



BUTLER COMMUNITY COLLEGE
BOARD OF TRUSTEES
REGULAR BOARD MEETING
4:30 p.m., Tuesday, March 10, 2020 – Dankert Board Room

3:30 p.m. Board Finance Committee Meeting – President’s Conference Room.
4:30 p.m. Regular Board Meeting – Dankert Board Room, Upper Level of the Hubbard Welcome Center, 901 S. Haverhill Road, El Dorado, Kansas.
Executive Session – Not to exceed 30 minutes for consultation with legal counsel

I. **CALL TO ORDER**
II. **APPROVAL OF AGENDA**
III. **RECOGNITIONS** ----- 4
IV. **PUBLIC COMMENT**
V. **STANDING REPORTS**
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B. Operational Staff Report – Amy Kerschner
C. Professional Employees Report – Terry Sader
D. Board Finance Committee Report –Lance Lechtenberg, Shelby Smith
E. Foundation Board Report – Forrest Rhodes, Kim Krull
F. President’s Report – Kim Krull
G. Education Facilities Authority Report –Jim Howell, Doug Law, Kim Krull
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MARCH BOARD RECOGNITIONS

- **ACBSP Accreditation** – Jared McGinley & Connie Belden
- **Presentations at Kansas Career & Technical Education Conference** – Janice Akao, Connie Belden, & Michelle Ruder
- **Key Spouse Program** – Lindsey Fields

MONITORING REPORTS

BOARD OF TRUSTEES REPORT **Division of Health, Education & Public Services** **March 2020**

EXECUTIVE SUMMARY

The Health, Education & Public Services Division (HEP) is comprised of the following academic departments:

- Nursing
- Allied Health
- Education
- Early Childhood
- Human Performance/Fitness & Wellness
- Fire & EMS Education
- Criminal Justice

In addition, the division is responsible for the EduCare Learning Lab and hosts 10 students annually in the Fire Science Residency Program. The division includes 26 full-time faculty members, approximately 65 adjunct faculty members, 2 full-time administrators, 2 full-time administrative assistants, 1 part-time administrative assistant and 1 technology specialist. Over 225 classes are offered throughout the academic year.

Division Dean: Christy Streeter
Associate Dean: Beth Eagleton
Administrative Assistants: Kerri Smith, Teresa Long and Sheryle Dunbar
Technology Specialist: Trent Schneweis

Health, Education & Public Services Division Mission Statement

Butler's Health, Education & Public Services Division develops responsible, involved lifelong learners and contributes to the safety and health of the communities it serves as well as enhancing the vitality of the communities we serve through the development of knowledgeable and creative teachers of children of all ages.

Student Degree Comparison – Completion and Declared Majors

The past two years have revealed a slight decrease in both degree completion and declared majors in the HEP Division (see Table 1).

Table 1: Degree Completion

*Indicates Certificate Completion

| | |
|-------------------|------------|
| 2019 | 486 |
| Nursing | 213 |
| Allied Health* | 181 |
| Education | 45 |
| Early Childhood | 16 |
| Human Performance | 3 |
| Fire Science | 9 |
| EMS Education* | 13 |
| Criminal Justice | 6 |
| 2018 | 497 |
| Nursing | 216 |
| Allied Health* | 153 |
| Education | 64 |
| Early Childhood | 18 |
| Human Performance | 3 |
| Fire Science | 10 |
| EMS Education* | 18 |
| Criminal Justice | 15 |
| 2017 | 492 |
| Nursing | 208 |
| Allied Health* | 188 |
| Education | 38 |
| Early Childhood | 14 |
| Human Performance | 4 |
| Fire Science | 8 |
| EMS Education* | 19 |
| Criminal Justice | 13 |

| | |
|-------------------|------------|
| 2016 | 438 |
| Nursing | 221 |
| Allied Health* | 147 |
| Education | 31 |
| Early Childhood | 9 |
| Human Performance | 4 |
| Fire Science | 4 |
| EMS Education* | 16 |
| Criminal Justice | 6 |
| 2015 | 466 |
| Nursing | 213 |
| Allied Health* | 145 |
| Education | 41 |
| Early Childhood | 16 |
| Human Performance | 1 |
| Fire Science | 15 |
| EMS Education* | 21 |
| Criminal Justice | 14 |

Table 2: Declared Majors

| | | | |
|----------------------------|-------------|----------------------------|-------------|
| 2019 | 2984 | 2016 | 2758 |
| Nursing | 320 | Nursing | 336 |
| Allied Health* | 128 | Allied Health* | 162 |
| Pre-Nursing/Health Science | 1444 | Pre-Nursing/Health Science | 1247 |
| Health Sciences | 51 | Education | 447 |
| Education | 481 | Early Childhood | 137 |
| Early Childhood | 114 | Human Performance | 116 |
| Human Performance | 133 | Fire Science | 93 |
| Fire Science | 95 | EMS Education* | 17 |
| EMS Education* | 16 | Criminal Justice | 203 |
| Criminal Justice | 202 | 2015 | 2754 |
| 2018 | 2956 | Nursing | 338 |
| Nursing | 322 | Allied Health* | 155 |
| Allied Health* | 112 | Pre-Nursing/Health Science | 1188 |
| Pre-Nursing/Health Science | 1457 | Education | 478 |
| Education | 517 | Early Childhood | 153 |
| Early Childhood | 104 | Human Performance | 97 |
| Human Performance | 132 | Fire Science | 103 |
| Fire Science | 101 | EMS Education* | 24 |
| EMS Education* | 20 | Criminal Justice | 218 |
| Criminal Justice | 191 | | |
| 2017 | 2963 | | |
| Nursing | 328 | | |
| Allied Health* | 165 | | |
| Pre-Nursing/Health Science | 1420 | | |
| Education | 461 | | |
| Early Childhood | 110 | | |
| Human Performance | 124 | | |
| Fire Science | 102 | | |
| EMS Education* | 23 | | |
| Criminal Justice | 230 | | |

Enrollment Comparison – Credit Hours Taught

The division, overall, has experienced a slight decrease in Declared Majors, Completers and Credit Hours over the past few years, but Table 3 highlights that the Education department has seen remarkable growth.

Table 3: Credit Hours Taught

| Department | 2015/16 | 2016/17 | 2017/18 | 2018/19 | 2019/20 | Total |
|-------------------------------|----------|----------|---------|---------|---------|---------|
| Nursing | 9422 | 9733 | 9476 | 9807 | 9658 | 48,096 |
| Allied Health | 2458.5 | 2634.5 | 2697 | 2454.5 | 2069.5 | 12,314 |
| Education | 1053 | 960 | 1089 | 1604 | 1761 | 6,467 |
| Early Childhood | 1133 | 1036 | 868 | 849 | 856 | 4,742 |
| Human Performance | 5512 | 6425 | 6023 | 5589 | 5506 | 29,055 |
| Fire & EMS | 1391 | 1115 | 1182 | 1094.5 | 1016.5 | 5,799 |
| Education Criminal Justice | 2001 | 1971 | 2055 | 1653 | 1560 | 9,240 |
| Grand Total | 22,970.5 | 24,114.5 | 23,390 | 23,051 | 22,427 | 115,713 |

NURSING

Full-Time Faculty/Staff Members: Ruthann Farley, Raven Christian, Janet Schueller - Chair, Michele Ridder - Lead, Sabrina Olson, Monica Dobbins, Carla Stephens, Mitch Taylor - Lead, Joan Hoover, Sarah Flora, Melody Cantrell - Lead, Kim Hubble, LuShawn Vaughn, Liz McNown (Currently two vacant full time faculty positions)

- Faculty Achievements—Monica Dobbins, MSN, RN, was nominated and selected for the Kaplan Year of the Nurse mentorship program. This program is in honor of the World Health Organization's 2020 Year of the Nurse celebration. Kaplan, in partnership with Nursing Now's Nightingale Challenge, will be mentoring the next generation of nurse educator's throughout 2020. Monica is 1 of only 14 nurse educator's chosen from across the country
- Nursing Program Achievements—"Nursing Process: Your Guide to Nursing and Healthcare Education" has ranked Butler's Nursing Program as #5, out of all the Nursing schools in Kansas.

Department Mission Statement: Butler Community College Department of Nursing educates lifelong learners with the knowledge, skills and attitudes necessary to fully qualify to be licensed as professional nurses who contribute to meeting the health needs of the communities they serve.

Nursing Department Overview:

Butler's Associate Degree nursing program has the distinction of being the first of its kind in the state of Kansas, when it started in 1961. Butler's associate degree Nursing Program prepares students for the increasingly complex challenges of nursing today. Our nursing faculty bring many years of diverse clinical experience to the classroom and the quality of their instruction has earned Butler's Nursing Program wide respect in the region. Butler's nursing faculty are known for their high touch approach with students, resulting in students being able to excel faster. The nursing faculty are innovators in the way they approach the learning experience, working with each student to build their capacity for critical thinking, clinical problem solving and clinical judgment. Once our nursing students finish the Butler Nursing Program and successfully pass the national NCLEX licensure exam, our nursing graduates can and do walk right into the field of nursing in a variety of settings and roles, including, but not limited to, clinics, hospitals, surgery centers, and rehabilitation hospitals throughout the country and internationally. Nurses are projected to be in continuing high demand in the coming years, and their value is increasingly being recognized in their salary compensation. Butler nursing graduates consistently perform higher than the national average on the NCLEX licensure examination and are being recruited with pending job offers as early as the third semester of the program. The Butler Nursing Program is accredited by the Accreditation Commission for Education in Nursing (ACEN) and the Kansas State Board of Nursing.

Learning Environment:

Our nursing program is a hybrid learning environment, which blends online content with classroom instruction, giving students both the flexibility of online learning, as well as the irreplaceable value of interacting with teachers and students on campus. Students may apply to sit for the Practical Nurse licensure examination (NCLEX-PN) following successful completion of the first level of the nursing program.

Clinical Simulation Learning Center:

In our Learning Studios and Clinical Simulation Learning Center, we have developed simulated clinical environments that immerse nursing students in the look and feel of actual nursing experiences. Butler's Clinical Simulation Learning Center continues to be a benchmark model

in the state of Kansas, that provides excellent clinical experiences and opportunities for students, as well as serving as a showcase for other nursing school faculty/administrator's to visit and receive information on how to go about setting a simulation laboratory on their own campuses, or glean ideas on how to best improve/optimize the learning laboratory they currently have.

The high fidelity simulators/mannequins we use, in conjunction with detailed clinical case scenarios, allow our students to participate in a variety of clinical experiences perhaps not available to all students in the actual clinical setting. The Clinical Simulation Learning Center cultivates an atmosphere of open learning and encourages students to recognize areas needing improvement, while providing instructional support to reach required competency levels, which ultimately ensures patient safety.

The Nursing Department faculty, Administrators and students are grateful for the ongoing support of the Clinical Learning Center and the equipment we are able to purchase through KBOR Carl Perkins funding and the Kansas Nursing Initiative Grant. Students consistently ask for more individual practice time in the Clinical Learning Center. Accommodating these requests is challenging due to space limitations, and we are currently doing an analysis of projected clinical lab space needs.

Advanced Standing Nursing Students (LPN's)

Butler Community College believes in the concept of educational and career mobility, encouraging each individual to continue to build on the foundation of education and experience he/she has already achieved in reaching his/her own individual potential. To that end, the Nursing Department, in support of the Nursing Education Articulation Plan for Kansas, provides an opportunity for articulation of the licensed practical nurse LPN into the second year of the associate degree nursing program. At the time of graduation, the student earns an Associate in Applied Science Degree and is eligible to take the state board licensure examination to become a registered nurse (RN). The LPN option is available only as part of the RN curriculum and there is not a separate LPN program. The Nursing Department accepts up to 20 LPN's into the Nursing Program each semester.

Curriculum

The Nursing Program is currently in the process of transitioning from a traditional to a Concept Based Curriculum (CBC). Conceptual learning is increasingly viewed as a major trend for the future of nursing education and the NCLEX licensure exam is currently undergoing modifications that foster critical thinking, clinical judgment and problem solving. By gaining a deeper understanding of a core set of concepts, a student can understand and recognize similarities and recurring characteristics, which can be applied more effectively than just memorizing disease specific facts. In Fall 2019, the nursing program launched the Concept Based Curriculum with first semester nursing students. This Spring 2020, the 2nd semester students were incorporated into the CBC curriculum. Third semester will be concept based starting Fall of 2020 and the full CBC curriculum will be in place starting with fourth semester in Spring 2021.

Partnership and Articulation Agreements with Other Universities

- BCC-KU ADN-BSN Partnership: The Butler/KU nursing education partnership model was the first of its kind in the state of Kansas. This partnership model builds on a history of high quality Butler Community College nursing education and Butler's partnership with KU creates an innovative alternative to tradition pre-licensure RN nursing education, by sharing curricula amongst the two programs. Through this model, ADN students

simultaneously complete an ADN nursing degree onsite at Butler, and a BSN degree online at KU, thereby graduating with both degrees at the same time. This model serves as a prime example of how community colleges and universities can create a collaboration to save students time, money and allow students to stay in their geographic home area, while taking online BSN courses. Additionally, this partnership model provides a better, more efficient pipeline for educating nurses to meet the growing workforce needs in the communities served. In December 2018, the Nursing Program had its first two student's graduate with a dual nursing degree from both Butler Community College(ADN) and Kansas University (BSN). Both graduates were from Wichita and passed the NCLEX examination on their first attempt. Additionally, both received and accepted employment offers at the beginning of their fourth semester, from acute care hospitals in the area. They are still employed at the same hospitals and one is practicing in the Emergency Department and the other in a Cardiovascular Unit. In Spring 2019, we had 6 students graduate with this dual degree and in Fall 2019, we had 5 students graduate with a dual degree. We currently have 37 students enrolled in this dual degree program.

- We have Articulation Agreements with Wichita State University, Washburn University, Tabor School of Nursing, and are in the process of establishing one with Emporia State University.

Business/Industry Clinical Affiliation Agreements

The Nursing Program has exceptional, long standing partnerships with a variety of clinical affiliation sites in the El Dorado, Andover and Wichita area. Currently we partner with Susan B. Allen Memorial Hospital, Kansas Heart Hospital, Kansas Medical Center, Kansas Spine and Specialty Hospital, Prairie View, Robert J. Dole Veterans Administration Hospital, Ascension Behavioral health, Ascension St. Francis, St. Theresa and St. Joseph Hospitals, Select Specialty Hospital, Wesley Healthcare, Catholic Care Center, Cancer Center of Kansas, Ascension Rehabilitation Hospital, Wesley Rehabilitation Hospital and Wichita Urology Clinic.

Butler Student Nursing Association(BSNA):

The Nursing Program has a very active Student Nursing Association, whose purpose is to promote the profession of nursing, and contribute to Nursing Education in order to provide the highest quality health care to people in all walks of life. BSNA officers participate in Nursing Faculty meeting's and are a valuable source of student feedback and input. BSNA also helps to provide programs/activities that benefit both Butler Community College and the communities we serve. Examples of Community activities include the American Red Cross blood drive, giving annual flu shots, the bi-annual Nursing Recruitment Fair and the College Pantry food drive.

Butler Nursing Program Nursing Advisory Council:

The Nursing Program relies heavily on advice from the Healthcare Business/Industry. The Nursing Advisory Council is comprised of representatives from both higher nursing education programs and healthcare workforce leaders who employ RN's in El Dorado, Wichita and the surrounding region. The Nursing Advisory Council assists the Nursing Program in the long-range planning and development of the Nursing Program, reviews curriculum for relevance to the changing needs in the industry and provides insight into whether we're providing the workforce with prepared employees.

ALLIED HEALTH

Full-Time Faculty/Staff Members: Tammy Green, Melodee Curry (Currently one vacant full time faculty position)

Department Mission Statement: Butler Community College Department of Allied Health educates lifelong learners with the knowledge, skills and attitudes necessary to fully qualify to be certified as Allied Health professionals who contribute to meeting the health needs of the communities they serve.

Department Overview:

The Allied Health Department offers opportunities for students to be certified through the state of Kansas as a Certified Nursing Assistant, Certified Medication Aide, Home Health Aide, and/or achieve licensure as an Operator for Assisted Living. As senior communities spread across the nation, they are being staffed with employees who have attained certification in providing day-to-day care activities and administer medications for patients in long-term care facilities, as well as in home settings. Our formula for small class sizes and instructors who work closely with students has produced a pass rate of 95% or more on the state certification examination. Butler's Allied Health Department provides classes on the El Dorado, Andover, McConnell and Flint Hills campuses, as well as the Early College Academy students at the following high schools: Rose Hill, El Dorado, Augusta and Circle.

Business/Industry Clinical Affiliation Agreements

The Allied Health Department has partnerships with a variety of Long-Term Care clinical affiliation sites in the El Dorado, Andover, Wichita and Flint Hills area.

EDUCATION

Full-Time Faculty/Staff Members: Shellie Gutierrez - Chair

Department Mission Statement: The mission of the Butler Education Department is to recruit, prepare, and retain exceptional teachers. With its multiple course platforms, low cost tuition, and small class sizes, the Butler Education Department not only provides service to transfer students, but also service and access to future teachers, paraprofessionals, and existing teachers who would otherwise be place-bound, financially unable to attend college, or incapable of adapting to a large university setting. Modeling best practices in teaching and learning, the Butler Education Department provides students with authentic classroom experiences to successfully prepare them for the teaching profession.

Department Overview:

Since the inception of the Education Department at Butler Community College in 2004, its faculty have worked together to establish continuous improvement processes. With the recent growth of the department over the past four years, many notable changes in processes have occurred. Most recently, the number of education majors from Fall 2019 to Fall 2019 increased by 77%. This continued growth relates directly to the diligent recruitment efforts of the Education Department faculty. The Butler Teacher Education Pathways are thriving. Every course in each of the four pathways transfers to all Kansas Teacher Prep Institutions so there is no loss of coursework for education majors.

BEST Program – The 2 + 2 Elementary Education partnership with Emporia State University has proven to be successful in developing exceptional K-6 teachers. After 15 years, the program continues to thrive as new students consistently apply for entrance into the program each year. The BEST program expanded to the Andover campus in 2016 and student numbers have risen dramatically as a result of this expansion. This BEST Program allows students two alternate entry points—El Dorado and Andover—promoting continuous growth in the program. Our BEST partner schools are diverse and far-reaching throughout the Wichita metropolitan area (Sedgwick county) and throughout Butler county, thus, allowing BEST students the opportunity to learn and practice in both urban and suburban classroom settings.

Early College Education Academy - The Butler Education Department continues to offer the Early College Education Academy, initiated in the Fall 2017 semester. This program offers high school students the opportunity to receive their Associate Degree in Education during their last two years of high school. Thereafter, students have the option to stay at Butler to complete the BEST Program or transfer to a different Kansas Teacher Preparation school.

The Butler Education Department initiated the ED 290 Integrated Learning through the Arts course during the Fall 2019 semester. This course continues to grow in enrollment as well as in community outreach. The ED 290 community partners allow students to complete extensive field experience working with children in various teaching and learning settings. Current community partners are: Wichita CityArts, Mark Arts, Wichita Botanica, Sedgwick County Zoo, Wichita Symphony, Envision, Cocoa Dulce, and Exploration Place.

New Course Developments: Two new courses have been developed to offer students the opportunity to complete education coursework during the summer session. ED 204 – Introduction to the Teaching Profession is a 2 credit summer course that will combine with the 1 credit ED 207 – Field Experience in the Teaching Profession in order to offer students credit for the ED 206 Introduction to Teaching course. This

alternate route will allow students to complete the coursework during the summer and the K-12 field experience during the spring or fall when K-12 schools are in session. ED 204 will be offered for the first time in the summer 2020 session with ED 207 offered for the first time in the Fall 2020 semester.

AVISO Pilot Group – The Butler Education Department volunteered to be the first pilot for the new AVISO retention software during the Spring 2020 semester. During the semester, education faculty will use the features of AVISO in order to offer feedback for full college initiation of the program in the Fall of 2020.

Early Childhood

Full-Time Faculty/Staff Members: Teresa Thompson - Chair, Sue Barrientos (shared with Behavioral Sciences)

Department Mission Statement:

The Butler Community College Early Childhood Education Program offers training and education to develop responsible, highly competent, caring teachers that are capable of designing and implementing developmentally appropriate practices and environments for children.

- Design and refine early childhood curriculum
- Effectively deliver early childhood courses to the area stakeholders through multiple locations and delivery systems
- Assess student learning in courses and practicum site visits
- Monitor student satisfaction
- Align the teaching philosophies with the EduCare Center Lab so that stakeholders observe exemplary developmentally appropriate practices
- Participate in professional development to remain updated in the field and to contribute to the field
- Elicit feedback from Advisory Council biannual meetings

Department Overview:

In addition to the full time faculty, the Early Childhood Education program has 10 adjunct instructors who all actively work in the Early Childhood field and teach for us in the evenings. Besides offering day classes at BOE, and evening classes 2-3 nights a week at BOA, the program offers classes in Wichita at The Opportunity Project South, The Opportunity Project North, Child Start Inc., and Rainbow's United Kids Point, Monday through Thursday evenings. There is also a concurrent class, Principles of Early Childhood Education I, taught at Maize High School each fall. The instructor, Megan Sauer, a Maize High FACS teacher, holds her Masters in Early Childhood Education.

This fall in conjunction with the Elementary Education Department, the EC Department helped create a transfer degree that will offer courses to fulfill the first two years toward a related licensure program at a four-year college. This program is designed for dual licensure in the state of Kansas—K-6 Elementary Education and PK-3 Unified (Special) Education. Also as of this past fall, the Early Childhood Education Academy option was available. Students will earn an Early Childhood Education Certificate. They will have the option of obtaining an Associate of Applied Science degree in Early Childhood Education (with a few extra classes taken outside the school day). They will also complete the 9 health and safety trainings required by the state, become Lead Teacher qualified by Kansas Regulations, become eligible to apply for a Director's License through KDHE, create a professional portfolio tied to the NAEYC Teaching Standards, & work in and learn at Butler's nationally accredited learning lab, the EduCare Center (One of only two nationally accredited lab schools on college campuses in the state.) The Early Childhood Program invites and hosts local high school early childhood classes to visit the EduCare Center Learning Lab throughout the year to tour, observe, and learn about the A.A.S. Degree and EC Certificate. The full time faculty spends time with them explaining the program and touring the classes. Within the last year we have hosted Maize High School, Augusta High School, El Dorado High School, Eureka High School, and Circle High School. In addition, we have hosted a number of local high school students to job shadow in the EduCare Learning Lab by coordinating with high school instructors, and with Adriane Graves, a PRE-ETS Specialist at the Kansas Rehabilitation Services. Classes, CD122, CD124, CD220, CD223, CD224 all have requirements about observing in the EduCare Center Lab School.

The EC program also volunteers for local events and conferences every year. The Department Chair, Teresa Thompson, serves on the Career and Technical Education Advisory Committees of the following local high schools: El Dorado, Augusta, Circle, & Maize. She also serves on the Board of Directors for the Kansas Child Care Training Opportunities (KCCTO). KCCTO acts as the umbrella organization for two major organizations in Kansas: the KCCTO State Training Office (which holds the early childhood professional development grant for the state of Kansas) and Flint Hills Child Care Resource & Referral Agency. She also is a member of the Kansas Early Childhood Workforce Advisory Group, a state wide group formed within the past year to respond to the Child Care and Development Fund (CCDF) State Plan and focuses specifically on section 6, "Recruit and Retain a Qualified and Effective Workforce". Teresa also serves on EQIP (Early Childhood Quality Instructional Partners) a consortium of two-year Early Childhood faculty members who meet bi-annually to align their programs and address current professional needs at the state level. Teresa also serves on the Butler Community College Curriculum Team, is a member of the PROVIDE Committee, and serves as a Subject Matter Expert on the Quality Assurance Team for online learning. She has been an Impact Award for Community Partners recipient the last 2 years from the KSAEYC Greater Wichita Chapter and the Early Childhood Directors Organizations during the annual Week of the Young Child celebration. These organizations recognize professionals who have made an impact on the lives of the children in 6 categories. Sue Barrientos is the CCAMPIS grant administrator (description of this grant for the EduCare Center Learning Lab will be under the EduCare report.) She is the president of the Interagency Coordinating Council for Butler County, the Butler County Child and Family Task Force. She also serves on the Governance and Leadership Committee of the State Child Care Aware Board of Directors and is a member of the USD 490's Vision 20/20 team.

The Early Childhood Program entered into a partnership with The Opportunity Project Schools from Wichita in the spring of 2014. TOP offers three Wichita locations, serving children 1 to 5-years-old. There have been 49 students participating in the partnership to date. The average Early Childhood Education student does not complete this degree in the normal 2-year period. We have more nontraditional students enrolled in our program than traditional students. Only about 9% are not actively working in the field in some capacity. Most of them are working in the early childhood programs during the day and taking our classes in the evenings. They have families and often, second jobs, along with fitting in 2 or 3 classes a semester. Due to this load, they may take 3 to 4 years if not more to graduate with our degree. It is not required by the state of Kansas to have a degree to teach in an early childhood facility. However, quality programs recognize this need and do require a certain amount of early childhood college credit from their teachers, if not a full degree. The Early Childhood Department currently has 129 identified majors in AVISO. For the academic year of 2018-2019 we had 13 Associate of Applied Science degree completers and 3 who earned the Early Childhood Certificate (30 credit hours of Early Childhood Education credits only). We have active, collaborative relationships with many of the local early childhood programs seeking to provide quality care and education. As their employees strive to become academically trained, they recommend us as the local early childhood program of choice in which to get this college education.

Currently we have students working in the following facilities and programs: Adventure Planet, Ashley's Learning House, Central Christian Preschool, Collegiate Early Childhood, Country Child Care, Discovery Place Preschool, EduCare Center Learning Lab, Joyful Noise Academy, LaPetite Academy, Northridge Academy, Plymouth Preschool Learning Center, Rainbows United Kids Point, Scribbles and Giggles, The Opportunity Project North, The Opportunity Project Northwest, The Opportunity Project South, WSU CDC, YMCA programs, USD 259, USD

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385, USD 402 and paraprofessionals, and several Home Providers who own their own businesses.

EduCare Learning Lab

Administrators: Susan Duncan, Director and Brent Martin, Part-Time Assistant Director

Department Mission Statement: The EduCare Learning Lab serves the mission of the college where the laboratory is housed. To develop lifelong learners, the first five years are the most critical in providing high quality care and learning for their future.

Department Overview:

The EduCare Learning Lab provides college students an opportunity to generate knowledge regarding child development and best practices in high quality early care and education. EduCare allows college students a setting to observe how young children act, think and learn. In a quality learning lab, college students develop a foundation for responsive interaction, enriching activities and routines, and creating physical environments that support how children learn.

The current census is 95 children compared to 85 at this time last year.

Benefits of EduCare to the college:

Butler Community College sees the following as a result of the EduCare Learning Lab:

- More likely to retain college students with young children
- Pell-eligible students qualify for CCAMPIS grant monies to pay for childcare
- Improve student absenteeism and productivity due to care on campus
- Expand community relationships
- Recruit quality faculty and staff
- More likely to graduate the student parents who do not have access to reliable child care
- Demonstrates a commitment to women and minorities
- Other disciplines such as psychology, sociology and nursing use the lab school for student assignments and projects to further the students' understanding of child development theory and concepts.
- Works collaboratively with surrounding communities in the form of training the early childhood workforce, offering educational presentations and serving as members on advisory boards.

Human Performance/Fitness & Wellness

Full-Time Faculty/Staff Members: Matt Sanders - Chair, Bryce Winkelpleck

Department Mission Statement: The Butler Community College Department of Human Performance strives to 1) prepare the next generation of professionals in the field of Exercise Science 2) offer testing resources in support of athletics and 3) serves students, faculty and staff with a broad variety of lifetime activity courses to help promote engagement in healthy behaviors leading to a productive, disease free life.

Department Overview: The Department of Human Performance grew in declared majors over the past year to date (continuing its growth since inception in 2015). This is due to the fact that we have two clear tracks of study that relate to the field of Exercise Science, Athletic Training and Exercise Science. Now that these two pathways are in a sound position and meet the newly mandated criteria of roughly 60 credit hours, the department has taken on the task of adding a Sport Management option, which, along with the rebranding from FW to HP, aligns the department with most four- year schools and the options within their own departments of student choices in course of study. In addition, Pre-Physical Therapy and Pre-Physician Assistant Pathways have been created in an effort to assist students in pathway options related to their specific interests. We are providing the opportunity for students to study specific tracks, leading to a career field that occupies over half of the top 12 careers based on growth according to the Bureau of Labor Statistics. As our programs have evolved with Pathways, we have secured Articulation agreements with Sterling College for Athletic Training, Wichita State for Exercise Science, Sport Management, and Athletic Training. We are developing review courses for both Certified Personal Trainer and Certified Strength and Conditioning Specialist certifications.

Field Experience in Exercise Science (HP 299) is a class that was developed in order to give our students access to industry. To date, MOUs have been signed with PT Plus-Andover, Parisi Speed School, Rogue Personal training, Andover YMCA, Fox Fitness, Birch Performance and SERC Physical Therapy Clinics – El Dorado, Wichita East and Wichita Northwest.

An effort is ongoing to partner with numerous local businesses to provide exposure to lifestyle activities to create unique opportunities for students who may not otherwise elect to pursue any activity course credit through the college. We have partnered with the YMCA and Flatwater Fitness to deliver activity courses to the area stakeholders at multiple locations. The model for delivery is slowly changing to a seminar format, where students have the opportunity to earn credentials from professionals in the field (local business owners) as they attain skills necessary to enjoy specific activities the department has worked to provide via these local business owners. The first example of this model is Stand Up Paddleboarding (SUP), to be launched this summer.

With KBOR's reduction in degree programs to 120 hours, the impact on this department is substantial, as many degree programs are eliminating the required activity credit. Therefore, partnering with community businesses to create these opportunities in a very condensed timeline has become a strategy to retain credit hours for activities that may otherwise be lost. It is also a strategic move to strengthen relationships with area businesses and promote local economic growth in some cases. Future opportunities for this initiative include Self Defense, CCH, Triathlon, and golf. There are still a small number of day and evening classes offered in El Dorado, Rose Hill and McConnell, that include sections of Bowling and Yoga.

Assessment is an ongoing process for the department each semester through evaluations and feedback. This enables our core instructors involved with our two primary tracks of Exercise Science and Athletic Training to ensure each student leaves prepared for their own intended next step in their career pursuits. This also is a part of the HLC criteria as directed by Dr Speary.

Both Bryce and Matt attend the NSCA State Conference, and they both attended the NSCA National Coach's Conference this past January. In September of 2019, Matt was awarded Emeritus status as a Registered Strength and Conditioning Coach (RSCC*E), one of only four individuals in the state, and the only one at the community college level. In addition, both Bryce and Matt do a variety of training to accrue 6.0 CEU's (60 hours) of professional development that enable them to maintain their NSCA-CSCS credentials.

The department intends offer our core courses for Exercise Science at the Andover campus beginning in the fall of 2020. This has been a consistent request from Advising, and with some logistical effort, we can support this need, which will hopefully help in growing our majors who complete the program. Andover has a different demographic of student, who are not participating in athletics, which enables them to stay the course for all four semesters on Butler's campus. This effort will be a challenge, as we lost one full time position from the 2018-19 academic year.

We have created marketing folders for our department, and the goal is to visit area high schools, both in and out of county to market our programs and hopefully draw in more local talent to our courses of study. Our goal for school visits during the Spring 2020 semester is four schools.

There are several schools in the pipeline for completion of articulation agreements including: Fort Hays State, KU, Baker, St Mary's, and K State. Out of State articulations, while not formal, dominate this department. The majority of our students are athletes, and many transfer out after three semesters. The list of schools which our courses have been accepted at is over 40 in number, but a few regional institutions to mention include the University of Arkansas, Oklahoma State, Missouri, Missouri State, and Texas. The fact that many of our students transfer before completing four semesters at Butler makes it difficult to report the success we are having using current completer data models, but the success we are having stimulating interest in the field and moving students on is tangible.

Fire & EMS Education

Full-Time Faculty/Staff Members: Jeb Burress – Chair, Troy Jellison – Adjunct Lead, Bailey Joonas

Department Mission Statement: The Fire Science program is committed to provide an integral link between formal education and the emergency services through essential training in life safety, protection of property and environmental conservation, benefiting the students and the communities they serve.

Department Overview: We have had many changes that have improved our efficiency over the last year. The most important improvement has been the hiring of our full-time instructor Bailey Joonas. Bailey most recently worked for the Arkansas City Fire Department. He also recently completed certification as a Nationally Registered Paramedic. Bailey is also a certified water rescue instructor and has been instrumental in our development of advanced water rescue certification courses that are the only classes of their kind offered by a Kansas community college. We are grateful to the board for recognizing our need to bring on a full-time staff instructor.

In the last year, Adjunct Lead Instructor Troy Jellison completed the four-year Executive Fire Officer Program through the National Fire Academy. This certification (EFO) makes Troy one of less than 80 firefighters from the State of Kansas to complete the nation's highest certification.

We are intensely focused on the motto "Duty.Pride.Tradition." as the mantra that our staff and students should live and learn by. We have focused our efforts on providing employers with graduates who not only possess necessary certifications for employment, but who are also mentally prepared for their new careers. Students and staff alike are driven to make Butler Fire Science the front-runner for production of desirable emergency services employees in our area.

This past year our equipment replacement focused on the completion of replacing our outdated self-contained breathing apparatus (SCBA) and confined space packs. Thanks to Carl Perkins grants and conscientious budgeting, we were able to finish our replacement cycle. Our SCBA's are now certified to last us for the next thirteen years before needing to start the replacement cycle again. The latest purchase of twelve SCBA's are not only the latest model to come into the Fire Service, but they also come with a lifetime warranty for as long as Butler Fire Science owns them! This will be a big benefit when budgeting for future maintenance needs. We also were able to use funds for the purchase of new battery powered extrication equipment. This was a huge update to our old and outdated hydraulic tools. The battery powered tools are in line with the tools our students should expect to find upon entering the Fire Service. Removing the hydraulic lines and the pump unit will also make the tools safer for our students. These tools also benefit our EMT program with the automobile extrication component of that course.

There continues to be great interest in the Butler Fire Science live-in Student Residency Program. It is still the only program of its kind in the mid-west. We continue to have more applicants for the program than the program can hold. This is, in no small part, thanks to the City of El Dorado and the El Dorado Fire Department (EFD). Our partnership with the EFD allows our students to gain a minimum of 120 hours of on-the-job training each month.

The students in this program are highly sought-after and frequently have jobs before they graduate. Our students have been vital in filling open positions all around Butler County and the State of Kansas. BCC Fire Science students have recently found employment with the following employers:

- El Dorado Fire Department
- Wichita Fire Department
- Sedgwick County Fire District 1
- Andover Fire Department
- Rose Hill Fire Department
- Augusta Department of Public Safety
- Butler County EMS
- Sedgwick County EMS
- Arkansas City Fire/EMS
- Great Bend Fire/EMS
- Newton Fire/EMS
- North Kansas City Fire Department
- Shawnee Fire Department
- McPherson Fire Department
- Dallas (Texas) Fire Department
- Pensacola (Florida) Fire Department

Much like the rest of the college, we have noticed a drop in credit hours enrolled. We are in the process of evaluating our advertising efforts as well as examining ways to further streamline our program for efficiency and meeting the unique needs of the current workforce via advanced certifications.

EMS Education

Fall 2019 we were proud to announce the merger of Butler Fire Science and EMS Education, now offering an EMT course each semester at the Fire Science facility in El Dorado.

The EMS Education Faculty is actively involved with American Heart Association (AHA) and various community activities and have earned the AHA Training Center status, which many in the area rely on. Butler County EMS, Susan B Allen, Kansas Medical Center, Holly Frontier Refinery, three Butler County school districts and the City of Wichita are among our partners.

EMT students also provided medical screening at Butler's "Health/Wellness Fair" each year, screening staff and faculty for blood pressures, glucose testing and others. These students also volunteer at first-aid station for events like long distance running and bicycling races.

Many of our staff serve as examiners and site coordinators at EMS Certification practical test sites. Butler hosted a successful EMT State Practical Skills Exam and provided three successful EMT State Practical Certification sites under the Sates new exam process. Butler also has provided three NREMT AEMT practical exam sites. The staff also participates in state EMS and organizations including The State Board of EMS, KEMSA, KEMTA and others. Many of the staff still work for area Hospitals, EMS Services, Fire Departments, Reserves and Volunteers.

Jeb Burress is in his second year of three with the States EMS Education Development Task Force (EDTF) as one of the two appointments by the Kansas Board of EMS. The department will be offering two summer EMT class and in the fall a Blended EMT course will be added.

The seventh 15-month Paramedic course ended in September. The course started with 9 students completing certification and employed as Medics. The ninth 15-month Paramedic course with Cowley College partnership will begin June, 2020.

Nine of Butler's most recent EMT graduates are now employed at area EMS services, Fire Departments, hospitals and two Immediate Care Clinics. Three are attending Paramedic programs and two graduates from Fall 2019 are Certified Paramedics working for Sedgwick County EMS. Aaron Locke, a firefighter at McConnell AFB and a Spring 2019 EMT student was awarded the Civilian Firefighter of the Year Award from McConnell AFB. Tim Banks, a non-traditional EMT student decided to follow his passion and was recently hired by Sedgwick County Fire Department. Sierra Oltean Spring 2019 EMT student was recently accepted into a Physician's Assistant and Blake Anderson from the same semester just started with the Public Safety department at Spirit.

The AEMT blended course attracts students from across the state, affording additional partnership opportunities. The EMT Program has had long standing partnerships with Butler Co. EMS, Sedgwick Co. EMS, Susan B. Allen Memorial Hospital, Wesley Medical Center, Via Christi and now Kansas Medical Center, Lawrence Fire & EMS and Lawrence Medical Hospital. We are adding contracts with Newton Fire/EMS, Salina Fire/EMS, Reno County EMS/Hutchinson Regional Hospital, Miami County EMS, and Douglass County EMS.

Criminal Justice

Full-Time Faculty/Staff Members: Miles Erpelding – Lead, Jeff Tymony (shared with Behavioral Sciences)

Department Mission Statement: Butler Community College Department of Criminal Justice educates lifelong learners with the knowledge, skills and attitudes necessary to fully qualify to be certified as Law Enforcement Officers who contribute to meeting the safety needs of the communities they serve.

Department Overview: The Criminal Justice program serve students from Butler County, the Wichita metro area, surrounding counties, regional and national areas as well as the online community. Our courses prepare students to work in their chosen field, transfer to a college or university, fulfill requirements for a degree, or advance their personal development.

Our courses are approved by Kansas law enforcement and corrections training academies. The courses also meet requirements of criminal justice agencies for employment preparation and in-service professional training.

The Criminal Justice Department refined its Pathway, which was implemented in the fall of 2018. The Criminal Justice faculty have also worked on assessment tools based on learning outcomes in the “milestone” courses and continue to work to ensure transferability for our students. The Homeland Security Pathway has been in a steady enrollment decline through the past few years. After years of struggling enrollment, the decision was made to teach out the program and not offer the major to incoming students.

The Criminal Justice Department participates in the annual Kansas Collegiate Law Enforcement Academy at the Kansas Highway Patrol Training Center in Salina, Kansas. Selected students participate in the week-long training program. The students received hands-on training in emergency vehicle operation procedures, use of firearms, traffic stop procedures, defensive tactics, dispatch procedures, law enforcement ethics, special weapons and tactics, K-9 handling, and use of specialized law enforcement aircraft.

Miles Erpelding, Lead Instructor, attended the week-long annual Academy of Criminal Justice Sciences in New Orleans, Louisiana. He participated as a presenter in the session “Succeeding as a Community College Instructor in Criminal Justice Education”. Also, he attended the Summer Institute on Distance Learning and Instructional Design at Fort Hays State University in Hays, Kansas. Miles is the recipient of 2019 Excellence in Teaching Award presented by the Kansas Council for Workforce Education. He is also members of the Butler County Community Emergency Response Team (CERT) (Department of Homeland Security/Emergency Management), FEMA / Emergency Management Institute, State of Kansas Joint Corrections Advisory Board, and the 13th District Judicial Department Advisory Council.

Former Criminal Justice Department students are working with law enforcement agencies (Kansas Highway Patrol, Andover Police Department, Augusta Department of Public Safety, Wichita Police Department, Butler and Sedgwick County Sheriff’s Department, etc.), courts (Kansas Judicial Branch, local Municipal Courts, etc.), and corrections departments (Kansas Department of Corrections, El Dorado Correctional Facility, Kansas Juvenile Justice Authority, Adult and Juvenile Community Corrections, etc.). Many Criminal Justice Department students are continuing their education at 4-year colleges and universities, completing their advanced degrees.

Technology Specialist

Full-Time Staff Members: Trent Schneweis

Department Mission Statement: The Health, Education, Public Services (HEP) Division Technology Specialist provides technical support in all aspects to the 120+ faculty and staff in the Health, Education, and Public Services Division.

Department Overview: Important roles of the HEP division Technology Specialist are as follows:

High/Low Fidelity Simulator Support in the Nursing Simulation Lab - When the clinical lab coordinator or any faculty is having problems in the lab, there is a need to provide immediate support. Because we are able to have a 100% functional lab, this is one of the fundamental reasons why our Nursing Department is very successful; we have the ability to get immediate support when we need it. The of course provides quality and integrity, two of Butler's timeless institutional values

Web Developing -Perhaps one of the great accomplishments of the Department of Nursing is Butler's very own Electronic Health Record system. The HEP Division Technology Specialist must know how to develop/maintain various web pages for patients, medications, and charting data in our Electronic Health Record system (EHR). When a nursing faculty member develops a simulation scenario, the HEP Division specialist creates proper patient, medication, and barcodes to support the active learning. Furthermore, our system has been innovated to be more dynamic and robust. It takes a programmer with the knowledge of node.js and many modern frameworks/runtime-environments to fulfill this position.

Photography / Photo Editing - The HEP Division specialist takes professional pictures for both rosters and our nursing pinning video.

Videography - Another aspect of what make's Butler's Nursing Department great is the acknowledgment we give to our Nursing student. Every 4th semester class receives their own pinning video for the pinning ceremony. This means that the HEP Division specialist needs to have an intermediate skillset with Adobe Premeire Pro, Butler's provided video editing software.

Audio/Visual Support -Although the majority of Trent's work is done within the Nursing department, he serves the entire HEP Division. This includes communicating, driving, and fixing issues within various buildings in the HEP Division (1500, Fire Science, EMS, 9100[Andover], 5000, 500, 800, 400, and 600 [Rose Hill], EduCare, TOP North/South[Wichita]) Trent also Coordinates with Cytex to escalate hardware specialization fixes.

Software/Hardware Support - The is by far the biggest role the HEP Division Technology Specialist. With any given issue in a Division of 120+ associates (not including the students), I am responsible for troubleshooting, diagnosing, and solving any technological software/hardware utilized. Furthermore, it is my responsibility to consult, train faculty and students, and look for new solutions with anything pertaining to the technology we use in the HEP Division. Trent also provides technical support, including proctoring exams, during computerized exams

SUMMARY

Again, although a slight decrease in overall numbers division wide, there are a lot of great things happening within departments and the division as a whole.

As we meet the needs of our students and stakeholders, the HEP division is committed to developing students to serve their communities with excellence and the changes that are happening throughout the division are a testament to the diligence of our talented faculty and the support of administration and Board.

Thank you for your continued support.

| |
|--|
| BOARD STRATEGIC DISCUSSION – ISSUES AND OPPORTUNITIES |
|--|

TOPIC for DISCUSSION
Educational Technology

REPORT:

Haylee Dass, Director of Educational Technology and her team will provide a short discussion on the work they do. Educational Technology is the portal through which Butler accesses online methods of curriculum delivery. Their primary focus is on the operation and support of Butler Online and our Canvas learning management system.

The Ed Tech Department provides educational design support to faculty for online delivery of their courses. They train instructors in course design and the use of a variety of applications and tools for course implementation and management.

They are currently integrally involved in ensuring Butler adheres to accessibility compliance guidelines with our website and online courses.

RECOMMENDED ACTION:

This topic for discussion and informational purposes only.

RECOMMENDED FUDNING SOURCE:

N/A

| | |
|---------------|-------------------|
| Submitted by: | Kim Krull |
| Supervisor: | Board of Trustees |
| Date: | March 2, 2020 |

TOPIC for DISCUSSION
300 Building HVAC AHU Replacement

REPORT:

During the summer of 2019, Belfor Restoration Inc was hired to complete mold remediation in the 300 building. This project included a building wide cleaning of classroom and office related materials acquired over several years. Once Butler had cleaned the excess from the building, Belfor was able to do a complete remediation from ceiling to floor to clean the building. We installed dehumidifiers to control the humidity issues, but continued at times to have high humidity throughout the building.

Facilities Management contacted BCS to engineer and develop an RFP for the AHU replacement in the 300 building. This Project is designed to control humidity issues and replace 50+ year old equipment in the building. This RFP will be sent out March 9, 2020 and bids will be opened March 30, 2020.

Once bids are reviewed and within budget a TFA will be sent to the April board meeting for approval.

RECOMMENDED ACTION:

No action at this time.

RECOMMENDED FUNDING SOURCE:

Facilities Fund

Submitted by: Ireland Turner
Supervisor: Kent Williams
Date: March 2, 2020

BOARD ACTION ITEMS

Butler County Community College
Topic for Action
FY 2021 Tuition and Fee Rate Recommendation

To: The Board of Trustees
From: Kent Williams, VP Finance
Date: March 2, 2020
Re: YE 2021 Tuition and Fee Rates

Recommendation

The administration recommends that the per-credit-hour tuition and fee rates for FY2021 be set as follows: Butler County \$106.00, Other In-State \$123.50, Out-State \$182.50, International \$227.50.

Then administration further recommends no change to the On-Line Fee to remain at \$53 per course.

| Tuition & Fee Rates per Credit Hour | Butler County | In-State | Out-State | International |
|-------------------------------------|---------------|----------|-----------|---------------|
| YE 2021 Recommended Rates | \$106.00 | \$123.50 | \$182.50 | \$227.50 |
| YE 2020 Rates | \$104.00 | \$121.00 | \$180.00 | \$225.00 |
| Amount of Increase | \$2.00 | \$2.50 | \$2.50 | \$2.50 |

Additional information is provided on the attachments.

Butler Community College
Tuition and Fee Rate Recommendation Details

| | FY2020 Actual | FY2021 Recommended | Increase |
|-------------------------------|--------------------------|-------------------------------|-----------------|
| Tuition Rates | | | |
| In-District Tuition | <u>\$70.25</u> | <u>\$71.75</u> | <u>\$1.50</u> |
| In-State Tuition | <u>\$87.25</u> | <u>\$89.25</u> | <u>\$2.00</u> |
| Out-State Tuition | <u>\$146.25</u> | <u>\$148.25</u> | <u>\$2.00</u> |
| International Tuition | <u>\$191.25</u> | <u>\$193.25</u> | <u>\$2.00</u> |
| | | | |
| Credit-Hour Fee Rates | | | |
| Activity Fee | \$22.47 | \$22.97 | \$0.50 |
| Student Union Fee | \$0.85 | \$0.85 | \$0.00 |
| Technology Fee | <u>\$10.43</u> | <u>\$10.43</u> | <u>\$0.00</u> |
| Total Credit-Hour Fee Rates | <u>\$33.75</u> | <u>\$34.25</u> | <u>\$0.50</u> |
| | | | |
| Tuition plus Fee Rates | | | |
| In-District Tuition | <u>\$104.00</u> | <u>\$106.00</u> | <u>\$2.00</u> |
| In-State Tuition | <u>\$121.00</u> | <u>\$123.50</u> | <u>\$2.50</u> |
| Out-State Tuition | <u>\$180.00</u> | <u>\$182.50</u> | <u>\$2.50</u> |
| International Tuition | <u>\$225.00</u> | <u>\$227.50</u> | <u>\$2.50</u> |

| Charges for employees and family members qualifying for tuition waiver: | | | |
|--|----------------|----------------|---------------|
| Tuition | \$0.00 | \$0.00 | \$0.00 |
| Student Union Fee | 0.85 | 0.85 | 0.00 |
| Technology Fee | <u>10.43</u> | <u>10.43</u> | <u>0.00</u> |
| Total per Credit Hour | <u>\$11.28</u> | <u>\$11.28</u> | <u>\$0.00</u> |

Butler County Community College
Recommended Tuition and Fee Rates for FY 2020
Description of Fees

Per credit-hour fees are charged to in-state, out-state and international students. Students receiving tuition scholarships or tuition waivers (including employees and senior citizens) are required to pay fees.

Payment of the Activity Fee entitles students to attend College activities such as athletic events and theatrical productions on a first-come first serve basis.

The proceeds of the Activity Fee are used to provide scholarships.

The proceeds of the Student Union Fee are used to support the payment of long-term debt and operational costs of the Student Union.

The proceeds of the Technology Fee are used to offset the costs of providing computer equipment, networking, support, and technologically advanced equipment for instructional purposes and student services.

TOPIC for ACTION
Mutual Gains Bargaining – Notice Up Letter

REPORT:

The professional employees and administrative representatives on the Mutual Gains Bargaining Team discussed and agreed upon the Notice Up Letter for 2020-2021 Mutual Gains Bargaining. Following this Topic for Action is the Notice Up Letter identifying the issues to be negotiated.

RECOMMENDED ACTION:

We recommend approval of the Notice Up Letter for 2020-2021 contract year.

RECOMMENDED FUNDING SOURCE:

N/A

| | |
|---------------|-------------------------------------|
| Submitted by: | Shelley Stultz, AVP Human Resources |
| Supervisor: | Kim Krull, President |
| Date: | March 2, 2020 |

3/10/2020

Butler Community College
Education Association

Butler Community College
Board of Trustees
901 S. Haverhill Road
El Dorado, KS 67042

The Interest Based Bargaining Team hereby notifies you of the items that have been selected for consideration during the mutual gains bargaining process:

1. Introduction
Issue: Change the dates of the agreement to be reflective of the agreed upon duration
Purpose: to work towards a mutually acceptable resolution to this issue
2. Article VIII – Compensation, Section A – Salary, Part 3 – Placement of New Professional Employees
Issue: Hiring Schedule
Purpose: To work towards a mutually acceptable resolution to this issue
3. Article VIII – Compensation, Section A – Salary, Part 8 – Salary Increase for Existing Professional Employees
Issue: Salary for Existing Professional Employees
Purpose: To work towards a mutually acceptable resolution to this issue
4. Article VIII – Compensation, Section A – Salary, Part 10 – Overload
Issue: Overload Rate of Pay
Purpose: To work towards a mutually acceptable resolution to this issue
5. Article VIII – Compensation, Section A – Salary, Part 12 – Summer School Pay
Issue: Summer School rate of pay
Purpose: To work towards a mutually acceptable resolution to this issue
6. Article VIII – Compensation, Section A – Salary – Direct Deposit
Issue: Revise/clarify language to reflect current pay distribution options
Purpose: To work towards a mutually acceptable resolution to this issue
7. Article VIII – Compensation, Section B – Group Insurance
Issue: Group health insurance benefits – family and single coverage.
Purpose: To work towards a mutually acceptable resolution to this issue
8. Article XXIII – Evaluation of Professional Employees
Issue: Re-address instructor evaluations and review changes

- Purpose: To work towards a mutually acceptable resolution to this issue
9. Article XI – Leaves of Professional Employee, Section A – Health Leaves
 Issue: Offer paid parental leave
 Purpose: To work towards a mutually acceptable resolution to this issue
 10. Article VIII – Compensation, Section A – Salary
 Issue: Add an additional benefit and language for longevity bonuses
 Purpose: To work towards a mutually acceptable resolution to this issue
 11. Article X – Sick Leave Bank, Section D – Administration of Sick Leave Bank
 Issue: Remove approval of protected health information by a Sick Bank Review Board
 Purpose: To work towards a mutually acceptable resolution to this issue
 12. Letter of Understanding - Dated 2016
 Issue: Have the items in the LOU been satisfied to the extent the letter can be removed from the Master Agreement
 Purpose: To work towards a mutually acceptable resolution to this issue
 13. Article VIII – Compensation, Section 7 – Educational Advancement
 Issue: Language needs clarified on what counts for education credit
 Purpose: To work towards a mutually acceptable resolution to this issue
 14. Article XXV - Miscellaneous
 Issue: Define a deadline with incentive for faculty/advisor voluntary resignations for upcoming academic year
 Purpose: To work towards a mutually acceptable resolution to this issue
 15. Article V – Professional Workload, Section D – Special Projects
 Issue: Add pay for course updates made by faculty for ADA Accessibility
 Purpose: To work towards a mutually acceptable resolution to this issue
 16. Article VIII – Compensation, Section A – Salary
 Issue: Compensation for major revisions or updates to current on-line courses and master courses
 Purpose: To work towards a mutually acceptable resolution to this issue

In accordance with KSA 72-2228 we acknowledge and accept items within this letter as Notification of Intent to open the Master Agreement for negotiations.

Jim Howell
 Chairperson, Board of Trustees

Terry Sader
 President, BCCEA

TOPIC for ACTION
100-200 Building Information Services Project

REPORT:

The Information Services (IS) department proposes to move the IS into the 100 building and creating a new hardened server room. This move will improve services by bringing IS under one roof and creating a one stop service for students and faculty. The new server room will be updated for safety and fire protection.

The current server room needs to be improved in order to provide adequate air conditioning for the equipment as well as adequate safety and security. It appears that simply upgrading the air conditioning system in the current location would be an expensive “band aid” fix given the condition of the 200 building.

To update the server room operations and to improve Information Services to all campuses, we purpose utilizing a Construction Manager at Risk (CMR) to renovate the 100 and 200 buildings. We recommend an addendum to the 5000 building contracts of Gravity Works as architect and Simpson Construction as CMR to complete the 100-200 project. The estimated preliminary budget is attached and the total estimated project cost is \$925,798.22.

We have successfully used a CMR for the Hubbard Welcome Center, BG Products Stadium and the BOE Student Union.

RECOMMENDED ACTION:

Authorize the College administration to complete an addendum to Simpson Construction as CMR and Gravity Works as Architect for the renovation of the 100-200 project and approve the preliminary budget of \$925,798.22.

RECOMMENDED FUNDING SOURCE:

Funds are available for this project in the Capital Outlay Fund.

| | |
|---------------|---------------|
| Submitted by: | Lynn Umholtz |
| Supervisor: | Kent Williams |
| Date: | March 2, 2020 |

Butler Community College
Preliminary Budget
100 / 200 Remodel for IS
 March 4, 2020

| Work Scope | Area (sf) | S/sf | Estimate | Notes |
|---------------------------|-----------|----------|----------------------|---|
| Summer 2020 | | | | |
| 200 Building | | | | |
| IS space to Office and CR | 3127 | \$ 45.00 | \$ 140,715.00 | Demo/office walls/doors/flooring/ceiling/lighting/power/data |
| HVAC | 3127 | \$ 18.00 | \$ 56,286.00 | New HVAC for office and classroom areas |
| Secretarial Center to CR | 600 | \$ 35.00 | \$ 21,000.00 | Demo/flooring/ceiling/lighting/power/data |
| 100 Building | | | | |
| IS Space | 4340 | \$ 45.00 | \$ 195,300.00 | Demo/Office walls/doors/flooring/ceiling/lighting/power/data |
| Server Room (Hardened) | 360 | lump sum | \$ 250,000.00 | Generator reloc/hardened walls to roof/redundant HVAC/fire protection |
| HVAC | 4340 | \$ 15.00 | \$ 65,100.00 | Separate HVAC for IS |
| CR to Secretarial Center | 870 | \$ 35.00 | \$ 30,450.00 | Demo/flooring/millwork/ceiling/lighting/power/data/ |
| Furniture and Equipment | | | \$ - | By BCC |
| SUBTOTAL | | | \$ 758,851.00 | |
| Contingency | | | 15% \$ 113,827.65 | |
| Design Fee | | | 7% \$ 53,119.57 | |
| PROJECT ESTIMATE | | | \$ 925,798.22 | |

Gravity:Works Architecture

TOPIC for ACTION
Plaza Project

REPORT:

With the last KBOR site visit to review ADA compliance issues, one of the areas noted for needed improvements on the El Dorado campus was the plaza area that connects the gym (500 Building), the Hubbard Center and Nixon Library (600 Building), and the Walbourn Administration (900 Building). There are a number of areas where the cement is cracked and crumbling including on the steps and ramps. Railings are also loose and rusted in many areas. Work on the project scope identified \$80,000-\$90,000 would be needed to address these issues and to be in compliance with ADA standards.

Discussing this required project and its associated cost spurred further discussion about renovating and improving the entire area to create a main plaza in the center of campus for students, staff and alumni to gather as well as address the required ADA issues. This is a heavily traveled area of campus not only for students and staff but visitors and prospective students who are on campus. A new plaza would easily be a centerpiece for some outdoor activities, a location for pictures, gathering spot in between classes, and an area for a Butler sculpture.

Expansion of the project engaged the Butler Foundation. The Butler Foundation Board of Directors is supportive of the project and efforts that the Foundation Development Staff will undertake to fund raise for the entire project. Initial project designs have been developed by Gravity::Works at the request of the Foundation. If approved by the Board of Trustees, work will begin in March to solicit lead and major donors with a goal of 80% of the cost being met by the end of May. The remaining 20% of the project funds would be raised prior to the end of the year. It is expected that construction would begin before the end of the semester so it could be completed prior to the start of the fall semester.

The projected plaza project cost is \$235,013.63. The breakdown of the costs and a site plan are included.

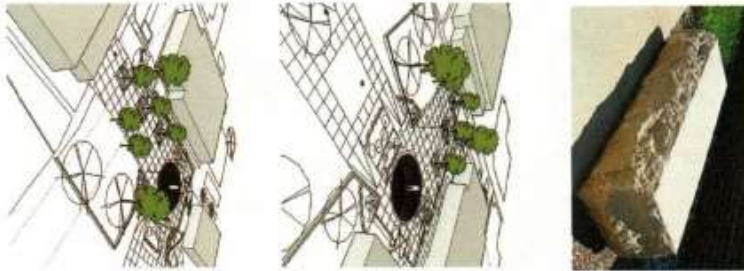
RECOMMENDED ACTION:

Approve the plaza project with the understanding the needed funding will be raised through the Butler Foundation.

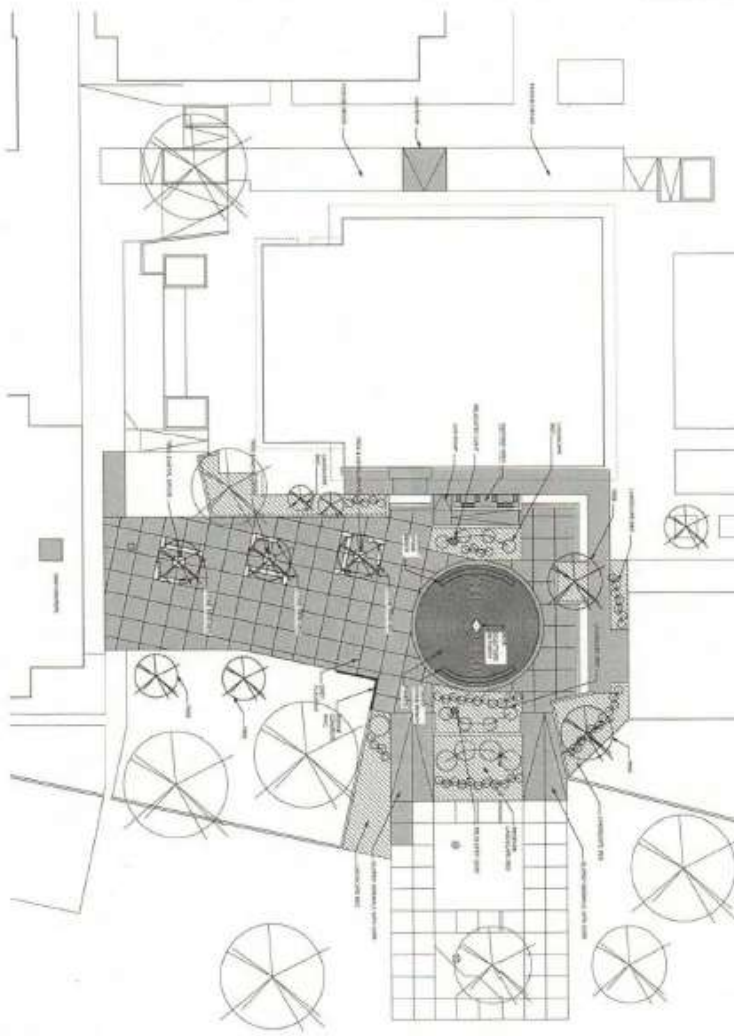
RECOMMENDED FUNDING SOURCE:

Donations secured through the Butler Foundation

| | |
|---------------|-------------------|
| Submitted by: | Kim Krull |
| Supervisor: | Board of Trustees |
| Date: | March 10, 2020 |




SITE PLAN PLAZA
SCALE: 1/8" = 1'-0"



SP1.1

PREPARED BY:
 GRAVITY=WORKS ARCHITECTURE
 901 S. Haverhill Road
 El Dorado, Kansas

SIDEWALK REPLACEMENT & ADA
BUTLER COMMUNITY COLLEGE - EL DORADO
 901 S. Haverhill Road
 El Dorado, Kansas



BCC ENTRY PLAZA OPTION 1 - SP1.1

| | | | | |
|-------------------------|----------|-------------|--|---------------|
| Demolition | | | | |
| Remove conc pavement | | | | \$ 10,000.00 |
| Plaza improvements | | | | |
| Concrete pavement | 20000 sf | \$ 5.50 | | \$ 110,000.00 |
| Concrete ramp | 500 sf | \$ 5.50 | | \$ 2,750.00 |
| Brick pavers | 2500 sf | \$ 7.00 | | \$ 17,500.00 |
| Concrete walls | 20 cy | \$ 250.00 | | \$ 5,000.00 |
| Stone benches | 663 df | \$ 30.00 | | \$ 19,875.00 |
| Railings | 45 lf | \$ 120.00 | | \$ 5,400.00 |
| Light poles | 3 ea | \$ 2,500.00 | | \$ 7,500.00 |
| Accent lighting | 1 ls | \$ 5,000.00 | | \$ 5,000.00 |
| Landscaping shade trees | 7 ea | \$ 350.00 | | \$ 2,450.00 |
| Landscaping | 6000 sf | \$ 2.50 | | \$ 15,000.00 |
| Metal tree grates | 3 ea | \$ 500.00 | | \$ 1,500.00 |
| Flag Pole | 1 ea | \$ 1,500.00 | | \$ 1,500.00 |
| Sculpture | | | | \$ - |
| Sub Total | | | | \$ 203,475.00 |
| Contingency | | 10% | | \$ 20,347.50 |
| Design Fee | | 5% | | \$ 11,191.13 |
| Total Project Cost | | | | \$ 235,013.63 |

TOPIC for ACTION
Construction Technology AAS Degree Program

REPORT:

At the request of industry, over the past six months, Butler Community College staff have been working to develop a Construction Technology AAS degree. We have had numerous meetings and conversations with various construction companies within Butler and Sedgwick counties. Attached find the proposed Construction Technology AAS degree which we believe will meet the needs of the local construction industry. Companies included in our conversations include, but are not limited to, Simpson Construction (current contractor on the Butler of Andover 5000 building remodel project), Wildcat Construction, Hutton, Eby and others. Additionally, we have also had conversations with Rose Hill High School in starting a Construction Technology High School Academy program to begin in fall 2021. The program curriculum focuses on meeting regional construction industry needs and aligns with the National Center for Construction Education and Research (NCCER) standards.

RECOMMENDED ACTION:

Request that the Board ratify the attached Construction Technology associate of applied science degree for the Kansas Board of Regents. Please see the attached Construction Technology program package that will be submitted to KBOR's Technical Education Authority (TEA) committee.

RECOMMENDED FUNDING SOURCE:

With the closure of the Butler Automotive Collision program, we recommend transferring the non-personnel budget dollars from Automotive Collision budget in the amount of \$23,180 to the proposed Construction Technology program budget. The full-time instructor salary amount would be a reallocation of a full-time faculty retirement out of the Business Systems Technology budget (Karen Wright).

| | |
|---------------|-----------------|
| Submitted by: | Mel Whiteside |
| Supervisor: | Lori Winningham |
| Date: | March 2, 2020 |

Butler Community College

New Program Proposal
Construction Technology
Associate of Applied Science

February 25th, 2020

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New Program Request Form CAI

General Information

| | |
|--|---|
| Institution submitting proposal | Butler Community College |
| Name, title, phone, and email of person submitting the application <i>(contact person for the approval process)</i> | Lori Winningham, Vice President of Academics 316-322-3110 lwinning@butlercc.edu |
| Identify the person responsible for oversight of the proposed program | Mel Whiteside, Dean of Science, Technology, Engineering, and Mathematics |
| Title of proposed program | Construction Technology |
| Proposed suggested Classification of Instructional Program (CIP) Code | Building Construction Technology/Technician 46.0415 (2020) |
| CIP code description | A program that prepares individuals to apply technical knowledge and skills to residential and commercial building construction and remodeling. Includes instruction in construction equipment and safety; site preparation and layout; construction estimating; blueprint reading; building codes; framing; masonry; heating, ventilation, and air conditioning; electrical and mechanical systems; interior and exterior finishing; and plumbing. Examples: [Construction Technology] |
| Standard Occupation Code (SOC) associated to the proposed program (https://www.bls.gov/oes/current/oes_stru.htm) | Construction Trades Workers (47-2000); Construction Laborers (47-2060); Other Construction and Related Workers (47-4000); Miscellaneous Construction and Related Workers (47-4090); construction and related workers – all other (47-4099) |
| SOC description | 47-2061 - Construction Laborers: Perform tasks involving physical labor at construction sites. May operate hand and power tools of all types: air hammers, earth tampers, cement mixers, small mechanical hoists, surveying and measuring equipment, and a variety of other equipment and instruments. May clean and prepare sites, dig trenches, set braces to support the sides of excavations, erect scaffolding, and clean up rubble, debris, and other waste materials. May |

| | |
|--|---|
| | assist other craft workers. Construction laborers who primarily assist a particular craft worker are classified under "Helpers, Construction Trades" (47-3010). Excludes "Hazardous Materials Removal Workers" (47-4041). |
| Number of credits for the degree <u>and</u> all certificates requested | 63 |
| Proposed Date of Initiation | August 2020 |
| Specialty program accrediting agency | NCCER (National Center for Construction Education & Research) |
| Industry certification | NCCER (National Center for Construction Education & Research) |

Signature of College Official _____ Date _____

Signature of KBOR Official _____ Date _____

Section I: Program Description

The proposed program is an AAS in Construction Technology (CIP 46.0415). A program which prepares students to apply technical knowledge and skills to residential and commercial building construction and remodeling. Includes instruction in construction equipment and safety; site preparation and layout; construction estimating; blueprint reading; building codes; framing; masonry; heating, ventilation, and air conditioning; electrical and mechanical systems; interior and exterior finishing; and plumbing.

- **Catalog Description**

Students in the Construction Technology program will be prepared for a career in construction by engaging in relevant and generalized content in the following areas: Plumbing, HVAC, Masonry, Electrical, Cabinet making, Building systems, Flooring, Carpentry, and general craft skills. This program is ideal for those looking to begin their construction career as an entry level craft professional, general laborer seeking to increase their technical capabilities, or a student considering a generalized program to pursue further study in a specified construction process or application.

- **Program Objectives**

- I. Objectives for students

- A. Gain general skills and proficiency in the following areas

1. OSHA standards, procedures, and policies
 2. Construction safety practices
 3. Construction mathematics
 - a. Measurements
 - b. Basic geometry
 - c. Basic trigonometry
 4. Use and care of power tools
 5. Read and interpret blueprints and site documents
 6. Carpentry
 7. Floor systems
 8. Framing
 - a. Windows
 - b. Doors
 - c. Walls
 9. Roof deck preparation
 10. Installing and care of exterior finishing materials
 11. Selection, construction and installation of cabinets, bookcases, and furniture
 12. Electrical hazards and safety
 13. National Electrical Code policies
 14. Masonry materials and techniques to work with those materials
 15. HVAC care and installation
 16. Plumbing maintenance
 17. Management
 - a. Organization
 - b. Communication
 - c. Safety
 - d. Project Scheduling

- B. Participate in student leadership opportunities

1. Evidenced by
 - a. Participation in the Construction Technology program
 - b. Respectful interaction with peers in the program
 - c. Respectful interaction with instructors and industry professionals.
- C. Develop connections with employers
 1. Evidenced by
 - a. Internships and job placements
 - b. Job shadows and work site visits
 - c. Attendance at Butler construction conferences, seminars, and special events
 - d. Attendance at outside construction conferences, seminars, and special events
- II. Objectives for the program
 - A. Maintain up to date curriculum
 1. Evidenced by
 - a. Advisory Board meetings and surveys
 - b. NCCER guidelines
 - c. CaTERS program completer curriculum surveys
 - d. CaTERS employer surveys
 - B. Build relationships with the local construction industry
 1. Evidenced by:
 - a. Participation in local committees, boards, and organizations
 - b. Measure Advisory Board participation
 - C. Maintain Outside Accreditation
 1. Evidenced by
 - a. NCCER accreditation
 - b. NCCER Instructor certification
 - c. NCCER student certification
 - D. Assess student learning
 1. Evidenced by
 - a. Major Summative Assessment Tasks
 - b. Success rates
 - E. Monitor student satisfaction
 1. Evidenced by
 - a. CaTERS program completer preparedness surveys
 - b. Retention rates
 - F. Monitor employer satisfaction
 1. Evidenced by
 - a. CaTERS program completer curriculum surveys
 - G. Monitor instructor satisfaction
 1. Evidenced by
 - a. Adjunct surveys

- Admission Requirements

Program admission follows Butler Community College procedure on admissions.

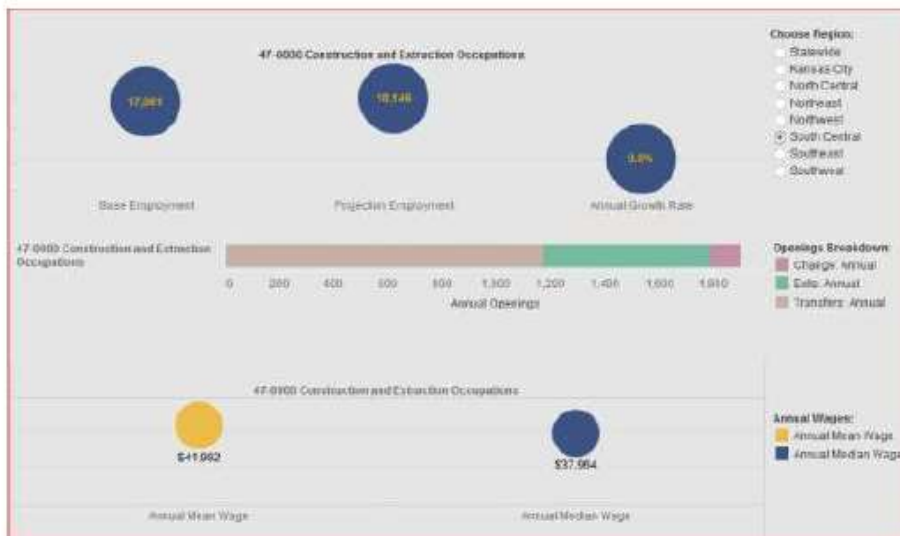
- Complete the Application for Admission
- Submit official transcripts from each institution for prior coursework to be used toward a degree program.

- Placement Test Requirements: Degree seeking students and those enrolling in math or English courses must meet placement test requirements (ACT/SAT scores taken within last 3 years, Butler placement test, Accuplacer test, or college transcripts showing completion of course prerequisites)
- Submit proof indicating proper residence classification for tuition costs.
- **Graduation Requirement**
 - Minimum 2.0 GPA at Butler Community College
 - Attain a grade of C or better in all required courses
 - Complete a Butler Community College degree application form

Section II: Demand for the Program

• **KDOL Long-Term Occupational Outlook**

According to the 2019 South Central Kansas High Demand Occupations data, nationwide, the construction industry is projected to continue in its current boom cycle. For example, nationwide, it is projected that 179,300 annual job openings will be available for construction laborers (SOC 47-2061), 79,400 annual openings for first-line supervisors of construction trades and extraction workers (SOC 47-1011), and 116,300 annual job openings for carpenters (SOC 47-2031). The Department of Labor Kansas Occupational Projections from 2016 – 2026, projects 1,895 annual job openings in Construction and Extraction Occupations (SOC 47-0000) for South Central Kansas with an annual median wage of \$37,964, and 516 annual openings for Southeast Kansas with an annual median wage of \$37,509 (<https://klic.dol.ks.gov/gsipub/index.asp?docid=743>).



Kansas Department of Labor: Construction and Extraction Occupation Employment and Wage Data

EMSI, Q4 data from November, 2019, shows growth from 2019-2024 in target construction occupations such as Cement Masons and Concrete Finishers with a growth of 6.55%; Pipelayers 5.2%; and Insulation workers 4.11%. Within the general region of Butler Community College (defined by the following counties: Butler, Chase, Cowley, Greenwood, Harper, Kingman, Marion, Morris, Sedgwick, Morris, and Sumner) there are no other programs offering a degree or pathway like this one.

- Demand from Local Community

Demand from industry leaders for graduates of the proposed program is high. Many industry leaders project much higher job demands than those reported in official labor trends; changes in federal programs focusing on infrastructure improvements could have dramatic and positive employment consequences for this industry. Difficulty in finding quality labor has presented local industry leaders with challenges to recruitment, even going so far to recruit from outside the South-Central Kansas region. Regional demand is very high. Further, this program provides capable and skilled residents of South-Central Kansas new opportunities and careers so that they will remain in the geographic region; and contribute to the further development and tax base of our local economy. Letters of support - See Appendix I.

- Business/Industry Partnerships

Butler Community College strives to add numerous possibilities and partnerships that will improve the program for both the students and faculty. Several companies have expressed a strong interest in investing and supporting Butler's Construction Technology program through in-kind donations, internships, and assisting students with job placement. These companies include, but are not limited to, Association of General Contractors, (AGC), Berean Concrete, Simpson Construction, and Wildcat Construction. Further, Butler hopes to develop 2+2 agreements with four-year institutions in the state, such as Kansas State University, Fort Hays State University, and Pittsburgh State University, offering similar degree pathways and majors. Likewise, Butler seeks to work with industry partners to develop robust internship, job-shadowing, and work site visitation opportunities for students. By building on our existing relationships we hope to include our partners in these educational opportunities, thereby providing and facilitating training that will help meet specific needs for the industry in our region.

Section III: Duplication of Existing Programs

- Similar Programs in K-TIP

Within the general region of Butler Community College (defined by the following counties: Butler, Chase, Cowley, Greenwood, Harper, Kingman, Marion, Morris, Sedgwick, Morris, and Sumner) there are no other programs offering a degree or pathway like this one.

- Collaboration with Similar Programs

Butler plans to collaborate with Wichita's Bishop Carroll High School and additional conversations are also taking place with Rose Hill High School to add a Construction Technology Academy beginning Fall 2021. Currently, Butler is not collaborating with similar community or technical college programs. Unlike Butler's Construction Technology program, WSU Tech's program focuses primarily on carpentry.

Section IV: Program Information

- Program Courses

BA104. Computer Concepts and Applications. 3 hours credit. Prerequisite: The student must have a typing speed of at least 20 words per minute (a pretest will be given). This course will enable the student to use the Windows operating system and Microsoft Office applications, including word processing, spreadsheet, database, and presentation graphics. The student will build technology literacy skills by practicing essential computer concepts.

BA 109. Entrepreneurship. 3 hours credit. This course will enable the student to gain an understanding of the issues and strategies involved in starting and managing a small business. The student will go through the steps required to develop a business plan including marketing, organizing, financing, controlling, and managing risk.

CN 101. OSHA 10hr – Construction Industry. 1 credit hour. This course will enable the student to gain critical knowledge regarding OSHA policies, procedures, and standards including general industry safety and health principles. The student will learn the scope and application of the OSHA construction industry standards, with special emphasis placed on those areas that are most hazardous, along with recommended abatement techniques.

CN 102. Craft Fundamentals. 2 hours credit. This course will enable the student to develop skills in basic construction safety practices. The student will develop construction specific communication and employability skills. The student will properly utilize safety practices.

CN 103. Introduction to Craft Skills. 3 hours credit. Prerequisite: CN 101 with a C or better. This course will enable the student to develop basic construction mathematic skills, use basic hand and power tools, and interpret construction drawings. The student will learn how to store and move construction materials in a safe manner. The student will properly utilize proper safety practices.

CN 104. Introduction to Carpentry. 3 hours credit. Prerequisite: CN 103 with a C or better. This course will enable the student to develop basic carpentry skills and knowledge. The student will develop skills in reading building plans, using common construction tools, and selecting building materials. The student will properly utilize safety procedures.

CN 105. Floors and Stairs. 3 hours credit. Prerequisite: CN 104 with a C or better.

This course will enable the student to acquire skills to layout and construct floor systems. The student will focus on techniques for measuring and calculating rise, run, and stairwell openings. The student will properly utilize safety procedures.

CN 107. Ceilings, Walls, and Building Systems. 3 hours credit. Prerequisite: CN 105 with a C or better. This course will enable the student to acquire skills to layout and frame walls, doors, and window openings. The student will study various ceiling, roof, and building envelope systems. The student will properly utilize safety procedures.

CN 200. Roofing and Exteriors. 3 hours credit. Prerequisite: CN 107 with a C or better.

This course will enable the student to acquire skills to properly prepare the roof deck. The student will install roofing and various types of exterior finish materials. The student will learn about equipment commonly used at a construction site. The student will properly utilize safety procedures.

CN 201. Cabinet Making and Installation. 3 hours credit. Prerequisite: CN 107 with a C or better.

This course will enable the student to become proficient in the selection, construction, and installation of high-quality finished products such as cabinets, bookcases, and furniture. The student will properly utilize safety procedures.

CN 202. Introduction to Electrical. 3 hours credit. Prerequisite: CN 107 with a C or better. This course will enable the student to utilize critical information on electrical hazards, electrical safety standards, and some National Electrical Code (NEC®) requirements for the construction electrical trade. The student will properly utilize safety procedures.

CN 203. Introduction to Masonry. 3 hours credit. Prerequisite: CN 107 with a C or better. This course will enable the student to identify basic masonry materials, tools, techniques, and safety precautions in the construction trade.

CN 204. Introduction to HVAC and Plumbing. 3 hours credit. Prerequisite: CN 107 with a C or better. This course will enable the student to learn about the job duties of an HVAC technician and the fundamentals of working in the plumbing construction trade. The student will properly utilize safety practices.

CN 205. Construction Management. 3 hours credit. Prerequisite: CN 107 with a C or better. This course will enable the student to acquire skills needed to become an effective leader. The student will

learn about workforce diversity, organization, basic leadership skills, safety, and project scheduling and control. The student will properly utilize safety procedures.

EG 101. English Composition 1. 3 hours credit. Prerequisite: A score at a pre-determined level on a placement instrument, or a C or better in EG 060 and RD 012, or a C or better in EG 060 and concurrent enrollment in RD 012. This course will enable the student to communicate effectively through a variety of writing activities. The student will develop knowledge, skills, and critical thinking ability with regard to writing and reading. The student will recognize the importance of the grammatical and rhetorical structures of language to clear and effective writing. The student will recognize the process of creating documents through regular writing assignments.

FL 107. Beginning Spanish 1. 5 hours credit. This course will enable the student to communicate in Spanish using fundamentals of basic vocabulary and phrases, pronunciation, reading and writing. The student will also define cultural characteristics inherent to the target culture, study the relevance of the target language community as it reflects on the student's own life, and make connections to other disciplines. This course is designed for the student who is *beginning* basic language study and preparing to pursue foreign language credits that fulfill degree requirements.

FL 108. Beginning Spanish 2. 5 hours credit. Prerequisite: FL 107 with a C or better or four traditional academic semesters of Spanish in secondary school. This course will enable the student to communicate using fundamentals of basic vocabulary and phrases, pronunciation, and reading and writing. The student will also define cultural characteristics inherent to the target culture and study the relevance of the target language community as it reflects on the student's own life. This course is designed for the student who is *continuing* basic language study and preparing to pursue foreign language credits that fulfill degree requirements.

IP 193. Internship 1.2. 2 hours credit. The department highly recommends PD 100. The student must secure an internship position related to the student's program of study prior to the first day of class. This course will enable the student to link classroom learning to an applied setting in a work environment. The student will work a minimum of 100 contact hours. The student will intern for a specific period of time, which may serve as a precursor to professional employment.

IP 293. Internship 2.2. 2 hours credit. Prerequisites: IP 192, IP 193, or IP 194 with a C or better and the student must secure a suitable internship position in a related field prior to the first day of class. This course will enable the student to gain additional experience in a work environment and apply classroom learning to the workplace. The student will work a minimum of 100 contact hours. The student will intern for a specific period of time, which may serve as a precursor to professional employment.

MA 114. Technical Mathematics 1. 3 hours credit. Prerequisite: Placement score or MA060 (or MA064, MA065, and MA066) with a C or better or diagnostic credit. This course will enable the student to directly apply mathematics to several fields of study. The student will solve practical applications of arithmetic, geometry, ratios and proportions, signed numbers, powers, roots and functions.

SP 102. Interpersonal Communication. 3 hours credit. This course will enable the student to: Identify and practice effective interpersonal communication (verbal and nonverbal) techniques. Discuss the role of perception (both of self and others) in interpersonal communication. Identify major barriers to effective listening and how to overcome them. Recognize and practice effective conflict resolution. Recognize thoughts and feelings and be able to express them appropriately.

- Proposed program including multiple criteria (pulled from Mass Comm-Journalism)

The Construction Technology program has no multiple curricula. All students will be required to take identical courses, although they will have some options regarding general education courses.

- Program of Study/Degree plan – See Appendix II

- List any pertinent program accreditation available- In order to issue the NCCER Credentials, the school must be an NCCER Accredited Training & Education Facility (ATEF). This accreditation is through NCCER and must be endorsed and overseen by an industry organization. AGC of Kansas would be the Sponsor and oversight for this Accreditation, the only cost would be a \$50 application fee. The

instructor must also be NCCER certified to teach and credential students, AGC of Kansas would also assist in this. Butler is currently in the process; to be completed by July 2020.

The certificates we would have for the program would be

Industry Credentials

OSHA 10hr - Construction Industry

NCCER Core

NCCER Carpentry Level 1

NCCER Construction Technology

Section V: Faculty

• **Faculty Qualifications**

All faculty must comply with the Higher Learning Commission qualified standards. Faculty teaching in career and technical education college-level certificate and occupational associate's degree programs should hold a bachelor's degree in the field and/or a combination of education, training and tested experience. Such qualifications are allowable even in instances where technical/occupational courses transfer, which HLC recognizes is an increasing practice. While it is preferred that faculty have a bachelor's degree and a minimum of two years or 4,160 hours of construction experience (including internship hours), faculty with an associate degree and five years or 10,400 hours of construction experience will be considered, or no degree with 10 years (20,800 hours) of construction experience.

All General Education courses will be taught by faculty following HLC guidelines as outlined in the faculty handbook. Faculty teaching transfer courses must hold an approved graduate degree from an institution which has been accredited by an agency approved by the Council for Higher Education Accreditation. Faculty must have thirty (30) hours of relevant substantial study, including at least eighteen (18) semester hours in the teaching academic discipline. Faculty teaching courses in career and technical programs must hold a graduate degree and/or possess equivalent occupational technical experience appropriate to the courses they are teaching.

Section VI: Cost and Fund for Proposed Program

Detailed Budget Narrative

• **Faculty Funding**

The first three years of the CT program will involve one Butler funded full-time (FT) Construction Technology faculty member. This will be paid for by transferring funds from another FT faculty member expected to retire June 01, 2020 thereby allowing Butler to reallocate funding and foregoing the request of additional funding from our Board of Trustees (BOT) for this position. Year two FT instructor salary = \$50,916; year two adjunct pay = \$5,958 (Three, 3 credit hr. classes X \$662/cr. hr.). An annual pay increase of 2% is included for FT and PT faculty pay adjustments.

• **Facility Costs**

Butler is in the process of building a new facility on its Butler of Andover campus which will house the Engineering Technology and Construction Technology programs. The anticipated cost of \$5,000 will be utilized to modify the ventilation for saw dust emission and removal. Continuing evaluation of the space for other technical, material, and safety needs will take place.

• **Student Fees**

It is anticipated that various industry partners will contribute to the new CT program with in-kind and monetary donations, though, this alone will not cover the total ongoing expenses necessary to fund equipment and supply the program. Butler will minimize the financial burden on students and other stakeholders; however, fees are a necessary component to cover the costs of equipment maintenance,

supplies, future equipment replacement, etc. Therefore, Butler will begin by assessing a \$25 per credit hour fee on each Construction Technology specific course. Following year one of the program, the advisory committee and Butler administration will assess this fee and make further recommendations. With forecasted first year enrollment of 10 full-time (enrolled in 15 credit hours per semester) and 10 part-time (enrolled in 6 credit hours per semester) students, forecasts show \$10,500 in fee revenue for the 2020-2021 academic year.

- Equipment and Supplies

Though there have been price increase trends on many items over the past year (e.g., fuel and medical), the Bureau of Labor and Statics (BLS) January 14, 2020 report states, “from 2018 to 2019, consumer prices for *all items* rose 2.3 percent.” This follows an increase of 1.9 percent from 2017-2018 and 2.1 percent from 2016-2017. Because economists and analysts predict this trend continuing through 2020-2021, a 2.1 percent annual increase was taken into consideration in calculating future costs for equipment and supplies (Source: Bureau of Labor Statistics, U.S. Department of Labor, *The Economics Daily*, Consumer Price Index: 2019 in review on the Internet at <https://www.bls.gov/opub/ted/2020/consumer-price-index-2019-in-review.htm> (visited February 07, 2020).

- CA-1a form – See Appendix III

- Outside Funding Sources

Currently, no outside funding has been procured; however, additional in-kind and monetary donations are anticipated by industry partners, and other outside donations from the construction industry. Additionally, if needed, funding will be considered through Carl Perkins’s and other CTE specific grants.

Section VII: Program Review and Assessment

- Program Review Cycle

The program review will adhere to the established Butler Community College’s procedure for program assessment. An in-depth review of the program will be completed, with data and outcomes reviews by the faculty, department chair, Dean for STEM and CTE This data includes enrollment demographics, program retention, student success rates, job placement, and wages.

In addition to the regular review process, the program will be reviewed by the department chair and faculty on a semester by semester basis. This will allow any unforeseen problems associated with outcomes and/or leaning units to be addressed, so the program can evolve.

- PROVIDE

The Academic Program Viability system in place at Butler Community College is based upon the IMPROVE model (Index to Measure Program Viability and Effectiveness). This process assesses goal is to assure that the College’s resources are used in response to the College’s Mission, it’s Strategic Master Plan, the needs of students, and the requirements of the community it serves. The framework of the review of program clusters is based upon five metrics. These metrics include Community Stake, Market Outlook, Mission Compatibility, Performance and Resourcing/Revenue/Costs. A weighted score is determined for each program cluster by a broad-based cross-functional PROVIDE committee (Program Viability Determination) so that recommendations pertaining to the viability of the program can be reported to inform program decisions. Each program cluster score falls into one of four possible outcomes:

1. Program Discontinuation (termination of the program) IMPROVE score of 50 or less
2. Program Modification (structural changes to the program) IMPROVE score of 51-60
3. Status Quo (no significant changes to the program) IMPROVE score of 61-80

4. Program Initiation (recommendation for program expansion) IMPROVE score of above 80 Each program cluster will be reviewed on a 3-year rotation. As with any new program, the initial review by the PROVIDE committee will happen in the third year of operations.

In addition, as part of the budget development process, each program is expected to conduct a program review analysis as needs are identified and move forward in the budgeting process. This annual program review is intended to identify departmental goals, identify needed resources and establish a timeline for program modifications. These are reviewed by the program division dean, then submitted up to the Vice President of Academics, and then on to the Executive Council for resource allocation/reallocation.

Section VIII: Program Approval at the Institutional Level

- Program Advisory Committee – For Advisory minutes – See Appendix IV

The Butler Construction Technology Committee is the program advisory committee for the AS Construction Technology program. Member of the Committee and their affiliations:

| | |
|---|---|
| CHAIR: James McNaul (Berean Concrete) | Kevin Stanfield (Stanfield Roofing) |
| VICE-CHAIR: Craig Lofton (Alloy Architecture) | Aaron Stevens (Belford Electric) |
| SECRETARY: Tyler Dehn (Wildcat Construction) | Vince Haines (Gravity Works Architects) |
| Randal Chickadonz (Superintendent Rose Hill) | Jared Simpson (Simpson Construction) |
| Larry Walty (Larry Walty Roofing) | Cloys Bayless (AGC of Kansas) |

- Curriculum Committee

The Butler Community College Faculty Curriculum Team examines, recommends and approves all courses; it does not examine nor approve degree programs. Approved courses reflected in the attached pathway have been reviewed/approved by the division dean and the Vice President of Academics prior to final review/approval from our Board of Trustees.

- Governing Board - PENDING

The Butler Community College Board of Trustees are the governing board for the institution. Members of the Board and their positions. Butler Board of Trustee minutes - See Appendix V

| | |
|--------------------------------|----------------|
| Jim Howell – Chair | Forrest Rhodes |
| Lance Lechtenberg – Vice Chair | Shelby Smith |
| Doug Law – Secretary/Treasurer | Julie Winslow |
| Mary Martha Good | |

Appendix I: Letters of Support



4/18/2020

Butler Community College
901 S. Riverbend Rd.
El Dorado, Ks 67042

To Whom it May Concern:

Beran Concrete would like to extend this letter of support for Butler Community College and the proposed Construction Tech Program. The construction industry in our area has struggled for years to find individuals who could help our organizations maintain and grow year over year. We here at Beran are excited to be a part and support a program like this.

The curriculum discussion and information at the advisory meetings have us thrilled about the future of this program and future graduates. Getting students in the program and excited about the construction industry will have real effects on the communities in which they choose to live. These students will build the future infrastructures these communities need to continue to grow and prosper.

We feel that through continued support of the Butler Community College Construction Tech Program we will be able to help employers like us get qualified applicants needed to help our businesses operate year over year. So excited about the future of the program should you have any questions, please reach out we'd love to talk about the program and its future.

Best Regards,



James McNeil
Executive Vice President
Beran Concrete, Inc.



Rose Hill Schools

Superintendent Randal Chickadorn
Unified School District 394
104 North Essex Hill Road
Rose Hill, Kansas 67113-4743

January 2020

Dear Committee Members:

This letter is to serve as my endorsement of the Construction Technology Associate of Applied Science degree at Butler Community College.

As a public school partner with Butler Community College, their long-standing approach to career program offerings are a documented success. Butler Community College's work to develop programs that meet the area's career opportunity needs has encouraged and maintained a high student enrollment in those programs. The career fields of construction and trades have shown to have very high need and employment opportunities for our area. I have agreed to support this program in an advisory capacity to make sure students receive a high quality educational experience that will serve them well.

Thank you for your consideration of the Construction Technology Associate of Applied Science degree at Butler Community College.

Randal Chickadorn
Superintendent of Schools
Rose Hill School District USD 394

Website: www.usd394.com
Quality in Education Since 1999
Office: 316-736-3360 Fax: 316-736-3309



Wildcat Construction Co., Inc.
 P.O. Box 2182 • Viroqua, WI 53592
 2210 W. Van St. • P.O. Box 67113
 (715) 645-6400 • Fax (715) 642-4012
www.wildcatcompanies.com

WILDCAT
 construction

an Equal Opportunity Employer

Colorado Office
 510 E. Dorrance St.
 Colorado Springs, CO 80903
 (719) 550-1003 • Fax (719) 550-2003

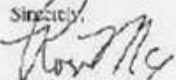
January 14, 2020

Dear Kerner Board of Regents:

On behalf of Wildcat Construction Co., Inc., we fully support the creation of a Construction Technology degree at Butler Community College. As an active business within this field, we see the benefit of this program for Butler County, Wisconsin, and the surrounding region.

I am confident not only our company, but others in the area, will support this program. On a regular basis, we see firsthand the need for quality and skilled labor. Wildcat not only has challenges hiring skilled and unskilled labor, once we get employees hired, then it is often problematic to train and then retain them.

Butler has a track record of other successful endeavors for career training, education, and preparedness, and we are confident it can provide a construction program to help meet the needs in this industry. A program like this will not only train students but provide them access to develop relationships and resources in the field.

Sincerely,

 Roger McClellan
 President

January 10, 2020

Kansas Board of Regents
1000 SW Jackson Street, Suite 520
Topeka, KS 66612-1368

Dear Kansas Board of Regents:

On behalf of Alloy Architecture, we are sending this letter to express our support of the creation of a Construction Technology degree at Butler Community College. As an active business, within the general field of Design and Construction, we most assuredly see the benefit of this program for Butler County, Sedgwick County, the city of Wichita and the surrounding region. Over the last decade or so, the lack of skilled labor has become very evident as we perform Construction Administration services on the projects we have designed, so we see this program as a way to encourage our local young people see the career possibilities in the construction industry.

We are confident that not only our company, but others in the area will energetically support this program. The need for quality skilled labor is enormous, and Butler Community College has a fantastic opportunity to provide a program to help meet these demands. Likewise, a program like this will not only train students but provide them access to companies in the construction industry that will allow them to develop relationships and connect with potential mentors. Butler Community College has a proven track record of other such successful endeavors for career training, education and preparedness and we at Alloy Architecture are confident that this will be yet another successful program.

Sincerely,



Craig W. Lottich, AIA
Principal, Alloy Architecture



Alloy Architecture
10700 S. Emporia Street, Suite 100

TOPEKA, KS 66612

PHONE: 785.863.4444
WWW.ALOYARCHITECTS.COM

**Appendix II: Plan of Study (Pathway)
Construction Technology, AAS**

| Fall Semester- Year 1 | | | | | |
|-----------------------|-----------------------------------|-----------|------------|-----|------|
| Course | Course Name | Clock Hrs | Credit Hrs | Day | Time |
| 101 | OSHA 10hr – Construction Industry | 16 | 1 | | |
| 102 | Craft Fundamentals | 26 | 2 | | |
| 103 | Intro to Craft Skills | 46 | 3 | | |
| 104 | Intro to Carpentry | 48 | 3 | | |
| 105 | Floors and Stairs | 38 | 3 | | |
| BA104 | Information Processing Systems | 45 | 3 | | |
| MA 114 | Technical Mathematics 1 | 45 | 3 | | |
| Total Credit Hours | | | 18 | | |

| Spring Semester - Year 1 | | | | | |
|--------------------------|-------------------------------------|-----------|------------|-----|------|
| Course | Course Name | Clock Hrs | Credit Hrs | Day | Time |
| 107 | Ceiling, Walls and Building Systems | 46 | 3 | | |
| 200 | Roofing and Exteriors | 47 | 3 | | |
| 201 | Cabinet Making and Installation | 44 | 3 | | |
| 202 | Intro to Electrical | 30 | 2 | | |
| SP102 | Interpersonal Communication | 45 | 3 | | |
| Total Credit Hours | | | 14 | | |

| Summer Semester - Year 1 | | | | | |
|--------------------------|----------------|-----------|------------|-----|------|
| Course | Course Name | Clock Hrs | Credit Hrs | Day | Time |
| IP 193 | Internship 1.2 | 32 | 2 | | |
| IP 293 | Internship 2.2 | 32 | 2 | | |
| Total Credit Hours | | | 4 | | |

| Fall Semester - Year 2 | | | | | |
|------------------------|---------------------|-----------|------------|-----|------|
| Course | Course Name | Clock Hrs | Credit Hrs | Day | Time |
| 203 | Intro to Masonry | 76 | 5 | | |
| EG101 | English Composition | 45 | 3 | | |
| FL 107 | Beginning Spanish 1 | 75 | 5 | | |
| Total Credit Hours | | | 13 | | |

| Spring Semester - Year 2 | | | | | |
|--------------------------|--------------------------|-----------|------------|-----|------|
| Course | Course Name | Clock Hrs | Credit Hrs | Day | Time |
| 204 | Intro to HVAC & Plumbing | 44 | 3 | | |
| 205 | Construction Management | 45 | 3 | | |
| FL108 | Beginning Spanish 2 | 75 | 5 | | |
| BA109 | Entrepreneurship | 45 | 3 | | |
| Total Credit Hours | | | 14 | | |

Total Degree Pathway Credit Hours 63

Appendix III
KBOR Fiscal Summary for Proposed Academic Program
 CA-1a Form (2018)

Institution: Butler Community College
 Proposed Program: Construction Technology (AAS)

IMPLEMENTATION COSTS

| Part I. Anticipated Enrollment | | Implementation Year | | |
|--|---|---------------------|--|-----------------|
| Please state how many students/credit hours are expected during the initial year of the program? | | | | |
| | | Full-Time | Part-Time | |
| A. Headcount: | | 10 | 10 | |
| Part II. Initial Budget | | Implementation Year | | |
| A. Faculty | | Existing: | New: | Funding Source: |
| Full-time | 1 | \$48,917 | \$0.00 | Existing GOF |
| Part-time/Adjunct | 3 | \$5,841 | \$0.00 | Existing GOF |
| | | Amount | Funding Source | |
| B. Equipment required for program | | \$5,000 | Existing General Operating Fund | |
| C. Tools and/or supplies required for the program | | \$23,000 | Existing General Operating Fund | |
| D. Instructional Supplies and Materials | | \$7,000 | Existing General Operating Fund | |
| E. Facility requirements, including facility modifications and/or classroom renovations | | \$5,000 | Existing General Operating Fund | |
| F. Technology and/or Software | | \$2,500 | Existing General Operating Fund | |
| G. Other: Recruiting and Travel | | \$1,500 | Existing General Operating Fund | |
| H. Other: Professional Dues and Subscriptions | | \$500 | Existing General Operating Fund | |
| Total For Implementation Year | | \$99,258 | Existing General Operating Fund | |

**KBOR Fiscal Summary for Proposed Academic Programs
CA-1a Form (2018)**

Institution: Butler Community College
Proposed Program: Construction Technology (AAS)

PROGRAM SUSTAINABILITY COSTS (Second and Third Years)

| Part I. Program Enrollment | | Second and Third Years | | |
|---|---|-------------------------------|---------------------------------|------------------------|
| Please state how many students/credit hours are expected during the first two years of the program? | | | | |
| | | Full-Time | Part-Time | |
| A. Headcount: | | 10 | 10 | |
| Part II. Ongoing Program Costs | | Second and Third Years | | |
| A. Faculty | | Existing: | New: | Funding Source: |
| Full-time | 1 | \$102,850 | \$0.00 | Existing GOF |
| Part-time | 3 | \$12,035 | \$0.00 | Existing GOF |
| | | Amount | Funding Source | |
| B. Equipment required for program | | \$10,000 | Existing General Operating Fund | |
| C. Tools and/or supplies required for the program | | \$8,080 | Existing General Operating Fund | |
| D. Instructional Supplies and Materials | | \$14,147 | Existing General Operating Fund | |
| E. Facility requirements, including facility modifications and/or classroom renovations | | \$10,000 | Existing General Operating Fund | |
| F. Technology and/or Software | | \$5,053 | Existing General Operating Fund | |
| G. Other: Recruiting and Travel | | \$3,032 | Existing General Operating Fund | |
| H. Other: Professional Dues and Subscriptions | | \$1,011 | Existing General Operating Fund | |
| Total For Program Sustainability | | \$146,208 | Existing General Operating Fund | |

Please indicate any additional support and/or funding for the proposed program: As described in Section VI, Detailed Budget Narrative, we are forecasting \$10,500 in student fee revenue for 2020-2021; thereafter, student fees will be reviewed by Butler administration and the Construction Technology advisory committee.

Appendix IV
Minutes from Program Advisory Committee Meetings



- Let's Take Tomorrow -

BUTLER COMMUNITY COLLEGE
Construction Technology
Program Advisory Committee Meeting

MINUTES OF MEETING
November 19th, 2019 5:30 – 7:30

ATTENDED

Donnie Featherston (Associate Dean Early College Academies – took minutes); Craig Lofton (Alloy Architects); Randal Chickadonz (Superintendent Rose Hill); Larry Walty (Larry Walty Roofing); James McNaul (Berean Concrete); Tyler Dehn (Wildcat Construction); Kevin Stanfield+1 (Stanfield Roofing); Mel Whiteside (Dean STEM and CTE Butler Community College); Aaron Stevens (Belford Electric); Vince Haines (Gravity Works Architecture); Tiffani Price (Associate Dean STEM and CTE Butler Community College); Jared Simpson (Simpson Construction); Cloys Bayless (AGC of Kansas); Michelle Ruder (Director of BETA Butler Community College); Heather Rinkenbaugh (Dean of Online, High School and Adult Learning Butler Community College); Lorin Winningham (VPA Butler Community College); Tom Borrego (Foundation Director Butler Community College)

CALL TO ORDER

The meeting was called to order by Lori Winningham. Lori welcomed the group and thanked them for their support in meeting the mission of Butler Community College. Introduced the goal of the project, a Construction Technology degree at Butler Community College, emphasizing the importance the need for input from local businesses and the establishment of an advisory committee.

APPROVAL OF PREVIOUS MINUTES

There was no previous minutes, as this was the first meeting.

NEW BUSINESS

Mel Whiteside (Dean STEM and CTE for Butler Community College) introduced the overall goal and objectives of the program. Introduced timeline goal of Fall of 2020 for Butler in general and Fall 2021 for the Early College Academy. Mel talked briefly about the KBOR requirements for approval, need for letters of support, and forecast labor data.

Michelle Ruder – Director BETA Butler Community College) She provided a general outline of the program, timeline for completion (4 semesters and summer). Gave indication that the math portions of the degree would be rolled into individual courses. She also provided some justification for the general education requirements and the classes we have chosen at this point: State and Local Government/Business and Entrepreneurship/Speech. Closed with a call to give input and help with a robust internship program as part of the degree requirement.

Question from Tyler Dehn (Wildcat Construction): Will the degree only be an AS or will there will be certifications throughout?

Michelle responded that this question naturally would fit into Cloys' presentation.

Cloys Baylass (AGC of Kansas): Provided a brief history and explanation of NCCER, and that the courses would follow guidelines based in NCCER curriculum. Discussed planned certifications within the program, Lori Winningham (Butler Community College) asked for specific clarifications on what certificates would be available. Cloys responded with the following certificates: Carpentry Level 1, Fundamentals, and Masonry. Moved from here to question for input, explained the current program was designed widely with a lot of different education included, at the cost of depth with specific trade (used Masonry as an example, the certificate was just the start, but the student could go much deeper into study).

Larry Walty (Walty Roofing): Is the program designed for general labor or more specific leadership and managerial positions?

Cloys: Both, some discussion about potential 2+2 agreements with college or getting labor in the field faster with just the associates and certification.

General discussion about "soft skills" needed for those doing the hiring. Donnie Featherston (Butler Community College) explained the unique capabilities of Butler to meet those needs with the current PD classes and how they are designed.

Tyler Dehn (Wildcat Construction): Expressed importance of internships being worked into the program. Gave information about his own experiences and his desire to see internships play an integral role in the overall program. This resulted in some discussion about the ages at which people can start internship programs.

Donnie Featherston (Butler Community College) presented first on the timeline and the process of getting approval through both Butler at large, and KBOR. Emphasizing the dates of Fall 2020 for Butler of El Dorado and Fall 2021 for Rose Hill Early College Academy. Also gave some information on Early College Academies, emphasizing the way in which we can get students interested in construction as a career earlier (per a previous concern of Tyler Dehn).

Randal Chickadonz (Superintendent of Rose Hill): Provided personal history and history of Rose Hill and the partnership with Butler with the Early College Academies. Randal provided context for understanding the ECA's over and against traditional education. "Academies are more than just taking a few classes, but having a well-rounded individual. If you simply want labor I have 500 kids in the HS. If you want qualified skilled workers who will be persistent, who are able to fulfill the specific industry needs you have. That is where Academies can come in." In this way Randal indicated the Academies are specifically designed around industry needs and this would be the same with the Construction Technology degree.

Tom Berrego (Foundation Director Butler Community College): Gave information on how businesses can be involved, make donations of time or equipment, or establish scholarships for students in the program. Also emphasized the needs for support from industry to get the program established.

Lori Winningham (VPA Butler Community College): Closing of the meeting, suggested a meeting for middle of January for those interested in continuation of the advisory committee. James McNaul suggested we move the next meeting up to middle of December instead. Final indications that Cloys would take the conversations and work further on course descriptions and plan for December meeting. No specific date was set, call for continuation by email. A sign-up sheet was passed around for those interested in inclusion on email conversations and invite to the December meeting to begin final processes of classes for approval by Butler and KBOR.

REPORTS

No reports given.

ADJOURNMENT

The meeting was adjourned officially at 7:35 PM.



- Let's Take Tomorrow -

**BUTLER COMMUNITY COLLEGE
Construction Technology
Program Advisory Committee Meeting**

**MINUTES OF MEETING
January 9th 2020 at 3:00 PM
Bishop Carroll High School**

ATTENDEED

Donnie Featherston (Associate Dean Early College Academies – took minutes); Craig Lofton (Alloy Architects); Randal Chickadonz (Superintendent Rose Hill); Rob Reynolds (Superintendent Douglass); Larry Walty (Larry Walty Roofing); James McNaul (Berean Concrete); Tyler Dehn (Wildcat Construction); Kevin Stanfield+1 (Stanfield Roofing); Mel Whiteside (Dean STEM and CTE Butler Community College); Aaron Stevens (Belford Electric); Vince Haines (Gravity Works Architecture); Jared Simpson (Simpson Construction); Cloys Bayless (AGC of Kansas); Heather Rinkenbaugh (Dean of Online, High School and Adult Learning Butler Community College); Lori Winningham (VPA Butler Community College), Al Rohleder (Bishop Carrol High School Construction Teacher)

CALL TO ORDER

The meeting was called to order by Lori Winningham. Lori welcomed the group and thanked them for their support in meeting the mission of Butler Community College. We had a brief introduction from Al Rohleder on the history of the program at Bishop Carrol High School, showing us around their facilities and explaining the process of how they built the program.

NEW BUSINESS

Mel Whiteside (Dean STEM and CTE for Butler Community College) introduced the overall goal and objectives of the program. Began the process of selecting various roles on the advisory committee, and solicited nominations. None were given in the open meeting. Chair, vice-chair and secretary.

Cloys Bayless gave updates on the course outlines and distributed to those present, highlighting changes to language requirements, and explaining how the math would work and be rolled into the courses.

Question regarding surveying. Discussion on learning outside the classroom and development of partnerships for variety of field trips and one site learning opportunities. Some input from Mr. Rohleder on how their partnerships worked to facilitate this.

Distributed Advisory Handbook at Butler to all in attendance. Some discussion about Perkins grant and why it's important for funding programs.

Donnie Featherston (Butler Community College) called for letter of support from those in attendance as part of the KBOR package. Expressed goal of February for internal approval, Curriculum committee and Deans, and sending it to the board of Trustees. Discussion about plan to begin offering courses in Fall 2020.

Mel led a discussion on potential equipment needs and identifying those when course outlines were completed in alliance with course needs. Requested feedback from all present on course outlines over the next few weeks,

by email or phone. Discussed location for housing this program, committee felt Andover would be the best geographic location, rather than El Dorado.

Lori Winningham (VPA Butler Community College): Closing of the meeting, suggested a meeting for middle of February 20th at 4:00 PM. Some discussion on sharing spaces and moving meeting regularly as part of the process.

REPORTS

No reports given.

ADJOURNMENT

The meeting was adjourned officially at 4:25 PM.

BUTLER COMMUNITY COLLEGE
Construction Technology
Program Advisory Committee Meeting

Meeting Minutes
February 20, 2020 at 4PM
AGC Headquarters: 765 E. 2nd St - Wichita;

ANTICIPATED ATTENDANCE:

Tyler Dehn (Wildcat Construction – Committee Secretary); Donnie Featherston (Associate Dean Early College Academies; Randal Chickadonz (Superintendent Rose Hill); Mel Whiteside (Dean STEM and CTE Butler Community College); Larry Weis (Eby Construction); Aaron Stevens (Belford Electric); Jared Simpson (Simpson Construction); Cloys Bayless (AGC of Kansas); Lori Winningham (VPA Butler Community College); Ryan Rawling (Hutton Construction)

CALL TO ORDER

Craig Lofton has volunteered to a Co-Chair – Co-Chair model; however, the state prefers we have a chair and co-chair.

The meeting was called to order by Mel Whiteside.

OLD BUSINESS

Nominations update:

Chair - ? Still looking for volunteers to serve chair or co-chair.

Vice Chair – Craig Lofton, Alloy Architects agreed to serve in co-chair model.

Secretary – Tyler Dehn, Wildcat Construction

Course outline/Curriculum update:

- Mel – We are still working on determining the program CIP (Classification of Instructional Programs) code. Dr. Krull, Butler president, received an email discouraging us to use the Construction Technology CIP (CIP 46.0415). Lori Winningham is looking further into this. We are now looking at 46.0401. Building/Property Maintenance/Management Group doesn't want to use the two codes above, discussion of general 46.000, see below KBOR update on page 2.
- Cloys – tweaked any course work, site visits, surveying, equipment needs, other?
Other-
- Curriculum has been submitted to Butler's curriculum team and reviewed. It now goes to the Deans' Council for final approval.
- Thoughts on partnering with Federal, state and local on infrastructure/public works opportunities to offer a tract to specialize and set the program apart from other trades schools.

Letters of Support update:

- Received from Wildcat Construction
- Craig Lofton, Alloy Architecture

- James McNaual, Beran Concrete
- Randal Chickadonz, Rose Hill School District

Review KBOR program packet

KBOR Submission update:

Technical Education Authority (TEA) first step, having issues with CIP code due to potential issues for tiered funding (technical carl perkins grant). Potential alignment with other programs that use similar CIP codes to avoid losing funding or competing with other similar programs (WSU Tech) in the area.

Discussion on funding increasing national level for CTE programs and upcoming Census that will impact funding to specific areas.

Reviewed IPEDS CIP Codes 46.000 – General Construction although the program really fits 46.0415, but worried about funding being cut as a current program using it hasn't been following the outline.

SOC codes, we have several options for it and not as worried, but would like to be generic like CIP.

Use of the name "Construction craft professionals" in program verbiage.

Discussion on remodel at exiting facility in Andover. Use of existing lab space?

NEW BUSINESS

- Mel/Lori/Other?

Lori lead discussion on beefing up the program write up to add more description to the intro and catalog.

Program objectives – need to add learning outcomes first.

Visited on faculty description and education.

Equipment & supplies – add table and potentially stats from AGC or other source. Discussed the cost of student fees and text books for all butler students and to be specific to high school.

Outside Funding sources – donations discussion and will continue after program is approved and running to help save operating funds. Mentioned the Federal level funding opportunities at FHWA or transportation bill related.

Went through the program budget line by line review and made adjustments.

Duplication of existing programs – collaboration with similar programs to add industry partners for companies to do internship/mentoring/job shadowing. Add industry partners for AGC or other professional organizations.

Speak about net migration issues with workers leaving the state of Kansas. Importance of the program and local support for program and hiring.

Suggest next meeting March 25th 4 PM at AGC office.

REPORTS N/A

OPEN DISCUSSION

Open floor for comments or questions from group at large.

ADJOURNMENT

The meeting was adjourned officially at 5:30 PM

Appendix V: Minutes from Governing Board Meeting-PENDING



**BUTLER COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES OF THE REGULAR BOARD MEETING
4:30 p.m., Tuesday, February 11, 2020 – Dankert Board Room**

STAFF ATTENDANCE

| | |
|------------------|---------------------|
| Tom Borrego | Lora Jarvis |
| Amy Kerschner | Kim Krull |
| Esam Mohammad | Jessica Ohman |
| Bill Rinkenbaugh | Terry Sader |
| Kim Sherwood | Kelly Snedden |
| Shelley Stultz | Kent Williams |
| Lori Winningham | Bill Young |
| Shannon Covert | Heather Rinkenbaugh |
| Mel Whiteside | Mark Jarvis |
| Lori Moshier | Susan Bradley |
| Lynn Umholz | Rick Nichols |
| Ireland Turner | Mary Moon |
| Roger Morrow | Beth Eagleton |
| Mary Hunter | Kerry Potter |
| Matt Jansen | Sherri Conard |
| Davis Laughlin | Jon Craig |
| Robert Carlson | Donnie Featherston |
| Christy Streeter | Phil Speary |

BOARD ATTENDANCE

Mary Martha Good
Jim Howell
Doug Law
Lance Lechtenberg
Forrest Rhodes
Shelby Smith
Julie Winslow

GUESTS

Christian Lies & Gaby Guzman – SGA
Vince Haines – Gravity::Works

CALL TO ORDER

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

APPROVAL OF THE AGENDA

Trustee Good moved to approve the agenda. Trustee Lechtenberg seconded. The motion passed unanimously.

RECOGNITIONS

- **Beth Walker, Dakota Dill, Madison Riter-Bowman, Mara Stewart, Cameron McGinley, Katie Atkinson, Sophia Rattavongsa, Rebecca Whittaker, Connie Belden, and Jared McGinley** – DECA State Competition
- **Danny Mattern** – NASA/IPAC Teacher Research Program
- **Davis Laughlin & Jared McGinley** – John & Suanne Roueche Excellence Award Winners
- **Robert Carlson** – Master Teacher
- **Michael Donovan** – Department of Homeland Security Certification
- **Bill Young, Matt Jansen, Roger Morrow, Amy Kerschner, and Christina Byram** – Barton County Community College Visit

PUBLIC COMMENT - NONE

STANDING REPORTS

Student Government Association – Students have been busy on both campuses with activities since school started back up. They have been purchasing pizza for the student sections during the home basketball games.

This month they are celebrating Black History Month each Friday with a historic African American. Last week they handed out baseballs in honor of Jackie Robinson. This week they will hand out hearts in honor of the first African American to do heart surgery (and since it's Valentine's Day, it was a good fit).

Last week they partnered with BSA and the Foundation to bring in a master flutist who performed jazz and a civil right presentation. They also had an awesome turn out for their Pack the Power Plant event and sold t-shirts and those proceeds go toward the SGA Cancer Fund.

They are also open to suggestions from anyone who might have community service activities or anything else. They want input from everyone.

Operational Staff – OpStaff is getting ready to host the AKCCOP conference April 1-3. Registration opened yesterday and they are excited to host the area community colleges here at Butler. They have amazing presenters lined up including Robert Carlson, Aletra Chaney-Profit, Meg McGranaghan, and Davis Laughlin.

Their other upcoming event is the silent auction at IDD. If you are spring cleaning and have any unwanted items they would be glad to take them off your hands. Just give Amy a call.

Professional Employees – Terry Sader went through a Power Point Presentation (see the end of the minutes) with the Trustees since he had missed their orientation session last month.

Board Finance Committee – NONE

Foundation Board Report – Trustee Rhodes said they have a meeting next week. They are currently working hard on the Annual Benefit Auction which will be held Friday, March 6 at 6:00 p.m.

President’s Report – Dr. Krull presented the Board with the HLC Proposal titled “The Expansion and Refinement of Strategic Student Support Processes to Improve Course Completion, Persistence, and Retention” which is a campus wide initiative to support students and help them through goal completion. This project is led by Dr. Phil Speary and will be rolled out over the next five semesters. We expect to hear about acceptance within 8 weeks.

Dr. Krull shared information on several legislative updates that the college is following.

HB2515 – Kansas Promise Act

This bill is moving through the committee structure and has a lot of positive support. This bill is for Kansas high school graduates and GED recipients who go directly from completing their degree to a community college could do so for free. This would be last dollar and come behind federal financial aid and pell. It might also require the student to work while going to school. It also requires students to stay in Kansas two years after completion. There are more stipulations in talks right now.

SB355 – Dual Credit Bill

This bill has been in conversation for a couple of years and would allow 5 core classes (Comp 1, College Algebra, General Psychology, US History 1, and Public Speaking) to be taken concurrently at no cost to the students. There would be a flat rate paid back to every institution.

HB2519 – Student Right to Know

This is similar to HB2144 the Community College Transparency Bill that passed last year and community colleges do not support this bill because it asks for information that is already out and it would be cumbersome task to complete taking significant time and effort to complete.

SB299 – Campaign Finance Bill

This bill would require Trustees to provide additional documentation for their campaign expenses.

Each Trustee was given an invitation to the Early College Academy Open Houses to be hosted in Andover and Rose Hill on February 24 and 25th at 6:00 p.m. These sessions are for parents to gather more information, but the Academy staff would like to welcome the Trustees to come early and learn more about the programs that are offered.

Dr. Krull also reminded the Trustees to route all questions through the President’s Office so that everyone can share the same information and everyone will be in the loop.

Lastly, Dr. Krull thanked Simpson, Gravity::Works and Facilities Management for guiding the Trustees on the Tour of the 5000 Building remodel. We will do another tour in June to see the finished (hopefully) construction.

Education Facilities Authority Report – Trustee Law reported that the board had met on February 6. The Board is made up of 2 representatives from the City, College, and USD as well as 1 at large position. At this meeting, they approved some bills to be paid including a tricaster.

MONITOTRING REPORTS

Dean Rick Nichols presented the annual report for the Fine Arts and Communications Division.

BOARD STRATEGIC DISCUSSION – ISSUES AND OPPORTUNITES

Faculty Development Report – Mark Jarvis shared an update on Faculty Development at Butler including staff updates and trainings that will be upcoming.

BOARD ACTION ITEMS

Approval of 2021 Meal Plan Rate Recommendations – Bill Rinkenbaugh presented the Board with the proposed rates for room and meal plans for the 2020 school year. The Residence Hall Committee analyzed the room and meal rates and is recommending the following rate structure for FY2020:

| Proposal – All Room Rates and Meal Plan Rates | | | |
|---|------------|----------------|------------|
| | West Hall | Cummins & East | BCC Apart. |
| Meal Plan Charge (19 Meals per Week) | \$2,200.00 | \$2,200.00 | \$2,200.00 |
| Residence Hall Charge | \$3,120.00 | \$4,220.00 | \$4,520.00 |
| Total Annual Charge | \$5,320.00 | \$6,420.00 | \$6,720.00 |

This option passes through an estimated 3.1% meal plan increase from our food service provider (Great Western Campus Dining), raises the room rates by 2.4% and caps the overall increase to the student residents at 2.8%.

Fire Science Residence Hall:

It is also recommended to increase the Fire Science Residence Hall rate by 2.2% for FY2021.

Current Rates:

- Spring and Fall \$910
- Summer \$660

Recommended Rate Proposal:

- Spring and Fall \$930
- Summer \$670

Trustee Law moved to approve the proposed room and meal plan rates as presented. Trustee Lechtenberg seconded. The motion passed unanimously.

CONSENT AGENDA

Trustee Rhodes moved to accept the consent agenda as presented. Trustee Good seconded. The motion passed with only Trustee Smith voting against. The consent agenda included the following items:

- Approval of Minutes of the Regular Board Meeting of January 14, 2020
- Approval of Bills and Warrants for January 2020 in the amount of \$3,319,330.20 (includes Expenditure Approval List - \$1,203,247.69 and Payroll - \$2,116,082.51)
- Approval of Bank Account Resolutions
- Approval of Municipal Investment Pool Resolution
- Approval of Envisions Software License Renewal for a three year term (Total: 2020-2021 - \$32,327, 2021-2022 - \$41,592 and 2022-2023 - \$53,511)
- Approval of Hard Drive Replacement Plan for a total of \$29,995
- Approval of Laptop Replacement Plan for a total of \$27,606
- Approval of Career Coach Agreement in the amount of \$10,000
- Approval of 5000 Building Prep/Holding Kitchen Equipment in the amount of \$24,225
- Ratification of Contract with Gene George Consulting in the amount of \$500
- Ratification of Field Site Agreement with Birch Performance
- Ratification of Field Site Agreement with Fox Fitness
- Ratification of Field Site Agreement with YMCA – Andover
- Ratification of Field Site Agreement with Rogue Personal Training
- Ratification of Field Site Agreement with Parisi Speed School
- Ratification of Field Site Agreement with PT-Plus – Andover
- Ratification of MOU with City of El Dorado for Fire Science Program
- Ratification of Agreement with Stericycle, Inc. in the amount of \$1,086
- Approval of Resignation of Lori Link
- Approval of Resignation of Shellie Dettweiler

SUPPLEMENTAL INFORMATION

Key Performance Indicators Update – Submitted by Esam Mohammad

Statement of Revenue & Expenditures – Submitted by Kim Sherwood

Thank You Notes – Teresa Hall Bartell, Sam Sparks, Kathy McCoskey, and Pat Lowrance

Board Calendars

**BOARD OF TRUSTEES CALENDAR OF ACTIVITIES
JANUARY – FEBRUARY**

| | | |
|---|---|---|
| February Board Finance Committee Tour of 5000 Building Remodel | Tuesday, February 11, 3:30 p.m. Andover 5000 Building, Grizzly Den | ALL TRUSTEES |
| February Board Meeting | Tuesday, February 11, 4:30 p.m. Grizzly Den, Andover 5000 Building | ALL TRUSTEES |
| Kansas Board of Regents Dinner | February 19 Washburn University Memorial Union | Jim Howell |
| El Dorado Chamber of Commerce Annual Dinner | Thursday, February 20, 6:00 p.m. Civic Center | TBD |
| March Board Finance Committee | Tuesday, March 10, 3:30 p.m. President's Conference Room | Shelby Smith Lance Lechtenberg |
| March Board Meeting | Tuesday, March 10, 4:30 p.m. Dankert Board Room | ALL TRUSTEES |
| PTK Luncheon | Thursday, March 12, 12:00 p.m. Ramada Inn, Topeka | |

| |
|--|
| 2019-2020 Board Meeting Dates |
| Tuesday, February 11, 2020 Grizzly Den, BOA 5000 |
| Tuesday, March 10, 2020 |
| Tuesday, April 14, 2020 |
| Tuesday, May 12, 2020 |
| Tuesday, June 9, 2020 Grizzly Den, BOA 5000 |
| Tuesday, July 14, 2020 |

| <u>LOOKING AHEAD</u> | | |
|--------------------------------------|---|---|
| April Board Finance Committee | Tuesday, April 14, 3:30 p.m. President's Conference Room | Shelby Smith Lance Lechtenberg |
| April Board Meeting | Tuesday, April 14, 4:30 p.m. Dankert Board Room | ALL TRUSTEES |
| May Board Finance Committee | Tuesday, May 12, 3:30 p.m. President's Conference Room | Shelby Smith Lance Lechtenberg |
| May Board Meeting | Tuesday, May 12, 4:30 p.m. Dankert Board Room | ALL TRUSTEES |
| Nurses Pinning | Thursday, May 14, 7:00 p.m. Gym | Trustee Welcome TBD |
| Order of the Purple | Friday, May 14, 2:30 p.m. Gym | Trustee Welcome TBD |
| Commencement | Friday, May 15, 6:00 p.m. BG Products Veterans Stadium | TBD |

Spring 2020 ACTIVITY CALENDAR

| | |
|---|--|
| 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 th 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. |
| Early College Academy Open House | Mon, February 24, Andover Tues, February 25, Rose Hill @ 6:00 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. |
| Second Saturday Grizzly Den | Sat, March 7 @ 8:00 a.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. |
| Second Saturday Grizzly Den | Sat, April 4 @ 8:00 a.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. |
| Early College Academy Graduation | Tues, May 12 @ 6:00 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 Lechtenberg moved that the Board meeting be adjourned. Trustee Law seconded. The motion passed unanimously. The regular meeting of February 11, 2020 was adjourned at 5:50 p.m.

Doug Law – Secretary

Butler Community College Education Association

Board of Trustees Orientation

Affiliation

- The Association shall be affiliated with the Kansas National Education Association and the National Education Association.



BCCEA Governance

- The Butler Community College Education Association is governed by By-Laws endorsed by, and in consultation with, the KNEA
- Periodically revised to reflect changes at the College
- The last revision was approved by the membership in January 2020.

Purpose and Goals

- develop responsible, involved lifelong learners;
- contribute to the vitality of the community by developing an understanding of the importance of public education and its relation to the general welfare in the community;
- engage students and the community in exceptional instructional programmes through:
 - defending academic freedom;
 - promoting excellence in content instruction;
 - empowering instructors with an awareness of their privileges and responsibilities as citizens;
 - improving the professional and personal welfare of the faculty and staff of Butler Community College;
 - promoting professional attitudes to encourage adherence to the BCC Code of Ethics, reinforcing our profession;
- coördinate local action with the programs of the Kansas National Education Association and the National Education Association.

Current Executive Board

Executive Officers are elected to two-year terms.

- President (elected even years)—Dr. Terry Sader
- Vice President (elected odd years)—Kris Estes
- Treasurer (elected even years)—Dr. Noreen Templin
- Secretary (elected odd years)—Mac Thompson

KNEA Representative Assembly Delegates

Delegates to the annual KNEA Representative Assembly are appointed by the BCCEA Executive Committee Board

Current Delegates

- Terry Sader (Local Uniserve Advisory Board member)
- Kris Estes
- Robert Ray

Contract Negotiations Team

The Negotiations Team is appointed by the Executive Board for open terms.

Current Team:

- Terry Sader (required by BCCEA by-laws)
- John Jenkinson
- Jamie Williams
- Kamielle Freeman
- Greg May
- Sam Sparks

Membership

- All full-time, professional employees (faculty, advisers & counselors) who are actively engaged in the educational process of Butler Community College are automatically eligible for membership in the BCCEA.
- All Professional Employees are welcome!
- Those Professional Employees who are not members *choose* not to participate.

What We Do for the Professional Employees

- Negotiate the Professional Employee Master Agreement
- Represent the Professional Employees at Board of Trustee meetings
- Represent the Professional Employees at Executive Council
- Represent the Professional Employees with the KNEA/NEA
- Represent and advise the Professional Employees in Administrative disciplinary actions
- Award the BCCEA Student Scholarship
- Choose the Butler Community College Master Teacher

We are part of Butler Community College!

- The BCCEA is *not* part of the administrative/employee structure.
- The BCCEA represents Butler Community College to other important stakeholders
 - The KNEA/NEA
 - Academic organizations
 - Labor Unions
 - State and Federal Legislators
 - Local businesses

A Different but *Important* Perspective

- The BCCEA leadership *listens* to the Professional Employees
- Our views are their views
- As democratically-elected leaders, we are answerable and accountable
- We report a view of the College *unfiltered* by the demands of administrative cohesion
- We see the College from the classroom, advising centers and counselors office
- The Professional Employees *are* the College to our students on a daily basis!

| |
|---------------------------|
| BILLS AND WARRENTS |
|---------------------------|

TOPIC for ACTION

REPORT:

Bills and Warrants for February 2020 - \$5,290,007.04 (includes Expenditure Approval List - \$2,704,259.28 and Payroll - \$2,585,747.76).

RECOMMENDED ACTION:

Approval of February 2020 bills and warrants.

RECOMMENDED FUNDING SOURCE:

| | |
|---------------|-----------------|
| Submitted by: | Sariah Wilson |
| Supervisor: | Yolanda Hackler |
| Date: | March 2, 2020 |

| |
|---------------------------|
| BIDS AND PURCHASES |
|---------------------------|

TOPIC for ACTION
Contract for Learning Management System (Canvas)

REPORT:

Approval of the contract from Instructure for our Canvas subscription, URL, and support. Canvas is the Learning Management System that is used for all courses here at Butler Community College.

RECOMMENDED ACTION:

Approve payment of \$117,805.00

RECOMMENDED FUNDING SOURCE:

Online budget

| | |
|---------------|---------------------|
| Submitted by: | Haylee Dass |
| Supervisor: | Heather Rinkenbaugh |
| Date: | February 6, 2020 |

INSTRUCTURE

6330 South 3000 East, Suite 700, Salt Lake City, UT 84121, United States

Services Order Form

Order #: Q-25725-4
Date: 4/7/2017

Customer Information

| | | | |
|------------------|--------------------------|-------------------------|--|
| Customer: | Butler Community College | Billing Contact: | |
| Contact: | Tracy Bray | Billing Phone: | |
| Phone: | (316) 323-6330 x. 6330 | Billing Email: | |
| Email: | tbray@butlercc.edu | | |
| Address: | 901 S. Haverhill Rd | | |
| City: | El Dorado | P.O. Required? | |
| State/Province: | Kansas | P.O. Number: | |
| Zip/Postal Code: | 67042 | | |
| Country: | United States | State Sales Tax Exempt? | |

Recurring

| Description | Metric | Category | Start Date | End Date | Qty | Price | Ext. Price |
|---------------------------|----------------------------------|-------------------------|------------|-----------|-------|---------------|-------------|
| Canvas Cloud Subscription | FTE | Cloud SaaS Subscription | 7/1/2017 | 6/30/2018 | 6,050 | USD 14.66 | USD 88,693 |
| 24x7 Support | 20% of Subscription (Min \$2500) | Support | 7/1/2017 | 6/30/2018 | 1 | USD 17,739.00 | USD 17,739 |
| Custom URL | \$1,500 (Per Year) | Subscription Add-ons | 11/1/2017 | 6/30/2018 | 1 | USD 1,000.00 | USD 1,000 |
| Year 1 Sub-Total | | | | | | | USD 107,432 |
| Canvas Cloud Subscription | FTE | Cloud SaaS Subscription | 7/1/2018 | 6/30/2019 | 6,050 | USD 15.10 | USD 91,355 |
| 24x7 Support | 20% of Subscription (Min \$2500) | Support | 7/1/2018 | 6/30/2019 | 1 | USD 18,271.00 | USD 18,271 |
| Custom URL | \$1,500 (Per Year) | Subscription Add-ons | 7/1/2018 | 6/30/2019 | 1 | USD 1,500.00 | USD 1,500 |
| Year 2 Sub-Total | | | | | | | USD 111,126 |
| Canvas Cloud Subscription | FTE | Cloud SaaS Subscription | 7/1/2019 | 6/30/2020 | 6,050 | USD 15.55 | USD 94,078 |
| 24x7 Support | 20% of Subscription (Min \$2500) | Support | 7/1/2019 | 6/30/2020 | 1 | USD 18,816.00 | USD 18,816 |
| Custom URL | \$1,500 (Per Year) | Subscription Add-ons | 7/1/2019 | 6/30/2020 | 1 | USD 1,500.00 | USD 1,500 |
| Year 3 Sub-Total | | | | | | | USD 114,394 |

| Description | Metric | Category | Start Date | End Date | Qty | Price | Ext. Price |
|---------------------------|----------------------------------|-------------------------|------------|-----------|-------|---------------|-------------|
| Canvas Cloud Subscription | FTE | Cloud SaaS Subscription | 7/1/2020 | 6/30/2021 | 6,050 | USD 16.02 | USD 96,921 |
| 24x7 Support | 20% of Subscription (Min \$2500) | Support | 7/1/2020 | 6/30/2021 | 1 | USD 19,384.00 | USD 19,384 |
| Custom URL | \$1,500 (Per Year) | Subscription Add-ons | 7/1/2020 | 6/30/2021 | 1 | USD 1,500.00 | USD 1,500 |
| Year 4 Sub-Total | | | | | | | USD 117,805 |
| Canvas Cloud Subscription | FTE | Cloud SaaS Subscription | 7/1/2021 | 6/30/2022 | 6,050 | USD 16.50 | USD 99,825 |
| 24x7 Support | 20% of Subscription (Min \$2500) | Support | 7/1/2021 | 6/30/2022 | 1 | USD 19,965.00 | USD 19,965 |
| Custom URL | \$1,500 (Per Year) | Subscription Add-ons | 7/1/2021 | 6/30/2022 | 1 | USD 1,500.00 | USD 1,500 |
| Year 5 Sub-Total | | | | | | | USD 121,290 |
| Total | | | | | | | USD 572,047 |

| | |
|---------------------|----------------|
| Grand Total: | USD 572,047.00 |
|---------------------|----------------|



Canvas FTE

| |
|---|
| Description |
| FTE means the number of full-time equivalent students calculated in accordance with the definition published by the Integrated Postsecondary Education Data System. |

Canvas FTE Data Storage

| |
|---|
| Description |
| 500 MB/subscription metric (FTE/UserEnrollment) of storage is included in the annual subscription fee. Additional storage can be purchased for \$0.50 per 500 MB per total subscription metric count. |

Duration: Instructure will commence the provision of support and cloud subscription services on the date that is the later of: (i) ninety days prior to the Start Date; and (ii) the date of the last signature on this Order Form ("Effective Date"). This order begins on the initial date listed above under Term, and continues until the last date listed above, unless sooner terminated under the Agreement. If Customer has purchased any third-party content under this order form, that content will be made available on the start date listed above.

Miscellaneous: In connection with certain services, Instructure shall provide Customer access to its application-programming interface ("API") for no additional fee. Usage and access to the API will be subject to the Instructure API Policy, as may be updated by Instructure from time to time.

Instructure's support terms can be found at:
Canvas & Catalog: <http://www.canvaslms.com/policies/support-terms>
Bridge: <https://www.getbridge.com/support-terms>

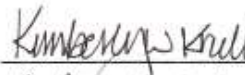
The price associated with the order form is only available if executed no later than 4/30/2017

Notes

Payment Terms: Customer agrees to pay to Instructure the applicable fees set forth on this order form. For any Year 1 recurring costs, training and implementation fees, Customer must pay such amount to Instructure Net 30 on the date of this order. For each subsequent term, Instructure will invoice Customer 30 days prior to the beginning of such term and Customer must pay such invoice within 30 days of receipt. Trainings will expire at 12 months from the later of the contract start date or the subscription start date, specific to this order form, unless otherwise specified by other start and end dates in the order above. All other contract items subject to expiration will be billed 30 days prior to expiration and due subject to standard payment terms unless otherwise explicitly stated elsewhere in this agreement.

By executing this order form below, each party indicates that it agrees to be legally bound by this order form, including the attached terms and conditions or terms and conditions of the Customer's initial order form which govern this order form.

Butler Community College

| | |
|------------|---|
| Signature: |  |
| Name: | KIMBERLY W KRULL |
| Title: | President |
| Date: | 4/11/17 |

Instructure, Inc.

| | |
|------------|--|
| Signature: |  |
| Name: | Mat Searle |
| Title: | Director, Deal Desk |
| Date: | 4/11/2017 |

| Contract | Term | Metric | QTY | Price Per FTE | Increase from Previous Year | Cost | Billed | | Metric | QTY | Price Per FTE | Difference Between Original Renewal and Negotiated Renewal | * Cost | Annual Savings | |
|--|---------------------------------------|---------------------------------------|-------------|---------------|-----------------------------|---------------------|---------------------|--------------------------|--|--|---------------|--|--------------------|--------------------|------------|
| Canvas Proposed 2017- 2018 Renewal | Cloud | | | | | | | | | | | | | | |
| | 07-01-2017 to 06-30-2018 | FTE | 6050 | \$15.00 | 7.45% | \$90,750.00 | \$90,750.00 | | 07-01-2017 to 06-30-2018 | FTE | 6050 | \$14.66 | 2.23% | \$88,693.00 | \$2,057.00 |
| | 07-01-2018 to 06-30-2019 | FTE | 6050 | \$15.45 | 3.00% | \$93,472.50 | \$ 93,473.00 | | 07-01-2018 to 06-30-2019 | FTE | 6050 | \$15.10 | 2.29% | \$91,395.00 | \$2,118.00 |
| | 07-01-2019 to 06-30-2020 | FTE | 6050 | \$15.92 | 3.04% | \$96,316.00 | \$ 96,316.00 | | 07-01-2019 to 06-30-2020 | FTE | 6050 | \$15.55 | 2.35% | \$94,077.50 | \$2,188.50 |
| | 07-01-2020 to 06-30-2021 | FTE | 6050 | \$16.39 | 2.95% | \$99,159.50 | \$ 99,160.00 | | 07-01-2020 to 06-30-2021 | FTE | 6050 | \$16.02 | 2.28% | \$96,921.00 | \$2,299.00 |
| | 07-01-2021 to 06-30-2022 | FTE | 6050 | \$16.89 | 3.05% | \$102,184.50 | \$102,185.00 | | 07-01-2021 to 06-30-2022 | FTE | 6050 | \$16.50 | 2.33% | \$99,825.00 | \$2,360.00 |
| | Total over five years | | | | | | \$481,884.00 | | | | | | | \$11,012.50 | |
| | Premium Support | | | | | | | | | | | | | | |
| | 07-01-2017 to 06-30-2018 | 20% of Subscription Min of \$2,500.00 | 6050 | \$17,467.00 | 3.91% | \$18,150.00 | \$ 18,150.00 | | 07-01-2017 to 06-30-2018 | 20% of Subscription on Min of \$2,500.00 | 6050 | \$17,739.00 | 1.55% | \$ | \$ 411.00 |
| | 07-01-2018 to 06-30-2019 | 20% of Subscription Min of \$2,500.00 | 6050 | \$18,895.00 | 3.00% | \$18,895.00 | \$ 18,895.00 | | 07-01-2018 to 06-30-2019 | 20% of Subscription on Min of \$2,500.00 | 6050 | \$18,271.00 | 2.29% | \$ | \$ 424.00 |
| 07-01-2019 to 06-30-2020 | 20% of Subscription Min of \$2,500.00 | 6050 | \$19,463.00 | 3.04% | \$19,463.00 | \$ 19,463.00 | | 07-01-2019 to 06-30-2020 | 20% of Subscription on Min of \$2,500.00 | 6050 | \$18,816.00 | 2.37% | \$ | \$ 447.00 | |
| 07-01-2020 to 06-30-2021 | 20% of Subscription Min of \$2,500.00 | 6050 | \$19,832.00 | 2.95% | \$19,832.00 | \$ 19,832.00 | | 07-01-2020 to 06-30-2021 | 20% of Subscription on Min of \$2,500.00 | 6050 | \$19,384.00 | 2.28% | \$ | \$ 448.00 | |
| 07-01-2021 to 06-30-2022 | 20% of Subscription Min of \$2,500.00 | 6050 | \$20,437.00 | 3.03% | \$20,437.00 | \$ 20,437.00 | | 07-01-2021 to 06-30-2022 | 20% of Subscription on Min of \$2,500.00 | 6050 | \$19,965.00 | 2.34% | \$ | \$ 472.00 | |
| Total over five years | | | | | | \$ 96,377.00 | | | | | | | \$ 2,702.00 | | |

TOPIC for Action

Cisco Smart Net Maintenance Renewal

REPORT:

The Information Services through its Infrastructure Team provides the digital lifeline that connects our institutional resources to employees, students and other constituents. Cisco Smart Net Total Care helps reduce downtime with fast, expert technical support and flexible hardware coverage provided by the Cisco Technical Assistance Center (TAC). Cisco Smart Net is an annual maintenance subscription that provides this service for our Routers, Virtual Server Hardware and Phone system at Butler. This fiscal year we are recommending that we purchase a 1-year Cisco Smart Net Maintenance Renewal on our Cisco infrastructure. This will provide necessary Technical Support, Hardware and Software Support.

CDW Government – \$16,981.51

ISG - \$17,046.48

RECOMMENDED ACTION:

We recommend the board ratify the new purchase of Cisco Smartnet Maintenance Renewal from CDW Government for **\$16,981.51**

RECOMMENDED FUNDING SOURCE:

FY20 Infrastructure Services \$16,981.51

Submitted by: Christina Byram, Deputy CIO/UC Administrator

Supervisor: Bill Young, Chief Information Security Officer

Date: March 2nd, 2020

SMARTnet RENEWAL QUOTE FOR BUTLER COUNTY COMMUNITY COLLEGE
EFFECTIVE COVERAGE CO-TERMED THROUGH FEBRUARY 12, 2021



Please Note: This Quote is valid until April 03, 2020

Quotes Generated On: February 13, 2020

CDW Proprietary and Confidential

| Contract Type | Contract Number | Quote Number | Service Description | Annual Cost | Prorated Cost | Discounted Cost |
|---------------|-----------------|--------------|-----------------------|--------------|---------------|---------------------|
| SNT | 200566166 | 241558263 | 8x5xNext Business Day | \$ 9,411.68 | \$ 8,458.82 | \$ 5,498.23 |
| SNTF | 200566166 | 241558263 | Premium 24x7x4 | \$ 2,931.30 | \$ 2,497.63 | \$ 1,623.46 |
| ECMU | New | 241558263 | ECMU | \$ 11,176.00 | \$ 11,168.94 | \$ 9,839.82 |
| Total: | | | | \$ 27,518.98 | | \$ 16,981.51 |

Multiple contracts will be consolidated upon processing of PO.

Customer is responsible to pay freight charges. Estimated or actual freight charges are not included in quotes (unless specifically stated). This quote excludes sales tax (unless specifically stated).

Acceptance of Terms and Conditions of Sales and Services

By ordering or accepting delivery of Products from Seller or by engaging Seller to perform or to procure Services on behalf of Customer, Customer thereby signifies its agreement with Seller: (i) The terms and conditions provided on this link apply: <http://www.cdw.com/content/terms-conditions/default.aspx>, except if there is an effective written agreement between the parties applicable to the Transaction, then the terms and conditions governing the Transaction are those contained in such effective written agreement; and (ii) that if Customer delivers or conveys to Seller by any means: (a) any additional terms or conditions; or (b) any terms or conditions that differ in any respect, material or otherwise, from those governing the Transaction, then such terms or conditions will be null and void unless accepted in a writing executed by the authorized signatories of both parties.

BUTLER COUNTY COMMUNITY COLLEGE
Cisco Smart Net Total Care Proposal

Quote # 271556243

Quote Total
Quote Valid Until

\$ 17,046.48
3/31/2020

Cisco Smart Net Total Care provides:

*Ongoing operating system
software updates and upgrades
Around - the - Clock global access
to Cisco Technical Assistance
(TAC)*



TOPIC for Action

Oracle Audit Renewal

REPORT:

The Information Services through its Application Services provides the platform that connects our institutional data to employees, students and other constituents. Oracle systems provides the foundation to the business data used by the entire institution and is the back-end database housing the Ellucian Banner ERP system. Oracle selectively audits their customers every year and during Butler's audit, due to a reconfiguration of the methods used to calculate FTE licensing numbers, there was a deficiency in licensing. With the increase of licensing, Butler is required to purchase 526 additional licenses for the named user and perpetual license packages.

Oracle – \$97,541.44

RECOMMENDED ACTION:

We recommend the board approve the purchase of Oracle Licensing from Oracle for **\$97,541.44**

RECOMMENDED FUNDING SOURCE:

FY20 Application Services \$97,541.44

Submitted by: Christina Byram, Deputy CIO/UC Administrator
Supervisor: Bill Young, Chief Information Security Officer
Date: March 2nd, 2020



ORDERING DOCUMENT

Oracle America, Inc.
500 Oracle Parkway
Redwood Shores, CA
94065

| | | | |
|----------------|--|----------------------|-------------------------|
| Name | Butler Community College | Contact | Amy Kerschner |
| Address | 1810 N Andover Rd ANDOVER KS 67002 | Phone Number | +1 (316) 733-4395 |
| | | Email Address | akerschner@butlercc.edu |

| Programs and Program-Related Service Offerings | | | | |
|--|-------------|---|----------|------------------|
| Item | Part Number | Description / License Type | Quantity | Net Fee |
| 1.0 | L10001 | Oracle Database Enterprise Edition - Named User Plus Perpetual | 526 | 39,976.00 |
| 1.1 | | Software Update License & Support | | 8,794.72 |
| 2.0 | L10012 | Oracle Diagnostics Pack - Named User Plus Perpetual | 526 | 6,312.00 |
| 2.1 | | Software Update License & Support | | 1,388.64 |
| 3.0 | L10013 | Oracle Tuning Pack - Named User Plus Perpetual | 526 | 4,208.00 |
| 3.1 | | Software Update License & Support | | 925.76 |
| 4.0 | L10018 | Oracle Internet Application Server Enterprise Edition - Named User Plus Perpetual | 526 | 29,456.00 |
| 4.1 | | Software Update License & Support | | 6,480.32 |
| Programs and Program-Related Service Offerings Fees | | | | 97,541.44 |

| Fee Description | Net Fee |
|---------------------------------------|------------------|
| Program Fees | 79,952.00 |
| Program-Related Service Offering Fees | 17,589.44 |
| Total Fees | 97,541.44 |

A. Agreement and Modifications to the Agreement

1. Agreement

a. This order incorporates by reference the terms of the Oracle Master Agreement US-OMA-1164550 and all amendments and addenda thereto (the "Master Agreement"). The defined terms in the Master Agreement shall have the same meaning in this order unless otherwise specified herein.

2. Applicable Schedule(s)

a. Programs and Program-Related Service Offerings are governed by Schedule P - Program.

B. General Terms

1. Summary of Fees

- a. Listed above is a summary of net fees due under this order. All fees on this order are in US Dollars and are exclusive of any applicable shipping charges or applicable taxes.
- b. You have ordered Hardware and/or Programs and 1 year of technical support services.

2. Territory

a. The Program licenses included on this order are for use in United States.

3. Effective Date

a. If accepting this order electronically, the effective date of this order is the date You click to accept the order. Otherwise, the effective date is stated below.

4. Fees

a. Once placed, Your order shall be non-cancelable and the sums paid nonrefundable, except as provided in the Master Agreement.

5. Order of Precedence

a. In the event of inconsistencies between the terms contained in this order and the Master Agreement, this order shall take precedence. This order will control over the terms contained in any purchase order.

6. Customer Reference

a. Oracle may refer to You as an Oracle customer of the ordered Products and Service Offerings in sales presentations, marketing vehicles and activities.

7. License Definitions and Rules

a. This order incorporates by reference the terms of the License Definitions and Rules v121119 which may be viewed at <http://www.oracle.com/contracts>. To fully understand Your order, You need to review the applicable metric definitions, term designation and rules.

8. Offer Validity

a. This order is valid through 29-Feb-2020, and shall become binding upon execution by You and acceptance by Oracle.

| | |
|--|----------------------|
| Butler Community College | Oracle America, Inc. |
| Signature _____ | Signature _____ |
| Name _____ | Name _____ |
| Title _____ | Title _____ |
| Signature Date _____ | Signature Date _____ |
| Effective Date (to be completed by Oracle) _____ | _____ |

BILL TO / SHIP TO INFORMATION

| Bill To | | Ship To | |
|-------------------------|--|-------------------------|--|
| Customer Name | Butler Community College | Customer Name | Butler Community College |
| Customer Address | 1810 N Andover Rd ANDOVER KS 67002 | Customer Address | 1810 N Andover Rd ANDOVER KS 67002 |
| Contact Name | Amy Kerschner | Contact Name | Amy Kerschner |
| Contact Phone | +1 (316) 733-4395 | Contact Phone | +1 (316) 733-4395 |
| Contact Email | akerschner@butlercc.edu | Contact Email | akerschner@butlercc.edu |

| |
|---|
| RATIFICATION OF AGREEMENTS AND CONTRACTS |
|---|

TOPIC for ACTION
Advance Kansas Focus Groups

REPORT:

Advance Kansas is a diversity initiative hosted by the college for the community. We host one session annually with a class of approximately 40 leaders from business, education, government, and non-profit organizations. The Public Policy Management Center in the Division of Diversity and Community Engagement at Wichita State University will design and facilitate focus groups of Advance Kansas alumni. Our objective is to capture individual, organizational, and community changes that have occurred as a result of Advance Kansas and utilize the information to continue to secure and sustain funding and participatory support of Advance Kansas.

RECOMMENDED ACTION:

Ratify the attached agreement with WSU Public Policy Management Center to design and facilitate focus groups.

RECOMMENDED FUNDING SOURCE:

Advance Kansas designated agency account.

Submitted by: Mary Moon
Supervisor: Tom Borrego
Date: 02/04/2020

**SERVICES AGREEMENT
WICHITA STATE UNIVERSITY PUBLIC POLICY MANAGEMENT CENTER**

This SERVICES AGREEMENT ("Agreement") is by and between **WICHITA STATE UNIVERSITY**, a state educational institution of Kansas, 1845 Fairmount, Wichita, Kansas 67260-0007 (hereinafter "WSU") and **BUTLER COMMUNITY COLLEGE** and its employees, subsidiaries and affiliates, located at 715 E 13th St., Andover, Kansas 67002 (hereinafter "CLIENT").

WITNESSETH:

WHEREAS, CLIENT is desirous of retaining the services of WSU to assist in facilitation of a participative event as set forth in specific statements of works or purchase orders;

WHEREAS, the parties deem it to be to their mutual benefit and advantage to set forth in writing the terms of their agreement as it relates to the work performed by WSU;

NOW, THEREFORE, in consideration of the above premises and the individual and mutual promises of the parties hereinafter set forth, and for other good and valuable consideration, it is hereby agreed by and between the parties:

1. **TERM.** The term of this Agreement for Services shall be considered to begin April 1, 2020 and continue through the earlier of: (i) May 31, 2020, (ii) the conclusion of the Services as agreed to in writing by the parties, or (iii) the termination of this Agreement as provided in Section 2.
2. **TERMINATION.** Either party may terminate this Agreement upon thirty (30) days written notice to the other party. Upon termination under this section, CLIENT shall remain responsible for payment to WSU for all services performed and costs incurred through the date of termination, including reimbursement to WSU of all non-cancellable commitments incurred as a result of this Agreement.
3. **SCOPE OF WORK.** WSU shall use reasonable efforts to perform the services as outlined in the Statement of Work attached hereto as ATTACHMENT A (SOW), which are made a part of this agreement by this specific reference ("Services"). Reference to "Services" in this Agreement shall be deemed to include all services and effort performed and any deliverables provided to CLIENT in connection with any SOW, including without limitation, reports, results, materials, products, and information. CLIENT understands and agrees that it is responsible for: (a) responding to WSU in a timely manner for requests for data and consultation; and (b) providing to WSU input and edits to analysis reports in a timely manner and upon request. CLIENT further understands and agrees that WSU shall not be responsible for delays in Services to the extent that such delay is the fault of CLIENT and that, if necessary, WSU retains the right to terminate this Agreement, without penalty, for such delay under Section 2 hereof.
4. **PAYMENT FOR SERVICES.** That in consideration of the Services and assistance rendered to CLIENT by WSU, CLIENT will pay to WSU the amount set forth in the SOW, which shall be paid to WSU upon completion of all or part of the Services and invoiced to CLIENT.
5. **INVOICES.** Payments to WSU and inquiries relating to WSU invoices shall be directed to: Wichita State University Public Policy & Management Center, Attn: Clarice Maseberg, Financial Operations 1845 Fairmount, Box 0038, Wichita, KS 67260-0038. Compensation shall be paid within 30 days of date of invoice and in the

amount specified in the invoice. WSU shall send invoices to the address provided in Section 16 (Notices), unless otherwise instructed in writing by CLIENT.

6. **RELATIONSHIP OF THE PARTIES AND INDEPENDENT CONTRACTOR STATUS.** The parties agree that WSU undertakes the furnishing of Services pursuant to the terms of this Agreement as an independent contractor. The parties agree that CLIENT shall not control or have the right to control what WSU does and how WSU performs the work. Nothing in this Agreement shall be construed as creating any type of employment, partnership, or affiliate relationship between the parties. Neither party has any responsibility nor liability for the actions of the other party except as specifically provided in this Agreement. Neither party has any right or authority to bind or obligate the other party in any manner or make any representation of warranty on behalf of the other party. WSU shall receive no compensation except that set forth in this Agreement and WSU shall not be entitled to any of the benefits, perquisites or emoluments of employment normally provided to CLIENT employees.
7. **INDEMNIFICATION AND HOLD HARMLESS:**
 - 7.1. Except as provided in Section 7.2, each party shall be responsible for its own acts and omissions and the results thereof and shall not be responsible for the acts of the other party. WSU, its faculty members, students, administrators, employees, agents and authorized volunteers, are subject to the terms and limitations of the Kansas Tort Claims Act, K.S.A. 75-6101 et seq., as amended.
 - 7.2. CLIENT shall indemnify, defend, and hold harmless WSU, its faculty members, students, administrators, employees and authorized volunteers against any and all claims, or liabilities, including attorneys' fees and court costs, for any loss, damage, injury, or loss of life arising out of (i) use by CLIENT (or any third party acting on behalf of or under authorization from CLIENT) of services or any information, reports, deliverables, materials, products or other results of WSU's work under this Agreement or (ii) CLIENT'S infringement of a third party's intellectual property rights or CLIENT'S violation of any law, rule, or regulation in the provision of any materials to WSU.
8. **SCHEDULING.**
 - 8.1. Postponement: If CLIENT postpones services, WSU reserves the right to charge CLIENT for any charges that may have been incurred and for lost revenue due to the postponement. These charges include but are not limited to staffing, materials purchases, equipment, rental fees, and storage.
 - 8.2. Cancellation: If CLIENT cancels, WSU reserves the right to charge the CLIENT for any charges that may have been incurred and for lost revenue due to the cancellation. These charges include but are not limited to staffing, materials purchases, equipment, rental fees, and storage.
9. **DISCLAIMER OF WARRANTIES.** WSU makes no warranties, express or implied, as to any matter whatsoever, including without limitation, the condition, originality or accuracy of the services performed or deliverables provided under this agreement and expressly disclaims warranties of merchantability or fitness for a particular purpose.
10. **NOTICE OF OWNERSHIP.** All meeting notes, customized plans, and results of this planning/development project (hereinafter "Work Product") are the property of the CLIENT. Processes and support materials developed in service to the project by WSU are the property of WSU and will be owned by WSU.

11. **GRANT OF RIGHTS TO WSU.** Notwithstanding anything contrary contained elsewhere herein, CLIENT grants to WSU a non-exclusive, royalty-free, perpetual and irrevocable license to make and use any Work Product for non-commercial educational purposes; exhibition, accreditation, development, alumni relations, reference, and promotion of WSU's own activities (including display on WSU's website); as examples of student work; and for inclusion in its permanent collection and/or archives, including websites, displays, and promotional materials, provided that WSU acknowledges CLIENT in connection with any such use. **OPTIONAL:** Further, CLIENT grants permission to WSU to distribute the Work Product to external third-parties for portfolio and reference purposes.
12. **USE OF MARKS, LOGOS AND MARKETING.** CLIENT shall not use the name, logos, insignias or trademarks of WSU, any affiliates of WSU, or any project member, in any publicity, advertising, promotional materials, news release or websites except as set forth in this Agreement, or as authorized by WSU in each instance. Either party may use the name of the other party in a document required to be filed with, or provided to, any governmental authority or regulatory agency to comply with applicable legal or regulatory requirements.
13. **LIMITATION OF LIABILITY FOR BREACH OF CONTRACT.** In no event shall either party's liability for breach of this Agreement include damages for work stoppage; lost data; or indirect, special or consequential damages of any kind, including lost profit. Except for each party's obligations under Section 2 (Termination), Section 7.1 (Indemnification) and Sections 14 to 27 (general provisions), each party's liability to the other for breach of this Agreement shall not exceed an amount equal to the monetary consideration paid to WSU under this Agreement.
14. **BREACH; ATTORNEY'S FEES.** In the event CLIENT fails to perform any of its obligations under this Agreement, CLIENT shall reimburse WSU for all costs and expenses, including reasonable attorneys' fees, court costs, and costs of investigation, that are incurred by WSU and/or the State of Kansas to enforce this Agreement, regardless of whether a lawsuit or legal action has been commenced or concluded.
15. **RETENTION OF RECORDS.** Each Party agrees to preserve and make available all of its books, documents, papers, records and other evidence involving transactions related to this Agreement for a period of five (5) years from the date of the expiration or termination of this Agreement. Matters involving litigation shall be kept for one (1) year following the termination of litigation, including all appeals, if the litigation exceeds five (5) years.
16. **NOTICES.** All notices, demands, requests, approvals, reports, instructions, consents or other communications (collectively "notices") which may be required or desired to be given by either party to the other shall be **IN WRITING** and sent by certified mail or overnight traceable delivery and addressed as follows, unless any other person or address may be designated by notice from one party to the other:

If to Wichita State University:

Attn: Research Contracts
Wichita State University
1845 Fairmount Street
Wichita, Kansas 67260-0007

If to CLIENT:

Attn: Mary Moon
Butler Community College
715 E 13th St.
Andover, Kansas 67002

With a copy to:

Attn: General Counsel
Wichita State University
1845 Fairmount Street
Wichita, KS 67260-0205

17. **THIRD PARTY BENEFICIARIES.** This Agreement shall not be construed as providing an enforceable right to any third party.
18. **CAPTIONS.** The captions and headings in this Agreement are for reference only and do not define, describe, extend or limit the scope or intent of this Agreement.
19. **SEVERABILITY.** If any provision of this Agreement is determined by a court of competent jurisdiction to be invalid or unenforceable, to any extent, the remainder of this Agreement shall not be affected and each provision of this Agreement shall be enforced to the fullest extent permitted by law.
20. **FORCE MAJEURE.** No party to this Agreement shall be responsible for any failure to perform as required by this Agreement, to the extent such failure to perform is caused due to circumstances reasonably beyond the party's control, such as labor disturbances or labor disputes of any kind, accidents, acts of government including but not limited to failure of governmental approval required for full performance, civil disorders or commotions, acts of aggression, acts of God, energy or other conservation measures, explosions, failure of utilities, mechanical breakdowns, material shortages, disease, or other cause beyond the control of such party.
21. **WAIVER.** Any waiver shall be in writing and provided to all other parties. Failure to insist upon strict performance of any of the terms and conditions hereof, or failure or delay to exercise any rights provided herein or by law, shall not be deemed a waiver of any rights of any party hereto.
22. **ASSIGNMENT.** This Agreement may not be assigned by WSU except upon the prior written consent of CLIENT, and which consent may be withheld or conditioned by CLIENT as necessary to prevent prejudice to its interests and entitlements hereunder. This Agreement and all rights, privileges and licenses granted hereunder may be assigned by CLIENT to CLIENT subsidiaries and CLIENT supporting organizations.
23. **SURVIVAL.** Upon termination or expiration of this Agreement, Section 4 (Payment for Services), Section 7 (Indemnification and Hold Harmless), Section 9 (Disclaimer of Warranties), Section 10 (Notice of Ownership), Section 12 (Use of Marks, Logos and Marketing), Section 13 (Limitation of Liability for Breach of Contract) and Sections 14 through 27 (general provisions) shall survive.
24. **STATE OF KANSAS TERMS.** The Provisions found in Contractual Provisions Attachment (Form DA-146a, Rev. 07-19), which is attached hereto as ATTACHMENT B, are hereby incorporated in this Agreement and made a part thereof.
25. **COUNTERPARTS/EXECUTION.** This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. Signature pages may be executed via "wet" signature, authorized signature stamp or electronic mark and the executed signature pages may be delivered using pdf or similar file type transmitted via electronic mail, cloud-based server, e-signature technology or other similar electronic means.

26. **ELECTRONIC SIGNATURES.** The Parties agree that this Agreement may be signed with electronic signatures. If an electronic signature is used, the Parties agree that it is the legally binding equivalent to the signing Party's handwritten signature. Whenever either Party executes an electronic signature on this Agreement, it has the same validity and meaning as a handwritten signature. The Parties agree that neither party will, at any time in the future, repudiate the meaning of an electronic signature or claim that an electronic signature is not legally binding.
27. **ENTIRE AGREEMENT.** This Agreement (including all documents attached or referenced) is intended by the parties as the final and binding expression of their agreement and as the complete and exclusive statement of its terms. This Agreement cancels, supersedes, and revokes all prior negotiations, representations, and agreements between the parties, whether oral or written, relating to the subject matter of this Agreement, not-withstanding any non-disclosure or confidentiality agreements directly relating to the SOW.

[signature page to follow]



IN WITNESS WHEREOF, the parties hereto have executed this Agreement and/or authorized same to be executed by their duly authorized representatives as of the date shown below the respective signatures, said Agreement to become effective as of the later date.

WICHITA STATE UNIVERSITY

BUTLER COMMUNITY COLLEGE

DocuSigned by:
Richard Muma
SIGNATURE

Dr. Kimberly W Krull
SIGNATURE

Richard D. Muma, Phd, MPH
PRINTED NAME

KIMBERLY W KRULL
PRINTED NAME

Provost
TITLE

President
TITLE

2/5/2020
DATE

2/4/2020
DATE

proposals@wichita.edu
316-978-3285
CONTACT INFORMATION (PHONE, E-MAIL)

krull@butlcr.edu
CONTACT INFORMATION (PHONE, E-MAIL)

DocuSigned by:
Misty Bruckner
ACKNOWLEDGMENT:

I, the undersigned, having read this Agreement, hereby agree to act in accordance with the terms of this Agreement.

By: Misty Bruckner
Name: Misty Bruckner
Title: Director, Public Policy & Management Center
Date: 2/4/2020

Attachment A - SOW

Prepared By

Wichita State University

Public Policy and
Management Center

September 2019

Advance Kansas



**WICHITA STATE
UNIVERSITY**

*DIVISION OF DIVERSITY AND
COMMUNITY ENGAGEMENT
Public Policy and
Management Center*

*LaShonda Games,
Community Development
Manager*

316-978-6834

lashonda.garnes@wichita.edu

www.wichita.edu/ppmc

BACKGROUND

In response to the Advance Kansas (AK) request for proposal, the Public Policy and Management Center (PPMC) in the Division of Diversity and Community Engagement at Wichita State University proposes to assist AK in designing and facilitating a participative activity to elicit and collect stories of success attributable to AK, or to which AK is a contributor.

PROPOSED PROCESS

The PPMC will assist AK with designing an interactive engagement process that provides an opportunity for all voices to be heard, unique experiences highlighted, and themes of success identified. The engagement process for each of the three 90-minute focus groups will include the following steps:

- Facilitator will engage focus group with prepared questions;
- Each participant cluster will spend time discussing the question at their tables (a scribe will be identified for each table to capture the discussion)
- Participants will share out highlights discussed at their tables with larger group
- Group discussion will be facilitated to ensure all feedback has been captured

This process will be repeated for each of the questions. At the end of the session, the facilitator will provide a final opportunity for participants to share any thoughts regarding the program that have not been shared in the space.

WORK PRODUCT

A final written report will be prepared by PPMC in cooperation with Advance Kansas staff and will include the raw data and summary of the stakeholder engagement. The PPMC will provide an electronic version of the product.

PROJECT SCHEDULE

Once selected by the Advance Kansas, the PPMC will develop a contract for service to be agreed upon by both parties. With the current schedule of activities, the PPMC would start this project no earlier than Fall 2019. The PPMC would anticipate completion on or before Spring 2020.

Budget

| Expense | Cost |
|--------------|----------------|
| TOTAL | \$1,760 |

WSU Public Policy & Management Center | Box 211 | 1845 Fairmount St. | Wichita, KS | (316) 678-6526

PUBLIC POLICY AND MANAGEMENT CENTER BACKGROUND AND EXPERIENCE

The Public Policy and Management Center at Wichita State University's Division of Diversity and Community Engagement works to enhance the quality of public affairs by assisting public officials and community organizations to meet the challenges of governance and improve service delivery. This assistance takes the form of:

- Customized executive, management, and professional development training
- Education and certification for members of professional associations
- Facilitation of governing body retreats and community forums
- Consultation on community goal setting and strategic planning
- Community and organizational surveys
- Applied research on issues identified by state and local officials
- Technical support on public and nonprofit policy, administrative and programmatic efforts

Faculty and staff at the Public Policy and Management Center serve as content experts, neutral facilitators and researchers for a variety of public and nonprofit organizations. Requests come from local governing bodies, community agencies and organizations, and community interest groups.

The Public Policy and Management Center has more than 60 years of experience working directly with local and state governments, and nonprofit organizations, in the areas of applied research, technical assistance, facilitation and professional development. The solid history in serving organizations and communities in Kansas, and throughout the Midwest, ensures the Public Policy and Management Center has the professional knowledge and financial ability to implement, manage and ensure completion of projects.

PUBLIC POLICY AND MANAGEMENT CENTER PROJECT TEAM QUALIFICATIONS



LaShonda Garnes | Community Development Manager

LaShonda Garnes joined the Public Policy and Management Center in April 2018 with more than 15 years of experience in both the public and private sector. For more than 10 years, LaShonda has served in various public service leadership roles including the Business Operations Manager, Community Liaison and Neighborhood Services Manager. In her role as the Community Development Manager, she works to engage in diverse initiatives that drive and influence change. She is responsible for developing,

implementing and directing project/program initiatives primarily for nonprofits, local, state and federal constituents related to community engagement, strategic planning, organizational assessments, planning and facilitation. LaShonda received her MPA from Wichita State University and her BA in Business Administration from Chicago State University.

LaShonda would serve as the Lead Project Manager for this project.



Matt Stiles | Program Manager

Matt Stiles joined the PPMC in 2018 to provide support for local governments and nonprofit organizations through program evaluation, research, policy analysis and training. Before joining the PPMC, Matt worked the previous 10 years in public management for the Kansas cities of South Hutchinson and Bel Aire specializing in financial management, utility management, collaborative decision making, community building, and economic development. Matt has extensive experience working with small communities and understands issues they face. Matt holds a BS in Political Science and Philosophy from Emporia State University and a MPA from Wichita State University.

LaShonda Garnes
Community Development Manager
Public Policy and Management Center
(316) 978-6834
Lashonda.garnes@wichita.edu

ATTACHMENT B
CONTRACTUAL PROVISIONS ATTACHMENT
State of Kansas, Department of Administration | DA-146a (Rev. 07-19)

The parties agree that the following provisions are hereby incorporated into the contract to which it is attached and made a part thereof:

1. **Terms Herein Controlling Provisions:** It is expressly agreed that the terms of each and every provision in this attachment shall prevail and control over the terms of any other conflicting provision in any other document relating to and a part of the contract in which this attachment is incorporated. Any terms that conflict or could be interpreted to conflict with this attachment are nullified.
2. **Kansas Law and Venue:** This contract shall be subject to, governed by, and construed according to the laws of the State of Kansas, and jurisdiction and venue of any suit in connection with this contract shall reside only in courts located in the State of Kansas.
3. **Termination Due To Lack Of Funding Appropriation:** If, in the judgment of the Director of Accounts and Reports, Department of Administration, sufficient funds are not appropriated to continue the function performed in this agreement and for the payment of the charges hereunder, State may terminate this agreement at the end of its current fiscal year. State agrees to give written notice of termination to contractor at least 30 days prior to the end of its current fiscal year, and shall give such notice for a greater period prior to the end of such fiscal year as may be provided in this contract, except that such notice shall not be required prior to 90 days before the end of such fiscal year. Contractor shall have the right, at the end of such fiscal year, to take possession of any equipment provided State under the contract. State will pay to the contractor all regular contractual payments incurred through the end of such fiscal year, plus contractual charges incidental to the return of any such equipment. Upon termination of the agreement by State, title to any such equipment shall revert to contractor at the end of the State's current fiscal year. The termination of the contract pursuant to this paragraph shall not cause any penalty to be charged to the agency or the contractor.
4. **Disclaimer of Liability:** No provision of this contract will be given effect that attempts to require the State of Kansas or its agencies to defend, hold harmless, or indemnify any contractor or third party for any acts or omissions. The liability of the State of Kansas is defined under the Kansas Tort Claims Act (K.S.A. 75-6101 *et seq.*).
5. **Anti-Discrimination Clause:** The contractor agrees: (a) to comply with the Kansas Act Against Discrimination (K.S.A. 44-1001 *et seq.*) and the Kansas Age Discrimination in Employment Act (K.S.A. 44-1111 *et seq.*) and the applicable provisions of the Americans With Disabilities Act (42 U.S.C. 12101 *et seq.*) (ADA), and Kansas Executive Order No. 19-02, and to not discriminate against any person because of race, color, gender, sexual orientation, gender identity or expression, religion, national origin, ancestry, age, military or veteran status, disability status, marital or family status, genetic information, or political affiliation that is unrelated to the person's ability to reasonably perform the duties of a particular job or position; (b) to include in all solicitations or advertisements for employees, the phrase "equal opportunity employer"; (c) to comply with the reporting requirements set out at K.S.A. 44-1031 and K.S.A. 44-1116; (d) to include those provisions in every subcontract or purchase order so that they are binding upon such subcontractor or vendor; (e) that a failure to comply with the reporting requirements of (c) above or if the contractor is found guilty of any violation of such acts by the Kansas Human Rights Commission, such violation shall constitute a breach of contract and the contract may be cancelled, terminated or suspended, in whole or in part, by the contracting state agency or the Kansas Department of Administration; (f) if it is determined that the contractor has violated applicable provisions of ADA, such violation shall constitute a breach of contract and the contract may be cancelled, terminated or suspended, in whole or in part, by the contracting state agency or the Kansas Department of Administration.
Contractor agrees to comply with all applicable state and federal anti-discrimination laws.
The provisions of this paragraph number 5 (with the exception of those provisions relating to the ADA) are not applicable to a contractor who employs fewer than four employees during the term of such contract or whose contracts with the contracting State agency cumulatively total \$5,000 or less during the fiscal year of such agency.
6. **Acceptance of Contract:** This contract shall not be considered accepted, approved or otherwise effective until the statutorily required approvals and certifications have been given.
7. **Arbitration, Damages and Warranties:** Notwithstanding any language to the contrary, no interpretation of this contract shall find that the State or its agencies have agreed to binding arbitration, or the payment of damages or penalties. Further, the State of Kansas and its agencies do not agree to pay attorney fees, costs, or late payment charges beyond those available under the Kansas Prompt Payment Act (K.S.A. 75-6403), and no provision will be given effect that attempts to exclude, modify, disclaim or otherwise attempt to limit any damages available to the State of Kansas or its agencies at law, including but not limited to the implied warranties of merchantability and fitness for a particular purpose.
8. **Representative's Authority To Contract:** By signing this contract, the representative of the contractor thereby represents that such person is duly authorized by the contractor to execute this contract on behalf of the contractor and that the contractor agrees to be bound by the provisions thereof.
9. **Responsibility for Taxes:** The State of Kansas and its agencies shall not be responsible for, nor indemnify a contractor for, any federal, state or local taxes which may be imposed or levied upon the subject matter of this contract.
10. **Insurance:** The State of Kansas and its agencies shall not be required to purchase any insurance against loss or damage to property or any other subject matter relating to this contract, nor shall this contract require them to establish a "self-insurance" fund to protect against any such loss or damage. Subject to the provisions of the Kansas Tort Claims Act (K.S.A. 75-6101 *et seq.*), the contractor shall bear the risk of any loss or damage to any property in which the contractor holds title.
11. **Information:** No provision of this contract shall be construed as limiting the Legislative Division of Post Audit from having access to information pursuant to K.S.A. 46-1101 *et seq.*
12. **The Eleventh Amendment:** "The Eleventh Amendment is an inherent and incumbent protection with the State of Kansas and need not be reserved, but prudence requires the State to reiterate that nothing related to this contract shall be deemed a waiver of the Eleventh Amendment."
13. **Campaign Contributions / Lobbying:** Funds provided through a grant award or contract shall not be given or received in exchange for the making of a campaign contribution. No part of the funds provided through this contract shall be used to influence or attempt to influence an officer or employee of any State of Kansas agency or a member of the Legislature regarding any pending legislation or the awarding, extension, continuation, renewal, amendment or modification of any government contract, grant, loan, or cooperative agreement.

TOPIC for ACTION
Contract with Flywire

REPORT:

Butler recently contracted with Flywire to provide a pre-collections service known as ARCollect. This service assists with collecting delinquent student accounts before incurring the cost of outside collections. First Data is the card processor that processes student payments, through ARCollect, for Flywire. Because First Data will be collecting and potentially returning funds for Butler, they require Butler to sign an agreement directly with them for ARCollect transaction processing.

RECOMMENDED ACTION:

The Board ratify the signing of the First Data agreement to continue the setup of the Flywire ARCollect service. This has no effect the previously approved costs for this service.

RECOMMENDED FUNDING SOURCE:

NA

Submitted by: Donnie Mercer, Director, Accounts Receivable
Supervisor: Dr Jessica Ohman, Associate Vice President, Student Services
Date: March 2, 2020

KYC REQUIREMENTS

Including new FinCEN rules effective May 11, 2018

City, Municipality, State, or Government Agency, including a Tribe; and Charitable/Non-Profit 501.3.c entity:

Information for the Corporate Officer that signs the Merchant Agreement required:

- Full Legal Name
- Home Address
- Date of Birth
- Home Phone

As of May, 2018: Social Security # will be required for all of the above. This is a Federal Law – no exceptions.

For Private Companies as of May, 2018, the following will apply to both all Owners holding 25% or greater, AND the Corporate Officer that signs the Merchant Agreement:

- Full Legal Name
- Home Address
- Social Security #
- Date of Birth
- Home Phone

For Public Companies as of May, 2018 the following will apply:

Information for the Corporate Officer that signs the Merchant Agreement required:

- Full Legal Name
- Home Address
- Date of Birth
- Home Phone

**Principal/Controller
& Beneficial Owners
of Entities**

- First, Middle and Last Name
- Date of Birth
- Social Security Number (if applicable or other gov't ID)
- Country of Citizenship
- Address (Street, City, State, Zip Code, Country)
- Politically Exposed Person
- Sanctions Screening

b. Beneficial Owner

Beneficial ownership is defined as the natural person(s) with the ultimate level of ownership, whether directly or indirectly, over the account or funds in an account. The collection and verification of basic identifying information for individuals owning 25% or more of an entity is required for CIP.

Verification of beneficial ownership is also required and shall be accomplished based on the regulatory requirements within the jurisdiction in which the LOB is regulated or is legally domiciled.

Exemption: If a potential Customer is a listed company or a majority-owned subsidiary of a listed public company on either a Regulated U.S. Stock Exchange Market; or, foreign stock exchange market subject to equivalent regulatory oversight and/or legislation, then evidence of beneficial ownership will not be required. The First Data LOB must record that evidence of the stock exchange listing for future review and audit purposes.

Merchant Payment Processing Agreement

First Data Merchant Services LLC (**First Data**) and Wells Fargo Bank, NA (**Bank**, collectively **we, us** or **our** and the like) are parties to an agreement with Flywire Payments Corporation d/b/a Flywire (**Submitter**, the **Submitter Agreement**), pursuant to which, we also provide Butler Community College, with offices located at 901 S Haverhill Rd, El Dorado, KS 67042 (**Merchant, you** or **your**) with certain payment processing services. When your customers pay you through Submitter, you may be the recipient of a credit card or debit card funded payment. The organizations that operate these credit card and debit card systems (such as Visa U.S.A., Inc. and MasterCard International Incorporated) require that you (i) enter into a direct contractual relationship with an entity that is a member of the Networks and (ii) agree to comply with Network Rules as they pertain to applicable credit and debit card information you receive through Submitter.

By entering into this Payment Processing Agreement (the **Agreement**), you are fulfilling the Network Rule of entering into a direct contractual relationship with Bank, which is such a member, and you are agreeing to comply with the (1) Network Rules as they pertain to Card information you receive through the Submitter service and (2) Your Card Acceptance Guide. We understand and acknowledge that you have contracted with Submitter to obtain credit card and debit card processing services on your behalf and that Submitter may have agreed to be responsible to you for your obligations to us set forth in this Agreement.

The following information is designed to inform and assist you as we begin our relationship.

Acceptance of Cards

You agree, if you receive Card information, to comply with Your Card Acceptance Guide and all Network Rules, as such may be changed from time to time. You understand that we may be required to modify these instructions and guidelines in order to comply with requirements imposed by the Networks.

In offering payment options to your customers, you must Accept all types of Visa and MasterCard cards, including consumer credit and debit/check cards, and commercial credit and debit/check cards.

If you choose to limit the types of Visa and MasterCard cards you accept, you must display appropriate signage to indicate acceptance of the limited acceptance category you have selected (that is, accept only debit/check card products or only credit and commercial products).

For recurring transactions, you must obtain a written request or similar authentication from your customer for the goods and/or services to be charged to the customer's account, specifying the frequency of the recurring charge and the duration of time during which such charges may be made.

Settlement

Upon our receipt of the Transaction Data for Card transactions, we will process the Transaction Data to facilitate the funds transfer from the various Networks for the Card sales. After we receive credit for such Transaction Data, we will provide provisional credit as you designate in the Funding Schedule.

You must not submit transactions for payment until the goods are delivered shipped, or the services are performed. If the Cardholder disputes a charge for merchandise or services before receiving them, the result may be a Chargeback

Chargebacks

Chargebacks can be received for a number of reasons. The following are some of the most common reasons for Chargebacks: (1) A refund is not issued to a customer upon the return or non-delivery of goods or services; (2) An authorization/approval code was required and not obtained; (3) The transaction was fraudulent; (4) The customer disputes the Card sale or the signature on the sale documentation, or claims that the sale is subject to a set-off, defense or counterclaim; or (5) The customer refuses to make payment for a Card sale because in the customer's good faith opinion, a claim or complaint has not been resolved, or has been resolved but in an unsatisfactory manner.

Fees

Pursuant to that separate agreement between you and Submitter (the **Services Agreement**), you agree to pay Submitter the fees associated with our provision of the services contemplated hereunder. Further, pursuant to the Submitter Agreement, you acknowledge and agree that we shall bill Submitter for all fees due and owing by you hereunder.

Reserve

You acknowledge that in addition to any other rights afforded us hereunder, we may establish a reserve account to satisfy your obligations or potential obligations under this Agreement (the **Reserve Account**), which may be funded by: (i) demanding and receiving immediate payment for such amounts; (ii) debiting the account identified on the Funding Schedule; (iii) withholding your settlement payments until all amounts are paid, (iv) delaying presentation of your refunds until you make a payment to us of a sufficient amount to cover the Reserve Account; and (v) pursuing any remedies we may have at law or in equity.

The Reserve Account will contain sufficient funds to cover any unbilled processing costs plus our estimated exposure based on reasonable criteria for Chargebacks, fines, returns and unshipped merchandise and/or unfulfilled services. We may (but are not required to) apply funds in the Reserve Account toward, and may set off any funds that would otherwise be payable to you against, the satisfaction of any amounts which are or become due from you pursuant to this Agreement. The Reserve Account will not bear interest, and you will have no right or interest in the funds in the Reserve Account; provided that upon satisfaction of all of your obligations under this Agreement, we will pay to you any funds then remaining in the Reserve Account. Any funds in the Reserve Account may be commingled with other funds, and need not be maintained in a separate account. Effective upon our establishment of a Reserve Account, you irrevocably grant to us a security interest in any and all funds, together with the proceeds thereof, that may at any time be in our possession and would otherwise be payable to you pursuant to the terms of this Agreement. You agree to execute and deliver to us such instruments and documents that we may reasonably request to perfect and confirm the security interest and right of setoff set forth in this Agreement. The parties' rights and obligations under this Section shall survive termination of this Agreement.

Financial Information

You will promptly provide any financial or other information reasonably we request to perform credit risk, security, qualification, and other reviews related to the provision of the services, Transactions submitted, fulfillment of obligations to us, Submitter, or Cardholders, or your financial condition. You authorize us to obtain information from third parties when performing credit risk, security, qualification, and other reviews. We or our designees may perform a reasonable audit of your records related to your performance under this Agreement with 30 days' advance written notice, during your normal business hours, and at our expense.

Data Security and Privacy

You represent to us that you do not have access to Card information (such as the cardholder's account number, expiration date, and CVV2) and you will not request access to such Card information from Submitter. In the event that you receive such Card information in connection with the processing services provided under this agreement, you agree that you will not use it for any fraudulent purpose or in violation of any Network Rules, including but not limited to Payment Card Industry Data Security Standards (**PCI DSS**), or applicable law. If at any time you believe that Card information has been compromised, you must notify us promptly and assist in providing notification to the proper parties. You must ensure your compliance and that of any third party service provider utilized by you, with all security standards and guidelines that are applicable to you and published from time to time by Visa, MasterCard or any other Network, including, without limitation, the Visa U.S.A. Cardholder Information Security Program (**CISP**), the MasterCard Site Data Protection (**SDP**), and (where applicable), the VISA Payment Application Best Practices (**PABP**) (collectively, the **Security Guidelines**). If any Network requires an audit of you due to a data security compromise event or suspected event, you agree to cooperate with such audit. You may not use any Card information other than for the sole purpose of completing the transaction authorized by the customer for which the information was provided to you, or as specifically allowed by Network Rules, Your Card Acceptance Guide or required by law.

Term; Events of Default

This Agreement shall be in effect upon signing by of each document by all parties and shall remain effective through the initial term of three (3) years and shall thereafter automatically continue until terminated by either party upon the provision of thirty (30) days' notice to the other party.

If any of the following events shall occur (each an "Event of Default"):

- (1) a material adverse change in your business, financial condition, business procedures, prospects, products or services; or
- (2) any assignment or transfer of voting control of you or your parent; or
- (3) a sale of all or a substantial portion of your assets; or
- (4) irregular Card sales by you, excessive Chargebacks, noncompliance with any applicable data security standards, as determined by Servicers, of any Card Network, or any other entity, or an actual or suspected data security breach, or any other circumstances which, in our sole discretion, may increase our exposure for your Chargebacks or otherwise present a financial or security risk to us; or

- (5) any of your conditions, covenants, obligations or representations or warranties in this Agreement are breached in any material respect or are incorrect in any material respect when made or deemed to be made; or
- (6) you shall file a petition or have a petition filed by another party under the Bankruptcy Code or any other laws relating to bankruptcy, insolvency or similar arrangement for adjustment of debts; consent to or fail to contest in a timely and appropriate manner any petition filed against you in an involuntary case under such laws; apply for or consent to, or fail to contest in a timely and appropriate manner, the appointment of, or the taking of possession by, a receiver, custodian, trustee or liquidator of itself or of a substantial part of its property; or make a general assignment for the benefit of creditors; or take any corporate action for the purpose of authorizing any of the foregoing; or
- (7) a violation by you of any applicable law or Network Rule or our reasonable belief that termination of this Agreement or suspension of Services is necessary to comply with any law including without limitation the rules and regulations promulgated by the Office of Foreign Assets Control of the US Department of the Treasury or your breach, as determined by Servicers, of your requirement to comply with all applicable laws;

then, upon the occurrence of (1) an Event of Default specified in subsections (iv), (vi) or (vii) we may consider this Agreement to be terminated immediately, without notice, and all amounts payable hereunder shall be immediately due and payable in full without demand or other notice of any kind, all of which are expressly waived by you, and (2) any other Event of Default, this Agreement may be terminated by us giving not less than 10 days' notice to you, and upon such notice all amounts payable hereunder shall be due and payable on demand.

Neither the expiration nor termination of this Agreement shall terminate the obligations and rights of the parties pursuant to provisions of this Agreement which by their terms are intended to survive or be perpetual or irrevocable. Such provisions shall survive the expiration or termination of this Agreement. All obligations by you to pay or reimburse us for any obligations associated with transactions you have submitted to us are intended to survive termination of this Agreement.

If any Event of Default shall have occurred and regardless of whether such Event of Default has been cured, we may, in our sole discretion, exercise all of our rights and remedies under applicable law, and this Agreement including, without limitation, exercising our rights under Section.

The Networks often maintain lists of merchants who have had their merchant agreements or Card acceptance rights terminated for cause. If this Agreement is terminated for cause, you acknowledge that we may be required to report your business name and the names and other information regarding its principals to the Networks for inclusion on such list(s). You expressly agree and consent to such reporting if you are terminated as a result of the occurrence of an Event of Default or for any reason specified as cause by Visa, MasterCard or Discover Network. Furthermore, you agree to waive and hold us harmless from and against any and all claims which you may have as a result of such reporting.

In the event we provide notice to you of an increase in the fees for Services, you may terminate this Agreement without further cause or penalty by providing us 30 days advance written notice of termination. You must terminate within 30 days after we provide notice of the fee increase. The fee increase shall not take effect in the event you provide timely notice of termination. However, your

continued use of our Services after the effective date of any increase shall be deemed acceptance of the increased fees for Services, throughout the term of this Agreement.

Notwithstanding any provision to the contrary contained in this Agreement, you acknowledge and understand that we may terminate this Agreement in the event the Submitter Agreement is terminated for any reason. We may also terminate this Agreement at any time and for any or no reason upon the provision of thirty (30) days prior notice. We may also temporarily suspend or delay payments to you during our investigation of any issue and/or designate an amount of funds that we must maintain in order to protect us against the risk of, among other things, existing, potential, or anticipated Chargebacks arising under this Agreement or the Submitter Agreement.

Warranties; Exclusion of Consequential Damages; Limitation on Liability

This Agreement and any schedules attached is an agreement for services and except as expressly provided in this Agreement, and any schedule, First Data and its affiliates disclaim all representations or warranties, express or implied, made to merchant or any other person, including without limitation, any warranties regarding quality, suitability, merchantability, fitness for a particular purpose or otherwise (regardless of any course of dealing, custom or usage of trade) of any services or any goods provided incidental to the Services provided under this Agreement.

Notwithstanding anything in this in this Agreement and any addenda to the contrary, in no event shall First Data or its affiliates be liable under any theory of tort, contract, strict liability or other legal theory for lost profits, lost revenues, lost business opportunities, exemplary, punitive, special, incidental, indirect or consequential damages, each of which is hereby excluded by agreement of the parties, regardless of whether such damages were foreseeable or whether any party or any entity has been advised of the possibility of such damages.

Notwithstanding anything in this Agreement and any addenda to the contrary, First Data and its affiliates' cumulative liability, in the aggregate (inclusive of any and all claims made by Merchant against First Data and/or its affiliates, whether related or unrelated) for all losses, claims, suits, controversies, breaches, or damages for any cause whatsoever (including, but not limited to, those arising out of or related to this Agreement any addend) and regardless of the form of action or legal theory shall not exceed the lesser of (i) \$100,000; or (ii) the amount of fees received by us pursuant to any addenda attached and incorporated herein for services performed in the immediately preceding 12 months.

Confidentiality

Each party acknowledges and agrees that the other may be providing to it and that it may become aware of the confidential and proprietary information of the other party, including but not limited to, the terms of this Agreement, financial information and other information related to each party's business operations. Each party agrees that it will maintain the confidentiality of such information and neither party shall disclose any such information to any other person or entity (other than to those of its employees, agents, contractors, representatives and Affiliates to whom disclosure is reasonably necessary in furtherance of the performance of this Agreement). Notwithstanding the foregoing, the requirements of non-disclosure shall not apply to any information which: (a) at the time of disclosure is already in the possession of the receiving party; (b) is independently developed by the receiving party without reliance on the disclosed confidential or proprietary information; (c) is or becomes publicly available through no wrongdoing of the receiving party or (d) becomes available to receiving party on a non-confidential basis

from a person, other than the disclosing party, who is not bound by a confidentiality obligation or otherwise restricted from transmitting the information to the receiving party. Furthermore, this section shall not prohibit the receiving party from making legally required disclosures pursuant to subpoena, court order or the order of any other authority having jurisdiction; provided that receiving party shall provide disclosing party with prompt notice, unless prohibited by law or court order, thereof so that disclosing party may seek an appropriate protective order or other remedy. If in the absence of a protective order or other remedy or waiver of the terms of this section, if receiving party determines in its sole discretion that it is required by law, regulation, legal process or regulatory authority to disclose any such confidential or proprietary information, receiving party may disclose such information upon written notice to disclosing party unless prohibited by law or court order.

Visa and MasterCard Disclosure

Important Member Bank Responsibilities

- (a) The Bank is the only entity approved to extend acceptance of Visa and MasterCard products directly to a merchant.
- (b) The Bank must be a principal (signer) to the Agreement.
- (c) The Bank is responsible for educating Merchants on pertinent Visa and MasterCard Rules with which Merchants must comply; but this information may be provided to you by Submitter.
- (d) The Bank is responsible for and must provide settlement funds to the Merchant.
- (e) The Bank is responsible for all funds held in reserve that are derived from settlement.

Important Sub-Merchant Responsibilities

- (a) In the event Merchant obtains Card Information, ensure compliance with Cardholder data security and storage requirements.
- (b) Maintain fraud and chargebacks below Network thresholds.
- (c) Review and understand the terms of the Agreement.
- (d) Comply with Network Rules.
- (e) Retain a signed copy of this Disclosures Page.

Acknowledge receipt of Visa and MasterCard Disclosures:

Butler Community College
(Merchant)

By: Dr. Kimberly W Krull

Name: Dr Kimberly W Krull
(Please Print or Type)

Title: President

Date: 2/4/2020

First Data Merchant Services LLC

By: _____

Name: _____
(Please Print or Type)

Title:

Date:

Definitions

- (1) **Network** is any payment method provider whose payment method is accepted by First Data for processing, including, but not limited to, Visa, U.S.A., Inc., MasterCard International, Inc., Discover Financial Services, LLC and other credit and debit card providers and debit network providers.

- (2) **Network Rules** are the bylaws, rules, and regulations, as they exist from time to time, of the Networks.
- (3) **Card** is an account, or evidence of an account, authorized and established between a customer and an Network, or representatives or members of an Network that is accepted from customers. Cards include, but are not limited to, credit and debit cards, electronic gift cards, authorized account or access numbers, paper certificates, credit accounts and the like.
- (4) **Chargeback** is a reversal of a Transaction previously presented to us pursuant to Network Rules.
- (5) **Your Payments Acceptance Guide** means our operating rules and regulations, attached hereto and incorporated herein by reference, as may be changed by us from time to time.
- (6) **Retrieval Request** is a request for information by a customer or Network relating to a claim or complaint concerning a Transaction.
- (7) **Transaction** is a transaction conducted between a customer and Merchant utilizing a Card in which consideration is exchanged between the customer and Merchant.
- (8) **Transaction Data** is the written or electronic record of a Transaction.

Compliance with Laws

Each party agrees to comply with all laws, regulations and Network Rules applicable to it and each are responsible for their own costs and compliance of such.

Notices

All notices and other communications required or permitted hereunder (other than those involving normal operational matters relating to the Services) shall be in writing, if to Merchant, at Accounts Receivable, 901 S Haverhill Rd, El Dorado KS 67042 or by any electronic means, including but not limited to the e-mail address you have provided to us, if to and if to Bank, at P.O. Box 6079, Concord, CA 94524. The Bank's phone number is: 844-284-6834. Notice shall be deemed to have been given, if sent by mail or courier, when received and if sent by facsimile machine, when the confirmation copy is actually received. Notice given in any other manner, including by electronic means, shall be effective when delivered.

Indemnification

The parties agree to indemnify each other from and against any losses, actions, causes of action, claims, demands, costs, liabilities, expenses, damages, sanctions fines, legal fees or penalties arising from: (i) a party's misrepresentation or breach of warranty, covenant, or any provision under this Agreement; or (ii) a party's employees'/agents' fraud, gross negligence, willful misconduct or failure to comply with this Agreement and the Card Organization Rules.

Publicity

No party shall make any press release or other public disclosure concerning the terms and conditions of this Agreement without the prior written consent of the other party (such consent not to be unreasonably withheld).

Entire Agreement; Waiver

This Agreement constitutes the entire agreement between the parties with respect to the subject matter thereof, and supersedes any previous agreements and understandings. Except as provided in this Agreement, this Agreement can be changed only by a written agreement signed by all parties. A party's waiver of a breach of any term or condition of this Agreement shall not be deemed a waiver of any subsequent breach of the same or another term or condition.

Severability

The parties intend every provision of this Agreement and any addenda to be severable. If any part of this Agreement and any addenda are not enforceable, the remaining provisions shall remain valid and enforceable. In such case, the parties will in good faith modify or substitute a provision consistent with their original intent. If any remedy fails of its essential purpose, then all other provisions, including the limitations on liability and exclusion of damages, will remain fully effective.

The parties hereto have caused this Agreement to be executed by their duly authorized officers. THIS AGREEMENT IS NOT BINDING UPON THE PARTIES UNTIL FULLY EXECUTED BY ALL PARTIES.

FUNDING SCHEDULE TO MERCHANT PAYMENT PROCESSING AGREEMENT

In order to receive funds from First Data, you must designate a bank account at a bank that is a member of the Automated Clearing House (ACH) system and the Federal Reserve wire system. You authorize First Data to initiate electronic credit and debit entries and adjustments to this bank account in accordance with this funding schedule. We will not be liable for any delays in receipt of funds or errors in bank account entries caused by third parties, including but not limited to delays or errors by the Networks or the bank.

The proceeds payable to such bank account shall be equal to the amounts received by us in respect of your Card transactions less all Chargebacks, customer refunds and other applicable charges. Such amounts will be paid into the account promptly following our receipt of the funds. If the proceeds payable to the account do not represent sufficient credits, or the bank account does not have a sufficient balance to pay amounts due from you under this funding schedule, we may pursue one or more of the following options: (i) demand and receive immediate payment for such amounts; (ii) debit the bank account for the amount of the negative balance; (iii) withhold settlement payments to the account until all amounts are paid, (iv) delay presentation of refunds until a payment is made to us of a sufficient amount to cover the negative balance; and (v) pursue any remedies we may have at law or in equity.

Unless and until we receive written instructions from you to the contrary, all amounts payable by First Data to you will be deposited in the bank account designated and authorized by you as set forth below:

Name of Bank: Commerce Bank

ABA No. 101000019

Account No. 677511637

Account Name: Butler Claims Fund

Reference: AR Collect

TOPIC for ACTION
ACT/NRCCUA Contract Ratification

REPORT:

The National Research Center for College and University Admissions (NRCCUA), now part of ACT, is a membership organization that links colleges and universities to the nation's largest college and career planning program for students seeking a post-secondary education. Our membership with ACT/NRCCUA will allow prospective students to send ACT scores to Butler and access to the Encoura Data Lab to allow for the identification and recruitment of potential students.

RECOMMENDED ACTION:

Ratify the contract for 2020-2024.

RECOMMENDED FUNDING SOURCE:

General Fund

Submitted by: Dr. Jessica Ohman, Associate Vice President, Student Services
Supervisor: Dr. Kim Krull, President
Date: March 2, 2020



**NRCCUA MEMBERSHIP APPLICATION &
ENCOURA DATA LAB SUBSCRIPTION
AGREEMENT
NATIONAL RESEARCH CENTER FOR COLLEGE
AND UNIVERSITY ADMISSIONS™**

Applicant / Member: Butler Community College

Contact Name / Title: Jessica Ohman, Associate Vice President Student Services

Address: 901 S Haverhill Rd

City: El Dorado *State:* KS *ZIP:* 67042

Telephone: (316) 322-3231 *Fax:* ()

Email Address: johman@butlercc.edu *FICE No.:* 001906

| | |
|---|---------------------|
| <i>Billing Contact Information (if different from above):</i> | |
| <i>Name:</i> _____ | <i>Title:</i> _____ |
| <i>Email:</i> _____ | <i>Phone:</i> _____ |
| <i>Address:</i> _____ | |

SIGNATURE OF APPLICANT / MEMBER REQUIRED ON FOLLOWING PAGE

The NRCCUA MISSION

Creating a brighter future for America's youth, with integrity, through a unique process that captures and shares educational and career aspirations – one dream at a time.

SPECIFIC OBJECTIVES

- To assist colleges and universities in identifying potential students that can benefit from higher education.
- To provide a communications link between professional admissions personnel and high school staff members responsible for student information and guidance.
- To provide information and services to students and their families that will enable them to make better educational, occupational and financial aid decisions.
- To publish and disseminate research on student attitudes and opinions as they relate to higher educational opportunities.
- To cooperate with and assist other information dissemination agencies, organizations, associations, and other educators, who support the total concept of NRCCUA's mission and purpose.
- To network with local, state and federal agencies who are responsible for creating student information systems that ultimately benefit students.

These activities work together to help NRCCUA and its members in *Building Educational Bridges* for students.

MEMBERSHIP BENEFITS

Through NRCCUA's host of recruitment and enrollment solutions, members receive access to NRCCUA's Encoura Data Lab application and research data and insights on the latest career and college choices of today's high school students refined from NRCCUA's annual surveys of over 5 million students nationally and collaborative research with dozens of educational organizations across the country to help members find students who are a good fit for their educational programs and services.

NRCCUA partners with members to make educational and career-focused materials and resources available to millions of high school students to match their programs and curriculum to those who are seeking it.

MEMBERSHIP CLASSES

- POST-SECONDARY/INSTITUTIONAL:** Accredited or state approved schools, colleges and universities that offer a minimum of a two-year curriculum.
- ORGANIZATIONAL:** Specialized organizations, agencies and consortia that offer qualified educational services and are supportive of the mission and purpose of NRCCUA.
- ASSOCIATION:** Professional, educational and/or career associations that offer career guidance or educational information which will assist students in the transition process and are supportive of the mission and purpose of NRCCUA.

PAYMENT METHOD

Please make checks payable to NRCCUA and remit to NRCCUA LLC Lockbox, 75 Remittance Dr., Dept. 1020, Chicago, IL 60675-1020

If you prefer to put these charges on your institutional American Express, MasterCard, Discover or Visa, please contact Accounts Receivable at 617-532-6019 or accountsreceivable@nrccua.org.

Phone: 1-800-862-7759

Fax: 1-888-887-6164

www.nrccua.org



We greatly appreciate your interest in partnering with NRCCUA to further the goals of your organization and the mission and purpose of NRCCUA. By signing below, the undersigned Applicant / Member certifies, represents, warrants, acknowledges and agrees:

- that Applicant / Member has read and understands the NRCCUA Mission and Specific Objectives stated above and supports their content;
- that Applicant / Member believes that it qualifies for the Membership Class selected above;
- that Applicant / Member will use NRCCUA's products and services for one or more of the following purposes (please check all that apply):
 - post-secondary educational programs
 - educational-related products and services that fall into one of the following categories:
 - financial planning, student loans and scholarships
 - enrichment opportunities such as travel programs, camps, extracurricular activities and conferences
 - curriculum materials, books, internet-based educational programs, educational magazines and low-cost literary products
 - academic assistance, remedial help and preparation for college-entrance examinations
 - recognition for high levels of performance
 - participation in community service
 - learning about civic responsibilities
 - employment, career options and the military; and
- that membership in NRCCUA is subject to and governed by, and Applicant / Member agrees to be bound by, the attached Membership Agreement & Data Lab Agreement Terms and Conditions, which are hereby incorporated by reference.

| | | |
|--|---------------------|-------------|
| <i>Signature of Applicant / Member Authorized Representative</i> | <i>Name / Title</i> | <i>Date</i> |
|--|---------------------|-------------|

Address for Notices (if different from above):

Attn: _____

E-mail: _____

Fax: _____

Accepted and agreed by The National Research Center for College and University Admissions, LLC:

| | | |
|--|---------------------|-------------|
| <i>Signature of NRCCUA Authorized Representative</i> | <i>Name / Title</i> | <i>Date</i> |
|--|---------------------|-------------|

Address for Notices:
 3651 NE Ralph Powell Road
 Lee's Summit, MO 64064
 Attn: Dwayne Smith, Director
 E-mail: dwayne@nrccua.org
 Fax: 1-888-887-6164

**NRCCUA MEMBERSHIP APPLICATION & ENCOURA DATA LAB SUBSCRIPTION AGREEMENT
TERMS AND CONDITIONS**

1. MEMBERSHIP. These Terms and Conditions (these “*Terms*”) set forth the general terms and conditions governing the membership (“*Membership*”) of the Member or Applicant (“*Member*”) identified on the cover page of the Membership Application & Data Lab Agreement (the “*Membership Agreement*”) in The National Research Center for College and University Admissions, LLC (“*NRCCUA*”) and the provision of products, services or other benefits by NRCCUA to the Member in connection with Membership under any Participation Confirmation. Membership commences on the date on which both Parties have executed the Membership Agreement (the “*Effective Date*”) and shall continue until expiration or earlier termination of the Term (as defined in Section 10).

2. SERVICES. Subject to the terms and conditions of the Agreement, NRCCUA shall provide or make available the Services and Deliverables to Member as more particularly described in each Participation Confirmation. NRCCUA shall not be obligated to perform or provide any Services or Deliverables pursuant to a Participation Confirmation until such Participation Confirmation has been executed by an authorized representative of each Party. NRCCUA may modify and update the Services to be provided under a Participation Confirmation so long as such modifications or updates do not materially decrease the functionality of the Services from that available as of the effective date of any Participation Confirmation, unless agreed to by both Parties in writing.

Member shall assign an individual to serve as the primary contact for NRCCUA in delivering the Services and Deliverables. NRCCUA’s provision of the Services or Deliverables, including any timetables agreed upon therefor, assume and are conditioned upon Member’s: (a) providing timely response to any requests from NRCCUA concerning critical decisions, essential information gathering, or approvals required to continue work in progress or which are required to meet such timetables; (b) providing timely access to all Personnel and other requested information that is deemed necessary by NRCCUA to fulfill its commitments as stated in the Agreement; and (c) preparing its site and providing IT services and network access, access to systems, hardware, and software (including remote access to systems and software) as set forth in the applicable Participation Confirmation or as requested by NRCCUA and required for NRCCUA to provide the Services or Deliverables, which shall be the sole responsibility of Member. Member shall be solely responsible for daily back-up and other protection of its data and software against loss, damage or corruption during the performance of Services and for any necessary reconstruction thereof.

Member is responsible for compliance with the Agreement by its Personnel and Member shall be responsible for any breach of the Agreement by any Personnel. Member will be assigned one or more unique identification names and passwords for access to and use of Data Lab (“*Authorized User IDs*”) to allow Member and its authorized Personnel to access Data Lab. Member shall be responsible for ensuring the security, confidentiality and proper use of all Authorized User IDs. Member acknowledges that it will be responsible for all losses and damages arising from the use of any Authorized User IDs (whether proper, improper, lawful or unlawful). Customer shall immediately inform NRCCUA if there is any reason to believe that an Authorized User ID or any other security device issued by NRCCUA has or is likely to become known to someone not authorized to use it or is being or is likely to be used in an unauthorized way. The Authorized User IDs shall be deemed Confidential Information of NRCCUA.

3. FEES AND PAYMENTS. Member shall pay NRCCUA (i) the initial annual Membership Fee set forth on Exhibit A prior to the Effective Date and an annual Membership Fee for each subsequent year of Membership thereafter and (ii) the annual Subscription Fees set forth on Exhibit A (collectively, the “*Fees*”). NRCCUA shall provide Member an invoice for Fees no earlier than sixty (60) days prior to each anniversary of the Effective Date.

4. All Fees and other amounts payable under the Agreement shall be due and payable within thirty (30) calendar days from the invoice date. As between the Parties, Member shall bear all expenses incurred in performance of its obligations or exercise of its rights under the Agreement. Member must notify NRCCUA in writing of any dispute or disagreement with invoiced charges within ten (10) days after the date of invoice or Member shall be deemed to have waived any dispute regarding the invoiced charges. NRCCUA may charge, and Member shall pay, a late charge equal to 1.5% on any amount that is unpaid on the due date. In the event of a default in the payment of an invoice, Member will be responsible for all of NRCCUA’s costs of collection, including, but not limited to, court costs, filing fees and attorneys’ fees.

All amounts payable under the Agreement shall exclude all applicable sales, use, transaction and other taxes and all applicable export and import fees, customs duties and similar charges. Member will be responsible for payment of all such taxes (other than taxes based on NRCCUA’s net income), fees, duties and charges, and any related penalties and interest, arising from the payment of any fees hereunder or the delivery of Services or Deliverables.

5. CONFIDENTIALITY. The Parties acknowledge that during the performance of the Agreement each Party may have access to certain of the other Party’s Confidential Information and the Parties agree that all items of Confidential Information are proprietary to and shall remain the sole property of the disclosing Party.

Each Party agrees as follows: (i) to use the Confidential Information of the other Party only for the purposes of exercising its rights or performing its obligations hereunder; (ii) except as reasonably necessary to exercise its rights or perform its obligations hereunder, not to reproduce the Confidential Information of the other Party, (iii) to hold in confidence and protect the Confidential Information of the disclosing Party from dissemination to, and use by, any third party using the same degree of care it uses to protect its own Confidential Information of like nature, but no less than a reasonable degree of care; (iv) to restrict access to the Confidential

Information of the other Party to such of its Personnel who have a need to have access and who have been advised of and have agreed to treat such information in accordance with the terms of the Agreement; and (v) to return or destroy all Confidential Information of the other Party in its possession upon termination or expiration of the Agreement, except to the extent required by applicable law. The foregoing obligations shall not apply to any Confidential Information that a receiving Party can demonstrate is: (a) publicly available other than through breach of the Agreement by such Party prior to disclosure by the disclosing Party; (b) already in such Party's possession prior to disclosure by the disclosing Party and not subject to an obligation of confidentiality; (c) obtained by such Party from a third party who has full right of disclosure; or (d) independently developed by such Party without any reference to the Confidential Information of the disclosing Party.

Any failure by either Party to comply with the requirements of this Section 4 may cause irreparable injury to the other Party without an adequate remedy at law. Accordingly, each Party agrees that the other Party shall be entitled, in addition to any other remedies that may be available in law, equity or otherwise, to obtain specific performance of, or an injunction against any breach or threatened breach of, this Section 4, or the continuation of any such breach, in each case, without the necessity of posting a bond or other security, as remedies for any such breach.

6. OWNERSHIP; LICENSE. NRCCUA owns all right, title, and interest in and to the Services and Deliverables (other than any Member Materials incorporated in such Deliverables), including all IP Rights in and to such Services and Deliverables (including all components thereof), and NRCCUA expressly reserves all rights to the Services and Deliverables not expressly granted to Member in the Agreement. As between the Parties, Member owns all right, title and interest in and to the Member Materials, including all IP Rights thereto (including all components thereof). Member grants to NRCCUA (i) the non-exclusive right and license during the Term to use Member Materials for purposes of providing the Services and the Deliverables and (ii) the non-exclusive and perpetual right to use, aggregate and combine the Member Materials with other data in connection with the provision of various analytical and other services provided to Member and other members of NRCCUA, including the distribution of such materials and data, so long as such use and distribution of such Member Materials is in the form of De-Identified Data. NRCCUA grants to Member a non-transferable and non-exclusive license, subject to the limitations attached to Third Party Components, to (i) access and use the Deliverables that are not Tangible End-User Deliverables solely for Member's activities in the ordinary course until the earlier of the (a) expiration or earlier termination of the Term or (b) such earlier date applicable to any Deliverables set forth in the Agreement and (ii) use the Tangible End-User Deliverables solely for Member's activities in the ordinary course in perpetuity.

Subject to Member's express rights in the Deliverables set forth herein, Member shall not: (i) license, sublicense, lease, transfer, assign, distribute, display, host, outsource, permit timesharing any service bureau use, or otherwise commercially exploit or make the Services and Deliverables available to any third party; (ii) access or use Deliverables or Services (including Student Information) in any way: (a) not in compliance with law; (b) for any purpose other than the NRCCUA-approved Educational and Educational-related Products and Services; or (c) or any other purpose that is inconsistent with the mission and purpose of NRCCUA or Membership, (iii) remove or modify any proprietary markings or notices of NRCCUA on the Services or Deliverables, or (iv) reverse engineer, create derivative works from, modify, alter, adapt, disassemble or decompile the Services or Deliverables.

7. DATA USE, PRIVACY AND SECURITY. Without the prior written consent of NRCCUA, Member (and its Personnel) shall not copy, release, use, lend, sell, rent, transmit, make available or otherwise make use of Student Information, to which Member is provided access pursuant to the Agreement, to or for any party other than Member (or, to the extent that Member use of Student Information or any Deliverables incorporating Student Information is limited to specified locations set forth in a Participation Confirmation, at or for the benefit of such other locations), except to its Personnel to the extent reasonably necessary for them to assist Member in exercising its rights under the Agreement so long as such Personnel are restricted to that purpose. Without limiting the foregoing, Member shall not send, transmit, or in any way provide any Student Information or any Deliverables incorporating Student Information to any third party for any reason, except for Member's Personnel that are contractually restricted to using the Student Information to provide services to Member consistent with Member's rights to use the Student Information under the Agreement. Student Information provided by NRCCUA under the Agreement shall be used solely for the Member and for the Member's approved Educational and Educational-related Products and Services purposes only. If Student Information is delivered to a mailing/lettershop service, or any other Personnel of Member, Member assumes full responsibility for ensuring that the Student Information is handled in a manner that complies with Member's obligations and limitations under the terms of the Agreement and applicable law, and that otherwise protects the confidentiality, integrity and security of the Student Information.

Member represents, warrants and covenants that, at all times during the Term, its (and its Personnel's) use of the Services and collection, access, use, processing, storage, disposal, transfer and disclosure of Student Information does and shall comply with (i) all Data Laws and all other applicable laws and regulations, including all federal, state, and foreign privacy, data protection, data security, consumer protection, advertising, marketing and promotion laws; (ii) the terms, conditions and restrictions in the Agreement; and (iii) any written policies or instructions that NRCCUA provides to Member, which shall be effective upon receipt ("*Company Policies*"). Member shall dispose of Student Information as and when instructed by NRCCUA in writing, except as may be specifically set forth in this Section 6. Member shall limit access to Student Information to its Personnel with a need to handle it, and shall require its Personnel to comply with confidentiality and data usage and protection obligations that are consistent with all of Member's obligations to NRCCUA hereunder. If Member becomes aware of its failure to comply with Data Laws, Company Policies or the Agreement with respect to Student Information, it will provide NRCCUA prompt and detailed notice thereof and will work in good faith with NRCCUA to reasonably mitigate and correct any harm caused thereby.

Member shall transfer or disclose Student Information to third parties only: (i) to the extent reasonably necessary to send a communication permitted under the Agreement to a Student; (ii) as approved by NRCCUA in writing; (iii) as may be specifically set forth in the Agreement; or (iv) as required by applicable law or force of law. Member shall, however, be entitled to perpetually use De-identified Data for its own and third party purposes; provided, however, Member agrees not to try to re-identify the data and agrees to require the same of third parties with which it shares such data. Member shall securely destroy Student Information at the end of the Term or such earlier date set forth in the Agreement, except that Member may maintain a copy of Student Information as a business record to the extent required by applicable law.

Member shall develop and implement an appropriate, risk-based security program that includes reasonable administrative, physical and technical safeguards to protect Student Information that are consistent with prevailing industry practices, and shall ensure that all such safeguards, including the manner in which Student Information is collected, accessed, used, stored, processed, disposed of, transferred and disclosed, comply with applicable Data Laws and Company Policies.

Member represents and warrants that it has read this Section 6, understands its implications, and agrees to the terms described herein. Member understands that the obligations and restrictions with respect to Student Information under this Section 6 are in addition to the obligations and restrictions that apply to Confidential Information generally under Section 4.

8. REPRESENTATIONS AND WARRANTIES; EXCLUSIVE REMEDY; DISCLAIMER. Each Party represents to the other Party that as of the Effective Date and as of the effective date of each Participation Confirmation: (i) it is duly organized, validly existing and in good standing as a corporation or other entity, organization or association as represented herein under the laws and regulations of its jurisdiction of incorporation, organization or chartering; (ii) it has the full right, power and authority to enter into the Agreement and to perform its obligations under the Agreement; (iii) the execution of the Membership Agreement and any Participation Confirmation by its representative whose signature is set forth therein has been duly authorized by all necessary action of the Party; and (iv) the Agreement constitutes the legal, valid and binding obligation of such Party, enforceable against such Party in accordance with its terms, except as may be limited by any applicable bankruptcy, insolvency, reorganization, moratorium, or similar laws and equitable principles related to or affecting creditors' rights generally or the effect of general principles of equity.

Member represents, warrants and covenants to NRCCUA that all information submitted to NRCCUA as part of the Agreement is accurate and Member owns or otherwise has and will have the necessary rights and consents in and relating to the Member Materials so that, when received by NRCCUA and incorporated in or used in connection with the Services and Deliverables, the Member Materials do not and will not infringe, misappropriate or otherwise violate any IP Rights, any privacy rights or other rights of any third party or violate any applicable law, including Data Laws.

In the event that the Services and Deliverables are not in conformity in all material respects with all Specifications at the time of delivery to Member or are not performed in a professional and workmanlike manner in accordance with commercially reasonable industry standards for similar services, within a reasonable time after Member's written notice of such non-conformance, NRCCUA shall use reasonable efforts to cure such non-conformance; provided, that if NRCCUA cannot cure such defect after reasonable efforts, Member may, at its option, terminate the Agreement by serving written notice of termination. The foregoing constitutes Member's sole remedy, and NRCCUA's sole obligation, with respect to the foregoing limited warranty. NRCCUA makes no representation as to the interoperability of the Services with Member's or any third party's system.

EXCEPT AS OTHERWISE EXPRESSLY WARRANTED IN THE AGREEMENT, THE SERVICES, THIRD PARTY COMPONENTS AND DELIVERABLES ARE PROVIDED BY NRCCUA "AS IS" AND NRCCUA MAKES NO OTHER REPRESENTATIONS, WARRANTIES, CONDITIONS OR COVENANTS AND EXPRESSLY DISCLAIMS ALL OTHER REPRESENTATIONS AND WARRANTIES OF ANY KIND OR NATURE, WHETHER EXPRESS, IMPLIED OR STATUTORY, INCLUDING ANY WARRANTIES OF OPERABILITY, CONDITION, TITLE, NON-INFRINGEMENT, NON-INTERFERENCE, QUIET ENJOYMENT, VALUE, ACCURACY OF DATA, RESULTS, OR QUALITY, AS WELL AS ANY WARRANTIES OF MERCHANTABILITY, SYSTEM INTEGRATION, WORKMANSHIP, SUITABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR THE ABSENCE OF ANY DEFECTS THEREIN, WHETHER LATENT OR PATENT. MEMBER ACKNOWLEDGES THAT NRCCUA'S OBLIGATIONS UNDER THE AGREEMENT ARE FOR THE BENEFIT OF MEMBER ONLY. MEMBER ACKNOWLEDGES THAT NO REPRESENTATIVE OF NRCCUA OR OF ITS AFFILIATES IS AUTHORIZED TO MAKE ANY REPRESENTATION OR WARRANTY THAT IS NOT EXPRESSLY SET FORTH IN THE AGREEMENT. ALTHOUGH NRCCUA WILL USE COMMERCIALY REASONABLE EFFORTS THAT IT DEEMS APPROPRIATE TO REMEDY AND AVOID ANY IMPAIRED OR DISRUPTED ACCESS TO DATALAB, NRCCUA CANNOT AND DOES NOT GUARANTEE THAT ANY SUCH IMPAIRED OR DISRUPTED ACCESS WILL NOT OCCUR.

9. LIMITATION OF LIABILITY. IN NO EVENT SHALL NRCCUA OR ITS AFFILIATES BE LIABLE TO MEMBER FOR ANY INCIDENTAL, INDIRECT, SPECIAL, CONSEQUENTIAL OR PUNITIVE DAMAGES, REGARDLESS OF THE NATURE OF THE CLAIM, INCLUDING, LOSS OF PROFITS, REVENUES OR SAVINGS, COSTS OF DELAY, ANY FAILURE OF DELIVERY, BUSINESS INTERRUPTION, COSTS OF LOST, CORRUPTED OR DAMAGED DATA OR DOCUMENTATION, OR LIABILITIES TO THIRD PARTIES ARISING FROM ANY SOURCE, EVEN IF NRCCUA HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES OR IF SUCH DAMAGES ARE OTHERWISE FORESEEABLE, AND REGARDLESS OF WHETHER A CLAIM FOR ANY SUCH LIABILITY IS PREMISED UPON BREACH OF CONTRACT, WARRANTY, NEGLIGENCE, STRICT LIABILITY OR OTHER THEORY OF LIABILITY. THE CUMULATIVE LIABILITY OF NRCCUA TO

MEMBER FOR ALL CLAIMS ARISING FROM OR RELATING TO THE AGREEMENT, INCLUDING ANY CAUSE OF ACTION SOUNDING IN CONTRACT, TORT, OR STRICT LIABILITY, SHALL NOT EXCEED THE AGGREGATE AMOUNTS PAID TO NRCCUA BY MEMBER IN THE TWELVE-MONTH PERIOD PRECEDING ANY SUCH CLAIM.

The disclaimers, exclusions and limitations of liability set forth in these Terms form an essential basis of the bargain between the Parties, and, absent any of such disclaimers, exclusions or limitations of liability, the provisions of the Agreement, including the economic terms, would be substantially different.

10. **INDEMNIFICATION.** Member shall indemnify, hold harmless, and, at NRCCUA's option, defend NRCCUA from and against all losses, expenses (including reasonable attorneys' fees), damages, and liabilities resulting from any claim by any third party (including government regulators) arising from or in connection with any breach of Member's covenants, obligations, representations, warranties or other agreements hereunder or use of Member Materials in accordance with the Agreement.

11. **TERM AND TERMINATION.** The initial term of the Agreement (the "*Initial Term*") shall commence on the Effective Date and shall continue for a period of four (4) years. The Agreement may be renewed for additional four (4) year terms (each such additional term a "*Renewal Term*" and together with the Initial Term, the "*Term*") upon the mutual agreement of the Parties (including with respect to the Fees applicable in any Renewal Term). In all events, the Agreement shall remain in full force and effect until the expiration or termination of any and all Participation Confirmation(s) executed prior to the end of the Term.

Either Party may terminate the Membership Agreement or any Participation Confirmation in accordance with the rights of termination set forth in any other provisions of the Agreement. Either Party may terminate the Membership Agreement or any outstanding Participation Confirmation upon written notice in the event that the other Party materially breaches the Agreement if (i) in the case of material breach resulting from non-payment of amounts due hereunder, the breaching Party has failed to pay such amounts within ten (10) days after receiving written notice thereof or (ii) the breaching Party has failed to cure any other material breach (or to commence diligent efforts to cure such breach that are reasonably acceptable to the non-breaching Party) within thirty (30) days after receiving written notice thereof. Either Party may terminate the Membership Agreement or any outstanding Participation Confirmation upon written notice if the other Party makes a general assignment for the benefit of creditors, becomes the subject of any voluntary or involuntary case or proceedings under the applicable federal bankruptcy law or other applicable law of any jurisdiction regarding bankruptcy, insolvency, reorganization, adjustment of debt or other forms of relief for debtors or has a receiver, trustee, liquidator, assignee, custodian or similar official appointed for it or for any substantial part of its property.

In the event the Membership Agreement or any Participation Confirmation is terminated by Member for any reason other than as a result of NRCCUA's breach, Member shall pay NRCCUA the Fees payable for the remainder of the then current Initial Term or Renewal Term, as the case may be.

Notwithstanding the foregoing, NRCCUA may, directly or indirectly suspend, terminate or otherwise deny Member's or any other person's access to or use of all or any part of the Services or Deliverables, in whole or in part, without incurring any resulting obligation or liability if NRCCUA believes, in its reasonable discretion, that: (i) Member has failed to comply with, any material term of the Agreement, or accessed or used the Services or Deliverables beyond the scope of the rights granted or for a purpose not authorized under the Agreement or in any manner that does not comply with any instruction or requirement of the Documentation; (ii) Member has failed to pay any Fees when due and payable; (iii) Member has been, or is likely to be involved in any fraudulent, misleading or unlawful activities, whether or not relating to any of the Services or Deliverables; or (iv) the Agreement expires or is terminated. This Section 10 does not limit any of NRCCUA's other rights or remedies, whether at law, in equity or under the Agreement.

Termination of the Agreement will not relieve the Member of its obligation to pay all Fees that accrued prior to the effective date of termination. In the event of a termination of the Agreement, each Party shall: (a) immediately discontinue all use of the other Party's Confidential Information; (b) delete the other Party's Confidential Information from its computer storage or any other media, including online and off-line libraries; and (c) return to the other Party or, at the other Party's option, destroy all hard copies of such other Party's Confidential Information then in its possession. The provisions of Sections 4, 5, 8, 9, 11, and 12 as well as the provisions of Section 7 related to NRCCUA's disclaimer of warranty, the provisions of this Section 10 related to the effect of and Parties' obligations upon termination of the Agreement, and Member's obligations to pay any amounts due and outstanding hereunder, shall survive any termination or expiration of the Agreement.

12. **APPLICABLE LAW.** The Agreement and the rights and obligations of the parties hereunder shall be construed in accordance with, and shall be governed by, the laws of the state of Delaware, without giving effect to its rules regarding conflicts of laws. Any dispute, controversy or claim arising out of or relating to the Agreement, or the breach, termination or invalidity thereof shall be resolved by binding arbitration to be administered by the American Arbitration Association under its Commercial Arbitration Rules, and judgment on the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof. Each Party irrevocably and unconditionally waives any right it may have to a trial by jury in respect of any legal action arising out of or relating to the Agreement or the transactions contemplated hereby.

13. MISCELLANEOUS

13.1. **Entire Agreement; Participation Confirmation of Precedence.** These Terms, the Membership Agreement and the Participation Confirmation(s) set forth the entire agreement and understanding between the Parties hereto with respect to the subject matter hereof and, except as specifically provided herein, supersede and merge all prior oral and written agreements, discussions and understandings between the Parties with respect to the subject matter hereof, and neither of the Parties shall be bound by any conditions,

inducements or representations other than as expressly provided for herein. In the event of a conflict between the terms set forth in the Membership Agreement, these Terms and any Participation Confirmation, the following order of precedence shall govern: (a) first, the applicable Participation Confirmation; (b) second, these Terms; and (c) third, the Membership Agreement. Notwithstanding anything herein to the contrary, if a written contract signed by both parties is in existence covering the provision of Services or Deliverables covered hereby, the terms and conditions of that contract shall prevail to the extent they are inconsistent with the Agreement.

13.2. Force Majeure. NRCCUA shall be excused from performance of its obligations under the Agreement if such a failure to perform results from compliance with any requirement of applicable law, acts of God, fire, strike, lockout, embargo, terrorist attack, war, insurrection, riot, epidemic, fire, flood or other disaster, act of government, including governmental regulations superimposed after the fact, communication or network failure, failures of vendors, power failure, failure of computer equipment or systems and/or software not provided by NRCCUA, or other causes beyond the reasonable control of NRCCUA.

13.3. Notices. Each Party shall deliver all notices, requests, consents, claims, demands, waivers and other communications under the Agreement (each, a "Notice") in writing and addressed to the other Party at the addresses set forth in the Membership Agreement or on the face of an applicable Participation Confirmation (or to such other address that may be designated by the receiving party from time to time in accordance with this Section 12.3). Each Party shall deliver all Notices by personal delivery, nationally recognized overnight courier (with all fees prepaid), facsimile, e-mail (with confirmation of transmission) or certified or registered mail (in each case, return receipt requested, postage prepaid). Except as otherwise provided in the Agreement, a Notice is effective only (a) upon receipt by the receiving party and (b) if the party giving the Notice has complied with the requirements of this Section 12.3.

13.4. Assignment. Member may not assign its rights or delegate its obligations under the Agreement without the prior written consent of NRCCUA and any purported assignment or delegation in violation shall be null and void. No assignment or delegation shall relieve Member of any of its obligations hereunder. NRCCUA may subcontract performance of the Services or production and delivery of the Deliverables without notice to Member. NRCCUA may assign its rights or delegate its obligations to an entity that acquires all or substantially all of its business or assets, whether by merger, reorganization, acquisition, sale, or otherwise without notice to Member. The Agreement shall be binding upon and shall inure to the benefit of the Parties and their respective successors and assigns.

13.5. Independent Contractors. Member and NRCCUA acknowledge and agree that the relationship arising from the Agreement does not constitute or create any joint venture, partnership, employment relationship or franchise between them under applicable law, and the Parties are acting as independent contractors in making and performing the Agreement.

13.6. Amendment / Waiver. No amendment to the Agreement shall be valid unless such amendment is made in writing and is signed by the authorized representatives of the Parties. No waiver under the Agreement shall be valid or binding unless set forth in writing and duly executed by the Party against whom enforcement of such waiver is sought. Any such waiver shall constitute a waiver only with respect to the specific matter described therein and shall in no way impair the rights of the Party granting such waiver in any other respect or at any other time. Any delay or forbearance by either Party in exercising any right hereunder shall not be deemed a waiver of that right.

13.7. Severability. If any provision of the Agreement is invalid or unenforceable for any reason in any jurisdiction, such provision shall be construed to have been adjusted to the minimum extent necessary to cure such invalidity or unenforceability. The invalidity or unenforceability of one or more of the provisions contained in the Agreement shall not have the effect of rendering any such provision invalid or unenforceable in any other case, circumstance or jurisdiction, or of rendering any other provisions of the Agreement invalid or unenforceable whatsoever.

13.8. No Third Party Beneficiaries. The Parties acknowledge that the covenants set forth in the Agreement are intended solely for the benefit of the Parties, their successors and permitted assigns. Nothing in the Agreement, whether express or implied, shall confer upon any person or entity, other than the Parties, their successors and permitted assigns, any legal or equitable right whatsoever to enforce any provision of the Agreement.

13.9. Counterparts. The Membership Agreement and any Participation Confirmation may be executed in any number of counterparts, each of which when so executed shall be deemed to be an original and all of which when taken together shall constitute one agreement. A signed copy of the Membership Agreement or any Participation Confirmation delivered by facsimile, e-mail or other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original signed copy of such document.

13.10. Interpretation. The headings in the Agreement are inserted merely for the purpose of convenience and shall not affect the meaning or interpretation of the Agreement. The Agreement shall be construed without regard to any presumption or rule requiring construction or interpretation against the party drafting an instrument or causing any instrument to be drafted. Whenever the words "include," "includes," or "including" are used in the Agreement, they will be deemed to be followed by the words "without limitation."

14. DEFINITIONS. When capitalized and used in these Terms:

"*Affiliate*" means an entity that controls, is controlled by, or are under common control with, a Party. "*Agreement*" means, collectively, the Membership Agreement, these Terms, and any Participation Confirmation(s). "*Confidential Information*" means any information, material, or data of a confidential or proprietary nature of a Party or its Affiliates in oral, electronic or written form that the receiving Party knows or has reason to know is proprietary or confidential and that is disclosed by a Party in connection with the Agreement or that the receiving Party may have access to in connection with the Agreement. Student Information is NRCCUA Confidential Information. "*Data Lab*" means NRCCUA's proprietary application commonly known as "Data Lab" made available as software-as-a-service. "*Data Laws*" means all government laws and regulations, and voluntary industry standards, applicable to the receipt and use of Student Information or other Services or Deliverables, including the U.S. Children's Online Privacy Protection Act,

the Controlling the Assault of Non-Solicited Pornography and Marketing Act of 2003 (including any related opt-out requirements), laws and regulations promulgated by the Federal Communications Commission and the Federal Trade Commission, and regulations and guidelines promulgated by the U.S. Children's Advertising Review Unit. "De-identified Data" means de-identified, anonymous versions of the Student Information that are not Personal Information, and are in no way linked or linkable to personally identifiable data subjects or, directly or indirectly, to NRCCUA or any source from which it obtained the data (e.g., My College Options, Inc.). "Deliverables" means any tangible or intangible materials and other deliverables to be provided or created individually or jointly in connection with the Services, including Documentation, all inventions, discoveries, methods, processes, formulae, ideas, concepts, techniques, know-how, data (including Student Information), designs, models, prototypes, works of authorship, reports, studies, base cases, drawings, manuals, procedures, Software, proprietary tools, methods of analysis and other information, whether or not capable of protection by patent, copyright, trade secret, confidentiality, or other proprietary rights, or discovered in the course of performance of the Agreement that are embodied in such work or materials. "Documentation" means all materials supplied by, or on behalf of, NRCCUA in any media describing the features, functionality, volume, requirements or Specifications of any Deliverables or Services, including any and all installer's, operator's and user's manuals, training materials, guides, functional or technical specifications or other materials. "Educational and Educational-related Products and Services" means post-secondary educational programs (e.g., colleges and universities) and such education-related products or services that fit within one of the Membership Classes (Post-Secondary/Institutional; Organizational; and Association), have been approved by NRCCUA after having been found (in its sole discretion) to have redeeming educational-related value and fit into one of the following categories: (a) financial planning, student loans and scholarships; (b) enrichment opportunities such as travel programs, camps, extracurricular activities and conferences; (c) curriculum materials, books, Internet-based educational programs, educational magazines and low-cost literary products; (d) academic assistance, remedial help and preparation for college-entrance examinations; (e) recognition for high levels of academic performance; (f) participation in community service; (g) learning about civic responsibilities; and (h) employment, career options and the military. "IP Rights" means all (i) patents, patent disclosures and inventions (whether patentable or not), (ii) trademarks, service marks, trade dress, trade names, logos, corporate names and domain names, together with all of the goodwill associated therewith, (iii) copyrights and copyrightable works (including computer software and programs), and rights in data and databases, (iv) trade secrets, know-how and other confidential information, and (v) all other intellectual property rights, in each case whether registered or unregistered and including all applications for, and renewals or extensions of, such rights, and all similar or equivalent rights or forms of protection in any part of the world. "Member Materials" means all data (including Student data and Personal Information), images, content, trademarks, service marks, and Internet domain names, specifically provided by Member to NRCCUA for incorporation in the Deliverables or use with the Services. "NRCCUA Materials" means data (including Student Information), images, content, trademarks, service marks, and Internet domain names and other materials developed or acquired by NRCCUA other than Member Materials. "Participation Confirmation" means a document which has been completed and executed by both Parties, and which specifies the scope and schedule of Services to be performed by NRCCUA and the fees associated with such Services. Each Participation Confirmation entered into hereunder shall be governed by the terms and conditions of the Agreement. "Personal Information" means any information or data that can reasonably be used to identify an individual person, and any other information or data that is treated as personal information or personally identifiable information under applicable law. De-identified Data is not Personal Information unless otherwise required by applicable law. "Party" means individually, as applicable, NRCCUA or Member, and "Parties" means in each instance, NRCCUA and Member. "Personnel" means agents, employees or subcontractors of a Party. "Services" means the services to be provided by or on behalf of NRCCUA to Member under the Agreement, including any Software made available to Member as a service. "Software" means those certain databases, applications, operating systems, utility programs, communications software, interfaces and other software identified in any Participation Confirmation or otherwise that NRCCUA makes accessible to Member as part of the Services, including Data Lab. "Specifications" means the features, functionality, volume, requirements and/or specifications for any Deliverables as set forth in the applicable Participation Confirmations and any Documentation. "Students" means individuals that NRCCUA has reason to believe are U.S. secondary school students, and "Student" means any such Students, individually. "Student Information" means all Personal Information and other data provided by NRCCUA as part of the Deliverables concerning Students and/or any persons related to them (e.g., parents or guardians). De-identified Data is not Student Information unless otherwise required by applicable law. "Tangible End-User Deliverables" means Deliverables that are materials in a tangible form provided by NRCCUA under the Agreement for use by third-party end users other than Member or its Affiliates, including written marketing materials. "Third Party Components" means any third party software, intellectual property, including any platform, code (including open source code) and components that are incorporated in the Services or Deliverables.

EXHIBIT A
PARTICIPATION CONFIRMATION

Pricing for Butler Community College

4-Year Annual Subscription Years 1-4

| | Contract Price Yr 1 | Contract Price Yrs 2-4 (price below per each year) |
|---|---------------------|--|
| ACT NRCCUA Subscription Fee & Membership Fee** | \$960 | \$960 |
| Encoura Apps with Membership: | | |
| * Class Planner | | |
| * Enrollment Lens with Predictive Analytics can be activated by paying an annual fee for Data Integration Services and Professional Development & Training.(\$5000) | N/A | N/A |
| * Strategy and Funnel Analytic Review Sessions with our Encoura Enrollment Services Team can also be added to your subscription. (Pricing available on request.) | N/A | N/A |
| *DataCloud - Access to 1,000 prospects (Combined Data Set, TIP & EOS) (Value \$460) | \$0 | \$0 |
| Up to 10 users on Data Lab Member Benefit Apps | | |
| Up to 5 named users on the Enrollment Lens App (if activated) | | |
| Annual Encoura Subscription Fee Total | \$960 | \$960 |

The pricing is in effect for 30 days from the date of this proposal

- Data delivered in excess of the volume above will be invoiced per the market price, based on when the data is requested by Client.
- **Membership valued at \$500 gives you access to Encoura Data Lab apps and tools, Class Planner, Eduventures Weekly Wake-up Call Reports, Eduventures Research app that includes the Wake-up Call Library and Student Sentiment Survey Report.

TOPIC for ACTION
Gilmore & Bell Disclosure Compliance Services Agreement

REPORT:

Gilmore & Bell has been providing post-issuance disclosure compliance services for Butler Community College for the past four years. The attached proposal is to extend the term of providing these services for the next five years; beginning with the College's fiscal year ended June 30, 2019.

The services provided assist the College in meeting its continuing disclosure obligations in accordance with federal securities laws on an annual basis. Gilmore & Bell will provide the following services:

- Review the continuing disclosure agreements/undertakings for the Bonds (the "Disclosure Agreements") and determine the operating data and financial information required to be disclosed by the College on an annual basis;
- Provide the College with an annual reminder of the upcoming annual report filing date;
- Provide the College annually with a memorandum listing material events requiring additional disclosure;
- Draft the College's annual report and assist the College in updating, as of the end of each fiscal year, the appropriate operating data and summary financial information;
- Submit the College's annual report to the MSRB, via EMMA. If the College's annual report is not available as of the report filing date, file the appropriate notice required under the Disclosure Agreements; and
- Provide the College confirmation that the annual report has been submitted to the MSRB.

RECOMMENDED ACTION:

We recommend acceptance of Gilmore & Bell's agreement for services for fiscal year ending June 30, 2019 through June 30, 2024.

RECOMMENDED FUNDING SOURCE:

Operating Budget - \$1500 annually

Submitted by: Kim Sherwood

Supervisor: Kent Williams

Date submitted: 2.24.20



One Main Place – 100 North Main, Suite 800
Wichita, Kansas 67202-1311

(316) 267-2091 / (316) 262-6523 FAX / gilmorebell.com

February 24, 2020

Kent Williams
Vice President of Finance
Butler County Community College
901 S. Haverhill Road
El Dorado, Kansas 67042

Re: Disclosure Compliance Services Proposal

Dear Mr. Williams:

Gilmore and Bell, P.C. (“Gilmore & Bell” or the “Firm”) is pleased to submit this post-issuance disclosure compliance services proposal (the “Engagement”) to the Butler County Community College (the “College”). Our existing engagement with the College to provide disclosure compliance services recently expired January 31, 2020 by its terms. The purpose of this Engagement is to extend the term for providing disclosure compliance services by Gilmore & Bell to assist the College in meeting its continuing disclosure obligations in accordance with federal securities laws. If the College accepts this Engagement, Gilmore & Bell will perform such services in consideration of the mutual covenants and terms of this Engagement.

SCOPE OF ENGAGEMENT

It is our understanding that the municipal securities listed on Exhibit A are the outstanding municipal securities of the College subject to a continuing disclosure undertaking. Gilmore & Bell will assist the College in meeting its continuing disclosure obligations with respect to the municipal securities identified on Exhibit A and any municipal securities issued during the term of this Engagement with respect to which the College is an obligated person under a continuing disclosure undertaking (together, the “Bonds”) by providing the following services, beginning with the College’s fiscal year ended June 30, 2019:

- Review the continuing disclosure agreements/undertakings for the Bonds (the “Disclosure Agreements”) and determine the operating data and financial information required to be disclosed by the College on an annual basis;
- Provide the College with an annual reminder of the upcoming annual report filing date;
- Provide the College annually with a memorandum listing material events requiring additional disclosure;
- Draft the College’s annual report and assist the College in updating, as of the end of each fiscal year, the appropriate operating data and summary financial information;
- Submit the College’s annual report to the MSRB, via EMMA. If the College’s annual report is not available as of the report filing date, file the appropriate notice required under the Disclosure Agreements; and

- Provide the College confirmation that the annual report has been submitted to the MSRB.

By acceptance of the terms of this Engagement, the College is confirming Gilmore & Bell's appointment as a designated agent for the sole purpose of submitting to the MSRB, via EMMA, annual reports, event notices, and other materials furnished by the College.

The content of the financial information and operating data to be included in each annual report is solely the responsibility of the College. Gilmore & Bell is not responsible for the accuracy or completeness of the information contained in any annual report. Gilmore & Bell will not undertake a "due diligence" review of the College, its operations or its financial condition in connection with the performance of these services. Such a review is outside the scope of our limited Engagement described in this Engagement.

This Engagement does not include a review of the College's past continuing disclosure compliance or preparation or submission of any filings which may have been due prior to this Engagement.

In addition, this Engagement only relates to the College's annual [and quarterly] reporting obligations pursuant to contractual obligations of the College. As such, it does not include analysis or advice related to whether an event notice is required to be filed pursuant to the Disclosure Agreements, including materiality analyses.

POINT OF CONTACT

Gilmore & Bell will provide the necessary attorneys, disclosure analysts, legal assistants and administrative support to perform the services under this Engagement. A Gilmore & Bell disclosure analyst will contact the College in advance of the annual filing deadline to begin the process of completing the annual report. Initially, Gilmore & Bell's primary point of contact at the College for this Engagement will be as follows:

Kent Williams
Telephone: (316) 321-2222
Email: kwilliams@butlercc.edu

The College will notify Gilmore & Bell if it wishes to change the primary point of contact for this Engagement.

FURNISHING OF INFORMATION

Gilmore & Bell will request the information required by the Disclosure Agreement from the College within a reasonable time prior to the filing date and will work closely with the College to gather such information. The College hereby agrees to timely provide all information requested by Gilmore & Bell. In addition, the College acknowledges that if all information required to be included in the annual report is not provided to Gilmore & Bell at least three (3) business days before the filing date set in the Disclosure Agreement, we cannot guarantee that the annual report will be timely filed.



FEES

Gilmore & Bell's fee for providing the services pursuant to this Engagement is \$1,500 per year (for an aggregate amount of \$7,500 for the five-year contract term). The College may pay the fee annually or may make an advance payment of the full or any remaining aggregate amount upon execution or at any time during the term of this agreement. If paid annually, the annual fee will be payable upon confirmation that the College's annual filing, or other appropriate notice, has been submitted to the MSRB. If the College pays the aggregate amount upon execution of the proposal, or any remaining aggregate amount at a later date during the contract term, the aggregate fee will be deposited to a special trust account maintained by Gilmore & Bell for client fees held as a retainer. The portion of the aggregate fee held as retainer will be earned and disbursed to Gilmore & Bell's general operating account upon confirmation that the College's annual filing, or other appropriate notice, has been submitted to the MSRB at a rate of \$1,500 per year, unless this Agreement is otherwise terminated by either party as described above. No interest will be paid on funds held in this special trust account. All earnings attributable to the investment of amounts within this account are disbursed to a charitable foundation as required by the State bar association. In addition, Gilmore & Bell expects to be reimbursed for all out-of-pocket third-party expenses made on the College's behalf.

TERM OF ENGAGEMENT; TERMINATION

The initial term of this Engagement shall be from the date below through March 31, 2024. This agreement may be terminated at any time by either party with 30 days written notice to the other party. Upon termination of this agreement, the College will pay all unpaid fees and expenses for services performed prior to the time of termination.

ATTORNEY-CLIENT RELATIONSHIP; CONFLICTS

Upon execution of this engagement letter, the Issuer will be our client and an attorney-client relationship will exist between us with respect to this Engagement. Our services pursuant to this Engagement are limited to those contracted for in this letter; the College's execution of this engagement letter will constitute an acknowledgment of those limitations. Gilmore & Bell does not provide investment advice, advice relating to any municipal financial products or financial advice relating to the issuance of municipal securities, and nothing contained in this Engagement or any services provided by Gilmore & Bell under this Engagement shall constitute advice to the College with respect to municipal financial products or the issuance of municipal securities (other than legal advice), all within the meaning of Section 15B(e) of the Securities Exchange Act of 1934, as amended.

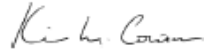
Gilmore & Bell represents many political subdivisions, underwriters and others in public finance transactions. It is possible that during the time that we are representing the College under this Engagement, one or more of our present or future clients will have transactions with the College. We do not believe any such representation will adversely affect our ability to represent you as provided in this letter, either because such matters will be sufficiently different from the scope of this Engagement so as to make such representations not adverse or because the potential for such adversity is remote or minor and outweighed by the consideration that it is unlikely that advice given to the other client will be relevant to any aspect of this Engagement. Execution of this letter will signify the College's consent to our representation of others consistent with the circumstances described in this paragraph.



CONCLUSION

If the foregoing terms are acceptable to the College, please return a signed copy of this Engagement letter to me and retain a copy for your files. The offer to perform the services described in this Engagement expires 60 days from the date first shown above and no Engagement will commence unless and until we receive a copy signed by the College within such timeframe. Thank you again for your interest in our disclosure compliance services and we look forward to working with you.

Very truly yours,



Kevin M. Cowan

KMC:emw

cc: Bill Burns
Alice Wasson

Acknowledged and Agreed as of _____, 20____.

BUTLER COUNTY COMMUNITY COLLEGE

By: _____

Name: _____

Title: _____



EXHIBIT A

LIST OF MUNICIPAL SECURITIES

- \$2,790,000 Butler County Community College Lease Agreement Refunding Certificates of Participation, Series 2013
- \$5,875,000 Butler County Community College Lease Purchase Agreement Certificates of Participation, Series 2013B
- \$6,230,000 Butler County Community College General Obligation Capital Outlay Bonds, Series 2016
- \$8,260,000 Butler County Community College Lease Purchase Agreement Certificates of Participation, Series 2019

TOPIC for ACTION
Approval of MOU for HP299 Field Experience in Exercise Science

REPORT:

The purpose of this MOU is to provide an agreement between SERC Physical Therapy Clinics in El Dorado, Wichita East and Wichita Northwest and Butler Community College to accept student interns into their facilities. This will specifically be used for all students enrolled in HP299 Field Experience in Exercise Science.

RECOMMENDED ACTION:

Approval of this MOU with various facilities/sites.

RECOMMENDED FUNDING SOURCE:

N/A

Submitted by: Christy Streeter
Supervisor: Lori Winningham
Date: February 24, 2020



Agreement
Between
Butler Community College

And

Site: SERC Physical Therapy- 3 Clinics- El Dorado, Wichita East,
Wichita Northwest

This AGREEMENT between Butler Community College hereinafter referred to as the "College" and (SERC PT) hereinafter referred to as the "Facility" entered on this date, (02/24/2020) shall be effective for a period of 2 years. At least one month prior to the date of termination, both parties will review this agreement to determine continuation of the contract.

The College and the Facility, both being desirous of cooperating in a plan to furnish practical experience for students in Exercise Science, do mutually agree on the following:

1. The Facility will maintain final decision-making authority in regard to Facility client's needs.
2. The College is responsible to assure that students assigned to the Facility meet required college standards. The College is responsible for instructing the students to wear proper identification according to the specification of the facility.
3. Students and faculty of the College will abide by existing rules and regulations of the Facility, as they may pertain to their activities while in the Facility. This will include confidentiality and security of clients records and information. This includes compliance with the Health Insurance Portability and Accountability Act (HIPAA). The College will ensure that students read, understand and sign as required by the Facility verifying compliance with HIPAA and any other Facility required documentation.
4. The college instructors will be responsibility for evaluating students and will provide adequate instruction on professionalism.
5. The Facility will be held harmless from liability for damages resulting from inadequate or negligent actions of College's educational program participant.
6. The Facility will retain the right to restrict a student, faculty, or other agent of the College from participating in the observational or hands on experience or from their Facility for good cause shown. The basis of such a restriction shall be presented in writing to the individual responsible for the observational experience from the College.



Emily Kittle, DPT
Signature of Site Director

2/24/2020
DATE:

Dr. KIMBERLY KRULL
Butler Community College
PRESIDENT

DATE:

CHRISTY STREETER
Butler Community College
DEAN OF HEALTH, EDUCATION AND PUBLIC SERVICE

DATE:

TOPIC for ACTION
**Approval of MOU Contract Renewal with Hutchinson Regional Medical Center
(HRMC)**

REPORT:

The purpose of this MOU is to provide an agreement between Hutchinson Regional Medical Center (HRMC) and Butler Community College. HRMC will continue the Educational Affiliation Agreement begun on January 26, 2017 and extend the agreement through January 25, 2023. This agreement specifically supports students in clinical observations in FS256 Advanced Emergency Medical Technician (AEMT).

RECOMMENDED ACTION:

Approval of this MOU with HRMC.

RECOMMENDED FUNDING SOURCE:

N/A

Submitted by: Christy Streeter
Supervisor: Lori Winningham
Date: February 24, 2020

CONTRACT RENEWAL NOTICE

January 30, 2020

Kimberly W. Krull, Ph.D.
Butler Community College
901 S Haverhill Rd.
El Dorado, KS 67042

RE: Educational Affiliation Agreement
Contract Origination Date: January 26, 2017
Term: Three (3) Years

The above Educational Affiliation Agreement was memorialized on January 26, 2017 between Hutchinson Regional Medical Center (HRMC) and Butler Community College, College of EMS Education. In accordance with Section I. #1, HRMC desires to exercise the option to renew the Agreement effective from January 26, 2020 through January 25, 2023. This renewal period shall be governed by the specifications, terms and conditions set forth per the above referenced Educational Affiliation Agreement.

Please acknowledge your acceptance of this renewal by signing this document in the space provided below and returning to this office with ten (10) days.

Sincerely,



Amanda Hullet, RN, BSN, MHCL
Vice President, Patient Care Services

Butler Community College hereby acknowledges acceptance of this Educational Affiliation Agreement renewal, and agree to be bound by all requirements, terms, and conditions as set forth in the above referenced Agreement.

Butler Community College

Kimberly W Krull Date: 2/7/2020
Print Name: KIMBERLY W KRULL

RECEIVED
1/23/17

Compliance 360
Contract Checklist and Routing Sheet

ALL BLANKS MUST BE COMPLETE OR YOUR CONTRACT WILL BE SENT BACK FOR COMPLETION BEFORE IT IS EXECUTED!

Contract Type

New Updated/Revised License/Permit

Division

HRMC Hospice HEQ Horizons DLC Main Line

Contract Title (Please list it EXACTLY as you would like it titled in C360)

Field training for AEMT students with Butler Co. Community College

Department

EMS

Brief Agreement Description

Provide leadership for AEMT students and allow them to train

Total Contract Amount

\$0

How Calculated? (i.e. hourly, monthly, etc.)

Term

1-Year 4-Year
 2-Year 5-Year
 3-Year 10-Year
 Evergreen Other: (Specify) _____

Effective Start Date

Feb. 1, 2017

Effective End Date

June 1, 2017

Scheduled Date of Revision/Term Notice

July 1, 2017

Auto Renewal

Yes No

Addendum Attached

Yes No

Responsible HSET Member

Dr. Smith

Secondary Responsible Party

Cancellation Provision(s)

Category

Educational Affiliation* Hardware Provider Staffing
 BAA Lease Rental Supplies
 Consultant License/Permit Service Other:
 Equipment Service Physician Software (Specify) _____

REQUIRED SIGNATURES

HSET Member Thomas W. Smith, MD 1/17/17
Date

*Education _____
(Nursing Educational Affiliation Agreements Only) Date

VP, Compliance Angela Marshall 1/23/17
Date

VP, Finance Cassie Olen 1/24/17
Date

President/CEO [Signature] 1/24/17
Date

COMPLIANCE USE ONLY: OIG Exclusion Ran SAM Exclusion Ran Date: _____ Added:

N/A School

EDUCATIONAL AFFILIATION AGREEMENT

between

HUTCHINSON REGIONAL MEDICAL CENTER, INC.

and

Butler Co. Community College

THIS AGREEMENT is made and entered into by and between Hutchinson Regional Medical Center, Inc. (hereinafter "Medical Center") and Butler Co. Community College, an Educational Institution [*or State Educational Institution of Kansas*], contracting on behalf of its College of EMS Education, (hereinafter "Educational Institution"). This agreement shall be effective as of the date of the latest signature below.

WHEREAS, the Educational Institution is a(n) [*state*] educational institution of Kansas;

WHEREAS, the Educational Institution is authorized [*by K.S.A. 76-721*], to enter into contracts with other parties for purposes related to the operation and function of the Educational Institution;

WHEREAS, the Educational Institution has programs designed to provide education for various health care professionals;

WHEREAS, Medical Center is a healthcare facility in the State of Kansas and desires to make its facility available to the Educational Institution for the purpose of experiential learning for the students of the Educational Institution;

WHEREAS, Educational Institution desires to provide to its students clinical educational experiences through the application of knowledge and skills in clinical situations in a hospital facility; and

WHEREAS, Medical Center has agreed to make its facility available to Educational Institution for such clinical, educational, and training experiences of its students;

NOW THEREFORE, in consideration of the above and the individual and mutual promises of the parties contained herein, and for other good and valuable consideration, the parties hereby agree as follows:

I. Joint Rights and Responsibilities of Educational Institution and Medical Center

1. This Agreement is intended to be effective for the term effective as of the latest signature below and continue for three (3) years. It shall be reviewed every three years and may be renewed for additional terms with the consent of the Medical Center and the Educational Institution.
 2. The Medical Center and the Educational Institution will jointly develop an Educational Plan ("Plan") which outlines the dual and individual roles, responsibilities and authorities of each institution to be completed thirty (30) days in advance of the clinical experience. This Plan will be developed according to the needs specified in Section II, Paragraph 10 of this Agreement. However, Educational Institution understands and agrees the content of the Educational Plan is ultimately in the sole discretion of Medical Center.
 3. The Medical Center and the Educational Institution will cooperate in the continuing evaluation of the clinical affiliation.
 4. The Medical Center and the Educational Institution will jointly arrange meetings between them to evaluate and improve teaching methods, resolve specific problems, and propose changes in curriculum design.
 5. The Medical Center and the Educational Institution will jointly stipulate the appropriate uniform in which the students will be required to appear while in the Medical Center facility.
 6. The Medical Center and the Educational Institution will provide each other with timely notice of changes in the curriculum, in the availability of learning opportunities, and in staff/faculty affecting clinical teaching.
- II. The Medical Center and the Educational Institution will jointly determine, prior to each semester, the number of students to be assigned to the Medical Center, the time and length of the clinical experience.

III. Educational Institution Rights and Responsibilities

1. The Educational Institution shall provide the Medical Center with the following information no less than ten (10) days before the clinical experience begins:
 - a. Name of student(s)
 - b. Dates and hours of assignment(s)
 - c. Each student's academic class designation
 - d. Philosophy, purpose and learning objectives
 - e. Results of the background checks and medical documentation for students and faculty, as discussed in paragraphs 7 and 13 below.

2. The Educational Institution shall permit visits of the Medical Center staff for the purpose of observing, auditing and participating in the teaching process, and attending planning meetings.
3. The Educational Institution must ensure all faculty and students complete the Medical Center's on-line training to include a review of the Compliance Program, Key-Safety packet, and completion of the orientation form. Said form must be executed and turned into the appropriate location before commencing the educational experience at Medical Center. Students and faculty will be required to complete additional training as deemed appropriate by Medical Center from time to time.
4. The Educational Institution shall assign to the Medical Center only qualified faculty and only students who have fulfilled all prerequisites for the clinical experience (as mutually agreed upon by the Educational Institution and Medical Center). The Educational Institution shall provide Medical Center with information about said qualifications of any student(s) or faculty upon request.
5. The Educational Institution shall designate a faculty member who shall act as a liaison to the Medical Center on clinical experience matters.
6. Upon request of Medical Center and in Medical Center's sole discretion, the Educational Institution shall immediately withdraw any student or faculty from the Medical Center when his/her work, conduct or health may be deemed detrimental to patients, clients, or the Medical Center and its employees.
7. Prior to clinical assignment of students to Medical Center, Educational Institution shall conduct (or have conducted) a criminal background check, including but not limited to a sex offender registration check, on each and every student assigned to Medical Center and every member of the faculty responsible for supervision and/or instruction of said students at Medical Center. Said background check shall be at either the Educational Institution or Student's expense. Educational Institution shall furnish the results of the background checks to Medical Center. Should the background check disclose adverse information as to any student or member of the faculty, Educational Institution shall not assign the student or faculty member to Medical Center.
8. The Educational Institution assumes full and final responsibility for offering an educational program approved by the Kansas Board of EMS (appropriate State Board, if applicable). The Educational Institution shall retain final responsibility and financial responsibility for the instructional materials and supplies and for curriculum design, delivery, quality and modification.

9. The Educational Institution will provide the necessary faculty who are competent teachers and who hold all necessary, unrestricted and valid licenses, permits, registrations and certifications as appropriate. Documentation of current licensure, certification, permit or registration will be filed with the Educational Institution and shall be furnished to the Medical Center upon request.
10. The Educational Institution will present a proposal for utilization of the facilities of the Medical Center forty-five (45) days prior to the commencement of the clinical experience. Outlined in this proposal will be clinical experiences desired, Medical Center resources required, time frames for clinical experiences, and an estimated number of students. This will provide the proposed framework for the Educational Plan, however, Medical Center retains all rights to reject or propose a revision to a proposal if it deems the proposal inappropriate or unreasonable in any regard.
11. The Educational Institution will retain direct responsibility for the control, supervision and evaluation of its students.
12. The Educational Institution will purchase or will require each faculty member and each student receiving training pursuant to this Agreement to purchase professional liability coverage for a minimum amount of \$1,000,000 per occurrence and \$3,000,000 aggregate. Educational Institution shall require that the insurance be carried and maintained throughout the term of the student/faculty's clinical experience. Educational Institution will also be required, upon request, to provide documentation of insurance to Medical Center. The insurance coverage evidenced by the policy, with endorsements, shall be satisfactory to and approved by Medical Center. Medical Center's approval shall not be unreasonably withheld. The Educational Institution shall require that the student/faculty give Medical Center written notice of any other change in the identity of the insurer or of insurance coverage immediately upon the making of or application for such change. In the event that the student/faculty fails to, or is unable to, procure the above insurance in amounts, form or content satisfactory to Medical Center, then Medical Center shall have the right to immediately remove the student/faculty from the clinical experience at Medical Center.
13. The Educational Institution shall certify and provide documentation to prove that students and faculty assigned to the clinical experience meet the Medical Center's health standards. ***All students in this country on a student visa must have the same documentation for health standards as any other student. The student visa is not sufficient to validate health standards.*** The health standards to be met by the Educational Institution for each student and faculty, at no expense to the Medical Center, are as follows:
 - A. A physical examination as required by the Educational Institution.
 - B. Tuberculosis (TB) test within the last 12 months is required. If positive, documentation of a negative chest x-ray will be required.

-
- C. The following vaccinations are required:
1. **Pertussis:** All students will have immunity to Pertussis as evidenced by receipt of a single dose of Tdap (ADECEL™).
 2. **Measles, Mumps, and Rubella (MMR) vaccine:** All students will have immunity to MMR diseases as evidence by any of the following:
 - a. No verification required if born before January 1, 1957, or
 - b. Those born after 1957 must have two (2) documented doses of MMR vaccine with dates, or
 - c. Positive titer documentation dates, or
 - d. Physician diagnosed diseases
 3. **Varicella vaccination:** All students will have immunity to varicella as evidenced by any of the following:
 - a. History of chickenpox infection.
 - b. Documentation of two (2) Varicella vaccines, or
 - c. Positive Varicella titer.
 4. **Hepatitis B Vaccine:** Students and faculty who have occupational exposure to patients' blood and body fluids should receive the Hepatitis B vaccine series. Students and faculty should be advised about the risk of Hepatitis B and the availability of a vaccination for Hepatitis B. The Medical Center will require a waiver from the student or faculty in the event that he/she refuses vaccination.
 5. **Influenza Vaccine:** Students and faculty who have clinical experiences during the months of October through March should receive one (1) dose of influenza vaccine annually or sign a letter of declination.
 - 6.
- D. **Meningococcal Vaccine:** Microbiology students and faculty who handle isolates of Neisseria Meningitidis should receive one (1) dose of Meningococcal Vaccine. Students and faculty with a potentially transmissible infection or disease may be restricted from participating in the clinical experience. Students and/or faculty presenting with a potentially transmissible infection or disease will be evaluated by Medical Center's Employee Health Department to determine whether participation in the clinical experience is advisable. All medical information, treatments and counseling performed is confidential, and any unauthorized disclosure is prohibited.

Students and faculty experiencing any of the following may not participate in the clinical experience:

1. Fever greater than 101°;
2. Acute febrile upper respiratory infection, including Group A Streptococcal Infection;
3. Influenza;

4. Acute diarrhea;
5. Herpes simplex*;
6. Chickenpox, Pertussis, Measles, Mumps, Rubella;
7. Draining abscesses, boils, impetigo;
8. Acute viral hepatitis;
9. Pulmonary tuberculosis;
10. Scabies.

**Restricted from caring for high risk patients until on treatment for 48 hours.*

Any student or faculty restricted from participation in the clinical experience for any of the above-stated infections or diseases must obtain a statement of release from the student/faculty's personal physician and the Employee Health Department before returning to a clinical setting.

- E. Clinical experiences for students and faculty with chronic and potentially transmissible infection(s) such as Hepatitis B, Hepatitis C or HIV infection, must be approved by Medical Center's Infection Control or Employee Health Department.
14. The Educational Institution shall ensure all student(s) and faculty member(s) understand they are responsible for any and all costs incurred for illness and injury while participating in the clinical experience and all Educational Institution-related activities at the Medical Center, if not covered by the Educational Institution itself.
15. The Educational Institution agrees that each of the faculty, students, and other agents of the Educational institution, while participating in clinical activities, shall be governed by and shall adhere to Medical Center rules, policies, and procedures, including, but not limited to, the Medical Center's Compliance Program and related policies and the Privacy and Security Policies.
16. The Educational Institution shall instruct the students to wear proper identification according to the specifications of the Medical Center.
17. The Educational Institution will provide reasonable opportunity for Medical Center staff to participate in curriculum activities related to the clinical experience.
18. The Educational Institution shall certify that students and faculty assigned to the clinical experience are certified in Basic Life Support. Certification should include adult, child and infant CPR and Foreign Body Airway Obstruction; i.e. American Heart Association – Healthcare Provider or American Red Cross – Professional Rescuer.

19. No less than four (4) weeks in advance of the affiliation date, the Educational Institution, in cooperation with the student(s), shall notify the Medical Center of any reasonable accommodation(s) required by any affiliating student(s) to perform the clinical tasks, duties and/or functions required during the clinical experience. The Educational Institution shall bear the cost of such reasonable accommodation(s).
20. The Educational Institution and each student and faculty member shall agree to comply with the requirements of the Compliance Program and the Health Insurance Portability and Accountability Act of 1996 (HIPAA) as it applies to the activities of students and faculty participating in the clinical experience at Medical Center. The Educational Institution agrees to instruct students on the confidentiality of information relevant to patient care, client care and institutional matters. The Educational Institution's responsibility is further outlined in Agreement § III. ¶ 8.
21. Educational Institution, its instructors, students, will not copy or utilize any documents or computer program in violation of applicable copyright laws or licensing agreements and they will not release or disclose confidential business information obtained from Medical Center including customer lists, trade practices, price lists, contracts or other information.

IV. Medical Center Rights and Responsibilities

1. The Medical Center shall designate a liaison person to be the primary contact for the Educational Institution with respect to the development and implementation of the Educational Plan.
2. Within its capacity and capability, the Medical Center will provide emergency care to the student(s) in case of accident or illness occurring in the Medical Center at the student's expense.
3. The Medical Center will make available the clinical facilities specified in the Educational Plan along with necessary supplies and equipment for normal direct patient care in that specific area, and maintain any other agreed upon standards jointly developed in the Educational Plan.
4. The Medical Center will provide reasonable opportunity to faculty of the Educational Institution to serve as resource persons to the Medical Center in matters contributing to the quality of patient care.
5. The Medical Center will regard students of the Educational Institution, when assigned for clinical experience, as having the status of learners. This will not impact Medical Center's staffing patterns.

6. The Medical Center is responsible for overall supervision and delivery of patient care.
7. The Medical Center will provide a conference room for educational purposes, when available, for the faculty and students of the Educational Institution in accordance with standard Medical Center policy and procedures. The Medical Center will make available cafeteria services and reasonable parking space as available.
8. The Medical Center complies with the Health Insurance Portability and Accountability Act ("HIPAA") of 1996 and shall direct all students and faculty to comply with the policies and procedures of the Medical Center, including those outlined in the Medical Center's Compliance Program and those governing the use and disclosure of individually identifiable health information under federal law, specifically 45 CFR parts 160 and 164. Educational Institution acknowledges that it and its faculty and students may have access to confidential PHI including, but not limited to patient identifying information. Educational Institution, its faculty, employees and students will not use or disclose PHI other than as permitted by this Agreement and will protect and safeguard from any oral and written disclosure all confidential information with which they or their faculty, students or employees may come in contact. Educational Institution and its students and faculty will comply with all applicable laws and regulations, specifically including those set forth in the Compliance Program, and the privacy and security standards of the HIPAA, as amended from time to time. Educational Institution recognizes that any breach of confidentiality or misuse of information found in and/or obtained from records may result in the termination of this Agreement and/or legal action. Each student or faculty member participating in the Clinical experience covered by this Agreement must agree to comply with Medical Center's Compliance Program and keep all patient information strictly confidential at all times. Students and faculty are responsible for complying with the laws and for respecting the privacy of patients and for maintaining the confidentiality of all strictly confidential information at all times. This includes information involving patients, staff members, students, Medical Center, or Educational Institution business. Any information seen or heard concerning a patient's diagnosis, condition, treatment, financial or personal status must be held in absolute confidence. The Medical Center shall provide a statement of confidentiality and security or business associate agreement to be signed by students, faculty, and other agents of the Educational Institution who have access to PHI.
9. The Medical Center understands and agrees that information embodied in student education records is protected from disclosure pursuant to the Federal Family Education and Privacy Rights Act (FERPA), 20 U.S.C. § 1232 (g) and agrees to abide by its provisions.
10. The Medical Center will provide the opportunity for the faculty to be apprised of current policies, procedures and safety rules and regulations through orientation, meetings and/or printed materials.

11. The Medical Center retains the right to restrict or prohibit a student, faculty member, or other agent of the Educational Institution from participating in the clinical experience or from the Medical Center grounds for good cause shown in the sole discretion of the Medical Center. The basis for such a restriction shall be presented in writing to the individual responsible for the clinical experience from the Educational Institution and shall be deemed effective upon presentation to the Educational Institution. The Medical Center does not discriminate on the basis of race, color, national origin, sex, age or disability. Medical Center shall retain the right to demand immediate removal of any student or faculty from its premises.
12. The Medical Center reserves the right to terminate or prohibit clinical experiences in specific areas.
13. The Medical Center reserves the right to object to any proposed activity or plan involving students and/or faculty and any other matter or obligation imposing a burden on Medical Center or its staff.

V. **Miscellaneous**

1. The terms of each and every provision in this Agreement shall prevail and control the terms of any other provision in any other document relating to this affiliation.
2. The terms of this Agreement shall be subject to the laws of the State of Kansas.
3. The Agreement may not be assigned or duties delegated by either party without the other party's prior written consent.
4. There shall be no amendments to the Agreement unless made in writing and agreed upon by both parties.
5. Neither party shall be permitted to use logos or other trade/service marks of the other without prior approval of the other party.
6. The Medical Center and Educational Institution represent and agree that their representatives executing this contract, and any attachment hereto, are fully authorized to agree to all provisions herein.
7. The Educational Institution and the Medical Center mutually agree to make no distinction among students covered by the Agreement on the basis of race, religion, color, national origin, gender, age, sexual orientation, marital status, political affiliation, status as a Veteran, genetic information or disability.

8. This Agreement does not and shall not be construed to create any principal/agent, master/servant, employer/employee or partnership relationship of any kind between Medical Center and Educational Institution nor between Medical Center and any Educational Institution student or faculty participating in the clinical experience. No student or faculty shall have any rights by reason of participation in the clinical experience against Medical Center for any salary, remuneration or compensation, nor any employee benefits, Social Security, Workers' Compensation coverage, disability or unemployment insurance benefits, vacation pay, sick leave, nor any other remuneration of any kind whatsoever. Any services rendered to Medical Center by student or faculty shall be considered incidental to the educational content of the clinical experience.
9. Any and all provisions and appendices attached to this document and signed or initialed by the parties of this Agreement will be considered part of the Agreement between the Medical Center and the Educational Institution.
10. Notwithstanding any other provision in this Agreement, the Agreement may be terminated, without cause, by written notice delivered by either party to the other with not less than ninety (90) days' notice. The Medical Center reserves the right to terminate this Agreement for cause at any time after providing the Educational Institution with ten (10) days' notice. The ten-day period allows Educational Institution the opportunity to correct the alleged problem or stated cause for termination in a manner satisfactory to the Medical Center.
11. The parties shall not incur any financial obligation one to the other.
12. Medical Center will indemnify and hold harmless Educational Institution, its officers, employees and agents from and against any and all claims, damages, judgments, actions, and causes of action, including but limited to the cost, expenses and legal fees incurred in defending any and all such claims, actions and lawsuits arising by reason of the act or omissions of the employees or agents of Medical Center pursuant to this Agreement. Educational Institution agrees to give Medical Center written notice of all such claims, damages, judgments, actions, costs, expenses and legal fees within ten (10) days after Educational Institution has notice thereof.
13. Educational Institution will provide general liability, professional liability and worker's compensation insurance that will insure Educational Institution, its faculty and students against any claims for liability that may arise against it, its faculty or students while participating in the clinical experience at Medical Center. To the extent permitted by law and in a manner consistent with its policies of insurance and so as to provide applicable coverage and not defeat it, Educational Institution will indemnify and hold harmless Medical Center from any and all claims, damages, judgments, actions, and causes of action, including but not limited to the cost, expenses and legal fees incurred in defending any and all such claims, actions and lawsuits

arising by reason of the act or omissions of the faculty, students and/or agents of Educational Institution pursuant to Agreement. Medical Center agrees to give Educational Institution written notice of all such claims, damages, judgments, actions, costs, expenses and legal fees within ten (10) days after Medical Center has notice thereof. Educational Institution also indemnifies and holds Medical Center harmless from any claims by students concerning the quality or adequacy of training received at Medical Center.

14. The parties shall comply with all applicable statutes, ordinances, rules, orders, regulations and requirements of the federal, state and local governments and of any and all of the department and bureaus applicable to Agreement. Parties shall comply with all standards and amendments thereto, of all entities, which govern, regulate and/or accredit the parties, included but not limited to federal, state, and local government agencies and the standards of the Joint Commission.

15. This Agreement is not exclusive. The Medical Center may enter into educational affiliation agreements with other entities.

IN WITNESS WHEREOF, the parties have executed this Agreement the day and year first written above.

HUTCHINSON REGIONAL MEDICAL CENTER, INC.
"MEDICAL CENTER"



Ken Johnson
President and CEO

1/24/17

Date

Butler Community College

"EDUCATIONAL INSTITUTION"

Kimberly Wixsell

On Behalf of Educational Institution Date

1/3/17

TOPIC for ACTION
Clinical Affiliation Site Agreement - Wichita Urology Clinic

REPORT:

The Butler Community College Nursing Department needs additional Clinical Affiliation sites for second semester nursing students in the new Concept Based Curriculum that began in Fall 2019.

RECOMMENDED ACTION:

Approval of the Wichita Urology Clinic Clinical Affiliation Agreement.

FUNDING SOURCE:

There is no funding needed for this Clinical Affiliation Agreement.

Submitted by: Beth B. Eagleton, PhD, MN, RN
Associate Dean of Nursing and Allied Health
Supervisor: Christy Streeter, Dean of Health, Education & Public Services
Date: February 7, 2020



Clinical Affiliation Agreement

Between

Butler Community College

And

Wichita Urology

This agreement between the Butler Community College, hereinafter called College, and Wichita Urology, hereinafter called the Facility, entered into on _____ shall be effective for a period of three (3) years. This agreement may, however, be terminated at an earlier date by either party giving the other ninety (90) days notice in writing prior to the termination date stated in said notice. Any extension of the period to be covered by this agreement beyond the three (3) years shall be agreed to in writing by the parties hereto.

The Facility and the College, both being desirous of cooperating in a plan to provide clinical education experiences for nursing students, both mutually agree as follows:

1. The College assumes full responsibility for offering the Nursing curriculum and other related courses. Its nursing faculty will be qualified both as teachers and as competent Registered Nurses in the State of Kansas.
2. The Facility will maintain the standards required for a care facility in the State of Kansas.
3. The Facility will make available to the students of the College the conference room or break room, when available.
4. The nursing faculty of the College will notify the Facility's administration in advance, of its planned schedule of clinical experiences at the Facility, including the dates, number of students and types of experiences.
5. The College will provide instructor(s) for teaching and supervision of students assigned to directed learning experiences and retains direct responsibility for the control, supervision and evaluation of its students.

6. The Facility will provide adequate staffing in the clinical areas so that no student or faculty member will be expected to give service to patients in the Facility apart from that rendered for its educational value as a part of the planned nursing curriculum.
7. Students and faculty of the College will abide by existing rules and regulations of the Facility insofar as they may pertain to their activities while in the Facility. The College will assume the responsibility for maintaining discipline among its students and will consider any breach in confidentiality to be an infraction of the rules and regulations of the Facility calling for appropriate discipline.
8. The Facility will provide an opportunity for the faculty to keep up-to-date with nursing policies by attending appropriate meetings.
9. Members of both the Facility nursing staff and the nursing faculty of the College will cooperate in concurrent and terminal evaluation of these learning experiences.
10. The College will provide the Facility with an appropriate certificate of insurance stating that each student, faculty member, or other agent of the College, while performing any of the duties or services arising in the performance of this Agreement, shall have liability insurance in a minimum amount of one million dollars (\$1,000,000.00). A copy of the policy or a certificate of insurance providing coverage to cover the Academic Term will be provided to the Facility. The College will hold the Facility harmless for any and all liability for damages to any person and/or property of any and all persons, resulting from the operations of the College's educational program including the faculty and students.
11. The Facility agrees to provide liability coverage for the operation of its facility and hold the College harmless for any and all liability for damages to any person and/or property of any and all persons resulting from the operations of the Facility, exclusive of the services performed by the College, its faculty and students hereunder.
12. The Facility will regard students of the College, when assigned for clinical experience, as having the status of learners who will not replace Facility employees.
13. The Facility is responsible for the overall supervision and delivery of nursing care.

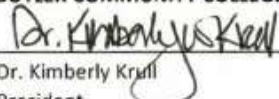
14. The Facility will retain the right to restrict a student, faculty member, or other agent of the College from participating in the clinical experience or from the Facility grounds for good cause shown. The basis for such a restriction shall be presented in writing to the individual responsible for the clinical experience from the College.

BUTLER COMMUNITY COLLEGE

DATE

WICHITA UROLOGY

DATE


Dr. Kimberly Krull
President

2/15/2020

Twila Puritty
CEO

BUTLER NURSING PROGRAM CONTACT:
Beth B. Eagleton, PhD, MN, RN
Associate Dean of Nursing and Allied Health
901 S. Haverhill Road
El Dorado, Kansas 67042
eeagleton@butlercc.edu

TOPIC for ACTION
2020-2021 High School & Statewide Articulation Agreements

REPORT:

Career Pathways incorporate the combined value of academic and technical course work so that, within each pathway, students can design their own career plan. Articulation Agreements between Unified School Districts and Butler Community College have been created in an effort to assist students in making a seamless transition from their secondary to post-secondary education at Butler without duplication of course study within a specific career pathway. Butler Community College faculty have reviewed the course competencies and have negotiated the following agreements for the 2020-2021 academic year.

- | | |
|---------------------------------|----------------------------------|
| 1. Andale – USD 267 | 16. Flinthills – USD 492 |
| 2. Andover – USD 385 | 17. Frederic-Remington – USD 206 |
| 3. Bluestem – USD 205 | 18. Goddard – USD 265 |
| 4. Campus (Haysville) – USD 261 | 19. Halstead – USD 440 |
| 5. Centre – USD 397 | 20. Hillsboro – USD 410 |
| 6. Chase County – USD 284 | 21. Maize – USD 266 |
| 7. Circle – USD 375 | 22. Marion – USD 408 |
| 8. Conway Springs – USD 356 | 23. Newton – USD 373 |
| 9. Council Grove – USD417 | 24. Peabody-Burns – USD 398 |
| 10. Derby – USD 260 | 25. Rose Hill – USD 394 |
| 11. Dodge City – USD 443 | 26. Valley Center – USD 262 |
| 12. Douglass – USD 396 | 27. Wichita – USD 259 |
| 13. El Dorado – USD 490 | |
| 14. Emporia – USD 253 | |
| 15. Eureka – USD 389 | |

RECOMMENDED ACTION:

Ratification of the 2020-2021 Articulation Agreements for the above listed Unified School Districts and the Kansas Department of Education.

RECOMMENDED FUNDING SOURCE:

N/A

Submitted by: Loni M.M. Jensen
Supervisor: Heather Rinkenbaugh
Date: 26 February 2020



High School Articulation Agreement 2020-2021

THIS AGREEMENT, by and between USD 267-Renwick (Andale High School) and Butler Community College, is made in order to provide high school students the option to earn an Associate of Applied Science Degree, Certificate, an Associates of Arts in Mass Communication, Sociology/Social Work or an Associates of Science in Sociology/Social Work.

THEREFORE, it is agreed by and between the parties as follows:

- Any party may advertise the program and/or advise students that this option is available.
- Andale High School will supply all of the courses and competencies with no exchange of reimbursement between or among the institutions.
- Credit may only be applied toward a certificate program, an Associates of Applied Science program, or an Associates of Arts or Sciences program identified above. Credits are not intended for transfer to a baccalaureate institution. Students will need to verify transferability with the baccalaureate receiving institution.
- This agreement will be in effect from the graduation date of the student through a date not to exceed 15 months after high school graduation.
- Students must successfully complete the competencies in the high school articulated course(s) with a final grade of 'C' or better to qualify for college credit. High school transcripts must be submitted with the articulation credit application.
- The high school articulated courses will be reported on the college transcript upon completion of the articulation credit application and review of high school transcript. Students will receive CP (Credit Pending) college credit for the approved high school articulated course work until 12 credit hours have been earned at Butler Community College. After 12 hours have been earned the student must notify the Registrar's Office to have the CP changed to CR (Credit Received).
- *High school students qualifying for tuition assistance through the Kansas CTE Initiative may submit a completed articulation credit application and high school transcript for special processing prior to graduation. Upon approval, articulated credit will be posted directly to the student transcript at Butler Community College as Credit Received (CR).*
- This Agreement may be revised by mutual agreement and shall be modified in the event of cancellation, discontinuance or disapproval of any course or program by the Kansas Board of Regents.
- This agreement will be reviewed annually for possible changes, improvement, or enhancements.
- This agreement does not guarantee admittance to a college or a program.

High School Pathway: Family, Community & Consumer Services
 College Program of Study: Human Services [Sociology/Social Work]

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|------------------------|--|----------------------------|--------------------------------------|-----------------------|
| 22208 | Family Studies | BS 283.1 | Career Pathway: Family Studies | 2 |
| 45004 or 45014 | Human Growth & Development A Human Growth & Development B | BS 282.1 | Career Pathway: Human Development | 2 |
| 08057 | Nutrition & Wellness | HP 220 | Healthy Living | 3 |

IN WITNESS WHEREOF, the parties accept and approve **THIS AGREEMENT**.

USD 267-Renwick

Butler Community College

 Signature
 USD 267-Renwick Representative

 Loni M.M. Jensen, Director
 High School Academic Partnerships

 Printed Name & Title
 USD 267-Renwick Representative

 Lori Wunningham
 Vice President of Academics

 Dr. Kim Krull
 President, Butler Community College

Date filed KANSAS STATE BOARD OF REGENTS: _____



High School Articulation Agreement 2020-2021

THIS AGREEMENT, by and between USD 385-Andover and Butler Community College, is made in order to provide high school students the option to earn an Associate of Applied Science Degree, a Certificate, or an Associates of Arts in Mass Communication or Sociology/Social Work, or an Associates of Science in Sociology/Social Work.

THEREFORE, it is agreed by and between the parties as follows:

- Any party may advertise the program and/or advise students that this option is available.
- USD 385-Andover will supply all of the courses and competencies with no exchange of reimbursement between or among the institutions.
- Credit may only be applied toward a certificate program, an Associates of Applied Science program, or an Associates of Arts or Sciences program identified above. Credits are not intended for transfer to a baccalaureate institution. Students will need to verify transferability with the baccalaureate receiving institution.
- This agreement will be in effect from the graduation date of the student through a date not to exceed 15 months after high school graduation.
- Students must successfully complete the competencies in the high school articulated course(s) with a final grade of 'C' or better to qualify for college credit. High school transcripts must be submitted with the articulation credit application.
- The high school articulated courses will be reported on the college transcript upon completion of the articulation credit application and review of high school transcript. Students will receive CP (Credit Pending) college credit for the approved high school articulated course work until 12 credit hours have been earned at Butler Community College. After 12 hours have been earned the student must notify the Registrar's Office to have the CP changed to CR (Credit Received).
- *High school students qualifying for tuition assistance through the Kansas CTE Initiative may submit a completed articulation credit application and high school transcript for special processing prior to graduation. Upon approval, articulated credit will be posted directly to the student transcript at Butler Community College as Credit Received (CR).*
- This Agreement may be revised by mutual agreement and shall be modified in the event of cancellation, discontinuance or disapproval of any course or program by the Kansas Board of Regents.
- This agreement will be reviewed annually for possible changes, improvement, or enhancements.
- This agreement does not guarantee admittance to a college or a program.

High School Pathway: Digital Media

College Program of Study: Fine Arts and Communication [Mass Communications].

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|--|---|----------------------------|--|-----------------------|
| 30100 30103 30150 30151 | 21 st Century Journalism Audio/Video Production Fundamentals Video Production Digital Media Design & Production | MC 165 | Applied Television I | 1 |
| 10004 | Computer Applications | BE 160 | Computer Concepts | 3 |
| 05162/ 11154 and 10202 10203 | Graphic Design Computer Graphics Interactive Media | IN 166.1 | Career Pathway: Web & Digital Communications | 3 |

High School Pathway: Business Finance

College Programs of Study: Business and Industry [Accounting Assistant],
[Business Administration], [Entrepreneurship]

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|------------------------|---------------------------|----------------------------|---|-----------------------|
| 12053 | Entrepreneurship | BA 129 | Writing a Business Plan *If student takes 1 semester OR | 3 |
| | | BA 109 | Entrepreneurship *If student takes full year course | 3 |

High School Pathway: Web and Digital Communications

College Programs of Study: Business and Professional [Accounting Assistant],
[Business Administration]

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|--|--|----------------------------|--|-----------------------|
| 10004 | Computer Applications | BE 160 | Computer Concepts | 3 |
| 05162/ 11154 and 10202 10203 | Graphic Design Computer Graphics Interactive Media | IN 166.1 | Career Pathway: Web & Digital Communications | 3 |

High School Pathway: Mobile Equipment Maintenance

College Program of Study: Automotive [Automotive Collision Repair] [Automotive
Technology]

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|-------------------------|--|----------------------------|--|-----------------------|
| 40150 and 40152 | General Service I General Service II | AB 241 | Mechanical & Electrical | 3 |
| 40150 40152 40154 | General Service I General Service II General Service III | AT 115.1 | Career Pathway: Mobile Equipment Maintenance | 2 |
| | Completion of OSHA 10 (must present current & valid OSHA 10 card to document successful completion) | WE 110 | OSHA 10 | 1 |

High School Pathway: Construction and Design

College Programs of Study: Engineering & Manufacturing Technology [Manufacturing
Engineering Technology], [Composite Engineering Technology]

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|------------------------|---------------------------|----------------------------|----------------------|-----------------------|
| 21107 | Drafting/CAD | EN 107 | AutoCAD Basics | 3 |

High School Pathway: Manufacturing

College Programs of Study: Engineering & Manufacturing Technology [Engineering Graphics Technology], [Manufacturing Engineering Technology], [Welding Technology]

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|------------------------|---------------------------------|----------------------------|--|-----------------------|
| 21107 | Drafting/CAD | EN 107 OR IT 150 | AutoCAD Basics OR Machine Trades Print Reading | 3 3 |
| 18407/ 39208 | Production Welding Processes II | WE 114 | Welding Methods | 2 |
| 18404/ 39207 | Production Welding Processes I | WE 130 | Oxy-Fuel Gas Welding | 1 |

High School Pathway: Business Entrepreneurship & Management

College Programs of Study: Business and Professional [Accounting Assistant], [Business Administration], [Entrepreneurship]

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|------------------------|---------------------------|----------------------------|---|-----------------------|
| 12053 | Entrepreneurship | BA 129 | Writing a Business Plan *If student takes 1 semester | 3 |
| | | BA 109 | Entrepreneurship *If student takes full year course | 3 |

High School Pathway: Programming and Software Development

College Program of Study: Computer Information Technology [Software Development]

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|------------------------|---------------------------|----------------------------|-------------------------------------|-----------------------|
| 10152 | Visual Basic Programming | IN 108 | Introduction to Visual Basic.NET | 3 |
| 10004/ 60004 | Computer Applications | BE 160 | Computer Concepts | 3 |
| 10155 | Java Programming | IN 200 | Beginning C++ with Game Programming | 3 |

High School Pathway: Family, Community and Consumer Services

College Program of Study: Business and Professional [Business Administration]

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|------------------------|--|----------------------------|--------------------------------------|-----------------------|
| 12107 and 22210 | Investing Consumer & Personal Finance | BA 112 | Personal Finance | 3 |
| 22208 | Family Studies | BS 283.1 | Career Pathway: Family Studies | 2 |
| 45004 or 45014 | Human Growth & Development A Human Growth & Development B | BS 282.1 | Career Pathway: Human Development | 2 |

High School Pathway: BioChemistry

College Program of Study: Health Services [Nursing]

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|------------------------|---------------------------|----------------------------|--|-----------------------|
| 10004/ 60004 | Computer Applications | BE 160 | Computer Concepts | 3 |
| 03053 | Anatomy & Physiology | BI 240 | Anatomy & Physiology <i>*Student must score at acceptable level on comprehensive Butler Community College exam.</i> | 5 |

IN WITNESS WHEREOF, the parties accept and approve **THIS AGREEMENT**.

USD 385-Andover

Butler Community College

Signature
USD 385-Andover Representative

Loni M.M. Jensen, Director
High School Academic Partnerships

Printed Name & Title
USD 385-Andover Representative

Lori Winningham
Vice President of Academics

Dr. Kim Krull
President, Butler Community College

Date filed KANSAS STATE BOARD OF REGENTS: _____



High School Articulation Agreement 2020-2021

THIS AGREEMENT, by and between USD 205-Bluestem High School and Butler Community College, is made in order to provide high school students the option to earn an Associate of Applied Science Degree, Certificate, an Associates of Arts in Mass Communication, Sociology/Social Work or an Associates of Science in Sociology/Social Work.

THEREFORE, it is agreed by and between the parties as follows:

- Any party may advertise the program and/or advise students that this option is available.
- Bluestem High School will supply all of the courses and competencies with no exchange of reimbursement between or among the institutions.
- Credit may only be applied toward a certificate program, an Associates of Applied Science program, or an Associates of Arts or Sciences program identified above. Credits are not intended for transfer to a baccalaureate institution. Students will need to verify transferability with the baccalaureate receiving institution.
- This agreement will be in effect from the graduation date of the student through a date not to exceed 15 months after high school graduation.
- Students must successfully complete the competencies in the high school articulated course(s) with a final grade of 'C' or better to qualify for college credit. High school transcripts must be submitted with the articulation credit application.
- The high school articulated courses will be reported on the college transcript upon completion of the articulation credit application and review of high school transcript. Students will receive CP (Credit Pending) college credit for the approved high school articulated course work until 12 credit hours have been earned at Butler Community College. After 12 hours have been earned the student must notify the Registrar's Office to have the CP changed to CR (Credit Received).
- *High school students qualifying for tuition assistance through the Kansas CTE Initiative may submit a completed articulation credit application and high school transcript for special processing prior to graduation. Upon approval, articulated credit will be posted directly to the student transcript at Butler Community College as Credit Received (CR).*
- This Agreement may be revised by mutual agreement and shall be modified in the event of cancellation, discontinuance or disapproval of any course or program by the Kansas Board of Regents.
- This agreement will be reviewed annually for possible changes, improvement, or enhancements.
- This agreement does not guarantee admittance to a college or a program.

High School Pathway: Manufacturing

College Program of Study: Engineering & Manufacturing Technology [Engineering Graphics Technology], [Manufacturing Engineering Technology], [Welding Technology]

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|------------------------|---------------------------|----------------------------|------------------------|-----------------------|
| 21107 | Drafting/CAD | EN 107 | AutoCAD Basics | 3 |
| 21107 and 21150 | Advanced Drafting/CAD | EN 101 | Engineering Graphics I | 3 |

High School Pathway: Animal Science

College Program of Study: Agriculture [Livestock Management and Merchandising], [Farm and Ranch Management]

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|------------------------|---|----------------------------|------------------------------|-----------------------|
| 18101 and 18103 | Animal Science Advanced Animal Science | AG 102 | Principles of Animal Science | 3 |

High School Pathway: Digital Media

College Program of Study: Fine Arts and Communication [Mass Communications]; Computer Information Technology [Digital Media], [Interactive 3D Technology], [Web Development]; Business and Professional [Advertising]

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|--|---|----------------------------|-----------------------------------|-----------------------|
| 30100 30103 30150 30151 | 21 st Century Journalism Audio/Video Production Fund Video Production Digital Media Design & Production | MC 165 | Applied Television I | 3 |
| 30150 | Video Production | IN 183 | Digital Video Production I | 3 |
| 05162/ 11154 and 10202 10203 | Graphic Design Computer Graphics Interactive Media | IN 166.1 | Career Pathway: AV Communications | 3 |

High School Pathway: BioMedical
 College Program of Study: Health Services [Nursing]

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|------------------------|---------------------------|----------------------------|---|-----------------------|
| 03053 | Anatomy & Physiology | BI 240 | Anatomy & Physiology *Student must score at acceptable level on comprehensive Butler Community College exam. | 5 |

IN WITNESS WHEREOF, the parties accept and approve **THIS AGREEMENT**.

USD205-Bluestem

Butler Community College

 Signature
 USD 205-Bluestem Representative

 Loni M.M. Jensen, Director
 High School Academic Partnerships

 Printed Name & Title
 USD 205-Bluestem Representative

 Lori Winningham
 Vice President of Academics

 Dr. Kim Krull
 President, Butler Community College

Date filed KANSAS STATE BOARD OF REGENTS: _____



High School Articulation Agreement 2020-2021

THIS AGREEMENT, by and between USD 261-Haysville (Campus High School) and Butler Community College, is made in order to provide high school students the option to earn an Associate of Applied Science Degree, a Certificate, an Associates of Arts in Mass Communication, Sociology/Social Work or Education, or an Associates of Science in Sociology/Social Work or Education.

THEREFORE, it is agreed by and between the parties as follows:

- Any party may advertise the program and/or advise students that this option is available.
- Campus High School will supply all of the courses and competencies with no exchange of reimbursement between or among the institutions.
- Credit may only be applied toward a certificate program, an Associates of Applied Science program, or an Associates of Arts or Sciences program identified above. Credits are not intended for transfer to a baccalaureate institution. Students will need to verify transferability with the baccalaureate receiving institution.
- This agreement will be in effect from the graduation date of the student through a date not to exceed 15 months after high school graduation.
- Students must successfully complete the competencies in the high school articulated course(s) with a final grade of 'C' or better to qualify for college credit. High school transcripts must be submitted with the articulation credit application.
- The high school articulated courses will be reported on the college transcript upon completion of the articulation credit application and review of high school transcript. Students will receive CP (Credit Pending) college credit for the approved high school articulated course work until 12 credit hours have been earned at Butler Community College. After 12 hours have been earned the student must notify the Registrar's Office to have the CP changed to CR (Credit Received).
- *High school students qualifying for tuition assistance through the Kansas CTE Initiative may submit a completed articulation credit application and high school transcript for special processing prior to graduation. Upon approval, articulated credit will be posted directly to the student transcript at Butler Community College as Credit Received (CR).*
- This Agreement may be revised by mutual agreement and shall be modified in the event of cancellation, discontinuance or disapproval of any course or program by the Kansas Board of Regents.
- This agreement will be reviewed annually for possible changes, improvement, or enhancements.
- This agreement does not guarantee admittance to a college or a program.

High School Pathway: Restaurant and Event Management

College Programs of Study: Business and Professional [Culinary Arts], [Hotel Management], [Restaurant Management]

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|-------------------------|--|----------------------------|---|-----------------------|
| 16052 34056 34058 | Culinary Essentials Culinary Arts I Culinary Arts II | HM 101 | Sanitation Management <i>*with proof of current ServSafe certification</i> | 1 |

High School Pathway: Business Finance

College Programs of Study: Business and Industry [Accounting Assistant], [Business Administration], [Entrepreneurship]

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|------------------------|--|----------------------------|---|-----------------------|
| 12107 and 22210 | Investing Consumer & Personal Finance | BA 112 | Personal Finance | 3 |
| 12053 | Entrepreneurship | BA 129 BA 109 | Writing a Business Plan <i>*If student takes 1 semester</i> OR Entrepreneurship <i>*If the student takes full year course</i> | 3 3 |

High School Pathway: Early Childhood Development & Services
 College Program of Study: Education and Public Services [Early
 Childhood Education]

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|---|---|------------------------------------|--|---------------------------|
| 45001 or 22207 and 19052 19098 19051 45004 | Intro to Family & Consumer Sciences Career & Life Planning Foundations of Early Childhood Development Early Childhood Application Orientation to Early Childhood Development Human Growth & Development A or B | CD 122 | Principles of Early Childhood Education I | 3 |

High School Pathway: Teaching/Training
 College Program of Study: Education and Public Services [Elementary or Secondary
 Education]

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|--------------------------------|---|------------------------------------|---|---------------------------|
| 19151 19152 42251 | Teaching as a Career Teaching Internship Teaching Observation | ED 206 | Introduction to Teaching <i>*Student must completed 30 hours of field experience (10 hrs. each at elementary, middle, & high school levels)</i> | 3 |
| 45004 or 45014 | Human Growth & Development A Human Growth & Development B | BS 282.1 | Career Pathway: Human Development | 2 |

High School Pathway: Graphic Design

College Program of Study: Business and Industry [Business Administration]

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|--|--|----------------------------|--------------------------|-----------------------|
| 10004 | Computer Applications | BE 160 | Computer Concepts | 3 |
| 05162/ 11154 and 10202 10203 | Graphic Design Computer Graphics Interactive Media | IN 166 | Introduction to Graphics | 3 |
| 30105 | Photo Imaging | IN 122 | Digital Photography I | 3 |

High School Pathway: Family, Community & Consumer Services

College Program of Study: Humanities, Social and Behavioral Sciences
[Sociology and Social Work]

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|------------------------|---------------------------|----------------------------|----------------------|-----------------------|
| 08057 | Nutrition & Wellness | HP 220 | Healthy Living | 3 |

High School Pathway: Business Entrepreneurship and Management

College Programs of Study: Business and Professional [Accounting Assistant],
[Business Administration]

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|------------------------|---|----------------------------|---|-----------------------|
| 12053 | Entrepreneurship | BA 129 | Writing a Business Plan *If student takes 1 semester | 3 |
| | | BA 109 | Entrepreneurship *If student takes full year course | 3 |
| 12052 and 32200 | Business Management Applied Business Development | BA 210 | Principles of Management | 3 |
| 10004 | Computer Apps I Computer Apps II | BA 104 | Information Processing Systems | 3 |
| 12053 | Entrepreneurship/YE | BA 109 | Entrepreneurship | 3 |

High School Pathway: Digital Media

College Program of Study: Business and Industry [Business Administration]

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|--------------------------------------|---|----------------------------|-----------------------------------|-----------------------|
| 30100 30103 30150 30151 | 21 st Century Journalism Audio/Video Production Fundamentals Video Production Digital Media Design & Production | MC 165 | Applied Television I | 1 |
| 10004 | Computer Applications | BE 160 | Computer Concepts | 3 |
| 30101 and 30102 | Principles of Illustration Graphic Design Fund. | IN 124 | Introduction to Digital Design | 3 |

High School Pathway: Construction & Design

College Programs of Study: Technology [Engineering Technology - Manufacturing],

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|------------------------|---------------------------|----------------------------|----------------------|-----------------------|
| 21107 | Drafting/CAD | EN 107 | AutoCAD Basics | 3 |

High School Pathway: Manufacturing

College Programs of Study: Technology [Engineering Technology - Manufacturing]

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|------------------------|---------------------------------------|----------------------------|--------------------------------------|-----------------------|
| 13002 | Mechanical Design Tech | EN 201 | Materials & Processes of Industry | 3 |
| 13203 | Machine Tool Tech I | IT 100 | Machine Processes I | 3 |
| 13204 | Machine Tool Tech II | EN 220 | Beginning Concepts of CNC | 3 |
| 21107 | Drafting/CAD | EN 107 | AutoCAD Basics | 3 |
| 21107 and 21150 | Drafting/CAD Advanced Drafting/CAD | EN 101 | Engineering Graphics I | 3 |

High School Pathway: Network Systems

College Program of Study: Computer Information Technology [Cyber Security],
[Internetworking Management]

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|------------------------|---------------------------------------|----------------------------|---|-----------------------|
| 10254 | IT Essentials: PC Hardware & Software | IN 106 IN 168 | CompTIA A+ Essentials CompTIA A+ Practical Applications <i>*Student must show proof of A+ certification</i> | 3 3 |
| 10004 | Computer Applications | BE 160 | Computer Concepts | 3 |

High School Pathway: Health Science

College Programs of Study: Health Services [Nursing]; Education [Fitness & Wellness],
[Teacher Education K-12]

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|------------------------|---------------------------|----------------------------|--|-----------------------|
| 44050 | First Aid/CPR/EMR | HP 221 | First Aid/CPR/AED | 2 |
| 03053 | Anatomy & Physiology | BI 240 | Anatomy & Physiology <i>*Student must score at acceptable level on comprehensive Butler Community College exam.</i> | 5 |
| 08057 | Nutrition & Wellness | HP 220 | Healthy Living | 3 |

High School Pathway: Programming and Software Development
 College Programs of Study: Technology [Cyber Security], [Interactive, Digital, and 3D Technology], [Internetworking Management], [Software Development], [Web Development]

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|------------------------|---------------------------|----------------------------|--------------------------------------|-----------------------|
| 10201 | Web Design I | IN 112 | HTML & CSS | 3 |
| 10004 | Computer Applications | BE 160 | Computer Concepts | 3 |
| 10155 | C++ Programming | IN 200 | Beginning C++ w/ Game Programming | 3 |
| 10155 | Java Programming | IN 200 | Beginning C++ w/ Game Programming | 3 |

IN WITNESS WHEREOF, the parties accept and approve **THIS AGREEMENT**.

USD 261-Campus

Butler Community College

 Signature
 USD 261-Campus Representative

 Loni M.M. Jensen, Director
 High School Academic Partnerships

 Printed Name & Title
 USD 261-Campus Representative

 Lori Winningham
 Vice President of Academics

 Dr. Kim Krull
 President, Butler Community College

Date filed KANSAS STATE BOARD OF REGENTS: _____



High School Articulation Agreement 2020-2021

THIS AGREEMENT, by and between USD 397-Centre and Butler Community College, is made in order to provide high school students the option to earn an Associate of Applied Science Degree, a Certificate, or an Associates of Arts: Mass Communication.

THEREFORE, it is agreed by and between the parties as follows:

- Any party may advertise the program and/or advise students that this option is available.
- Centre High School will supply all of the courses and competencies with no exchange of reimbursement between or among the institutions.
- Credit may only be applied toward a certificate program, an Associates of Applied Science program, or an Associates of Arts or Sciences program identified above. Credits are not intended for transfer to a baccalaureate institution. Students will need to verify transferability with the baccalaureate receiving institution.
- This agreement will be in effect from the graduation date of the student through a date not to exceed 15 months after high school graduation.
- Students must successfully complete the competencies in the high school articulated course(s) with a final grade of 'C' or better to qualify for college credit. High school transcripts must be submitted with the articulation credit application.
- The high school articulated courses will be reported on the college transcript upon completion of the articulation credit application and review of high school transcript. Students will receive CP (Credit Pending) college credit for the approved high school articulated course work until 12 credit hours have been earned at Butler Community College. After 12 hours have been earned the student must notify the Registrar's Office to have the CP changed to CR (Credit Received).
- *High school students qualifying for tuition assistance through the Kansas CTE Initiative may submit a completed articulation credit application and high school transcript for special processing prior to graduation. Upon approval, articulated credit will be posted directly to the student transcript at Butler Community College as Credit Received (CR).*
- This Agreement may be revised by mutual agreement and shall be modified in the event of cancellation, discontinuance or disapproval of any course or program by the Kansas Board of Regents.
- This agreement will be reviewed annually for possible changes, improvement, or enhancements.
- This agreement does not guarantee admittance to a college or a program.

High School Pathway: Business Entrepreneurship & Management

College Program of Study: Business and Industry[Accounting Assistant], [Business Administration], [Entrepreneurship]

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|------------------------|---------------------------|----------------------------|--|-----------------------|
| 12053 | Entrepreneurship | BA 129 | Writing a Business Plan *If student takes 1 semester | 3 |
| | | BA 109 | OR Entrepreneurship *If student takes full year course | 3 |

High School Pathway: Business Finance

College Program of Study: Business and Professional [Accounting Assistant], [Business Administration], [Entrepreneurship]

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|------------------------|---------------------------|----------------------------|--|-----------------------|
| 12053 | Entrepreneurship | BA 129 | Writing a Business Plan *If student takes 1 semester | 3 |
| | | BA 109 | OR Entrepreneurship *If student takes full year course | 3 |

High School Pathway: Marketing
 College Program of Study: Business and Industry [Business Administration],
 [Entrepreneurship], [Marketing]

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|------------------------|---|----------------------------|--|-----------------------|
| 12164 | Principles of Marketing | BA 140 | Introduction to Marketing | 3 |
| 35300 | Marketing Applications | BA 283.1 | Career Pathway: Marketing | 2 |
| 12053 | Entrepreneurship | BA 129 | Writing a Business Plan *If student takes 1 semester | 3 |
| | | BA 109 | OR Entrepreneurship *If student takes full year course | 3 |
| 12052 and 32200 | Business Management Applied Business Development | BA 210 | Principles of Management | 3 |
| 05162/11154 | Graphic Design | BA 225.1 | Career Pathway: Computer Ad Design | 2 |
| 10201 | Web Page Design | IN 112 | HTML & CSS | 3 |

IN WITNESS WHEREOF, the parties accept and approve **THIS AGREEMENT**.

USD 397-Centre

Butler Community College

 Signature
 USD 397-Centre Representative

 Loni M.M. Jensen, Director
 High School Academic Partnerships

 Printed Name & Title
 USD 397-Centre Representative

 Lori Winningham
 Vice President of Academics

 Dr. Kim Krull
 President, Butler Community College

Date filed KANSAS STATE BOARD OF REGENTS: _____



High School Articulation Agreement 2020-2021

THIS AGREEMENT, by and between USD 284-Chase County and Butler Community College, is made in order to provide high school students the option to earn an Associate of Applied Science Degree, a Certificate, or an Associates of Arts: Mass Communication.

THEREFORE, it is agreed by and between the parties as follows:

- Any party may advertise the program and/or advise students that this option is available.
- Chase County High School will supply all of the courses and competencies with no exchange of reimbursement between or among the institutions.
- Credit may only be applied toward a certificate program, an Associates of Applied Science program, or an Associates of Arts or Sciences program identified above. Credits are not intended for transfer to a baccalaureate institution. Students will need to verify transferability with the baccalaureate receiving institution.
- This agreement will be in effect from the graduation date of the student through a date not to exceed 15 months after high school graduation.
- Students must successfully complete the competencies in the high school articulated course(s) with a final grade of 'C' or better to qualify for college credit. High school transcripts must be submitted with the articulation credit application.
- The high school articulated courses will be reported on the college transcript upon completion of the articulation credit application and review of high school transcript. Students will receive CP (Credit Pending) college credit for the approved high school articulated course work until 12 credit hours have been earned at Butler Community College. After 12 hours have been earned the student must notify the Registrar's Office to have the CP changed to CR (Credit Received).
- *High school students qualifying for tuition assistance through the Kansas CTE Initiative may submit a completed articulation credit application and high school transcript for special processing prior to graduation. Upon approval, articulated credit will be posted directly to the student transcript at Butler Community College as Credit Received (CR).*
- This Agreement may be revised by mutual agreement and shall be modified in the event of cancellation, discontinuance or disapproval of any course or program by the Kansas Board of Regents.
- This agreement will be reviewed annually for possible changes, improvement, or enhancements.
- This agreement does not guarantee admittance to a college or a program.

High School Pathway: Web and Digital Communications

College Program of Study: Computer Information Technology [Digital Media], [Web Development]; Business and Professional [Advertising]

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|--|---|----------------------------|--|-----------------------|
| 10004/ 60004 | Computer Applications | BE 160 | Computer Concepts | 3 |
| 05162/ 11154 and 10202 10203 | Graphic Design Computer Graphics Interactive Media | IN 166.1 | Career Pathway: Web & Digital Communications | 3 |
| 10248 and 10249 | Media Tech. – Workplace Experience Media Technology – other | IN 105 | Information Technology Concepts | 3 |
| 10201 | Web Page Design | IN 112 | HTML & CSS | 3 |

High School Pathway: Business Entrepreneurship & Management

College Program of Study: Business and Professional [Business Administration], [Advertising]; Computer Information Technology [Web Development]

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|------------------------|--|----------------------------|-----------------------------|-----------------------|
| 10201 | Web Page Design | IN 112 | HTML & CSS | 3 |
| 12052 and 32200 | Business Management Applied Business Development | BA 210 | Principles of Management | 3 |

High School Pathway: Digital Media

College Program of Study: Computer Information Technology [Digital Media], [Web Development]; Business and Professional [Business Administration], [Advertising]

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|--|--|----------------------------|--|-----------------------|
| 30105 | Photo Imaging | IN 122 | Digital Photography I | 3 |
| 05162/ 11154 and 10202 10203 | Graphic Design Computer Graphics Interactive Media | IN 166.1 | Career Pathway: Web & Digital Communications | 3 |

High School Pathway: Construction & Design

College Program of Study: Engineering & Manufacturing Technology [Engineering Graphics Technology]

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|------------------------|---------------------------|----------------------------|----------------------------|-----------------------|
| 21107 | Drafting/CAD | EN 107 | AutoCAD Basics | 3 |
| 21107 and 21150 | Drafting/CAD | EN 101 | Engineering Graphics I | 3 |
| | Advanced Drafting/CAD | | | |
| 21103 | Architectural Design | EN 103 | Residential Design & CAD I | 3? |

High School Pathway: Comprehensive Agricultural Science, Plant Systems

College Program of Study: Agriculture [Livestock Management and Merchandising], [Farm and Ranch Management]

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|------------------------|---------------------------|----------------------------|--------------------------------------|-----------------------|
| 18001 and 18002 | Intro to Agriculture | AG 111 | Agriculture in our Society | 2 |
| | Agriscience | | | |
| 18058 | Plant & Soil Science | AG 220.1 | Career Pathway: Agricultural Science | 2 |

High School Pathway: Power, Structural & Technical Systems

College Program of Study: Agriculture [Livestock Management and Merchandising], [Farm and Ranch Management]; Engineering & Manufacturing Technology [Welding Technology]

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|------------------------|---------------------------|----------------------------|----------------------------|-----------------------|
| 18001 and 18002 | Intro to Agriculture | AG 111 | Agriculture in our Society | 2 |
| | Agriscience | | | |
| 18404/ 39207 | Ag Welding I | WE 130 | Oxy-Fuel Gas Welding | 1 |
| 18407/ 39208 | Ag Welding II | WE 114 | Welding Methods | 2 |

IN WITNESS WHEREOF, the parties accept and approve **THIS AGREEMENT**.

USD 284-Chase County

Butler Community College

Signature
USD 284-Chase County Representative

Loni M.M. Jensen, Director
High School Academic Partnerships

Printed Name & Title
USD 284-Chase County Representative

Lori Winningham
Vice President of Academics

Dr. Kim Krull
President, Butler Community College

Date filed KANSAS STATE BOARD OF REGENTS: _____



High School Articulation Agreement 2020-2021

THIS AGREEMENT, by and between USD 375-Circle High School and Butler Community College, is made in order to provide high school students the option to earn an Associate of Applied Science Degree, a Certificate, an Associates of Arts in Mass Communication or Sociology/Social Work, or an Associates of Science in Sociology/Social Work.

THEREFORE, it is agreed by and between the parties as follows:

- Any party may advertise the program and/or advise students that this option is available.
- Circle High School will supply all of the courses and competencies with no exchange of reimbursement between or among the institutions.
- Credit may only be applied toward a certificate program, an Associates of Applied Science program, or an Associates of Arts or Sciences program identified above. Credits are not intended for transfer to a baccalaureate institution. Students will need to verify transferability with the baccalaureate receiving institution.
- This agreement will be in effect from the graduation date of the student through a date not to exceed 15 months after high school graduation.
- Students must successfully complete the competencies in the high school articulated course(s) with a final grade of 'C' or better to qualify for college credit. High school transcripts must be submitted with the articulation credit application.
- The high school articulated courses will be reported on the college transcript upon completion of the articulation credit application and review of high school transcript. Students will receive CP (Credit Pending) college credit for the approved high school articulated course work until 12 credit hours have been earned at Butler Community College. After 12 hours have been earned the student must notify the Registrar's Office to have the CP changed to CR (Credit Received).
- *High school students qualifying for tuition assistance through the Kansas CTE Initiative may submit a completed articulation credit application and high school transcript for special processing prior to graduation. Upon approval, articulated credit will be posted directly to the student transcript at Butler Community College as Credit Received (CR).*
- This Agreement may be revised by mutual agreement and shall be modified in the event of cancellation, discontinuance or disapproval of any course or program by the Kansas Board of Regents.
- This agreement will be reviewed annually for possible changes, improvement, or enhancements.
- This agreement does not guarantee admittance to a college or a program.

High School Pathway: Early Childhood Development & Services
 College Program of Study: Education [Early Childhood Education]

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|---|---|----------------------------|---|-----------------------|
| 45001 or 22207 and 19052 19098 19051 45004/ 45014 | Intro to Family & Consumer Science Career & Life Planning Foundation to Early Childhood Development Early Childhood Application Orientation to Early Childhood Development Human Growth & Development A or B | CD122 | Principles of Early Childhood Education 1 | 3 |

High School Pathway: Construction & Design
 College Programs of Study: Engineering & Manufacturing Technology [Manufacturing Engineering Technology], [Engineering Graphics Technology]

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|------------------------|---|----------------------------|--|-----------------------|
| 21107 | Drafting/CAD | EN 107 | AutoCAD Basics | 3 |
| 21107 and 21150 | Drafting/CAD Advanced Drafting/CAD | EN 101 | Engineering Graphics I | 3 |
| 21103 | Architecture Design | EN 103 | Building Design with CAD | 3 |
| | OSHA 10 | WE 110 | OSHA 10 <i>*Student must present current & valid OSHA card.</i> | 1 |

High School Pathway: Family, Community, and Consumer Services
College Program of Study: Human Services [Sociology/Social Work]

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|------------------------|--|----------------------------|--------------------------------------|-----------------------|
| 22208 | Family Studies | BS 283.1 | Career Pathway: Family Studies | 2 |
| 45004 or 45014 | Human Growth & Development A Human Growth & Development B | BS 282.1 | Career Pathway: Human Development | 2 |
| 08057 | Nutrition & Wellness | HP 220 | Healthy Living | 3 |

High School Pathway: Digital Media

College Programs of Study: Computer Information Technology [Digital Media], [Web Development]; Business and Professional [Business Administration]

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|------------------------|---------------------------|----------------------------|-----------------------|-----------------------|
| 30105 | Photo Imaging | IN 122 | Digital Photography I | 3 |

High School Pathway: Manufacturing

College Programs of Study: Science, Engineering, and Math [Engineering Technology], [Pre-Engineering], Technology [Engineering Technology]

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|------------------------|---------------------------------------|----------------------------|--------------------------------------|-----------------------|
| 13002 | Manufacturing Processes I | EN 201 | Materials & Processes of Industry | 3 |
| 13204 | Cam | EN 220 | Beginning Concepts of CNC | 3 |
| 21107 | Drafting/CAD I | EN 107 | AutoCAD Basics | 3 |
| 21107 and 21150 | Drafting/CAD Advanced Drafting/CAD | EN 101 | Engineering Graphics I | 3 |

High School Pathway: Business Finance

College Programs of Study: Business and Industry [Accounting Assistant],
[Business Administration]

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|------------------------|---------------------------|----------------------------|---|-----------------------|
| 12053 | Entrepreneurship | BA 129 | Writing a Business Plan <i>*If student takes 1 semester</i> | 3 |
| | | BA 109 | or Entrepreneurship <i>*If student takes full year course</i> | 3 |

High School Pathway: Business Entrepreneurship & Management

College Programs of Study: Business and Industry [Business Administration]; Technology
[Engineering Technology-Manufacturing]

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|------------------------|---------------------------|----------------------------|---|-----------------------|
| 12053 | Entrepreneurship | BA 129 | Writing a Business Plan <i>*If student takes 1 semester</i> | 3 |
| | | BA 109 | or Entrepreneurship <i>*If student takes full year course</i> | 3 |
| 21107 | Drafting/CAD I | EN 107 | AutoCAD Basics | 3 |

High School Pathway: Graphic Design

College Programs of Study: Computer Information Technology [Digital Media], [Web Development]; Business and Professional [Advertising]

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|--|--|----------------------------|-----------------------------|-----------------------|
| 30105 | Photo Imaging | IN 122 | Digital Photography I | 3 |
| 21205 | Project Management & Resource Scheduling | IN 159 | Information Technology Mgmt | 3 |
| 05162/ 11154 and 10202 10203 | Graphic Design Computer Graphics Interactive Media | IN 166 | Introduction to Graphics | 3 |

IN WITNESS WHEREOF, the parties accept and approve **THIS AGREEMENT**.

USD 375-Circle

Butler Community College

Signature
USD 375-Circle Representative

Loni M.M. Jensen, Director
High School Academic Partnerships

Printed Name & Title
USD 375-Circle Representative

Lori Winningham
Vice President of Academics

Dr. Kim Krull
President, Butler Community College

Date filed KANSAS STATE BOARD OF REGENTS: _____



High School Articulation Agreement 2020-2021

THIS AGREEMENT, by and between USD 356-Conway Springs and Butler Community College, is made in order to provide high school students the option to earn an Associate of Applied Science Degree, a Certificate, or an Associates of Arts: Mass Communication.

THEREFORE, it is agreed by and between the parties as follows:

- Any party may advertise the program and/or advise students that this option is available.
- Conway Springs High School will supply all of the courses and competencies with no exchange of reimbursement between or among the institutions.
- Credit may only be applied toward a certificate program, an Associates of Applied Science program, or an Associates of Arts or Sciences program identified above. Credits are not intended for transfer to a baccalaureate institution. Students will need to verify transferability with the baccalaureate receiving institution.
- This agreement will be in effect from the graduation date of the student through a date not to exceed 15 months after high school graduation.
- Students must successfully complete the competencies in the high school articulated course(s) with a final grade of 'C' or better to qualify for college credit. High school transcripts must be submitted with the articulation credit application.
- The high school articulated courses will be reported on the college transcript upon completion of the articulation credit application and review of high school transcript. Students will receive CP (Credit Pending) college credit for the approved high school articulated course work until 12 credit hours have been earned at Butler Community College. After 12 hours have been earned the student must notify the Registrar's Office to have the CP changed to CR (Credit Received).
- *High school students qualifying for tuition assistance through the Kansas CTE Initiative may submit a completed articulation credit application and high school transcript for special processing prior to graduation. Upon approval, articulated credit will be posted directly to the student transcript at Butler Community College as Credit Received (CR).*
- This Agreement may be revised by mutual agreement and shall be modified in the event of cancellation, discontinuance or disapproval of any course or program by the Kansas Board of Regents.
- This agreement will be reviewed annually for possible changes, improvement, or enhancements.
- This agreement does not guarantee admittance to a college or a program.

High School Pathway: Digital Media

College Program of Study: Fine Arts and Communication [Mass Communications]

| <i>KS Course Codes</i> | <i>High School Course</i> | <i>Butler Course Codes</i> | <i>Butler Course</i> | <i>College Credit</i> |
|--|---|----------------------------|-----------------------------|-----------------------|
| 30100 30103 30150 30151 | 21 st Century Journalism Audio/Video Production Fundamentals Video Production Digital Media Design & Production | MC 165 | Applied Television I | 1 |
| 10004 | Computer Applications | BE 160 | Computer Concepts | 3 |
| 05162/ 11154 and 10202 10203 | Graphic Design Computer Graphics Interactive Media | IN 166 | Introduction to Graphics | 3 |

High School Pathway: Business Finance

College Programs of Study: Business and Industry [Accounting Assistant], [Business Administration]

| <i>KS Course Codes</i> | <i>High School Course</i> | <i>Butler Course Codes</i> | <i>Butler Course</i> | <i>College Credit</i> |
|------------------------|---------------------------|----------------------------|---|--------------------------------|
| 12053 | Entrepreneurship | BA 129 | Writing a Business Plan *If student takes 1 semester OR Entrepreneurship *If student takes full year course | 3 3 |

IN WITNESS WHEREOF, the parties accept and approve **THIS AGREEMENT**.

USD 356 – Conway Springs

Butler Community College

Signature
USD 356—Conway Springs Representative

Loni M.M. Jensen, Director
High School Academic Partnerships

Printed Name & Title
USD 356-Conway Springs Representative

Lon Winningham
Vice President of Academics

Dr. Kim Krull
President, Butler Community College

Date filed KANSAS STATE BOARD OF REGENTS: _____



High School Articulation Agreement 2020-2021

THIS AGREEMENT, by and between USD 417-Council Grove Jr/Sr High School and Butler Community College, is made in order to provide high school students the option to earn an Associate of Applied Science Degree, a Certificate, an Associates of Arts, or an Associates of Science.

THEREFORE, it is agreed by and between the parties as follows:

- Any party may advertise the program and/or advise students that this option is available.
- Council Grove High School will supply all of the courses and competencies with no exchange of reimbursement between or among the institutions.
- Credit may only be applied toward a certificate program, an Associates of Applied Science program, or an Associates of Arts or Sciences program identified above. Credits are not intended for transfer to a baccalaureate institution. Students will need to verify transferability with the baccalaureate receiving institution.
- This agreement will be in effect from the graduation date of the student through a date not to exceed 15 months after high school graduation.
- Students must successfully complete the competencies in the high school articulated course(s) with a final grade of 'C' or better to qualify for college credit. High school transcripts must be submitted with the articulation credit application.
- The high school articulated courses will be reported on the college transcript upon completion of the articulation credit application and review of high school transcript. Students will receive CP (Credit Pending) college credit for the approved high school articulated course work until 12 credit hours have been earned at Butler Community College. After 12 hours have been earned the student must notify the Registrar's Office to have the CP changed to CR (Credit Received).
- *High school students qualifying for tuition assistance through the Kansas CTE Initiative may submit a completed articulation credit application and high school transcript for special processing prior to graduation. Upon approval, articulated credit will be posted directly to the student transcript at Butler Community College as Credit Received (CR).*
- This Agreement may be revised by mutual agreement and shall be modified in the event of cancellation, discontinuance or disapproval of any course or program by the Kansas Board of Regents.
- This agreement will be reviewed annually for possible changes, improvement, or enhancements.
- This agreement does not guarantee admittance to a college or a program.

High School Pathway: Health Science
 College Program of Study: Health Sciences [Nursing]

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|------------------------|---------------------------|----------------------------|---|-----------------------|
| 08057 | Nutrition & Wellness | HP 220 | Healthy Living | 3 |
| 03053 | Anatomy & Physiology | BI 240 | Anatomy & Physiology *Student must score at acceptable level on comprehensive Butler Community College exam. | 5 |

IN WITNESS WHEREOF, the parties accept and approve **THIS AGREEMENT**.

USD 417-Council Grove

Butler Community College

 Signature
 USD 417-Council Grove Representative

 Loni M.M. Jensen, Director
 High School Academic Partnerships

 Printed Name & Title
 USD 417-Council Grove Representative

 Lori Winningham
 Vice President of Academics

 Dr. Kim Krull
 President, Butler Community College

Date filed KANSAS STATE BOARD OF REGENTS: _____



High School Articulation Agreement 2020-2021

THIS AGREEMENT, by and between USD 260-Derby and Butler Community College, is made in order to provide high school students the option to earn an Associate of Applied Science Degree, a Certificate, or an Associates of Arts: Mass Communication.

THEREFORE, it is agreed by and between the parties as follows:

- Any party may advertise the program and/or advise students that this option is available.
- Derby High School will supply all of the courses and competencies with no exchange of reimbursement between or among the institutions.
- Credit may only be applied toward a certificate program, an Associates of Applied Science program, or an Associates of Arts or Sciences program identified above. Credits are not intended for transfer to a baccalaureate institution. Students will need to verify transferability with the baccalaureate receiving institution.
- This agreement will be in effect from the graduation date of the student through a date not to exceed 15 months after high school graduation.
- Students must successfully complete the competencies in the high school articulated course(s) with a final grade of 'C' or better to qualify for college credit. High school transcripts must be submitted with the articulation credit application.
- The high school articulated courses will be reported on the college transcript upon completion of the articulation credit application and review of high school transcript. Students will receive CP (Credit Pending) college credit for the approved high school articulated course work until 12 credit hours have been earned at Butler Community College. After 12 hours have been earned the student must notify the Registrar's Office to have the CP changed to CR (Credit Received).
- *High school students qualifying for tuition assistance through the Kansas CTE Initiative may submit a completed articulation credit application and high school transcript for special processing prior to graduation. Upon approval, articulated credit will be posted directly to the student transcript at Butler Community College as Credit Received (CR).*
- This Agreement may be revised by mutual agreement and shall be modified in the event of cancellation, discontinuance or disapproval of any course or program by the Kansas Board of Regents.
- This agreement will be reviewed annually for possible changes, improvement, or enhancements.
- This agreement does not guarantee admittance to a college or a program.

High School Pathway: Web and Digital Communications

College Program of Study: Technology [Digital Media], [Web Development]

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|--|--|----------------------------|---------------------------------|-----------------------|
| 10152 | Programming | IN 108 | Intro to Visual Basic.NET | 3 |
| 10201 | Web Design | IN 112 | HTML & CSS | 3 |
| 05162/ 11154 and 10202 10203 | Graphic Design Computer Graphics Interactive Media | IN 166 | Introduction to Graphics | 3 |
| 10248 and 10249 | Media Tech. – Workplace Experience Media Technology – other | IN 105 | Information Technology Concepts | 3 |

High School Pathway: Engineering & Applied Mathematics

College Programs of Study: Technology [Engineering Technology - Manufacturing]

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|------------------------|-----------------------------|----------------------------|----------------------|-----------------------|
| 21006 | Intro to Engineering Design | EN 230 | Part Design | 3 |

High School Pathway: Construction & Design

College Program of Study: Technology [Engineering Technology - Drafting],
[Engineering Technology - Manufacturing]

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|------------------------|---------------------------------------|----------------------------|------------------------------|-----------------------|
| 21107 | Drafting/CAD | IT 150 | Machine Trades Print Reading | 3 |
| 21103 | Architectural Design | EN 103 | Building Design with CAD | 3 |
| 21107 and 21150 | Drafting/CAD Advanced Drafting/CAD | EN 101 | Engineering Graphics I | 3 |

High School Pathway: Marketing

College Program of Study: Business and Industry [Business Administration],
[Marketing, Management, and Entrepreneurship], [Marketing]

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|------------------------|---------------------------|----------------------------|--------------------------|-----------------------|
| 12166 | Marketing Management | BA 210 | Principles of Management | 3 |

High School Pathway: Digital Media

College Program of Study: Fine Arts and Communication [Mass Communications]

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|----------------------------------|---|----------------------------|----------------------|-----------------------|
| 30100 30103 30150 30151 | 21 st Century Journalism Audio/Video Production Fundamentals Video Production Digital Media Design & Production | MC 165 | Applied Television I | 1 |

High School Pathway: Business Finance

College Program of Study: Business and Industry [Accounting Assistant], [Business Administration]

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|------------------------|---------------------------|----------------------------|--|-----------------------|
| 12053 | Entrepreneurship | BA 129 | Writing a Business Plan *If student takes 1 semester | 3 |
| | | BA 109 | OR Entrepreneurship *If student takes full year course | 3 |

High School Pathway: Health Science
 College Program of Study: Health Sciences [Nursing];

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|------------------------|---------------------------|----------------------------|---|-----------------------|
| 44050 | First AID/CPR/EMR | HP 221 | First Aid/CPR/AED | 2 |
| 03053 | Anatomy & Physiology | BI 240 | Anatomy & Physiology *Student must score at acceptable level on comprehensive Butler Community College exam. | 5 |
| 08057 | Nutrition & Wellness | HP 220 | Healthy Living | 3 |

IN WITNESS WHEREOF, the parties accept and approve **THIS AGREEMENT**.

USD 260-Derby

Butler Community College

 Signature
 USD 260-Derby Representative

 Loni M.M. Jensen, Director
 High School Academic Partnerships

 Printed Name & Title
 USD 260-Derby Representative

 Lori Winningham
 Vice President of Academics

 Dr. Kim Krull
 President, Butler Community College

Date filed KANSAS STATE BOARD OF REGENTS: _____



High School Articulation Agreement 2020-2021

THIS AGREEMENT, by and between USD 443-Dodge City High School and Butler Community College, is made in order to provide high school students the option to earn an Associate of Applied Science Degree, a Certificate, or an Associates of Arts: Mass Communication.

THEREFORE, it is agreed by and between the parties as follows:

- Any party may advertise the program and/or advise students that this option is available.
- Dodge City High School will supply all of the courses and competencies with no exchange of reimbursement between or among the institutions.
- Credit may only be applied toward a certificate program, an Associates of Applied Science program, or an Associates of Arts or Sciences program identified above. Credits are not intended for transfer to a baccalaureate institution. Students will need to verify transferability with the baccalaureate receiving institution.
- This agreement will be in effect from the graduation date of the student through a date not to exceed 15 months after high school graduation.
- Students must successfully complete the competencies in the high school articulated course(s) with a final grade of 'C' or better to qualify for college credit. High school transcripts must be submitted with the articulation credit application.
- The high school articulated courses will be reported on the college transcript upon completion of the articulation credit application and review of high school transcript. Students will receive CP (Credit Pending) college credit for the approved high school articulated course work until 12 credit hours have been earned at Butler Community College. After 12 hours have been earned the student must notify the Registrar's Office to have the CP changed to CR (Credit Received).
- *High school students qualifying for tuition assistance through the Kansas CTE Initiative may submit a completed articulation credit application and high school transcript for special processing prior to graduation. Upon approval, articulated credit will be posted directly to the student transcript at Butler Community College as Credit Received (CR).*
- This Agreement may be revised by mutual agreement and shall be modified in the event of cancellation, discontinuance or disapproval of any course or program by the Kansas Board of Regents.
- This agreement will be reviewed annually for possible changes, improvement or enhancements.
- This agreement does not guarantee admittance to a college or a program.

High School Pathway: Business Entrepreneurship & Management
 College Program of Study: Business and Industry [Business Administration],
 [Entrepreneurship]

| <i>KS Course Codes</i> | <i>High School Course</i> | <i>Butler Course Codes</i> | <i>Butler Course</i> | <i>College Credit</i> |
|------------------------|--|----------------------------|--|-----------------------|
| 12053 | Entrepreneurship | BA 129 | Writing a Business Plan <i>*If student takes 1 semester</i> | 3 |
| | | BA 109 | Entrepreneurship <i>*If student takes full year course</i> | 3 |
| 12052 and 32200 | Business Management Youth Entrepreneurs | BA 210 | Principles of Management | 3 |

IN WITNESS WHEREOF, the parties accept and approve **THIS AGREEMENT**.

USD 443-Dodge City

Butler Community College

 Signature
USD 443-Dodge City Representative

 Loni M.M. Jensen, Director
 High School Academic Partnerships

 Printed Name & Title
USD 443-Dodge City Representative

 Lori Winningham
 Vice President of Academics

 Dr. Kim Krull
 President, Butler Community College

Date filed KANSAS STATE BOARD OF REGENTS: _____



High School Articulation Agreement 2020-2021

THIS AGREEMENT, by and between USD 396-Douglass and Butler Community College, is made in order to provide high school students the option to earn an Associate of Applied Science Degree, a Certificate, an Associates of Arts in Mass Communication or Sociology/Social Work, or an Associates of Science in Sociology/Social Work.

THEREFORE, it is agreed by and between the parties as follows:

- Any party may advertise the program and/or advise students that this option is available.
- Douglass High School will supply all of the courses and competencies with no exchange of reimbursement between or among the institutions.
- Credit may only be applied toward a certificate program, an Associates of Applied Science program, or an Associates of Arts or Sciences program identified above. Credits are not intended for transfer to a baccalaureate institution. Students will need to verify transferability with the baccalaureate receiving institution.
- This agreement will be in effect from the graduation date of the student through a date not to exceed 15 months after high school graduation.
- Students must successfully complete the competencies in the high school articulated course(s) with a final grade of 'C' or better to qualify for college credit. High school transcripts must be submitted with the articulation credit application.
- The high school articulated courses will be reported on the college transcript upon completion of the articulation credit application and review of high school transcript. Students will receive CP (Credit Pending) college credit for the approved high school articulated course work until 12 credit hours have been earned at Butler Community College. After 12 hours have been earned the student must notify the Registrar's Office to have the CP changed to CR (Credit Received).
- *High school students qualifying for tuition assistance through the Kansas CTE Initiative may submit a completed articulation credit application and high school transcript for special processing prior to graduation. Upon approval, articulated credit will be posted directly to the student transcript at Butler Community College as Credit Received (CR).*
- This Agreement may be revised by mutual agreement and shall be modified in the event of cancellation, discontinuance or disapproval of any course or program by the Kansas Board of Regents.
- This agreement will be reviewed annually for possible changes, improvement, or enhancements.
- This agreement does not guarantee admittance to a college or a program.

High School Pathway: Business Finance

College Programs of Study: Business and Industry [Accounting Assistant],

[Business Administration]

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|------------------------|--|----------------------------|----------------------|-----------------------|
| 12107 and 22210 | Investing Consumer & Personal Finance | BA 112 | Personal Finance | 3 |

High School Pathway: Web and Digital Communications

College Programs of Study: Technology [Digital Media], [Web Development]

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|--|--|----------------------------|--------------------------|-----------------------|
| 10201 | Web Page Design | IN 112 | HTML & CSS | 3 |
| 05162/ 11154 and 10202 10203 | Graphic Design Computer Graphics Interactive Media | IN 166 | Introduction to Graphics | 3 |

High School Pathway: Family, Community and Consumer Services

College Program of Study: Humanities, Social, and Behavioral

Sciences [Sociology and Social Work]

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|------------------------|--------------------------------------|----------------------------|--------------------------------------|-----------------------|
| 22208 | Family Studies | BS 283.1 | Career Pathway: Family Studies | 2 |
| 45004 or 45014 | Human Growth & Development A or B | BS 282.1 | Career Pathway: Human Development | 2 |
| 08057 | Nutrition & Wellness | HP 220 | Healthy Living | 3 |

High School Pathway: Programming and Software Development
 College Programs of Study: Technology [Digital Media], [Web Development]

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|------------------------|---------------------------|----------------------------|----------------------|-----------------------|
| 10201 | Web Page Design | IN 112 | HTML & CSS | 3 |

High School Pathway: Manufacturing
 College Programs of Study: Technology [Engineering Technology - Manufacturing], [Welding Technology]

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|------------------------|---------------------------------------|----------------------------|------------------------------|-----------------------|
| 21107 and 21150 | Drafting/CAD Advanced Drafting/CAD | EN 101 | Engineering Graphics I | 3 |
| 21108 | Production Blueprint Reading | IT 150 | Machine Trades Print Reading | 3 |
| 18404/39207 | Production Welding I | We 130 | Oxy-Fuel Gas Welding | 1 |
| 18407/39208 | Production Welding II | WE 114 | Welding Methods | 2 |

IN WITNESS WHEREOF, the parties accept and approve **THIS AGREEMENT**.

USD 396-Douglass

Butler Community College

 Signature
 USD 396-Douglass Representative

 Loni M.M. Jensen, Director
 High School Academic Partnerships

 Printed Name & Title
 USD 396-Douglass Representative

 Lori Winningham
 Vice President of Academics

 Dr. Kim Krull
 President, Butler Community College

Date filed KANSAS STATE BOARD OF REGENTS: _____



High School Articulation Agreement 2020-2021

THIS AGREEMENT, by and between USD 490-EI Dorado and Butler Community College, is made in order to provide high school students the option to earn an Associate of Applied Science Degree, Certificate, an Associates of Arts in Mass Communication, Sociology/Social Work or an Associates of Science in Sociology/Social Work.

THEREFORE, it is agreed by and between the parties as follows:

- Any party may advertise the program and/or advise students that this option is available.
- EI Dorado High School will supply all of the courses and competencies with no exchange of reimbursement between or among the institutions.
- Credit may only be applied toward a certificate program, an Associates of Applied Science program, or an Associates of Arts or Sciences program identified above. Credits are not intended for transfer to a baccalaureate institution. Students will need to verify transferability with the baccalaureate receiving institution.
- This agreement will be in effect from the graduation date of the student through a date not to exceed 15 months after high school graduation.
- Students must successfully complete the competencies in the high school articulated course(s) with a final grade of 'C' or better to qualify for college credit. High school transcripts must be submitted with the articulation credit application.
- The high school articulated courses will be reported on the college transcript upon completion of the articulation credit application and review of high school transcript. Students will receive CP (Credit Pending) college credit for the approved high school articulated course work until 12 credit hours have been earned at Butler Community College. After 12 hours have been earned the student must notify the Registrar's Office to have the CP changed to CR (Credit Received).
- *High school students qualifying for tuition assistance through the Kansas CTE Initiative may submit a completed articulation credit application and high school transcript for special processing prior to graduation. Upon approval, articulated credit will be posted directly to the student transcript at Butler Community College as Credit Received (CR).*
- This Agreement may be revised by mutual agreement and shall be modified in the event of cancellation, discontinuance or disapproval of any course or program by the Kansas Board of Regents.
- This agreement will be reviewed annually for possible changes, improvement, or enhancements.
- This agreement does not guarantee admittance to a college or a program.

High School Pathway: Construction & Design

College Program of Study: Technology [Engineering Technology - Manufacturing]

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|------------------------|---|----------------------------|------------------------|-----------------------|
| 21107 | Drafting/CAD | EN 107 | AutoCAD Basics | 3 |
| 21107 and 21150 | Drafting/CAD Advanced Drafting/CAD | EN 101 | Engineering Graphics I | 3 |

High School Pathway: Manufacturing

College Program of Study: Technology [Engineering Technology - Manufacturing]

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|------------------------|------------------------------|----------------------------|------------------------------|-----------------------|
| 21107 | Drafting/CAD | EN 107 | AutoCAD Basics | 3 |
| 21108 | Production Blueprint Reading | IT 150 | Machine Trades Print Reading | 3 |

High School Pathway: Digital Media

College Program of Study: Fine Arts and Communications [Mass Communications], Technology [Digital Media]

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|--------------------------------------|---|----------------------------|-----------------------|-----------------------|
| 30100 30103 30150 30151 | 21 st Century Journalism Audio/Video Production Fundamentals Video Production Digital Media Design & Production | MC 165 | Applied Television I | 1 |
| 30105 | Photo Imaging | IN 122 | Digital Photography I | 3 |

High School Pathway: Business Finance

College Program of Study: Business and Industry [Accounting Assistant], [Business Administration]

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|------------------------|---------------------------|----------------------------|---|-----------------------|
| 12053 | Entrepreneurship | BA 129 | Writing a Business Plan *If student takes 1 semester | 3 |
| | | BA 109 | Entrepreneurship *If student takes full year course | 3 |

High School Pathway: Marketing

College Program of Study: Business and Industry [Business Administration], [Marketing, Management, and Entrepreneurship]

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|------------------------|---------------------------|----------------------------|---|-----------------------|
| 12164 | Marketing & Management | BA 140 | Introduction to Marketing | 3 |
| 12053 | Entrepreneurship | BA 129 | Writing a Business Plan *If student takes 1 semester | 3 |
| | | BA 109 | Entrepreneurship *If student takes full year course | 3 |

High School Pathway: Graphic Design

College Program of Study: Technology [Digital Media], [Web Development]

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|--|--|----------------------------|--|-----------------------|
| 05162/ 11154 and 10202 10203 | Graphic Design Computer Graphics Interactive Media | IN 166.1 | Career Pathway: Web & Digital Communications | 3 |
| 30105 | Photo Imaging | IN 122 | Digital Photography I | 3 |

High School Pathway: Web and Digital Communications

College Program of Study: Technology [Digital Media], [Web Development]

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|--|--|----------------------------|--|-----------------------|
| 05162/ 11154 and 10202 10203 | Graphic Design Computer Graphics Interactive Media | IN 166.1 | Career Pathway: Web & Digital Communications | 3 |

High School Pathway: Family, Community and Consumer Services

College Program of Study: Humanities, Social, and Behavioral
Sciences [Sociology and Social Work]

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|------------------------|---------------------------|----------------------------|-----------------------------------|-----------------------|
| 22208 | Family Studies | BS 283.1 | Career Pathway: Family Studies | 2 |

High School Pathway: Health Science
 College Program of Study: Health Sciences [Nursing]

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|------------------------|-----------------------------|----------------------------|--|-----------------------|
| 14997 | Certified Nursing Assistant | AH 122 | Nurse Aide <i>*must provide proof of current Kansas Nurse Assistant Certificate</i> | 5 |
| 08057 | Nutrition & Wellness | HP 220 | Healthy Living | 3 |
| 03053 | Anatomy & Physiology | BI 240 | Anatomy & Physiology <i>*Student must score at acceptable level on comprehensive Butler Community College exam.</i> | 5 |

IN WITNESS WHEREOF, the parties accept and approve **THIS AGREEMENT**.

USD 490-EI Dorado

Butler Community College

 Signature
 USD 490-EI Dorado Representative

 Loni M.M. Jensen, Director
 High School Academic Partnerships

 Printed Name & Title
 USD 490-EI Dorado Representative

 Lori Wunningham
 Vice President of Academics

 Dr. Kim Krull
 President, Butler Community College

Date filed KANSAS STATE BOARD OF REGENTS: _____



High School Articulation Agreement 2020-2021

THIS AGREEMENT, by and between USD 253–Emporia and Butler Community College, is made in order to provide high school students the option to earn an Associate of Applied Science Degree, a Certificate, an Associates of Arts in Mass Communication, Sociology/Social Work, or Elementary or Secondary Education, or an Associates of Science in Sociology/Social Work, Elementary or Secondary Education.

THEREFORE, it is agreed by and between the parties as follows:

- Any party may advertise the program and/or advise students that this option is available.
- Emporia High School will supply all of the courses and competencies with no exchange of reimbursement between or among the institutions.
- Credit may only be applied toward a certificate program, an Associates of Applied Science program, or an Associates of Arts or Sciences program identified above. Credits are not intended for transfer to a baccalaureate institution. Students will need to verify transferability with the baccalaureate receiving institution
- This agreement will be in effect from the graduation date of the student through a date not to exceed 15 months after high school graduation.
- Students must successfully complete the competencies in the high school articulated course(s) with a final grade of 'C' or better to qualify for college credit. High school transcripts must be submitted with the articulation credit application.
- The high school articulated courses will be reported on the college transcript upon completion of the articulation credit application and review of high school transcript. Students will receive CP (Credit Pending) college credit for the approved high school articulated course work until 12 credit hours have been earned at Butler Community College. After 12 hours have been earned the student must notify the Registrar's Office to have the CP changed to CR (Credit Received).
- *High school students qualifying for tuition assistance through the Kansas CTE Initiative may submit a completed articulation credit application and high school transcript for special processing prior to graduation. Upon approval, articulated credit will be posted directly to the student transcript at Butler Community College as Credit Received (CR).*
- This Agreement may be revised by mutual agreement and shall be modified in the event of cancellation, discontinuance or disapproval of any course or program by the Kansas Board of Regents.
- This agreement will be reviewed annually for possible changes, improvement, or enhancements.
- This agreement does not guarantee admittance to a college or a program.

High School Pathways: Travel and Tourism, Restaurant & Event Management
 College Programs of Study: Business and Industry [Culinary Arts], [Hotel Management], [Restaurant Management]

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|-------------------------|--|----------------------------|--|-----------------------|
| 16052 34056 34058 | Culinary Essentials Culinary Arts I Culinary Arts II | HM 101 | Sanitation Management <i>*with proof of current ServSafe certification</i> | 1 |
| 12053 | Entrepreneurship | BA 129 | Writing a Business Plan <i>*If student takes 1 semester course</i> OR Entrepreneurship <i>*If student takes full year course</i> | 3 3 |

High School Pathways: Marketing

College Program of Study: Business & Industry [Business Administration], [Marketing], [Marketing, Management, and Entrepreneurship]

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|------------------------|---|----------------------------|---------------------------|-----------------------|
| 12164 | Principles of Marketing | BA 140 | Intro to Marketing | 3 |
| 35300 | Marketing Applications | BA 283.1 | Career Pathway: Marketing | 2 |
| 12052 AND 32200 | Business Management Applied Business Development | BA 210 | Principles of Management | 3 |

High School Pathways: Teaching/Training

College Program of Study: Education [Elementary or Secondary Education]

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|-------------------------|---|----------------------------|---|-----------------------|
| 19151 19152 42251 | Teaching as a Career Teaching Internship Teaching Observation | ED 206 | Introduction to Teaching <i>*Student must complete 30 hours of field experience (10 hrs. each at elementary, middle, and high school levels)</i> | 3 |
| 45004 or 45014 | Human Growth & Development A or B | BS 282.1 | Career Pathway: Human Development | 2 |

3/5

High School Pathway: Manufacturing

College Programs of Study: Technology [Engineering Technology - Manufacturing],

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|------------------------|---------------------------|----------------------------|---------------------------|-----------------------|
| 13204 | CAM | EN 220 | Beginning Concepts of CNC | 3 |

High School Pathway: Family, Community & Consumer Services College
 Program of Study: Humanities, Social and Behavioral Sciences [Sociology and Social Work]

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|------------------------|---------------------------|----------------------------|--------------------------------|-----------------------|
| 22208 | Family Studies | BS 283.1 | Career Pathway: Family Studies | 2 |

High School Pathway: Early Childhood Development & Services
 College Program of Study: Education [Early Childhood Education]

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|---|--|----------------------------|---|-----------------------|
| 22207/45001 19052 19098 19051 45004 | Career & Life Planning/Intro to Family and Consumer Sciences Found to Early Childhood Dev Early Childhood App Orientation to Early Childhood Ed Human Growth & Dev A | CD 122 | Principles of Early Childhood Education I | 3 |
| 45004/45014 | Human Growth & Development A | BS 282.2 | Career Pathways: Human Development | 2 |

High School Pathway: Digital Media

College Program of Study: Fine Arts and Communications [Mass Communications]

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|--------------------------------------|---|----------------------------|----------------------|-----------------------|
| 30100 30103 30150 30151 | 21 st Century Journalism Audio/Video Production Fundamentals Video Production Digital Media Design & Production | MC 165 | Applied Television 1 | 1 |
| 10004 | Computer Applications | BE 160 | Computer Concepts | 3 |

IN WITNESS WHEREOF, the parties accept and approve **THIS AGREEMENT**.

USD 253-Emporia

Butler Community College

Signature
USD 253-Emporia Representative

Loni M.M. Jensen, Director
High School Academic Partnerships

Printed Name & Title
USD 253-Emporia Representative

Lori Winningham
Vice President of Academics

Dr. Kim Krull
President, Butler Community College

Date filed KANSAS STATE BOARD OF REGENTS: _____



High School Articulation Agreement 2020-2021

THIS AGREEMENT, by and between USD 389-Eureka and Butler Community College, is made in order to provide high school students the option to earn an Associate of Applied Science Degree, a Certificate, or an Associates of Arts in Mass Communication.

THEREFORE, it is agreed by and between the parties as follows:

- Any party may advertise the program and/or advise students that this option is available.
- Eureka High School will supply all of the courses and competencies with no exchange of reimbursement between or among the institutions.
- Credit may only be applied toward a certificate program, an Associates of Applied Science program, or an Associates of Arts or Sciences program identified above. Credits are not intended for transfer to a baccalaureate institution. Students will need to verify transferability with the baccalaureate receiving institution.
- This agreement will be in effect from the graduation date of the student through a date not to exceed 15 months after high school graduation.
- Students must successfully complete the competencies in the high school articulated course(s) with a final grade of 'C' or better to qualify for college credit. High school transcripts must be submitted with the articulation credit application.
- The high school articulated courses will be reported on the college transcript upon completion of the articulation credit application and review of high school transcript. Students will receive CP (Credit Pending) college credit for the approved high school articulated course work until 12 credit hours have been earned at Butler Community College. After 12 hours have been earned the student must notify the Registrar's Office to have the CP changed to CR (Credit Received).
- *High school students qualifying for tuition assistance through the Kansas CTE Initiative may submit a completed articulation credit application and high school transcript for special processing prior to graduation. Upon approval, articulated credit will be posted directly to the student transcript at Butler Community College as Credit Received (CR).*
- This Agreement may be revised by mutual agreement and shall be modified in the event of cancellation, discontinuance or disapproval of any course or program by the Kansas Board of Regents.
- This agreement will be reviewed annually for possible changes, improvement, or enhancements.
- This agreement does not guarantee admittance to a college or a program.

High School Pathway: Early Childhood Development & Services
College Program of Study: Education [Early Childhood Education]

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|---|---|----------------------------|---|-----------------------|
| 45001 or 22207 and 19052 19098 19051 45004/ 45014 | Intro to Family & Consumer Sciences Career & Life Planning Foundations of Early Childhood Development Early Childhood Application Orientation to Early Childhood Development Human Growth & Development A or B | CD 122 | Principles of Early Childhood Education I | 3 |

IN WITNESS WHEREOF, the parties accept and approve **THIS AGREEMENT**.

USD 389-Eureka

Butler Community College

Signature
USD 389-Eureka Representative

Loni M.M. Jensen, Director
High School Academic Partnerships

Printed Name & Title
USD 389-Eureka Representative

Lori Winningham
Vice President of Academics

Dr. Kim Krull
President, Butler Community College

Date filed KANSAS STATE BOARD OF REGENTS: _____



High School Articulation Agreement 2020-2021

THIS AGREEMENT, by and between USD 492-Flinthills High School and Butler Community College, is made in order to provide high school students the option to earn an Associate of Applied Science Degree, a Certificate, or an Associates of Arts: Mass Communication.

THEREFORE, it is agreed by and between the parties as follows:

- Any party may advertise the program and/or advise students that this option is available.
- Flinthills High School will supply all of the courses and competencies with no exchange of reimbursement between or among the institutions.
- Credit may only be applied toward a certificate program, an Associates of Applied Science program, or an Associates of Arts or Sciences program identified above. Credits are not intended for transfer to a baccalaureate institution. Students will need to verify transferability with the baccalaureate receiving institution.
- This agreement will be in effect from the graduation date of the student through a date not to exceed 15 months after high school graduation.
- Students must successfully complete the competencies in the high school articulated course(s) with a final grade of 'C' or better to qualify for college credit. High school transcripts must be submitted with the articulation credit application.
- The high school articulated courses will be reported on the college transcript upon completion of the articulation credit application and review of high school transcript. Students will receive CP (Credit Pending) college credit for the approved high school articulated course work until 12 credit hours have been earned at Butler Community College. After 12 hours have been earned the student must notify the Registrar's Office to have the CP changed to CR (Credit Received).
- *High school students qualifying for tuition assistance through the Kansas CTE Initiative may submit a completed articulation credit application and high school transcript for special processing prior to graduation. Upon approval, articulated credit will be posted directly to the student transcript at Butler Community College as Credit Received (CR).*
- This Agreement may be revised by mutual agreement and shall be modified in the event of cancellation, discontinuance or disapproval of any course or program by the Kansas Board of Regents.
- This agreement will be reviewed annually for possible changes, improvement, or enhancements.
- This agreement does not guarantee admittance to a college or a program.

High School Pathway: Manufacturing

College Programs of Study: Technology [Engineering Technology - Manufacturing]

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|------------------------|---------------------------|----------------------------|----------------------|-----------------------|
| 21107 | Drafting/CAD | EN 107 | AutoCAD Basics | 3 |

High School Pathways: Agribusiness Systems, Comprehensive Agricultural Science, Animal Science, Biotechnology in Agriculture, Food Products & Processing Systems, Natural Resources & Environmental Systems, Plant Systems

College Programs of Study: Business and Industry [Livestock Management and Merchandising], [Farm and Ranch Management]

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|------------------------|--|----------------------------|----------------------------|-----------------------|
| 18001 and 18002 | Introduction to Agriculture Agriscience | AG 111 | Agriculture in our Society | 2 |

High School Pathway: Power, Structural & Technical Systems

College Programs of Study: Business and Industry [Livestock Management and Merchandising], [Farm and Ranch Management]

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|------------------------|--|----------------------------|----------------------------|-----------------------|
| 18001 and 18002 | Introduction to Agriculture Agriscience | AG 111 | Agriculture in our Society | 2 |
| 18402 | Advanced Ag Mechanics | WE 114 | Welding Methods | 2 |

High School Pathway: Graphic Design

College Program of Study: Technology [Digital Media], [Web Development]

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|------------------------|-------------------------------------|----------------------------|--------------------------------------|-----------------------|
| 21205 | Project Mgmt. & Resource Scheduling | IN 159 | Information Technology Project Mgmt. | 3 |

High School Pathway: Manufacturing

College Program of Study: Technology [Engineering Technology - Manufacturing]

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|------------------------|----------------------------|----------------------------|---------------------------|-----------------------|
| 13203 | Machine Tool Tech | IT 100 | Machine Processes I | 3 |
| 39204 | Machine Tool Technology II | EN 220 | Beginning Concepts of CNC | 3 |

High School Pathway: Manufacturing

College Programs of Study: Technology [Engineering Technology - Manufacturing], [Welding Technology]

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|------------------------|---------------------------|----------------------------|----------------------|-----------------------|
| 18407/ 39208 | Production Welding II | WE 114 | Welding Methods | 2 |

High School Pathway: Graphic Design

College Programs of Study: Technology [Digital Media], [Web Development]

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|--|--|----------------------------|---------------------------------|-----------------------|
| 10004 | Computer Applications | BE 160 | Computer Concepts | 3 |
| 30101 and 30102 | Principles of Illustration Graphic Design Fund. | IN 124 | Introduction to Digital Design | 3 |
| 30105 | Photo Imaging | IN 122 | Digital Photography I | 3 |
| 05162/ 11154 and 10202 10203 | Graphic Design Computer Graphics Interactive Media | IN 166 | Introduction to Graphics | 3 |
| 10248 and 10249 | Media Tech – Workplace Experience Media Tech – Other | IN 105 | Information Technology Concepts | 3 |

IN WITNESS WHEREOF, the parties accept and approve **THIS AGREEMENT**.

USD 492-Flinthills

Butler Community College

Signature
USD 492-Flinthills Representative

Loni M.M. Jensen, Director
High School Academic Partnerships

Printed Name & Title
USD 492-Flinthills Representative

Lori Winningham
Vice President of Academics

Dr. Kim Krull
President, Butler Community College

Date filed KANSAS STATE BOARD OF REGENTS: _____



High School Articulation Agreement 2020-2021

THIS AGREEMENT, by and between USD 206-Remington-Whitewater (Remington High School) and Butler Community College, is made in order to provide high school students the option to earn an Associate of Applied Science Degree, Certificate, an Associates of Arts in Mass Communication, Sociology/Social Work or an Associates of Science in Sociology/Social Work.

THEREFORE, it is agreed by and between the parties as follows:

- Any party may advertise the program and/or advise students that this option is available.
- Remington High School will supply all of the courses and competencies with no exchange of reimbursement between or among the institutions.
- Credit may only be applied toward a certificate program, an Associates of Applied Science program, or an Associates of Arts or Sciences program identified above. Credits are not intended for transfer to a baccalaureate institution. Students will need to verify transferability with the baccalaureate receiving institution.
- This agreement will be in effect from the graduation date of the student through a date not to exceed 15 months after high school graduation.
- Students must successfully complete the competencies in the high school articulated course(s) with a final grade of 'C' or better to qualify for college credit. High school transcripts must be submitted with the articulation credit application.
- The high school articulated courses will be reported on the college transcript upon completion of the articulation credit application and review of high school transcript. Students will receive CP (Credit Pending) college credit for the approved high school articulated course work until 12 credit hours have been earned at Butler Community College. After 12 hours have been earned the student must notify the Registrar's Office to have the CP changed to CR (Credit Received).
- *High school students qualifying for tuition assistance through the Kansas CTE Initiative may submit a completed articulation credit application and high school transcript for special processing prior to graduation. Upon approval, articulated credit will be posted directly to the student transcript at Butler Community College as Credit Received (CR).*
- This Agreement may be revised by mutual agreement and shall be modified in the event of cancellation, discontinuance or disapproval of any course or program by the Kansas Board of Regents.
- This agreement will be reviewed annually for possible changes, improvement, or enhancements.
- This agreement does not guarantee admittance to a college or a program.

High School Pathway: Web and Digital Communications

College Program of Study: Technology [Digital Media], [Interactive, Digital, and 3D Technology], [Web Development]

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|------------------------|---------------------------|----------------------------|---------------------------|-----------------------|
| 10152 | Computer Programming | IN 108 | Intro to Visual Basic.NET | 3 |
| 10201 | Web Page Design | IN 112 | HTML & CSS | 3 |

High School Pathway: Construction & Design

College Program of Study: Technology [Engineering Technology - Manufacturing]

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|------------------------|---------------------------|----------------------------|----------------------|-----------------------|
| 21107 | Drafting/CAD | EN 107 | AutoCAD Basics | 3 |

IN WITNESS WHEREOF, the parties accept and approve **THIS AGREEMENT**.

USD 206 Remington-Whitewater

Butler Community College

Signature
USD 206 Remington-Whitewater
Representative

Loni M.M. Jensen, Director
High School Academic Partnerships

Printed Name & Title
USD 206 Remington-Whitewater
Representative

Lori Winningham
Vice President of Academics

Dr. Kim Krull
President, Butler Community College

Date filed KANSAS STATE BOARD OF REGENTS: _____ 2/2



High School Articulation Agreement 2020-2021

THIS AGREEMENT, by and between USD 265-Goddard and Butler Community College, is made in order to provide high school students the option to earn an Associate of Applied Science Degree, Certificate, an Associates of Arts in Mass Communication, Sociology/Social Work or an Associates of Science in Sociology/Social Work.

THEREFORE, it is agreed by and between the parties as follows:

- Any party may advertise the program and/or advise students that this option is available.
- Goddard Public Schools will supply all of the courses and competencies with no exchange of reimbursement between or among the institutions.
- Credit may only be applied toward a certificate program, an Associates of Applied Science program, or an Associates of Arts or Sciences program identified above. Credits are not intended for transfer to a baccalaureate institution. Students will need to verify transferability with the baccalaureate receiving institution.
- This agreement will be in effect from the graduation date of the student through a date not to exceed 15 months after high school graduation.
- Students must successfully complete the competencies in the high school articulated course(s) with a final grade of 'C' or better to qualify for college credit. High school transcripts must be submitted with the articulation credit application.
- The high school articulated courses will be reported on the college transcript upon completion of the articulation credit application and review of high school transcript. Students will receive CP (Credit Pending) college credit for the approved high school articulated course work until 12 credit hours have been earned at Butler Community College. After 12 hours have been earned the student must notify the Registrar's Office to have the CP changed to CR (Credit Received).
- *High school students qualifying for tuition assistance through the Kansas CTE Initiative may submit a completed articulation credit application and high school transcript for special processing prior to graduation. Upon approval, articulated credit will be posted directly to the student transcript at Butler Community College as Credit Received (CR).*
- This Agreement may be revised by mutual agreement and shall be modified in the event of cancellation, discontinuance or disapproval of any course or program by the Kansas Board of Regents.
- This agreement will be reviewed annually for possible changes, improvement, or enhancements.
- This agreement does not guarantee admittance to a college or a program.

High School Pathway: Business Finance – Accounting 52.0801

College Program of Study: Business and Industry [Accounting Assistant]

| <i>KS Course Codes</i> | <i>High School Course</i> | <i>Butler Course Codes</i> | <i>Butler Course</i> | <i>College Credit</i> |
|------------------------|---------------------------|----------------------------|--|-----------------------|
| 12053 | Entrepreneurship | BA 129 | Writing a Business Plan *If student takes 1 semester | 3 |
| | | BA 109 | OR Entrepreneurship *If student takes full year course | 3 |

High School Pathway: Marketing 52.1402

College Program of Study: Business and Industry [Marketing, Management, and Entrepreneurship]

| <i>KS Course Codes</i> | <i>High School Course</i> | <i>Butler Course Codes</i> | <i>Butler Course</i> | <i>College Credit</i> |
|------------------------|---------------------------|----------------------------|--|-----------------------|
| 12053 | Entrepreneurship | BA 129 | Writing a Business Plan *If student takes 1 semester | 3 |
| | | BA 109 | OR Entrepreneurship *If student takes full year course | 3 |
| 12164 | Principles of Marketing | BA 140 | Introduction to Marketing | 3 |
| 10201 | Web Page Design | IN 112 | HTML & CSS | 3 |

High School Pathway: Teaching/Training 13.0101

College Program of Study: Education [Elementary or Secondary Education]

| <i>KS Course Codes</i> | <i>High School Course</i> | <i>Butler Course Codes</i> | <i>Butler Course</i> | <i>College Credit</i> |
|-------------------------|---|----------------------------|--|-----------------------|
| 19151 19152 42251 | Teaching as a Career Teaching Internship Teaching Observation | ED 206 | Introduction to Teaching <i>*Student must complete 30 hours of field experience (10 hrs. each at elementary, middle, and high school levels).</i> | 3 |
| 45004 or 45014 | Human Growth & Development A Human Growth & Development B | BS 282.1 | Career Pathway: Human Development | 2 |

High School Pathway: Web and Digital Communications 11.1004

College Program of Study: Technology [Digital Media], [Interactive, Digital, and 3D Technology], [Internetworking Management], [Web Development]

| <i>KS Course Codes</i> | <i>High School Course</i> | <i>Butler Course Codes</i> | <i>Butler Course</i> | <i>College Credit</i> |
|------------------------|------------------------------------|----------------------------|----------------------------------|-----------------------|
| 05162- 11154 | Graphic Design I/Graphic Design II | BA225.1 | Computer Advertising Design | Elective Credit |
| 10201 | Web Page Design | IN 112 | HTML & CSS | 3 |
| 10152 | Computer Programming | IN 108 | Introduction to Visual Basic.NET | 3 |

High School Pathway: Programming and Software Development 11.0201

College Program of Study: Technology [Interactive, Digital, and 3D Technology], [Software Development], [Web Development]

| <i>KS Course Codes</i> | <i>High School Course</i> | <i>Butler Course Codes</i> | <i>Butler Course</i> | <i>College Credit</i> |
|------------------------|---------------------------|----------------------------|----------------------------------|-----------------------|
| 10152 | Computer Programming | IN 108 | Introduction to Visual Basic.NET | 3 |
| 10201 | Web Page Design | IN 112.1 | HTML & CSS | 3 |

High School Pathway: Family, Community and Consumer Services
19.0799

College Program of Study: Humanities, Social and Behavioral
Sciences [Sociology and Social Work]

| <i>KS Course Codes</i> | <i>High School Course</i> | <i>Butler Course Codes</i> | <i>Butler Course</i> | <i>College Credit</i> |
|------------------------|--|----------------------------|--------------------------------------|-----------------------|
| 22208 | Family Studies | BS 283.1 | Career Pathway: Family Studies | 2 |
| 45004 or 45014 | Human Growth & Development A Human Growth & Development B | BS 282.1 | Career Pathway: Human Development | 2 |

High School Pathway: Digital Media

College Program of Study: Fine Arts and Communication [Mass Communications];
Technology [Digital Media], [Interactive, Digital, and 3D Technology], [Web
Development]

| <i>KS Course Codes</i> | <i>High School Course</i> | <i>Butler Course Codes</i> | <i>Butler Course</i> | <i>College Credit</i> |
|----------------------------------|---|----------------------------|--------------------------------|-----------------------|
| 05162 | Graphic Design 1 | BA 225.1 | Computer Advertising Design | Elective Credit |
| 30100 30103 30150 30151 | 21 st Century Journalism Audio/Video Production Fundamentals Video Production Digital Media Design & Production | MC 165 | Applied Television I | 1 |
| 30105 | Photo Imaging (GHS) | IN 122 | Digital Photography 1 | 3 |

High School Pathway: Graphic Design 50.0499

College Program of Study: Computer Information Technology [Digital Media], [Web
Development]

| <i>KS Course Codes</i> | <i>High School Course</i> | <i>Butler Course Codes</i> | <i>Butler Course</i> | <i>College Credit</i> |
|------------------------|--|----------------------------|--|-----------------------|
| 05162 | Graphic Design 1 | BA 225.1 | Computer Advertising Design | Elective Credit |
| 30101 and 30102 | Principles of Illustration Graphic Design Fund. | IN 124.1 | Career Pathway: Intro to Digital Design | 3 |
| 30105 | Photo Imaging | IN 183 | Digital Video Production1 | 3 |

High School Pathway: Health Science 51.999
 College Program of Study: Health Sciences

| <i>KS Course Codes</i> | <i>High School Course</i> | <i>Butler Course Codes</i> | <i>Butler Course</i> | <i>College Credit</i> |
|------------------------|----------------------------|----------------------------|---|-----------------------|
| 03053 | Anatomy & Physiology | BI 240 | Anatomy & Physiology *Student must score at acceptable level on comprehensive Butler Community College exam. | 5 |
| 44050 | Health (First Aid/CPR/EMR) | HP 221 | First Aid/CPR/AED | 2 |

High School Pathway: Engineering & Applied Mathematics
 14.0101
 College Program of Study: Engineering

| <i>KS Course Codes</i> | <i>High School Course</i> | <i>Butler Course Codes</i> | <i>Butler Course</i> | <i>College Credit</i> |
|------------------------|-----------------------------|----------------------------|---------------------------|-----------------------|
| 21006 | Intro to Engineering Design | IT 230 | Manufacturing Part Design | 3 |
| | | | | |

IN WITNESS WHEREOF, the parties accept and approve **THIS AGREEMENT**.

USD 265-Goddard

Butler Community College

 Signature
 USD 265-Goddard Representative

 Loni M.M. Jensen, Director
 High School Academic Partnerships

 Printed Name & Title
 USD 265-Goddard Representative

 Lori Winingham
 Vice President of Academics

 Dr. Kim Krull
 President, Butler Community College

Date filed KANSAS STATE BOARD OF REGENTS: _____



High School Articulation Agreement 2020-2021

THIS AGREEMENT, by and between USD 440-Halstead and Butler Community College, is made in order to provide high school students the option to earn an Associate of Applied Science Degree, a Certificate, or an Associates of Arts: Mass Communication.

THEREFORE, it is agreed by and between the parties as follows:

- Any party may advertise the program and/or advise students that this option is available.
- Halstead High School will supply all of the courses and competencies with no exchange of reimbursement between or among the institutions.
- Credit may only be applied toward a certificate program, an Associates of Applied Science program, or an Associates of Arts or Sciences program identified above. Credits are not intended for transfer to a baccalaureate institution. Students will need to verify transferability with the baccalaureate receiving institution.
- This agreement will be in effect from the graduation date of the student through a date not to exceed 15 months after high school graduation.
- Students must successfully complete the competencies in the high school articulated course(s) with a final grade of 'C' or better to qualify for college credit. High school transcripts must be submitted with the articulation credit application.
- The high school articulated courses will be reported on the college transcript upon completion of the articulation credit application and review of high school transcript. Students will receive CP (Credit Pending) college credit for the approved high school articulated course work until 12 credit hours have been earned at Butler Community College. After 12 hours have been earned the student must notify the Registrar's Office to have the CP changed to CR (Credit Received).
- *High school students qualifying for tuition assistance through the Kansas CTE Initiative may submit a completed articulation credit application and high school transcript for special processing prior to graduation. Upon approval, articulated credit will be posted directly to the student transcript at Butler Community College as Credit Received (CR).*
- This Agreement may be revised by mutual agreement and shall be modified in the event of cancellation, discontinuance or disapproval of any course or program by the Kansas Board of Regents.
- This agreement will be reviewed annually for possible changes, improvement, or enhancements.
- This agreement does not guarantee admittance to a college or a program.

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|--|--|----------------------------|--------------------------|-----------------------|
| 05162/ 11154 and 10202 10203 | Graphic Design Computer Graphics Interactive Media | IN 166 | Introduction to Graphics | 3 |

High School Pathway: Web and Digital Communications
 College Programs of Study: Technology [Digital Media], [Web Development]

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|--|--|----------------------------|--------------------------|-----------------------|
| 05162/ 11154 and 10202 10203 | Graphic Design Computer Graphics Interactive Media | IN 166 | Introduction to Graphics | 3 |
| 10201 | Web Page Design | IN 112 | HTML & CSS | 3 |

High School Pathway: Graphic Design
 College Program of Study: Business and Professional [Advertising]

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|--|--|----------------------------|--------------------------|-----------------------|
| 05162/ 11154 and 10202 10203 | Graphic Design Computer Graphics Interactive Media | IN 166 | Introduction to Graphics | 3 |

IN WITNESS WHEREOF, the parties accept and approve **THIS AGREEMENT**.

USD 440 – Halstead

Butler Community College

Signature
USD 440-Halstead Representative

Loni M.M. Jensen, Director
High School Academic Partnerships

Printed Name & Title
USD 440-Halstead Representative

Lori Winningham
Vice President of Academics

Dr. Kim Krull
President, Butler Community College

Date filed KANSAS STATE BOARD OF REGENTS: _____



High School Articulation Agreement 2020-2021

THIS AGREEMENT, by and between USD 410-Durham-Hillsboro-Lehigh (Hillsboro High School) and Butler Community College, is made in order to provide high school students the option to earn an Associate of Applied Science Degree, a Certificate, or an Associates of Arts: Mass Communication.

THEREFORE, it is agreed by and between the parties as follows:

- Any party may advertise the program and/or advise students that this option is available.
- Hillsboro High School will supply all of the courses and competencies with no exchange of reimbursement between or among the institutions.
- Credit may only be applied toward a certificate program, an Associates of Applied Science program, or an Associates of Arts or Sciences program identified above. Credits are not intended for transfer to a baccalaureate institution. Students will need to verify transferability with the baccalaureate receiving institution.
- This agreement will be in effect from the graduation date of the student through a date not to exceed 15 months after high school graduation.
- Students must successfully complete the competencies in the high school articulated course(s) with a final grade of 'C' or better to qualify for college credit. High school transcripts must be submitted with the articulation credit application.
- The high school articulated courses will be reported on the college transcript upon completion of the articulation credit application and review of high school transcript. Students will receive CP (Credit Pending) college credit for the approved high school articulated course work until 12 credit hours have been earned at Butler Community College. After 12 hours have been earned the student must notify the Registrar's Office to have the CP changed to CR (Credit Received).
- *High school students qualifying for tuition assistance through the Kansas CTE Initiative may submit a completed articulation credit application and high school transcript for special processing prior to graduation. Upon approval, articulated credit will be posted directly to the student transcript at Butler Community College as Credit Received (CR).*
- This Agreement may be revised by mutual agreement and shall be modified in the event of cancellation, discontinuance or disapproval of any course or program by the Kansas Board of Regents.
- This agreement will be reviewed annually for possible changes, improvement, or enhancements.
- This agreement does not guarantee admittance to a college or a program.

High School Pathway: Animal Science, Animal Science, Comprehensive Agricultural Science

College Programs of Study: Agriculture [Livestock Management and Merchandising], [Farm and Ranch Management]

| KS Course Codes | High School Course | Butler Course Code | Butler Course | College Credit |
|------------------------|---|---------------------------|------------------------------|-----------------------|
| 18001 and 18002 | Intro to Agriculture Agriscience | AG 111 | Agriculture in our Society | 2 |
| 18101 and 18103 | Animal Science Advanced Animal Science | AG 102 | Principles of Animal Science | 3 |

High School Pathway: Power, Structural and Technical Systems

College Programs of Study: Agriculture [Livestock Management and Merchandising], [Farm and Ranch Management]

| KS Course Codes | High School Course | Butler Course Code | Butler Course | College Credit |
|------------------------|-------------------------------------|---------------------------|----------------------------|-----------------------|
| 18001 and 18002 | Intro to Agriculture Agriscience | AG 111 | Agriculture in our Society | 2 |

High School Pathway: Business Entrepreneurship & Management

College Programs of Study: Business and Professional [Accounting Assistant], [Business Administration]

| KS Course Codes | High School Course | Butler Course Code | Butler Course | College Credit |
|------------------------|---|---------------------------|---|-----------------------|
| 12053 | Entrepreneurship | BA 129 BA 109 | Writing a Business Plan *If student takes 1 semester OR Entrepreneurship *If student takes full year course | 3 3 |
| 12052 and 32200 | Business Management Applied Business Development | BA 210 | Principles of Management | 3 |

High School Pathway: Business Finance

College Programs of Study: Business and Professional [Accounting Assistant],
[Business Administration]

| KS Course Codes | High School Course | Butler Course Code | Butler Course | College Credit |
|------------------------|---------------------------|---------------------------|---|-----------------------|
| 12053 | Entrepreneurship | BA 129 | Writing a Business Plan *If student takes 1 semester | 3 |
| | | BA 109 | Entrepreneurship *If student takes full year course | 3 |

High School Pathway: Restaurant & Event Management

College Programs of Study: Business and Professional [Culinary Arts], [Hotel Management], [Restaurant Management]

| KS Course Codes | High School Course | Butler Course Code | Butler Course | College Credit |
|-------------------------|--|---------------------------|--|-----------------------|
| 16052 34056 34058 | Culinary Essentials Culinary Arts I Culinary Arts II | HM 101 | Sanitation Management *with proof of current ServSafe certification | 1 |
| 08057 | Nutrition & Wellness | FW 220 | Healthy Living | 3 |

High School Pathway: Early Childhood Development & Services

College Program of Study: Education [Early Childhood Education]

| KS Course Codes | High School Course | Butler Course Code | Butler Course | College Credit |
|---|---|---------------------------|---|-----------------------|
| 45001 or 22207 and 19052 19098 19051 45004/ 45014 | Intro to Family & Consumer Sciences Career & Life Planning Foundations of Early Childhood Development Early Childhood Application Orientation to Early Childhood Development Human Growth & Development A or B | CD 122 | Principles of Early Childhood Education I | 3 |
| 22208 | Family Studies | BS 283.1 | Career Pathway: Family Studies | 2 |

High School Pathway: Health Science

College Program of Study: Health Care [Patient Care Pathways]

| KS Course Codes | High School Course | Butler Course Code | Butler Course | College Credit |
|------------------------|---------------------------|---------------------------|--|-----------------------|
| 08057 | Nutrition & Wellness | FW 220 | Healthy Living | 3 |
| 03053 | Anatomy & Physiology | BI 240 | Anatomy & Physiology <i>*Student must score at acceptable level on comprehensive Butler Community College exam.</i> | 5 |

High School Pathway: Programming and Software Development

College Programs of Study: Computer Information Technology [Cyber Security], [Database Administration], [Internetworking Management], [Software Development], [Web Development], [Windows Administration]

| KS Course Codes | High School Course | Butler Course Code | Butler Course | College Credit |
|------------------------|---------------------------|---------------------------|----------------------|-----------------------|
| 10201 | Web Page Design | IN 112 | HTML & CSS | 3 |
| 10004 | Computer Applications | BE 160 | Computer Concepts | 3 |

High School Pathway: Web and Digital Communications

College Programs of Study: Computer Information Technology [Cyber Security], [Database Administration], [Digital Media], [Internetworking Management], [Software Development], [Web Development], [Windows Administration]

| KS Course Codes | High School Course | Butler Course Code | Butler Course | College Credit |
|------------------------|---------------------------|---------------------------|---------------------------|-----------------------|
| 10201 | Web Page Design | IN 112 | HTML & CSS | 3 |
| 10210 | Animation | IN 217 | 2D Animation & Cartooning | 3 |
| 10004 | Computer Applications | BE 160 | Computer Concepts | 3 |

High School Pathway: Digital Media

College Programs of Study: Computer Information Technology [Digital Media], [Web Development]; Business and Professional [Business Administration]

| KS Course Codes | High School Course | Butler Course Code | Butler Course | College Credit |
|--|--|---------------------------|---|-----------------------|
| 05162/ 11154 and 10202 10203 | Graphic Design Computer Graphics Interactive Media | IN 166.1 | Career Pathway: Web & Digital Communications | 3 |
| 10004 | Computer Applications | BE 160 | Computer Concepts | 3 |
| 30105 | Photo Imaging | IN 122 | Digital Photography I | 3 |
| 30101 and 30102 | Principles of Illustration Graphic Design Fund. | IN 164.1 | Career Pathway: AV Communications | 3 |

High School Pathway: Graphic Design

College Programs of Study: Computer Information Technology [Digital Media], [Web Development]; Business and Professional [Business Administration]

| KS Course Codes | High School Course | Butler Course Code | Butler Course | College Credit |
|------------------------|--|---------------------------|--------------------------------------|-----------------------|
| 10004 | Computer Applications | BE 160 | Computer Concepts | 3 |
| 30105 | Photo Imaging | IN 122 | Digital Photography I | 3 |
| 30101 and 30102 | Principles of Illustration Graphic Design Fund. | IN 164.1 | Career Pathway: AV Communications | 3 |

High School Pathway: Teaching/Training

College Program of Study: Education [Elementary or Secondary Education]

| KS Course Codes | High School Course | Butler Course Code | Butler Course | College Credit |
|-------------------------|---|---------------------------|--|-----------------------|
| 19151 19152 42251 | Teaching as a Career Teaching Internship Teaching Observation | ED 206 | Introduction to Teaching <i>*Student must complete 30 hours of field experience (10 hrs. each at elementary, middle, and high school levels).</i> | 3 |
| 45004 or 45014 | Human Growth & Development A Human Growth & Development B | BS 282.1 | Career Pathway: Human Development | 2 |

High School Pathway: Manufacturing

College Programs of Study: Engineering & Manufacturing Technology [Engineering Graphics Technology], [Manufacturing Engineering Technology]

| KS Course Codes | High School Course | Butler Course Code | Butler Course | College Credit |
|------------------------|---|---------------------------|------------------------|-----------------------|
| 21107 | Drafting/CAD | EN 107 | AutoCAD Basics | 3 |
| 21107 and 21150 | Drafting/CAD Advanced Drafting/CAD | EN 101 | Engineering Graphics I | 3 |

IN WITNESS WHEREOF, the parties accept and approve **THIS AGREEMENT**.

USD 410-Hillsboro

Butler Community College

Signature
USD 410-Hillsboro Representative

Loni M.M. Jensen, Director
High School Academic Partnerships

Printed Name & Title
USD 410-Hillsboro Representative

Lori Winningham
Vice President of Academics

Dr. Kim Krull
President, Butler Community College

Date filed KANSAS STATE BOARD OF REGENTS: _____



High School Articulation Agreement 2020-2021

THIS AGREEMENT, by and between USD 266-Maize and Butler Community College, is made in order to provide high school students the option to earn an Associate of Applied Science Degree, Certificate, an Associate of Arts in Mass Communication, Elementary or Secondary Education, or an Associate of Science in Elementary or Secondary Education.

THEREFORE, it is agreed by and between the parties as follows:

- Any party may advertise the program and/or advise students that this option is available.
- USD 266 will supply all of the courses and competencies with no exchange of reimbursement between or among the institutions.
- Credit may only be applied toward a certificate program, an Associates of Applied Science program, or an Associates of Arts or Sciences program identified above. Credits are not intended for transfer to a baccalaureate institution. Students will need to verify transferability with the baccalaureate receiving institution.
- This agreement will be in effect from the graduation date of the student through a date not to exceed 15 months after high school graduation.
- Students must successfully complete the competencies in the high school articulated course(s) with a final grade of 'C' or better to qualify for college credit. High school transcripts must be submitted with the articulation credit application.
- The high school articulated courses will be reported on the college transcript upon completion of the articulation credit application and review of high school transcript. Students will receive CP (Credit Pending) college credit for the approved high school articulated course work until 12 credit hours have been earned at Butler Community College. After 12 hours have been earned the student must notify the Registrar's Office to have the CP changed to CR (Credit Received).
- *High school students qualifying for tuition assistance through the Kansas CTE Initiative may submit a completed articulation credit application and high school transcript for special processing prior to graduation. Upon approval, articulated credit will be posted directly to the student transcript at Butler Community College as Credit Received (CR).*
- This Agreement may be revised by mutual agreement and shall be modified in the event of cancellation, discontinuance or disapproval of any course or program by the Kansas Board of Regents.
- This agreement will be reviewed annually for possible changes, improvement, or enhancements.
- This agreement does not guarantee admittance to a college or a program.

High School Pathway: Business Entrepreneurship & Management
 College Programs of Study: Business and Industry [Accounting Assistant],
 [Business Administration], [Marketing]

| <i>KS Course Codes</i> | <i>High School Course</i> | <i>Butler Course Codes</i> | <i>Butler Course</i> | <i>College Credit</i> |
|------------------------|---|----------------------------|--|-----------------------|
| 12053 | Entrepreneurship | BA 129 | Writing a Business Plan *If student takes 1 semester | 3 |
| | | BA 109 | OR Entrepreneurship *If student takes full year course | 3 |
| 12052 and 32200 | Business Management Applied Business Development | BA 210 | Principles of Management | 3 |

High School Pathway: Business Finance
 College Programs of Study: Business and Industry [Accounting Assistant],
 [Business Administration]

| <i>KS Course Codes</i> | <i>High School Course</i> | <i>Butler Course Codes</i> | <i>Butler Course</i> | <i>College Credit</i> |
|------------------------|--|----------------------------|--|-----------------------|
| 12053 | Entrepreneurship | BA 129 | Writing a Business Plan *If student takes 1 semester | 3 |
| | | BA 109 | OR Entrepreneurship *If student takes full year course | 3 |
| 12107 and 22210 | Investing Consumer & Personal Finance | BA 112 | Personal Finance | 3 |

High School Pathway: Web and Digital Communications

College Programs of Study: Computer Information Technology [Cyber Security], [Digital Media], [Software Development], [Web Development], [Windows Administration]

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|------------------------|---------------------------|----------------------------|----------------------|-----------------------|
| 10201 | Web Page Design | IN 112 | HTML & CSS | 3 |

High School Pathway: Health Science

College Program of Study: Health Sciences [Patient Care Pathways] [Nursing]

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|------------------------|---------------------------|----------------------------|--|-----------------------|
| 08057 | Nutrition & Wellness | HP 220 | Healthy Living | 3 |
| 03053 | Anatomy & Physiology | BI 240 | Anatomy & Physiology <i>*Student must score at acceptable level on comprehensive Butler Community College exam.</i> | 5 |
| 44050 | First Aid/CPR/EMR | HP 221 | First Aid/CPR/AED | 2 |

High School Pathway: Teaching/Training

College Program of Study: Education [Elementary or Secondary Education]

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|------------------------|--|----------------------------|--|-----------------------|
| 19151 19152 | Teaching as a Career Teaching Internship | ED 206 | Introduction to Teaching <i>*Student must complete 30 hours of field experience (10 hrs. each at elementary, middle, and high school levels).</i> | 3 |
| 45004 or 45014 | Human Growth & Development A Human Growth & Development B | BS 282.1 | Career Pathway: Human Development | 2 |

High School Pathway: Construction & Design

College Program of Study: Technology [Engineering Technology - Drafting]

| <i>KS Course Codes</i> | <i>High School Course</i> | <i>Butler Course Codes</i> | <i>Butler Course</i> | <i>College Credit</i> |
|--------------------------------|---------------------------|------------------------------------|--------------------------|---------------------------|
| 21103 | Architecture Design | EN 103 | Building Design with CAD | 3 |
| 21107 | Drafting/CAD | EN 107 | AutoCAD Basics | 3 |

High School Pathway: Restaurant & Event Management

College Programs of Study: Business and Industry [Culinary Arts], [Hotel Management], [Restaurant Management]

| <i>KS Course Codes</i> | <i>High School Course</i> | <i>Butler Course Codes</i> | <i>Butler Course</i> | <i>College Credit</i> |
|--------------------------------|--|------------------------------------|---|---------------------------|
| 16052 34056 34058 | Culinary Essentials Culinary Arts I Culinary Arts II | HM 101 | Sanitation Management <i>*with proof of current ServSafe certification</i> | 1 |

High School Pathway: Manufacturing

College Programs of Study: Engineering & Manufacturing Technology [Manufacturing Engineering Technology], [Composite Engineering Technology], [Engineering Graphics Technology]

| <i>KS Course Codes</i> | <i>High School Course</i> | <i>Butler Course Codes</i> | <i>Butler Course</i> | <i>College Credit</i> |
|--------------------------------|---|------------------------------------|----------------------|---------------------------|
| 21107 | Drafting/CAD | EN 107 | AutoCAD Basics | 3 |
| | OSHA 10 <i>*Student must present current & valid OSHA 10 card.</i> | WE 110 | OSHA 10 | 1 |
| 13203 | Machine Tool Tech | IT 100 | Machine Processes I | 3 |

High School Pathway: Early Childhood Development & Services College
 Program of Study: Education [Early Childhood Education]

| <i>KS Course Codes</i> | <i>High School Course</i> | <i>Butler Course Codes</i> | <i>Butler Course</i> | <i>College Credit</i> |
|---|---|--|---|----------------------------|
| 45001 or 22207 and 19052 19098 45004/ 45014 22208 | Intro to Family & Consumer Sciences Career & Life Planning Foundations of Early Childhood Development Early Childhood Application Human Growth & Development A or B Family Studies | CD 122 BS 283.1 | Principles of Early Childhood Education I Career Pathway: Family Studies | 3 2 |

IN WITNESS WHEREOF, the parties accept and approve THIS AGREEMENT.

USD 266-Maize

Butler Community College

 Signature
 266-Maize Representative

 Loni M.M. Jensen, Director USD
 High School Academic Partnerships

 Printed Name & Title
 USD 266-Maize Representative

 Lori Winningham
 Vice President of Academics

 Dr. Kim Krull
 President, Butler Community College

Date filed KANSAS STATE BOARD OF REGENTS: _____



High School Articulation Agreement 2020-2021

THIS AGREEMENT, by and between USD 408 - Marion-Florence (Marion High School) and Butler Community College, is made in order to provide high school students the option to earn an Associate of Applied Science Degree, a Certificate, an Associates of Arts in Mass Communication, Sociology/Social Work, Elementary or Secondary Education, or an Associates of Science in Sociology/Social Work, Elementary or Secondary Education.

THEREFORE, it is agreed by and between the parties as follows:

- Any party may advertise the program and/or advise students that this option is available.
- Marion High School will supply all of the courses and competencies with no exchange of reimbursement between or among the institutions.
- Credit may only be applied toward a certificate program, an Associates of Applied Science program, or an Associates of Arts or Sciences program identified above. Credits are not intended for transfer to a baccalaureate institution. Students will need to verify transferability with the baccalaureate receiving institution.
- This agreement will be in effect from the graduation date of the student through a date not to exceed 15 months after high school graduation.
- Students must successfully complete the competencies in the high school articulated course(s) with a final grade of 'C' or better to qualify for college credit. High school transcripts must be submitted with the articulation credit application.
- The high school articulated courses will be reported on the college transcript upon completion of the articulation credit application and review of high school transcript. Students will receive CP (Credit Pending) college credit for the approved high school articulated course work until 12 credit hours have been earned at Butler Community College. After 12 hours have been earned the student must notify the Registrar's Office to have the CP changed to CR (Credit Received).
- *High school students qualifying for tuition assistance through the Kansas CTE Initiative may submit a completed articulation credit application and high school transcript for special processing prior to graduation. Upon approval, articulated credit will be posted directly to the student transcript at Butler Community College as Credit Received (CR).*
- This Agreement may be revised by mutual agreement and shall be modified in the event of cancellation, discontinuance or disapproval of any course or program by the Kansas Board of Regents.
- This agreement will be reviewed annually for possible changes, improvement, or enhancements.
- This agreement does not guarantee admittance to a college or a program.

High School Pathway: Comprehensive Agriculture Science

College Programs of Study: Agriculture [Livestock Management and Merchandising], [Farm and Ranch Management]

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|------------------------|---|----------------------------|------------------------------|-----------------------|
| 18001 and 18002 | Intro to Agriculture Agriscience | AG 111 | Agriculture in our Society | 2 |
| 18101 and 18103 | Animal Science Advanced Animal Science | AG 102 | Principles of Animal Science | 3 |
| 18058 | Plant & Soil Science | AG 220.1 | Career Pathway: Ag Science | 2 |
| 18305 and 22203 | Food Science Adv. Food Science | AG 213.1 | Career Pathway: Food Science | 2 |

High School Pathway: Power, Structural & Technical Systems

College Programs of Study: Agriculture [Livestock Management and Merchandising], [Farm and Ranch Management]; Engineering & Manufacturing Technology [Welding Technology]

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|------------------------|-------------------------------------|----------------------------|----------------------------|-----------------------|
| 18001 and 18002 | Intro to Agriculture Agriscience | AG 111 | Agriculture in our Society | 2 |
| 18408 | Ag Welding III | WE 114 | Welding Methods | 2 |
| 18404 or 39207 | Ag Welding I | WE 130 | Oxy-Fuel Gas Welding | 1 |

High School Pathway: Construction & Design

College Program of Study: Engineering & Manufacturing Technology [Engineering Graphics Technology], [Manufacturing Engineering Technology]

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|------------------------|---------------------------|----------------------------|----------------------|-----------------------|
| 21107 | Drafting/CAD | EN 107 | AutoCAD Basics | 3 |

High School Pathway: Business Finance

College Programs of Study: Business and Professional [Accounting Assistant],
[Business Administration]

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|---------------------------------|--|----------------------------|---|-----------------------|
| 12104 and 12108/ 33108 | Accounting Advanced Accounting | BA 126 | Accounting I | 3 |
| 12053 | Entrepreneurship | BA 129 BA 109 | Writing a Business Plan *If student takes 1 semester OR Entrepreneurship *If student takes full year course | 3 3 |
| 12107 and 22210 | Investing Consumer & Personal Finance | BA 112 | Personal Finance | 3 |

High School Pathway: Graphic Design

College Program of Study: Computer Information Technology [Digital Media], [Web Development]

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|------------------------|---|----------------------------|--------------------------------|-----------------------|
| 30105 | Photo Imaging | IN 122 | Digital Photography I | 3 |
| 30101 and 30102 | Principles of Illustration Graphic Design Fund | IN 164.1 | Career Pathway: Visual Arts | 3 |

High School Pathway: Family, Community and Consumer Services

College Program of Study: Human Services [Sociology/Social Work]

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|------------------------|---------------------------|----------------------------|-----------------------------------|-----------------------|
| 22208 | Family Studies | BS 283.1 | Career Pathway: Family Studies | 2 |

High School Pathway: Teaching/Training

College Program of Study: Education [Elementary or Secondary Education]

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|-------------------------|---|----------------------------|--|-----------------------|
| 19151 19152 42251 | Teaching as a Career Teaching Internship Teaching Observation | ED 206 | Introduction to Teaching <i>*Student must complete 30 hours of field experience (10 hrs. each at elementary, middle, and high school levels).</i> | 3 |
| 45004 or 45014 | Human Growth & Development A Human Growth & Development B | BS 282.1 | Career Pathway: Human Development | 2 |

High School Pathway: Early Childhood Development & Services

College Program of Study: Education [Early Childhood Education]

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|---|--|----------------------------|---|-----------------------|
| 45001 or 22207 and 19052 19098 19051 45004/ 45014 | Intro to Family & Consumer Sciences Career & Life Planning Foundations of Early Childhood Development Early Childhood Application Orientation to Early Childhood Development Human Growth & Development A or B | CD 122 | Principles of Early Childhood Education I | 3 |
| 22208 | Family Studies | BS 283.1 | Career Pathway: Family Studies | 2 |

High School Pathway: Web & Digital Communications

College Program of Study: Computer Information Technology [Digital Media],
[Interactive 3D Technology], [Web Development]

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|--|--|----------------------------|--|-----------------------|
| 05162/ 11154 and 10202 10203 | Graphic Design Computer Graphics Interactive Media | IN 166.1 | Career Pathway: Web & Digital Communications | 3 |
| 10201 | Web Page Design | IN 112 | HTML & CSS | 3 |

High School Pathway: Business Entrepreneurship & Management

College Program of Study: Business & Professional [Accounting Assistant], [Business Administration]

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|------------------------|---------------------------|----------------------------|---|-----------------------|
| 12164 | Principles of Marketing | BA 140 | Intro to Marketing | 3 |
| 12053 | Entrepreneurship | BA 129 BA 109 | Writing a Business Plan *If student takes 1 semester OR Entrepreneurship *If student takes full year course | 3 3 |

High School Pathway: Health Science

College Program of Study: Health Care [Patient Care Pathways]

| KS Course Codes | High School Course | Butler Course Code | Butler Course | College Credit |
|------------------------|---------------------------|---------------------------|---|-----------------------|
| 08057 | Nutrition & Wellness | FW 220 | Healthy Living | 3 |
| 03053 | Anatomy & Physiology | BI 240 | Anatomy & Physiology *Student must score at acceptable level on comprehensive Butler Community College exam. | 5 |

IN WITNESS WHEREOF, the parties accept and approve **THIS AGREEMENT**.

USD 408-Marion

Butler Community College

Signature
USD 408-Marion Representative

Loni M.M. Jensen, Director
High School Academic Partnerships

Printed Name & Title
USD 408-Marion Representative

Lori Winningham
Vice President of Academics

Dr. Kim Krull
President, Butler Community College

Date filed KANSAS STATE BOARD OF REGENTS: _____



High School Articulation Agreement 2020-2021

THIS AGREEMENT, by and between USD 373-Newton and Butler Community College, is made in order to provide high school students the option to earn an Associate of Applied Science Degree, a Certificate, or an Associates of Arts: Mass Communication.

THEREFORE, it is agreed by and between the parties as follows:

- Any party may advertise the program and/or advise students that this option is available.
- Newton High School will supply all of the courses and competencies with no exchange of reimbursement between or among the institutions.
- Credit may only be applied toward a certificate program, an Associates of Applied Science program, or an Associates of Arts or Sciences program identified above. Credits are not intended for transfer to a baccalaureate institution. Students will need to verify transferability with the baccalaureate receiving institution.
- This agreement will be in effect from the graduation date of the student through a date not to exceed 15 months after high school graduation.
- Students must successfully complete the competencies in the high school articulated course(s) with a final grade of 'C' or better to qualify for college credit. High school transcripts must be submitted with the articulation credit application.
- The high school articulated courses will be reported on the college transcript upon completion of the articulation credit application and review of high school transcript. Students will receive CP (Credit Pending) college credit for the approved high school articulated course work until 12 credit hours have been earned at Butler Community College. After 12 hours have been earned the student must notify the Registrar's Office to have the CP changed to CR (Credit Received).
- *High school students qualifying for tuition assistance through the Kansas CTE Initiative may submit a completed articulation credit application and high school transcript for special processing prior to graduation. Upon approval, articulated credit will be posted directly to the student transcript at Butler Community College as Credit Received (CR).*
- This Agreement may be revised by mutual agreement and shall be modified in the event of cancellation, discontinuance or disapproval of any course or program by the Kansas Board of Regents.
- This agreement will be reviewed annually for possible changes, improvement or enhancements.
- This agreement does not guarantee admittance to a college or a program.

High School Pathway: Restaurant and Event Management

College Programs of Study: Business and Industry [Business Administration], [Culinary Arts], [Entrepreneurship], [Hotel Management], [Marketing, Management, and Entrepreneurship], [Restaurant Management]

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|-------------------------|--|----------------------------|---|-----------------------|
| 16052 34056 34058 | Culinary Essentials Culinary Arts I Culinary Arts II | HM 101 | Sanitation Management <i>*with proof of current ServSafe certification</i> | 1 |
| 12053 | Entrepreneurship | BA 129 BA 109 | Writing a Business Plan <i>*If student takes 1 semester</i> OR Entrepreneurship <i>*If student takes full year course</i> | 3 3 |

IN WITNESS WHEREOF, the parties accept and approve **THIS AGREEMENT**.

USD 373-Newton

Butler Community College

Signature
USD 373-Newton Representative

Loni M.M. Jensen, Director
High School Academic Partnerships

Printed Name & Title
USD 373-Newton Representative

Lori Winningham
Vice President of Academics

Dr. Kim Krull
President, Butler Community College

Date filed KANSAS STATE BOARD OF REGENTS: _____ 2/2



High School Articulation Agreement 2020-2021

THIS AGREEMENT, by and between USD 398-Peabody-Burns High School and Butler Community College, is made in order to provide high school students the option to earn an Associate of Applied Science Degree, a Certificate, or an Associates of Arts: Mass Communication.

THEREFORE, it is agreed by and between the parties as follows:

- Any party may advertise the program and/or advise students that this option is available.
- Peabody-Burns High School will supply all of the courses and competencies with no exchange of reimbursement between or among the institutions.
- Credit may only be applied toward a certificate program, an Associates of Applied Science program, or an Associates of Arts or Sciences program identified above. Credits are not intended for transfer to a baccalaureate institution. Students will need to verify transferability with the baccalaureate receiving institution.
- This agreement will be in effect from the graduation date of the student through a date not to exceed 15 months after high school graduation.
- Students must successfully complete the competencies in the high school articulated course(s) with a final grade of 'C' or better to qualify for college credit. High school transcripts must be submitted with the articulation credit application.
- The high school articulated courses will be reported on the college transcript upon completion of the articulation credit application and review of high school transcript. Students will receive CP (Credit Pending) college credit for the approved high school articulated course work until 12 credit hours have been earned at Butler Community College. After 12 hours have been earned the student must notify the Registrar's Office to have the CP changed to CR (Credit Received).
- *High school students qualifying for tuition assistance through the Kansas CTE Initiative may submit a completed articulation credit application and high school transcript for special processing prior to graduation. Upon approval, articulated credit will be posted directly to the student transcript at Butler Community College as Credit Received (CR).*
- This Agreement may be revised by mutual agreement and shall be modified in the event of cancellation, discontinuance or disapproval of any course or program by the Kansas Board of Regents.
- This agreement will be reviewed annually for possible changes, improvement, or enhancements.
- This agreement does not guarantee admittance to a college or a program.

High School Pathway: Early Childhood Development & Services
 College Programs of Study: Education and Public Services [Early Childhood Education]

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|---|--|----------------------------|---|-----------------------|
| 45001 or 22207 and 19052 19098 19051 45004/ 45014 | Intro to Family & Consumer Sciences Career & Life Planning Foundations of Early Childhood Development Early Childhood Application Orientation to Early Childhood Development Human Growth & Development A or B | CD 122 | Principles of Early Childhood Education I | 3 |
| 22208 | Family Studies | BS 283.1 | Career Pathway: Family Studies | 2 |

IN WITNESS WHEREOF, the parties accept and approve **THIS AGREEMENT**.

USD 398-Peabody Burns

Butler Community College

 Signature
 USD 398-Peabody Burns Representative

 Loni M.M. Jensen, Director
 High School Academic Partnerships

 Printed Name & Title
 USD 398-Peabody Burns Representative

 Lori Winningham
 Interim Vice President of Academics

 Dr. Kim Krull
 President, Butler Community College

Date filed KANSAS STATE BOARD OF REGENTS: _____



High School Articulation Agreement 2020-2021

THIS AGREEMENT, by and between USD 394-Rose Hill High School and Butler Community College, is made in order to provide high school students the option to earn an Associate of Applied Science Degree, a Certificate, an Associates of Arts in Mass Communication or Sociology/Social Work, or an Associates of Science in Sociology/Social Work.

THEREFORE, it is agreed by and between the parties as follows:

- Any party may advertise the program and/or advise students that this option is available.
- Rose Hill High School will supply all of the courses and competencies with no exchange of reimbursement between or among the institutions.
- Credit may only be applied toward a certificate program, an Associates of Applied Science program, or an Associates of Arts or Sciences program identified above. Credits are not intended for transfer to a baccalaureate institution. Students will need to verify transferability with the baccalaureate receiving institution.
- This agreement will be in effect from the graduation date of the student through a date not to exceed 15 months after high school graduation.
- Students must successfully complete the competencies in the high school articulated course(s) with a final grade of 'C' or better to qualify for college credit. High school transcripts must be submitted with the articulation credit application.
- The high school articulated courses will be reported on the college transcript upon completion of the articulation credit application and review of high school transcript. Students will receive CP (Credit Pending) college credit for the approved high school articulated course work until 12 credit hours have been earned at Butler Community College. After 12 hours have been earned the student must notify the Registrar's Office to have the CP changed to CR (Credit Received).
- *High school students qualifying for tuition assistance through the Kansas CTE Initiative may submit a completed articulation credit application and high school transcript for special processing prior to graduation. Upon approval, articulated credit will be posted directly to the student transcript at Butler Community College as Credit Received (CR).*
- This Agreement may be revised by mutual agreement and shall be modified in the event of cancellation, discontinuance or disapproval of any course or program by the Kansas Board of Regents.
- This agreement will be reviewed annually for possible changes, improvement, or enhancements.
- This agreement does not guarantee admittance to a college or a program.

High School Pathway: Business Entrepreneurship & Management

College Programs of Study: Business and Industry [Accounting Assistant], [Business Administration], [Marketing], [Marketing, Management, and Entrepreneurship]

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|------------------------|---------------------------|----------------------------|--|-----------------------|
| 12164 | Marketing | BA 140 | Introduction to Marketing | 3 |
| 12053 | Entrepreneurship | BA 129 | Writing a Business Plan *If student takes 1 semester | 3 |
| | | BA 109 | OR Entrepreneurship *If student takes full year course | 3 |

High School Pathway: Marketing

College Programs of Study: Business and Industry [Business Administration], [Marketing], [Marketing, Management, and Entrepreneurship]

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|------------------------|---------------------------|----------------------------|--|-----------------------|
| 12164 | Marketing | BA 140 | Introduction to Marketing | 3 |
| 12053 | Entrepreneurship | BA 129 | Writing a Business Plan *If student takes 1 semester | 3 |
| | | BA 109 | OR Entrepreneurship *If student takes full year course | 3 |

High School Pathway: Family, Community, and Consumer Services

College Programs of Study: Humanities, Social and Behavioral Sciences [Sociology and Social Work]

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|------------------------|---------------------------|----------------------------|--------------------------------|-----------------------|
| 22208 | Family Studies | BS 283.1 | Career Pathway: Family Studies | 2 |

High School Pathway: Business Finance

College Programs of Study: Business and Industry [Accounting Assistant],
[Business Administration]

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|------------------------|---------------------------|----------------------------|---|-----------------------|
| 12053 | Entrepreneurship | BA 129 | Writing a Business Plan <i>*If student takes 1 semester</i> | 3 |
| | | BA 109 | OR Entrepreneurship <i>*If student takes full year course</i> | 3 |

High School Pathway: Construction & Design

College Programs of Study: Technology [Engineering Technology - Manufacturing],

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|------------------------|---------------------------|----------------------------|----------------------|-----------------------|
| 21107 | Drafting/CAD | EN 107 | AutoCAD Basics | 3 |

High School Pathway: Web and Digital Communications

College Programs of Study: Technology [Digital Media], [Web Development]

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|--|--|----------------------------|---------------------------|-----------------------|
| 10201 | Web Page Design | IN 112 | HTML & CSS | 3 |
| 10210 | Animation | IN 217 | 2D Animation & Cartooning | 3 |
| 05162/ 11154 and 10202 10203 | Graphic Design Computer Graphics Interactive Media | IN 166 | Introduction to Graphics | 3 |
| 10004 | Computer Applications | BE 160 | Computer Concepts | 3 |

High School Pathway: Digital Media

College Program of Study: Fine Arts and Communication [Mass Communications]

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|--------------------------------------|---|----------------------------|----------------------|-----------------------|
| 30100 30103 30150 30151 | 21 st Century Journalism Audio/Video Production Fundamentals Video Production Digital Media Design & Production | MC 165 | Applied Television I | 1 |
| 10004 | Computer Applications | BE 160 | Computer Concepts | 3 |

High School Pathway: Health Science

College Program of Study: Health Sciences [Nursing]

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|------------------------|--------------------------------|----------------------------|--|-----------------------|
| 14997 | Certified Nursing Assistant | AH 122 | Nurse Aide <i>*Student must provide proof of current Kansas Nurse Assistant certificate.</i> | 3 |
| 08057 | Nutrition & Wellness | HP 220 | Healthy Living | 3 |
| 03053 | Anatomy & Physiology | BI 240 | Anatomy & Physiology <i>*Student must score at acceptable level on comprehensive Butler Community College exam.</i> | 5 |

IN WITNESS WHEREOF, the parties accept and approve **THIS AGREEMENT**.

USD 394-Rose Hill

Butler Community College

Signature
USD 394-Rose Hill Representative

Loni M.M. Jensen, Director
High School Academic Partnerships

Printed Name & Title
USD 394-Rose Hill Representative

Lori Winningham
Vice President of Academics

Dr. Kim Krull
President, Butler Community College

Date filed KANSAS STATE BOARD OF REGENTS: _____



High School Articulation Agreement 2020-2021

THIS AGREEMENT, by and between USD 262-Valley Center and Butler Community College, is made in order to provide high school students the option to earn an Associate of Applied Science Degree, a Certificate, an Associates of Arts in Mass Communication, Sociology/Social Work, or Elementary or Secondary Education, or an Associates of Science in Sociology/Social Work or Elementary or Secondary Education.

THEREFORE, it is agreed by and between the parties as follows:

- Any party may advertise the program and/or advise students that this option is available.
- Valley Center High School will supply all of the courses and competencies with no exchange of reimbursement between or among the institutions.
- Credit may only be applied toward a certificate program, an Associates of Applied Science program, or an Associates of Arts or Sciences program identified above. Credits are not intended for transfer to a baccalaureate institution. Students will need to verify transferability with the baccalaureate receiving institution.
- This agreement will be in effect from the graduation date of the student through a date not to exceed 15 months after high school graduation.
- Students must successfully complete the competencies in the high school articulated course(s) with a final grade of 'C' or better to qualify for college credit. High school transcripts must be submitted with the articulation credit application.
- The high school articulated courses will be reported on the college transcript upon completion of the articulation credit application and review of high school transcript. Students will receive CP (Credit Pending) college credit for the approved high school articulated course work until 12 credit hours have been earned at Butler Community College. After 12 hours have been earned the student must notify the Registrar's Office to have the CP changed to CR (Credit Received).
- *High school students qualifying for tuition assistance through the Kansas CTE Initiative may submit a completed articulation credit application and high school transcript for special processing prior to graduation. Upon approval, articulated credit will be posted directly to the student transcript at Butler Community College as Credit Received (CR).*
- This Agreement may be revised by mutual agreement and shall be modified in the event of cancellation, discontinuance or disapproval of any course or program by the Kansas Board of Regents.
- This agreement will be reviewed annually for possible changes, improvement, or enhancements.
- This agreement does not guarantee admittance to a college or a program.

High School Pathway: Programming and Software Development
 College Programs of Study: Technology [Software Development], [Web Development]

| <i>KS Course Codes</i> | <i>High School Course</i> | <i>Butler Course Codes</i> | <i>Butler Course</i> | <i>College Credit</i> |
|------------------------|---------------------------|----------------------------|---------------------------|-----------------------|
| 10152 | Computer Programming | IN 108 | Intro to Visual Basic.NET | 3 |

High School Pathway: Construction & Design
 College Program of Study: Technology [Engineering Technology - Drafting]

| <i>KS Course Codes</i> | <i>High School Course</i> | <i>Butler Course Codes</i> | <i>Butler Course</i> | <i>College Credit</i> |
|------------------------|---------------------------|----------------------------|--------------------------|-----------------------|
| 21107 | Drafting/CAD | EN 107 | AutoCAD Basics | 3 |
| 21103 | Architectural Design I | EN 103 | Building Design with CAD | 3 |

High School Pathway: Digital Media
 College Programs of Study: Fine Arts and Communications [Mass Communications];
 Business and Industry [Marketing, Management, and Entrepreneurship]

| <i>KS Course Codes</i> | <i>High School Course</i> | <i>Butler Course Codes</i> | <i>Butler Course</i> | <i>College Credit</i> |
|----------------------------------|---|----------------------------|------------------------------|-----------------------|
| 30100 30103 30150 30151 | 21 st Century Journalism Audio/Video Production Fundamentals Video Production Digital Media Design & Production | MC 165 | Applied Television I | 1 |
| 12164 | Marketing | BA 140 | Introduction to Marketing | 3 |

High School Pathway: Health Science
 College Program of Study: Health Sciences [Nursing], [Exercise Science]

| <i>KS Course Codes</i> | <i>High School Course</i> | <i>Butler Course Codes</i> | <i>Butler Course</i> | <i>College Credit</i> |
|-------------------------|---|----------------------------|--|-----------------------|
| 03053 | Anatomy & Physiology | BI 240 | Anatomy & Physiology <i>*Student must score at acceptable level on comprehensive Butler Community College exam.</i> | 5 |
| 14062 14072 14073 | Care of Athletes Sports Medicine I Sports Medicine II | HP 280 | Prevention & Care of Athletic Injuries | 3 |

High School Pathway: Family, Community & Consumer Services
 College Program of Study: Humanities, Social and Behavioral
 Sciences [Sociology and Social Work]

| <i>KS Course Codes</i> | <i>High School Course</i> | <i>Butler Course Codes</i> | <i>Butler Course</i> | <i>College Credit</i> |
|------------------------|--|----------------------------|--------------------------------------|-----------------------|
| 45004 or 45014 | Human Growth & Development A Human Growth & Development B | BS 282.1 | Career Pathway: Human Development | 2 |
| 08057 | Nutrition & Wellness | HP 220 | Healthy Living | 3 |

High School Pathway: Manufacturing
 College Programs of Study: Technology [Engineering Technology - Manufacturing]

| <i>KS Course Codes</i> | <i>High School Course</i> | <i>Butler Course Codes</i> | <i>Butler Course</i> | <i>College Credit</i> |
|------------------------|-----------------------------------|----------------------------|---------------------------|-----------------------|
| 13204 | CAM | EN 220 | Beginning Concepts of CNC | 3 |
| 21107 and 21150 | Drafting/CAD Adv. Drafting/CAD | EN 101 | Engineering Graphics I | 3 |

High School Pathway: Teaching/Training

College Program of Study: Education [Elementary or Secondary Education]

| <i>KS Course Codes</i> | <i>High School Course</i> | <i>Butler Course Codes</i> | <i>Butler Course</i> | <i>College Credit</i> |
|-------------------------|---|----------------------------|--|-----------------------|
| 19151 19152 42251 | Teaching as a Career Teaching Internship Teaching Observation | ED 206 | Introduction to Teaching <i>*Student must complete 30 hours of field experience (10 hrs. each at elementary, middle, and high school levels).</i> | 3 |
| 45004 or 45014 | Human Growth & Development A Human Growth & Development B | BS 282.1 | Career Pathway: Human Development | 2 |

IN WITNESS WHEREOF, the parties accept and approve THIS AGREEMENT.

USD 262-Valley Center

Butler Community College

Signature
USD 262-Valley Center Representative

Loni M.M. Jensen, Director
High School Academic Partnerships

Printed Name & Title
USD 262-Valley Center Representative

Lori Winningham
Vice President of Academics

Dr. Kim Krull
President, Butler Community College

Date filed KANSAS STATE BOARD OF REGENTS: _____



High School Articulation Agreement 2020-2021

THIS AGREEMENT, by and between USD 259-Wichita and Butler Community College, is made in order to provide high school students the option to earn an Associate of Applied Science Degree, Certificate, an Associates of Arts in Mass Communication, Sociology/Social Work or an Associates of Science in Sociology/Social Work.

THEREFORE, it is agreed by and between the parties as follows:

- Any party may advertise the program and/or advise students that this option is available.
- USD 259-Wichita will supply all of the courses and competencies with no exchange of reimbursement between or among the institutions.
- Credit may only be applied toward a certificate program, an Associates of Applied Science program, or an Associates of Arts or Sciences program identified above. Credits are not intended for transfer to a baccalaureate institution. Students will need to verify transferability with the baccalaureate receiving institution.
- This agreement will be in effect from the graduation date of the student through a date not to exceed 15 months after high school graduation.
- Students must successfully complete the competencies in the high school articulated course(s) with a final grade of 'C' or better to qualify for college credit. High school transcripts must be submitted with the articulation credit application.
- The high school articulated courses will be reported on the college transcript upon completion of the articulation credit application and review of high school transcript. Students will receive CP (Credit Pending) college credit for the approved high school articulated course work until 12 credit hours have been earned at Butler Community College. After 12 hours have been earned the student must notify the Registrar's Office to have the CP changed to CR (Credit Received).
- *High school students qualifying for tuition assistance through the Kansas CTE Initiative may submit a completed articulation credit application and high school transcript for special processing prior to graduation. Upon approval, articulated credit will be posted directly to the student transcript at Butler Community College as Credit Received (CR).*
- This Agreement may be revised by mutual agreement and shall be modified in the event of cancellation, discontinuance or disapproval of any course or program by the Kansas Board of Regents.
- This agreement will be reviewed annually for possible changes, improvement, or enhancements.
- This agreement does not guarantee admittance to a college or a program.

High School Pathway: Early Childhood Development & Services
 College Program of Study: Education and Public Services [Early
 Childhood Education]

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|---|--|----------------------------|--|-----------------------|
| 45001 or 22207 and 19052 19098 19051 45004/ 45014 | Intro to Family & Consumer Sciences Career & Life Planning Foundations of Early Childhood Development Early Childhood Application Orientation to Early Childhood Development Human Growth & Development A or B | CD 122 | Principles of Early Childhood Education I | 3 |
| 22208 | Family Studies | BS 283.1 | Career Pathway: Family Studies | 2 |

High School Pathway: Restaurant & Event Management
 College Program of Study: Business and Industry [Hotel Management], [Restaurant
 Management]

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|-------------------------|---|----------------------------|--|-----------------------|
| 16052 34056 34058 | Culinary Essentials Culinary Arts I Culinary Arts II | HM 101 | Sanitation Management <i>*with proof of current ServSafe certification</i> | 1 |
| 22275 34052 34053 | Career Connection Event Planning & Mgmt. Foundations of Travel & Tourism | HM 180 | Intro to Hospitality & Tourism | 3 |

High School Pathway: Health Science
 College Program of Study: Health Care [Patient Care Pathways]

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|------------------------|---------------------------|----------------------------|--|-----------------------|
| 03053 | Anatomy & Physiology | BI 240 | Anatomy & Physiology <i>*Student must score at acceptable level on comprehensive Butler Community College exam.</i> | 5 |
| 08057 | Nutrition & Wellness | FW 220 | Healthy Living | 3 |

High School Pathway: Marketing

College Program of Study: Business and Industry [Business Administration],
[Marketing, Management, and Entrepreneurship]

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|------------------------|---------------------------|----------------------------|--|-----------------------|
| 12164 | Marketing | BA 140 | Introduction to Marketing | 3 |
| 35300 | Marketing Applications | BA 283.1 | Career Pathway: Marketing | 2? |
| 12053 | Entrepreneurship | BA 129 | Writing a Business Plan *If student takes 1 semester | 3 |
| | | BA 109 | OR Entrepreneurship *If student takes full year course | 3 |

High School Pathway: Teaching/Training

College Program of Study: Education and Public Service [Elementary or Secondary Education]

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|-------------------------|---|----------------------------|---|-----------------------|
| 19151 19152 42251 | Teaching as a Career Teaching Internship Teaching Observation | ED 206 | Introduction to Teaching *Student must complete 30 hours of field experience (10 hrs. each at elementary, middle, and high school levels). | 3 |

High School Pathway: Business Entrepreneurship & Management

College Program of Study: Business and Industry [Accounting Assistant], [Business Administration], [Entrepreneurship]

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|------------------------|---|----------------------------|--------------------------|-----------------------|
| 12052 and 32200 | Business Management Applied Business Development | BA 210 | Principles of Management | 3 |
| 12053 | Entrepreneurship | BA 129 | Writing a Business Plan | 3 |

| | | | | |
|--|--|--------|--|---|
| | | BA 109 | *If student takes 1 semester OR Entrepreneurship *If student takes full year course | 3 |
|--|--|--------|--|---|

High School Pathway: Business Finance

College Program of Study: Business and Industry [Accounting Assistant], [Business Administration], [Entrepreneurship]

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|------------------------|--|----------------------------|---|-----------------------|
| 12107 and 22210 | Investing Consumer & Personal Finance | BA 112 | Personal Finance | 3 |
| 12053 | Entrepreneurship | BA 129 BA 109 | Writing a Business Plan *If student takes 1 semester OR Entrepreneurship *If student takes full year course | 3 3 |

High School Pathway: Manufacturing

College Program of Study: Technology [Engineering Technology - Manufacturing]

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|------------------------|---------------------------|----------------------------|-----------------------------------|-----------------------|
| 13002 | Manufacturing Processes | EN 201 | Materials & Processes of Industry | 3 |
| 21107 | Drafting/CAD | EN 107 | AutoCAD Basics | 3 |
| 13203 | Machine Tool Tech | IT 100 | Machine Processes I | 3 |
| 13204 | CAM | EN 220 | Beginning Concepts of CNC | 3 |

High School Pathway: Graphic Design

College Program of Study: Technology [Digital Media], [Web Development]

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|--|---|----------------------------|---|-----------------------|
| 05162/ 11154 and 10202 10203 | Graphic Design Computer Graphics Interactive Media | IN 166.1 | Career Pathway: Web & Digital Communications | 3 |
| 30105 | Photo Imaging | IN 122 | Digital Photography I | 3 |
| 21205 | Project Mgmt. & Resource Scheduling | IN 159 | Information Technology Project Mgmt. | 3 |
| 10004 | Computer Applications | BE 160 | Computer Concepts | 3 |

High School Pathway: Engineering & Applied Mathematics

College Program of Study: Technology [Digital Media], [Web Development]; Manufacturing\

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|------------------------|---------------------------|----------------------------|----------------------|-----------------------|
| 21006 | Engineering Design | EN 230 | Part Design | 3 |

High School Pathway: Digital Media

College Program of Study: Fine Arts and Communication [Mass Communications]; Technology [Digital Media], [Web Development]

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|--------------------------------------|--|----------------------------|--------------------------------------|-----------------------|
| 30100 30103 30150 30151 | 21 st Century Journalism Audio/Video Production Fundamentals Video Production Digital Media Design & Production | MC 165 | Applied Television I | 1 |
| 30105 | Photo Imagine | IN 122 | Digital Photography I | 3 |
| 21205 | Project Mgmt. & Resource Scheduling | IN 159 | Information Technology Project Mgmt. | 3 |

High School Pathway: Programming and Software Development

College Program of Study: Technology [Cyber Security], [Internetworking Management], [Software Development]

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|------------------------|---------------------------|----------------------------|----------------------------|-----------------------|
| 10004 | Computer Applications | BE 160 | Computer Concepts | 3 |
| 10152 | Computer Programming | IN 108 | Intro. to Visual Basic.NET | 3 |

High School Pathway: Family, Community and Consumer Services

College Program of Study: Humanities, Social and Behavioral Sciences [Sociology and Social Work]

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|------------------------|--|----------------------------|-----------------------------------|-----------------------|
| 22208 | Family Studies | BS 283.1 | Career Pathway: Family Studies | 2 |
| 45004 or 45014 | Human Growth & Development A Human Growth & Development B | BS 282.1 | Career Pathway: Human Development | 2 |
| 12107 and 22210 | Investing Consumer & Personal Finance | BA 112 | Personal Finance | 3 |

High School Pathway: Web and Digital Communications

College Program of Study: Technology [Digital Media], [Web Development]

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|--|--|----------------------------|----------------------------|-----------------------|
| 10004 | Computer Applications | BE 160 | Computer Concepts | 3 |
| 10152 | Computer Programming | IN 108 | Intro. to Visual Basic.NET | 3 |
| 05162/ 11154 and 10202 10203 | Graphic Design Computer Graphics Interactive Media | IN 166 | Introduction to Graphics | 3 |

High School Pathway: Construction & Design

College Program of Study: Technology [Digital Media], [Web Development]

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|------------------------|---------------------------|----------------------------|----------------------|-----------------------|
| 21107 | Drafting/CAD | EN 107 | AutoCAD Basics | 3 |

High School Pathway: Corrections, Security, Law & Law Enforcement Services

College Program of Study: Education and Public Services [Criminal Justice]

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|------------------------|------------------------------------|----------------------------|---------------------------|-----------------------|
| 44001 44300 | Introduction to LPSS Practical Law | CJ 102 | Intro to Criminal Justice | 3 |

High School Pathway: Network Systems

College Program of Study: Technology [Cyber Security], [Internetworking Management]

| KS Course Codes | High School Course | Butler Course Codes | Butler Course | College Credit |
|------------------------|---------------------------------------|----------------------------|--|-----------------------|
| 10004 | Computer Applications | BE 160 | Computer Concepts | 3 |
| 10254 | IT Essentials: PC Hardware & Software | IN 106 and IN 168 | CompTIA A+ Essentials CompTIA A+ Practical Applications <i>Student must provide proof of current A+ certification.</i> | 3 3 |
| 10102 | Networking Systems | IN 133 | Supporting Networked Computers <i>*Student must provide proof of current Network+ certification.</i> | 3 |

IN WITNESS WHEREOF, the parties accept and approve **THIS AGREEMENT**.

USD 259-Wichita

Butler Community College

Signature
USD 259-Wichita Representative

Loni M.M. Jensen, Director
High School Academic Partnerships

Printed Name & Title
USD 259-Wichita Representative

Lori Winningham
Vice President of Academics

Dr. Kim Krull
President, Butler Community College

Date filed KANSAS STATE BOARD OF REGENTS: _____

| |
|------------------|
| PERSONNEL |
|------------------|

TOPIC for ACTION
Approval of Full Time Nursing Faculty Position

REPORT:

A selected search committee reviewed applicants for this position and determined that one candidate met all the requirements of the position. The decision of the Search Committee is to recommend Kayleena Ronksley, for the vacant full time nursing faculty position. Ms. Ronksley is a Master's prepared nurse and has served in an Adjunct Clinical Nursing faculty position at Butler Community College, since Fall semester, 2019. She brings 14 years of clinical and nursing leadership experience, as well as classroom teaching experience. She holds a number of certifications in her areas of expertise, including Critical Care Nursing Certification.

RECOMMENDED ACTION:

Approval of Kayleena Ronksley for the Full Time Nursing Faculty position at a salary of \$45,810.00

RECOMMENDED FUNDING SOURCE:

Nursing Department 2019-2020 budgeted position.

Submitted by: Beth B. Eagleton, PhD, MN, RN
Supervisor: Christy Streeter
Date: February 17, 2020

TOPIC for ACTION
Approval of Full Time Nursing Faculty Position

REPORT:

A selected search committee reviewed applicants for this position and determined that one candidate met all the requirements of the position. The decision of the Search Committee is to recommend Lea Atkinson, for the vacant full time nursing faculty position. Ms. Atkinson is a Bachelor's prepared nurse and will be starting on her Master's in Nursing degree March 1, 2020. She brings over 9 years of clinical nursing experience and has held roles as a Charge Nurse and preceptor/mentor for both nursing students and new hire RN's. She attained her Certified Nursing Assistant certificate through Butler Community College, prior to pursuing her Bachelor's in Nursing and she holds a number of certifications in her areas of expertise, which is Maternal Child.

RECOMMENDED ACTION:

Approval of Lea Atkinson for the Full Time Nursing Faculty position at a salary of \$41,510.00.

RECOMMENDED FUNDING SOURCE:

Nursing Department 2019-2020 budgeted position.

| | |
|----------------------|-------------------------------|
| Submitted by: | Beth B. Eagleton, PhD, MN, RN |
| Supervisor: | Christy Streeter |
| Date: | February 24, 2020 |

SUPPLEMENTAL INFORMATION

Office of Research and Institutional Effectiveness

215 BOE

(316) 322.3338



Butler Community College Key Performance Indicators

| KPI | Definition | Goal | CURRENT OUTCOME |
|---|---|---|---|
| Completion (Grad rates and transfer rates) <i>Updated in spring</i> | IPEDS Graduation Rate (First-time, Full-Time, Degree-Seeking; 150%) | Increase graduation of FT/FT, degree-seeking students from 24% to 34% by 2020 | Graduation rate= 26% Transfer rate = 30% (2018 = 26%; Transfer = 26%) |
| Completion (Credential awards) <i>Preliminary update – late fall; final update - spring</i> | Annual production of certificates and degrees | Increase the award of degrees and certificates from 1,415 to 1,557 by 2020 | 1,513 (1,496 in AY 2018) |
| Retention <i>Updated in spring</i> | IPEDS Fall Enrollment Report; retention of first-time, full-time, degree-seeking students from fall to fall | Increase retention of FT/FT, degree-seeking students to 71% by 2020 | 60 % (2018 = 60 %) |
| CTE placement rates <i>Updated in spring</i> | Job placements of completers/leavers of Butler CTE programs | Exceed 79% | 77% (2017 = 71%) |
| Transfer GPA <i>Updated in spring</i> | GPA of Butler transfers to WSU compared to native students | Exceed native GPA | Fall 2017 Term GPAs: Average GPA of new Butler transfers = 2.68 (2.60 in Fall 2016) Average GPA of native students = 2.55 (2.63 in Fall 2016) |

KBOR PERFORMANCE AGREEMENT OUTCOMES

| GOAL | KBOR Mandated Baseline | OUTCOME Year 2 |
|---|-------------------------------|-----------------------|
| Increase third party industry credentials | 1012 | 1121 |
| ALP success rates | 63.1% | 58.3% |
| Increase STEM credentials | 302 AAS and Certificates | 294 |
| Improve College Algebra pass rates | 65.2% | 69.8% |
| First year retention | 62.4% | 65.4% |

REPORT TO THE BOARD OF TRUSTEES, BUTLER COMMUNITY COLLEGE

| | |
|---|---|
| Department/Project Name | Academics |
| Responsible individual | Lori Winningham |
| Report for the BOT meeting of | March 10, 2020 |
| Strategic Goal: Ensure Student Success | Priority Number: 1d (Develop 2-year schedule for pathway for academic year 2021) |

Narrative

In response to the Claurus Report of Spring 2019, the need to revamp the schedule became a priority. In September 2019, we moved away from course scheduling toward program scheduling in order to allow for a more focused approach to the changes in our learners and communities. The new schedule supports Pathways through program scheduling so students will be able to finish at one campus in a two-year time frame.

Current Outcomes

The Fall 2020 schedule has been uploaded into the interactive schedule and cohort enrollment begins on Monday, March 2nd. Catalog changes have been communicated so that all program packages align with the 2020-21 catalog. The web team is putting package availability tables and explanatory verbiage on all pathway web pages. Advisors have seen and given feedback on all packages and will receive additional training in March. Through this program, Fall-start only programs have been identified and a list of fall/spring only courses has been developed to assist Advisors scheduling off sequence and part-time students. Additionally, a list of programs available completely online has been created and Deans have prioritized online course development to support the addition of several online programs. Marketing has created program sheets for each package and will have them complete for spring enrollment. They will also be able to confidently market packaged programs (i.e. morning, one day per week, online, evening etc.) by time and location.

A college wide problem-solving action committee has met and is working in sub groups to address:

1. Banner Self-Service Registration/Interactive Schedule/Academic Plan/Schedule Planner
2. Large Program Packages
3. Two Year Registration/Tuition Impact and Processes/Holds Process
4. Package Presentation and Marketing
5. System to Store Packages/Webpage
6. Enrollment Checkpoints

Action items for future outcomes

The Fall 2020 schedule has been created and plans for Spring 21 enrollment are being developed. As fall enrollment begins, students will be surveyed and that data will be utilized to determine potential adjustments. Enrollment checkpoints will be scheduled to identify any potential enrollment pinch-points, ensure communication between Advising and Academics and respond to student needs in ways that were not previously possible. Retention and completion rates for the two-year program pathways will be

compared to non-participants. Student satisfaction surveys will be gathered at the time of enrollment, mid-way through and upon completion.

Strategic Alignment

Ensure Student Success: Although students will still have the ability to make changes within their program packages, cohorts will be developed by virtue of shared enrollment in numerous package courses. Current cohort groups (Nursing, Early College Academies etc.) on campus have a much higher retention rate than their non-cohorted peers. Increased retention and completion rates are the anticipated outcome.

REPORT TO THE BOARD OF TRUSTEES, BUTLER COMMUNITY COLLEGE

| | |
|---|--|
| Department/Project Name | Academics--Textbook Affordability |
| Responsible individual | Lori Winningham & Susan Bradley |
| Report for the BOT meeting of | March 10, 2020 |
| Strategic Goal: Ensure Student Success | Priority Number: 3a (Research and embed new options for textbooks and OER to reduce student costs by fall 2020) |

Narrative

The cost of college textbooks has historically increased faster than the Consumer Price Index. For this reason, Butler has formed a Textbook Affordability Team (TAT) to pursue affordable, high-quality textbooks and instructional materials for students, primarily through digital delivery of Open Educational Resources (OER) and publisher subscription programs. In both of these cases, students benefit because their texts are embedded in the institution's learning management system. Upon enrollment in a course, students have access to the instructional materials for a course, which positively affects their success in it.

The Butler TAT was formed in fall 2019 with these projects and goals:

1. Chart current used and new textbook costs by Pathway.
2. Finalize text selection rubric.
3. Identify affordable textbook cost ranges.
4. Target most expensive and most popular books for cost reduction.
5. Identify OER alternatives.
6. Adopt competitively priced, high quality conventional publications or an established OER or develop a local OER.
7. Chart textbook cost reductions for fall 2020.
8. Plan related work and trainings for fall 2020.

Current Outcomes

The potential for student savings through digital delivery of textbooks is great. Assuming \$100 savings per student using an OER rather than a conventional published textbook, the Butler EG 101 and 102 OER have saved students more than \$694,100 since fall 2018. In addition, the adoptions of competitively priced digital editions under publisher inclusive access programs have saved students money. For example, Butler Human Performance students have saved \$81,106 over the cost of new textbooks in seven courses since an inclusive access program began in fall 2019.

Action items for future outcomes

The Butler TAT is designed to support the KBOR OER Steering Committee's emerging Action Plan, including strategic planning, training, funding, data collection, course marking, and legislative showcases/state conferences.

The Butler TAT will work toward

- Increased faculty and department involvement in text selection and design.
- Low-cost, course appropriate digital adoptions.
- Competitive student “package” charges by Fall 2021.
- Comprehensive text management, sales, and education involving the Butler Bookstore.

Strategic Alignment

Ensure student success.

REPORT TO THE BOARD OF TRUSTEES, BUTLER COMMUNITY COLLEGE

| | |
|---|--|
| Department/Project Name | Human Resources |
| Responsible individual | Shelley Stultz |
| Report for the BOT meeting of | March 10, 2020 |
| Strategic Goal: Invest in our Employees' Success | Priority Number: 1b (Begin to address internal equity in priority areas for recruitment and retention FY2020) |

Narrative

Phase II of the HR Consultant compensation recommendations was approved by the Board of Trustees in May 2019. The implementation of Phase II has two goals:

1. Ensure all salaried employees are paid no less than the minimum rate of their pay range
2. Identify and correct pay inequity with a job group/family or department where experience and seniority are a factor in recruitment and/or retention.

Current Outcomes

All salaried employees are paid no less than the minimum rate of their pay salary grade as of July 1, 2019.

Five departments have been identified for initial review of internal equity considerations. Determinations of equity adjustments are based on appropriate pay range penetration to time in position.

Action items for future outcomes

Target date for applying equity adjustments for noted departments is April 1 for an April 25th pay date.

Total Budget for FY 2020 for Phase II implementation goals: \$180,000. Initial cost to bring salaried employees to the minimum rate of their pay salary grade was \$37,848.

Continued support for additional budget dollars in FY2021 and beyond is needed to fully address the current inequity and ongoing market stability of our pay structures and incumbent salaries.

Strategic Alignment

The Board of Trustees at Butler Community College subscribe to a philosophy of compensation that recognizes the value and contributions of each employee to the overall success and purpose of our college in meeting student and community needs.

Adopting a compensation philosophy and strategy that places the college in a competitive market driven position to recruit and retain highly qualified employees directly supports ensuring student success and investing in our employee success.

REPORT TO THE BOARD OF TRUSTEES, BUTLER COMMUNITY COLLEGE

| | |
|---|---|
| Department/Project Name | President's Office |
| Responsible individual | Kim Krull |
| Report for the BOT meeting of | March 10, 2020 |
| Strategic Goal: Invest in our Employees' Success | Priority Number: 2a (Review and revise committee structure and reporting processes during fall 2019) |

Narrative

Communication with college employees is vitally important to ensure broader understanding, awareness, and input for college initiatives, process changes, the strategic plan, progress toward benchmarks, future plans, operational decisions, academic and student services decisions, and general college "happenings." While Butler has a significant number of committees, task forces, and councils, discussions have led to an understanding that reorganizing the college's committee structure and reporting of information could facilitate and support enhanced communication and transparency

Current Outcomes

The task force continues to work on potential changes to committee structure, reporting format and committee membership.

Action items for future outcomes

The task force will continue to meeting during the spring semester as well as meeting with constituent groups and it is anticipated that any changes will be implemented with the start of the FY2021 year.

Strategic Alignment

These objectives are part of Butler Community College's 2019-2021 Strategic Plan with the college's goal of "Investing in our Employees' Success", under which Priority 2 calls for support for shared/participatory governance and performance indicator 2.2a identifies the goal to review and revise the committee structure and reporting processes during fall 2019.

REPORT TO THE BOARD OF TRUSTEES, BUTLER COMMUNITY COLLEGE

| | |
|---|---|
| Department/Project Name | Academics |
| Responsible individual | Lori Winningham |
| Report for the BOT meeting of | March 10, 2020 |
| Strategic Goal: Invest in our Employees' Success | Priority Number: 3b (Implement and utilize compiled feedback from EvaluationKit for faculty student ratings in FY2020) |

Narrative

After a two year development phase, we are now fully operational with EvaluationKit as the digital instrument we use for student ratings, replacing a paper-driven solution (IDEA surveys). The development phase started with ample research and vetting of competitive products, then beta testing EvaluationKit with stock questions. The Faculty Development Team and other interested faculty contributed to revising questions for our institution and we returned to beta test another semester. This fall was our first full roll-out.

Current Outcomes

Fall of 2019 results continued to be positive.

We deployed to 558 courses.

6635/7716 student evaluations were returned (85%).

Action items for future outcomes

In the fall, EdTech's Brian Dye trained the Faculty Development/HR Administrative Assistant, Sarah Berry, in EvaluationKit set up and operation. This spring, Sarah has cross trained the rest of us in the Faculty Development office. We generated how-to documentation with screen shots for faculty use. We now need to distribute that documentation better and do individual, hands-on training for faculty who may still not be reading evaluation results.

Strategic Alignment

Investing in our Employee Success is reflected in our continuing effort to develop each faculty member to his/her greatest potential. We 'act on fact,' and take student feedback into consideration in all aspects of training and development at both the institutional and personal levels.

REPORT TO THE BOARD OF TRUSTEES, BUTLER COMMUNITY COLLEGE

| | |
|--|--|
| Department/Project Name | President's Office |
| Responsible individual | Kim Krull |
| Report for the BOT meeting of | March 10, 2020 |
| Strategic Goal: Contribute to our Communities | Priority Number: 2b (Promote Trustee engagement in service area communities through listening tours and meetings during FY2020) |

Narrative

Butler Trustees are elected from across the county and work to ensure our entire 5-county service area is served. Having the Trustees engaged in the communities by attending legislative forums, chamber and community events, and participating in "listening tours" in the service area will provide opportunities to meet individuals, gather information and use it, in part, for strategic vision and planning.

Current Outcomes

Trustees have attended the Andover, Augusta and El Dorado Chamber Dinners to date.

Action items for future outcomes

"Listening Tours" will be scheduled for last spring and early summer to communities in Butler, Chase, Marion, Morris and Greenwood counties which encompass the college's service area.

Strategic Alignment

This objective is part of Butler Community College's 2019-2021 Strategic Plan with the college's goal of "Contributing to Our Communities", under which Priority 2 calls for engaging community members and college stakeholders through strategic communication and visioning and a performance indicator 2.2b which identifies a trustee engagement will be promoted in the service area communities through listening tours and meetings.

REPORT TO THE BOARD OF TRUSTEES, BUTLER COMMUNITY COLLEGE

| | |
|--|--|
| Department/Project Name | President's Office |
| Responsible individual | Kim Krull & Shelley Stultz |
| Report for the BOT meeting of | March 10, 2020 |
| Strategic Goal: Contribute to our Communities | Priority Number: 3a (Research service area civic organizations and ensure Butler Community College representation of key board beginning Fall 2019) |

Narrative

Butler contributes to the vitality of the communities it serves. Creating strong partnerships, and intentionally pursuing service and engagement in our communities is an important key to our long term success. Understanding the organizations that Butler employees engage, volunteer or serve in their communities can offer valuable insight and knowledge.

Current Outcomes

We have identified key organizations in the surrounding communities that optimize Butler's influence and interest in the area.

Action items for future outcomes

Identify if a Butler employee or representative serves on any of the key organizations in the surrounding communities. Identify where we have gaps in representation and seek volunteers to participate where appropriate. Pertinent information learned and shared from community councils or boards can be useful for relationship building and strategic planning.

Strategic Alignment

The information gained from having a representative in key organizations will allow Butler to Contribute to our Communities through activism and information sharing. Having a pulse on the needs and opportunities in our communities will strengthen institutional effectiveness as we plan and execute our programs strategically and use facts to drive decisions

REPORT TO THE BOARD OF TRUSTEES, BUTLER COMMUNITY COLLEGE

| | |
|--|---|
| Department/Project Name | Human Resources |
| Responsible individual | Shelley Stultz & Kent Williams |
| Report for the BOT meeting of | March 10, 2020 |
| Strategic Goal: Contribute to our Communities | Priority Number: 4a (Continue to include salary increases and equity funding in annual budget request) |

Narrative

As part of Butler's strategic goals and priorities we strive to maintain a competitive market position for compensation to attract and retain highly qualified employees.

Consistent with this philosophy, Butler engaged Segal Waters Consulting in 2018 to conduct a college-wide compensation study, to determine our competitive market position, compensation policies and practices that take into consideration the labor market, internal equity and the College's fiscal conditions.

Current Outcomes

The 2019-20 budget included a negotiated 2.5% wage increase across the board for all classified employees. Based on recommendations from the Compensation Study we also included 0.5% of salary budget to address market and internal equity shortcomings.

A 2% placeholder for salary increases has been established in subsequent budget years planning for base budget increases.

Action items for future outcomes

Continued support for additional budget dollars in FY2021 and beyond is needed to fully address the current inequity and ongoing market stability of our pay structures and incumbent salaries.

Based on market and comparable industry data the following percentage of salary increases are recommended to maintain market competitive rates and equity.

- 2.0% = Below Market Growth
- 2.5% = At or slightly below Market
- 3.0% = Pacing at or slightly above Market

Strategic Alignment

Invest in our Employees' Success

The members of the Board of Trustees at Butler Community College support a personnel policy, one which allows the college to recruit and retain highly qualified employees. The board subscribes to a philosophy of compensation that recognizes the value and contributions of each employee to the overall success and purpose of our college in meeting student and community need.

REPORT TO THE BOARD OF TRUSTEES, BUTLER COMMUNITY COLLEGE

| | |
|--|--|
| Department/Project Name | Foundation |
| Responsible individual | Tom Borrego |
| Report for the BOT meeting of | March 10, 2020 |
| Strategic Goal: Contribute to our Communities | Priority Number: 4c (Identify and strategically align Foundation donor support for College innovations) |

Narrative

The Butler Community College Foundation has refocused its use of the Moves Management System and have begun assigning prospective and current donors to staff to create a portfolio for development staff member. Each member will be responsible for cultivating, soliciting and stewarding his or her portfolio. Goals will be set to be meet strategic objectives. As a result, this new method will be implemented as the Foundation engages prospective new donors on upcoming projects. In addition, the Foundation has created a new planned giving website which will be used to market to prospective deferred gift donors.

Current Outcomes

Below are highlights since our last report of current Foundation outcomes:

Foundation Plan: A draft of this document has been reviewed by the Foundation Board of Directors and is in its final stages of completion. This document will be used for FY 20-21.

Auction: This special event is in its final planning stage and will be held on March 6, 2020.

Plaza Project: The Foundation Board of Directors has approved the solicitation of donors to support the renovation and creation of a plaza at the entrance of campus. Solicitations begin in March 2020.

5000 Building: The Foundation Board of Directors has approved the solicitation of donors to help offset the costs of items not covered by the renovation budget. Funds will be raised by naming rooms and areas in the 5000 building. Solicitation begins in April 2020.

Planned Giving Website: A planned giving website has been created and implemented as part of the Foundation's efforts to increase deferred gifts.

Staff member moves to full-time: The Foundation Board of Directors approved moving our part-time Office Specialist to a full-time Advancement Coordinator. Chelsey Barnhart will be assuming responsibility for the database gift entries and reconciliation overseen by Hayley Hobbs as well as selected scholarship administrative duties currently being performed by Averie Nelson. The goal is to move administrative duties from Hayley and Averie in order for them to focus donor prospects.

Action items for future outcomes

The Foundation continues working towards the broadening of the current donor base by investing time in prospect research. The Foundation has invested in Foundation Search as one tool to help identify current and new foundations that align with the mission of the college. Hayley Hobbs will begin the process of doing more prospect research to assist in creating a more robust prospect for staff.

Strategic Alignment

This objective is part of Butler Community College's 2019-2020 Strategic Plan with the College's goal of "Contribute to our Communities", under which Priority 3 calls on Butler Community College to share its resources to build a better community, region and world. Performance indicator 4c challenges the Foundation to improve a student's ability to access a higher education and support programs and structures that can deliver the quality education expected by Butler Community College and its students.

Butler Community College
Statement of Revenue, Expenditures, Other Changes
As of 2/29/2020

FISCAL YEAR 20, PERIOD 08
Operating Funds 1100, 1200, 1500

| | 2020 | | | | 2019 | | | |
|--|--------------------|-------------------|-------------------------|----------------------|-------------------|-------------------|-------------------------|----------------------|
| | Budget | Actual | Variance (Over)Under | Percent of Budget | Budget | Actual | Variance (Over)Under | Percent of Budget |
| REVENUES: | | | | | | | | |
| Tuition/Fees | 19,235,914 | 17,531,298 | 1,704,616 | 91.14% | 19,960,768 | 18,439,958 | 1,520,810 | 92.38% |
| Local Sources | 14,648,337 | 9,057,511 | 5,590,826 | 61.83% | 14,733,876 | 8,797,234 | 5,936,642 | 59.71% |
| State Sources | 15,870,398 | 15,672,196 | 198,202 | 98.75% | 15,278,990 | 14,899,077 | 379,913 | 97.51% |
| Auxiliary Sources | 17,724 | 15,470 | 2,254 | 87.28% | 17,724 | 14,425 | 3,299 | 81.39% |
| Other Sources | 1,042,959 | 513,831 | 529,128 | 49.27% | 942,039 | 481,050 | 460,989 | 51.06% |
| Transfers | 109,249 | 63,352 | 45,897 | 57.99% | 422,397 | 362,892 | 59,505 | 85.91% |
| TOTAL REVENUES: | 50,924,581 | 42,853,658 | 8,070,923 | 84.15% | 51,355,794 | 42,994,636 | 8,361,158 | 83.72% |
| EXPENSES: | | | | | | | | |
| Instruction | 16,183,812 | 8,951,949 | 7,231,863 | 55.31% | 15,959,814 | 8,796,396 | 7,163,418 | 55.12% |
| Other Expenditures | 0 | 0 | 0 | 0.00% | 0 | 0 | 0 | 0.00% |
| Public Service | 0 | 109 | (109) | 0.00% | 0 | 0 | 0 | 0.00% |
| Academic Support | 3,599,133 | 2,056,783 | 1,542,350 | 57.15% | 3,614,105 | 2,141,296 | 1,472,809 | 59.25% |
| Student Services | 6,654,681 | 3,932,539 | 2,722,142 | 59.09% | 6,577,955 | 3,969,328 | 2,608,627 | 60.34% |
| Institutional Support | 17,837,516 | 11,690,938 | 6,146,578 | 65.54% | 16,885,484 | 10,948,676 | 5,936,808 | 64.84% |
| Physical Plant Operations | 3,527,100 | 1,828,589 | 1,698,511 | 51.84% | 3,314,569 | 1,767,411 | 1,547,158 | 53.32% |
| Student Financial | 3,710,385 | 3,124,832 | 585,553 | 84.22% | 3,765,385 | 3,319,708 | 445,677 | 88.16% |
| Auxiliary Enterprise | 235,000 | 0 | 235,000 | 0.00% | 205,000 | 0 | 205,000 | 0.00% |
| TOTAL EXPENSES: | 51,747,627 | 31,585,740 | 20,161,887 | 61.04% | 50,322,312 | 30,942,815 | 19,379,497 | 61.49% |
| TRANSFERS AMONG FUNDS: | | | | | | | | |
| Mandatory Transfers | 1,135,060 | 867,683 | 267,377 | 76.44% | 1,370,424 | 1,044,603 | 325,821 | 76.22% |
| Non-Mandatory Transfers | 686,000 | 686,000 | 0 | 100.00% | 615,000 | 4,655,649 | (4,040,649) | 757.02% |
| TOTAL TRANSFERS: | 1,821,060 | 1,553,683 | 267,377 | 85.32% | 1,985,424 | 5,700,252 | (3,714,828) | 287.11% |
| NET INCREASE/DECREASE IN NET ASSETS | (2,644,106) | 9,714,236 | | | (951,942) | 6,351,569 | | |
| Fund Balances, Beginning of year | 7,135,350 | 7,135,350 | | | 9,517,439 | 9,517,439 | | |
| Fund Balances, End of Period | 4,491,244 | 16,849,586 | | | 8,565,497 | 15,869,008 | | |

Statement of Revenue, Expenditures, and Other Changes

REVENUES:

Tuition/Fees

In-County, In-State, Out-State, International Tuition, Tuition Waivers, Continuing Ed Fees, Nursing Fees, Auto Tech Uniform Fees, International Student Processing Fees, Online Course Fees, Enrollment Fees, Student Health Fees, and Athletic Scholarship Fees

Local Sources

Ad Valorem Taxes, Taxes-in-Process, Delinquent Taxes, Motor Vehicle Taxes, and other Local Taxes

State Sources

State Operating Grant and SB155 Funding

Auxiliary Sources

Dorm Rental – Fire Science students

Student Life and EduCare Fund Revenue (not applicable to Operating Funds)

Other Sources

Interest Income, Reimbursements, Commissions, Gate Receipts, Deferment Fees, Media Resource Fees, and Prior Year Claims Cancelled

Transfers

Testing Fees Transfer for Administration, Transcript Fees Transfer for Advising, and Residence Hall Debt Transfer

EXPENSES:

Instruction

General, Vocational and Adult Instruction

Other Expenditures

Parking and Agency Funds (not applicable to Operating Funds)

Academic Support

Library, Academic Administration, Curriculum Development

Student Services

Counseling, Financial Aid, Student Records, Admissions, Health Services, Student Activities, and Student Services

Institutional Support

Executive Management, Fiscal Operations, Community/Public Relations, Information Services, and Administrative Services

Physical Plant Operations

Maintenance of Buildings, Equipment, Grounds, Debt Service

Student Financial

Scholarships and Grants

Auxiliary Enterprise

Operating Support of EduCare Center

Transfers

Debt Service Payments, Operating Support to ABE, BETA, and Grizzly Adventures, Annual Transfers to Development, Facilities, and Technology Funds

THANK YOU NOTES

Dr. Krull,

Thank you very much for the appreciation dinner. It was very nice to sit down with the team and socialize. This project could not be successful without the amazing collaboration and hard work of you and your staff. We have thoroughly enjoyed and appreciated working with the BCC Staff.

Sincerely,

Brooks Dorman & Josh Vogel
Simpson Construction

To: The Butler Family

Thank you for the gift cards, food, snacks, emails, cards and cash that were donated to us during Steven's health issue. I feel honored to work with such caring and generous people. The prayers made a huge difference and we know without them we may have lost him.

Thank you all more than I can ever express!

The Winninghams

Dr. Kim Krull –

Thank you so much for your gift to our annual campaign. Your support allows ALL to experience our preventative programs. Our Y and our community is better because of your generosity.

Thank you-

Hillary Alexander

Dear Friends at Butler –

Thank you for the lovely flower arrangement & the book donation in memory of my father, Ted K. August. I hope that the book selected to honor my dad is one that reflects his character. He was a truly great guy with a wonderful sense of humor! He loved his family & he loved the Lord. I sincerely appreciate everyone being so understanding & accommodating with my scheduled these last few weeks. It is nice to work in a "place" that understands that sometimes, family must come first! I wish everyone could have known my dad. He was the BEST! ☺

Thanks again!

Bryn K. Cornell

(& the family of Ted K. August)

To my Butler Family:

Thank you for the cards, kind words and donations. Also those who attended the Celebration of Life or kept us in your thoughts. We are truly blessed for all of your comfort in such a difficult time.

Misty Walton & Family

**Tri-County CASA, Inc.
Butler-Greenwood-Elk**

204 West Central
El Dorado, Kansas 67042
Email: tricountycasa@gmail.com

316-320-0238
1-866-274-7761
Fax: 316-322-7797

Executive Director: Janett Jacobs, LMSW

February 12, 2020

Butler County Community College
c/o: President
901 S. Haverhill
El Dorado, KS 67042

Dear President Krull,

Thank you for your generous donation of the gift certificate for six free credit hours and numerous BCCC trademarked items you provided for the fundraiser auction for Tri-County CASA, Inc. Your donation will be used to provide training and supervision to volunteers who will advocate for safe and permanent homes for the abused and neglected children in the court system in our community. Your donation will make a tremendous difference in a child's life. Through your contribution, you are helping bring an end to the fear and pain abused children who suffer at the hands of their parents or caregivers.

On behalf of the Board of Directors, Staff, and Volunteers of Tri-County CASA, Inc., thank you for your help in protecting child victims.

Sincerely,



Janett Jacobs, LMSW, LCAC
Executive Director

No goods or services were provided in exchange for your contribution.



Kelly Herzet – President
Troy Tabor – Secretary
Anthony Allison – Treasurer

Kristi Ashenfelter – Member
Lauren Davis – Member
Sue Erikson – Member

Glenda Giro – Member
Karen Dennet – Member
Brian Severt – Member

**BOARD OF TRUSTEES CALENDAR OF ACTIVITIES
JANUARY – FEBRUARY**

| | | |
|--------------------------------------|--|--|
| March Board Finance Committee | Tuesday, March 10, 3:30 p.m. President's Conference Room | Lance Lechtenberg, Shelby Smith |
| March Board Meeting | Tuesday, March 10, 4:30 p.m. Dankert Board Room | ALL TRUSTEES |
| April Board Finance Committee | Tuesday, April 14, 3:30 p.m. President's Conference Room | Lance Lechtenberg, Shelby Smith |
| April Board Meeting | Tuesday, April 14, 4:30 p.m. Dankert Board Room | ALL TRUSTEES |
| PTK Induction | Sunday, April 26, 2:00 p.m. Clifford/Stone Room | Trustee Welcome TBD |

| |
|--------------------------------------|
| 2019-2020 Board Meeting Dates |
| Tuesday, March 10, 2020 |
| Tuesday, April 14, 2020 |
| Tuesday, May 12, 2020 |
| Tuesday, June 9, 2020 |
| Grizzly Den, BOA 5000 |
| Tuesday, July 14, 2020 |

LOOKING AHEAD

| | | |
|---|--|--|
| Early College Academy Graduation | Monday, May 11, 6:00 p.m. Gym | Trustee Welcome TBD |
| May Board Finance Committee | Tuesday, May 12, 3:30 p.m. President's Conference Room | Lance Lechtenberg, Shelby Smith |
| May Board Meeting | Tuesday, May 12, 4:30 p.m. Dankert Board Room | ALL TRUSTEES |
| Nurses Pinning | Thursday, May 14, 7:00 p.m. Gym | Trustee Welcome TBD |
| Order of the Purple | Friday, May 15, 1:30 p.m. Gym | Trustee Welcome TBD |
| Commencement | Friday, May 15, 7:00 p.m. BG Products Veterans Sports Complex | Trustee Roles TBD |
| Tour of 5000 Building Remodel | Tuesday, June 9, 3:30 p.m. Andover 5000 Building, Grizzly Den | ALL TRUSTEES |
| June Board Meeting | Tuesday, June 9, 4:30 p.m. Grizzly Den, Andover 5000 Building | ALL TRUSTEES |

Spring 2020 ACTIVITY CALENDAR

| | |
|---|---|
| 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 |
| Early College Academy Graduation | Mon, May 11 @ 6:00 p.m. |
| 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 |

EXECUTIVE SESSION

TRUSTEE MOTION: By _____

Mister Chair I move that the Board recess into executive session for consultation with legal counsel to include the Board, Dr. Kim Krull and Ray Connell with action to follow as appropriate.

The open meeting will resume here in the Dankert Board Room in 30 minutes.

CALL FOR A SECOND: Trustee _____

CALL FOR A VOTE

ENTER EXECUTIVE SESSION @ _____ P.M.

RETURN TO OPEN SESSION @ _____ P.M.

ANY ACTION REQUIRES A MOTION, SECOND, and VOTE

MOTION FOR ADJOURNMENT

Motion made by: _____

Second by: _____

Vote: _____

Time of Adjournment: _____