
**BUTLER COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES OF THE SPECIAL BOARD MEETING
5:00 p.m., Tuesday, April 25, 2017 – Dankert Board Room**

STAFF ATTENDANCE

Kim Krull	Lori Winningham
Bill Rinkenbaugh	Kent Williams
Stacy Cofer	Kelly Snedden
Jay Moorman	Lynn Umholtz
Ireland Turner	Sharon Rogers

BOARD ATTENDANCE

Ken Bohon – Chair
JoAnn Craven – Secretary
Ron Engelbrecht
Jim Howell – via conference call
Dr. Greg Joyce
Tom McKibban

GUESTS

Levi Yager – Butler County Times/Gazette

ABSENT

Eileen Dreiling

CALL TO ORDER

Chair Bohon called the special meeting of April 25, 2017 to order at 5:05 p.m.

APPROVAL OF AGENDA

Trustee McKibban moved that the Board accept the agenda as presented. Trustee Craven seconded. The motion passed unanimously.

BOARD ACTION ITEMS

Approval of Digital Catalog Vendor – The Online/Digital Catalog Task Force has focused on finding a product that will offer students an exceptional web-based tool for educational goal completion. In the past, students had either a PDF file or hard copy available to them. There was no search tool for the PDF, so it was a time-consuming and tedious process to find courses, programs and other pertinent information. We have dramatically cut back on the number of hard copies printed each year. Students today want to explore opportunities on the web.

The Acalog digital catalog will affect every student whose goal includes a single course, certification, graduation and/or transfer to university. A clearly understood, easily-navigated, well-developed web presence will improve the educational experience for our students. Understanding Metamajors and Pathways to reach educational goals is the primary purpose of the digital catalog. However, college catalogs also include a wealth of information regarding admissions, enrollment, and academics for all prospective and current students. All pages will be quickly accessed by computer, tablet or cell phone. This will be an outstanding marketing tool for the college.

Trustee McKibban moved that the Board approve payment of \$56,554.00 from the Information Services/Technology Budget for:

Catalog Solution – Acalog

Initial License \$30,613.00

Yearly Hosting, Support and Upgrades \$7,041.00

Professional Services

Catalog migration, consulting and training, \$18,900.00

Based on the Butler 16-17 course catalog

Trustee Joyce seconded the motion. The motion passed unanimously.

Approval of Recommended Architectural Firm for Master Site Facilities Planning – During the March Board meeting, discussion was held on the progress of the College's Master Site and Facilities Planning process. Butler's last college master planning process was completed in 2003. With the initiation of a physical facilities strategic planning process by the Andover school district early in 2016, and potential that their longer term plan might include the eventual non-renewal of the 6000 Building lease, discussions surrounding the need for a comprehensive master site and facilities plan for Butler were elevated. These discussions took place in a multitude of venues during the spring, summer and early fall months. As reorganization was initiated in the academic areas and the decision was made to transform the College and our students' experiences through the implementation of "Guided Pathways", it was apparent that a relevant and comprehensive master plan was needed to help provide a holistic vision for Butler's future.

Development of the RFP began in earnest in late October 2016 with reviews by Exec Council between November and January 2017. Butler's RFP was released January 23, 2017 and mailed to 18 different architectural/planning firms. Ten letters of interest were returned by February 8th and 11 different firms were represented at the mandatory pre-proposal meeting on February 13, 2017. Seven formal proposals were received by March 7, 2017 from Bartlett & West (Topeka), GLMV (Wichita), Gould Evans (Lawrence), Gravity Works+ DLR Group (El Dorado/Omaha), LK (Wichita), RDG Planning & Design (Omaha), and SJCF (Wichita).

After evaluation of all the proposals, the Capital Projects Team which includes Trustees Bohon and Engelbrecht, invited 4 firms to campus to do formal presentations on their proposals and the master planning process they would complete if selected. On March 29th and March 30th, Gravity Works + DLR Group, Bartlett & West, SJCF and GLMV all did formal proposals. Each presentation included information to complete a deferred maintenance study as a component of a comprehensive and complete Butler Master Site and Facilities Plan.


The Capital Projects Team met April 5, 2017 to discuss the presentations and proposals. It was decided that once reference checks were completed, a firm could be identified for recommendation to the Board. Reference checks were completed between April 6, 2017 and April 11, 2017. The Capital Projects Team met again on April 12, 2017 and after discussing references and reviewing fee structures, the team is recommending Board approval of Gravity::Works + DLR Group, Inc to complete the Butler Master Site and Facilities Plan and a Facilities/Deferred Maintenance Study.

Fee Proposal:

Master Site and Facilities Plan	\$112,000 + expenses (10%)
Facilities/Deferred Maintenance Study	\$35,000
Total	\$147,000 + expenses

Trustee Craven moved that the Board approve Gravity::Works + DLR Group, Inc. to complete the Butler Master Site and Facilities Plan and a Facilities/Deferred Maintenance Study. Trustee Engelbrecht seconded. The motion passed unanimously. Funding for the planning process was approved within the College's FY17 budget.

ADJOURNMENT – Trustee Engelbrecht moved that the special meeting of the Butler Community College Board of Trustees be adjourned. Trustee Craven seconded. The motion passed unanimously. The special meeting of April 25, 2017 was adjourned at 5:40 p.m.


JoAnn Craven – Secretary