

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

STAFF ATTENDANCE

Tom Borrego	Lora Jarvis
Amy Kerschner	Kim Krull
Esam Mohammad	Jessica Ohman
Bill Rinkenbaugh	Terry Sader
Kim Sherwood	Kelly Snedden
Shelley Stultz	Kent Williams
Lori Winningham	Bill Young
Susan Bradley	Heather Rinkenbaugh
Shannon Covert	Christy Streeter
Loni Jensen	Lisa Bolin
Phil Speary	Beth Eagleton
Donnie Featherston	Hilary Williams
Haylee Dass	Julie Smith
Brian Dye	Mel Whiteside
Michael Donovan	Bekah Lill
Aaron May	Jon Craig
Matt Jacobs	Janice Akao
Tevin Manual	Rick Nichols
Tiffany Rhodes	Mark Jarvis
Christina Byram	

BOARD ATTENDANCE

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

Not Present:
Mary Martha Good

GUESTS

Christian Lies & Gaby Guzman – SGA
Ray Connell – Legal Counsel
Josh Vogel – Simpson Construction
Vince Haines – Gravity::Works

CALL TO ORDER

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

EXECUTIVE SESSION

The Board recessed into Executive session at the beginning of the meeting due to the availability of Legal Counsel. Trustee Rhodes moved that the Board recess into

executive session for consolation with legal counsel to include the Board, Dr. Kim Krull, Shelley Stultz and Ray Connell with action to follow as appropriate. The open meeting will resume here in the Dankert Board Room in 30 minutes. Trustee Lechtenberg seconded. The motion passed unanimously.

The Board entered executive session at 4:31 p.m.

The Board returned to open session at 5:00 p.m.

APPROVAL OF THE AGENDA

Chair Howell noted two deletions from the agenda. Items C3 and E1 were removed from the agenda. Chair Howell asked if there were other items that needed to be removed from the consent agenda and brought to the action items. Trustee Smith requested that items B, D1, D2, and D8 all be discussed and acted on individually. Trustee Lechtenberg moved to approve the agenda as amended. Trustee Law seconded. The motion passed unanimously.

RECOGNITIONS

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

PUBLIC COMMENT

Steven Fielding, Abigayle Darcy, and Patrick Sampoll all spoke to the board in support of the Automotive Collision Program.

Trustee Smith read an email he received from Eric Grooms regarding the tuition and fees rates being voted on at tonight's meeting.

Trustee Winslow spoke regarding requests for information she has bade including:

- List of facilities and what is housed there
- Organizational chart including hard and soft line reports
- Key Performance Indicators for all college programs and how they relate to the strategic plan of the college
- Disaster recovery plan
- Non-paid tuition hours vs. pain tuition hours
- Larger meeting room due to the standing room only of this meeting
- Requesting that Board packets be available sooner

STANDING REPORTS

Student Government Association – Christian talked about their activities for students through the month of February. They held various events revolving around Black History Month including celebrating each Friday with a different black historian including Jackie Robinson, Daniel Williams, Augustus Jackson, and the Obamas. They also hosted a Career Day in student union and held their first SGA meeting at Andover which included

a tour of the new construction. Students also participated in the first student forum with Dr. Krull and a free night of bowling, pizza and drinks. SGA is hosting a blood drive this Friday and is gearing up for Spring Fling at the end of March.

Operational Staff – Amy Kerschner reported that OpStaff has 59 official AKCCOP conference registrations from Butler, Hutchinson, Johnson County, Kansas City, Kansas, Labette, Neosho and Pratt. OpStaff is also gearing up for their silent auction which takes place during IDD on April 9th.

Professional Employees – Terry did not have anything to report this month.

Board Finance Committee – Trustee Lechtenberg said that they met before the meeting and discussed the Statement of Revenues and everything seems to be in line with last year.

Foundation Board Report – Trustee Rhodes reported that the Foundation Board met at the end of February. They approved to give back 5% to the college towards funds that have been given by the college to support the Foundation. They also approved to spend 6% of the funds for scholarships next year that will equal about \$700,000.

The auction last week was a huge success and raised about \$245,000 for the Foundation.

President's Report – Dr. Krull gave a couple of brief legislative updates including information on HB2515 and SB355. House Bill 2515 is the Kansas Promise Scholarship Act which will support Kansas High School graduates in five job fields statewide and possibly five more region specific jobs as well. It is a last dollar program which will allow students to come to college tuition free. The KACCT provided testimony yesterday on the bill.

Senate Bill 355 is the dual credit bill which allows high school juniors and seniors to take core general education courses tuition free to the students. The USD would reimburse the junior college to offer the classes.

Dr. Krull also updated the Board on the college's progress with policies concerning COVID-19 – coronavirus. The Critical Incident Management Team (CIMT) has met and emails have been sent to employees and students. We also have a webpage up with information as well. The college is reviewing several potential higher ed plans and CIMT will meet again to discuss additional work. All of the community colleges in Kansas are developing plans right now. Johnson County and Kansas City, Kansas are a little further along because of the already diagnosed cases, but all of the Kansas community colleges are working hard to put policies in place.

The college's food service provider, Great Western Dining has shared their plan for food service in case of a case of COVID-19 on campus.

We have already received the follow up report on the quality initiative proposal Dr. Krull shared at last month's meeting. The review is very positive and they support every category and all of the findings. The letter provided nice compliments for the work that is being done. They will do a campus visit in 2022.

Dr. Krull also wanted to let the Trustees know that the auction attendees come from all over and are not just from the local area. She is most surprised and encouraged by the pure philanthropy portion of the auction where in less than 5 minutes they raised \$90,000!

Education Facilities Authority Report – Trustee Law reported that they Board met at the Stadium earlier this month to review some contracts and orient their new members. Trustee Howell also commented that the financials look good and they elected their new officers.

MONITOTRING REPORTS

Dean Christy Streeter and Associate Dean Beth Eagleton presented the annual report for the Health, Education and Public Services Division.

BOARD STRATEGIC DISCUSSION – ISSUES AND OPPORTUNITES

Education Technology – Haylee Dass and her team shared an update on Education Technology program.

300 Building HVAC AHU Replacement – Ireland Turner shared information with the Board about replacing the HVAC unit in the 300 building.

BOARD ACTION ITEMS

Approval of 2021 Tuition and Fee Rates -

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

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

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

Trustee Lechtenberg moved to approve the recommended Tuition and Fee schedule as presented. Trustee Rhodes seconded. The motion passed with Trustees Smith and Winslow voting against.

Approval of Notice Up Letter for 2020-2021 Mutual Gains Bargaining – The professional employees and administrative representatives on the Mutual Gains Bargaining Team discussed and agreed upon the Notice Up Letter for 2020-2021 Mutual Gains Bargaining. Trustee Law moved to approve the Notice Up Letter for 2020-2021 contract year. Trustee Lechtenberg seconded. The motion passed unanimously.

3/10/2020

Butler Community College
Education Association

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

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

1. Introduction
Issue: Change the dates of the agreement to be reflective of the agreed upon duration
Purpose: to work towards a mutually acceptable resolution to this issue
2. Article VIII – Compensation, Section A – Salary, Part 3 – Placement of New Professional Employees
Issue: Hiring Schedule
Purpose: To work towards a mutually acceptable resolution to this issue
3. Article VIII – Compensation, Section A – Salary, Part 8 – Salary Increase for Existing Professional Employees
Issue: Salary for Existing Professional Employees
Purpose: To work towards a mutually acceptable resolution to this issue
4. Article VIII – Compensation, Section A – Salary, Part 10 – Overload
Issue: Overload Rate of Pay
Purpose: To work towards a mutually acceptable resolution to this issue
5. Article VIII – Compensation, Section A – Salary, Part 12 – Summer School Pay
Issue: Summer School rate of pay
Purpose: To work towards a mutually acceptable resolution to this issue
6. Article VIII – Compensation, Section A – Salary – Direct Deposit
Issue: Revise/clarify language to reflect current pay distribution options
Purpose: To work towards a mutually acceptable resolution to this issue

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

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

Jim Howell
Chairperson, Board of Trustees

Terry Sader
President, BCCEA

Approval of 100-200 Building IS Project - The Information Services (IS) department proposes to move the IS into the 100 building and creating a new hardened server room. This move will improve services by bringing IS under one roof and creating a one stop service for students and faculty. The new server room will be updated for safety and fire protection.

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

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

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

Trustee Rhodes moved to authorize the college administration to complete an addendum to Simpson Construction as CMR and Gravity Works as Architect for the renovation of the 100-200 project and approve the preliminary budget of \$925,798.22 to come from the Capital Outlay Fund. Trustee Lechtenberg seconded. The motion passed with Trustees Smith and Winslow voting against.

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

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

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

The projected plaza project cost is \$235,013.63.

Trustee Lechtenberg moved to approve the plaza project with the understanding the needed funding will be raised through the Butler Foundation. Trustee Law seconded. The motion passed unanimously.

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

Trustee Law moved to ratify the Construction Technology associate of applied science degree for the Kansas Board of Regents. Trustee Rhodes seconded. The motion passed with Trustees Smith and Winslow voting against.

(Items pulled from the Consent Agenda)

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

Trustee Law moved to approve the February 2020 bills and warrants. Trustee Smith seconded. The motion passed unanimously.

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

Trustee Smith moved to ratify the agreement with WSU Public Policy Management Center to design and facilitate focus groups. Trustee Law seconded. The motion passed unanimously.

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

Trustee Winslow moved to ratify the signing of the First Data agreement to continue the setup of the Flywire ARCollect service with no effect on the previously approved costs for this service. Trustee Lechtenberg seconded. The motion passed unanimously.

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

- | | |
|---------------------------------|----------------------------|
| 1. Andale – USD 267 | 9. Council Grove – USD 417 |
| 2. Andover – USD 285 | 10. Derby – USD 260 |
| 3. Bluestem – USD 205 | 11. Dodge City – USD 443 |
| 4. Campus (Haysville) – USD 261 | 12. Douglass – USD 396 |
| 5. Centre – USD 297 | 13. El Dorado – USD 490 |
| 6. Chase County – USD 284 | 14. Emporia – USD 253 |
| 7. Circle – USD 275 | 15. Eureka – USD 389 |
| 8. Conway Springs – USD 356 | 16. Flinthills – USD 492 |

- 17. Frederic-Remington – USD 206
- 18. Goddard – USD 265
- 19. Halstead – USD 440
- 20. Hillsboro – USD 410
- 21. Maize – USD 408
- 22. Marion – USD 408

- 23. Newton – USD 373
- 24. Peabody-Burns – USD 398
- 25. Rose Hill – USD 394
- 26. Valley Center – USD 262
- 27. Wichita – USD 259

Trustee Law moved to ratify the 2020-2021 Articulation Agreements for the above listed Unified School Districts and The Kansas Department of Education. Trustee Smith seconded. The motion passed unanimously.

CONSENT AGENDA

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

- Approval of Minutes of the Regula Board Meeting of February 11, 2020
- Approval of Contract for Learning Management System (Canvas) in the amount of \$117,805
- Ratification of ACT/NRCCUA Contract
- Ratification of Gilmore & Bell Disclosure Compliance Services Agreement
- Ratification of Field Experience in Exercise Science Agreement with SERC Physical Therapy
- Ratification of Agreement with Hutchinson Regional Medical Center
- Ratification of MOU with Wichita Urology
- Approval of Lea Atkinson as full time Nursing Instructor at an annual salary of \$41,510

SUPPLEMENTAL INFORMATION

Key Performance Indicators Update – Submitted by Esam Mohammad

Statement of Revenue & Expenditures – Submitted by Kim Sherwood

Thank You Notes – Simpson Construction, The Winningshams, Hillary Alexander (YMCA), Bryn K. Cornell & Family, Misty Walton & Family, and Tri-County CASA

Board Calendars

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

March Board Finance Committee	Tuesday, March 10, 3:30 p.m. President’s Conference Room	Lance Lechtenberg, Shelby Smith
March Board Meeting	Tuesday, March 10, 4:30 p.m. Dankert Board Room	ALL TRUSTEES

April Board Finance Committee	Tuesday, April 14, 3:30 p.m. President's Conference Room	Lance Lechtenberg, Shelby Smith
April Board Meeting	Tuesday, April 14, 4:30 p.m. Dankert Board Room	ALL TRUSTEES
PTK Induction	Sunday, April 26, 2:00 p.m. Clifford/Stone Room	Trustee Welcome Shelby Smith

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

LOOKING AHEAD

Early College Academy Graduation	Monday, May 11, 6:00 p.m. Gym	Trustee Welcome TBD
May Board Finance Committee	Tuesday, May 12, 3:30 p.m. President's Conference Room	Lance Lechtenberg, Shelby Smith
May Board Meeting	Tuesday, May 12, 4:30 p.m. Dankert Board Room	ALL TRUSTEES
Nurses Pinning	Thursday, May 14, 7:00 p.m. Gym	Trustee Welcome TBD
Honors Ceremony	Friday, May 15, 1:30 p.m. Gym	Trustee Welcome TBD
Commencement	Friday, May 15, 7:00 p.m. BG Products Veterans Sports Complex	Trustee Roles TBD
Tour of 5000 Building Remodel	Tuesday, June 9, 3:30 p.m. Andover 5000 Building, Grizzly Den	ALL TRUSTEES
June Board Meeting	Tuesday, June 9, 4:30 p.m. Grizzly Den, Andover 5000 Building	ALL TRUSTEES

Spring 2020 ACTIVITY CALENDAR

PTK Luncheon & KACCT Quarterly Meeting Ramada Topeka Downtown	Thur, March 12
Spring Break – NO CLASSES	March 16-20
Employee Forums	Wed, March 25 BOA – 11:30 a.m. BOE – 2:00 p.m.
Institutional Development Day (IDD) – NO CLASSES	Thur, April 9
Good Friday – COLLEGE CLOSED	Fri, April 10

Student Forums	Thur, April 16 BOA – 11:30 a.m. BOE – 6:00 p.m.
Theatre <i>The Servant of Two Masters</i>	Thur, April 16 @ 7:30 p.m. Fri, April 17 @ 7:30 p.m. Sat, April 17 @ 2:00 & 7:30 p.m.
E.B. White Gallery of Art Student Art Show Awards & Reception	April 17 – May 2 Fri, April 17 @ 6:00 p.m.
Employee Forums	Mon, April 20 BOA – 11:30 a.m. BOE – 2:00 p.m.
Spring Instrumental Concert	Fri, April 24 @ 7:30 p.m. Sat, April 25 @ 7:30 p.m.
Spring Vocal Concert <i>I've Got My Friends!</i>	Thur, April 30 @ 7:30 p.m. Fri, May 1 @ 7:30 p.m. Sat, May 2 @ 2:00 & 7:30 p.m.
Woodwind Recital	Mon, May 4 @ 7:30 p.m.
Brass Recital	Tues, May 5 @ 7:30 p.m.
Percussion Recital	Wed, May 6 @ 7:30 p.m.
Dance Showcase	Thur, May 7 @ 7:30 p.m.
Finals Week	May 11-15
Early College Academy Graduation	Mon, May 11 @ 6:00 p.m.
E.B. White Gallery of Art Student Art Sale	Tues, May 12, 10:00 a.m. – 4:00 p.m.
Nurses Pinning	Thur, May 14 @ 7:00 p.m.
Fall Semester Ends	Fri, May 15
Honors Ceremony	Fri, May 15 @ 1:30 p.m.
Commencement	Fri, May 15 @ 7:00 p.m.
Summer Semester Begins	Mon, May 18
Foundation Board of Dir. Meeting	Tue, May 19 @ 4:00 p.m.
Commencement Thank You Picnic Lunch	Wed, May 20 @ 11:30 a.m.
Memorial Day – COLLEGE CLOSED	Mon, May 25
Circle of Gold Society Luncheon	Fri, June 19 @ 11:30 a.m.
Independence Day (Observed) – COLLEGE CLOSED	Fri, July 3
Summer Classes End	Fri, July 24

ADJOURNMENT

Trustee Law moved that the Board meeting be adjourned. Trustee Winslow seconded. The motion passed unanimously. The regular meeting of March 10, 2020 was adjourned at 8:03 p.m.

Doug Law – Secretary