



- Let's Take Tomorrow -

**BUTLER COMMUNITY COLLEGE
BOARD OF TRUSTEES
SPECIAL BOARD MEETING
5:00 p.m., Tuesday, July 28, 2020 – Dankert Board Room**

5:00 p.m. Special Board Meeting – Dankert Board Room, Upper level of the Hubbard Welcome Center, 901 S. Haverhill Road, El Dorado, Kansas.
To view the meeting online, visit <http://www.butlercc.edu/bctv>

- I. **CALL TO ORDER**
- II. **APPROVAL OF AGENDA**
- III. **BOARD ACTION ITEMS**
 - A. (A) Approval of Notice of Public Hearing for FY2020 Legal and Operating Budgets (Williams) 2
 - B. (I) PPE approval..... 3
 - C. (A) Ratification of Butler County SPARK Funding Resolution..... 5
- IV. **ADJOURNMENT** 6

BOARD ACTION ITEMS

**TOPIC for ACTION
Notice of Public Hearing**

REPORT:

At the July 28th special meeting the trustees will be asked to approve the Notice of Public Hearing for the 2020-2021 Budget.

Approval and publication of the Notice sets the maximum amount of taxes to be levied by fund and the maximum expenditures by fund.

Arrangements have been made to publish the Notice in the Butler County Times Gazette. The public hearing is scheduled for Tuesday August 11, 2020 preceding the regular August Board meeting.

Accounting personnel are in the process of finalizing the legal budget at this time. We anticipate the final budget recommendation will be placed in the mail to the trustees by Wednesday, July 22. We will also email a pdf copy to the trustees as soon as possible.

RECOMMENDED ACTION:

The trustees will be asked to approval of the Notice of Public Hearing for the legal budget.

RECOMMENDED FUNDING SOURCE:

N/A

Submitted by: Kent Williams, Vice President of Finance
Supervisor: Kim Krull
Date: July 20, 2020

**TOPIC for INFORMATION
SPARK GRANT APPLICATION**

REPORT:

The College has the opportunity to access funds through the Federal SPARK grant that is managed by Butler County for expenditures necessitated by the COVID-19 pandemic. We believe the emphasis of the County will be on expenditures needed to reopen College operations in a safe manner.

The list of College needs presented below (in a preliminary prioritization) is for information only at this time.

Due to timing concerns for reopening the campus some of these items may need to be purchased with General Fund dollars with the anticipation of reimbursement from Federal funds. In that case a recommendation will be made for board approval if the purchase exceeds the president's authority.

Pri- ority	Item	Estimated Cost (Per Unit)	Units	Extended Estimated Cost
1	Infrared No Touch Thermometers	\$55.00	40	\$2,200.00
1	Henry Schein Digital Thermometers (12 per Box)	\$56.82	5	\$284.10
1	Electrostatic Sprayers for Stadium	\$4,000.00	3	\$12,000.00
1	AHU Air scrubbers/Air Purifiers w/Local Vendor install	\$833.67	150	\$125,050.50
1	Information Services expenses (equipment/hotspots)	\$30,000.00	1	\$30,000.00
1	Telephone (Hotspots)	\$3,132.95	24	\$75,190.80
1	Internet/Bandwidth	\$139.98	1	\$139.98
1	COVID Testing - Students and Staff	\$150.00	700	\$105,000.00
1	Lecture Recording Studios	\$7,000.00	4	\$28,000.00
1	Webcams	\$40.07	200	\$8,014.00
1	PPE Items (Gloves, Masks, Electrostatic Equipment)	\$200,000.00	1	\$200,000.00
1	Various Custodial Supplies	\$50,000.00	1	\$50,000.00
1	Student Chromebooks	\$250.00	500	\$125,000.00
1	Laptops for Checkout	\$800.00	125	\$100,000.00
2	Classroom Chair Replacement of Fabric Chairs for Better Cleaning	\$121.66	1008	\$122,633.28
2	Replace Fabric Student Guest Chairs for Better Cleaning	\$228.23	196	\$44,733.08
2	Replace Cloth Instructor Stools for Better Cleaning	\$269.61	84	\$22,647.24
2	Replace Fabric Computer Lab Chairs for Better Cleaning	\$269.61	168	\$45,294.48

2	Replace Lab Chairs for Better Cleaning	\$246.20	82	\$20,188.40
2	Replace Porous Tables with Laminate	\$354.46	480	\$170,140.80
2	Replace Fabric Common Area Chairs for Better Cleaning	\$924.29	41	\$37,895.89
2	VDI Solution - accessibility to anything regardless of device	\$118,000.00	1	\$118,000.00
2	Event-Stadium Cleaning W/Local Vendor	\$960.00	13	\$12,480.00
3	Office Supplies	\$231.52	1	\$231.52
3	Teaching and Lab Supplies	\$245.00	1	\$245.00
3	Equipment	\$3,186.48	1	\$3,186.48
	Total			\$1,458,555.55

RECOMMENDED ACTION:

No action is recommended at the time this memo is written. If any time-critical purchase requests are finalized prior to the July 28 meeting they will be presented at that time.

RECOMMENDED FUNDING SOURCE:

To be determined.

Submitted by: Kent Williams, Vice President of Finance
 Supervisor: Kim Krull
 Date: July 23, 2020

TOPIC for ACTION
Adoption of Resolution 20-10

REPORT:

RESOLUTION 20-10

WHEREAS, securing the health, safety, and economic well-being of our students is Butler Community College's top priority;

WHEREAS, Butler County is facing both a public health and economic crisis – the pandemic and public health emergency of COVID-19 – which has resulted in illness, quarantines, school closures, and temporary closure of businesses resulting in lost wages and financial hardship to Kansas citizens;

WHEREAS, the World Health Organization declared a global pandemic on March 11, 2020;

WHEREAS, on March 13, 2020, the President of the United States pursuant to Sections 201 and 301 of the National Emergencies Act, 50 U.S.C. § 1601, et seq. and consistent with Section 1135 of the Social Security Act, as amended (42 U.S.C. § 1320b-5), declared a national emergency that the COVID-19 outbreak in the United States constitutes a national emergency beginning March 1, 2020;

WHEREAS, on June 16, 2020 the State Finance Council approved the Strengthening People and Revitalizing Kansas (SPARK) Taskforce's proposal to distribute money to Butler County to help address the health and economic challenges inflicted by COVID-19 based on Butler County's population and impact from COVID-19 with funds provided for reimbursement of COVID-19 related costs and as direct aid unless otherwise approved by the SPARK Taskforce.

WHEREAS, to ensure that all educational and municipal entities within counties receive Coronavirus Relief Funds to meet their respective health and economic challenges, the SPARK Taskforce Executive Committee passed a motion on June 2, 2020, to direct counties to allocate and share Coronavirus Relief Funds with public educational and municipal entities within their counties.

WHEREAS, Butler County adopted a Resolution to accept and distribute funds to cities with in Butler County.

Be it resolved that, pursuant to the authority vested in Butler Community College, including the authority granted to this body by Chapter 71, Article 2 of the Revised Statutes of the State of Kansas, Butler Community College accepts any funds appropriated to Butler Community College by the State of Kansas through the State's Coronavirus Relief Fund and distributed by Butler County pursuant to terms set forth by the SPARK Task Force that are designed to ensure the lawful use of funds and transparency, equity, and accountability.

1. Section 5001 of the Coronavirus Aid, Relief, and Economic Security ("CARES") Act, as codified in 42 U.S.C. § 801, provides the eligible purposes for which Coronavirus Relief Fund ("CRF") payments may be used. Under 42 U.S.C. § 801(d) funds may be used for:

- a. necessary expenditures incurred due to the public health emergency with respect to Coronavirus Disease 2019 (COVID-19);
 - b. not accounted for in the budget most recently approved for the county as of March 27, 2020; and
 - c. incurred during the period that begins on March 1, 2020 and ends on December 30, 2020.
2. The following are examples of public health expenditures allowed pursuant to paragraph 1.a. above and 42 U.S.C. § 801(d):
 - COVID-19 related expenses of public hospitals or clinics
 - COVID-19 testing and quarantine costs
 - Payroll of employees substantially dedicated to COVID-19 mitigation or response
 - Expenses for establishing and operating public telemedicine capabilities
 - Technological improvements to facilitate distance learning
 - Improving telework capabilities
 - Grants to small businesses to reimburse the costs of business interruption caused by required closures
 - Government payroll support program
 - Unemployment insurance costs related to COVID-19
3. The following are examples of public health expenditures NOT allowed pursuant to paragraph 1.a. above and 42 U.S.C. § 801(d):
 - Damages covered by insurance
 - Payroll or benefits for employees not substantially dedicated to mitigating or responding to COVID-19
 - Expenses that will be reimbursed under any federal program
 - Reimbursement to donors for donating items or services
 - Workforce bonuses other than hazard pay or overtime
 - Severance pay
 - Legal settlements
4. Additionally, as outlined in guidance issued by the Congressional Research Service on April 14, 2020, "Coronavirus Relief Fund payments may not be used to directly account for revenue shortfalls related to the COVID-19 outbreak. Such funds, however, may indirectly assist with revenue shortfalls in cases where expenses paid for by the Coronavirus Relief Fund would otherwise widen the gap between government outlays and receipts."
5. To ensure effective and timely oversight of local spending, Butler Community College will comply with reporting requirements established by Butler.
6. To ensure transparency and accountability in the deliberation, expenditure, and oversight processes associated with CRF funds, Butler Community College, will comply with all requirements of the Kansas Open Meetings Act.
7. The COVID-19 pandemic has disproportionately impacted racial minorities within the State of Kansas, illustrating long-standing health disparities for African-American,

Latino, and other racial minority populations in the United States. Accordingly, Butler Community College will consider and incorporate efforts to address such disproportionate impacts on racial minorities in its direct aid plan.

8. As provided in 42 U.S.C. § 801(f), the Inspector General of the Department of the Treasury determines whether CRF payments have been used for eligible purposes. Fund payments that are deemed to have been used for ineligible purposes are treated as a debt owed by the implementing government to Treasury. This resolution signifies that, upon approval, Butler Community College agrees to cooperate with any audits or inquiries by the Department of the Treasury concerning CRF funds and agrees to pay any debt incurred to the Department of the Treasury due to ineligible expenditures of appropriated CRF funds.
9. Butler Community College understands that the United States Department of the Treasury or the Governor's Office of Recovery may issue guidance regarding the transfer, expenditure, reimbursement, or other use of CRF funds.
10. Butler Community College understands and agrees that any unspent funds must be returned to the State for recoupment. Butler Community College understands that Butler must return all unspent funds no later than December 30, 2020, and will make any unspent funds available for return prior to December 30, 2020. All reconciliation documents submitted to the SPARK Taskforce will be made publicly available by the Governor's Office of Recovery, including supporting documentation submitted by Butler Community College to Butler County.

This document shall be filed with the Secretary to the Butler Community College Board of Trustees. It shall become effective as of July 28, 2020.

Butler Community College
Board of Trustees

Jim Howell, Chairman

ATTEST:

Lora Jarvis, Secretary, Butler Community College Board of Trustees

RECOMMENDED ACTION:

Adoption of Resolution 20-10

RECOMMENDED FUNDING SOURCE:

Not Applicable

Submitted by:	Jaime Goering, Director of Resource Development
Supervisor:	Dr. Esam Sohail Mohammad
Date:	July 28, 2020

ADJOURNMENT

MOTION: By _____
Chair Howell, I move that the Board meeting be adjourned.

CALL FOR A SECOND: Trustee _____

CALL FOR A VOTE

MEETING ADJOURNED @ _____ **P.M.**