – Amy Kerschner reported that the Christmas Craft Show closed at 1:00 p.m. today and had 18 vendors made up of employees and immediate family members.

They sold 46 pies as part of their annual pie sales. The money from these events will help sponsor families for Christmas.

The Op Staff Christmas celebration will be held December 19<sup>th</sup>.

Professional Employees – Terry Sader told the board that the professional employees are working hard to help students finish strongly. He wished the Board a Happy Holidays.

Board Finance Committee – Trustees Lechtenberg and Engelbrecht reported that the committee met right before this meeting. They had a quick visit with the auditor about why it was late. They had an issue testing the future liabilities for the college and were basing in on the wrong date in the employee files. They anticipate to have the issue corrected and ready for approval next month. They did say that the federal side of the

audit was very good though they implemented a few new tests that delayed the results as well.

Foundation Board Report – Trustee Dreiling asked Tom Borrego, Executive Director of the Foundation, to give his report to the board. Tom shared that the Foundation staff has done a development audit to figure out what to improve on and have already submitted a draft to the Foundation Board and will submit a final copy at the next meeting. They are getting ready for the auction in March and so far everything is going great.

President's Report – President Krull gave the floor to Trustee Engelbrecht and Vice President of Academics Lori Winningham for a brief review of last week's KACCT Meeting in Johnson County. There are a lot of things happening in Topeka including SB155 and changes being considered in funding. KBOR and TEA are working on the high wage/high demand as well as funding formulas. Senator Baumgartner made comments on the priorities in Topeka this session. Her comments were fairly consistent with what Representative Will Carpenter had reported at the Legislative Lunch stating that Medicaid will be a dominate issue for this session. Lt. Governor Rogers also attended giving an overview of economic development initiatives in the state. A representative from the Department of Revenue, Mr. Hamm, also talked about property taxes across the state where Butler County ranks in the middle of the pack, but Kansas overall has higher property taxes than our neighboring states.

On the City Council Agenda in Andover tonight is the plath and petitions for the final phases of the 5000 building work.

This Thursday is the Holiday Luncheon for employees where SGA will be hosting the food drive as well. It is a great example of how generous our employees are in donating to the campus food pantry. The food pantry is accessible to all students and staff at Butler and is especially beneficial at this time of year for those students who don't go home over the holidays.

Dr. Krull also told the Board that the week of January 13-17 is PDD week. That Monday will be the social hour with faculty which is a great opportunity for the Board to meet and get acquainted with the faculty.

Education Facilities Authority Report – Chair Joyce said that the Board did not meet this month and the only update Dr. Krull had from the administrators is that they are trying to pull together all of the operating documents and official documents to make sure that everyone has the same thing. They are also in the process of updating the manual for the new board members who will be coming on in January.

**MONITOTRING REPORTS** – NONE

**BOARD STRATEGIC DISCUSSION – ISSUES AND OPPORTUNITES** – NONE

## **BOARD ACTION ITEMS**

Board Bylaw Updates – In the work to update the Board of Trustees Handbook, a few suggested changes to the Board Bylaws are noted below. The suggested changes offer clarification to current bylaws and ensure currently approved policies are followed. The suggested additions are noted below and highlighted in yellow. The suggested deletions show strikethrough and are highlighted in blue. These suggested changes were discussed last month and are now up for approval.

### **Under By-Laws:**

#### **MEMBERSHIP**

The Board of Trustees of Butler Community College is comprised of seven (7) members elected to four-year terms in November of each odd numbered year. (Starting November 2017.) Trustees shall have such duties and qualifications as defined by KSA 71-201.

- In December of even numbered years, the President's Office drafts a letter to the Butler County Election Office stating the positions open for election.
- Candidates file for election beginning January 1 of odd numbered years. The filing deadline is June 1 @ noon of odd numbered years. There is a \$20 filing fee.
- The election of Trustees is held in November of odd numbered years.
- Elected Trustees take office on the 2<sup>nd</sup> Tuesday of January of even numbered years.
- Pursuant to K.S.A. 71-201, the Board shall have the power to fill any vacancy which may occur in its membership for the balance of the unexpired term. The Board shall publish a notice one time in a newspaper having general circulation in the college district that the vacancy has occurred and that it shall be filled by appointment by the Board not sooner than 15 days after such publication.

#### **QUORUM**

A quorum of four members must be present to transact business at a Regular or Special Board Meeting and minutes must be kept.

The affirmative vote of a majority of the full membership of the Board shall be required for the passage of any motion or resolution.

#### **EXECUTIVE SESSION**

Upon formal motion made, seconded, and carried, the Board may recess, but not adjourn, to a closed or executive session for the purposes authorized by and in accordance with the Kansas Open Meetings Act. Any motion to recess for closed or executive meeting shall include: 1) a statement describing the subjects to be discussed during the closed or executive meeting; 2) the justification listed in subsection (b) of K.S.A. 75-4319 for closing the meeting; and 3) the time and place at which the open meeting shall resume. The complete motion shall be recorded in the minutes of the meetings and shall be maintained as part of the permanent records of the Board. Discussion during the closed or executive meeting shall be limited to those subjects stated in the motion. No binding action shall be taken during a closed or executive session.

Additional information on Executive Sessions is listed on page .....of this manual.

## Under Community Relations:

### HANDLING COMPLAINTS

Individual Board members or the Board may receive complaints. The following action should be taken in such cases:

- Suggest the complainant seek a remedy from the proper college official (i.e. Faculty member, Dean, Vice President, Associate Vice President of Human Resources).
- ~~Propose the complaint (submitted in written form) for a Board Agenda item only after avenue #1 has been exhausted.~~
- Submit the complaint to the President, preferably in writing, to allow facilitation of approved college complaint and grievance policies and processes.
- Complaints regarding the President should be submitted to the Board Chair.
- The college's approved policies and processes will guide action the Board may take.

~~When such complaints reach the Board, the Board may"~~

- ~~Take immediate action~~
- ~~Request the President to investigate the matter and report a recommendation or an action taken, or~~
- ~~Appoint its own special committee to conduct an investigation.~~

## Under Professional Board Development and Benefits

### BOARD PARTICIPATION

In accordance with KSA 71-201, Power of Trustees, members to the Butler Community College Board of Trustees shall be paid mileage and other actual necessary expenses incurred in the performance of their official duties including travel to and from Regular and Special Board Meetings. Mileage shall be at the set college rate and reimbursed on a quarterly basis. All travel and reimbursement of expenses will follow approved Butler Community College policies.

### REIMBURSEMENT GUIDELINES

Convention registration, hotel reservation, travel expenses, meals, and set college rate/percentage for tips are approved convention expenses.

Car rental should not be used unless absolutely necessary and only when no other means of transportation which would be as economical is available.

Taxicab, uber, and lyft charges shall be allowed from bus, rail, or plane terminals to the destination of a meeting and between points of duty.

Long distance telephone calls and fax messages will be reimbursed for college business only. Personal calls are not to be charged to the college.

Board members shall not be reimbursed for travel expenses incurred by their spouse of other members of their family.

The college will not reimburse any official for expenses incurred for the purchase of alcoholic beverages. Additional non-reimbursable expenses include dry cleaning, personal entertainment expenses, tobacco products, traffic and/or parking fines, and tips to porters, maids, bellhops.

The Board members shall submit their expense account supported by paid, itemized receipts for reimbursement to the President's Executive Assistant.

Trustee Engelbrecht moved to approve the changes. Trustee Lechtenberg seconded. The motion passed unanimously.

Retirement of Karen Karst – Karen Karst, Bookstore Manager, has submitted her notice of resignation (retirement) effective December 31, 2019. Karen has been an employee of Butler for 22 years.

Trustee Lechtenberg moved to accept the retirement of Karen Karst. Trustee Law seconded. The motion passed unanimously.

### **CONSENT AGENDA**

Trustee Bohon moved to approve the consent agenda as presented. Trustee Lechtenberg seconded. The motion passed unanimously. The consent agenda included the following items:

- Approval of Minutes of the Regular Board Meeting of November 12, 2019
- Approval of Bills and Warrants for November 2019 in the amount of \$4,256,427.61 (includes Expenditure Approval List - \$1,411,949.97 and Payroll - \$2,844,477.64)
- Approval of 5000 Building FF&E Chairs in the amount of \$29,851.62
- Approval of 5000 Building FF&E Tables in the amount of \$19,414.95
- Ratification of the Handshake agreement in the amount of \$12,500.00
- Ratification of Society for Human Resource Management Agreement
- Ratification of BDI Datalynk Agreement
- Approval of Digital Campaigns with Clarus Corp in the amount of \$5,596.02
- Ratification of George Lay Billboards Agreement in the amount of \$9,540.00

### **SUPPLEMENTAL INFORMATION**

Key Performance Indicators Update – Submitted by Esam Mohammad

Statement of Revenue & Expenditures – Submitted by Kim Sherwood

Thank You Notes – Kathy & Warren McCoskey and Celebration of Freedom

Board Calendars

**BOARD OF TRUSTEES CALENDAR OF ACTIVITIES  
December 2019 – January 2020**

<b>December Board Finance Committee</b>	Tuesday, December 10, 3:30 p.m. President's Conference Room	<b>Ron Engelbrecht Lance Lechtenberg</b>
<b>December Board Meeting</b>	Tuesday, December 10, 4:30 p.m. Dankert Board Room	<b>ALL TRUSTEES</b>
<b>Spirit of the Season Free Holiday Concert @ Century II</b>	Tuesday, December 10, 7:30 p.m.	
<b>Employee Holiday Luncheon</b>	Thur, December 12, 11:00 – 1:30 Clifford/Stone Room	
<b>Nurses Pinning</b>	Thur, December 12, 7:00 p.m. Gym	<b>Trustee Welcome: Lance Lechtenberg</b>
<b>January Board Finance Committee</b>	Tuesday, January 14, 3:30 p.m. President's Conference Room	<b>Ron Engelbrecht Lance Lechtenberg</b>
<b>January Board Meeting</b>	Tuesday, January 14, 4:30 p.m. Dankert Board Room	<b>ALL TRUSTEES</b>
<b>Andover Chamber of Commerce Annual Dinner</b>	Thursday, January 23, More Information Coming Soon	

<b>2019-2020 Board Meeting Dates</b>
Tuesday, December 10, 2019
Tuesday, January 14, 2020
Tuesday, February 11, 2020 <b>Grizzly Den, BOA 5000</b>
Tuesday, March 10, 2020
Tuesday, April 14, 2020
Tuesday, May 12, 2020
Tuesday, June 9, 2020 <b>Grizzly Den, BOA 5000</b>
Tuesday, July 14, 2020

<b><u>LOOKING AHEAD</u></b>		
<b>February Board Finance Committee Tour of 5000 Building Remodel</b>	Tuesday, February 11, 3:30 p.m. Andover 5000 Building, Grizzly Den	<b>ALL TRUSTEES</b>
<b>February Board Meeting</b>	Tuesday, February 11, 4:30 p.m. Andover 5000 Building, Grizzly Den	<b>ALL TRUSTEES</b>
<b>March Board Finance Committee</b>	Tuesday, March 10, 3:30 p.m. President's Conference Room	<b>TBD</b>
<b>March Board Meeting</b>	Tuesday, March 10, 4:30 p.m. Dankert Board Room	<b>ALL TRUSTEES</b>

### Fall 2019 ACTIVITY CALENDAR

Spirit of the Season Free Holiday Concert Century II	Tues, December 10 @ 7:30 p.m.
Basketball v NW Ks Technical College (away)	Wed, December 11 Women – TBA Men @ 7:30 p.m.
Employee Holiday Luncheon	Thur, December 12
Nurses Pinning	Thur, December 12 @ 7:00 p.m.
Fall Semester Ends	Fri, December 13
Winter Break – COLLEGE CLOSED	December 23-January 1
Basketball v Barton (home)	Sat, January 4 Women @ 1:00 p.m. Men @ 3:00 p.m.
Spring Intersession Begins	Mon, January 6
Basketball v Pratt (home)	Wed, January 8 Women @ 5:30 Men @ 7:30 p.m.
New Adjunct Orientation (BOA 5000)	Sat, January 11
Basketball v Garden City (away)	Sat, January 11 Women - TBA Men @ 4:00 p.m.
Professional Development Days (PDD)	January 13-17
PDD Faculty Reception	January 13 @ 4:00 p.m. Hubbard Welcome Center Lobby
Basketball v Cloud County (away)	Mon, January 13 Women @ 6:00 p.m. Men @ 8:00 p.m.
Basketball v Allen County (home)	Wed, January 15 Women @ 5:30 p.m. Men @ 7:30 p.m.
Spring Intersession Ends	Fri, January 17
New Adjunct Orientation (BOA 5000)	Sat, January 18
Basketball v Independence (away)	Sat, January 18 - TBA
Martin Luther King, Jr. Holiday – COLLEGE CLOSED	Mon, January 20
Spring Semester Begins	Tue, January 21
Basketball v Neosho County (away)	Wed, January 22 Women @ 5:30 p.m. Men @ 7:30 p.m.
E.B. White Gallery of Art Anthony Marshall Exhibit Reception	January 24 – February 27  Thur, January 30 @ 6:00 p.m.
Music Theatre Choral Festival	Wed, January 29 9:00 a.m. – 3:30 p.m.



Basketball v Cowley County (away)	Wed, January 29 Women – TBA Men @ 7:30 p.m.
Basketball v Coffeyville (home)	Sat, February 1 Women @ 1:00 p.m. Men @ 3:00 p.m.
Student Forums	Wed, February 5 BOA – 11:30 a.m. BOE – 6:00 p.m.
Basketball v Cloud County (home)	Wed, February 5 Women @ 5:30 p.m. Men @ 7:30 p.m.
Second Saturday Training (BOA 5000)	Sat, February 8
Basketball v Allen County (away)	Sat, February 8 Women – TBA Men @ 4:00 p.m.
Basketball v Independence (away)	Mon, February 10 Women @ 5:30 p.m. Men @ 7:30 p.m.
Basketball v Neosho County (away)	Wed, February 12 Women – TBA Men @ 7:30 p.m.
Employee Forums	Thur, February 13 BOA – 11:30 a.m. BOE – 2:00 p.m.
Spring Census Day (20 <sup>th</sup> Day)	Mon, February 17
Foundation Board of Dir. Meeting	Tue, February 18 @ 4:00 p.m.
Basketball v Cowley County (away)	Wed, February 19 Women @ 5:30 p.m. Men @ 7:30 p.m.
Basketball v Coffeyville (away)	Sat, February 22 Women – TBA Men @ 7:00 p.m.
Children's Theatre <i>Uniquely Frank: An Alvin the Alligator Story</i>	Sat, February 22 @ 2:00 p.m.
Butler Kids' Show Choir Spectacular	Sat, February 22 @ 6:30 p.m.
Men's Basketball Region VI First Round	Wed, February 26 - TBA
Student Forums	Mon, March 2 BOA – 11:30 a.m. BOE – 6:00 p.m.
Vocal Concert <i>I've Got Music!</i>	Thur, March 5 @ 7:30 p.m. Fri, March 6 @ 7:30 p.m. Sat, March 7 @ 2:00 & 7:30 p.m.
E.B. White Gallery of Art Kevin Kelly Exhibit Reception	March 5 – April 8  Thur, March 26 @ 6:00 p.m.

Butler Benefit Auction	Fri, March 6 @ 6:00 p.m.
PTK Luncheon & KACCT Quarterly Meeting Ramada Topeka Downtown	Thur, March 12
Spring Break – NO CLASSES	March 16-20
Employee Forums	Wed, March 25 BOA – 11:30 a.m. BOE – 2:00 p.m.
Institutional Development Day (IDD) – NO CLASSES	Thur, April 9
Good Friday – COLLEGE CLOSED	Fri, April 10
Student Forums	Thur, April 16 BOA – 11:30 a.m. BOE – 6:00 p.m.
Theatre <i>The Servant of Two Masters</i>	Thur, April 16 @ 7:30 p.m. Fri, April 17 @ 7:30 p.m. Sat, April 17 @ 2:00 & 7:30 p.m.
E.B. White Gallery of Art Student Art Show Awards & Reception	April 17 – May 2 Fri, April 17 @ 6:00 p.m.
Employee Forums	Mon, April 20 BOA – 11:30 a.m. BOE – 2:00 p.m.
Spring Instrumental Concert	Fri, April 24 @ 7:30 p.m. Sat, April 25 @ 7:30 p.m.
Spring Vocal Concert <i>I've Got My Friends!</i>	Thur, April 30 @ 7:30 p.m. Fri, May 1 @ 7:30 p.m. Sat, May 2 @ 2:00 & 7:30 p.m.
Woodwind Recital	Mon, May 4 @ 7:30 p.m.
Brass Recital	Tues, May 5 @ 7:30 p.m.
Percussion Recital	Wed, May 6 @ 7:30 p.m.
Dance Showcase	Thur, May 7 @ 7:30 p.m.
Finals Week	May 11-15
E.B. White Gallery of Art Student Art Sale	Tues, May 12, 10:00 a.m. – 4:00 p.m.
Nurses Pinning	Thur, May 14 @ 7:00 p.m.
Fall Semester Ends	Fri, May 15
Order of the Purple	Fri, May 15 TBD
Commencement	Fri, May 15 TBD
Summer Semester Begins	Mon, May 18
Foundation Board of Dir. Meeting	Tue, May 19 @ 4:00 p.m.
Commencement Thank You Picnic Lunch	Wed, May 20 @ 11:30 a.m.
Memorial Day – COLLEGE CLOSED	Mon, May 25
Circle of Gold Society Luncheon	Fri, June 19 @ 11:30 a.m.
Independence Day (Observed) – COLLEGE CLOSED	Fri, July 3
Summer Classes End	Fri, July 24

**ADJOURNMENT**

Trustee Engelbrecht moved that the Board meeting be adjourned. Trustee Bohon seconded. The motion passed unanimously. The regular meeting of December 10, 2019 was adjourned at 5:00 p.m.

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Jim Howell – Secretary