



BUTLER COMMUNITY COLLEGE
BOARD OF TRUSTEES
REGULAR BOARD MEETING
4:30 p.m., Tuesday, May 12, 2020 – Zoom Meeting Room
Livestream via http://www.butlercc.edu/bctv

4:30 p.m. Regular Board Meeting – Zoom Meeting Room
Executive Session – not to exceed 75 minutes for consultation with legal counsel, discussion of non-elected personnel with no action to follow
Board Work Session

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B. Board Finance Committee Report –Lance Lechtenberg, Shelby Smith
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MAY BOARD RECOGNITIONS

- **Bailey Baker, Brian Tsuma, Ian Kissel, Jacob Minter, Javier Grimaldo, Kenyatta Nyirenda, Naomi Galinda, Rebecca Whittaker** (Janice Akao & Noreen Templin, Sponsors) – Students Qualified for PBL Nationals
- **Austin Ashcraft, Deanna Bonn, Adam Fernz, Anthony Gorges, Wesley Hager, Bryce Hirayama, Adelyn Hobbs, Jordon Plowman, Madeline Reida** (Keith West, Sponsor) – Kansas Association of Broadcasters Awards
- **Emily Crow, Guilherme De Carvalho Lozani Berbel, 5 Star Chapter, 5 Star Advisor (Kathy Gifford), Chapter Officer Team, Distinguished Chapter Advisor (Chrissy Baker), Sister Chapter Award, Yearbook Award** – Phi Theta Kappa National Awards
- **Kathy McCoskey** – CAPR Interview
- **Rhonda Thomas** – KMUW Interview
- **Jim Gross** – MarkArts Featured Artist
- **Donnie Featherston, Sarah Berry, Lori Moshier** – Virtual IDD

MONITORING REPORTS

BOARD OF TRUSTEES REPORT Division of Humanities and Social and Behavioral Sciences May 2020

The Division of Humanities and Social and Behavioral Sciences consists of seven academic departments:

Behavioral Sciences
Economics
Foreign Languages
Reading

History and Social Sciences
English Language and Literature/Humanities
Philosophy and Religion

Together, these departments provide related academic programs and services with the aim of fulfilling the Butler Community College mission, which is to develop responsible, involved lifelong learners and contribute to the vitality of the communities it serves.

Division Mission and Key Processes

The Division of Humanities and Social and Behavioral Sciences engages students in learning about humanity and its expression in place, time, and language; through human behavior; through systems of belief, thought, and government; and through its use of resources. The Division serves students and stakeholders in the region by

- Preparing students for transfer to colleges and universities
- Preparing students for careers related to the Humanities and Social and Behavioral Sciences
- Providing training in related skills
- Providing instruction through Guided Pathways
- Developing Learning PACT skills
 - o Personal Development Skills
 - o Analytical Thinking Skills
 - o Communication Skills
 - o Technological Skills
- Assessing student outcomes
- Evaluating and improving instruction
- Designing and revising curriculum
- Providing access through multiple locations and delivery systems
- Providing instructional leadership
- Providing and sponsoring events

Division Credit Hours

Humanities and Social and Behavioral Sciences courses are taught in traditional lecture, blended, online, distance learning, academy, and high school formats. The number and variety of these offerings--and the many Butler employees who contribute to their delivery--underscore the importance of the Humanities and Social and Behavioral Sciences to degree and certificate programs as well as transfer pathways. Credit hours were provided by the Butler Office of Research and Institutional Effectiveness.

Department	AY2014	AY2015	AY2016	AY2017	AY2018	AY2019
Economics	3249	3033	3420	3204	3903	3396
English/Literature	23099	22020	22131	23145	21465	18711
Foreign Language	2482	2104	1879	1697	1935	1946
History	6246	6075	5904	5901	5775	4230
Humanities	510	678	630	738	648	423
Philosophy	3102	3657	4107	3609	3768	3795
Political Science	1263	1122	1239	1530	1649	1578
Religion	2466	2382	2415	1974	2202	1404
Social Science	1578	1593	1473	1341	1221	1302
Beh Science				18609	18591	17400
Reading				732	927	936
			Totals	62480	62084	55121

Division Majors

In spring 2019, these discipline specific or associated Liberal Arts majors graduated from Butler:

Economics	1
English/Literature	1
Foreign Language	1
History	4
Political Science	2
Pre-Law	2
Psychology	15
Sociology/Social Work	8
Religion	1
Liberal Arts	<u>620</u>
	655

Personnel

In spring 2020, the Humanities and Social Sciences Division consisted of 3 administrators, 3 staff, 39 full time faculty, and 124 adjunct faculty for a total of 208 personnel. The deans, administrative assistants, and department chair or lead faculty members are

Dean	Dr. Susan Bradley
Associate Dean	Dr. Troy Nordman
Associate Dean	Jonathan Craig

Administrative Assistant BOE	Dawn Mercer
Administrative Assistant BOA	Lana Ryan
Administrative Assistant BOA	Maritza Marquez Mazariego
Department Chairs or Lead Faculty Members	
Behavioral Sciences Chair	Cheree Encapera
Economics Chair	Dr. Noreen Templin
English Chair	Jim Buchhorn
English Lead	Sheryl LeSage
Developmental English Lead	Katheryn McCoskey
Foreign Language Chair	Dr. Kelsey Harper
History and Social Sciences Chair	Dr. Tim Myers
Philosophy and Religion Lead	Dr. Regina Turner
Reading Chair	Dr. Elena Allen

Division Highlights 2019-20

Behavioral Sciences

The Behavioral Sciences Department continued to sponsor the meaningful activities of the SoPsyched student organization, further develop online courses, and engage in professional development and community service. The department is extensively involved in the larger mental and social health communities.

The SoPsyched student organization continued to be active on campus, with stress reduction service activities through “Pet the Puppies” at mid-terms as well as finals. The mid-term event and expansion to the Rose Hill campus were added in the 2019-2020 academic year. The event now serves students on the El Dorado, Andover and Rose Hill campuses. The event is made possible through community partnership with Love on A Leash.

SoPsyched has taken numerous students to professional conferences to present their research. Each time, Butler has been the only community college represented. This year was no different: a student presented at the Great Plains Students' Psychology Conference in St. Charles MO. Nathan Swink spoke with KSU this spring about a past Butler student who did research through SoPsyched. Because of that experience, the student will be working in the neuroscience lab at KSU. In addition, in early March, Tabor College scheduled a meeting with Cheree Encapera to discuss one of her past students who had participated in SoPsyched and then transferred to Tabor. Due to the caliber of this student and her experience and research skills, Tabor wanted to find a way to attract more Butler students to its psychology program.

SoPsyched has also hosted two movie and lecture nights for students. In the fall, the Psychology of Fear event was held with 40+ students in attendance, and in the spring the Psychology of Love event was held with 30+ students in attendance.

Cheree Encapera completed an update and full revision of the Developmental Psychology online master course. Mary McMackin updated and completed the full revision of the Developmental Psychology Blended master course.

Nathan Swink is a co-chair of the IRB on campus and Cheree Encapera and Jon Craig are members. This important service on campus was initiated and the development of the board spearheaded by the Behavioral Science department. It is now used by all the divisions and many outside groups.

Regina Peasley, Cheree Encapera and Nathan Swink are members of the American Psychological Association.

Cheree Encapera (Professor) is serving her second term as Co-chair of the Child Psychology Kansas Core Outcomes Group Committee.

Mary Corrigan, adjunct faculty, is on the advisory council for Health Concepts Foundations.

Charles Ross, adjunct faculty, is the Membership Chairman of the National Guard Association of Kansas, and an Officer Member of the National Guard Association. He is also on the "Child of Mercy" board.

Sonja Milbourne, retired full-time faculty and current adjunct, is a member of the ACLU and NAACP and presents to various organization around the area on her research project, The Black Heritage of El Dorado Kansas. Sonja works with the homeless population in Butler County as well as volunteers at El Dorado grade schools

Val Wall, adjunct faculty, is the director of Friendship Fields (a group that works with and trains those with developmental disabilities).

Brynn Thompson, adjunct faculty, has research publications pending in the Journal of Women and Aging and Contemporary Perspectives on Family Research.

The Behavioral Science Department hosted a Second Saturday event in February for the department. Approximately 20 Behavioral Science Faculty gave up their Saturday to spend the day learning from one another and developing their skills. Cheree Encapera, Monica Lorg and Mary McMackin presented during this Second Saturday event.

Nathan Swink, Monica Lorg, Cheree Encapera and Jeff Tymony have presented at New Faculty Orientation, PDD, Practicum or Summer Jam 2019 this year, all contributing to the education and advancement of colleagues.

Cheree Encapera, Jeff Tymony and Marie Carroll received Order of the Purple awards.

In September 2019, Cheree Encapera and Nathan Swink were recognized and awarded certificates for the yearlong faculty development practicum at the Butler Board of Trustees Meeting.

Bryn Thompson has served as judge at the Wichita Regional Science and Engineering Fair in the Behavioral Science Division.

Behavioral Science continues to support classes at the El Dorado Correctional Facility.

Cheree Encapera and Monica Lorg attended the yearly conference for the prevention of Human Trafficking at WSU on January 30th, 2020. This year the conference also addressed the "me too" movement, women's roles in the workplace and child abuse.

Numerous faculty, full time and adjunct, attended the Gender and Sexuality Conference yearly at WSU.

The department continues to work with ComCare to help Butler graduates with work opportunities, as well as opportunities for internships and volunteer opportunities at Hope House, Friendship Fields, and Big Brothers Big Sisters. Several faculty are involved in these organizations. Adjunct Brian Meade is heavily involved in Big Brothers, Big Sisters.

The Department has many former Social Work and Psychology students with jobs at social work agencies, including

- COMCARE (County Mental Health)
- Sunshine Children's Home (SCARFKS) - Short term placement for children in crisis
- Wichita Children's Home (WCH) - Short and long term placement for children in crisis and/or in State's Custody
- Kansas Department of Children and Families (DCF) - Child Support Services, Economic & Employment Services, Prevention & Protection Services Rehabilitation Services

Behavioral Science faculty continue to be involved throughout Butler County and value its partnerships with area high schools and the community in general. The department teaches concurrent classes in many of the high schools. Cheree Encapera has served as a mentor during mentor day for multiple students in the Butler County area, including Augusta High School. In addition, Cheree Encapera has served on advisory committees for educational planning for Andover School district.

Economics

Members of the Economics Department participated in scholarly activities, professional development, and the Butler Community College Educational Association as well as sponsored student organizations.

Department Chair Noreen Templin

- Presented and led a roundtable on "The Road Taken and Not Taken: A Tale of Accelerated Developmental English Mixed Methods Study" at NISOD's 2019 International Conference on Teaching and Leadership Excellence in Austin, TX on May 25-28, 2019. Dr. Templin received a 2019 Excellence Award at the same conference.

- Won Second Place for the National Economics Teaching Association's (NETA) Best in Class for "First Day Foundations" at the Economics Teaching Conference in Kansas City, MO on October 24-25, 2019
- Presented "The Test Assessment Questionnaire" at the 17th Annual St. Louis Fed Professors Conference in St. Louis, MO on November 14-15, 2019
- Attended the Center for the Analysis of Postsecondary Readiness (CAPR) Reimagining Developmental Education in New York City, NY on November 21-22, 2019
- Participated in the KNEA Higher Education Symposium in Topeka, KS on January 10-11, 2020
- Served as peer reviewer for InSight: A Journal of Scholarly Teaching in March 3, 2020
- Served as Co-advisor for the Butler Community College PBL students competing at the PBL National Leadership Conference in San Antonio, TX on June 24-27, 2019
- Served as Co-advisor for Butler Community College PBL students competing at the 69th Kansas State Leadership Conference at Emporia State University in Emporia, KS on March 7, 2020
- Re-elected as BCCEA Treasurer

Faculty member Kris Estes

- Completed a week long professional development course for faculty called Summer Jam in the summer of 2019, which was 35 hours. The project requires 100 additional hours of faculty development specific to the discipline of Economics and has included multiple faculty observations.
- Continued to serve the BCCEA as VP and successfully conducted electronic voting.
- Represented the BCCEA as the Regional Assembly in Topeka in April 2019.
- Attended workshops for KNEA Walnut Valley in the Fall of 2019 and on Zoom in Spring 2020.
- Class tested a textbook for F2F and have developed many exams for departmental use.

English

The English Department incorporated the former Humanities Department in the current academic year and works with its adjuncts and curriculum as well as its own. English Department members made strong contributions to OER and Textbook Affordability measures as well as engaged in professional and personal academic development and publication.

Jim Buchhorn, Department Chair, presented on "keeping a teaching journal" at the January 2020 IDD.

Kathy McCoskey, Developmental Lead, attended the Center for the Analysis of Postsecondary Readiness (CAPR) Reimagining Developmental Education conference in New York City, NY on November 21-22, 2019. Kathy's interview at the conference was recently published on the CAPR blog, and an accompanying text section highlighted Butler's co-requisite developmental English program and related Great Plains Conference on Acceleration.

Suzanne Miller, adjunct, published three poems in *Burningword Literary Journal* (December 2019).

Freda Briggs, adjunct, is working on her master's degree in divinity from Central Baptist Theological Seminary.

Dr. Mindy Trenary, faculty member, is leading the Introduction to Literature or LT 201 OER team, which is finalizing an original text for the course. Members of the LT 201 OER development team are faculty members Dr. Mindy Trenary, Dr. John Buaas, Sheryl LeSage, and Xavia Dryden, and adjunct Julie Mainka. The LT 201 OER will be embedded in the course in Canvas and used in all sections in fall 2020. Mindy also attended the 16th Annual Open Education Conference, October 30-November 01, 2019, in Phoenix, Arizona. In addition, Mindy participated in a panel discussion, "OERs and You: A Practical Overview of Creating Your Own Instructional Materials," January 16, 2020, at Butler PDD.

Catherine Menefee, faculty member, is developing a preliminary outline for a new World Literature class.

Andy Jones, faculty member, and Dr. Susan Bradley, Dean, are co-chairs of the Textbook Affordability Team, which is actively working to lower the cost of quality instructional materials for Butler students across the institution. See the vignette at the end of this report for more information.

Jeff Roper, adjunct, has been an AP Literature and Composition Reader for 13 years. He again read and scored AP essay exams in Salt Lake City for 10 days this past summer. It was his second year as a Table Leader at this event. This professional development experience led to his selection for the 14 member national AP Literature and Composition Test Development Committee for 2020-2021.

Melissa Winter, adjunct, is currently taking Ethics and Child Psychology at Butler. She will be taking Developmental and Abnormal Psychology courses this summer.

Loralea Francis, adjunct led a critical thinking workshop for the soft sciences at the February Second Saturday.

Dr. John Jenkinson, faculty, was selected by Liz Hughes Wiley to read a poem in her National Poetry Month online series this year. He read a poem, which was also posted online.

Amanda Hash completed Mental Health First Aid training in July of 2019.

Foreign Language

In the 2019-20 academic year, the Foreign Language Department did extensive work on course development, online course delivery, OER selection and development, and professional

development. The Department increased the number of Spanish sections offered at the Butler of Rose Hill academies.

Dr. Kelsey Harper, Department Chair, defended her doctoral dissertation, "Minority Dialects in Contact: Peruvian Spanish in the United States" at Texas A&M University on October 9th, 2019. She attended foreign language workshops through the University of Texas (5 workshops between Fall 2019 and present). She attended a webinar sponsored by the University of Arizona on world language course material development: Gillian Lord: "The world is not flat, so why are our textbooks?" Dr. Harper also received a travel award from the University of Texas to attend a conference on Spanish language pedagogy. However, the event has been moved online due to COVID-19. Dr. Harper has been in communication with Jonathan Perkins (Executive Director of the KU Language Training Center and Co-Director of the Open Language Resource Center) regarding ways to collaborate on OER initiatives and world language events. At Butler Dr. Harper developed FL 107 and 108 for online delivery and is currently developing FL 201, Intermediate Spanish, and FL 130, Restaurant Spanish.

Dr. Elena Allen, adjunct, was nominated for a student life award. Dr. Allen developed a new face-to-face course, Intermediate Russian, and is currently developing four Russian courses online.

History and Social Science

The History and Social Science Department also placed an emphasis on online and course materials development. In the 2019-20 academic year, the department has developed or will develop

- a HS 131-US History 1 Online Master Course, which Dr. Tim Myers, Department Chair, will be teaching this summer and fall in order to pilot the course.
- a HS 131-US History 1 Blended Master Course, which Dr. Myers will be teaching in the fall semester. The Online Master Course served as its model.
- a HS 132-US History 2 Online Master Course will be developed and taught as soon as next fall. The course will be based on the F2F template of Dr. Myers.

In addition, Vicki McKain is planning on testing OER materials for HS 131 this summer and reporting back to the department in the fall.

Orion Yoesle, new faculty member in Political Science, has completed online training and teaches at Andover, El Dorado, and Butler of Rose Hill as well as online.

Philosophy and Religion

The Philosophy and Religion Department continues to teach highly transferable courses in its two disciplines. During the 2019-20 academic year, Angela Sager served as a TFT replacement for Dr. Donnie Featherston, who moved from a Philosophy and Religion faculty position to Associate Dean of Early College Academies.

Dr. Terry Sader, faculty member, continued to serve as President of the BCCEA.

John Roper, adjunct, completed a fifty-page booklet entitled "Jesus in the Modern World." It reviews late 20th century philosophers and theologians on Christology and creeds.

Dr. Evan Graber, adjunct, was awarded the degree of Doctor of Philosophy from the University of Edinburgh for the thesis entitled: *The Shape of Imagination in the Theology of John McIntyre*.

Reading

The Reading Department continues to use master courses. Recently, the Department made the transition from traditional to virtual texts through low-priced access codes. Without a traditional book, total savings to students is at least a \$100 compared to the book that was previously used.

Adjuncts Janet Ralston and Shelly Hill went through Summer Jam training.

General Division

- Continuation of the Humanities and Social and Behavioral Sciences meta major and a total of 11 related majors or pathways and their assessment plans during this academic year.
- Revision of the fall and spring (ongoing) schedules to reflect pathway packages.
- Continued use of the Butler EG 101 and 102 OER course materials, *From Idea to Essay: Collected Strategies and Readings for the College Writer* and *Up for Discussion: Readings, Rhetoric, and Research*, respectively
- Emphasis on AVID high engagement techniques in division classes.
- Curriculum Team membership and service.
- Learning Calendar development and coordination.
- Inclusion Council membership and service.
- Faculty Development Team membership and service.
- Pathways leadership and service.
- Personal Development leadership.
- Textbook Affordability Team leadership and service.
- AVISO leadership and service.
- PROVIDE leadership and service.
- Performances, presentations, service club memberships, and charity work.

Division Vignettes

Open Educational Resources and Textbook Affordability

Open Educational Resources or OER are teaching, learning, and research resources that reside in the public domain or have been released under an intellectual property license that permits their free use and re-purposing by others. Open educational resources include full courses, course materials, modules, textbooks, streaming videos, tests, software, and any other tools, materials, or techniques used to support access to knowledge.

<http://www.hewlett.org/strategy/open-educational-resources/>

At Butler, the development, review, and use of OER involves academic, financial, technical, and support systems; resources; and legal considerations. OER use is intended to improve learning and success through increased access to and affordability of course materials and improve teaching through faculty ability to focus, analyze, augment, and continuously improve course materials directly aligned to course learning outcomes. Butler supports faculty in their use of OER to reach these outcomes.

In 2017-18, two teams of English Department faculty members developed two major OER's for Butler in EG 101, Composition 1, and EG 102, Composition 2. The EG 101 OER was launched in fall 2018 and the EG 102 OER in spring 2019. Setting the price of \$40 for each of the English OER's created both sales revenue for the Butler Bookstore and savings for students. Using \$100 as the average student savings over the cost of conventional textbooks for the two courses and based on headcount enrollment, the Butler EG OER have saved students over \$700,000 to date and are on track to have saved students a total of one million dollars in the 2020-21 academic year.

In fall 2019, a Textbook Affordability Team (TAT) was created to broaden the scope of affordability measures to benefit students and keep Butler competitive in the higher education marketplace. The Team identified short term goals, including

- Finalize textbook selection rubric and support use of electronic textbook adoption software.
- Identify textbook cost ranges.
- Chart current Butler used and new textbook costs by Pathway.
- Target expensive books and heavily enrolled courses for reductions in textbook cost where possible. excluding technical programs with certification requirements.
- Departments adopt appropriate, high quality publisher materials or established or locally developed OER. Library will help identify OER alternatives.
- TAT and Departments plan related faculty summer trainings.

And long term goals, including

- Increased faculty and department involvement in text selection and design.
- Low-cost, quality, course appropriate digital adoptions.
- Competitive student charges for texts.

To achieve these goals, TAT hosted a Butler Leads and Chairs Textbook Selection Meeting in early March before the pandemic transition to virtual classes. The meeting agenda placed emphasis on Textbook Selection Process and OER Development Courses in Canvas; OER development/adoption; low-priced publisher's sales and subscription programs for 2020-21; and the use of Timber Adopt software.

Susan Bradley is also a member of the KBOR State OER Committee, which is planning a State OER Showcase and Conference in the fall as well as working with the Open Textbook Network to conduct statewide training of higher education faculty in the selection and use of OER.

Dr. Susan Bradley, Dean

Program Viability Determination (PROVIDE) Committee

In the academic year 2018-2019, the PROVIDE Committee for program cluster evaluation was launched with Jon Craig, Associate Dean of Humanities and Social and Behavioral Sciences, and Jaime Goering, Director of Resource Development as Co-chairs. The committee is comprised of cross-institutional representation from faculty, marketing, foundation, finance, registrar, institutional research, and academic administration.

In its first year, the committee developed language and determined metrics for evaluating all academic programs in 30 program clusters following the Index to Measure Program Viability and Effectiveness (IMPROVE) model. Each program cluster was scored in the following 5 components: Community Stake (20), Market Outlook (25), Mission Compatibility (10), Performance (20), and Resourcing/Revenue/Costs (25). The resulting total score out of 100 for the program viability determination is a recommendation to academic divisions in one of the following four outcomes: Program Discontinuation (50 or less), Program Modification (51-60), Status Quo (61-80), or Program Initiation (80+).

At the end of the first evaluation cycle, the committee recommended program clusters be randomly selected into a 3-year revision cycle. Now in the second year, the committee is in the process completing evaluations for the following 10 program clusters: Agriculture, Auto Technology, Behavioral Sciences, Chemistry, Criminal Justice, English & Literature, Foreign Language, Information Technology, and Music. As a part of this evaluation cycle, the committee has also been tasked with refining the process for scoring and will be making recommendations for implementation.

Jonathan Craig, Associate Dean

AVISO

January 2020 saw the soft launch of the AVISO software across the institution.

Aviso Retention (Aviso) is a solution focused on helping colleges and universities solve one of the biggest challenges in higher education: keeping student engaged, optimizing the chances of student success and avoiding attrition.

Utilizing a predictive analytics platform, early alert and messaging features, and multiple reporting options, Aviso makes an immediate and focused impact on Butler's ability to retain all students and move them through pathways of completion. Individual dashboards for faculty and staff allow for

- A "high-touch" environment that increases Butler's ability to retain all students
- Moving students through pathways of completion and into jobs sooner

- Communication connections between all individuals that may be working with students in a variety of capacities.

Butler's Higher Learning Commission (HLC) Open Pathway accreditation requires it to implement a Strategic Institutional Improvement Initiative between 2019-2020 and 2022-2023 (the year of its next accreditation determination.) This Initiative must have significant impact on the college as a whole through addressing a strategic priority. It must involve a major portion of the institution's students and employees and entail two to four years of implementation. The Academic and Student Services Divisions' leadership intends AVISO to provide a system of highly effective student support processes which increase the likelihood of students' successful achievement of their Pathways degree/certificate goals as the required Strategic Institutional Improvement Initiative. AVISO addresses the Butler priority of Student Success and involves all students, academic and student services employees in an ongoing two-year cycle of Pathway implementation. The student support processes within AVISO foster greater networking of faculty, advisors, and other college personnel interacting with students to address their academic and other relevant needs and monitor their progress to completion. Our present tracking and communication tools are sorely inadequate to facilitate such an important initiative and help our students.

Dr. Troy Nordman, Associate Dean

BOARD STRATEGIC DISCUSSION – ISSUES AND OPPORTUNITIES
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**TOPIC for DISCUSSION
Insurance Renewal**

REPORT

At the June meeting the Board will be asked to approve insurance premiums for policies that renew on July 1. This includes property coverage, liability coverage, workers' comp and several specialty lines.

Ryan Murry of ICI plans to attend the May meeting to give an update on this year's renewal process and an overview of the current market trends.

For reference last year's renewal summary is attached.

Submitted by:	Kent Williams
Supervisor:	Dr. Krull
Date:	April 29, 2020



Butler
Community College

2019-2020 Insurance Renewal
07/01/2019-07/01/2020



PREMIUM SUMMARY

Line of Business	2018-19 Premium	2019-20 Premium
Property – Marsh*	\$96,001	\$139,520
Taxes & Fees**	\$1,316	\$1,316
Optional Coverage	\$961	\$1,913
Broker Fee	\$14,000	\$14,000
General Liability	\$46,308	\$47,598
Business Auto***	\$45,686	\$56,728
Inland Marine	\$3,533	\$3,679
Crime	\$3,598	\$3,666
Law Enforcement Liability	\$4,453	\$4,501
Educators Legal Liability	\$17,531	\$18,144
Employment Practices Liability	\$46,457	\$55,308
Umbrella	\$25,382	\$29,217
Workers Compensation	\$129,387	\$117,203
Museum Floater	\$2,500	\$2,500
Broadcasters Liability	\$4,725	\$3,096
Student Professional Errors & Omissions	\$19,243	\$15,389
Wellness Center Professional Liability	\$5,860	\$5,431
Grizzly Adventures Liability	\$5,645	\$5,645
Cyber Liability	\$17,119	\$8,904
Total Premium:	\$489,705	\$533,758

*Wind & Hail deductible was increased from \$25,000 to \$300,000 per occurrence. Water damage deductible was increased from \$25,000 to \$100,000.

**Taxes and Fees are estimated. Final assessment of taxes and fees is issued with the renewal invoice.

***Auto deductible changed from \$1,000 to \$2,500 per vehicle with a \$100,000 cap.

OPTIONAL PROPOSALS

Line of Business	2019-20 Premium
Wind & Hail Buydown from \$300,000 to \$50,000 Deductible (No Aggregate)	\$95,506
Wind & Hail Buydown from \$300,000 to \$100,000 Deductible (No Aggregate)	\$70,066
Water Buydown from \$100,000 to \$25,000 Deductible (\$225,000 Aggregate)	\$106,106
Water Buydown from \$100,000 to \$50,000 Deductible (\$150,000 Aggregate)	\$63,706

GROUP ACCIDENT PREMIUM SUMMARY

Line of Business	2018-19 Premium	2019-20 Premium
Non-Medical Internship Group Accident	\$315	\$315
Student Activities Group Accident	\$1,648	\$1,648
Fire Science Group Accident	\$3,300	\$3,300
Total Premium:	\$5,263	\$5,263

TOPIC for DISCUSSION
2020-2021 Insurance Renewal Presentation

REPORT:

The college offers a fully insured health and dental insurance product to all eligible employees. The plan year runs from October 1 to September 30 each year. In preparation for the upcoming renewal period, Butler's consultant/broker (IMA, Inc.) has conducted the renewal analysis with current health and welfare benefit carriers, marketed for any plan and/or carrier changes, and reviewed this information with the college insurance committee members on April 15, 2020.

IMA, Inc. has been invited to review the renewal process findings, and potential recommendations for the 2020-2021 plan year with the Board of Trustees. A copy of the presentation is included.

RECOMMENDED ACTION:

No action at this time.

RECOMMENDED FUNDING SOURCE:

Submitted by: Shelley Stultz, Associate Vice President of Human Resources
Supervisor: Dr. Kimberly Krull
Date: May 12, 2020



BUTLER COMMUNITY COLLEGE

2020 RENEWAL & MARKETING REVIEW

DATE: MAY 12, 2020

PRESENTED BY:
Christy Powell, Vice President
Vanessa Keith, Account Executive



AGENDA

- BCC Medical Renewal History
- Medical
 - Marketing Summary
 - Fully-Insured Renewal & Contribution Analysis
 - Self-Funded Option & Contribution Analysis
- Appendix



BCC MEDICAL RENEWAL HISTORY

RENEWAL YEAR	ENROLLED	CARRIER	ANNUAL PREMIUM ESTIMATE	FINAL RENEWAL CHANGE FROM PRIOR YEAR	Plan Design
10-1-2017 - 9-30-2018	382	AETNA	\$5,047,611	n/a	Triple Option plan design: \$1,500 / \$3,000 / \$3,500 QHDHP Ded Two-networks (Connector & OAMC) \$30 / \$60 Split OVC; Referrals Required \$75 Urgent Care; \$200 ER copay Rx Tiers - \$3/\$10/\$45/\$70
10-1-2018 - 9-30-2019	382	BCBS-KS	\$4,960,813	(\$86,799) -1.7%	Aetna Initial Renewal +11.1% IMA Negotiated Renewal down to +0.1% BCBS-KS Option -1.8% below final Aetna rates; IMA negotiated 10% Rate Cap for 2019 with BCBS-KS; Moved from Aetna to BCBS-KS Triple Option - No change in Deductibles Outpatient Mental Health & Telemed copays reduced to \$30
10-1-2019 - 9-30-2020	390	BCBS-KS	\$5,032,875	(\$234) 0.0%	BCBS-KS Initial Renewal -0.1% IMA Negotiated Renewal down to 0% IMA negotiated 10% Rate Cap for 2020 Renewed with BCBS-KS Triple Option No change in Deductibles Reduced Telemedicine copay to \$0
10-1-2020 – 9-30-2020	393	BCBS-KS	\$5,567,249	\$498,466 +9.8%	BCBS-KS Initial Renewal +21.1% IMA Negotiated 10% rate cap Revised renewal -9.3% decrease from initial renewal No benefit changes

3-year medical premium trend = +2.7%



CLAIMS EXPERIENCE





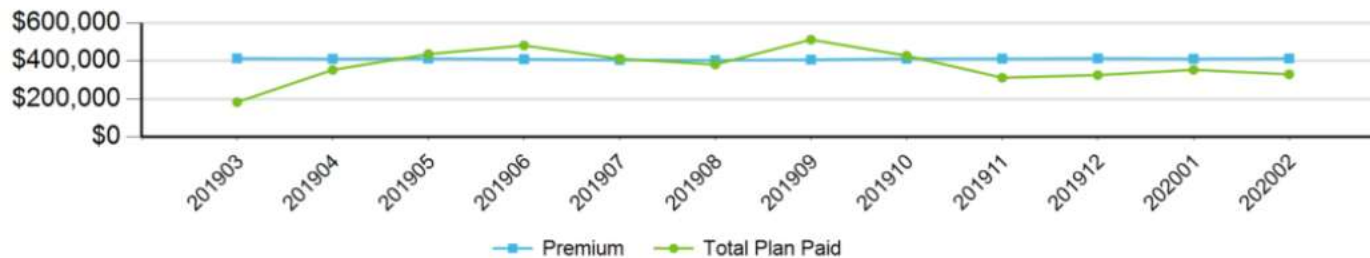
LOSS RATIO – EXPERIENCE PERIOD

Current Time Frame:

Mar 01, 2019 Thru Feb 29, 2020 As Paid Thru Feb 29, 2020

Month	Insured Months	Member Months	Calculated Premium	Plan Paid (Health)	Plan Paid (Pharmacy)	Total Plan Paid	Plan Paid PEPM	Plan Paid PMPM	Loss Ratio
03/2019	390	864	\$413,037	\$62,138	\$120,610	\$182,748	\$469	\$212	44%
04/2019	388	862	\$411,157	\$174,653	\$178,192	\$352,845	\$909	\$409	86%
05/2019	388	866	\$412,336	\$287,319	\$148,511	\$435,830	\$1,123	\$503	106%
06/2019	385	864	\$409,403	\$339,202	\$141,840	\$481,042	\$1,249	\$557	117%
07/2019	380	858	\$405,415	\$246,316	\$165,232	\$411,549	\$1,083	\$480	102%
08/2019	376	850	\$404,141	\$223,539	\$157,798	\$381,337	\$1,014	\$449	94%
09/2019	381	853	\$406,531	\$355,570	\$156,050	\$511,620	\$1,343	\$600	126%
10/2019	391	871	\$411,963	\$275,351	\$152,033	\$427,384	\$1,093	\$491	104%
11/2019	393	868	\$411,406	\$179,729	\$131,943	\$311,672	\$793	\$359	76%
12/2019	395	871	\$413,293	\$161,507	\$164,061	\$325,567	\$824	\$374	79%
01/2020	394	868	\$411,358	\$208,374	\$144,884	\$353,257	\$897	\$407	86%
02/2020	393	872	\$412,678	\$179,103	\$150,503	\$329,606	\$839	\$378	80%
TOTAL	4,654	10,367	\$4,922,716	\$2,692,801	\$1,811,656	\$4,504,457	\$968	\$434	92%

Premium versus Plan Paid by Month





HIGH COST CLAIMS LIABILITY

For the experience period of 3/1/2019 – 2/29/2020 BCC had:

- 36 members >\$25,000 in paid claims (32 active; 4 termed)
- 15 members >\$50,000 in paid claims (13 active; 2 termed)
- 9 members >\$75,000 in paid claims (7 active; 2 termed)
- 5 members >\$100,000 in paid claims (4 active; 1 termed)



MEDICAL



MEDICAL & DENTAL MARKETING SUMMARY

Medical:

Blue Cross Blue Shield of Kansas: Current carrier since 10-01-2018

- Renewal +21.5%
- Negotiated in 2019 for 10% 2020 renewal cap
- ASO Option with current benefits
 - \$50,000 Individual Stop Loss

Aetna

- Declined to quote due to being uncompetitive

United Healthcare

- Declined to quote due to being uncompetitive

Dental

Delta Dental

- Final renewal -4.9%
 - Added unlimited frequency for preventive exams/cleanings
 - Added Right Start 4 Kids program for no cost treatment for children under 12 - up to benefit period maximum



FULLY-INSURED



AFFORDABILITY

Affordability Safe Harbors	
Client Name:	Butler Community College
Renewal Date:	10/1/2020
Current monthly employee contribution toward lowest cost single plan:	\$0.00

AFFORDABILITY PENALTY PER INDIVIDUAL FOR 2019:
 \$3,750 or \$312.50/month for each month deemed unaffordable

1) FPL Safe Harbor

Federal Poverty Level (FPL) as Wage Base*		Monthly Wage Base		Affordable Lowest Cost Single Plan
\$12,490	÷ 12 =	\$1,040.83	× 9.78% =	\$101.79

*FPL provided is effective for the Renewal Date above for the lower 48 states and D.C. only

AFFORDABILITY PENALTY PER INDIVIDUAL FOR 2020:
 \$3,860 or \$321.67/month for each month deemed unaffordable



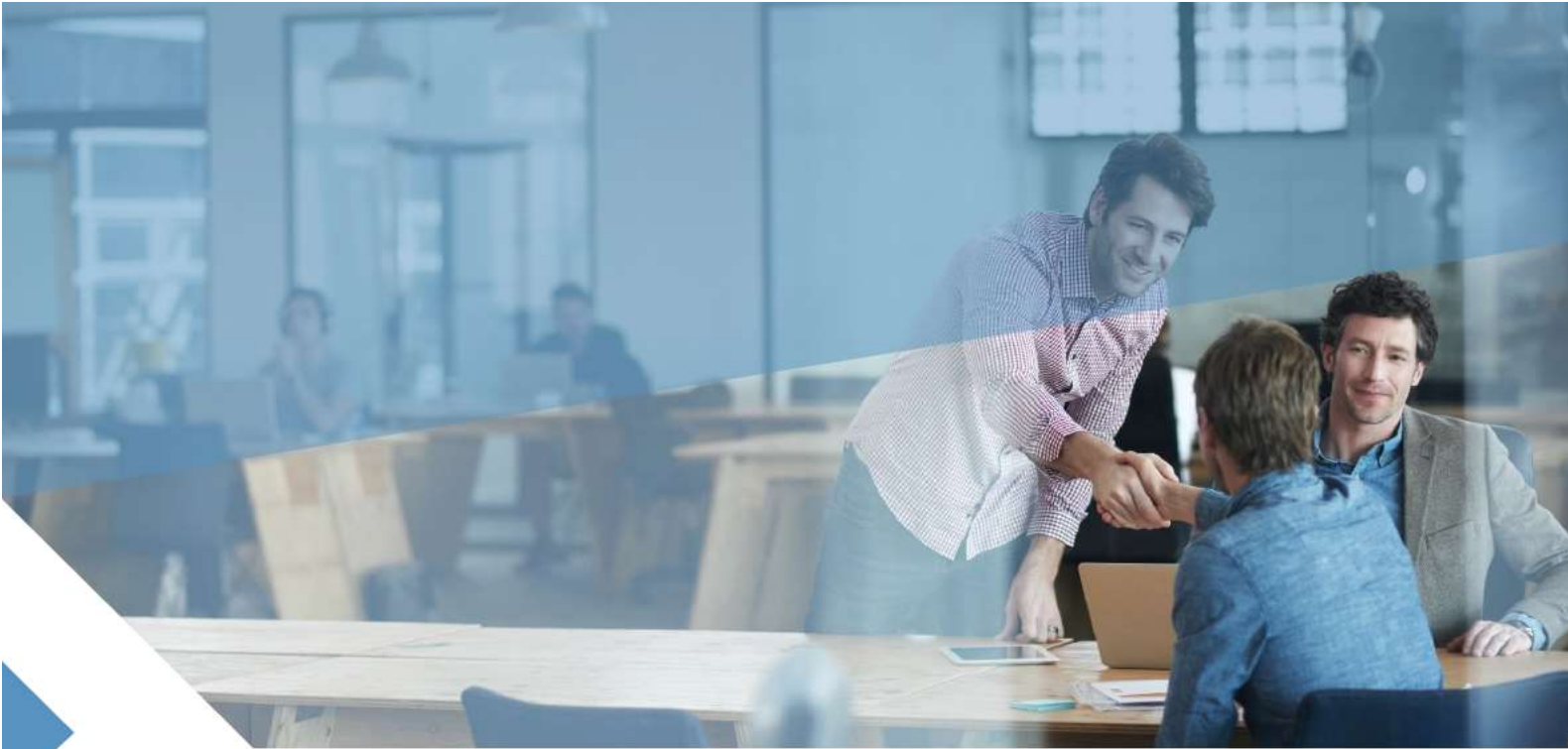
CONTRIBUTION ILLUSTRATION – FULLY-INSURED

KEEPING BCC DEFINED CONTRIBUTION EXACTLY THE SAME



Premium includes medical, dental, and IMA fee

2019 (Current) Plan year Rates						2020 (Renewal) Plan year Rates					
2019 Proposed	Assumed Current Enrollment	Premium	EE Monthly Rates	% EE Spend ¹	Butler Community College Monthly Rate	2020 Proposed	Assumed Proposed Enrollment	Premium	EE Monthly Rates	% EE Spend ¹	Butler Community College Monthly Rate
Current Option A						Current Option A					
Employee	67	\$624.72	\$50.36	8%	\$574.36	Employee	67	\$675.01	\$100.65	15%	\$574.36
Employee + 1	51	\$1,454.92	\$106.05	7%	\$1,348.87	Employee + 1	51	\$1,574.87	\$226.00	14%	\$1,348.87
Family	43	\$1,728.66	\$337.49	20%	\$1,391.17	Family	43	\$1,867.28	\$476.11	25%	\$1,391.17
Total Enrolled	161					Total Enrolled	161				
Current Option B						Current Option B					
Employee	55	\$592.99	\$18.63	3%	\$574.36	Employee	55	\$637.78	\$63.42	10%	\$574.36
Employee + 1	34	\$1,378.96	\$30.09	2%	\$1,348.87	Employee + 1	34	\$1,485.72	\$136.85	9%	\$1,348.87
Family	56	\$1,640.01	\$248.84	15%	\$1,391.17	Family	56	\$1,763.26	\$372.09	21%	\$1,391.17
Total Enrolled	145					Total Enrolled	145				
Current Option C						Current Option C					
Employee	44	\$558.18	\$0.00	0%	\$558.18	Employee	44	\$634.13	\$59.77	9%	\$574.36
Employee + 1	20	\$1,295.63	\$0.00	0%	\$1,295.63	Employee + 1	20	\$1,476.94	\$128.07	9%	\$1,348.87
Family	23	\$1,542.75	\$151.58	10%	\$1,391.17	Family	23	\$1,752.90	\$361.73	21%	\$1,391.17
Total Enrolled	87					Total Enrolled	87				
PEPM Composite:	393	\$1,139	\$109	10%	\$1,030	393	\$1,242	\$207	17%	\$1,035	
Monthly:		\$447,685	\$42,764		\$404,921		\$487,929	\$81,231		\$406,698	
Annual Cost:		\$5,372,220	\$513,166		\$4,859,054		\$5,855,151	\$974,777		\$4,880,374	
Annual Change:							\$482,931	\$461,611		\$21,321	
Annual Percent Change:							9%	90%		0.44%	



SELF-FUNDING – ADMINISTRATIVE SERVICES ONLY (ASO)

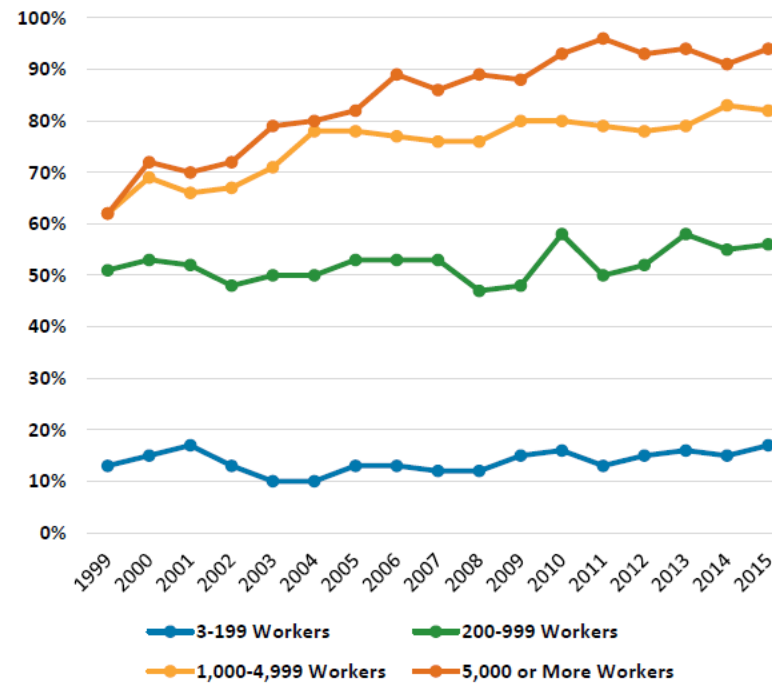
WHO IS SELF-FUNDS THEIR HEALTH PLANS?

The percentage of covered workers in SELF FUNDED plans increases as the number of employees in a firm increases.⁽¹⁾

- 17% of plans with 3-199
- 58% of plans with 200-999
- 83% of plans with 1,000 to 4,999
- 91% of plans with 5,000 or more

Overall, 63% of covered workers are enrolled in a plan that is either partially or completely SELF-FUNDED.

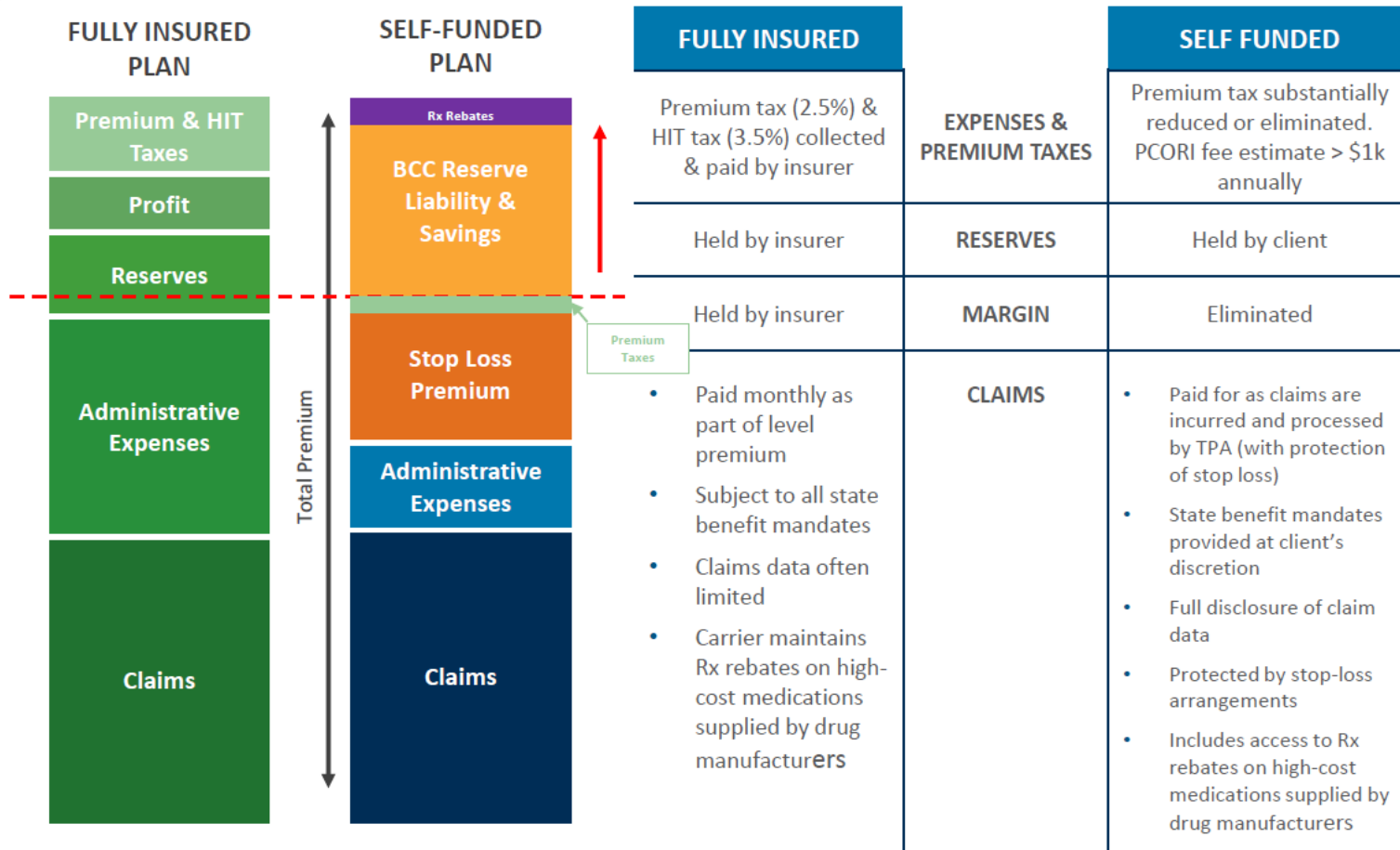
% OF COVERED WORKERS IN SELF FUNDED PLANS



⁽¹⁾ Source: Kaiser Family Foundation- Employer Health Benefits 2015 Annual Survey



FULLY FUNDED VS. SELF-FUNDED



PROS & CONS OF SELF-FUNDING



CASH FLOW ADVANTAGES

- Pay as you go approach
- Maintaining reserves
- Utilizing the float on claim payment



COST SAVINGS

- State premium tax greatly reduced
- Interest on funds otherwise held by the insurer
- Avoid costly state mandated benefits



PLAN CONTROL

- Easier monitoring of claim costs
- Greater access to plan data



PLAN DESIGN FLEXIBILITY

- Not bound by state mandates
- More flexibility on design options



STABILITY

- Employers rarely return to fully insured

BUDGETING THE PROGRAM

- Monthly claims fluctuation

TERMINATION OF THE PROGRAM

- Paying for two plans at once

FIDUCIARY AND LEGAL RESPONSIBILITY

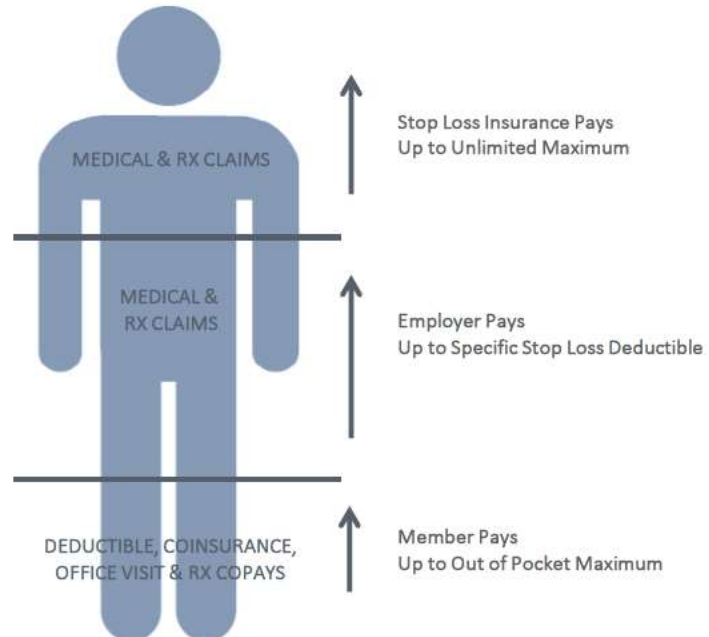
- Employer takes on additional legal & fiduciary responsibilities

INCREASED EMPLOYER INVOLVEMENT

- Maintaining banking arrangements
- HIPAA/Privacy compliance

STOP LOSS PROTECTION

AGGREGATE LOSS INSURANCE PAYS IF OVERALL PLAN MEDICAL & RX CLAIMS EXCEED 125%* OF EXPECTED CLAIMS



WHAT IS SPECIFIC STOP LOSS INSURANCE?

- Insurance that provides protection for catastrophic claims incurred by one INDIVIDUAL member
- Employer pays Medical & Rx claims up to Specific Stop Loss Deductible (i.e. \$75,000, \$100,000, etc.)
- Claims included under the Specific Stop Loss Insurance include all eligible Medical and/or Rx claims paid over a one year period for an INDIVIDUAL member

WHAT IS AGGREGATE STOP LOSS INSURANCE?

- Insurance that provides protection if MEDICAL PLAN claims exceed expected claims by 25%*
- 125%* of expected claims is also referred to as maximum claims
- Any eligible claims that exceed the 125% threshold in a one year period are reimbursable under the aggregate stop loss insurance

INDIVIDUAL MEMBER CLAIM EXAMPLE
 Total Paid Medical & Rx Claims = \$100,000
 Specific Stop Loss Deductible = \$50,000

Member Pays	\$6,350
CLIENT Pays	\$50,000
Stop Loss Insurance Pays	\$43,650

*25% is the standard threshold over expected claims where maximum claims liability is set. Other options may apply.

BCBSKS ASO SUMMARY \$50K

										BCBS-KS Fully Insured				BCBS-KS ASO										
										Current Base		Renewal Base		Current Mid		Renewal Mid		Current Buy-Up		Renewal Buy-Up		\$50K ISL		
Fixed Costs w/o Claims	Composite Est. of TPA Fees										\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 126.50	\$ 132.63	\$ 123.79			
	Composite Est. of Stop Loss Premium										-	-	-	-	-	-	-	-	277.73	292.04	259.53			
	Est. Total Composite/Mo										\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 404.22	\$ 424.67	\$ 383.32			
	161	145	87	Est. Total/Yr										\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 780,958	\$ 798,917	\$ 400,185	
Fixed Costs & Claims at Expected	Specific Deductible										Fully Insured	Fully Insured	Fully Insured	Fully Insured	Fully Insured	Fully Insured	Fully Insured	Fully Insured	\$50k	\$50k	\$50k			
	Contract Term (Incurred Paid)										Fully Insured	Fully Insured	Fully Insured	Fully Insured	Fully Insured	Fully Insured	Fully Insured	Fully Insured	Incurred	Incurred	Incurred			
	Contract Coverage (Med, Rx, etc.)										Fully Insured	Fully Insured	Fully Insured	Fully Insured	Fully Insured	Fully Insured	Fully Insured	Fully Insured	Med, Rx	Med, Rx	Med, Rx			
	Aggregating Specific Deductible										Fully Insured	Fully Insured	Fully Insured	Fully Insured	Fully Insured	Fully Insured	Fully Insured	Fully Insured	N/A	N/A	N/A			
	Composite Est. of Fixed Costs										\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 404.22	\$ 424.67	\$ 383.32			
	Composite Est. of Expected Claims										1,182.42	1,278.49	1,181.52	1,271.28	987.87	1,123.65	774.95	769.85	640.89					
	Est. Total Composite/Mo										\$ 1,182.42	\$ 1,278.49	\$ 1,181.52	\$ 1,271.28	\$ 987.87	\$ 1,123.65	\$ 1,179.18	\$ 1,194.52	\$ 1,024.21					
	161	145	87	Est. Total/Yr										\$ 2,284,430	\$ 2,470,045	\$ 2,055,842	\$ 2,212,019	\$ 1,031,341	\$ 1,173,087	\$ 2,278,169	\$ 2,078,464	\$ 1,069,277		
	Est. Annual Change from Current											\$ 185,615		\$ 156,177		\$ 141,746	\$ (6,261)	\$ 22,621	\$ 37,936					
	Est. Annual Change from Renewal											+8.1%		+7.6%		+13.7%	\$ (191,876)	\$ (133,556)	\$ (103,810)					
										Current					Renewal					BCBS-KS ASO - \$50K ISL				
393 Est. Total/Yr										\$5,371,613					\$5,855,151					\$5,425,909				
Est. Annual Change from Current															\$483,538					\$54,296				
Est. Annual Change from Renewal															+9.0%					+1.0%				
																				-\$429,242				
																				-7.3%				
Fixed Costs & Claims at Max	Aggregate Corridor										Fully Insured	Fully Insured	Fully Insured	Fully Insured	Fully Insured	Fully Insured	Fully Insured	Fully Insured	125%	125%	125%			
	Contract Term (Incurred Paid)										Fully Insured	Fully Insured	Fully Insured	Fully Insured	Fully Insured	Fully Insured	Fully Insured	Fully Insured	Incurred	Incurred	Incurred			
	Contract Coverage (Med, Rx, etc.)										Fully Insured	Fully Insured	Fully Insured	Fully Insured	Fully Insured	Fully Insured	Fully Insured	Fully Insured	Med, Rx	Med, Rx	Med, Rx			
	Composite Est. of Fixed Costs										\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 404.22	\$ 424.67	\$ 383.32			
	Composite Est. of Max Claims										1,182.42	1,278.49	1,181.52	1,271.28	987.87	1,123.65	968.69	962.32	801.12					
	Est. Total Composite/Mo										\$ 1,182.42	\$ 1,278.49	\$ 1,181.52	\$ 1,271.28	\$ 987.87	\$ 1,123.65	\$ 1,372.92	\$ 1,386.98	\$ 1,184.43					
	161	145	87	Est. Total/Yr										\$ 2,284,430	\$ 2,470,045	\$ 2,055,842	\$ 2,212,019	\$ 1,031,341	\$ 1,173,087	\$ 2,652,472	\$ 2,413,350	\$ 1,236,550		
	Est. Annual Change from Current											\$ 185,615		\$ 156,177		\$ 141,746	\$ 368,042	\$ 357,508	\$ 205,209					
	Est. Annual Change from Renewal											+8.1%		+7.6%		+13.7%	\$ +16.1%	\$ +17.4%	\$ +19.9%					
																					\$ 182,427			
																				+7.4%				
																				+9.1%				
393 Est. Total/Yr										\$5,371,613					\$5,855,151					\$6,302,372				
Est. Annual Change from Current															\$483,538					\$930,759				
Est. Annual Change from Renewal															+9.0%					+17.3%				
																				\$447,221				
																				+7.6%				

Current rates include \$17.09 PEPM for IMA annual consulting fee (\$80,000) by 390
Renewal rates include \$16.96 PEPM for IMA annual consulting fee (\$80,000) by 393
Current rates include dental premiums (\$32.86 EE, \$63.37 EE + 1, \$107.60 Family)
Renewal rates include dental premiums (\$31.13 EE, \$60.09 EE + 1, \$102.58 Family)
10% Rate cap included for 2020 Renewal



CONTRIBUTION ILLUSTRATION – ASO AT BCBSKS EXPECTED



Premium includes medical, dental, and IMA fee

2019 (Current) Plan year Rates						2020 (Renewal) Plan year Rates					
2019 Proposed	Assumed Current Enrollment	Premium	EE Monthly Rates	% EE Spend ¹	Butler Community College Monthly Rate	2020 Proposed	Assumed Proposed Enrollment	Premium	EE Monthly Rates	% EE Spend ¹	Butler Community College Monthly Rate
Current Option A						Current Option A					
Employee	67	\$624.72	\$50.36	8%	\$574.36	Employee	67	\$648.53	\$74.17	11%	\$574.36
Employee + 1	51	\$1,454.92	\$106.05	7%	\$1,348.87	Employee + 1	51	\$1,438.06	\$89.19	6%	\$1,348.87
Family	43	\$1,728.66	\$337.49	20%	\$1,391.17	Family	43	\$1,698.95	\$307.78	18%	\$1,391.17
Total Enrolled	161					Total Enrolled	161				
Current Option B						Current Option B					
Employee	55	\$592.99	\$18.63	3%	\$574.36	Employee	55	\$626.34	\$51.98	8%	\$574.36
Employee + 1	34	\$1,378.96	\$30.09	2%	\$1,348.87	Employee + 1	34	\$1,384.94	\$36.07	3%	\$1,348.87
Family	56	\$1,640.01	\$248.84	15%	\$1,391.17	Family	56	\$1,636.94	\$245.77	15%	\$1,391.17
Total Enrolled	145					Total Enrolled	145				
Current Option C						Current Option C					
Employee	44	\$558.18	\$0.00	0%	\$558.18	Employee	44	\$602.00	\$0.00	0%	\$602.00
Employee + 1	20	\$1,295.63	\$0.00	0%	\$1,295.63	Employee + 1	20	\$1,326.65	\$0.00	0%	\$1,326.65
Family	23	\$1,542.75	\$151.58	10%	\$1,391.17	Family	23	\$1,568.93	\$177.76	11%	\$1,391.17
Total Enrolled	87					Total Enrolled	87				
PEPM Composite:	393	\$1,139	\$109	10%	\$1,030		393	\$1,151	\$114	10%	\$1,037
Monthly:		\$447,685	\$42,764		\$404,921			\$452,159	\$44,690		\$407,470
Annual Cost:		\$5,372,220	\$513,166		\$4,859,054			\$5,425,909	\$536,274		\$4,889,635
Annual Change:								\$53,690	\$23,108		\$30,582
Annual Percent Change:								1%	5%		1%

CONTRIBUTION ILLUSTRATION – ASO AT 10% BCC MEDICAL BUDGET

Premium includes medical, dental, and IMA fee

2019 (Current) Plan year Rates						2020 (Renewal) Plan year Rates					
2019 Proposed	Assumed Current Enrollment	Premium	EE Monthly Rates	% EE Spend ¹	Butler Community College Monthly Rate	2020 Proposed	Assumed Proposed Enrollment	Premium	EE Monthly Rates	% EE Spend ¹	Butler Community College Monthly Rate
Current Option A						Current Option A					
Employee	67	\$624.72	\$50.36	8%	\$574.36	Employee	67	\$701.25	\$126.89	18%	\$574.36
Employee + 1	51	\$1,454.92	\$106.05	7%	\$1,348.87	Employee + 1	51	\$1,563.49	\$214.62	14%	\$1,348.87
Family	43	\$1,728.66	\$337.49	20%	\$1,391.17	Family	43	\$1,845.24	\$454.07	25%	\$1,391.17
Total Enrolled	161					Total Enrolled	161				
Current Option B						Current Option B					
Employee	55	\$592.99	\$18.63	3%	\$574.36	Employee	55	\$676.18	\$101.82	15%	\$574.36
Employee + 1	34	\$1,378.96	\$30.09	2%	\$1,348.87	Employee + 1	34	\$1,503.46	\$154.59	10%	\$1,348.87
Family	56	\$1,640.01	\$248.84	15%	\$1,391.17	Family	56	\$1,775.17	\$384.00	22%	\$1,391.17
Total Enrolled	145					Total Enrolled	145				
Current Option C						Current Option C					
Employee	44	\$558.18	\$0.00	0%	\$558.18	Employee	44	\$648.67	\$74.31	11%	\$574.36
Employee + 1	20	\$1,295.63	\$0.00	0%	\$1,295.63	Employee + 1	20	\$1,437.59	\$88.72	6%	\$1,348.87
Family	23	\$1,542.75	\$151.58	10%	\$1,391.17	Family	23	\$1,698.32	\$307.15	18%	\$1,391.17
Total Enrolled	87					Total Enrolled	87				
PEPM Composite:	393	\$1,139	\$109	10%	\$1,030		393	\$1,247	\$212	17%	\$1,035
Monthly:		\$447,685	\$42,764		\$404,921			\$490,139	\$83,441		\$406,698
Annual Cost:		\$5,372,220	\$513,166		\$4,859,054			\$5,881,670	\$1,001,295		\$4,880,374
Annual Change:								\$509,450	\$488,130		\$21,321
Annual Percent Change:								9%	95%		0.44%

CONTRIBUTION ILLUSTRATION – ASO AT BCBSKS MAXIMUM FACTOR BUDGET

Premium includes medical, dental, and IMA fee

2019 (Current) Plan year Rates						2020 (Renewal) Plan year Rates					
2019 Proposed	Assumed Current Enrollment	Premium	EE Monthly Rates	% EE Spend ¹	Butler Community College Monthly Rate	2020 Proposed	Assumed Proposed Enrollment	Premium	EE Monthly Rates	% EE Spend ¹	Butler Community College Monthly Rate
Current Option A						Current Option A					
Employee	67	\$624.72	\$50.36	8%	\$574.36	Employee	67	\$749.92	\$175.56	23%	\$574.36
Employee + 1	51	\$1,454.92	\$106.05	7%	\$1,348.87	Employee + 1	51	\$1,679.27	\$330.40	20%	\$1,348.87
Family	43	\$1,728.66	\$337.49	20%	\$1,391.17	Family	43	\$1,980.28	\$589.11	30%	\$1,391.17
Total Enrolled	161					Total Enrolled	161				
Current Option B						Current Option B					
Employee	55	\$592.99	\$18.63	3%	\$574.36	Employee	55	\$722.18	\$147.82	20%	\$574.36
Employee + 1	34	\$1,378.96	\$30.09	2%	\$1,348.87	Employee + 1	34	\$1,612.87	\$264.00	16%	\$1,348.87
Family	56	\$1,640.01	\$248.84	15%	\$1,391.17	Family	56	\$1,902.77	\$511.60	27%	\$1,391.17
Total Enrolled	145					Total Enrolled	145				
Current Option C						Current Option C					
Employee	44	\$558.18	\$0.00	0%	\$558.18	Employee	44	\$691.76	\$117.40	17%	\$574.36
Employee + 1	20	\$1,295.63	\$0.00	0%	\$1,295.63	Employee + 1	20	\$1,540.01	\$191.14	12%	\$1,348.87
Family	23	\$1,542.75	\$151.58	10%	\$1,391.17	Family	23	\$1,817.76	\$426.59	23%	\$1,391.17
Total Enrolled	87					Total Enrolled	87				
PEPM Composite:	393	\$1,139	\$109	10%	\$1,030		393	\$1,336	\$302	23%	\$1,035
Monthly:		\$447,685	\$42,764		\$404,921			\$525,198	\$118,500		\$406,698
Annual Cost:		\$5,372,220	\$513,166		\$4,859,054			\$6,302,372	\$1,421,997		\$4,880,374
Annual Change:								\$930,152	\$908,831		\$21,321
Annual Percent Change:								17%	177%		0.44%



APPENDIX



 **Benefits**



2019 RENEWAL REVIEW

Medical – *Blue Cross Blue Shield of KS (BCBS-KS)*

- BCBS-KS fully insured initial Triple Option renewal -0.1%; IMA negotiated renewal to +0.0% to allow ease of administration by maintaining rates
 - Marketed unbundled TPA to UMR and Kempton
 - Marketed stop-loss to Berkley Captive, Optum, QBE, SunLife, SwissRe, Symetra
- Renewed with BCBS-KS Triple Option with \$0 Telemed copay on \$1,500 & \$3,000 Ded
- IMA negotiated 10% Rate Cap included for 10/1/2020 Renewal

Dental – *Delta Dental of KS*

- Delta Dental of KS pooled renewal -0.1%; Renewed with same plan design for 1-year
 - Moved from Premier Network to Passive PPO with Premier

Voluntary Vision – *Vision Care Direct (VCD)*

- Renewed with VCD for 1-year; reduced to triple option plan, no change in rates or benefits
 - Marketed Vision to Ameritas, EyeMed, Guardian, Standard, Superior and VSP

Ancillary – *Reliance Standard*

- Rate guarantee extended for 1-year

Worksite– *Aflac*

- Renewed all coverages with Aflac Public Entity Program and Maestro platform

FSA/COBRA Administration – *Maestro Health*

- Renewed with no change in rates for 1-year; COBRA rate under rate guarantee until 2021

Legal – *Legal Shield*

- Renewed with no change in rates for 1-year



DISCLOSURES & NOTICES

IMPORTANT NOTICE

The information contained in this Administrative Management Summary Report was obtained from proposals submitted by insurance companies. It is intended to be used for illustrative purposes only. If there are any discrepancies the insurance company contract will prevail. Final rates may vary based upon final enrollment and demographics, effective date, selected plan design, health risk information, and other underwriting considerations. Plan administration, billing procedures, network providers, and benefit design will vary by company. Each company reserves the right to re-rate their product during any plan year if there is a significant change in enrollment.

DISCLAIMERS

1. This proposal is based upon the financial and underwriting information provided by you. In the event that there have been significant changes, or we are missing material data, we will need that information in order to provide it to the underwriters. If any of the information you provided is inaccurate, the terms and conditions, premium, or even availability of the insurance summarized here may be subject to change.
2. This proposal is issued by each carrier as a courtesy; however, the actual rates will depend upon underwriting and final enrollment.
3. This proposal is intended to be a summary of the premium costs of the plans under consideration. Please refer to each carrier's plan document for actual terms, conditions, limitations, and exclusions.
4. It is imperative we be informed of any employee or dependent who is hospitalized or otherwise disabled and not actively at work on the effective date of any new contract. Coverages may not be available for these individuals.
5. The rates shown are not guaranteed and may be subject to change without notice.
6. Each carrier's proposal may include conditions that must be satisfied before coverage can be written or rates can be made firm.
7. The data, analyses, description, exhibits, and charts in this proposal are to support the conclusions and suggestions stated here. Both IMA and any carrier listed herein will be available to explain any item presented. It is assumed the recipients of this proposal will seek an explanation for anything that is not understood.
8. Requests to place or change coverage cannot be considered finalized until you have received confirmation from an authorized IMA representative.



PRODUCTS AND SERVICES AVAILABLE THROUGH YOUR PARTNERSHIP WITH IMA

- Group Medical, Prescription, Dental, and Vision
- Life/AD&D (Voluntary and Group), Travel Accident, International Benefits
- Short and Long Term Disability (Voluntary and Group)
- Voluntary Products (Indemnity Medical, Cancer, Critical Illness, Legal, Long Term Care, etc.)
- Wellness
- Employee Assistance Programs*
- COBRA Administration*
- Section 125 Administration*
- FSA with Debit Card, HSA, HRA, Executive, and other reimbursement accounts*
- Total Rewards
- Property & Casualty Coverage
- Bonds & Surety Services
- Small Commercial & Personal Insurance through IMA Select
- Risk Control & Risk Management Services
- 401(k) and Wealth Management Services through IMA Wealth

* *Outsourced*

NOTICE OF PLAN ADMINISTRATION

It is your responsibility to read and understand the plan administration manuals that will be provided to you by the carrier(s) that you choose. These documents may come in paper form and/or be accessible online.

COMPENSATION DISCLOSURE

The IMA Financial Group, Inc. is a national financial services company with numerous affiliates and subsidiaries, including IMA, Inc., CORnerstone Risk Solutions, LLC, IMA Select, IMA Acumen, LLC, Towerstone, Inc., Eydent Insurance Services LLC and IMA Wealth, (collectively the "IMA Group"). These entities, excluding IMA Acumen, LLC, are insurance producers licensed in accordance with respective state requirements. Insurance producers are authorized by their license to confer with insurance purchasers about the benefits, terms and conditions of insurance contracts; to offer advice concerning the substantive benefits of particular insurance contracts; to sell insurance; and to obtain insurance for purchasers.

The producer may have access to more than one insurance company to place the purchaser's coverage. The producer may have authority to obligate the insurance company on the purchaser's behalf and as a result may be required to act within the scope of contractual agreements with the insurer.

Compensation will be paid to the producer by the insurer or other third parties. Compensation may vary depending on a number of factors, including the insurer and the insurance contract the purchaser selects, the volume of business the producer places with the insurer, and the profitability of that business. In addition to the compensation received by the IMA Group, other parties, such as excess and surplus lines brokers, wholesalers, reinsurance intermediaries, underwriting managers and similar parties (some of which may be owned in whole or in part by the IMA Group), may earn and retain usual and customary commissions or other compensations for providing insurance products to a Client under separate contracts with insurers or reinsurers. Such payments will not be considered as compensation to IMA and will not offset any compensation payable to IMA. In addition, there may be referral compensation shared within the IMA Group. Further, the IMA Group may receive contingent or incentive payments or allowances from insurers or finance companies based on the size or performance of an overall book of business produced with them by the IMA Group. Additionally, expense reimbursements

Upon written request, the IMA Group will provide to Client additional details and information about any and all compensation arrangements for insurance placed and/or quoted on behalf of the Client.

Revised January 1, 2018



PRIVACY

PRIVACY POLICY NOTICE

The IMA Financial Group, Inc. and its insurance brokerage subsidiaries and affiliates (collectively referred to in this notice as “we”, “us”, or “our”) provide insurance brokerage services and sell insurance products and services to commercial businesses and to individuals for personal, family and household purposes. The IMA Financial Group, Inc. and all of its subsidiaries are collectively referred to in this notice as the “IMA Group”. “You”/“Your Company” refers to each of our customers or prospects who may engage us to provide services for or on your behalf, such as placing your insurance and/or providing you with insurance risk management or consulting products and/or services, and as otherwise allowed or required by law. This Privacy Policy applies to each of the websites in the IMA Group. This Privacy Policy does not apply to the information collected by IMA Wealth. Please review the privacy policy for IMA Wealth when visiting that portion of the IMA website.

WHY YOU ARE RECEIVING THIS PRIVACY POLICY NOTICE

Federal and state laws and regulations generally prohibit us from sharing nonpublic personal, financial or health information about you with a non-affiliated third party unless we provide you with a notice of our privacy policies and practices, such as the types of information that we collect about you and the categories of persons or entities to whom it may be disclosed. In compliance therewith, we are providing you this notice about our privacy policies and practices.

THE INFORMATION THAT WE COLLECT

We collect and maintain your information so we can provide insurance brokerage services and sell insurance products to you, as well as process your insurance claims. In providing our various services, we may obtain certain non-public, personal, financial or health information. The types and categories of information we may collect about you includes:

- Information we receive from you on applications for insurance coverage and other forms to provide insurance brokerage services to you (such as your name, home address, social security, telephone number, financial information such as the fair market value of property you wish to insure, and health information);
- Information you authorize us to collect (such as health information for underwriting purposes) or information we are authorized or required by law to collect (such as medical records in a workers’ compensation case);
- Information that we generate to service your account (such as loss claim information);
- Information we receive from a consumer reporting agency such as motor vehicle and driver data, credit history, and employment information; and
- Information about your transactions with us and our affiliates such as your policy coverage, premium payment history, the premium you pay and claims information.

Much of the information discussed above is not collected on the IMA Group sites which include www.imacorp.com, www.imaselect.com, www.imawealth.com (the “Sites”).

- **Contact Us:** Information that may be collected or submitted on the Sites includes your first and last name, business name, city and state, phone number, email address and any other information you provide to us in your correspondence with us when you submit a form through the Contact Us page on our Sites. We use this information in order to respond to your question or request. We may also use your email address to send you promotional and informational emails. You have the opportunity to opt out of receiving promotional
- **Careers:** Additionally, you may apply for jobs with the IMA Group through the Careers page on the IMA corporate site. When you submit your resume in response to a current job opening, we collect all the information that is included in the resume that you submit to us along with your email address so that we can contact you. We use this information solely for human resources purposes. We do not share the information we collect through our Careers page other than with our affiliates as it relates to the position for which you
- **Cookies:** We may also collect information about how you access the Sites using cookies. Session ID cookies may be used by us to track your preferences while you are visiting the Sites. They also help to minimize load times and save on server processing. Persistent cookies may be used by us to store other information. Cookies used on the Sites do not contain your personal information.
- **Log Files:** We use log files which may include internet protocol (IP) addresses, browser type, internet service provider (ISP), referring/exit pages, platform type, date/time stamp, and number of clicks to analyze trends, administer the site, track your movement in the aggregate, and gather broad demographic information for aggregate use. However, none of this information contains personal information.
- **Children’s Information:** Protecting the privacy of the very young is especially important. For that reason, we do not collect or maintain information on or through our website from those we actually know are under 13 years old, and no part of our website is structured to attract anyone under 13 years old.



INFORMATION SHARING PRACTICES WITHIN THE IMA GROUP

We may share nonpublic information about you within the IMA Group, as permitted by law, to enable us to service and maintain your account and provide information to you about products and services of the IMA Group. IMA may collect data and other similar information of its customers and prospects and may use and share that data in our internal systems, such as sales management applications. These systems permit IMA employees to access and process such data solely for the purposes of customer request completion, business administration, business reporting, statistical analysis and marketing of IMA products and services. IMA may share the business contact data among its affiliates. The circumstances under which disclosure within the IMA Group is permitted by law include disclosure to our subsidiaries TrueNorth, Inc. to provide information to you about those subsidiaries' investment management and securities brokerage services. We may use your information in order to contact you and send you information about the IMA Group or about our products and services. Specifically, we may use your email address to send you newsletters about our products and services, company news and events or educational opportunities.

SHARING INFORMATION OUTSIDE THE IMA GROUP

We do not disclose any nonpublic information about you to non-affiliated third parties, except as permitted by law. The circumstances under which disclosure to non-affiliated third parties is permitted by law include disclosures to insurance companies or insurance intermediaries to obtain any insurance coverage requested by you or to process insurance claims. The circumstances under which disclosure to non-affiliated third parties is permitted by law also include to our auditors, appraisers and legal advisors, in response to a court order, governmental authorities pursuant to legal process, to prevent fraud, and/or disclosures to authorized third party service providers acting on our behalf, that perform marketing and other services for us, such as electronic enrollment service providers, to other financial institutions with which we have joint marketing agreements, such as banks, securities broker-dealers, registered investment advisors, and insurance providers.

HOW WE PROTECT YOUR INFORMATION

We take commercially reasonable steps to ensure that your information is kept safe from unauthorized access. We may use physical, electronic and procedural safeguards to protect your private information and to assist us in preventing unauthorized access to that information.

To fulfill our privacy commitment, we take certain actions which may include:

- Adopting policies and procedures that put in place physical, electronic and other safeguards to keep your personal information safe;
- Striving to maintain the accuracy of your information and promptly responding to any questions or concerns you may raise in its regard;
- Requiring third parties that perform services for us to have standards to keep your information confidential;
- Protecting information of our former clients to the same extent as our current clients.

Despite reasonable technological measures taken by us, technology can be bypassed and we cannot guarantee privacy of your information. You agree that we shall not be responsible for any loss, damages or liability arising from the information you provide to us in any way and you shall have no recourse against us, or any employee, officer, director, shareholder, agent or representative for such loss, damage, liability.

REQUESTS FOR YOUR INFORMATION and OPT OUT RIGHTS

To the extent provided by applicable federal or state law, you may have certain rights to access and correct the information we have collected about you. Additionally, if you have questions or would like to request that your information not be shared among the IMA Group, please contact the IMA Compliance Department at privacy.officer@imacorp.com. If you wish to correct your information we may take reasonable steps to ensure your identification before making the requested corrections. You can opt out of receiving any promotional emails that we send to you by sending an email requesting to be removed from the email list at privacy.officer@imacorp.com or by clicking on the unsubscribe link at the bottom of the email you receive from us.

OUR POLICY REGARDING DISPUTE RESOLUTION

Any controversy or claim arising out of or relating to our privacy policy, or the breach of our privacy policy, shall be settled by arbitration in accordance with the rules of the American Arbitration Association, and judgment upon the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof.

RESERVATION OF RIGHT TO DISCLOSE INFORMATION IN UNFORESEEN CIRCUMSTANCES

In connection with the sale or potential sale or transfer of all or part of our company or its assets, we reserve the right to sell or transfer your information to a third party entity that (1) concentrates its business in a similar practice or service; (2) agrees to be our successor in interest with regard to the maintenance and protection of the information collected; and (3) agrees to the obligations of this privacy policy.

Revised January 2018

This notice is for information only. No reply is necessary. If you have questions about any of these terms, please contact us at info@imacorp.com.



A.M. BEST

Guide to A. M. Best's Insurer Financial Strength Ratings

The objective of Best's rating system is to provide an opinion as to an insurer's financial strength and ability to meet ongoing obligations to policy holders. Opinions are derived from an evaluation of a company's balance sheet strength, operating performance and business profile as compared with Best's quantitative and qualitative standards. Best's Ratings may be viewed at www.ambest.com. Best's ratings are not a warranty of a company's financial strength and ability to meet its ongoing obligations to policyholders.

A++ and A+ (Superior): Assigned to companies which have, on balance, superior balance sheet strength, operating performance and business profile when compared to the standards established by the A. M. Best Company. These companies, in Best's opinion, have a very strong ability to meet their ongoing obligations to policyholders.

A and A- (Excellent): Assigned to companies which have, on balance, excellent balance sheet strength, operating performance and business profile when compared to the standards established by the A. M. Best Company. These companies, in Best's opinion, have a strong ability to meet their ongoing obligations to policyholders.

B++ and B+ (Very Good): Assigned to companies which have, on balance, very good balance sheet strength, operating performance and business profile when compared to the standards established by the A. M. Best Company. These companies, in Best's opinion, have a good ability to meet their ongoing obligations to policyholders.

B and B- (Fair): Assigned to companies which have, on balance, fair balance sheet strength, operating performance and business profile when compared to the standards established by the A. M. Best Company. These companies, in Best's opinion, have an ability to meet their current obligations to policyholders, but their financial strength is vulnerable to adverse changes in underwriting and economic conditions.

C++ and C+ (Marginal): Assigned to companies which have, on balance, marginal balance sheet strength, operating performance and business profile when compared to the standards established by the A. M. Best Company. These companies, in Best's opinion, have an ability to meet their current obligations to policyholders, but their financial strength is vulnerable to adverse changes in underwriting and economic conditions.

C and C- (Weak): Assigned to companies which have, on balance, weak balance sheet strength, operating performance and business profile when compared to the standards established by the A. M. Best Company. These companies, in Best's opinion, have an ability to meet their current obligations to policyholders, but their financial strength is very vulnerable to adverse changes in underwriting and economic conditions.

E (Under Regulatory Supervision): Assigned to companies (and possibly their subsidiaries/affiliates) that have been placed by an insurance regulatory authority under a significant form of supervision, control or restraint, whereby they are no longer allowed to conduct normal ongoing insurance operations. This would include conservatorship or rehabilitation, but does not include liquidation. It may also be assigned to companies issued cease and desist orders by regulators outside their home state or country.

F (In Liquidation): Assigned to rated companies which have been placed under an order of liquidation by a court of law or whose owners have voluntarily agreed to liquidate the company.

S (Rating Suspended): Assigned to companies that have experienced sudden and significant events affecting their financial position or operating performance whose rating implications cannot be evaluated due to a lack of timely or adequate information.

Not Rated Categories (NR): Assigned to companies that are not rated by A.M. Best.

U (Under Review): Under Review (u) Rating Modifiers are assigned to Best's Ratings and Financial Performance Ratings to identify companies whose rating opinions are Under Review and may be subject to near-term change.

Financial Size Categories (FSC)

Assigned to all companies and reflects their size based on their capital, surplus and conditional reserve funds in millions of U. S. dollars, using the scale below.

I	less than	1	IX	250 to	500
II	1 to	2	X	500 to	750
III	2 to	5	XI	750 to	1,000
IV	5 to	10	XII	1,000 to	1,250
V	10 to	25	XIII	1,250 to	1,500
VI	25 to	50	XIV	1,500 to	2,000
VII	50 to	100	XV	greater than	2,000
VIII	100 to	250			

BOARD ACTION ITEMS

**TOPIC for ACTION
Auto Collision**

REPORT:

In February of this year, Butler’s administration informed Auto Collision Associate Professor, Donnie Smith of the intent to discontinue the Auto Collision program. As far back as September 2016, discussions began regarding the redesign of the auto collision program to enhance enrollment, continue to meet industry needs, and allow students to complete in a shorter timeframe and seek employment. The program was redesigned with a hybrid format in place by the next fall. The program is not nationally accredited.

From AY16 – AY20, the program enrollment has averaged 5 students except for AY19 when 9 students were enrolled. The credit hours generated in this same timeframe ranged from 136 to 279 except during AY19 when 9 students took 483 credit hours. While industry partnerships have been sought as well as program partnerships with other institutions, the Butler’s Auto Collision program has not grown.

Public comment at the March Board meeting resulted in the Board asking the administration to schedule a meeting with the Auto Collision advisory committee. That meeting was held on April 8, 2020. Follow-up discussion from that meeting was provided at the April Board meeting. The administration continued to recommend discontinuation of Auto Collision.

RECOMMENDED ACTION:

This administration recommends the discontinuation of the Auto Collision program at the end of the FY2020 year.

RECOMMENDED FUNDING SOURCE:

N/A

Submitted by: Kim Krull
Supervisor:
Date: May 12, 2020

**TOPIC for ACTION
Intent to Non-Renew Contracts**

RESOLUTION 20-07

WHEREAS, the Board of Trustees of Butler Community College finds that the contract of Donnie Smith, Auto Collision instructor for the 2020-2021 school year will not be renewed, and Donnie Smith be given written notice on or before May 15, 2020, of the intent of the Board of Trustees not to renew his contract for the 2020-2021 year;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Butler Community College as follows:

It is hereby declared to be the intent of the Board of Trustees of Butler Community College that the Employment Contract of Donnie Smith as a full time faculty employee not be renewed for the 2020-2021 school year; and

The Secretary of the Board of Trustees is directed to give written notice in person or by restricted United States Mail to Donnie Smith on or before May 15, 2020, of the Board's intent not to renew his contract for the 2020-2021 school year.

RECOMMENDED ACTION:

The administration recommends the Board adopt Resolution 20-07.

RECOMMENDED FUNDING SOURCE:

NA

Submitted by:	Shelley Stultz
Supervisor:	Dr. Kimberly Krull
Date:	May 12, 2020

TOPIC for ACTION **Cell Phone Policy Revision**

REPORT:

The college currently has a Cell Phone policy in place that provides a limited number of cellular telephones/pagers for certain college personnel such as Security and Resident Assistants. All other employees whose job function requires the use of a cellular telephone are provided a monthly stipend to use toward the cost of equipment and associated monthly service.

The annual cost of providing the monthly stipend to employees whose job functions require the use of a cellular telephone is roughly \$30,000. The administration feels that the initial reasoning behind this stipend provision was due to cellular costs that were assessed based on the number of calls or text made in a month. Currently, most all plans provide unlimited talk/text plans included in the monthly price for service. The administration is recommending to discontinue the Cell Phone stipend provision of the policy due to limited additional cost to the employee for their personal cell phone use, and as an annual cost savings measure to the College to be effective for the FY2021 beginning July 1, 2020.

The Cell Phone Policy is provided below with strikethroughs to indicate language to be deleted.

Cell Phone Policy

The College recognizes the need for selected employees to rely upon cellular telephones and/or pagers in order to efficiently and effectively conduct official College business. In order to ensure appropriate and contained use of these electronic devices that are funded through the College's operating budget, the following policy shall be followed.

The following costs for cellular telephones/pagers will be paid by the College.

- A limited number of cellular telephones/pagers will be provided by the College for Security personnel, Resident Assistants, etc. Requests for College provided cellular telephones and/or pagers will be approved by the appropriate supervisor and Vice President. The cost for this equipment and associated service will be paid by the College. Personal use of College provided cellular telephones shall be kept to a minimum.
- ~~All other employees whose job function requires the use of a cellular telephone will be provided a monthly stipend to use toward the cost of equipment and associated monthly service. Requests for a monthly stipend will be approved by the appropriate supervisor and Vice President by completing the "Request for Cellular Telephone Monthly Stipend" and returning the form to the El Dorado Human Resources department. When an employee terminates employment with the College, the stipend will be pro-rated based upon the number of days worked during the employee's final month of employment.~~

~~Executive Council will review the list of monthly stipends provided to employees for cellular telephone service and equipment once each year prior to approval of the~~

~~following fiscal year's budget. At that time, Executive Council will also review the inventory and associated monthly costs of College provided cellular telephones and/or pagers which will include those provided to Security personnel, Resident Assistants, etc. (07/12)~~

RECOMMENDED ACTION:

The Administration recommends the Board support the proposed discontinuance of the Cell Phone Policy monthly stipend provision.

RECOMMENDED FUNDING SOURCE:

Not applicable

Submitted by: Shelley Stultz, Associate Vice President of Human Resources
Supervisor: Dr. Kimberly Krull, President
Date: May 12, 2020

TOPIC for ACTION
Emotional Support Animals Policy

REPORT:

Disability Services has created a policy with regard to Emotional Support Animals that may be permitted to reside with students with documented disabilities. Emotional Support Animals are recognized under the Fair Housing Act, of which Butler Community College's Residential Facilities are mandated to comply.

The Service Animal Policy has been updated to reflect behavior issues regarding the dog and to further define the differences between the Emotional Support Animal and a Service Animal. Service Animals are defined and governed under the Americans with Disabilities Amendments Act of 2008.

Both policies have been reviewed by Ray Connell, Legal Counsel for Butler Community College.

RECOMMENDED ACTION:

The Board of Trustees ratify the Policies, as written,

RECOMMENDED FUNDING SOURCE:

None

Submitted by: Teressa K. Eastman, Director of Disability Services/ADA
 Compliance Officer/Section 504 Coordinator
Supervisor: William Rinkenbaugh, Vice-President of Student Services
Date: April 27, 2020

Emotional Support Animals

Butler Community College recognizes the importance of Service Animals as defined by the Americans with Disabilities Act Amendments Act of 2008 (ADAAA) and the broader category of Emotional Support Animals (referred to as “Assistance Animals”) under the Fair Housing Act, that provide physical and/or emotional support to individuals with disabilities. Butler Community College is committed to allowing individuals with disabilities the use of a Service Animal on campus to facilitate their full-participation and equal access to the College’s programs and activities. Butler Community College is also committed to allowing Emotional Support Animals necessary to provide individuals with disabilities an equal opportunity to use and enjoy College housing. Our procedures explain the specific requirements applicable to an individual’s use of an Emotional Support Animal in College housing. Butler Community College reserves the right to amend its procedures as circumstances require. This policy applies solely to Emotional Support Animals which may be necessary in College housing. It does not apply to “Service Animals” as defined by the Americans with Disabilities Amendments Act.

It is the policy of Butler Community College that individuals are prohibited from having animals in residential housing. Butler Community College will consider a written request accompanied by medical documentation showing a disability requiring a reasonable accommodation from this prohibition. It must be shown that the Emotional Support Animal is necessary because of documented disability and reasonable in scope. No Emotional Support Animal may be kept in College housing at any time prior to the individual receiving written approval from the Director of Disability Services of the reasonable accommodation.

Service Animals

The Americans with Disabilities Act (ADA) defines service animals as “dogs that are individually trained to do or perform tasks for people with disabilities.” Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, or performing other duties. Service animals are working animals, not pets. If an animal meets this definition, it is considered a service animal regardless of whether it has been licensed or certified by a state or local government training program.

The ADA allows service animal accompanying persons with disabilities to be on the Butler Community College campus. A service animal must be permitted to accompany a person with disabilities everywhere on campus except in situations where safety may be compromised or where the service animal may interfere with the fundamental nature of the activities being conducted.

The person a service animal assists is referred to as a partner. The partner’s disability may not be visible. If you have questions as to the appropriateness of an animal use on campus, please contact the Office of Disability Services or the Department of Public Safety.

A service dog can be any breed or size. It might wear specialized equipment such as a backpack, harness, or special collar or leash, but this is not a legal requirement.

Service dogs in training

Any professional trainer, from a recognized training center, of an assistance dog, while engaged in the training of such dog, shall have the right to be accompanied by such dog in or upon any of the places listed in K.S.A. 39- 1101, and amendments thereto, without being required to pay an extra charge for such dog. Such trainer shall be liable for any damage done to the premises of facilities by such dog.

PERSONNEL

TOPIC for ACTION
Retirement Notification

REPORT:

Tonya Kerschner, full-time Professor of Biological Sciences, has submitted notice of resignation (retirement) effective May 31, 2020. Tonya has been a valued employee of Butler Community College for 40 years.

RECOMMENDED ACTION:

The administration recommends that the Board accept the resignation notice for Tonya Kerschner.

RECOMMENDED FUNDING SOURCE:

N/A

Submitted by:	Shelley Stultz
Supervisor:	Dr. Kim Krull
Date:	April 14, 2020

March 23, 2020

Butler Community College
Attn: Kathy Conner; Employment/Benefits Specialists
901 South Haverhill Road
El Dorado, KS. 67042

Re: LETTER OF RESIGNATION

To: Kathy Conner, Kim Krull, Lori Winningham, Shannon Covert, Mel Whiteside

After much prayerful consideration, I have made the decision to resign in order to retire.

Please accept this as formal notice of my resignation from the position of Professor of Biological Sciences at Butler Community College.

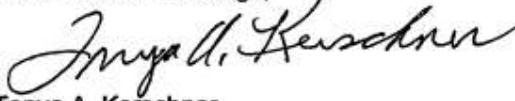
Last day of Employment would be: 05/30/2020

First day of Retirement would be: 06/01/2020

Working for Butler Community College for the past 40 years has been a wonderful blessed experience. Butler has afforded me valuable opportunities to learn and to grow, while cherishing lifelong friendships. It has been my honor and privilege to be part of the Butler Family.

I wish everyone at Butler Community College continued growth and success.

With Heartfelt Blessings,


Tonya A. Kerschner

Professor of Biological Sciences
5584 NE 10th Street
El Dorado, KS. 67042

tkreefrog@gmail.com
(316) 655-2867

TOPIC for ACTION
Retirement Notification

REPORT:

Mary McNown, full-time Nursing Instructor, has submitted her notice of resignation (retirement) effective May 31, 2020. Mary has been a full-time employee of Butler Community College for 9 years.

RECOMMENDED ACTION:

The administration recommends that the Board accept the resignation notice for Mary McNown.

RECOMMENDED FUNDING SOURCE:

N/A

Submitted by:	Shelley Stultz
Supervisor:	Dr. Kim Krull
Date:	April 2, 2020

November 16, 2019

Christy and Beth,

This is to notify you that I will retire with KPERS June 1, 2020. My termination date with the college will be May 31, 2020.

My years of service here have been rich and rewarding, and I appreciate working with both of you!

A handwritten signature in cursive script that reads "Liz".

Liz (Mary E.) McNown

TOPIC for ACTION
Retirement Notification

REPORT:

Karen Wright, full-time Business Systems Technology Instructor, has submitted her notice of resignation (retirement) effective May 31, 2020. Karen has been a full-time employee of Butler Community College for 14 years.

RECOMMENDED ACTION:

The administration recommends that the Board accept the resignation notice for Karen Wright.

RECOMMENDED FUNDING SOURCE:

N/A

Submitted by:	Shelley Stultz
Supervisor:	Dr. Kim Krull
Date:	April 2, 2020

Kathy Conner

From: Tiffany L. Rhodes
Sent: Friday, October 18, 2019 2:29 PM
To: Kathy Conner; Shelley S. Stultz
Subject: FW: Retirement

FYI

From: Mel L. Whiteside <mwhiteside@butlercc.edu>
Sent: Friday, October 18, 2019 2:24 PM
To: Tiffany L. Rhodes <trhodes3@butlercc.edu>
Subject: FW: Retirement

Hi Tiffany,

I do not think I forwarded below to you.

Mel

From: Karen S. Wright <kwright6@butlercc.edu>
Sent: Wednesday, October 16, 2019 11:00 AM
To: Mel L. Whiteside <mwhiteside@butlercc.edu>
Subject: Retirement

Dear Dean Mel Whiteside,

After much prayer and consideration, I want to take this opportunity to inform you that I plan to retire from Butler Community College at the end of the spring term in 2020. My 15 years at Butler Community College have been very rewarding, and I will always remember them with great fondness.

As an instructor/professor, I have had the occasion meet and mentor many students. It is so satisfying when I run into former students who remember me and tell me how much they enjoyed my classes or how what they learned has helped them. Hopefully I have had a small part in their gaining successful and satisfying careers, which has been my greatest passion.

It has also been a pleasure to get to know so many wonderful people who work or have worked at Butler. The college has some truly compassionate and dedicated people who put students' needs first. Helping students to know that they are important to Butler has made a difference to many who are having their first college experience.

I will be keeping busy after leaving Butler. My future plans are to take some time to travel with my husband, spend more time with my speedily maturing grandchildren, get back into some hobbies I've put aside, and volunteer at some local organizations to help others in need. The skills and experiences I have gained at Butler will be continued on in some way or another.

You have been a great leader and mentor, and it has been a true pleasure to work with you as well. Please know that I am willing to do whatever I can to make the transition out of my position as seamless as possible.

Best Regards,
Karen Wright

TOPIC for ACTION
Retirement Notification

REPORT:

Mary Spoon, full-time Administrative Assistant, Student Services, has submitted her notice of resignation (retirement) effective May 31, 2020. Mary has been a full-time employee of Butler Community College for 30 years.

RECOMMENDED ACTION:

The administration recommends that the Board accept the resignation notice for Mary Spoon.

RECOMMENDED FUNDING SOURCE:

N/A

Submitted by:	Shelley Stultz
Supervisor:	Dr. Kim Krull
Date:	April 2, 2020

Resignation Letter

April 2, 2020

Please accept this letter as my formal resignation from my position as the Administrative Assistant to the Vice President of Student Services effective June 1, 2020. My last day to work will be May 29, 2020.

Sincerely,

Mary Spoon

TOPIC for ACTION
Retirement Notification

REPORT:

Bill Rinkenbaugh, Vice-President for Student Services, has submitted his notice of resignation (retirement) effective May 31, 2020. Bill has been a full-time employee of Butler Community College for 28 years.

RECOMMENDED ACTION:

The administration recommends that the Board accept the resignation notice for Bill Rinkenbaugh.

RECOMMENDED FUNDING SOURCE:

N/A

Submitted by:	Shelley Stultz
Supervisor:	Dr. Kim Krull
Date:	April 24, 2020

April 8, 2020

Dr. Kimberly Krull, President
Butler Community College
901 S. Haverhill Road
El Dorado, KS 67042

Dear Dr. Krull:

After some serious thought and consideration, I have decided to notify you that I plan to retire from Butler Community College at the end of this Spring semester. My last day in the office will be on May 15, 2020, and my official date of retirement will be listed as June 1, 2020.

Butler has been my family for the past 28 years. Six of my seven children will have graduated from Butler following this semester. Butler has provided a strong base for them to be successful in their chosen careers across the country. For that alone, I am truly thankful. For me, I truly looked forward to coming to work on a daily basis. I shared with new employees at New Employee Orientation on many occasions that if you truly loved what you do, then you don't have to work a day in your life. I have enjoyed all aspects of this position and the ability to work with students and watch them succeed on a daily basis. It will be very difficult to not drive to El Dorado on a daily basis to interact with all of the faculty, staff, and students that I have come to know as friends and colleagues.

I extend my gratitude to you and the Board of Trustees for all of the support that I have received during my career at Butler. I assure you that I would not have been successful without that support. I wish you and all at the College all the best in moving forward, meeting the mission of the College and having a positive impact as Butler truly changes lives of all those that we touch.

Sincerely,

A handwritten signature in blue ink that reads "William D. Rinckenbaugh". The signature is fluid and cursive, with the first name being the most prominent.

William D. Rinckenbaugh
Vice-President of Student Services



**BUTLER COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES OF THE REGULAR BOARD MEETING
4:30 p.m., Tuesday, April 14, 2020 – Zoom Meeting**

STAFF ATTENDANCE

Bill Rinkenbaugh	Bill Young
Christina Byram	Esam Mohammad
Ireland Turner	Jessica Ohman
Jon Craig	Kelly Snedden
Kelly Snedden	Kent Williams
Kim Krull	Lora Jarvis
Lori Winningham	Matt Jacobs
Peggy Krause	Shelley Stultz
Tevin Manual	Tom Borrego
Terry Sader	

BOARD ATTENDANCE

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

GUESTS

Ray Connell
Jim Robinson
Heather Morgan
Katie Petersen

CALL TO ORDER

Chair Howell called the regular monthly meeting of the Board of Trustees to order at 4:32 p.m. Prior to the start of the meeting, Dr. Krull read a special notice regarding the Zoom environment and meeting etiquette.

APPROVAL OF THE AGENDA

Trustee Law moved to accept the agenda as presented. Trustee Good seconded. Lora Jarvis called a roll call vote and the motion passed unanimously.

RECOGNITIONS – NONE

PUBLIC COMMENT – NONE

STANDING REPORTS

Professional Employees – Dr. Sader said that the hard work of his colleagues, the professional employees and others, has accomplished a lot to help our students through this time. He said he is proud to work with these people and proud to work for a college that has done such a great job and answering the very different times that we are now living through.

President's Report – Dr. Krull said that everyone at the college has stepped up with the COVID-19 situation.

- Admissions and Advising were already doing visits and sessions online over holiday breaks so they were already prepared
- Faculty Development and Ed Tech worked through Spring Break and the week after to prepare instructors for teaching online. With having 20 years of online presence, the transition was easier for Butler than many other colleges.
- Over 100 Faculty stepped up to assist other faculty and students with the transition
- The IT division worked long hours to prepare laptops for faculty, staff, and students as well as working with software and programs to help make Butler fully online capable. We are also lucky to have had the Digital Transformation over the last two years that has afforded us luxuries others do not have
- There are still divisions that are on campus working to make sure things are handled. Staff in the secretarial center work to get mail and copies made as necessary. Public Safety is still doing building checks and maintaining a presence on campus. Facilities worked hard all over campus to continually clean and sanitize everything.
- The college's Critical Incident Management Team (CIMT) met early and often to make sure they were making the best decisions for campus and the community.

Dr. Krull said she is super proud with all of the efforts from the faculty and staff in cooperation with the new rules in place surrounding the COVID-19 situation.

The nursing, allied health, college health, fire-science, EMT, and public safety departments donated personal protection equipment as requested since hospitals and doctors were in need of all they could get. Our ventilator was picked up by the national guard and taken to a location that had a greater need for it.

Community Colleges are expected to receive \$3.8 million in funding via the CARES act. A good portion will be dedicated to student expenses while some will also be available for general college business. The final details have yet to be decided.

From conversations at the State Level they shared these things that we can expect:

- 15% drop in tax revenues (which for Butler equals about \$2 million)
- Valuation will likely go down
- Enrollment drops are likely – though with the more affordable classes, community colleges may not be as hard hit as universities

Also, last week was Trustee Howell's Birthday. Happy Birthday to him.

MONITOTRING REPORTS – NONE

BOARD STRATEGIC DISCUSSION – ISSUES AND OPPORTUNITES

Auto Collision – In February of this year, Butler's administration informed Auto Collision Associate Professor, Donnie Smith of the intent to discontinue the Auto Collision program. As far back as September 2016, discussions began regarding the redesign of the auto collision program to enhance enrollment, continue to meet industry needs, and allow students to complete in a shorter timeframe and seek employment. The program

was redesigned with a hybrid format in place by the next fall. The program is not nationally accredited.

From AY16 – AY20, the program enrollment has averaged 5 students except for AY19 when 9 students were enrolled. The credit hours generated in this same timeframe ranged from 136 to 279 except during AY19 when 9 students took 483 credit hours. While industry partnerships have been sought as well as program partnerships with other institutions, the Butler’s Auto Collision program has not grown.

This week Dr. Krull, Lori Winningham, and Mel Whiteside met with the advisory board, Donnie Smith and Karen Waddell. Following that discussion, the administration still felt their decision to discontinue the program was valid. The Trustees decided they would like to have the program on the May agenda as an action item so they can share with their constituents how they felt about doing away with the program. Dr. Krull agreed to have a Topic for Action on the May agenda.

BOARD ACTION ITEMS – NONE

CONSENT AGENDA

Trustee Law moved to accept the consent agenda as presented. Trustee Good seconded. Lora Jarvis again called a roll call vote and the motion passed unanimously. The consent agenda included the following items:

- Approval of Minute of the Regular Board meeting of March 10, 2020
- Approval of Bills and Warrants for February 2020 in the amount of \$3,863,783.71 (includes Expenditure Approval List - \$1,259,892.22 and Payroll - \$2,603,891.49)
- Approval of Oracle Audit Renewal in the amount of \$78,812.00

SUPPLEMENTAL INFORMATION

Key Performance Indicators Update – Submitted by Esam Mohammad

Statement of Revenue & Expenditures – Submitted by Kim Sherwood

Thank You Notes – Holly Schaffner, Becky Wolfe, Tom Borrego

Board Calendars

BOARD OF TRUSTEES CALENDAR OF ACTIVITIES APRIL – MAY

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
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

2019-2020 Board Meeting Dates
Tuesday, April 14, 2020
Tuesday, May 12, 2020
Tuesday, June 9, 2020 Grizzly Den, BOA 5000
Tuesday, July 14, 2020

<u>LOOKING AHEAD</u>		
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
July Board Finance Committee	Tuesday, July 14, 3:30 p.m. President's Conference Room	Lance Lechtenberg, Shelby Smith
July Board Meeting	Tuesday, July 14, 4:30 p.m. Dankert Board Room	ALL TRUSTEES

Spring 2020 ACTIVITY CALENDAR

Student Forums	Thur, April 16 - CANCELED
Theatre <i>The Servant of Two Masters</i>	Thur, April 16, 17 - CANCELED
E.B. White Gallery of Art Student Art Show Awards & Reception	April 17 – May 2 - CANCELED
Employee Forums	Mon, April 20 - CANCELED
Spring Instrumental Concert	Fri, April 24, 25 - CANCELED
Spring Vocal Concert <i>I've Got My Friends!</i>	Thur, April 30, May 1, 2 - CANCELED
Woodwind Recital	Mon, May 4 - CANCELED
Brass Recital	Tues, May 5 - CANCELED
Percussion Recital	Wed, May 6 - CANCELED
Dance Showcase	Thur, May 7 - CANCELED
Finals Week	May 11-15
Early College Academy Graduation	Mon, May 11 CANCELED
E.B. White Gallery of Art Student Art Sale	Tues, May 12 - CANCELED
Nurses Pinning	Thur, May 14 - CANCELED
Spring Semester Ends	Fri, May 15
Order of the Purple	Fri, May 15 - CANCELED
Commencement	Fri, May 15 - CANCELED
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 - CANCELED
Memorial Day – COLLEGE CLOSED	Mon, May 25
Circle of Gold Society Luncheon	Fri, June 19 - CANCELED
Independence Day (Observed) – COLLEGE CLOSED	Fri, July 3

EXECUTIVE SESSION

The Board recessed into Executive Session for consultation with legal counsel. Chair Howell moved that the Board recess into Executive Session for consultation with legal counsel concerning the Roger Mathews case pursuant to the open meetings exception for matters protected by attorney-client privilege to include the Board, Dr. Kim Krull, Shelley Stultz, Kent Williams, Jim Robinson, and Ray Connell. Trustee Good seconded. Lora Jarvis called a roll call vote and the motion passed unanimously.

The open meeting will resume here in the virtual zoom regular meeting room in 60 minutes.

The Board entered executive session at 5:20 p.m.

The Board returned to open session at 6:20 p.m.

ADJOURNMENT

Trustee Winslow moved to adjourn the meeting. Trustee Smith seconded. Lora called a roll call vote and the motion passed unanimously. The regular meeting of April 14, 2020 was adjourned at 6:32 p.m.

Doug Law – Secretary

BILLS AND WARRENTS

TOPIC for ACTION

REPORT:

Bills and Warrants for April 2020 - \$4,572,889.01 (includes Expenditure Approval List - \$1,940,628.15 and Payroll - \$2,632,260.86).

RECOMMENDED ACTION:

Approval of April 2020 bills and warrants.

RECOMMENDED FUNDING SOURCE:

Submitted by:	Sariah Wilson
Supervisor:	Yolanda Hackler
Date:	May 1, 2020

BIDS AND PURCHASES

TOPIC for ACTION Residence Hall Infrastructure

REPORT:

Three (3) years ago, prior to campus infrastructure upgrades, residence halls were utilizing the same primary internet connections as the business and academic operational units of the college. At that time, the infrastructure was dated and over-subscribed; so much so that the student and academic online experiences were nearly stagnant. Because of this, it was in the College's best interest to *outsource* the residence hall's internet services at that time.

Now, based on market rate changes, core infrastructure upgrades, and innovated business planning, Butler is in a position to cease the lapping service contract for the dormitories third-party internet services. Two factors have kindled this decision: the first being poor student experiences and the second being the upcoming contract renewal.

The requirement of fully reattaching the residence halls to the College's operational network is installing the infrastructure for wireless and wired internet connectivity. As mentioned, before the college upgraded the core of the campus network, much like upgrading a highway, two (2) years ago. Now Butler needs to upgrade the small neighborhood streets that connect to the highway. Although this will require a capital expenditure, it yields a significant savings annually thus a swift return on investment as compared to third-party service fees.

Implementation Needs:

1. 190 x Wireless Access Points
2. 12 x Network Switches
3. 5 x Uninterruptable Power Supplies
4. Cabling/Cabling Accessories

Because Butler is replacing a leased solution, here is the expenditure breakdown:

Operational Expenditure = OpEx / Capital Expenditure = CapEx

CapEx of requested solution - \$38,282.00 (One-time)

OpEx of current solution - \$37,776.00

OpEx of requested solution - \$150.00

This will yield an estimated OpEx savings of \$37,526 annually and a return on investment within 13 months.

RECOMMENDED ACTION:

The Administration recommends the Board approve the purchase of hardware and materials totaling \$38,282.00 for implementation of the plan above.

RECOMMENDED FUNDING SOURCE:

Residence Hall Fund

Submitted by: Bill Young, Vice President of Digital Transformation/CIO
Supervisor: Dr. Kim Krull
Date: May 12, 2020

CHECKOUT: QUOTE REVIEW

Set as Default Checkout Check this box to default these Shipping Address, Shipping Carrier, Billing Address as default for your orders

Subtotal \$37
Shipping \$1

SHIPPING ADDRESS

Butler County Community College
Name/Attention: Tevin Manuel
901 S Haverhill Rd
El Dorado, KS 67042-3280

Order Total \$38,28

SHIPPING METHOD

CEVA Deferred, 3-5 days
Friday, May 8, 2020 (Dock to Dock) 5508.42
Note:

Attach PDF copy to confirm
Grand Total reflects your organize
tax-exempt status based upon th
shipping address.

BILLING ADDRESS

Butler County Community College
901 S Haverhill Rd
El Dorado, KS 67042-3280

4 QUOTE REFERENCE

▪ The Quote Description field is required.

Quote Description	Cost Center Code (optional)
<input type="text"/>	<input type="text"/>
The Quote Description field is required.	
<p>+ Add Customer Notes (optional)</p> <p>Comments will be read by your account manager and will appear on invoice(s) for your reference. CDW is not responsible for comments entered in this field.</p>	

Order Details

Item	Quantity	Unit Price	Extended Price
 <p>UBIQUITI UNIFI AP IN-WALL SPK MFG #UAP-AC-IW-S-US CDW Part:4674964 UNSPSC:43223108</p>	35	\$451.43	\$15,800.05
 <p>UBIQUITI WAVE 2 WIFI ACCESS PT SPK MFG #UAP-AC-HD-S-US CDW Part:4500678 UNSPSC:43223108</p>	3	\$1,503.80	\$4,511.40
<p>UBIQUITI UNIFI 48-PORT GB POE SWITCH</p>	6	\$1,070.20	\$6,421.20



MFG #USW-PRO-48-POE
 CDW Part#5821012
 UNSPSC#43222612



**UBIQUITI UNIFI 8PT MGD SWITCH
 POE+**
 MFG #US-8-150W
 CDW Part#4296143
 UNSPSC#43222612



**UBIQUITI U FIBER 5M XCVR MOD
 2PK**
 MFG #UF-5M-10G
 CDW Part#4395022
 UNSPSC#43221553



UBIQUITI UNIFI DREAM MACHINE
 MFG #UDM-PRO
 CDW Part#5937491
 UNSPSC#43222634



**UBIQUITI EDGESWITCH 12XSFP-
 4X10GB**
 MFG #ES-16-XG
 CDW Part#4257815
 UNSPSC#43222612



UBIQUITI UNIFI SFP PATCH DAC
 MFG #UC-DAC-SFP+
 CDW Part#5833394
 UNSPSC#26121609



**TRIPP 2200VA UPS SMART LCD
 SNMP 2U1RM**
 MFG #SMART2200RMXLN
 CDW Part#2940546
 UNSPSC#26111701



**BLACK BOX 3FT CAT6A PATCH
 CORD GRN**
 MFG #C6APC28-1N-03
 CDW Part#4799541
 UNSPSC#26121609

**TRIPP 1M DUPLEX 5M/LC/LCFIB
 CABLE**

4

\$225.72

\$902.88

20

\$90.91

\$1,818.20

1

\$397.04

\$397.04

1

\$658.09

\$658.09

2

\$16.02

\$32.04

5

\$1,117.43

\$5,587.15

200

\$3.88

\$776.00

20

\$19.49

\$389.80

Order Summary

Subtotal	\$37,
Shipping	\$5,
Order Total	\$38,28

Attach PDF copy to confirm
 Grand Total reflects your organiza
 tax-exempt status based upon th
 shipping address.

5/1/2020

CHECKOUT: QUOTE REVIEW



MFG #N370-01M
CDW Part:1148037
UNSPSC:26121609



**TRIPP 100PK CAT6 RJ45
MODULAR PLUG**
MFG #N230-100
CDW Part:2754350
UNSPSC:26121609



**BLACK BOX 1000FT CAT6 BULK
CAB BLK**
MFG #EVNSL0647A-1000
CDW Part:1975199
UNSPSC:26121609

2

\$39.89

\$79.78

2

\$199.99

\$399.98

Order Total \$38,282.03

Order Summary

Subtotal \$37.
Shipping \$E

Order Total \$38,28

Attach PDF copy to confirm
Grand Total reflects your organiza
tax-exempt status based upon th
shipping address.

Attach PDF copy to confirmation



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IT® are registered trademarks of CDW LLC. All other trademarks and registered trad
the sole property of their respective owners.

TOPIC for ACTION Cybersecurity

REPORT:

In regard to cybersecurity, no organization is immune to malicious cyber-attacks intending to compromise the confidentiality, integrity, or availability of data. For decades higher education has had the reputation of inadequate security measures surrounding high amounts of sensitive information; thus more attackers have been attracted to higher education. More recently, colleges and universities have done better at protecting their borders, but not the inside of their network, which encourages more sophisticated attacks to be developed to bypass the border.

Quick Facts:

- Since going remote Butler has seen 280 – a 167% increase – new cases of unique malicious activity on the network.
- Daily, the college's firewalls process over 10 million connections. Of those connections over 3.5 million have been blocked.

These are malicious attempts from the malicious actors in the US, Russia, China, and South Africa to name a few. In an attempt to better protect the data Butler is entrusted with, as well as the environment of learning, it is time to invest in upgrading the capabilities of the college's firewalls and End-point Detection & Response for each campus and remote contingency operations, much like what Butler is experiencing now with COVID-19.

With these security enhancements and tools, Butler will have the ability to identify and respond to incidents across the network with a single pane of glass, with greater impact. The solutions requested are:

1. 4 x Firewalls
2. 1000 X End-point Detection & Response Licenses
 - a. With Butler's current solution there are only 800 licenses
 - b. With the transition to mobile devices, this is essential
3. Engineering Services for Implementation

These vital solutions will help strengthen the security posture as Butler continues to grow online learning and worker presence while maturing the Cybersecurity processes and strategies.

Because Butler is replacing existing solutions, here is the expenditure breakdown:
Operational Expenditure = OpEx / Capital Expenditure = CapEx

Cap Ex of requested solution set - \$39,396.94 (one-time)

OpEx of current solution set - \$51,171.22

OpEx of requested solution set - \$49,244.06

This will yield an OpEx savings of \$1,927.16 annually, and \$9,635.80 over the course of the next five (5) years.

RECOMMENDED ACTION:

The Administration recommends the Board approve the purchase of hardware, software, and services from CDW for \$314,942.23 over the course of the next five (5) years.

RECOMMENDED FUNDING SOURCE:

Technology Fund

Submitted by: Bill Young, Vice President of Digital Transformation / CIO
Supervisor: Dr. Kim Krull
Date: May 12, 2020



SALES PROPOSAL

This Sales Proposal is not a binding contract

Dear Valued Customer:

It is my pleasure to provide you with this Sales Proposal which outlines the extended payment terms for your product acquisition. If you have any questions about the Sales Proposal or the process, please call me at the phone number below. Thank you for the opportunity to earn your business!

Nicholas Reil :: ISR :: nicholas.reil@arrow.com :: 303-824-3637

SALES PROPOSAL AND PRODUCT DETAILS

Sales Proposal Number: SP20200217234231843525
 Sales Proposal Date: 02/17/2020
 Customer: Butler County Community College
 Product Description: Palo Alto
 Product Value: \$175,547.23
 First Payment Date: 04/01/2020
 Contract Type: Lease Agreement
 Currency: United States dollar
 Credit Status: Approved
 Additional Information:

PAYMENT OPTIONS

Payment Options: Please select your desired option by writing the Option # here _____

Option #	Term	Frequency	Purchase Option	Payment
1	5	Annual	Fair Market Value	\$39,655.50

CUSTOMER INFORMATION

Please provide the details below so that we setup your account and contract properly.

Legal Name (including punctuation): _____

State of Incorporation or Formation: _____ FEIN: _____

Please provide the location of the product and the additional details below.

Address: _____

Is this a hosting site, data center, or co-location facility (Yes/No)? _____

Is the Product for "internal" use or "external" use by another entity? _____

Please provide any additional comments below.

Comments: _____

This Sales Proposal is valid for thirty (30) days from the Sales Proposal Date listed above. Sales Proposals are conditional and do not constitute an obligation or commitment by us to enter into any transaction. Complete terms and conditions of any transaction will be detailed on definitive transaction documents. Any contemplated transaction is subject, without limitation, to the following conditions: 1) Complete review and approval of credit information and due diligence items related to the prospective customer, any guarantors, and any of their affiliates as determined by us in our sole and absolute discretion; and 2) Execution and delivery of definitive transaction documents, ancillary documents, and guaranties each in form and substance acceptable to us. Payment options provided herein are subject to change based on: 1) Any fluctuations in published like-term swap rates; 2) Any changes to Product details contained herein. The Payment options contained herein do not include any applicable taxes unless specifically detailed herein. USA PATRIOT ACT NOTICE: For transactions entered into in the USA, to help the government fight the funding of terrorism and money laundering activities, federal law requires all financial institutions to obtain, verify, and record information that identifies each customer who opens an account. When a customer enters into a transaction with us, we ask for the customer's business name, address and other information that will allow us to identify the customer. We may also ask to see other documents that substantiate the customer's business identity.



SALES PROPOSAL

This Sales Proposal is not a binding contract

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Nicholas Reil :: ISR :: nicholas.reil@arrow.com :: 303-824-3637

SALES PROPOSAL AND PRODUCT DETAILS

Sales Proposal Number: SP20200218000219889991
Sales Proposal Date: 02/17/2020
Customer: Butler County Community College
Product Description: Palo Alto
Product Value: \$110,070.00
First Payment Date: 04/01/2020
Contract Type: Lease Agreement
Currency: United States dollar
Credit Status: Approved
Additional Information:

PAYMENT OPTIONS

Payment Options: Please select your desired option by writing the Option # here _____.

Option #	Term	Frequency	Purchase Option	Payment
1	5	Annual	Fair Market Value	\$24,864.48

CUSTOMER INFORMATION

Please provide the details below so that we setup your account and contract properly.

Legal Name (including punctuation): _____

State of Incorporation or Formation: _____ FEIN: _____

Please provide the location of the product and the additional details below.

Address: _____

Is this a hosting site, data center, or co-location facility (Yes/No)? _____

Is the Product for "internal" use or "external" use by another entity? _____

Please provide any additional comments below.

Comments: _____

This Sales Proposal is valid for thirty (30) days from the Sales Proposal Date listed above. Sales Proposals are conditional and do not constitute an obligation or commitment by us to enter into any transaction. Complete terms and conditions of any transaction will be detailed on definitive transaction documents. Any contemplated transaction is subject, without limitation, to the following conditions: 1) Complete review and approval of credit information and due diligence items related to the prospective customer, any guarantors, and any of their affiliates as determined by us in our sole and absolute discretion; and 2) Execution and delivery of definitive transaction documents, ancillary documents, and guaranties each in form and substance acceptable to us. Payment options provided herein are subject to change based on: 1) Any fluctuations in published like-term swap rates; 2) Any changes to Product details contained herein. The Payment options contained herein do not include any applicable taxes unless specifically detailed herein. USA PATRIOT ACT NOTICE: For transactions entered into in the USA, to help the government fight the funding of terrorism and money laundering activities, federal law requires all financial institutions to obtain, verify, and record information that identifies each customer who opens an account. When a customer enters into a transaction with us, we ask for the customer's business name, address and other information that will allow us to identify the customer. We may also ask to see other documents that substantiate the customer's business identity.

RATIFICATION OF AGREEMENTS AND CONTRACTS

**TOPIC for ACTION
Holmes Corp Agreement**

REPORT:

Agreement with Holmes Corp to deliver ProFM certification training. BETA is requesting approval of the Board to enter into an agreement with Holmes Corp. to deliver ProFM (Facilities Management) certification training. The agreement creates revenue for BETA by students purchasing Holmes Corp. products with no cost to Butler CC.

RECOMMENDED ACTION:

The Board approve the attached contract/agreement for signature.

RECOMMENDED FUNDING SOURCE:

There is no financial commitment with this agreement.

Submitted by	Jon Cressler
Supervisor:	Michelle Ruder
Date:	5/1/2020

APICS Educational Institution License Agreement
Between Holmes Corporation and Butler Community College

This Agreement between the parties: Holmes Corporation, 2975 Lone Oak Drive, Suite 180, Eagan, Minnesota, 55121-1553, USA (“HC”), and Butler Community College, 901 S Haverhill Rd, El Dorado, KS 67042, USA (“EDUCATIONAL INSTITUTION”), is effective May 2020, and is made to set forth the terms and responsibilities of the parties for the use of the following products:

- a) The following APICS® LEARNING SYSTEMS
 - a. Certified Supply Chain Professional (CSCP®)
 - b. Certified Production & Inventory Management (CPIM®)
 - c. Certified in Logistics, Transportation and Distribution (CLTD®)

including but not limited to student study materials, instructor materials, online software and related course components developed and produced by HC (collectively, the “PROGRAM MATERIALS” and any instructor kits identified on Attachment A, the “Instructor Kit”).

Whereas, EDUCATIONAL INSTITUTION desires to implement and use the PROGRAM MATERIALS solely for the purpose of educating its students; and

Whereas, HC, as a distributor of the PROGRAM MATERIALS on behalf of the Association for Supply Chain Management (ASCM®) and its related brand APICS® (collectively, “ASCM”), desires to provide the services and rights to EDUCATIONAL INSTITUTION, on a non-exclusive basis, to enable it to implement the PROGRAM MATERIALS in its curriculum;

NOW THEREFORE, for the mutual consideration and promises set forth herein, the sufficiency of which is hereby acknowledged and agreed, the parties agree as follows:

I. EDUCATIONAL INSTITUTION’S RESPONSIBILITIES

EDUCATIONAL INSTITUTION shall have the following obligations and responsibilities:

- a. Offer instructor-led exam prep courses based on the PROGRAM MATERIALS at least twice per year.
- b. Conduct marketing, sales and business development activities consistent with this Agreement, and provide HC with examples of the EDUCATIONAL INSTITUTION’s primary marketing/business development plan and marketing materials.
- c. Substituting, deleting, or modifying any subject matter content of the PROGRAM MATERIALS or creating any derivative works therefrom is not allowed. Supplementing the course with additional content such as current trends, supportive case studies, or relevant examples consistent with the program content is allowed and encouraged to enhance the student’s learning experience.
- d. No EDUCATIONAL INSTITUTION may sublicense any PROGRAM MATERIALS or the Instructor Kit for any reason. Notwithstanding the foregoing, EDUCATIONAL INSTITUTION may distribute the Instructor Kit to an individual instructor without the express written consent of HC for a reasonable time for the sole purpose of teaching the course. The EDUCATIONAL INSTITUTION shall notify the instructor that the instructor is responsible for the return of the Instructor Kit to the EDUCATIONAL INSTITUTION at the conclusion of the course. All PROGRAM MATERIALS in the Instructor Kit are produced and distributed by HC. ASCM is the sole copyright owner of the PROGRAM MATERIALS, including the Instructor Kit, and ASCM is also the owner of all ASCM and APICS trademarks. EDUCATIONAL INSTITUTION’s rights may not be transferred, leased, assigned, sub-leased or sub-licensed without HC’s express written consent. EDUCATIONAL INSTITUTION may not copy, modify, or distribute (electronically or otherwise) the Instructor Kit or any copy, adaptation,

transcription, portion, or merged portion thereof, except as expressly authorized in writing by HC. If EDUCATIONAL INSTITUTION copies or modifies the Instructor Kit, or if EDUCATIONAL INSTITUTION transfers possession of any copy, adaptation, transcription, portion, or merged portion of the Instructor Kit to any other party (electronically or otherwise) without express written authorization by HC, EDUCATIONAL INSTITUTION shall be in breach of this Agreement and its license shall automatically terminate.

- e. EDUCATIONAL INSTITUTION acknowledges that the instructional design of the Instructor Kit requires that each student be provided with his or her own individually licensed original set of PROGRAM MATERIALS and agrees to provide each student with such materials at the EDUCATIONAL INSTITUTION's expense. No matter what the course offering, if the Instructor Kit is utilized in whole or in part as an instructional tool, each student must be provided with his or her own copy of PROGRAM MATERIALS at the EDUCATIONAL INSTITUTION's expense.
- f. Take no action inconsistent with, or infringing upon, ASCM's ownership of the PROGRAM MATERIALS. Comply in all respects with the end-user license agreements included with, and made part of, the PROGRAM MATERIALS. Communicate to all participants that the PROGRAM MATERIALS are the copyrighted material of ASCM, and that such materials are for individual educational use only, and may not be copied, reproduced, uploaded, scanned, distributed, published, shared, passed along, resold, translated, or modified, electronically or otherwise, without prior written consent from HC.
- g. Refrain from duplicating or distributing answer keys to course text material, and restrict access of answer keys to instructors only. Instructor PowerPoint slides can only be given to students in a hard copy or PDF format containing the appropriate copyright notice. Slides may not be distributed electronically in native PowerPoint format (e.g PPT, PPTX).
- h. Refrain from making claims or assurances stating or inferring that the completion of the PROGRAM MATERIALS will automatically qualify the participant for APICS certification or guarantee or ensure an individual's success on the certification exams.
- i. Communicate to all participants that one copy of the PROGRAM MATERIALS is required and provided to each participant and the cost of such materials is included in the tuition or registration fee paid by the participant to enroll in such course.
- j. Order, purchase, and use one new copy of the program's participant PROGRAM MATERIALS from HC for each course registrant, and assume the cost of registration, marketing, facilitator fees, and all other costs associated with course administration and implementation.
- k. Pay HC in full for all PROGRAM MATERIALS at the purchase prices as defined in Attachment A, and acknowledge that prices are subject to change with reasonable notice. Unused PROGRAM MATERIALS may be returned within thirty (30) days of shipment from HC, provided that such PROGRAM MATERIALS are unopened and related online learning system components have not been activated.
- l. Ensure that performance of the terms of this Agreement by EDUCATIONAL INSTITUTION shall be to the best of its abilities.
- m. Ensure that instructors meet the academic standards set by the APICS Authorized Academic Instructor Policy. EDUCATIONAL INSTITUTION shall be solely responsible for all costs of instruction, including instructor fees.
- n. Submit requested course information and names and contact information of all instructors used by EDUCATIONAL INSTITUTION through HC's Partner Resource Central (PRC) web portal in a timely manner.
- o. Be responsible for providing a professional classroom setting for courses based on the PROGRAM MATERIALS. Allow a representative of HC to sit in on various classes being given by EDUCATIONAL INSTITUTION for reasons of course or instructor evaluation. Conduct standard course evaluations for each course that is offered using the PROGRAM MATERIALS, and send a summary of the final evaluations to HC upon request.

- p. Comply with all applicable laws and regulations in performance of this Agreement and in providing courses based on the PROGRAM MATERIALS. Provide in an ongoing and timely manner any certificates or documentation required by HC to demonstrate the tax exempt status of the EDUCATIONAL INSTITUTION.
- q. Acknowledge that the registered marks found in Attachment C are owned by the respective organization identified for each mark in Attachment C, are subject to, and EDUCATIONAL INSTITUTION agrees to follow, the trademark usage guidelines for the use of any of the marks or logos.
- r. Understand and acknowledge that HC is a distributor of the PROGRAM MATERIALS under an agreement with ASCM and agree to purchase PROGRAM MATERIALS for each student and instructor in each class.
- s. Communicate to the EDUCATIONAL INSTITUTION bookstore that resale of the PROGRAM MATERIALS is prohibited.
- t. Acknowledge that all course offerings must be live (synchronous) classes and offered in a physical classroom, unless the appropriate selection is made in Attachment B. When offering synchronous online classes, INSTITUTION agrees to pay an annual license fee and INSTITUTION agrees to comply with the additional terms and conditions set forth in Attachment B with respect to online courses, which terms and conditions are required by ASCM.
- u. Agree and acknowledge that INSTITUTION is not allowed to offer asynchronous courses using the PROGRAM MATERIALS. HC will refer INSTITUTION to the appropriate ASCM resource should the INSTITUTION desire to offer an asynchronous course.

II. HC RESPONSIBILITIES

HC shall have the following obligations and responsibilities:

- a. Sell and distribute the PROGRAM MATERIALS to EDUCATIONAL INSTITUTION in an efficient and professional manner.
- b. Provide reasonable assistance and consulting services to EDUCATIONAL INSTITUTION, as HC deems necessary and feasible, to promote and implement programs utilizing the PROGRAM MATERIALS.
- c. Supply EDUCATIONAL INSTITUTION with logos and images associated with the PROGRAM MATERIALS for use in promotional brochures and other marketing efforts.
- d. No protected geographical areas or exclusive territories will be guaranteed to any institution under this Agreement. If HC determines that the needs of all potential students cannot be met by a single institution in a given area, additional institutions may be sought.

III. TERM AND TERMINATION

- a. The term of this Agreement shall be for two (2) years from the effective date set forth in the opening paragraph. This Agreement shall automatically renew for successive one (1) year periods unless notification of non-renewal is given by one party to the other party no fewer than thirty (30) days prior to the expiration of any term.
- b. Notwithstanding the term of this Agreement:
 - i. HC shall have the right to terminate this Agreement immediately upon written notice to EDUCATIONAL INSTITUTION in the event of an actual or threatened violation of intellectual property rights or violation of the provisions of Section 1 above;
 - ii. any party may terminate this Agreement upon written notice, if the other party fails to

correct and cure a material breach of this Agreement within thirty (30) days of written notice describing the breach;

- iii. any party may terminate this Agreement upon written notice if the other party becomes insolvent or declares bankruptcy; or
 - iv. this Agreement will automatically terminate in the event of any termination or expiration of HC's agreement with ASCM with respect to the distribution of the PROGRAM MATERIALS.
- c. In the event of expiration, non-renewal, or termination of this Agreement:
- i. all rights of EDUCATIONAL INSTITUTION under this Agreement, including the right to use the PROGRAM MATERIALS and any promotional materials shall cease and EDUCATIONAL INSTITUTION shall either remove from any websites or other electronic outlets, destroy or return to HC, without making any copies, any and all materials bearing the HC or APICS imprint, marks or logos; and
 - ii. all obligations with respect to ASCMs intellectual property rights in the PROGRAM MATERIALS shall survive and continue in effect.

IV. DISCLAIMER OF WARRANTIES

- a. HC represents and warrants to EDUCATIONAL INSTITUTION that HC has rights to distribute the PROGRAM MATERIALS to EDUCATIONAL INSTITUTION hereunder on behalf of ASCM and that HC has the full authority to grant the license to EDUCATIONAL INSTITUTION hereunder.
- b. Except as expressly set forth herein, The PROGRAM MATERIALS are provided "as is" and without any warranties whatsoever, including without limitation, warranties of merchantability or fitness for a particular purpose, and HC hereby disclaims any and all warranties regarding such materials or other information made available to EDUCATIONAL INSTITUTION under this Agreement.

V. OTHER PROVISIONS

- a. Assignment. No party shall assign this Agreement without first obtaining the written consent of the other party, except that either party shall have the right to assign this Agreement if such assignment occurs in connection with a merger, consolidation, or sale of substantially all of its assets to a third party.
- b. Governing Law and Jurisdiction. This Agreement shall be governed by and construed in accordance with the laws of the State of Kansas, without regard to its conflicts of law's provisions, and any dispute shall be subject to the exclusive jurisdiction of the federal or state courts of the State of Kansas.
- c. Notices. All notices under this Agreement shall be made in writing by either personal delivery to the address first set forth above, or by certified mail, return receipt requested, and in either case, to the attention of the president/executive director (or at such other address as has been provided by written notification), and shall be deemed to have been received, if delivered, on the date of delivery, or if mailed, on the date evidenced by the return receipt. This Agreement will automatically expire if there has been no sales activity within a 12-month period, as determined by HC.
- d. Entire Agreement. Except as set forth herein, this Agreement constitutes the entire agreement between the parties. This Agreement may be amended only by an instrument in writing signed by the parties hereto.
- e. Non-Waiver of Rights. The waiver of strict compliance with, or performance of, any of the terms or conditions of this Agreement or of any breach thereof, by any party to this Agreement, shall not be held or deemed to be a waiver of any subsequent or other failure to comply strictly

with or perform the same or any other term or condition of this Agreement or of any breach thereof.

- f. Force Majeure. Except as is otherwise expressly provided in this Agreement, no party shall be responsible for delays or failures in performance resulting from acts beyond its control. Such acts shall include, but not be limited to, acts of God, strikes, lock-outs, riots, acts of war, epidemics, governmental regulations superimposed after the fact, fire, earthquake, floods, or other disasters.
- g. Indemnification. EDUCATIONAL INSTITUTION agrees to indemnify, defend, and hold harmless HC and their respective directors, officers, employees, agents, representatives, and members, from and against any and all claims, losses, damages, liabilities, judgments, or settlements, including reasonable attorney's fees, costs, and other expenses arising out of or relating to: (i) the violation or breach of any term or condition of this Agreement by EDUCATIONAL INSTITUTION, its employees, and agents; or (ii) the negligent performance of duties, or willful misconduct of EDUCATIONAL INSTITUTION under this Agreement. HC agrees to indemnify, defend, and hold harmless EDUCATIONAL INSTITUTION and its trustees, officers, employees, agents, and representatives, with respect to any and all claims, losses, damages, liabilities, judgments, or settlements, including reasonable attorney's fees, costs, and other expenses incurred by EDUCATIONAL INSTITUTION on account of any infringement of third party intellectual property rights by PROGRAM MATERIALS provided to EDUCATIONAL INSTITUTION hereunder, or by the negligent performance or willful misconduct of HC, as the case may be, under this Agreement. No party shall have any obligation to indemnify and hold harmless another party to this Agreement pursuant to the foregoing indemnities for any claims, losses, damages, liabilities, judgments, or settlements to the extent caused by the negligent performance or willful misconduct of the indemnified party's employees or agents.
- h. Independent Contractor. The parties are as to one another independent contractors. This agreement shall not cause any agency, employment, joint venture, or partnership relationship to exist among the parties. The parties agree not to contract any obligations in the name of the other, except as required by the terms of this Agreement.
- i. Limitation of Liability. No party shall be liable for any indirect, consequential, incidental, special, or punitive damages hereunder.

WHEREFORE, the parties have executed this Agreement to be effective as of the date first set forth above.

Butler Community College

HOLMES CORPORATION

(Signature)

(Signature)

Name: _____
Its: _____

Name: Dan Schatzlein
Its: Sr. Vice President, Strategic Partnerships

(Date)

(Date)

ATTACHMENT “A”

PROGRAM MATERIALS PRICING FOR HC EDUCATIONAL PARTNERS

	CSCP	CPIM P1	CPIM P2	CLTD
Student Learning System	\$785	\$345	\$420	\$695
Instructor Kit	\$995	\$495	\$495	\$995
Instructor Kit Upgrade	\$150	\$75	\$75	\$150
Student Slide Booklets	\$25	\$25	\$25	\$25

Online license fee: should EDUCATIONAL INSTITUTION choose to offer any classes online, the following fees will be charged, in addition to the course material fees above:

- Until 30 September 2020: No fee to offer online classes;
- 01 October 2020 through 01 October 2021: \$1,000 total fee to offer online classes;

APPROVED GEOGRAPHICAL LOCATIONS (“REGION”)

ATTACHMENT “B”

ONLINE COURSE DELIVERY FOR HC EDUCATIONAL PARTNERS

(when checked) INSTITUTION intends to offer one or more courses using PROGRAM MATERIALS in an online format and therefore agrees:

- a. To not offer any asynchronous classes using the PROGRAM MATERIALS;
- b. To abide by section I. (Responsibilities) regardless of whether classes are offered in-person or online.
- c. To abide by the following additional terms and conditions:

1. Definitions

- a. “Course” means the successive series of meetings required to complete the Courseware’s Instruction, which shall not exceed six (6) months.
- b. “Courseware” means the PROGRAM MATERIALS provided by HC to EDUCATIONAL INSTITUTION.
- c. “Instruction” means live, instructor-led, classroom instruction using any portion of the Courseware or Instructor Slides.
- d. “Instructor Slides” means the ASCM instructor guide or upgrade kit associated with Courseware.
- e. “Online Software” means the Intranet, WebEx, or similar facility through which Customer provides Instruction to Users. ASCM must preapprove any Online Software before EDUCATIONAL INSTITUTION may use it.
- f. “Users” means individuals who access Instruction via Intranet, WebEx, or similar facility.

2. Online Course Requirements

- a. Without exception, EDUCATIONAL INSTITUTION shall ensure that all Users have purchased their own individual participant guide associated with the Courseware and Instructor Slides from HC;
- b. EDUCATIONAL INSTITUTION shall control access to Courseware and Instructor Slides by assigning a password and unique ID to each User receiving Instruction, both of which must be utilized to access the Courseware or Instructor Slides;
- c. EDUCATIONAL INSTITUTION shall ensure that Courseware and Instructor Slides cannot be copied, reproduced, recorded, downloaded, distributed, or displayed (electronically or otherwise) by Users;
- d. EDUCATIONAL INSTITUTION shall prominently display to all Users that Courseware and Instructor Slides are the sole property of ASCM; that Courseware and Instructor Slides are for the User’s educational use only; and that Courseware and Instructor Slides may not be copied, reproduced, recorded, downloaded, distributed or displayed (electronically or otherwise) by such Users for any purpose other than as expressly permitted hereunder; and
- e. ASCM shall, as between ASCM and EDUCATIONAL INSTITUTION, at all times retain sole ownership, title and interest in and to Courseware and Instructor Slides (including ownership of all trade secrets, copyrights, trademarks, patents, and other intellectual property rights pertaining thereto), subject only to the non-exclusive rights and privileges expressly granted to EDUCATIONAL INSTITUTION herein by HC. This non-exclusive license does not provide EDUCATIONAL INSTITUTION with title or ownership of Courseware and Instructor Slides, but only a right of limited use. Except as expressly provided hereunder in connection with the display and distribution of Courseware and Instructor Slides, ASCM does not convey any intellectual property rights to EDUCATIONAL INSTITUTION hereunder. EDUCATIONAL

INSTITUTION may not make use of any ASCM or APICS trademark or logo not embedded into Courseware or Instructor Slides without ASCM prior written consent.

- f. Except as expressly set forth herein, EDUCATIONAL INSTITUTION shall not copy, reproduce, modify, edit, revise, alter, reverse engineer, disassemble, decompile, translate, transmit, transfer, transport, upload, download, distribute, display, (electronically or otherwise), sublicense, rent, or lease Courseware or Instructor Slides, or any copy, adaptation, transcription, portion or merged portion thereof, nor shall EDUCATIONAL INSTITUTION create “derivative works” of any portion of Courseware or Instructor Slides, as that term is used in the Copyright Act, 17 U.S.C. 101 et seq., without the prior written consent of ASCM. ASCM reserves the right to update, revise, discontinue, reorganize and supplement Courseware or Instructor Slides in its discretion at any time, provided that ASCM shall give HC written notice of any such modification within a reasonable period of time. ASCM assumes no responsibility for EDUCATIONAL INSTITUTION’S use of superseded, discontinued or out of date versions of Courseware or Instructor Slides.

ATTACHMENT "C"

LIST of REGISTERED MARKS

Mark	Owner
CSCP®	ASCM
CPIM®	ASCM
CLTD®	ASCM
APICS®	ASCM
HC®	Holmes Corporation

TOPIC for ACTION
Great Western Dining

REPORT:

Great Western Campus Dining is the food service provider for Butler Community College. Each year, Butler renews the contract with Great Western to provide meals for students living in the residence halls. All students residing in the halls are required to purchase the 19-meal plan, except those in the apartment units. These units have their own kitchen and students living in these units have the option to not purchase the meal plan.

This rate is also available for students who wish to purchase a meal plan but do not live on campus. For example, students that live in The Villas at Butler, may decide to purchase this meal plan offered by Great Western Campus Dining.

Great Western Campus Dining has been a great partner with Butler Community College. Jan Stitt does an excellent job in making sure the students are satisfied with their food service. She also goes above and beyond for catered events on campus to ensure that visitors to our campus have a great experience.

RECOMMENDED ACTION:

The administration recommends that the Board of Trustees ratify this contract with Great Western Campus Dining for the 2020-2021 academic year.

RECOMMENDED FUNDING SOURCE:

The funding source for this agreement is paid from the Student Life Fund. This fund is generated, in part, by student payments into their account to cover the cost of their room and meals.

Submitted by: William D. Rinkenbaugh, Vice-President of Student Services
Supervisor: Dr. Kim Krull, President
Date: April 30, 2020

FOOD SERVICE AGREEMENT – EXHIBIT A

LOCATION: Butler Community College
901 South Haverhill Road
El Dorado, Kansas 67042

COMMENCEMENT DATE: June 1, 2020

TERM OF CONTRACT: Ten (10) Years
At the discretion of the parties the contract may be extended on annual basis for additional periods. The contract shall be subject to termination clause as outlined in the specifications.

SPECIAL PROVISIONS:

Contract Campus Dining Rate - 19 Meal Plan

Rate Per Day	\$9.12
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MEAL PLAN DESCRIPTIONS:

The 19 Meal Plan consists of breakfast, lunch, and dinner served Monday-Friday, with brunch and dinner being offered Saturday and Sunday.

GUARANTEE OF SERVICE DAYS:

Two Hundred and Twenty-Nine and One Half (229½) Minimum Full Accounting Days
Partial days are billed as 1/6 for breakfast, 2/6 for lunch and 3/6 for brunch and dinner.
If the guaranteed number of days set forth in Exhibit A are not achieved during any particular school year for any reason [other than a default by Great Western Dining](a "Shortfall"), the college shall pay GWD an amount (the "Compensation Payment") equal to the salary and benefits of salaried staff plus an administrative fee. In the event that the College requests continued services, a sliding scale will be utilized with a minimum of 25 participants plus an administrative fee for each day that the actual number of days GWD is able to provide dining services is less than the guaranteed number of days set forth on Exhibit A. The parties intend that the Compensation Payment constitute compensation to GWD for the loss of revenue from the dining services it would otherwise provide based on the guaranteed number of days, and not a penalty against the college. The parties acknowledge and agree that the harm to GWD caused by the Shortfall would be impossible or very difficult to accurately calculate as of the date of this Agreement, and that the formula for the Compensation Payment is a reasonable estimate of the anticipated or actual harm that might arise from such a Shortfall.

RETURN TO CLIENT:

Casual Meals	10.0%
Non-College Catering	15.0%
Skybox Food Sales	5.0%

Rebates will be paid on a monthly basis.

CASUAL MEAL RATES:

Breakfast	\$4.90 plus sales tax
Lunch	\$6.45 plus sales tax
Dinner	\$6.70 plus sales tax
Steak Night	\$7.95 plus sales tax
Special Meal	\$7.95 plus sales tax
Admissions	\$3.50 plus sales tax
Faculty Lunch Ticket	\$55.00 plus sales tax

No rebate will be paid for Admissions and Faculty Lunch Ticket Sales

El Dorado Cafeteria Hours of Operation:

Monday-Friday

Hot Breakfast 7:15am-8:30am
Cont Breakfast 8:30am-9:00am
Lunch 11:30am-1:30pm
M-Th Dinner 5:00pm-6:30pm
Fri Dinner 5:00pm-6:00pm

Saturday and Sunday

Brunch 12:00pm-1:00pm
Dinner 5:00pm-6:00pm

Any changes in service hours of operation due to Social Distancing requirements will be determined mutually by the School and the Food Service Director.

SUMMER SESSION RATES:

	<u>Summer 2020</u>
Continental Breakfast	\$3.55
Breakfast	\$5.30
Lunch	\$6.90
Dinner	\$6.90

No rebates will be paid on summer sales.

SUMMER MANAGEMENT REIMBURSEMENT

The College will reimburse Great Western at the rate of Six Hundred Dollars (\$600) per week for a minimum of 6 weeks and a maximum of 12 weeks during the summer to help offset slower sales. If a summer camp's participant numbers are 100 or more no management reimbursement will be charged for those days.

ADVANCE BOARD BILLING:

The college will pay to Great Western one month's estimated board sales by August 1, 2020.

SALES TAX:

Great Western Dining Service, Inc. will be responsible for payment of all applicable sales taxes associated with the food service program.

SNACK BAR OPERATIONS:

El Dorado Campus—Great Western Dining will operate the snack bar on the El Dorado campus throughout the year. Days and Hours of operation will be mutually agreed upon with the College. During the school year, the College agrees to reimburse Great Western Dining One-Hundred Dollars and Forty-five Cents (\$100.45) per operating day for labor costs. Labor billing will be broken down by board operating days. During the summer the College will reimburse Great Western Seventy-One Dollars and Ninety-three Cents (\$71.93) per operating day for labor costs. Days and hours for summer operation will be mutually agreed upon. Following the end of the school year Great Western will issue return payment for above labor dollars, only after all expenses and a ten (10%) percent administration cost is covered.

Andover Campus—Great Western Dining will operate the snack bar on the Andover campus throughout the year. Days and Hours of operation will be mutually agreed upon with the College. Butler Community College agrees to reimburse Great Western for all labor expenses involved in the operation of the snack bar. Great Western will submit a weekly invoice with a detailed breakdown of these costs. Following the end of the school year Great Western will issue return payment for above labor dollars, only after all expenses and a ten (10%) percent administration cost is covered.

Andover Cafeteria Hours of Operation:

Monday-Thursday: Open 8:00am-7:00pm
Friday: Open 8:00am-2:00pm
Saturday & Sunday: Closed

SERVICE REQUIREMENTS:

Great Western Dining Service, Inc. will be responsible for sanitation, including trash removal, in the food service preparation, serving and table service areas. Also, Great Western will be responsible for the physical set-up and clean-up for catered events which are not sponsored by the College, including those events at which all College employees are guest of Great Western Dining Service, Inc. The custodial staff of the College will be responsible for cleaning the floor in the table serving area.

APPRECIATION EVENT:

Great Western will provide for the faculty and employees of the College either a Fall picnic or Christmas buffet. Retail value limited to One Thousand Seven Hundred and Fifty (\$1,750.00) Dollars.

RECIPROCAL MEAL PROGRAM:

Whenever contract boarding students visit another Great Western Dining account for a College-sponsored event, while in session and upon presentation of a valid board contract identification card, they will be offered meal service at no cost. We ask that the reciprocal site Manager be notified in advance with the count, date and time of arrival for the meal. Non-contract students will be served at the casual meal rate.

COURTESY MEALS:

Complimentary Meal Passes: Great Western Dining will provide up to ten (10) complimentary meal passes for all meals for the Director of Resident Life, two (2) Residence Hall Managers and their families (if applicable), and up to seven (7) Residence Hall Assistants.

Complimentary 10 Meal Per Week Passes: Great Western Dining will provide passes for the President of the College and ten food service committee representatives: Vice President of Finance; Vice President for Student Services; Dean of Student Life; Director of Facilities Management; Athletic Director; Accounts Receivable Housing Clerk; one Operational Staff member; one Support Staff member; one Faculty member; and one student not living on campus.

WORK STUDY LABOR:

The college will provide Great Western with Thirty-five (35) hours of work study student labor per week at no cost to Great Western. Great Western will be responsible for supervision, scheduling and time-keeping.

FOOD SERVICE COMMITTEE:

A regularly scheduled meeting with the Dean of Students, students, faculty and staff and Great Western management will be held to discuss Dining Services, programs, issues, concerns and upcoming student special event meals.

OPEN FORUM MEETING:

Once a semester the Food Service Director will plan an open forum meeting in the Residence Halls. Great Western feels the exchange of information is essential for student's satisfaction from their cafeteria program.

CATERING MANUAL:

Catering Manual prices will be increased by 2.5% to begin June 1, 2020 and continue until May 31, 2021. Prices will increase as mutually agreed upon thereafter.

COLLEGE VEHICLE USAGE:

The College will allow Great Western Dining use of College vehicles for catering purposes in El Dorado and Andover. Any other use must be approved in writing prior to usage

CONTRACTUAL PROVISIONS ATTACHMENT:

The Provisions found in Contractual Provisions Attachment (Form DA-146a, Rev. 06-12), which is attached hereto, are hereby incorporated in this contract and made a part thereof.

GUARANTEE OF RATES AND CHARGES:

All rates, charges and special services will be maintained and guaranteed by Great Western for a period of TWELVE (12) FULL MONTHS.

However, in the event legislation or government intervention makes law any increases in minimum hourly rates or mandatory fringe benefits, Great Western will pass these on to the Client commensurate with the effective date decreed.

The percentage of increase or decrease for subsequent years of the contract will be based on CPI.

Either party may, with ninety days written notice, terminate this agreement at May 31st of any year within the term of the agreement.

CLIENT:

GREAT WESTERN DINING SERVICE, INC.

Date: _____

Date: _____

By: _____

By: _____

Name: _____

Name: John Nilges

Title: _____

Title: President

TOPIC for ACTION
SCKLS Grants-in-Aid Service Contract

REPORT:

Butler Community College Libraries has participated as a member library in the South Central Kansas Library System regional system of cooperating libraries since the system was established in 1975. This contract affirms Butler's agreeing to the provision of free library service and borrowing of materials to any citizen of the region, subject to our library rules, from Jan. 1 through Dec. 31, 2020.

In exchange for allowing free service and borrowing of materials for the community, SCKLS provides two grant-in-aid payments, in 2020 to total \$10,890, unless insufficient tax funds are received by SCKLS to fund the grants in 2020. The payments must be used by the participating member library for library purposes only (no administrative fees) by a year later, that is 12/2021.

RECOMMENDED ACTION:

Ratify the SCKLS 2020 Grants-in-aid Service Contract.

RECOMMENDED FUNDING SOURCE:

N/A

Submitted by: Micaela Ayers, Director, Butler Libraries & Archives
Supervisor: Lori Winningham, Academic Vice President
Date: April 23, 2020

**South Central Kansas Library System
2020 Grants-in-aid Service Contract**

This contract is between the **South Central Kansas Library System, (SCKLS)** and the **Butler College Libraries**, a participating member in the SCKLS regional system of cooperating libraries and in accordance with Kansas Statutes Annotated 75-2547 through 75-2552.

The purpose of this contract is for SCKLS in cooperation with participating member libraries to provide adequate library services to all citizens of the south central region which includes the following counties-- Barber, Butler, Cowley, Harper, Harvey, Kingman, McPherson, Reno, Rice, Sedgwick, Stafford and Sumner--and to extend library service to persons not having library service through a local and legally-established library.

In accordance with Kansas Administration Regulation 54-1-18, the participating member library agrees to the provision for free service and to permit any citizen of the territory comprising SCKLS to borrow materials or receive services without charge and subject to reasonable library rules during the period from January 1, 2020 to December 31, 2020.

In exchange for the participating member library providing free service and permitting any citizen of the territory comprising SCKLS to borrow materials or receive services without charge and subject to reasonable library rules, SCKLS agrees to provide the participating member library:

- (1) One grant-in-aid payment in the estimated amount of \$3,767 upon receipt of this signed service contract and prior to July 1, 2020; and
- (2) A second grant-in-aid payment in the estimated amount of \$7,123 prior to September 30, 2020.

Additional conditions of this grants-in-aid contract shall include the following:

- (a) The annual grants-in-aid eligibility form shall be completed by the participating member library and received by SCKLS no later than March 13, 2020.
- (b) Grants-in-aid funds must be used by the participating member library for library purposes only, with no administrative fees allowed, and funds shall be expended, encumbered or transferred within one-year of December 31, 2020.
- (c) Grants-in-aid funds shall not be used to pay for costs associated with services or programs for which the member library charges.
- (d) If sufficient annual tax funds are not received by SCKLS, this contract shall be void and any estimated grants-in-aid payment obligation terminated.

By signing this contract, the representative of the **Butler College Libraries** represents that such person is duly authorized to execute this contract on behalf of the participating member library and the participating member library agrees to the above provisions.

Participating Member Library

Signature: Dr. Kimberly W. Krull
Printed Name: Dr. Kimberly W. Krull
Date: 4/27/2020

South Central Kansas Library System

Paul Hawkins
Paul Hawkins, Director
April 6, 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%	76.3% (2018 = 77%)
Transfer GPA <i>Updated in spring</i>	GPA of Butler transfers to WSU compared to native students	Exceed native GPA	Average GPA of new Butler transfers = 3.22; average hours transferred=49.85; peer basket average GPA 3.23 and 47.89 hours transferred. (Fall 2017 Average GPA of new Butler transfers = 3.20; average hours transferred 48.74; peer basket average GPA 3.17 and 47.35 hours transferred).

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	Post Assessment Data
Responsible individual	Lori Winningham & Esam Mohammad
Report for the BOT meeting of	May 12, 2020
Strategic Goal: Ensure Student Success	Priority Number: 1b (Post assessment data on program learning outcomes by May 2020)

Narrative

In line with the institution's commitment to continuous quality improvement and its obligations to the Higher Learning Commission, Butler aims to have learning outcome assessments undertaken for all its program pathways.

Current Outcomes

With the update to the 4th term outcome assessments in each program pathways, the rubrics for all the program learning outcomes have been completed. This has been accomplished despite the quick pivot to entirely remote teaching and working for the faculty that started March 31 and was necessitated by the COVID-19 pandemic.

Action items for future outcomes

After the finals in Spring 2020, the faculty will complete the assessments. It is expected that 95 % of all the required assessments will be completed on time, leaving out only a few instances of programs which require a specialized alternative to remote learning for the said assessment to be finalized. The Dean of Academic Support Services is working with the institution's marketing unit to make available the summarized aggregate assessment data on the institution's webpage as the summer term begins.

Strategic Alignment

This is part of the institution's Strategic Priority of ensuring student success.

REPORT TO THE BOARD OF TRUSTEES, BUTLER COMMUNITY COLLEGE

Department/Project Name	Strategic Enrollment Plan
Responsible individual	Jessica Ohman
Report for the BOT meeting of	May 15, 2020
Strategic Goal: Ensure Student Success	Priority Number: 1f (Create and execute the Strategic Enrollment Plan beginning fall 2019)

Narrative

With enrollment on the decline for the past three years, it became clear the College needed to take different measures to stabilize enrollment and enhance service to students. Given the state of the current environment with low unemployment rate and fierce competition among higher education institutions in the region, action is required to strategically influence enrollment growth and retention.

The strategic enrollment management planning process will allow Butler to implement action plans that will necessitate changes with marketing, recruiting, program/course scheduling, and retention of students to meet enrollment targets.

Current Outcomes

The Strategic Enrollment Management plan was created in September 2019. We continue to work this plan and have made some adjustments due to remote work and closure of the campuses.

Action items for future outcomes

The Strategic Enrollment Management plan is a working document to be revised as necessary throughout the year.

Strategic Alignment

The Strategic Enrollment Management plan is aligned with the College's institutional strategic priorities of: Ensuring Student Success, Contributing to our Communities, and Advancing Institutional Effectiveness.

REPORT TO THE BOARD OF TRUSTEES, BUTLER COMMUNITY COLLEGE

Department/Project Name	PROVIDE
Responsible individual	Esam Mohammad/Lori Winningham
Report for the BOT meeting of	May 12, 2020
Strategic Goal: Ensure Student Success	Priority Number: 2b (Evaluate PROVIDE report and determine next steps during Fall 2019)

Narrative

Based on the findings of the first round of PROVIDE, departments have been asked to begin implementing concepts with help from PROVIDE committee members.

Current Outcomes

Ten program clusters were identified for the first round of triennial cycle of continuing evaluation (Auto Tech, Theater, Behavioral Science, English, Agriculture, Music, Info Tech, Criminal Justice, Chemistry, Foreign Language). Baselines have been drafted and the committee—and its two member subcommittees assigned to each program cluster—has completed 80 % of its data collection for the current cycle.

Action items for future outcomes

Another 20 % of the data collection remains and is dependent on the spring semester grades being posted. Once that is done, an overall analysis will be undertaken and the final evaluation sent to the Dean's Council for its review and action.

Strategic Alignment

This objective is part of BCC's 2018-2020 Strategic Plan which in its Action Statement 1.3 calls for the development and piloting of a plan to assess the viability of the institution's academic programs.

REPORT TO THE BOARD OF TRUSTEES, BUTLER COMMUNITY COLLEGE

Department/Project Name	Student Services
Responsible individual	Jessica Ohman & Bill Rinckenbaugh
Report for the BOT meeting of	May 12, 2020
Strategic Goal: Ensure Student Success	Priority Number: 3b (Analyze and revise current scholarship format with recommendations for consideration for AY2021)

Narrative

Scholarships are used as recruitment and retention incentives for students. In identifying scholarship recipients, this allows Butler to be an affordable educational option and keeps us competitive in the recruitment of students in our region. A scholarship taskforce was convened to review current practices.

Current Outcomes

Due to the COVID-19 outbreak the taskforce has not met to evaluate the possibility of a scholarship for adults/non-traditional students. Changes to the institutional academic scholarships are as follows:

For the 2021-2022 academic year, students must maintain their GPA to continue receiving their academic award. If they earn below the required GPA, they lose their scholarship (no adjusting down to the next level scholarship). However, students may regain their scholarship by again meeting the overall GPA requirements.

Action items for future outcomes

We will continue to monitor student retention/completion data for scholarship recipients (Completion to be reported spring 2020, retention to be reported in the fall 2020).

We will continue to refine processes and determine effectiveness of scholarship changes.

Strategic Alignment

Scholarships used as incentives for recruitment and student retention ties directly to the strategic goal of Ensuring Student Success and helps our students focus on their academic goals by relieving some of the financial pressure faced with the challenge of paying for college.

REPORT TO THE BOARD OF TRUSTEES, BUTLER COMMUNITY COLLEGE

Department/Project Name	Student Services
Responsible individual	Jessica Ohman
Report for the BOT meeting of	May 15, 2020
Strategic Goal: Ensure Student Success	Priority Number: 4a (Streamline student support with technology and process improvements through enrollment management initiatives)

Narrative

Together with Informational Services (IS), Enrollment Management will work to streamline enrollment processes through the implementation of Banner 9 self-service for students.

Current Outcomes

Banner 9 Student Self-Service test instance installed. We had plans to go-live March 18; however, with the shift to remote work we determined that holding on this was the best at this time.

Action items for future outcomes

Project team identified and plan created for implementation, training and go-live.

Strategic Alignment

The adoption of Banner 9 Student Self-Service will allow for updated, intuitive registration features to improve the student enrollment experience.

REPORT TO THE BOARD OF TRUSTEES, BUTLER COMMUNITY COLLEGE

Department/Project Name	Shared/Participatory Governance
Responsible individual	Lori Winningham, Kim Krull, Shelley Stultz
Report for the BOT meeting of	May 12, 2020
Strategic Goal: Invest in our Employees' Success	Priority Number: 2b (Initiate "ButlerTalk" and "Faculty Forums" during Fall 2019 and share compiled feedback)

Narrative

The purpose of a ButlerTalk/FacultyTalk is to *actively* engage employees in dialog around Butler's values, culture, work environment and various influences on job satisfaction. Specific questions and activities provide insight on what we do well, what we can improve on, and how we might go about making improvement happen. It is also an opportunity to explore what our values mean to them and how their job contributes to our mission.

Current Outcomes

After the "Butler Talk" sessions held last fall, Faculty Forums were scheduled and held October 30th, December 4th, and February 13, 2020. VPA Lori Winningham held a "Wednesday with Winningham" inviting all full-time and adjunct faculty on April 22nd and joined the Faculty Development Huddle on April 24th both by zoom. Dr. Krull held an all college zoom discussion on April 29th. Campus closure due to COVID-19 has eliminated any face-to-face meetings but zoom has been utilized. Much of the discussion shared in the group meetings in April has related to college plans related to summer and fall classes, back to work protocols, etc.

Action items for future outcomes

The information shared will be used for the purpose of identifying how to improve the work environment for all Butler employees. Information gained during the April meetings will also assist in helping us plan for summer and fall semesters post COVID-19. Some ideas for improvement can be immediately implemented while others will require a more detailed analysis. As soon as employees are back on campus, additional meetings will be scheduled.

Strategic Alignment

Invest in our Employees' Success

Butler will create a culture that engages employees and develops their full potential to influence student and community 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	May 12, 2020
Strategic Goal: Invest in our Employees' Success	Priority Number: 3a (Implement new performance management software beginning in 2020)

Narrative

Butler employees receive periodic written performance evaluations throughout their employment. Evaluations are intended to help every employee become the best they can be, to foster strong communication between employees and their supervisors, and to give employees a greater sense of job satisfaction. Annual evaluations are performed during the spring semester and interim evaluations are performed during the fall semester.

Current Outcomes

We are currently implementing the software technology that will allow for on-line management of performance reviews, goal setting and on-going feedback between supervisors and employees.

We are in the final stage of building and testing our performance review processes in the new system. We will begin training supervisors and employees on how to use the system beginning in late May and early June.

Action items for future outcomes

Our integrated Performance Management process will be implemented for our June 2020 review cycle. We anticipate this process will take somewhat longer than usual due to COVID-19 changes in work status. We feel confident in completing the annual review process over the summer months.

Strategic Alignment

Investing in our Employee Success is reflected in our continuing effort to develop each employee's professional skills, knowledge and abilities. During the performance management process, employees establish goals for professional development and identify their personal contribution to the strategic priorities of the college and departments.

REPORT TO THE BOARD OF TRUSTEES, BUTLER COMMUNITY COLLEGE

Department/Project Name	Training Opportunities
Responsible individual	Lora Jarvis
Report for the BOT meeting of	May 12, 2020
Strategic Goal: Invest in our Employees' Success	Priority Number: 3c (Survey, develop, and implement training opportunities for Op-Staff beginning Fall 2019)

Narrative

In order to provide the best service to Butler's customers, the staff needs to have the best training available. Administrative assistants are not often afforded the chances to travel for conferences and other trainings so in October 2019, Butler started a program just for them.

Current Outcomes

As was reported in December, the group meets the first Friday of each month with a portion of the meeting dedicated to trainings. In the last few months, the following trainings have been offered:

- Intel Unite with Matt Jansen
- Digital Security, Table Talks (Jabber, One Drive/Outlook & Planner) with Mike Montanye, Amy Kerschner, Bekah Lill & Christina Byram
- Email Etiquette with Lora Jarvis
- Aviso Updates with Troy Nordman & Phil Speary
- AED Training with Jaime Sharp & Jake Kenney

Meeting attendance averaged 14 participants with a little less this Spring as the academic administrative assistants have had to put extra hours in on scheduling and other responsibilities and been unable to attend the meetings.

Since the Kansas Stay At Home order was issued, the administrative assistants have had weekly meetings on Zoom. These meetings have had a great impact on the cohesiveness of the group. The members have formed a strong bond over the heartaches and adventures of the shelter in place rules.

Action items for future outcomes

Monthly meetings will continue through Summer 2020 where the trainings will be reevaluated. In the summer or fall an invitation will hopefully be extended to additional members of the OpStaff.

Strategic Alignment

This objective is part of Butler Community College's 2019-2021 Strategic Plan with the college's goal of "Invest in our Employee's Success", under which Priority 3 calls for the support of a culture of innovation, excellence and accountability through performance management and professional development. Performance indicator 3.3c asks to survey, develop, and implement training opportunities for Op-Staff beginning Fall 2019.

REPORT TO THE BOARD OF TRUSTEES, BUTLER COMMUNITY COLLEGE

Department/Project Name	Professional Development
Responsible individual	Mark Jarvis
Report for the BOT meeting of	May 12,2020
Strategic Goal: Invest in our Employees' Success	Priority Number: 3d (Expand Faculty Development opportunities during AY2020)

Narrative

Our Faculty Development, even in the strained times we have faced this Spring, is second to none. Butler leadership has invested deeply in faculty development and thus, in employee success. Our faculty receive more training (and have more training opportunities) than any other community college faculty in Kansas. We are constantly encouraging our faculty to be at their Butler Best so that our students can be at their best.

Current Outcomes

By offering over 70 workshops this Spring, Butler Faculty Development has equipped faculty of every discipline. Workshops have built upon AVID strategies, our own personal best practices, and peer-to-peer synergy. Outcomes include more engaged faculty and students. Faculty express greater camaraderie and confidence these days, via Zoom, and we have a growing culture of participation and learning together, across all ranks of the institution. This was best demonstrated at Institutional Development Day, in April, when over 300 employees participated in our virtual event.

Action items for future outcomes

The Office of Faculty Development continuously has explored new venues and methods of delivery, and that paid off when the Shelter-in-Place rules took effect. Still, we expect to offer ever-more convenient and timely training options through Zoom and other online avenues. The flagship initiative of the last five years, Summer Jam, will be replaced this May of 2020 with a week of virtual trainings aimed at AVID-izing online education.

Strategic Alignment

In the ways cited above, Faculty Development is expanding and tweaking, always continuously improving our delivery, and through this, our faculty, all so that students might experience greater success in the classroom.

REPORT TO THE BOARD OF TRUSTEES, BUTLER COMMUNITY COLLEGE

Department/Project Name	Students Services, Human Resources, & President's Office
Responsible individual	Jessica Ohman, Shelley Stultz & Kim Krull
Report for the BOT meeting of	May 15, 2020
Strategic Goal: Contribute to our Communities	Priority Number: 1b (Create a strengthened presence of the college in communities through expanded community service initiatives by May 2020)

Narrative

We will work proactively to make Butler visible within our communities and with our external stakeholders.

Current Outcomes

We started tracking the community engagement events Butler students and staff participated this academic year. Since the last report the following community service engagements:

- Volunteer at Family Life Center, El Dorado

All community participation was halted mid-March due to COVID-19.

Action items for future outcomes

Establish a baseline and strategy for expanding Butler's presence in our communities.

Strategic Alignment

The goal directly contributes to our communities by giving back to the people through acts of service, participation, and/or monetary donations.

REPORT TO THE BOARD OF TRUSTEES, BUTLER COMMUNITY COLLEGE

Department/Project Name	Foundation
Responsible individual	Tom Borrego
Report for the BOT meeting of	May 12, 2020
Strategic Goal: Contribute to our Communities	Priority Number: 4c (Identify and strategically align Foundation donor support for College innovations)

Narrative

Active fundraising has been minimal since April. An appeal was created to assist students (Student Emergency Fund) and appeals to foundations have been made. Major gift fundraising or cultivating has not occurred and won't return to our active duties until we are able to meet again with prospective donors.

However, with staff has been using its time to refine processes and do research to better impact our ability to identify, cultivate and solicit donors.

Current Outcomes

Below are highlights of current Foundation outcomes:

Student Emergency Fund: Approximately \$5,000 was raised to assist students who needed financial assistance as the transitioned away from campus. The funds raised have been completely used by students.

Foundation Magazine: The Foundation magazine has been completed and will be sent electronically and by mail this month.

Prospect Research: Hayley Hobbs has been spending time with the donor database to identify new prospects, refine our current prospect lists for our upcoming projects and cleaning up electronic files.

Webinars: Staff has been attending webinars to better use our current software and research different ways to fundraise in our current situation.

Renewed Foundation Grants: The Hubbard Foundation and Bank of America renewed grants with the Butler Community College Foundation.

Planned Giving: A marketing plan has been created for our digital communications with prospective planned giving donors to be implemented this summer.

Circle of the Gold Luncheon: The annual planned giving event, Circle of the Gold Luncheon, scheduled for June 2020 has been canceled. An electronic and print program identifying current members and new members as well as impact stories from students were distributed by email and print.

Community Outreach: The May Community Outreach event was canceled.

Scholarships: The Foundation has been working with Enrollment Management to improve scholarship opportunities for students and maximizing enrollment opportunities for the College. New processes are being discussed.

Partnerships: The Foundation is working with Business Development to improve our relationships with area businesses regarding program and philanthropic support. A coordinated effort is being established to improve our collaborative efforts.

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.

REPORT TO THE BOARD OF TRUSTEES, BUTLER COMMUNITY COLLEGE

Department/Project Name	Key Constituencies
Responsible individual	Kim Krull & Tom Borrego
Report for the BOT meeting of	May 12, 2020
Strategic Goal: Advance Institutional Effectiveness	Priority Number: 2c (Identify key constituencies for value recognition)

Narrative

In order to continue to develop the college's future strategic vision and plan, information from college stakeholders is needed as well as an understanding of the college's value in the service area. Both internal and external data research and community connections will be utilized.

Current Outcomes

Discussions were initiated late last fall with a small internal Butler group as well as some individual meetings with external college stakeholders to begin to formulate the needed information and outreach and communication plans. Meetings during the spring semester were similar to the fall meetings. COVID-19 and the campus closures and stay-at-home orders have limited work on this KPI since March.

Action items for future outcomes

Future internal and external meetings will be held through the summer months to continue for formalize the plan for information sharing and communication.

Strategic Alignment

This objective is part of Butler Community College's 2019-2021 Strategic Plan with the college's goal of "Advancing Institutional Effectiveness", under which Priority 2 calls for continuing to deploy and refine business intelligence platforms and a performance indicator 2.2c which identifies that key constituencies for value will be engaged connecting the college to the communities and creating an understanding of Butler's impact.

Butler Community College
Statement of Revenue, Expenditures, Other Changes
As of 4/30/2020

FISCAL YEAR 20, PERIOD 10
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	18,744,257	18,326,357	417,900	97.77%	19,843,385	19,529,114	314,271	98.42%
Local Sources	14,960,063	9,427,529	5,532,534	63.02%	14,733,876	9,130,265	5,603,611	61.97%
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	604,090	438,869	57.92%	942,039	605,215	336,824	64.25%
Transfers	82,134	63,352	18,782	77.13%	422,397	362,892	59,505	85.91%
TOTAL REVENUES:	50,717,535	44,108,993	6,608,542	86.97%	51,238,411	44,540,987	6,697,424	86.93%
EXPENSES:								
Instruction	16,037,375	11,577,502	4,459,873	72.19%	15,920,102	11,571,222	4,348,880	72.68%
Other Expenditures	0	0	0	0.00%	0	0	0	0.00%
Public Service	0	0	0	0.00%	0	0	0	0.00%
Academic Support	3,571,375	2,536,592	1,034,784	71.03%	3,606,603	2,779,361	827,242	77.06%
Student Services	6,634,087	4,893,618	1,740,469	73.76%	6,553,950	4,905,175	1,648,775	74.84%
Institutional Support	17,026,800	13,989,785	3,037,015	82.16%	16,627,710	13,442,353	3,185,357	80.84%
Physical Plant Operations	3,474,006	2,257,712	1,216,294	64.99%	3,314,569	2,173,701	1,140,868	65.58%
Student Financial	3,610,385	3,196,578	413,807	88.54%	3,645,385	3,535,577	109,808	96.99%
Auxiliary Enterprise	251,400	0	251,400	0.00%	205,000	0	205,000	0.00%
TOTAL EXPENSES:	50,605,428	38,451,786	12,153,642	75.98%	49,873,319	38,407,391	11,465,928	77.01%
TRANSFERS AMONG FUNDS:								
Mandatory Transfers	1,160,380	924,547	235,833	79.68%	1,420,424	1,105,078	315,346	77.80%
Non-Mandatory Transfers	637,273	637,273	0	100.00%	615,000	4,655,649	(4,040,649)	757.02%
TOTAL TRANSFERS:	1,797,653	1,561,820	235,833	86.88%	2,035,424	5,760,727	(3,725,303)	283.02%
NET INCREASE/DECREASE IN NET ASSETS	(1,685,546)	4,095,388			(670,332)	372,870		
Fund Balances, Beginning of year	7,135,350	7,135,350			9,517,439	9,517,439		
Fund Balances, End of Period	<u>5,449,804</u>	<u>11,230,738</u>			<u>8,847,107</u>	<u>9,890,309</u>		

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

I wanted to thank you for the flower arrangement and notification that a book will be placed in the L.W. Nixon Library in memory of my brother, Joe! The notes, cards, and expressions of support and comfort to my family and me during this time have been very much appreciated and comforting. The loss is huge, but the support is greater than I could have imagined.

I love this Butler Family!

Bill, Teri, and the entire Rinckenbaugh Family

**BOARD OF TRUSTEES CALENDAR OF ACTIVITIES
MAY – JUNE**

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
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

2019-2020 Board Meeting Dates
Tuesday, May 12, 2020
Tuesday, June 9, 2020 Grizzly Den, BOA 5000
Tuesday, July 14, 2020

LOOKING AHEAD

July Board Finance Committee	Tuesday, July 14, 3:30 p.m. President's Conference Room	Lance Lechtenberg, Shelby Smith
July Board Meeting	Tuesday, July 14, 4:30 p.m. Dankert Board Room	ALL TRUSTEES
August Board Finance Committee	Tuesday, August 11, 3:30 p.m. President's Conference Room	Lance Lechtenberg, Shelby Smith
August Board Meeting	Tuesday, August 11, 4:30 p.m. Dankert Board Room	ALL TRUTEES

Spring 2020 ACTIVITY CALENDAR

Nurses Pinning	Thur, May 14 - CANCELED
Spring Semester Ends	Fri, May 15
Order of the Purple	Fri, May 15 - CANCELED
Commencement	Fri, May 15 - CANCELED
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 - CANCELED
Memorial Day – COLLEGE CLOSED	Mon, May 25
Circle of Gold Society Luncheon	Fri, June 19 - CANCELED
Independence Day (Observed) – COLLEGE CLOSED	Fri, July 3
Summer Classes End	Fri, July 24

EXECUTIVE SESSION

TRUSTEE MOTION: By _____

Chair Howell, I move that the Board recess into Executive Session for consultation with legal counsel concerning confidential employee information pursuant to the open meetings exception for personnel matters of non-elected personnel which if discussed in open meeting might violate their right to privacy to include the Board, Dr. Kim Krull, Shelley Stultz, Kent Williams, Lori Winningham, Bill Rinkenbaugh, Bill Young, Jessica Ohman, Esam Mohammad, Tom Borrego, and Ray Connell.

The Open Meeting will resume here in the virtual zoom regular meeting room in 75 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: _____