



BUTLER COMMUNITY COLLEGE
BOARD OF TRUSTEES
REGULAR BOARD MEETING
4:30 p.m., Tuesday, August 11, 2020 – Clifford/Stone Room
Watch Live via <http://www.butlercc.edu/bctv>

3:30 p.m. Board Finance Committee Meeting – President’s Conference Room.
4:30 p.m. Regular Board Meeting – Clifford/Stone Room, Main Level of the Hubbard Welcome Center, 901 S. Haverhill Road, El Dorado, Kansas

LEGAL BUDGET HEARING

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- II. Adjourn Public Hearing (Chair Jim Howell)

REGULAR BOARD MEETING

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B. Operational Staff Report – Lisa Bolin
C. Professional Employees Report – Terry Sader
D. Board Finance Committee Report –Lance Lechtenberg, Shelby Smith
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LEGAL BUDGET HEARING

Script for Legal Budget Hearing

Chair, Jim Howell:

“I declare the public hearing for the 2020-2021 Legal Budget of Butler Community College now open.”

(Chair, Jim Howell then introduces himself and the other trustees, as well as the President and the Secretary.)

Seated with me around the table are Trustees:

- Mary Martha Good
- Doug Law
- Lance Lechtenberg
- Forrest Rhodes
- Shelby Smith and
- Julie Winslow
- As well as President Kim Krull and Secretary Lora Jarvis
- Other Butler Administration, Faculty, and Staff are also present with some joining by Zoom.

Chair, Jim Howell:

“At this time we are meeting to hear public comments on the 2020-2021 Legal Budget for Butler Community College.

To briefly explain the budget process, several months ago we began with individual recommendations from department heads, which were reviewed by our budget officers and our administration. In conjunction with parameters set by the Board of Trustees, the Administration developed a preliminary budget that was presented to the Board of Trustees. Several updates were provided and discussed.

In a Special Meeting held on July 28, 2020, the Board of Trustees voted to pass the Notice of Public Hearing, setting the budget at \$77,915,445. The local dollars to be levied are \$14,420,075 that include \$12,928,138 for operations and \$1,491,937 for capital outlay. The legal budget provides the college with the ability to increase its expenditure budget in order to address a significant unanticipated expense in a timely fashion.

The Public Notice was published in the college’s official publications and the public hearing was set for 4:30 p.m. today, August 11, 2020, in the Clifford/Stone Room of the Hubbard Welcome Center at Butler of El Dorado.

At this time, I will open the hearing to any public comment from individuals who are present in the room or via Zoom and who would like to speak concerning the budget. As there are several who wish to speak, we ask that you hold your comments to five minutes or less. For those of you speaking via Zoom, Lora Jarvis will manage the technology and admit you into

the Board Zoom room to speak. For those in the Clifford/Stone Room, please submit your Public Comment Request Cards to Board Secretary, Lora Jarvis, and then you'll be asked to speak. For all who are offering public comment in either format, please announce your name and address before beginning your comments. Board Secretary Lora Jarvis will identify when you have one minute remaining so you are able to conclude your comments within the time allotted.

The Board will not participate in any discussion or take any action during the public comment portion of the meeting.

**TOPIC for ACTION
FY 2021 Budget Approval**

REPORT:

At the July 28 special board meeting the trustees reviewed the FY2021 legal and operating budget recommendations made by the college administration.

The board modified the administrative recommendation for the General Fund estimated tax rate from 17.409 mills to 16.000 mills. The attached Notice of Public Hearing incorporates that reduction.

The attached Operating Budget summary is updated for the reduction to the FY2021 revenue estimate as a result of the mill rate reduction.

RECOMMENDED ACTION:

Move that the legal budget for 2020-2021 be approved as published with the amount of taxes to be levied for all funds of \$14,420,075 and the total expenditure budget for all funds of \$77,915,445 and that the Operating Budget expenditures for 2020-2021 be approved in the amount of \$50,618,027.

RECOMMENDED FUNDING SOURCE:

N/A

Submitted by:	Kent Williams, Vice President of Finance
Supervisor:	Kim Krull
Date:	July 31, 2020

**NOTICE OF PUBLIC HEARING
2020-2021 BUDGET**

The governing body of Butler Community College, Butler County, will meet on August 11, 2020, at 4:30 p.m., at the Clifford Stone Room of the Hubbard Welcome Center for the purpose of answering objections of taxpayers relating to the proposed use of all funds, and the amount of tax to be levied, and to consider amendments. Detailed budget information is available at the office of the Vice President for Finance and will be available at this hearing.

BUDGET SUMMARY

The Expenditures and the Amount of 2020 Tax to be Levied (as shown below) establish the maximum limits of the 2020-2021 budget. The "Est. Tax Rate" in the far right column, shown for comparative purposes, is subject to slight change depending on final assessed valuation.

	2018-2019		2019-2020		Proposed Budget 2020-2021		
	Actual Expend. & Transfers	Actual Tax Rate*	Actual Expend. & Transfers	Actual Tax Rate*	Budgeted Expend. & Transfers	Amount of 2020 Tax to be Levied	Est. Tax Rate*
Current Funds Unrestricted							
General Fund	49,626,491	18.068	43,919,879	17.409	53,802,610	12,928,138	16.000
Postsecondary Tech Ed	12,843,638		11,665,993		13,166,058	XXXXXXXXXX	XXX
Adult Education	421,252	0.000	452,763	0.000	531,882	0	0.000
Adult Supp Education	435,817	XXX	388,404	XXX	506,075	XXXXXXXXXX	XXX
Motorcycle Driver	9,750	XXX	6,630	XXX	13,000	XXXXXXXXXX	XXX
Truck Driver Training	0	XXX	0	XXX	0	XXXXXXXXXX	XXX
Auxiliary Enterprise	6,776,415	XXX	5,613,845	XXX	7,500,000	XXXXXXXXXX	XXX
Plant Funds		XXX		XXX		XXXXXXXXXX	XXX
Capital Outlay	1,909,923	2.000	1,303,468	1.927	2,395,820	1,491,937	1.846
Bond and Interest	0		0		0	0	0.000
Special Assessment	0		0		0	0	0.000
No Fund Warrants	0		0		0	0	0.000
Revenue Bonds	0	XXX	0	XXX	0	XXXXXXXXXX	XXX
Total All Funds	72,023,286	20.068	63,350,982	19.336	77,915,445	XXXXXXXXXX	17.846
Total Tax Levied	14,970,129		14,970,129		XXXXXXXXXX	14,420,075	
Assessed Valuation	745,970,166		774,228,168		808,008,633		

Outstanding Indebtedness, July 1

	2018	2019	2020
G.O. Bonds			
Capital Outlay Bonds	4,440,000	3,200,000	1,930,000
Revenue Bonds			
No-Fund Warrants			
Temporary Notes			
Lease Purchase Principal	8,494,338	15,868,202	14,719,734
Total	12,934,338	19,068,202	16,649,734

* Tax Rates are expressed in mills.


Signature - Vice Chair

Butler Community College
FY 2021 Operating Budget Summary / Administrative Recommendation
Changes Made at July 28 Special Meeting
August 11, 2020

	FY 2021		FY 2021
	July 28		August 11
	<u>Budget</u>	<u>Change</u>	<u>Budget</u>
1 Operating Revenues	\$49,745,948	(\$961,115)	\$48,784,833
2			
3 Expenditure Budget - Operations	\$50,618,027	\$0	\$50,618,027
4 Anticipated/Actual Unspent Budget	<u>\$1,096,416</u>	<u>\$0</u>	<u>\$1,096,416</u>
5 Total Expenditures	<u>\$49,521,611</u>	<u>\$0</u>	<u>\$49,521,611</u>
6			
7 Revenues Over (Under) Expenditures	\$224,337	(\$961,115)	(\$736,778)
8 Beginning Unencumbered Cash	<u>\$8,497,944</u>	<u>(\$0)</u>	<u>\$8,497,944</u>
9			
10 Ending Unencumbered Cash	<u>\$8,722,281</u>	(\$961,115)	<u>\$7,761,166</u>
11			
12 10.5% of Expenditures	\$5,314,893	\$0	\$5,314,893
13 Unencumbered cash over (under) target	\$3,407,388	(\$961,115)	\$2,446,273

AUGUST BOARD RECOGNITIONS

- **Jacob Minter, Rebecca Whittaker, & Naomi Galindo** – PBL National Conference
- **Jakob Juul & Chad Hibdon** – Livestock Judging Team Honors
- **Volleyball Team & Lisa Lechtenberg** – 2020 USMC/ABCA Team Academic Award
- **Trustee Forrest Rhodes** – Birthday, August 1st

MONITORING REPORTS

NONE

BOARD STRATEGIC DISCUSSION – ISSUES AND OPPORTUNITIES

NONE

BOARD ACTION ITEMS

**TOPIC for ACTION
ADA Reaffirmation**

REPORT:

On July 26, 1990, President George H. Bush signed into law the Americans with Disabilities Act (ADA) to ensure the civil rights of people with disabilities. This legislation established a clear and comprehensive national mandate for the elimination of discrimination against individuals with disabilities.

On the 30th anniversary of the Americans with Disabilities Act, we, Butler Community College, celebrate and recognize the progress that has been made by reaffirming the principals of equality and inclusion and recommitting our efforts to reach full ADA compliance.

RECOMMENDED ACTION:

The Board of Trustees vote to reaffirm commitment to work toward full ADA compliance at Butler Community College.

RECOMMENDED FUNDING SOURCE:

None

Submitted by: Teresa K. Eastman, Director of Disability Services/ADA
 Compliance Officer/Section 504 Coordinator
Supervisor: William Rinkenbaugh, Vice President of Student Services
Date: July 22, 2020

Anniversary of the Americans with Disabilities Act

A Proclamation of Recommitment to Full Implementation of the ADA

On July 26, 1990, President George H. Bush signed into law the Americans with Disabilities Act (ADA) to ensure the civil rights of people with disabilities. This legislation established a clear and comprehensive national mandate for the elimination of discrimination against individuals with disabilities.

The ADA has expanded opportunities for Americans with disabilities by reducing barriers and changing perceptions, increasing full participation in community life. However, the full promise of the ADA will only be reached if public entities remain committed in their efforts to fully implement the ADA.

On the 30th anniversary of the Americans with Disabilities Act, we, Butler Community College, celebrate and recognize the progress that has been made by reaffirming the principals of equality and inclusion and recommitting our efforts to reach full ADA compliance.

NOW THEREFORE, the Board of Trustees do hereby reaffirm our commitment to work toward full ADA compliance at Butler Community College.

Jim Howell—Chair
Board of Trustees
Butler Community College

TOPIC for ACTION
Harassment and Violence Policy Update

REPORT:

Butler's Equal Opportunity, Harassment and Nondiscrimination Policy in regards to Title IX has been updated to meet the new regulations set forth by the Office of Civil Rights, effective August 14, 2020. The amended policy will replace the current Harassment and Violence Policy that was approved in July 2014, with an accepted revision in June 2015. The policy covers complaints and responsibilities for students, employees and third-parties.

RECOMMENDED ACTION:

The Board of Trustees ratify the Policy, as written, at the regular August board meeting

RECOMMENDED FUNDING SOURCE:

The expenditures have already been written into the budget since 2014. No additional funds requested at this time.

Submitted by: Sherri Conard, Title IX Coordinator
Supervisor: Bill Rinkenbaugh, Vice President for Student Services
Date: July 31, 2020

Butler Community College Harassment and Violence Policy

Prohibitions

~~It is the policy of Butler Community College to maintain a learning and working environment that is free from harassment or violence. Butler Community College prohibits any form of harassment or violence against an employee or student based on race, religion, sex, sexual orientation, gender identity, national origin, age, disability, and/or any other status protected by federal, state, or local law and/or because the person opposed unlawful discrimination and/or participated in an investigation or complaint concerning unlawful discrimination. These prohibitions apply to Butler Community College students, faculty members, staff members, administrators, trustees, agents, volunteers, contractors, or other persons subject to the supervision and control of Butler Community College.~~

~~It is a violation of College policy for any student, faculty member, staff member, administrator or other employee to harass any student, faculty member, administrator, or other College employee because of that person's race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, and/or any other status protected by federal, state, or local law.~~

~~It is a violation of College policy for any student, faculty member, staff member, or administrator or other employee to inflict, threaten to inflict, attempt to inflict, and/or to aid in inflicting violence upon any student, faculty member, staff member, administrator or other College employee because of that person's race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, and/or any other status protected by federal, state, or local law. For purposes of this Policy, these prohibitions also apply to Butler Community College trustees, agents, volunteers, contractors, or persons subject to the supervision and control of Butler Community College.~~

BUTLER COMMUNITY COLLEGE EQUAL OPPORTUNITY, HARASSMENT AND NONDISCRIMINATION

Policy Statement

Butler Community College is committed to providing a workplace and educational environment, as well as other benefits, programs, and activities, that are free from discrimination, harassment, and retaliation. To ensure compliance with federal and state civil rights laws and regulations, and to affirm its commitment to promoting the goals of fairness and equity in all aspects of the educational program or activity, the College has internal policies and procedures that provide a prompt, fair, and impartial process for those involved in an allegation of discrimination or harassment on the basis of protected class status, and for allegations of retaliation. The College values and upholds the equal dignity of all members of its community and strives to balance the rights of the parties in the grievance process for all those involved.

The core purpose of this policy is the prohibition of all forms of discrimination. Sometimes, discrimination involves exclusion from activities, such as admission, athletics, or employment. Other times, discrimination takes the form of harassment or, in the case of sex-based discrimination, can encompass sexual harassment, sexual assault, stalking, sexual exploitation, dating violence or domestic violence. When an alleged violation of this policy is reported, the

allegations are subject to resolution using Butler Community College's Title IX Informal or Formal Grievance process, determined by the Title IX Coordinator.

When the Respondent is a member of the college community, a grievance process may be available regardless of the status of the Complainant, who may or may not be a member of the College's community. This community includes, but is not limited to, students, faculty, administrators, staff, and third parties such as guests, visitors, volunteers, invitees, and campus camp attendees.

Title IX Coordinator

The Title IX Coordinator oversees implementation of Butler Community College's policy on harassment and nondiscrimination. The Title IX Coordinator has the primary responsibility for coordinating the College's efforts related to the intake, investigation, resolution, and implementation of supportive measures to stop, remediate, and prevent discrimination, harassment, and retaliation prohibited under this policy.

Independence and Conflict-of-Interest

The Title IX Coordinator manages the Title IX Team and acts with independence and authority free from bias and conflicts of interest. The Title IX Coordinator oversees all resolutions under this policy. The members of the Title IX Team are vetted and trained to ensure they are not biased for or against any party in a specific case, or for or against Complainants and/or Respondents.

To raise any concern involving bias or conflict of interest by the Title IX Coordinator, or to report misconduct or discrimination committed by the Title IX Coordinator, contact the Butler Community College President.

Concerns of bias or a potential conflict of interest by any other Title IX Team member, or reports of misconduct or discrimination committed by any other Title IX Team member, should be reported to the Title IX Coordinator.

Administrative Contact Information

Complaints or notice of alleged policy violations may be made internally to:

Sherri Conard
Title IX Coordinator
Director of First Year Experience
715 E. 13th Street
Office 5002C
Andover, KS 67002
316-218-6373
sconard@butlercc.edu

TITLE IX TEAM MEMBERS

- Assistant Director of Human Resources/Staff Development
- Vice President of Student Services
- Associate Vice President of Student Services
- Coordinator of Student Involvement
- Admissions Counselor
- Instructional Tech Specialist
- Event Manager

Butler Community College has determined that the following administrators are Officials with Authority to address and correct harassment, discrimination, and/or retaliation. In addition to the Title IX Team members listed above, these Officials with Authority listed below may also accept notice or complaints on behalf of the College.

- President
- Vice Presidents
- Associate Vice Presidents
- Deans
- Associate Deans
- Directors
- Department of Public Safety

The College has designated all **full-time** employees as Mandated Reporters. Any knowledge they have that a member of the campus community is experiencing harassment, discrimination, and/or retaliation must be reported to the Title IX Coordinator. The College strongly encourages all part-time employees to also report incidents of harassment and discrimination.

Inquiries may be made externally to:
Office for Civil Rights (OCR)
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-1100
Customer Service Hotline #: (800) 421-3481
Facsimile: (202) 453-6012
TDD#: (877) 521-2172
Email: OCR@ed.gov
Web: <http://www.ed.gov/ocr>

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TOPIC for ACTION
Infectious Disease Policy

REPORT:

With the spread of COVID-19, Butler moved all college operations and classes to remote formats in March. The Critical Incident Management Team has been diligent in meeting since March and has spent much of the late spring and summer developing and implementing back to campus guidelines for employees and students with classes beginning in August. Recent recommendations from the Butler County Health Department and the Kansas Department of Health and Environment related to the re-opening of college campuses, have suggested updated wording to mitigation of infectious diseases and needed contact tracing in college policies.

The proposed policy includes those recommended updates and replaces an older "Serious Disease Policy" that is currently in place. The Serious Disease Policy follows the proposed Infectious Disease Policy.

RECOMMENDED ACTION:

The Administration recommends the approval of the Infectious Disease Policy.

RECOMMENDED FUNDING SOURCE:

Not applicable

Submitted by: Dr. Kimberly Krull
Supervisor:
Date: August 11, 2020

Infectious Disease Policy

It is the intent of Butler Community College to prevent the spread and outbreak of communicable or infectious diseases by complying with all applicable federal and state laws in connection with an individual who contracts an "Infectious Disease."

An "Infectious Disease" is defined as a disease of humans or animals resulting from an infection or an illness due to exposure to a specific disease agent which arises through transmission of that disease agent, either directly or indirectly, including but not limited to, hepatitis A, B and C, HIV/AIDS, tuberculosis, Rubella, chicken pox, influenza, measles, meningitis, COVID-19 and others as may be identified by the Centers for Disease Control, the Kansas Department of Health and Environment and the Butler County Health Department.

Students, employees and visitors are encouraged to immediately report information related to the potential occurrence of an infectious disease within the College community. In the event of an infectious disease in the College community, the College will review and monitor the situation on a case-by-case basis and work with local, state and federal authorities, as necessary, to determine the appropriate course of action.

As permitted by law, the College may take steps to identify and address potential infectious diseases, including but not limited to the following:

- Inquire about an individual's medical condition;
- May require an individual who has contracted an infectious disease to submit a physician's statement of health prior to returning to the College, which may include proof of appropriate vaccination;
- May require an individual to submit to an appropriate medical evaluation from a physician of the College's choosing at the College's expense;
- Consult with the individual's physician (with appropriate consent) regarding the infectious disease;
- Consult with a physician designated by the College, and such other persons or resources, including the public health department, to assist in determining the appropriate course of action;
- Institute quarantine or isolation protocol;
- Restrict travel to high-risk locations;
- Exclude individuals who are infected or at risk of infection from the classroom, workplace or other College activities (employees will be subject to the College's policies, procedures and other requirements for requesting/receiving benefits and leaves of absence);
- Offer accommodations to employees and students who are displaced from their regularly scheduled College events and/or activities;
- Activate College protocols to consider measures such as social distancing, College closure, cleaning procedures, travel monitoring, class suspension, etc.;
- Implement other temporary action(s) that is reasonably required to prevent unacceptable risk of exposure until the College is able to consult with a physician or local, state or federal authorities
- Follow guidance or directives from local, state or federal authorities;

- Maintain the confidentiality of and/or disclose the identity and other information regarding the infectious disease as may be required by law;
- Provide minimal personal information to the County Health Department as requested to allow contact tracing and mitigation of the spread of an infectious disease;
- Students may opt out of the release of minimal personal information (name, phone number) by contacting College Health and signing a release of contact information waiver
- Employees may opt out of the release of minimal personal information (name, phone number) by contacting Human Resources and signing a release of contact information waiver

Serious Disease Policy

~~As a college which values an optimal learning and working environment, we support the provision of healthy surroundings for our students and employees. As serious diseases may affect such an environment, the college's intent is to strike a balance between the rights of the infected employee to continue employment and the rights of all other college employees and students to be free from risk of exposure.~~

~~Butler will allow employees with non-contagious infectious, long-term, life-threatening, or other serious diseases to work as long as they are physically and mentally able, with or without reasonable accommodation, to perform the duties of their job without undue risk to their own health or that of other employees, students or customers (i.e., past the contagious stage). Serious diseases include, but are not limited to, cancer, heart disease, multiple sclerosis, tuberculosis, hepatitis A and B, meningitis, German measles, chicken pox, human immunodeficiency virus (HIV), and acquired immune deficiency syndrome (AIDS).~~

~~The college will support, where feasible and practical, educational programs to enhance employee awareness and understanding of serious diseases. Education is particularly critical in the AIDS program. The education program can include printed and video materials developed by outside organizations and should identify any local experts specializing in the diseases covered.~~

~~The College administration may require a physician's statement of health or a non-contagious statement be submitted once the administration learns that an employee has contracted an infectious disease. Each reported incident of infectious disease shall be reviewed on a case-by-case basis by the employee's immediate supervisor and the Director of Human Resources to determine if the diagnosed employee will be allowed to continue working. This determination will be made after consultation with the employee's physician and/or physician designated by the college. In reviewing each case, consideration will be given to the physical condition of the employee, the type of interaction the employee will have with others at the college, and the impact on the employee and others at the college.~~

~~Employees who cannot perform their job duties may have the option to use sick leave, vacation leave or personal days and shall be required to provide Human Resources with a written release from the treating physician before returning to work.~~

~~Information relating to an employee's serious disease will not be disclosed to other employees unless the information is, in the opinion of the college, necessary to protect the health or safety of the employee, co-workers, or others. (Rev. 07/15)~~

PERSONNEL

TOPIC for ACTION
Retirement

REPORT:

Pamela Sue Barrientos, affectionately known as “Miss Sue” is retiring after 39 years of service to Butler Community College. Miss Sue has worked in Early Childhood and Behavioral Sciences.

RECOMMENDED ACTION:

Acceptance of Sue Barrientos’ retirement effective 7/31/2020.

RECOMMENDED FUNDING SOURCE:

N/A

Submitted by:	Christy Streeter
Supervisor:	Lori Winningham
Date:	July 14, 2020

From: Sue Sommers

Sent: Tuesday, July 14, 2020 3:47 PM

To: Christy Streeter <cstreeter1@butlercc.edu>; Susan D. Bradley <sbradley@butlercc.edu>; Jonathan Craig <jcraig3@butlercc.edu>; Kathy Conner <kconner2@butlercc.edu>; Kim Krull <kknull@butlercc.edu>; Lori Winningham <lwinning@butlercc.edu>; Cheree Anthony-Encapera <santhony@butlercc.edu>; Teresa Thompson <tthompson@butlercc.edu>; Jaime D. Goering <jgoering1@butlercc.edu>; Teresa Thompson <tthompson@butlercc.edu>

Subject: Retirement

This is my official notice that I will retire on 7/31/2020. I apologize for the late notice, but I feel that I must protect my health and safety with the threat of COVID-19. I'm 74 and my husband, John, is 81 and I also want to keep him safe. I more than qualify for the "old" category. Having been here since 1981, this will be a real change in lifestyle, but I can handle it! Ms. Sue (Pamela Sue Barrientos)

CONSENT AGENDA



- Let's Take Tomorrow -

**BUTLER COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES OF THE REGULAR BOARD MEETING
4:30 p.m., July 14, 2020 – Dankert Board Room**

STAFF ATTENDANCE

Lora Jarvis	Kim Krull
Bill Young (Z)	Matt Jacobs
Mel Whiteside (Z)	Shannon Covert (Z)
Esam Mohammad (Z)	Kent Williams (Z)
Terry Sader (Z)	Lori Winningham (Z)
Jessica Ohman (Z)	Bill Rinkenbaugh (Z)
Tom Borrego (Z)	Shelley Stultz (Z)
Kim Sherwood (Z)	

* (Z) Denotes attendance via Zoom

BOARD ATTENDANCE

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

GUESTS

Ray Connell, Legal Counsel

CALL TO ORDER

Chair Howell called the regular monthly meeting of the Board of Trustees to order at 4:32 p.m.

APPROVAL OF THE AGENDA

Trustee Smith requested to have two items removed from the Consent Agenda and placed under Board Action Items. The two items were Item X.A.2. (Approval of Minutes of the Special Meeting, June 25, 2020) and X.D.1. (Approval of Emprise Bank Resolution). Trustee Winslow asked to add Item I for an EduCare Decision, but Chair Howell informed her that as the final decision was his and Dr. Krull's to put things on the agenda, he didn't feel that there was any need to add an EduCare discussion as the decision had already been made. Trustee Winslow moved to approve the agenda as amended. Trustee Law seconded. The motion passed unanimously.

EXECUTIVE SESSION

Trustee Good moved that the Board recess into Executive Session for consultation with legal counsel to receive advice concerning current litigation pursuant to the open meetings exception for matters protected by attorney-client privilege and to discuss employee performance 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 and that Dr. Krull, the Board, and Ray Connell be included. Trustee Rhodes seconded. The motion passed unanimously.

The Open meeting will resume here in the Dankert Board Room in 45 minutes. The Board entered Executive Session at 4:42 p.m.

The Board re-entered regular session at 5:27 p.m.

RECOGNITIONS

- **Kansas Collegiate Media Awards** – Lantern Newspaper, Amariani Garcia, Madalynn Wilson, Rachel McClurg, Caelin Bragg, Matthew Will, Cathryne Gonzales, Amanda Smith, Carlie Pracht, Hannah Simon, Grizzly Magazine, Jacob Minter, Ethan Neuway, Nicholas Quinoenes, and Kaylee Stout
- **American Institute of Certified Public Accountants Scholarship** – Gretchen Shum
- **Phi Beta Lambda National Vice-President** – Andre Davis
- **American Accounting Association Cook Award** – Connie Belden
- **2020 Wichita Business Journal Women in Business Honoree** – Heather Rinkenbaugh
- **KBOR 2020 Data Quality Award** – Esam Mohammad, Jaime Goering, Briony Smith, Peggy Krause, Heather Ward and Sandy Dunn

PUBLIC COMMENT – NONE

STANDING REPORTS

Professional Employees – Dr. Terry Sader reported that the professional employees do not have a lot to report as they are wrapping up their summer break, but that he did want to point out that the Professional Employees Contract is on tonight's agenda. The negotiation team did remarkable work in putting together and coming together for the college and the employees during this difficult time. The professional employees overwhelmingly ratified this contract and view it as the best we could have in these troubling times.

Board Finance Committee – Trustee Lechtenberg reported that they did a budget overview that they will continue in the Budget Work Session following tonight's meeting. He said there are some good things on the budget and still some concerns. We do have a little more cash on hand because of cost savings during the closure. A lot of the budget depends on the enrollment potential.

Foundation Board Report – Trustee Rhodes said there wasn't a Foundation report as they will have their next quarterly meeting in August.

President's Report – Dr. Krull began with a discussion about fall sports which has been ramping up the last couple of weeks. Last week the National Junior College Athletic Association decided to move fall sports to the spring with a few exceptions. The

Jayhawk conference has since been trying to decide how to keep athletes engaged on campus. They are forming a taskforce of executive committee members, athletic directors and trainers to set up a framework to be in place to keep the athletes safe that they will present to the Presidents by September 1st.

Trustee Good asked if students will still receive scholarships for fall sports. Dr. Krull told her that yes they are receiving scholarships, but there are concerns they will go elsewhere to go to school where they are fewer guidelines in place and they will be able to play more. Trustee Lechtenberg asked Dr. Krull what other conferences were doing and she was unsure at this time.

Dr. Krull also reminded the Trustees of the special meeting for the Notice of Public Hearing on July 28th at 5:00 p.m.

Dr. Krull also told the board that she has been serving on the search committee for the new executive director. There has been a small group of community members meeting with of the four finalists and she is proud to represent Butler Community College and help them understand the relationship the college has with the hospital and the community.

Educational Facilities Authority Report – Chair Howell reported the board paid their bills and sent the Skybox rental bills. They crafted a letter to thank their supporters during this pandemic. They also signed a renewal agreement for the Jumbotron for two years but they are also starting to look at replacing it.

MONITORING REPORTS

Dean Mel Whiteside and Associate Dean Shannon Covert shared the annual report for the Science, Technology, Engineering, and Math (STEM) Division.

BOARD STRATEGIC DISCUSSION – ISSUES AND OPPORTUNITIES

CIMT and Masks – Dr. Krull added this item to the agenda at Trustee Smith's request. She pointed out to the board that this was not a new policy, but part of the operating procedures that have been updated and changed with the COVID-19 protocols that must be followed.

Dr. Krull gave a brief synopsis of the Critical Incident Management Team (CIMT) which has been meeting since the beginning of March handling all of the changes and operational decisions related to COVID-19. The team is made up of a cross representation of people from across campus.

Implementing the face mask protocol was done as a safety measure following the guidelines set out by the CDC, HDHE, and the governor. CIMT has developed a process should individuals not be able to wear a mask while at work that filters through first disability services office and then HR. They are currently working on 50 cases with

modifications for the fall. They may have to make more modifications in the spring if need be.

Across the state, all of the four-year schools are requiring face masks except Fort Hays. In a survey Dr. Krull sent to the 18 other community colleges, 15 have responded and made similar decisions to Butler's.

Trustee Smith asked if they could change the wording to allow for exceptions and some wiggle room. Vice President of Academics, Lori Wunningham, said that they have protocols specific to departments and divisions that will be available to students once they are enrolled in the classes.

Culinary Arts Program – Dr. Krull gave an update on the Culinary Arts program and possible partnership with WSU Tech. Butler's Culinary Arts and Hospitality Management programs are well-established and signature programs of excellence that have been in existence for more than 10 years. The programs give great visibility to Butler, have strong and well established Kansas Hotel and Restaurant Association (KHRA) support along with individual KHRA member support. The program and students are highly sought after for both public and private events and as employees in the industry.

With the revitalization of downtown Wichita, much of it through private investments and donors, an opportunity arose early in 2019 for the partnered programs to potentially co-locate in the downtown Henry Building which is being completely renovated by a private investor. The building is across the street from the future Osteopathic School of Medicine. With the potential partnered program, Butler would continue to offer Culinary Arts certificates and degrees and WSU Tech would offer certificates in Hotel Management and Event Planning which would also incorporate some of the courses currently offered through the Hospitality Management program. The goal would be the establishment of a Midwest Culinary Arts and Hospitality Management Institute.

WSU Tech's Hotel Management and Event Planning certificates and degree program were recently approved by KBOR which generated media coverage about duplication of Butler's existing programs. As with all new degree programs, KBOR processes include an opportunity for other institutions to offer comment so Butler submitted information related to the impact of COVID-19 on the hotel and restaurant industry specifically in the southcentral/Wichita region and the loss of jobs.

The long-term goal of a partnered program and center of excellence for southcentral Kansas has significant support from the KHRA and individual industry leaders who serve on Butler's Advisory Committee Culinary Arts and Hospitality Management.

Insurance Update – Kent Williams shared the final policies for FY2021 with total premiums of \$928,885 which is a \$389,341 increase over last year. The maximum wind/hail recoverable (deductible) is \$1,500,000 for all buildings except residence halls. The deductible on the residence halls is 2% or approximately \$300,000.



Butler Community College
20-21 Property and Casualty Insurance Renewal

	Carrier	2019-20	2020-21	% Change
Property (Excluding Dorms)	19-20 MHEC / 20-21 Chubb	\$144,663	\$190,738	31.85%
Limit		\$152,221,584	\$116,808,394	
Business Income		\$15,228,535	\$10,016,655	
Deductible		\$25,000	\$50,000	
Deductible-901 S Haverhill/715 E 13th		N/A	\$100,000	
Wind/Hail Deductible		\$300,000	\$100,000	
Wind/Hail Ded-901 S Haverhill/715 E 13th		N/A	\$1,000,000	
Water Damage Deductible		\$100,000	\$100,000	
Broker Fee		\$14,000	Included	
Wind/Hail Buydown	Lloyds of London	N/A	\$242,475	
Deductible Buydown-All Locations Except			\$100,000 to \$50,000	
Deductible Buydown-901 S Haverhill/715 E 13th			\$1M to \$500,000	
Maximum Recoverable			\$1,500,000	
Property (Dorms)	General Star Indemnity	Included	\$71,974	
Building Limits		Included	\$15,231,759	
Personal Property Limits		Included	\$862,378	
Business Income		Included	\$1,000,000	
Deductible		\$25,000	\$25,000	
Wind/Hail Deductible		\$300,000	2%	
Wind/Hail Buydown (Dorms)	Lloyds of London	N/A	\$26,197	
Deductible Buydown			\$100,000	
Maximum Recoverable			\$241,883	
Builders Risk-715 E 13th	Travelers	Included	\$3,615	
Limit		Included	\$1,793,000	
Deductible		Included	\$10,000	
General Liability	Trident	\$49,978	\$47,003	-5.95%



Butler Community College
20-21 Property and Casualty Insurance Renewal

Limit		\$1M/\$2M	\$1M/\$2M	
Commercial Auto	Trident	\$56,728	\$68,767	21.22%
Liability Limit		\$1,000,000	\$1,000,000	
Deductible (per vehicle)		\$2,500	\$2,500	
Max Deductible (per occurrence)		\$100,000	\$100,000	
No. of Units		87	80	-8.05%
Inland Marine	Travelers	\$3,671	\$3,683	0.33%
Scheduled Equipment		\$471,759	\$471,759	0.00%
Deductible		\$1,000	\$1,000	0.00%
Crime	Great American Ins. Co.	\$3,666	\$3,933	7.28%
Limit		\$500,000	\$500,000	0.00%
Deductible		\$25k/\$10k	\$25k/\$10k	
Law Enforcement Liability	Trident	\$4,501	\$4,686	4.11%
Limit		\$1M/\$2M	\$1M/\$2M	
Deductible		\$10,000	\$10,000	
Educators Legal Liability	Trident	\$18,144	\$18,243	0.55%
Limit		\$1M/\$2M	\$1M/\$2M	
Deductible		\$10,000	\$10,000	
Employment Practices Liability	Trident	\$55,308	\$55,544	0.43%
Limit		\$1M/\$2M	\$1M/\$2M	
Retention		\$10,000	\$10,000	
Umbrella	Trident	\$30,678	\$30,306	-1.21%
Limit		\$5,000,000	\$5,000,000	
Retention		\$0	\$0	
Workers Compensation	Accident Fund	\$117,246	\$115,737	-1.29%
Payroll		\$32,662,203	\$30,543,938	-6.49%



Butler Community College
20-21 Property and Casualty Insurance Renewal

Limit		\$1M/\$2M	\$1M/\$2M	
Commercial Auto	Trident	\$56,728	\$68,767	21.22%
Liability Limit		\$1,000,000	\$1,000,000	
Deductible (per vehicle)		\$2,500	\$2,500	
Max Deductible (per occurrence)		\$100,000	\$100,000	
No. of Units		87	80	-8.05%
Inland Marine	Travelers	\$3,671	\$3,683	0.33%
Scheduled Equipment		\$471,759	\$471,759	0.00%
Deductible		\$1,000	\$1,000	0.00%
Crime	Great American Ins. Co.	\$3,666	\$3,933	7.28%
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Workers Compensation	Accident Fund	\$117,246	\$115,737	-1.29%
Payroll		\$32,662,203	\$30,543,938	-6.49%



Butler Community College 20-21 Insurance Renewal

	Carrier	2019-20	2020-21	% of Change
Non-Medical Internship	Berkley Life			
Limit		\$25,000	\$25,000	
Deductible		\$0	\$0	
Premium		\$315	\$250	-20.63%
Student Activities	Hartford			
Limit		\$5,000	\$5,000	
Deductible		\$0	\$0	
Premium		\$1,648	\$1,648	0.00%
Fire Science	Guarantee			
Limit		\$10,000	\$10,000	
Deductible		\$0	\$0	
Premium		\$3,300	\$3,300	0.00%
TOTAL		\$5,263	\$5,198	-1.24%

BOARD ACTION ITEMS

Affirmation of ACCT Standards of Good Practice – Each year member Boards of the Association of Community College Trustees receive a copy of the “Standards of Good Practice.” Since the development of the standards, the Butler Board of Trustees has re-affirmed those standards at the beginning of each fiscal year. The standards are attached to the end of these minutes. Trustee Law moved to re-affirm the “Standards of Good Practice” as developed by the Association of Community College Trustees. Trustee Lechtenberg seconded. The motion passed unanimously.

KBOR Year Three Performance Report – Lori Winningham and Esam Mohammad presented the Year Three Report (AY2019) for the current (AY2017-AY2019) Performance Agreement between the Kansas Board of Regents and Butler Community College.

Butler Community College Performance Report AY 2019						AY 2019 FTE: 5,483		
Contact Person: Lori		Phone and email: 316.322.3110;				Date: 6/26/2020		
Butler	Foresight Goals	3 yr History	AY 2017 (Summer 2016, Fall 2016, Spring)		AY 2018 (Summer 2017, Fall 2017, Spring)		AY 2019 (Summer 2018, Fall 2018, Spring)	
			Institutional Performance	Outcome	Institutional Performance	Outcome	Institutional Performance	Outcome
1	Number of certificates and degrees awarded annually	AY2013 = 1,453 AY2014 = 1,492 AY2015 = 1,492	1,436	↓	1,496	↑	1,513	↑
2	First to second year retention of college-ready cohort (fall-to-fall retention of	Fall 12 Cohort = 63.5% (464/731) Fall 13 Cohort = 61.5%	62.9% (624/992)	↑	65.4% (519/793)	↑	65.1% (486/746)	↑
3	Award of third party technical credentials	AY2014 = 973 AY2015 = 973 AY2016 = 1,091	969	↓	1121	↑	1072	↑
4	Percentage of Accelerated Learning Program students who pass co-requisite	AY2014 = 65% (41/63-spring only) AY2015 = 67.5% (77/114)	60.6% (237/391)	↓	58.2% (170/292)	↓	53.47% (108/202)	↓
5	Increase in number of STEM technical certificates and	AY2014 = 323 AY2015 = 291 AY2016 = 292 Baseline: 302	298	↓	294	↓	296	↓

6 Directional Improvement in College Algebra Pass Rates	1	AY2014 =	67.0 %	↑	69.8 %	↑	72.7 %	↑
		67.24% (1,248/1,856)	(1310/1955)		(1382/1980)		(1665/2290)	
		AY2015 =						
		67.60%						

Butler Community College Performance Report AY 2019

Indicator 1: Number of certificates and degrees awarded annually

Description: Using the Kansas Higher Education Data System, Butler will report the total number of certificates and degrees awarded each academic year. Our Student Success strategic priority is the center of our ongoing strategic plan, as reflected in our goal to ensure "Students Finish What They Start." Over the last three years Butler started several student success initiatives aimed at improving teaching and student engagement. Over the next three years the college will maintain that work while putting greater emphasis on achieving retention goals at the course and program levels. This work will contribute to an overall increase in credentials.

Outcome/Results:

Butler continues to deliver on its promise of student success by providing students with the instruction, support, and tools to take the next step in their post-secondary journey by completing the requirements of a degree or certificate. We are proud of our continued improvement over the baseline. With 1 % increase from the previous year in the number of degrees and certificates awarded—that too in the context of falling enrollment—the institution is constantly reviewing best practices to keep this momentum going and growing.

Indicator 2: First to second year retention of college-ready cohort (fall-to-fall retention of first-time, full-time, degree-seeking students)

Description: This indicator tracks the first to second year retention rates for first-time, full-time, degree-seeking students who return to enroll in the fall term of the subsequent year. In the last three years, Butler has developed a more effective, strategic approach to enrollment management. We have developed the capacity to set and meet short-range enrollment goals and have learned more about what causes student turnover. Over the next three years, faculty will implement retention goals at the course/program level to address specific student needs. This work will contribute to an increase in retention of college-ready students.

Outcome/Results:

Butler Community College is proud of continuing and improving its efforts, as part of its Guided Pathways approach, to increase the retention of students from first to second semesters and to see them eventually matriculate with the credentials they need. Continuous investment in strategic positioning, hands on advising, reformatted developmental-to-college math sequencing, and Business Intelligence availability at the departmental and advising levels in contributing to our success in this endeavor.

Indicator 3: Award of third party technical credentials

Description: A top-notch vocational education combined with the appropriate professional credential is a key competitive advantage for individuals entering the workforce or starting new careers. Working through its professional and industry network, and leveraging the capacity built through the federal Perkins IV program, Butler has identified appropriate industry credentials for its different technical programs. Faculty and staff provide the information to program students, who are instructed according to the specifics of these credentials. Program faculty also facilitate the necessary testing and implement a systematic process to track the attainment of credentials. For this indicator Butler tracks credentials awarded to students in Nursing (LPN Certificate of Completion and national licensure; RN NCLEX certification, IV Therapy Certification), Allied Health (EMT and Advanced EMT certificates, Certified Nurse Assistant and Certified Medical Aide; Home Health Aide), Fire Science (Firefighter 1 and 2 certifications, Hazmat certifications), Welding (American Welding Society), Networking Technology (Microsoft and other industry credentials), Culinary Arts (Serve Safe certificate) and Automotive Technology (Automotive Service Excellence certificates).

Outcome/Results:

Working together across several divisions and units by establishing streamlined processes for recording the credentials, Butler is proud of its success in outperforming the baseline for this indicator and for making substantial directional improvement over the previous year as well. With an even greater focus on aligning such credentialing with program outcomes through our Guided Pathways approach, we remain confident of continuing our robust performance in this indicator in the years ahead.

Indicator 4: Percentage of Accelerated Learning Program students who pass co-requisite developmental English and college composition courses in the same term

Description: The Accelerated Learning Program (ALP) allows developmental English students to enroll in EG060 (developmental) and EG101 (college composition) as co-requisites in the same term. The program is rigorous, the courses are integrated by design, and trained instructors use cognitive and non-cognitive techniques. ALP decreases the attrition between the developmental and college level courses in the traditional sequence and increases the number of students who pass EG101 with a C or better. Success is computed by dividing the total number of students who persist to the end of the term and receive a C or better in EG060/101 ALP courses by the total number of students who receive an A, B, C, D, F, or withdraw before the end of the term. Prior to spring 2016, Butler ALP courses were taught at two levels, EG 052/060 and EG 060/101 and separate results were calculated for each level. In spring 2016, the two levels were combined into one, EG 060/101 only. Fall 2016 brought two more major changes: all students who placed in developmental English and were not referred to Adult Education were required to enroll in ALP, and students who placed in RD 011 (developmental reading) were allowed to enroll in ALP for the first time.

Outcome/Results:

With the great success of ALP in its initial stages, we expanded access to the program to include more low level readers (about 50% of them pass ALP); simultaneously, to provide faster and more cost-effective tracks to completion, a multiple measures approach has been deployed to assist students who would have been otherwise placed in ALP and performed well. Taken together, these two initiatives have lowered the quantitative success rate of ALP compared to the previous years.

Indicator 5: Increase in the number of STEM technical certificates and degrees

Description: Butler will help students develop applied STEM skills that will enable completers to attain jobs in occupations critical to the future of south-central Kansas. This indicator focuses on two core job clusters – Information Technology and Healthcare. The college has built a sustainable infrastructure to provide pathways to occupations in these areas. The college established early college academies for high school students interested in IT and Healthcare. Programs included in this indicator are Database Administration, Windows, Software Development, Engineering Graphics Technology, Engineering Technician, Cybersecurity, Interactive 3D, Internetworking/CISCO, Digital Media, Web Development, Nursing and EMT. (The corresponding program codes are: CEDA, COIS, CPRG, ENGT, ENTC, IADF, IN3D, INTW, MULT, WEDV, EMT and NURS.)

Outcome/Results:

We barely missed the baseline again, coming closer than 98 % in meeting it. This was largely due to the continuing trend of stagnant enrollment. Nonetheless we are proud of our continuing and successful efforts at preparing STEM ready graduates for the workforce. With an even greater focus on aligning outcomes of such programs with industry. It is important to note that during the AY 2019, an additional 86 Associate of Science (A.S.) were also awarded by Butler with concentrations in closely related fields like Physics, Pre-Medicine, Pre-Healthcare, Agriculture, Mathematics, Biotechnology, Pre-Compute Science, Pre-Engineering, and Biological Sciences, signifying the institution's robust commitment to narrow the STEM skills gap in the state.

Indicator 6: Directional Improvement in College Algebra Pass Rates

Description: Successful completion of College Algebra is the most important leading, predictive indicator for completing a college credential. Nationally, failure to get a passing grade the first time around is an obstacle to completion for about 60% of college students who quit before earning a credential. Students who don't pass College Algebra often leave school in their first year. For AY2018, Butler implemented a complete math redesign from the lowest developmental course through College Algebra. The project divided seven existing courses (four three-credit hour courses and three one-credit hour courses) into twelve one-credit modules that would enable students to develop the skills they need to be successful in College Algebra. While we still offer College Algebra (MA135) in the traditional format, we have received approval at the state level for the

following equivalency: College Algebra 1,2 and 3 (MA132, MA133 and MA134) = College Algebra (MA135). These modules include in-class learning support and tutoring, and help with study skills and other non-cognitive skills. The intent of the redesign is to lessen the time students take to move through the sequence and to increase the number of students that successfully complete College Algebra. The success rate for AY2017 is calculated by dividing the number of College Algebra students who persist to the end of the term and receive a grade of A, B or C by the number of students who receive an A, B, C, D, F grade or who withdraw from the class before the term ends. Moving forward, AY2018 and AY2019, the success rate will be calculated by dividing the number of College Algebra or College Algebra 1, 2, and 3 students who persist to the end of the term and receive a grade of A, B or C by the number of students who receive an A, B, C, D, F grade or who withdraw from the class before the term ends.

Outcome/Results:

The modular sequencing of developmental mathematics and College Algebra has had a direct impact on our continuing success in this area which we are proud to build upon further in the coming years so that college is more affordable and completion more attainable for the diverse communities of students we serve.

Trustee Law moved to accept Year Three Report (AY2019) for the current (AY2017-AY 2019) Performance Agreement between the Kansas Board of Regents and Butler Community College, and approves its transmission to the staff of the Kansas Board of Regents no later than July 20, 2020. Trustee Rhodes seconded. The motion passed unanimously.

Sports Accident and Catastrophic Policies – Ryan Murry from Insurance Center, Inc. has provided us the new costs for the Sports Accident Policy and the Catastrophic Policy. The basic coverage for all sports will be \$149,296 and the catastrophic sports accident policy will be \$26,981. The cost for 2020-2021 will be \$176,377. The total costs for the 19-20 academic year was \$169,726. (This is assuming that we play a full fall/spring sports season.)



**Intercollegiate Sports Catastrophic Accident Medical Insurance
10-YEAR BENEFIT PERIOD ENROLLMENT FORM**

Name of Institution: Butler Community College
 Street Address: 901 S. Haverhill Rd.
 City: El Dorado State: KS Zip: 67042
 Contact: Todd Carter Title: Athletic Director
 Email: tcarter@butlercc.edu Phone: 316-322-3201

Please complete the Sports Census Risk Classification on page 2 prior to selecting ONE premium option below

SECTION 1 – 2020/2021 ANNUAL PREMIUM PER ENROLLED INSTITUTION

SPORTS CENSUS RISK CLASSIFICATION	Option #1 \$25,000 per Injury Deductible	Option #2 \$35,000 per Injury Deductible	Option #3 \$50,000 per Injury Deductible
Fall & Spring Football and 2 or More Additional High-Risk Sports	<input type="checkbox"/> \$34,738	<input type="checkbox"/> \$29,527	<input type="checkbox"/> \$22,580
Fall & Spring Football and 1 Additional High-Risk Sport	<input type="checkbox"/> \$30,839	<input type="checkbox"/> \$26,213	<input type="checkbox"/> \$20,045
Fall & Spring Football and No Additional High-Risk Sports	<input checked="" type="checkbox"/> \$26,981	<input type="checkbox"/> \$22,934	<input type="checkbox"/> \$17,538
Fall Football Only and 2 or More Additional High-Risk Sports	<input type="checkbox"/> \$26,038	<input type="checkbox"/> \$22,132	<input type="checkbox"/> \$16,925
Fall Football Only and 1 Additional High-Risk Sport	<input type="checkbox"/> \$22,139	<input type="checkbox"/> \$18,818	<input type="checkbox"/> \$14,390
Fall Football Only and No Additional High-Risk Sports	<input type="checkbox"/> \$18,281	<input type="checkbox"/> \$15,539	<input type="checkbox"/> \$11,883
No Football and 2 or More Additional High-Risk Sports	<input type="checkbox"/> \$14,038	<input type="checkbox"/> \$11,932	<input type="checkbox"/> \$9,125
No Football and 1 Additional High-Risk Sport	<input type="checkbox"/> \$10,139	<input type="checkbox"/> \$8,618	<input type="checkbox"/> \$6,590
No Football and No Additional High-Risk Sports	<input type="checkbox"/> \$6,281	<input type="checkbox"/> \$5,339	<input type="checkbox"/> \$4,083

NOTE: Coverage under this program available in all states except MN, NH, MO, NY & WA. If you are located in one of these states, please contact BMI as we have other Catastrophic Policy options available to your school.

ENROLLMENT FORM SUBMISSION & PREMIUM PAYMENT OPTIONS

Option #1: Mail completed & signed enrollment form to First Agency and **INCLUDE** a check payment.
 Payable to First Agency | 5071 West H Avenue, Kalamazoo, MI 49009
Option #2: E-mail or Fax completed & signed enrollment form to Bob McCloskey Insurance and BMI will invoice you.
 Email: 1stagency@1stagency.com | Fax: 269-492-0084

COVERAGE TERM & ACCEPTANCE

Requested Effective Date*: 7/1/20 Name of Administrator: _____
 Date of Signature: _____ Signature of Administrator: _____
 *The effective date of coverage will either be the date requested, or the day after the enrollment form is received by BMI, whichever is later. However, enrollment forms with an 8/1/20 requested eff. date can be received up to September 30, 2020.

See Coverage Brochure for Additional Information

2020 - BMI NJCAA Catastrophic Accident Insurance Enrollment Form-10-Year BP

Client Authorization to Bind Coverage

After careful consideration of First Agency's proposal dated June 2020, we accept the following coverage(s). Please check the desired coverage(s) and note any coverage amendments below:

Effective Dates: 7/1/20 - 7/1/21	LINE OF COVERAGE	PREMIUM	CARRIER
<input checked="" type="checkbox"/> Accept <input type="checkbox"/> Reject	Base Athletic Accident	\$149,396	Guarantee Trust Life Insurance Co.
<input checked="" type="checkbox"/> Accept <input type="checkbox"/> Reject	Catastrophic Athletic Accident	\$26,981	Liberty Mutual Insurance Co.

Do you have other coverage considerations?

Yes No

The above coverage may not necessarily represent the entirety of available insurance products. If you are interested in pursuing additional coverages other than those addressed in the coverage considerations included in this proposal, please list below:

Producer/ Insured Coverage Amendments and Notes:

Account Services Provided:

- Placement of insurance coverage.
- Maintenance and management of the account.
- Manage the renewal process with the incumbent carrier and obtain additional renewal proposals, if appropriate, to guarantee competitive pricing and coverage terms.
- Communicate with campus stakeholders to educate them on claims policies and procedures.
- Provide relevant marketing materials (FAQs, brochures, claims filing procedures, etc.) with policy information and benefits.
- Ensure that the filed and approved carrier has complied with all federal and state laws.
- Benchmarking and policy review to ensure the current program provides the best coverage and benefits.

We agree that your liability to us arising from your negligent acts or omissions, whether related to the insurance or surety placed pursuant to these binding instructions or not, shall not exceed \$20 million, in the aggregate. Further, without limiting the foregoing, we agree that in the event you breach your obligations, you shall only be liable for actual damages we incur and that you shall not be liable for any indirect, consequential or punitive damages.

First Agency has established security controls to protect Client confidential information from unauthorized use or disclosure. For additional information, please review First Agency's Privacy Policy located at www.1stAgency.com.

I have read, understand and agree that the above information is correct and has been disclosed to us prior to authorizing First Agency to bind coverage and/or provide services to us.

By: Dr. Kimberly W. Krull, President
Print Name (Specify Title)
Butler Community College
College/University

Signature

Date: 6/25/2020

Master Policy:

I would like to receive the Master Policy for this program evidencing coverage electronically. ____ (initial)

SECTION 2 – 2020/2021 INTERCOLLEGIATE SPORTS CENSUS RISK CLASSIFICATION

NON-HIGH-RISK SPORTS			PLEASE COMPLETE THE ESTIMATED # OF PARTICIPANTS		
SPORT	MEN	WOMEN	SPORT	MEN	WOMEN
Archery			Golf		
Badminton			Marathon		
Band			Mascots		
Baseball	32		Racquetball		
Basketball	15	12	Riflery		
Beach Volleyball			Sailing		
Bowling			Soccer		24
Cheer (Non-Competitive)	8	9	Softball		
Crew/Rowing			Squash		
Cricket			Student-Coaches/Managers		
Cross Country Running	9	7	Student-Trainers	2	8
Cross Country Skiing			Swimming (No Diving)		
Cycling			Tennis		
Dance			Track & Field – Outdoor	42	24
Drill Team			Track & Field - Indoor	32	21
Equestrian			Ultimate Frisbee		
E-Sports			Volleyball		14
Fencing			Water Polo		
Field Hockey			Weightlifting		
TOTAL ESTIMATED # OF PARTICIPANTS: NON-HIGH-RISK PORTS				140	119

HIGH-RISK SPORTS			PLEASE COMPLETE THE ESTIMATED # OF PARTICIPANTS		
SPORT	MEN	WOMEN	SPORT	MEN	WOMEN
Boxing			Karate		
Competitive Cheerleading			Lacrosse		
Diving			Rodeo		
Football – Fall Only	90		Rugby		
Football – Fall & Spring	100		Skiing		
Gymnastics			Snowboarding		
Ice Hockey			Surfing		
Judo			Wrestling		
TOTAL ESTIMATED # OF PARTICIPANTS: HIGH-RISK SPORTS				190	

NOTE: Any intercollegiate sport not listed above must be submitted to Bob McCloskey Insurance for Risk Classification.

If your school is working with a broker, please have the below information completed.

LOCAL/REGIONAL INSURANCE AGENCY

Agency Name: First Agency, a Gallagher Company
 Agent Name: John Griesbach Agent License #: NPN 332853
 Email: John_Griesbach@ajg.com Phone: (269) 381-6630
 Agency Street Address/City/State/Zip: 5071 West H Avenue, Kalamazoo, MI 49009-8501

Bob McCloskey Insurance | Morganville, NJ 07751
 Phone: 800.445.3126 | www.bobmcloskey.com/njcaa | Fax: 732.583.9610

Leaders in Student & Sports Insurance Administration Since 1975

See Coverage Brochure for Additional Information

2020 - BMI NCAAA Catastrophic Accident Insurance Enrollment Form-10-Year BP

Trustee Law moved to pay the Athletic Insurance and Catastrophic Insurance from the Athletic Budget in the amount of \$176,377 for the 2020-2021 academic year. Trustee Smith seconded. The motion passed unanimously.

Early Retirement Policy Revisions – Shelley Stultz presented the board with the following revisions to the college early retirement plan that will save the college about \$190,000.

The college currently provides an Early Retirement Incentive Plan that provides eligible employees the opportunity to retire beginning at age 60 and includes a cash benefit and coverage through the College health insurance plan through age 65. The current policy covers and pays for the full cost of the plan the employee is enrolled in at the time of retirement, which may include one of the following: Single, Employee +1, or Family coverage. There is a separate policy for Professional Employees that has some differences in cash payout and qualifying age. The Professional Employees policy is not addressed here. This change would be for non-faculty employees only.

Early Retirement Incentive Plan

All current, full-time employees with ten (10) or more years of continuous full-time service to the College who are between the ages of 60 and 64 and are qualified to receive KPERS retirement benefits are eligible for the College's early retirement plan.

A lump sum payment of \$1,000 for each year of retirement prior to 65 with the maximum of \$5,000 will be paid to the employee.

Eligible employees may continue in the College's health insurance program and will receive ~~either a full family or a full single~~ health insurance coverage as provided and paid for by the College up to the first of the month the employee becomes 65. **Coverage for family members (if previously elected by the employee) may be continued on the College plan through the termination of the retired employee coverage at age 65. The cost for the additional coverage above the single rate plan will be paid by the retiree.**

Professional Employees refer to the Master Agreement.

Trustee Law moved to approve the proposed change to the Early Retirement Incentive Plan to only pay for a single health insurance premium for the employee up to age 65. Trustee Lechtenberg seconded. The motion passed unanimously.

Revision of Facilities Use Policy - With the completion of the 5000 Building renovation, the college facilities policies need to be updated to include the new meeting room space for possible internal as well as external community use. Current policies for general facilities use and specifically the Hubbard Welcome Center have overlapping information as well as some guidelines for alcohol service in both. In order to clarify the information and make it easier to review, the best practices guidelines were followed to:

- Develop a new “Facilities and Property Use Policy” statement
- Develop a “Facilities and Property Use Operating Procedures” document by using existing procedural language and details in the current policies entitled “Use of College Facilities, Equipment and Services” and “Hubbard Welcome Center Use Policy” with some minor updates.
- Develop a new “Service of Alcoholic Beverages Policy” statement and “Service of Alcoholic Beverages Procedures” document by using existing language and guidelines in the current policies entitled “Use of College Facilities, Equipment and Services” and the “Hubbard Welcome Center Alcohol Use Policy”.

Facilities and Property Use Policy Use of College Equipment, Facilities and Services

It is the intent of the Board of Trustees of Butler Community College that college facilities, property, and resources be used for the educational programs and services central to the mission of the institution.

Use of college facilities by community groups is encouraged when it does not conflict with Butler’s educational mission, college-sponsored activities, schedule and **college policy or regulations. Groups and individuals who use college facilities must adhere to all established college policies and procedures, including Service of Alcoholic Beverages policies, as well as local, state, and federal laws while doing so.**

Use of facilities, equipment, and/or college resources by college employees or students must relate to the instructional mission or work assignment and not to support other personal or commercial activities or financial gain.

The college may restrict the use of facilities as it deems necessary. The president or their designee will establish rules and regulations and a schedule of fees for the use of college facilities and may assign priorities to groups wishing to use college facilities. The president or their designee has final decision-making authority over all proposed use of college facilities and fees charged.

Facilities and Property Use Operating Procedures

Butler buildings, equipment, and resources may be available for public use when such use does not interfere with college-sponsored activities and schedules. Educational groups and non-profit organizations may be given priority for use of the facilities and associated equipment. College facilities are not available for weddings or funerals. They are not available for church groups to use on a regular, on-going basis.

The cost incurred to the college in personal use of any business equipment, including, but not limited to, facsimiles, telecopiers, computers and copy machines, must be reimbursed to the college at the current rate charged at the Secretarial Management

Center. A rate schedule is maintained by the Secretarial Management Center. Lighting or audio-visual technician charges are **\$25** per technician per hour. Security personnel are available at **\$25 per person per hour** ~~a to-be-determined fee~~. Room Charges are based on a flat rate, not pro-rated for partial day use.

General College Spaces:

- Fine Arts Auditorium \$250 per day
- Fine Arts/Music Department \$100 per day - rehearsal room or studio
- Classrooms \$25 per day
- Main Gymnasium \$500 per day
- Multi-purpose gymnasium \$250 per day
- Large Meeting room \$100 per day
- Medium Meeting room \$50 per day
- Small Meeting room \$25 per day
- **5000 Building Kanza Room \$300 per day**

Hubbard Welcome Center

~~Philosophy: The Hubbard Welcome Center meeting rooms are available for use by both the college and the community. It is the intent of the college to neither subsidize nor profit from the use of the facility, but to charge nominal fees that cover the cost of utilities, technology and normal wear and tear. The stated fees are for those organizations which are for-profit. The not-for-profit rate is half of the stated rate; however, non-profit organizations can submit a request to have fees waived. Such request form is available through the office of the Vice-President for Student Services (316.322.3298). The Hubbard Welcome Center is not available for weddings or funerals. It is not available for church groups to use on a regular, on-going basis).~~

Hubbard Welcome Center Spaces:

- Main Level
 - Clifford/Stone Community Center (7,174 Sq. Ft.)
Seats 800 in rows or ~~420~~ 480 at round tables – It is normally reserved only for groups over 150.
Maximum: 36 tables with stage set up
Maximum: 42 tables without a stage set up
Up to \$700 per day (\$100 deposit)
Attention Renters: Parking may be limited during peak class times such as the beginning of the semester and some weekday mornings.
- Lower Level
 - Intrust Bank Meeting Room (Full room: 1, 230 Sq. Ft.; Half room: 610 Sq. Ft.)
\$200 for full room
\$100 for half room

 - ICI/Tom and Kim Murry Meeting Room (Full room: 1,230 Sq. Ft.; Half room: 610 Sq. Ft.)
\$200 for full room

\$100 for half room

- Second Level
Ted and Barb Dankert Trustee Room (1,166 Sq. Ft.)
This room is reserved for college use only.

Hubbard Welcome Center Alcohol Use

~~Alcohol shall not be brought onto, consumed or served on college premises except in accordance with the Policy on Use of College Facilities, Equipment and Services, Hubbard Welcome Center Policy, and with final approval of the president.~~

~~Use of Alcohol in the Hubbard Welcome Center will also be in accordance with the Kansas Board of Regents ruling as well as Kansas Statute KSA 41-719:~~

~~Consumption of alcoholic liquor may be permitted under authorized and appropriately controlled conditions and guidelines to be determined by the chief executive officer of each university and set forth in an institutional policy on service of alcoholic liquor. The service of alcoholic liquor at such events must be approved, in advance, by the chief executive officer of the institution and may only be held in those non-classroom areas, and outside grounds immediately adjacent thereto, which are specifically designated for such activities in the institutional policy on service of alcoholic liquor. Each institution shall file and maintain a current copy of its policy on service of alcoholic liquor with the President and Chief Executive Officer on behalf of the Board.~~

~~Further policy dictates that alcohol may only be provided at events that are related to legitimate college functions. The college or the foundation will function as the event sponsor for events in which alcohol is served and require recognition of their sponsorship, including logo use when appropriate, on invitations and promotional materials. The college marketing department must be contacted for correct use of college logos.~~

~~Such events cannot be open to the general public and only members of the sponsoring organizations, their spouse or significant others, and invited guests may be served alcohol. Student organizations are not allowed to host nor serve liquor at an event. Event organizers must guarantee that alcoholic liquor will not be served to persons who are not of legal age or who appear to be intoxicated. At all events in which alcoholic liquor is approved for use, a nonalcoholic beverage must also be available to participants. Food must also be available at all functions where alcoholic liquor is served.~~

~~No persons under 21 years of age are allowed to possess or to consume cereal malt beverages and/or alcoholic liquor at any event at which these beverages are sold or served. Further, staff under 21 years of age cannot drink while hosting an event as an employee.~~

~~Student workers who are 21 years of age and older cannot drink before, during or after an event which they are working. No alcohol may be served except by a licensed caterer.~~

~~A renting organization shall be held financially responsible for any damages resulting from their event.~~

In instances in which alcohol is served:

- ~~beer kegs are strictly prohibited and as they easily can become out of control and are a poor reflection on the college.~~
- ~~the times in which alcohol is served must be stated in the rental documents.~~
- ~~security is required for any event in which alcohol is served. There will be adequate security on hand given the size and nature of the event~~
- ~~there will not be alcohol served in the Presidential Overlook, made possible by the~~
- ~~Ken & Wilma Howell Family in honor of Korey Howell.~~

If a portable stage or platform is requested and is not part of the daily room furnishings, a fee of \$20 per stage or platform will be charged. Costs for all other additional items not provided by the College such as technical equipment, etc., shall be the responsibility of the organization sponsoring the event.

The President or his/her designee has the authority to waive charges when deemed prudent or to decline a request for usage when deemed inappropriate.

~~Audiovisual equipment, LCD data projectors, screens, and sound equipment may (when available) be rented at competitive rates by external clients, at Multimedia Learning Resource Center (MMLRC) discretion.~~ The Multimedia Learning Resource Center (MMLRC) also offers audio production, editing, and duplication at competitive rates, and BCTV offers video production, editing, and video duplication at competitive rates. Offsite events may require setup and operation of equipment by MMLRC or BCTV employees, TEC-E's, or student workers, and may incur extra rates and mileage for these employees' time and travel expenses. Call MMLRC or BCTV for rates and availability.

Usage

All requested facility use must be made for a specified time with all arrangements cleared through the Office of the Vice-President for Student Services. ~~This will avoid conflict and assure custodial service.~~

~~Admittance will be granted to groups who have followed the procedure outlined directly above.~~

Youth or children's activities must have adequate supervision at all times. Supervisors of groups are required to remain in the buildings until all participants have vacated the premises.

All users of the facilities must reimburse the College for any damages to property arising out of their use.

College equipment may be available for use by the requesting organization. Prior arrangements must be made. A service charge may be assessed to the requesting organization.

The requesting organization is responsible for removing all decorations, equipment, and other materials that were brought into the facility immediately following the conclusion of the scheduled event. The requesting organization will leave the facility clean and orderly. **Hay, straw, dirt, water features, sand, glitter, confetti, silly string, etc cannot be incorporated into any inside event decorations. Deposits will be retained if extra time and effort is required of College Facilities Maintenance personnel to clean up after an event.**

The name of Butler Community College may only be used to identify location. It may not be used in publicity, written or broadcast, and will in no way be used to imply endorsement or approval of the requesting organization's program without written permission by the Vice President of Student Services.

The use of any tobacco products on campus is prohibited on or in college property.

~~Alcohol shall not be brought onto, consumed or served on college premises except in accordance with Kansas Board of Regents policy as well as Kansas Statute KSA 41-719, Hubbard Welcome Center Use Policy, Policy on Use of College Facilities, Equipment and Services and with final approval of the president.~~

~~Alcoholic liquor may only be provided at events which are related to official college functions and/or fundraising activities for the College. The college or the foundation will function as the event sponsor for events in which alcohol is served and require recognition of their sponsorship, including logo use when appropriate, on invitations and promotional materials. The college marketing department must be contacted for correct use of college logos. In addition, the college president or her designee will deliver a welcome message at sponsored events. Such events cannot be open to the general public and only members of the sponsoring organizations, their spouse or significant others, and invited guests may be served alcohol.~~

~~Rental documents must include the timeframe for which alcohol will be served.~~

~~Student organizations are not allowed to host nor serve liquor at an event.~~

~~Event organizers must guarantee that alcoholic liquor will not be served to persons who are not of legal age or who appear to be intoxicated.~~

~~At all events in which alcoholic liquor is approved for use, a nonalcoholic beverage must also be available to participants. Food must be available at all functions where alcoholic liquor is served.~~

~~No persons under 21 years of age are allowed to possess or to consume cereal malt beverages and/or alcoholic liquor at any event at which these beverages are sold or served. Further, staff under 21 years of age cannot drink while hosting an event as an employee. Student workers who are 21 years of age and older cannot drink before, during or after an event which they are working.~~

~~No alcohol may be served except by a licensed caterer. Beer kegs are strictly prohibited.~~

~~Security is required for any event in which alcohol is served.~~

Decorations

See procedure on Display of Information

Food and Beverages

The College annually contracts with a food service provider. As a courtesy, BCC personnel are encouraged to give consideration to the contracted food service provider for meals or snacks at College sponsored events. However, the College retains the right to purchase such meals or snacks from any source deemed appropriate by the event sponsor. (Rev. 07/14)

Service of Alcoholic Beverages Policy ~~Hubbard Welcome Center Alcohol Use~~

The Kansas Liquor Control Act (The Kansas Liquor Control Act (K.S.A. Chapter 41, Articles 1 through 11, as amended), at K.S.A. 41-719(d), generally prohibits the consumption of alcoholic liquor on public property. However, pursuant to K.S.A. 41-719(i):

“The board of trustees of a community college may exempt from the provisions of subsection (d) specified property which is under the control of such board and which is not used for classroom instruction, where alcoholic liquor may be consumed in accordance with policies adopted by such board.”

Accordingly, the Board of Trustees of Butler Community College exempts certain College property from K.S.A. 41-719(d) as set forth in this Policy and the Service of Alcoholic Beverages Operating Procedures.

In accordance with the Kansas Board of Regents:
Consumption of alcoholic liquor may be permitted under authorized and appropriately controlled conditions and guidelines to be determined by the chief executive officer of each university and set forth in an institutional policy on service of alcoholic liquor. The service of alcoholic liquor at such events must be approved, in advance, by the chief executive officer of the institution and may only be held in those non- classroom areas, and outside grounds immediately adjacent thereto, which are specifically designated for such activities in the institutional policy on service of alcoholic liquor. Each institution shall file and maintain a current copy of its policy on service of alcoholic liquor with the President and Chief Executive Officer on behalf of the Board.

This policy applies to all employees, students, and visitors.

No alcohol shall be brought onto, consumed, or served on college premises except in accordance with this **Policy and associated Procedures**. **No person shall drink or consume alcoholic beverages on College property except in limited circumstances in accordance with this Policy and associated Procedures and only in the locations and in the manner set forth below:**

- **Hubbard Welcome Center Clifford/Stone Community Room**
- **Hubbard Welcome Center Lattner Family Entry**
- **Hubbard Welcome Center Foundation**
- **Hubbard Welcome Center Ted and Barbara Dankert Trustee Board Room**
- **Erman B. White Gallery of Art**
- **5000 Building Kanza Room**

No alcoholic beverages can be served or consumed on the 2nd floor of the Hubbard Welcome Center in the Presidential Overlook, made possible by Ken and Wilma Howell Family in honor of Korey Howell.

All Procedures, as directed by the College President, under this Policy shall be in full compliance with federal, state, and local laws and regulations, including the Kansas Liquor Control Act and all municipal codes. Approval of the college president is required for alcohol to be served and consumed on campus in accordance with this Policy.

Service of Alcoholic Beverages Operating Procedures

Alcoholic beverages may be served as part of official college sponsored and **sanctioned** events, **functions**, and fund raising activities, **and only in authorized locations as set forth in the Service of Alcoholic Beverages Policy, provided the service is consistent with the following procedures:**

- No alcoholic beverages are permitted to be sold or served on **Butler property by any individual or entity** except for **Great Western Dining Services** or by a licensed caterer
- The college or Foundation will function as the event sponsor and will require recognition of this sponsorship, including the college logo, when appropriate on invitations and promotional materials.
- **All facilities use agreements which include required documentation of alcohol service times and signatures for service of alcoholic beverages will be submitted as early as possible but no less than three weeks before the scheduled event.**
- At all events in which alcoholic beverages are approved for use, nonalcoholic beverages and food must be available.
- Beer kegs are strictly prohibited
- Events in which alcoholic beverages are approved for use are not open to the public, general public or individuals other than members of the sponsoring organizations, spouses, significant others, and their invited guests.
- Student organizations are not allowed to host or serve liquor at an event.

- No persons under 21 years of age are allowed to possess or to consume cereal malt beverages and/or alcoholic liquor at any event at which these beverages are sold or served
- Staff under 21 years of age cannot drink alcoholic beverages while hosting an event as an employee
- Student workers who are 21 years of age cannot drink before, during, or after an event which they are working
- Event organizers must guarantee that alcoholic beverages will not be served to persons who are not of legal age or who appear to be intoxicated.
- **No outside alcohol, even if unopened, can be sold or distributed at fundraisers**
- **Guests who are served alcoholic beverages on Butler property may not carry alcoholic beverages outside the area where they are being served.**
- **It is the general practice of the college that alcohol service for an approved special event shall not begin prior to 4:00 p.m. on the day of the event**
- **The college retains the sole and absolute right to determine if alcoholic beverages may be served at a special event as well as to determine the time and length of such service.**
- Security is required for any event in which alcohol is served. **The required number of officers will be determined by the size and nature of the event. The organization holding the event is responsible for paying for such services.**
- **Any exceptions to these procedures must be approved in advance by the President.**

(A copy of the old policies can be found at the end of the minutes.)

Trustee Lechtenberg moved to approve the Facilities and Property Use Policy and Operating Procedures and the Service of Alcoholic Beverages Policy and Operating Procedures. Trustee Good seconded. The motion passed unanimously.

Mutual Gains Bargaining Outcome – The Mutual Gains Bargaining Team reached a final package and was presented to the professional employees for ratification.

The following is a summary of the outcomes of the Mutual Gains Bargaining process. The table below shows a summary of the options selected. This package was accepted and ratified by the faculty as of July 13, 2020.

<u>ISSUE</u>	<u>OPTION (S)</u>
Introduction Issue: Change the dates of the Master Agreement to be reflective of the agreed upon duration	Agreed to a one-year contract period for 2020-2021 school year. Changed the dates of the Master Agreement to reflect the current school year and contract term as 2020-2021.

<p>Article VIII – Compensation, Section A – Salary – Direct Deposit</p> <p>Issue: Revise/clarify item #14 Direct Deposit to reflect current pay distribution options</p>	<p>Remove item #14 from the Master Agreement. Determined it was not necessary to include this as a language item.</p> <p>This option is available to all employees and contains no language specifically awarded only to the Professional Employees. It is not necessary to restate the policy in the Master Agreement.</p>
<p>Article XXIII – Evaluation of Professional Employees</p> <p>Issue: Re-address instructor evaluations and review for changes to reflect current practice</p>	<p>A letter of understanding (LOU) to be inserted into the Master Agreement as a request to initiate a task group to review the current faculty evaluation forms and process. Members of the negotiating team will determine and assign the task group to be assembled to review this process. Findings and/or recommendations of the task group to be reported to MGB team during spring 2021 negotiations. (see attached)</p>
<p>Article X – Sick Leave Bank, Section D – Administration of Sick Leave Bank</p> <p>Issue: Remove the approval/review board for applications for sick leave bank to ensure private health information is protected</p>	<p>Language to be updated to convert the review board to an appeal board. Requests for Sick Leave Bank will be reviewed by the Associate Vice President of Human Resources, and the President of the College. If the request is denied the applicant may request a review by an appeals board. The applicant must release a waiver of right to privacy of protected health information to be considered for appeal board review.</p>
<p>Article VIII – Compensation, Section B – Group Insurance</p> <p>Issue: Group health insurance benefit – family and single coverage</p>	<p>College Contribution to Health/Dental insurance premiums for 2020-21 plan year as follows: Single coverage from \$574 to \$602 Employee + 1 coverage from \$1348 to \$1,433 Family coverage from \$1391 to \$1,485</p>
<p>Letter of Understanding – Dated 2016</p> <p>Issue: Have the items in the LOU been satisfied to the extent the letter can be removed from the Master Agreement</p>	<p>Letter of Understanding dated 2016 to be removed from the Master Agreement with the following inclusions to existing language:</p> <ul style="list-style-type: none"> Item #1 of LOU will be moved to letter G in Article 1 – Rights of the Association, The Butler Community College Education Association President shall be notified of the hiring of any new Professional Employee. Item #2 is addressed in Article XXI as currently stated – Academic rankings will be used in publications Item #3 is removed – this language is not longer necessary

<p>Letter of Understanding – Dated 2019</p> <p>Issue: Pay for updating online content for accessibility requirements extend dates</p>	<p>Article VIII, Compensation – Section A - Salary</p> <p>Letter of understanding dated 2019 has been updated to extend the required changes date to from 2020-2021 to 2021-2022 contract year.</p> <p>Regarding the request to add Pay for updating online content for accessibility requirements.</p> <p>Faculty will facilitate addressing student accessibility needs as identified to meet accessibility requirements but will not be required to complete accessibility required changes on their own until the 2021-2022 contract has been ratified.</p>
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Trustees Rhodes and Lechtenberg abstained from the vote.

Trustee Smith moved to ratify the final package as outlined and as ratified by the Professional Employees. Trustee Law seconded. The motion passed unanimously.

Health Insurance Increases for Staff – The administration recommends the Health/Dental Insurance increases for FY 2021 for the following employee categories: Operational Staff, Institutional Support Staff, Coaches, and Administrative Staff.

Recommendation for staff health insurance contribution increase:

The administration recommends that the college contribution to staff health insurance premiums increase to the following:

	Actual FY 2020	Recommended FY 2021
	College contribution per each staff member per month – for staff members participating in Butler’s group health insurance plan	College contribution per each staff member per month – for staff members participating in Butler’s group health insurance plan
Single Plan	\$574.32	\$602.36
Single + One Plan	\$1,348.87	\$1,433.85
Family Plan	\$1,391.17	\$1,485.47

Note: All contributions by the college for employee group health insurance premiums are limited to the actual amount of the premium.

Trustees Rhodes and Lechtenberg abstained from the vote.

Trustee Good moved to approve the health insurance increases for staff employees for the fiscal year ending June 30, 2021. Trustee Smith seconded.

Retirement of Janece English – Janece is a full-time Custodial Technician and has been with the college full-time for 10 years. Her retirement will be effective July 31, 2020. Trustee Good moved to accept the retirement with regrets. Trustee Lechtenberg seconded. The motion passed unanimously.

Retirement of Susan Pfeifer – Susan is a full-time mathematics instructor and has been employee by the college for 31 years. Her retirement will be effective July 31, 2020. Trustee Lechtenberg moved to accept her retirement. Trustee Rhodes seconded. The motion passed unanimously.

Approval Special Board Meeting Minutes of June 25, 2020 – Trustee Smith asked to have these moved to action items as they were revised per his request as well. Trustee Smith moved to accept the minutes as presented. Trustee Good seconded. The motion passed unanimously.

Approval of Emprise Bank Resolution – Trustee Smith asked to have this moved from the consent agenda because he wanted to make sure it required two signatures to do anything with the accounts. Kim Sherwood assured him she would make those changes. Trustee Law moved to approve the resolution making sure that two signatures are required for transactions. Trustee Smith seconded. The motion passed unanimously.

CONSENT AGENDA

Trustee Lechtenberg moved to approve the consent agenda as presented after removing items A2 and D1 as approved above. Trustee Good seconded. The motion passed unanimously. The consent agenda include the following items:

- Approval of Minutes of Regular Meeting of June 9, 2020
- Approval of Bills and Warrants for June 2020 in the amount of \$4,959,554.43 (includes Expenditure Approval List - \$2,746,752.52 and Payroll - \$2,212,801.91)
- Affirmation of Connell and Connell as designated legal firm
- Approval of The Butler County Times-Gazette as the official publication of college notices
- Approval of Emprise Bank Resolution
- Approval of KACCT Dues in the amount of \$27,915
- Approval of Oracle annual renewal in the amount of \$250,943.72
- Approval of Microsoft licensing renewal in the amount of \$53,324.96
- Approval of Touchnet Marketplace annual renewal in the amount of \$42,639.00
- Approval of Ellucian CRM Recruit licenses in the amount of \$56,868.00
- Ratification of Augusta Neighborhood Revitalization Program
- Ratification of WIOA Youth Element Contract Amendment
- Ratification of MedCerts Agreement

- Ratification of Education Affiliation Agreement with Ascension Via Christi

SUPPLEMENTAL INFORMATION

Key Performance Indicators Update – Submitted by Esam Mohammad

Statement of Revenue & Expenditures – Submitted by Kim Sherwood

Thank You Notes – Alanis Balza-Medina

Board Calendars

**BOARD OF TRUSTEES CALENDAR OF ACTIVITIES
JULY – AUGUST**

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
Notice of Public Hearing	Tuesday, July 28, 5:00 p.m.	ALL TRUSTEES
August Board Finance Committee Tour Andover 5000 Building	Tuesday, August 11, 3:30 p.m. Grizzly Den, Andover	ALL TRUSTEES
August Board Meeting	Tuesday, August 11, 4:30 p.m. Grizzly Den, Andover	ALL TRUTEES

2020-2021 Board Meeting Dates

- Tuesday, July 14, 2020
- Tuesday, August 11, 2020
- Tuesday, September 8, 2020
- Tuesday, October 13, 2020
- Tuesday, November 10, 2020
- Tuesday, December 8, 2020
- Tuesday, January 12, 2021
- Tuesday, February 9, 2021
- Tuesday, March 9, 2021
- Tuesday, April 13, 2021
- Tuesday, May 11, 2021
- Tuesday, June 8, 2021
- Tuesday, July 13, 2021

LOOKING AHEAD

September Board Finance Committee	Tuesday, September 8, 3:30 p.m. President's Conference Room	Lance Lechtenberg, Shelby Smith
September Board Meeting	Tuesday, September 8, 4:30 p.m. Dankert Board Room	ALL TRUTEES
October Board Finance Committee	Tuesday, October 13, 3:30 p.m. President's Conference Room	Lance Lechtenberg, Shelby Smith
October Board Meeting	Tuesday, October 13, 4:30 p.m. Dankert Board Room	ALL TRUTEES

Spring 2020 ACTIVITY CALENDAR

Summer Classes End	Fri, July 24
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ADJOURNMENT

Trustee Lechtenberg moved to adjourn the meeting. Trustee Winslow seconded. The motion passed unanimously. The regular meeting of July 14, 2020 was adjourned at 8:38 p.m.

Doug Law – Secretary

CURRENT POLICIES for review and comparison:

Use of College Facilities, Equipment and Services

The buildings and grounds of Butler may be made available for public use when such use does not interfere with college-sponsored activities and schedules. Educational groups and non-profit organizations will be given priority for use of the facilities and equipment. The cost incurred to the college in personal use of any business equipment, including, but not limited to, facsimiles, telecopiers, computers and copy machines, must be reimbursed to the college at the current rate charged at the Secretarial Management Center. A rate schedule is maintained by the Secretarial Management Center. Lighting or audio-visual technician charges are \$12 per technician per hour. Security personnel are available at a to-be-determined fee. Room Charges - based on a flat rate - not pro-rated for partial day use.

- Fine Arts Auditorium - \$250 per day
- Fine Arts/Music Department - \$100 per day - rehearsal room or studio
- Classrooms - \$25 per day
- Main Gymnasium - \$500 per day
- Multi-purpose gymnasium - \$250 per day
- Large Meeting room - \$100 per day
- Medium Meeting room - \$50 per day
- Small Meeting room - \$25 per day

If a portable stage or platform is requested and is not part of the daily room furnishings, a fee of \$20 per stage or platform will be charged. Costs for all other additional items not provided by the College such as technical equipment, etc., shall be the responsibility of the organization sponsoring the event.

The President or his/her designee has the authority to waive charges when deemed prudent or to decline a request for usage when deemed inappropriate.

Audiovisual equipment, LCD data projectors, screens, and sound equipment may (when available) be rented at competitive rates by external clients, at Multimedia Learning Resource Center (MMLRC) discretion. The MMLRC also offers audio production, editing, and duplication at competitive rates, and BCTV offers video production, editing, and video duplication at competitive rates. Offsite events may require setup and operation of equipment by MMLRC or BCTV employees, TEC-E's, or student workers, and may incur extra rates and mileage for these employees time and travel expenses. Call MMLRC or BCTV for rates and availability.

Usage

All requested facility use must be made for a specified time with all arrangements cleared through the Office of the Vice-President for Student Services. This will avoid conflict and assure custodial service.

Admittance will be granted to groups who have followed the procedure outlined directly above.

Youth or children's activities must have adequate supervision at all times. Supervisors of groups are required to remain in the buildings until all participants have vacated the premises.

All users of the facilities must reimburse the College for any damages to property arising out of their use.

College equipment may be available for use by the requesting organization. Prior arrangements must be made. A service charge may be assessed to the requesting organization.

The requesting organization is responsible for removing all decorations, equipment, and other materials that were brought into the facility immediately following the conclusion of the scheduled event. The requesting organization will leave the facility clean and orderly.

The name of Butler Community College may only be used to identify location. It may not be used in publicity, written or broadcast, and will in no way be used to imply endorsement or approval of the requesting organization's program without written permission by the Vice President of Student Services.

The use of any tobacco products on campus is prohibited on or in college property.

Alcohol shall not be brought onto, consumed or served on college premises except in accordance with Kansas Board of Regents policy as well as Kansas Statute KSA 41-719, Hubbard Welcome Center Use Policy, Policy on Use of College Facilities, Equipment and Services and with final approval of the president.

Alcoholic liquor may only be provided at events which are related to official college functions and/or fundraising activities for the College. The college or the foundation will function as the event sponsor for events in which alcohol is served and require recognition of their sponsorship, including logo use when appropriate, on invitations and promotional materials. The college marketing department must be contacted for correct use of college logos. In addition, the college president or her designee will deliver a welcome message at sponsored events. Such events cannot be open to the general public and only members of the sponsoring organizations, their spouse or significant others, and invited guests may be served alcohol.

Rental documents must include the timeframe for which alcohol will be served.

Student organizations are not allowed to host nor serve liquor at an event.

Event organizers must guarantee that alcoholic liquor will not be served to persons who are not of legal age or who appear to be intoxicated.

At all events in which alcoholic liquor is approved for use, a nonalcoholic beverage must also be available to participants. Food must be available at all functions where alcoholic liquor is served.

No persons under 21 years of age are allowed to possess or to consume cereal malt beverages and/or alcoholic liquor at any event at which these beverages are sold or served. Further, staff under 21 years of age cannot drink while hosting an event as an employee. Student workers who are 21 years of age and older cannot drink before, during or after an event which they are working.

No alcohol may be served except by a licensed caterer. Beer kegs are strictly prohibited.

Security is required for any event in which alcohol is served.

Decorations

See procedure on Display of Information

Food and Beverages

The College annually contracts with a food service provider. As a courtesy, BCC personnel are encouraged to give consideration to the contracted food service provider for meals or snacks at College sponsored events. However, the College retains the right to purchase such meals or snacks from any source deemed appropriate by the event sponsor. (Rev. 07/14)

Hubbard Welcome Center Use Policy (3/14)

Philosophy: The Hubbard Welcome Center meeting rooms are available for use by both the college and the community. It is the intent of the college to neither subsidize nor profit from the use of the facility, but to charge nominal fees that cover the cost of utilities, technology and normal wear and tear. The stated fees are for those organizations which are for profit. The not-for-profit rate is half of the stated rate; however, non-profit organizations can submit a request to have fees waived. Such request form is available through the office of the Vice-President for Student Services (316.322.3298).

Hubbard Welcome Center Spaces

The Hubbard Welcome Center is not available for weddings or funerals. It is not available for church groups to use on a regular, on-going basis.

- Main Level

- Clifford/Stone Community Center (7,174 Sq. Ft.)

- Seats 800 in rows or 480 at round tables – It is normally reserved only for groups over 150.

- Up to \$700 per day (\$100 deposit)

Attention Renters: Parking may be limited during peak class times such as the beginning of the semester and some weekday mornings.

- Lower Level

- Intrust Bank Meeting Room (Full room: 1, 230 Sq. Ft.; Half room: 610 Sq. Ft.)
\$200 for full room
\$100 for half room

- ICI/Tom and Kim Murry Meeting Room (Full room: 1,230 Sq. Ft.; Half room: 610 Sq. Ft.)
\$200 for full room
\$100 for half room

- Second Level

- Ted and Barb Dankert Trustee Room (1,166 Sq. Ft.)
This room is reserved for college use only.

Hubbard Welcome Center Alcohol Use

Alcohol shall not be brought onto, consumed or served on college premises except in accordance with the Policy on Use of College Facilities, Equipment and Services, Hubbard Welcome Center Policy, and with final approval of the president.

Use of Alcohol in the Hubbard Welcome Center will also be in accordance with the Kansas Board of Regents ruling as well as Kansas Statute KSA 41-719:

Consumption of alcoholic liquor may be permitted under authorized and appropriately controlled conditions and guidelines to be determined by the chief executive officer of each university and set forth in an institutional policy on service of alcoholic liquor. The service of alcoholic liquor at such events must be approved, in advance, by the chief executive officer of the institution and may only be held in those non- classroom areas, and outside grounds immediately adjacent thereto, which are specifically designated for such activities in the institutional policy on service of alcoholic liquor. Each institution shall file and maintain a current copy of its policy on service of alcoholic liquor with the President and Chief Executive Officer on behalf of the Board.

Further policy dictates that alcohol may only be provided at events that are related to legitimate college functions. The college or the foundation will function as the event sponsor for events in which alcohol is served and require recognition of their sponsorship, including logo use when appropriate, on invitations and promotional materials. The college marketing department must be contacted for correct use of college logos.

Such events cannot be open to the general public and only members of the sponsoring organizations, their spouse or significant others, and invited guests may be served alcohol. Student organizations are not allowed to host nor serve liquor at an event. Event organizers must guarantee that alcoholic liquor will not be served to persons who are not of legal age or who appear to be intoxicated. At all events in which alcoholic liquor is approved for use, a nonalcoholic beverage must also be available to

participants. Food must also be available at all functions where alcoholic liquor is served.

No persons under 21 years of age are allowed to possess or to consume cereal malt beverages and/or alcoholic liquor at any event at which these beverages are sold or served. Further, staff under 21 years of age cannot drink while hosting an event as an employee.

Student workers who are 21 years of age and older cannot drink before, during or after an event which they are working. No alcohol may be served except by a licensed caterer.

A renting organization shall be held financially responsible for any damages resulting from their event.

In instances in which alcohol is served:

- beer kegs are strictly prohibited and as they easily can become out of control and are a poor reflection on the college.
- the times in which alcohol is served must be stated in the rental documents.
- security is required for any event in which alcohol is served. There will be adequate security on hand given the size and nature of the event
- there will not be alcohol served in the Presidential Overlook, made possible by the
- Ken & Wilma Howell Family in honor of Korey Howell.

**BUTLER COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES OF THE SPECIAL BOARD MEETING
8:00 a.m., July 22, 2020 – President's Conference Room/Zoom**

STAFF ATTENDANCE

Kim Krull Lora Jarvis

BOARD ATTENDANCE

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

* (Z) Denotes attendance via Zoom

GUESTS

Ray Connell
Jim Robinson

CALL TO ORDER

Chair Howell called the regular monthly meeting of the Board of Trustees to order at 8:05 a.m.

EXECUTIVE SESSION

Trustee Howell moved that the Board recess into Executive Session for consultation with legal counsel to receive advice concerning current litigation pursuant to the open meetings exception for matters protected by attorney-client privilege and that Dr. Krull, the Board, Jim Robinson, and Ray Connell be included. Trustee Good seconded. The motion passed unanimously.

The open meeting will resume here in the President's Conference Room and on Zoom in 30 minutes. The Board entered Executive Session at 8:07 a.m.

The Board re-entered regular session at 8:27 a.m.

ADJOURNMENT

Trustee Lechtenberg moved to adjourn the meeting. Trustee Smith seconded. The motion passed unanimously. The special meeting of July 22, 2020 was adjourned at 8:28 a.m.

Doug Law – Secretary

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

STAFF ATTENDANCE

Kim Krull	Lora Jarvis
Bill Young (Z)	Matt Jacobs
Jessica Ohman (Z)	Shelley Stultz (Z)
Kim Sherwood (Z)	Kent Williams (Z)
Esam Mohmmad (Z)	Tom Borrego (Z)
Terry Sader (Z)	Bill Rinkenbaugh (Z)
Lori Winningham (Z)	

* (Z) Denotes attendance via Zoom

BOARD ATTENDANCE

Mary Martha Good (Z) Late – 6:10 p.m.
Doug Law
Lance Lechtenberg
Forrest Rhodes
Shelby Smith
Julie Winslow

Absent:

Jim Howell

GUESTS – NONE

CALL TO ORDER

Vice-Chair Lechtenberg called the regular monthly meeting of the Board of Trustees to order at 5:01 p.m.

APPROVAL OF THE AGENDA

Trustee Law moved to approve the agenda as presented. Trustee Rhodes seconded. The motion passed unanimously.

BOARD ACTION ITEMS

Notice of Public Hearing – The Trustees must approve the Notice of Public Hearing for the 2020-2021 budget tonight. 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.

The Trustees were presented two options for consideration for the legal budget. The first option was in the budget manual mailed prior to the meeting. Dr. Krull and Kent Williams, VP of Finance, presented option two at the meeting. Dr. Krull explained that some new information had become available that would allow a lower tax request as it is anticipated that additional stimulus funding will be available.

The Kansas SPARK Task Force distributed funding to Kansas counties with Butler County receiving just short of \$14 million. Along with other taxing entities and businesses, Butler will have the opportunity to apply for that funding via the county. The SPARK task force will also be directly distributing about \$10 million for the 2-year higher education sector. This money will be used for PPE, technology needs and costs related to K-12 and their reopening.

It is anticipated there will be another stimulus package from the federal level that will include additional funds for higher ed.

With the potential for these additional funds, Dr. Krull noted it made sense to leave the local tax request at the same level as last year as noted in option two.

Kent Williams discussed the Notice itself which indicated the Board will meet in the Dankert Board Room at 4:30 p.m. on August 11th. He noted that because meeting size is still being limited, the public could again join by Zoom and requests for Public Comment or questions could be submitted to Lora Jarvis.

Kent indicated that the Trustees will be asked to approve both the legal and operating budgets at the August Board meeting both of which were sent out earlier this month. Dr. Krull told the Board that their decision tonight would allow the college to publish a legal budget which would then be on the August Board meeting agenda for final approval.

Trustee Smith moved that the tax rate be moved from 16.681, noted in Option 2, to 15.209. Trustee Winslow seconded.

Trustee Smith noted he was on the Board to get the mil levy lowered. He also noted additional cash reserves from last budget year and this year.

Kent asked that the Unencumbered Cash summary be distributed to the Board for discussion to provide correct information related to cash reserves. (The following page has the spreadsheet shared.)

Butler Community College
Fund (Unencumbered Cash) Balance Summary Unaudited from Year-End BOT Reports
June 30, 2018, 2019, 2020

	Unencumb. Cash <u>6/30/2018</u>	Increase Decrease <u>FY 2019</u>	Unencumb. Cash <u>6/30/2019</u>	Increase Decrease <u>FY 2020</u>	Unencumb. Cash <u>6/30/2020</u>	Increase Decrease <u>2018 to 2020</u>
General Fund Operating	\$8,412,437	(\$3,151,667)	\$5,260,770	\$2,470,943	\$7,731,713	(\$680,724)
Program Development Fund	216,868	117,375	334,243	40,000	374,243	157,375
Facilities Fund	102,949	357,374	460,323	(12,375)	447,948	344,999
Capital Projects Fund	2,183,220	4,413,366	6,596,586	(2,830,548)	3,766,038	1,582,818
Technology Fund	96,169	551,464	647,633	(14,824)	632,809	536,640
Designated Funds	<u>1,804,230</u>	<u>(444,212)</u>	<u>1,360,018</u>	<u>140,792</u>	<u>1,500,810</u>	<u>(303,420)</u>
General Fund Total	12,815,873	1,843,700	14,659,573	(206,012)	14,453,561	1,637,688
Post Secondary Techl Ed Fund	1,185,093	914,796	2,099,889	(1,333,658)	766,231	(418,862)
Student Life Funds	4,253,439	(465,967)	3,787,472	243,220	4,030,692	(222,748)
EduCare Fund	0	(148)	(148)	148	0	0
Restricted Funds	0	24,172	24,172	29,147	53,319	53,319
Parking Fund	125,398	(124,959)	439	0	439	(124,959)
Agency Funds	455,768	74,338	530,106	(18,428)	511,678	55,910
Capital Outlay Fund	816,626	327,692	1,144,318	(396,464)	747,854	(68,772)
Adult Basic Education Fund	72,329	(72,329)	0	0	0	(72,329)
Non-Credit Education Fund	<u>0</u>	<u>(564)</u>	<u>(564)</u>	<u>564</u>	<u>0</u>	<u>0</u>
Total Fund Balances	<u>\$19,724,526</u>	<u>\$2,520,731</u>	<u>\$22,245,257</u>	<u>(\$1,681,484)</u>	<u>\$20,563,774</u>	<u>\$839,248</u>

Trustee Rhodes asked for clarification on what the Board was approving. His understanding was that the published legal budget could still be decreased with less taxes to be levied for final approval in August but could not be increased. Kent confirmed this was correct.

Trustee Rhodes expressed concern that without any additional discussion of budget implications with the uncertainty of enrollment, state funding, and other available resources, the decision to just lower the mill levy was reckless. Trustee Rhodes indicated he was willing to continue to discuss additional mill levy reduction but more data was needed for that discussion.

Vice-Chair Lechtenberg called for a vote. Trustees Smith & Winslow voted in favor. Trustees Lechtenberg, Law and Rhodes voted against. The motion failed.

Dr. Krull asked for clarification if a Notice wasn't approved at this meeting. Kent stated a notice has to be passed because state statute requires a 10-day period before the public hearing. If the notice is not approved, and to stay within required statute, another special meeting would have to be held very soon.

Trustee Rhodes moved to accept the alternate proposal that was made today that provides a mil number reflecting the same revenue generated as last year with the express expectation and understanding that that is a no greater than number and not the number that necessarily has to be approved at the August meeting. Trustee Law seconded.

After a brief discussion, Trustee Lechtenberg called for a vote. Trustees Lechtenberg, Law and Rhodes voted in favor. Trustees Smith and Winslow voted against. The motion failed to pass because the affirmative vote of a majority of the full membership of the Board (or 4 votes) is required for the passage of any motion or resolution according to the by-laws.

Trustee Smith then motioned to make the mil levy 15.500. Trustee Winslow seconded. Trustee Rhodes expressed his concern again that there was not data to support that request. He thought it best to have more data to vote on it by the next meeting. Vice-Chair Lechtenberg called for a vote. Trustees Smith and Winslow voted in favor. Trustees Lechtenberg, Law and Rhodes voted against. The motion failed.

Dr. Krull suggested that the Board plan a special work session to discuss the budget.

Trustee Smith moved to make the mil levy 15.681. Trustee Winslow seconded. Trustee Rhodes again opposed the motion because of the lack of data available.

Trustee Winslow asked Kent what percentage of funds were required by the state of Kansas to keep on reserve. He indicated that there were not any state laws. Dr. Krull said that every institution sets their own goal. Trustee Smith asked what we currently had kept and Kent noted it was 10.5% of the expenditure budget.

Dr. Krull again reiterated that she felt it would be beneficial to have a work session to further discuss the budget questions.

Trustee Good joined the meeting at 6:10 p.m. Vice-Chair Lechtenberg gave her a brief overview of the previous discussions.

Vice-Chair Lechtenberg called for a vote. Trustees Smith and Winslow voted in favor. Trustees Lechtenberg, Law, Good and Rhodes voted against. The motion failed.

Trustee Law moved that the Notice of Public Hearing for the FY2021 budget be approved as presented setting the maximum amount of tax to be levied at \$14,970,129 and the maximum amount of expenditures at \$77,915,445. Trustee Rhodes seconded.

Trustee Good asked if the motion could be amended to indicate that the Trustees would do everything in their power to lower the amount of taxes levied and remove \$800,000 from the budget. Vice-Chair Lechtenberg said that the motion cannot be amended but that this was the point Trustee Rhodes was attempting to make in that the mil can be lowered prior to the vote in August, but it cannot be raised.

Trustees Lechtenberg, Law and Rhodes voted in favor. Trustees Good, Smith, and Winslow voted against. The motion failed.

Trustee Good asked how much a mil generated in Butler County. Kent stated it was roughly \$800,000 prior to delinquencies which would make it about \$780,000.

Trustee Good then moved the public hearing FY2021 budget to be approved as presented and setting the mil no higher than 16.0 mils. Kent asked to clarify and confirm that she wanted the general fund mil levy at 16.0 and leave the capital outlay fund at 1.846 for a total mil levy at 17.846. Trustee Smith seconded. Trustee Rhodes again expressed his concern that the mill levy was being set without needed data. Vice-Chair Lechtenberg called for a vote. Trustees Law, Good, Smith and Winslow voted in favor. Trustees Lechtenberg and Rhodes voted against. The motion passed 4-2. The Notice of Public Hearing will be printed as seen on the next page.

Discussion was then held about the format of the August Board meeting. Trustee Smith questioned if classes began on August 10th why the Board meeting needed a Zoom option for the Budget Hearing. It was noted that the public should be able to attend the meeting in person. Trustee Good said she would be fine with a public meeting if everyone wore a mask.

Kent said that if they were going to change the location, the Trustees would need to make a motion. Trustee Smith moved that the public be allowed to come to the meeting, Tuesday, August 11th at 4:30 p.m. in person wearing masks if they are required in the Clifford/Stone Room of the Hubbard Welcome Center. Trustee Good seconded. The motion passed unanimously.

**NOTICE OF PUBLIC HEARING
2020-2021 BUDGET**

The governing body of Butler Community College, Butler County, will meet on August 11, 2020, at 4:30 p.m., at the Clifford Stone Room of the Hubbard Welcome Center for the purpose of answering objections of taxpayers relating to the proposed use of all funds, and the amount of tax to be levied, and to consider amendments. Detailed budget information is available at the office of the Vice President for Finance and will be available at this hearing.

BUDGET SUMMARY

The Expenditures and the Amount of 2020 Tax to be Levied (as shown below) establish the maximum limits of the 2020-2021 budget. The "Est. Tax Rate" in the far right column, shown for comparative purposes, is subject to slight change depending on final assessed valuation.

	2018-2019		2019-2020		Proposed Budget 2020-2021		
	Actual Expend. & Transfers	Actual Tax Rate*	Actual Expend. & Transfers	Actual Tax Rate*	Budgeted Expend. & Transfers	Amount of 2020 Tax to be Levied	Est. Tax Rate*
Current Funds Unrestricted							
General Fund	49,626,491	18.068	43,919,879	17.409	53,802,610	12,928,138	16.000
Postsecondary Tech Ed	12,843,638		11,665,993		13,166,058	XXXXXXXXXX	XXX
Adult Education	421,252	0.000	452,763	0.000	531,882	0	0.000
Adult Supp Education	435,817	xxx	388,404	xxx	506,075	XXXXXXXXXX	XXX
Motorcycle Driver	9,750	xxx	6,630	xxx	13,000	XXXXXXXXXX	XXX
Truck Driver Training	0	xxx	0	xxx	0	XXXXXXXXXX	XXX
Auxiliary Enterprise	6,776,415	xxx	5,613,845	xxx	7,500,000	XXXXXXXXXX	XXX
Plant Funds		xxx		xxx		XXXXXXXXXX	XXX
Capital Outlay	1,909,923	2.000	1,303,468	1.927	2,395,820	1,491,937	1.846
Bond and Interest	0		0		0	0	0.000
Special Assessment	0		0		0	0	0.000
No Fund Warrants	0		0		0	0	0.000
Revenue Bonds	0	xxx	0	xxx	0	XXXXXXXXXX	XXX
Total All Funds	72,023,286	20.068	63,350,982	19.336	77,915,445	XXXXXXXXXX	17.846
Total Tax Levied	14,970,129		14,970,129		XXXXXXXXXX	14,420,075	
Assessed Valuation	745,970,166		774,228,168		808,008,633		

	Outstanding Indebtedness, July 1		
	2018	2019	2020
G.O. Bonds			
Capital Outlay Bonds	4,440,000	3,200,000	1,930,000
Revenue Bonds			
No-Fund Warrants			
Temporary Notes			
Lease Purchase Principal	8,494,338	15,868,202	14,719,734
Total	12,934,338	19,068,202	16,649,734

* Tax Rates are expressed in mills.

Signature - Vice Chair

SPARK Grant Application – Also presented to the Board was information related to the SPARK Grant Application the college will be submitting to Butler County. 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. 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.

Priority	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

Additionally, a resolution is required by the County for distribution of any funds granted and because the County submission deadline is between meetings, the administration felt it was important to share this information with the Trustees tonight.

Adoption of Resolution 20-10 –

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

Lance Lechtenberg, Vice-Chair

ATTEST:

Lora Jarvis, Secretary, Butler Community College Board of Trustees

Trustee Law moved to adopt Resolution 20-10. Trustee Good seconded. The motion passed unanimously.

ADJOURNMENT

Trustee Winslow moved to adjourn the meeting. Trustee Smith seconded. The motion passed unanimously. The special meeting of July 28, 2020 was adjourned at 7:04 p.m.

Doug Law – Secretary

BILLS AND WARRENTS

TOPIC for ACTION

REPORT:

Bills and Warrants for July 2020 - \$6,412,606.83 (includes Expenditure Approval List - \$3,905,050.38 and Payroll - \$2,507,556.45).

RECOMMENDED ACTION:

Approval of July 2020 bills and warrants.

RECOMMENDED FUNDING SOURCE:

Submitted by:	Sariah Wilson
Supervisor:	Yolanda Hackler
Date:	August 3, 2020

BIDS AND PURCHASES

TOPIC for Action

Approval of VMWare support for FY 2021

REPORT:

Information Services is requesting review and ratification of the VMWare annual support and subscription renewal through CDW. VMWare is used by Information Services Infrastructure to manage the Virtual Sphere servers. This is an annual renewal.

Dell	\$51,585.86
CDW	\$40,562.92

RECOMMENDED ACTION:

Board approval of VMWare support Annual Renewal from CDW

RECOMMENDED FUNDING SOURCE:

Information Services Infrastructure-Software Budget

Submitted by:	Bill Young, Vice President of Digital Transformation/CIO
Supervisor:	Dr. Kim Krull
Date:	July 29, 2020

QUOTE CONFIRMATION



DEAR AMY KERSCHNER,

Thank you for considering CDW•G for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
LNPS261	7/29/2020	VMWARE RENEWAL	0345781	\$40,562.92

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
VMware Support and Subscription Production - technical support (renewal) - Mfg. Part# : VR19-STD-P-SSS-A-R Electronic distribution - NO MEDIA Contract: Univ of KS Brd Regents, Affiliate - Catalog (17010729)	14	5842277	\$999.00	\$13,986.00
VMware Support and Subscription Production - technical support (renewal) - Mfg. Part# : VS7-EPL-VS-P-SSS-A-R Electronic distribution - NO MEDIA Contract: Univ of KS Brd Regents, Affiliate - Catalog (17010729)	14	6038974	\$503.78	\$7,052.92
VMware Support and Subscription Production - technical support (renewal) - Mfg. Part# : VCS7-STD-P-SSS-A-R Electronic distribution - NO MEDIA Contract: Univ of KS Brd Regents, Affiliate - Catalog (17010729)	1	6038962	\$1,544.00	\$1,544.00
VMware Support and Subscription Production - technical support (renewal) - Mfg. Part# : VS7-EPL-P-SSS-A-R Electronic distribution - NO MEDIA Contract: Univ of KS Brd Regents, Affiliate - Catalog (17010729)	2	6037765	\$899.00	\$1,798.00
VMware Support and Subscription Production - technical support (renewal) - Mfg. Part# : VS7-EPL-P-SSS-A-R Electronic distribution - NO MEDIA Contract: Univ of KS Brd Regents, Affiliate - Catalog (17010729)	2	6037765	\$899.00	\$1,798.00
VMware Support and Subscription Production - technical support (renewal) - Mfg. Part# : VS7-EPL-P-SSS-A-R Electronic distribution - NO MEDIA Contract: Univ of KS Brd Regents, Affiliate - Catalog (17010729)	8	6037765	\$899.00	\$7,192.00
VMware Support and Subscription Production - technical support (renewal) - Mfg. Part# : VS7-EPL-P-SSS-A-R Electronic distribution - NO MEDIA Contract: Univ of KS Brd Regents, Affiliate - Catalog (17010729)	4	6037765	\$899.00	\$3,596.00
VMware Support and Subscription Production - technical support (renewal) - Mfg. Part# : VS7-EPL-P-SSS-A-R	2	6037765	\$899.00	\$1,798.00

QUOTE DETAILS (CONT.)

Electronic distribution - NO MEDIA				
Contract: Univ of KS Brd Regents, Affiliate - Catalog (17010729)				
VMware Support and Subscription Production - technical support (renewal) -	2	6037765	\$899.00	\$1,798.00
Mfg. Part#: VS7-EPL-P-SSS-A-R				
Electronic distribution - NO MEDIA				
Contract: Univ of KS Brd Regents, Affiliate - Catalog (17010729)				

PURCHASER BILLING INFO	SUBTOTAL	\$40,562.92
Billing Address: BUTLER COUNTY COMMUNITY COLLEGE FINANCE OFFICE 901 S HAVERHILL RD EL DORADO, KS 67042-3280 Phone: (316) 321-2222 Payment Terms: NET 30-VERBAL	SHIPPING	\$0.00
	SALES TAX	\$0.00
	GRAND TOTAL	\$40,562.92
	DELIVER TO	
Shipping Address: BUTLER COUNTY COMMUNITY COLLEGE FINANCE OFFICE 901 S HAVERHILL RD EL DORADO, KS 67042-3280 Phone: (316) 321-2222 Shipping Method: ELECTRONIC DISTRIBUTION	Please remit payments to: CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515	

Need Assistance? CDW•G SALES CONTACT INFORMATION

	Dave Walczak		(877) 493-1102		davewal@cdwg.com
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This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at <http://www.cdw.com/content/terms-conditions/product-sales.aspx>
For more information, contact a CDW account manager
© 2020 CDW•G LLC, 200 N. Milwaukee Avenue, Vernon Hills, IL 60061 | 800.808.4239

RATIFICATION OF AGREEMENTS AND CONTRACTS

NONE

PERSONNEL

TOPIC for ACTION
Full Time Biology Instructor

REPORT:

Dr. Ramesh Devkota is recommended for the Biology Instructor position for the 2020-2021 academic year. Dr. Devkota holds a Bachelor of Science in Natural Sciences, a Bachelor of Education in Science Education, and a Master of Science in Zoology from Tribhuvan University. He also holds a Doctor of Philosophy in Biology from the University of New Mexico. He brings to Butler 16 years of teaching experience in a variety of settings. He has taught general biology, human anatomy and physiology, general botany, and basic environmental science classes at Navajo Technical University, biology for health related sciences at the University of New Mexico, and science and health education courses at an English instruction high school in Nepal. We are pleased to welcome Ramesh to Butler and the division of Science, Technology, Engineering, and Math.

RECOMMENDED ACTION:

I recommend approval of Dr. Ramesh Devkota as a Full Time Instructor of Biology for the 2020-2021 academic year at a salary of \$52,210 plus full benefits. This position is replacing Tonya Kerschner.

RECOMMENDED FUNDING SOURCE:

General Funds

Submitted by: Shannon Covert
Associate Dean of Science, Technology, Engineering, and Math
Supervisor: Mel Whiteside
Dean of Science, Technology, Engineering, and math
Date: July 31, 2020

TOPIC for ACTION
Approval of Full Time Nursing Faculty Position

REPORT:

A selected search committee reviewed applicants for this position and determined that this candidate met all the requirements of the position. The decision of the Search Committee is to recommend Amanda Martin, for a vacant full-time nursing faculty position.

Ms. Barker is a Bachelor's prepared nurse and is currently enrolled in a Family Nurse Practitioner Masters program. She brings over 16 years of nursing experience and has been an adjunct instructor for 3 semesters at Butler Community College. She has held roles as an emergency room and post-operative nurse, case manager and managed triage.

She is a Butler Community College nursing graduate.

RECOMMENDED ACTION:

Approval of Amanda Martin for the Full Time Nursing Faculty position at a salary of \$45,010.00.

RECOMMENDED FUNDING SOURCE:

Nursing Department 2020-2021 budgeted position.

Submitted by:	Christy Streeter
Supervisor:	Lori Winningham
Date:	July 31, 2020

TOPIC for ACTION
Approval of Full Time Nursing Faculty Position

REPORT:

A selected search committee reviewed applicants for this position and determined that this candidate met all the requirements of the position. The decision of the Search Committee is to recommend Tonya Loveland, for a vacant full-time nursing faculty position.

Ms. Loveland is a Masters prepared nurse. She brings over 21 years of clinical nursing experience and 7 years of teaching experience. She has held roles as a staff nurse, Nurse Practitioner, and ICU nurse.

She has presented topics during Nursing Research Day at Via Chirsti and at the Academy of Medical Surgical Nurses Convention on BioTherapy.

RECOMMENDED ACTION:

Approval of Tonya Loveland for the Full Time Nursing Faculty position at a salary of \$45,810.00.

RECOMMENDED FUNDING SOURCE:

Nursing Department 2020-2021 budgeted position.

Submitted by:	Christy Streeter
Supervisor:	Lori Winningham
Date:	July 31, 2020

SUPPLEMENTAL INFORMATION

Office of Research and Institutional Effectiveness
 215 BOE
 (316) 322.3338



Butler Community College Key Performance Indicators

<u>KPI</u>	<u>Definition</u>	<u>Goal</u>	<u>CURRENT OUTCOME</u>
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 3
Increase third party industry credentials	1012	1072
ALP success rates	63.1%	53.47%
Increase STEM credentials	302 AAS and Certificates	296
Improve College Algebra pass rates	65.2%	72.7%
First year retention	62.4%	65.1%

THANK YOU NOTES

Thank you for sponsoring the scholarship for Champion Senior Sheep Showman. Your support is what keep s4-H going and this amazing program wouldn't run without your help.

Thanks for all you do.

Sincerely,
Erin Johnson

Dear, Dr. Kimberly Krull

Thank you for supporting the Butler County 4-H Arts & Crafts and for the college credits, that will be a huge help as I move forward to college.

Thank you, Alma Koch

Thank you for supporting Butler County 4-H for all these years. This scholarship is an investment for my future and I'm excited to see where it will take me. Your support is what keeps 4-H going.

Sincerely,
Erin Johnson

Dr. Kimberly Krull,

Thank you for supporting Butler County 4-H. This helps 4-Her's have a place to go after high school. I appreciate you helping youth in an organization that is assisting youth to grow into strong and passionate leaders.

Thank you
Shelby Varner

BCC - Dr. Krull,

Thank you so much for sponsoring the free credit hours at Butler! I will be attending Butler in the fall competing on the Livestock judging team & assisting on the magazine staff! Go Grizzlies!

- Madison Wooderson

Dear Butler Community College,

Thank you for sponsoring the 15 credit hours to the Champion Senior Showman. I greatly appreciate your support of the 4-H program.

Sincerely,
Caly Milk

Dear Dr. Krull,

Thanks so much for your great support of our Envision programs! I love our Butler Connections & love that students have the opportunity to be on campus for a super Grizzly experience! We greatly appreciate the swag – so cool & the kids were so surprised – it took it to the next level!

Heartfelt thanks!

Wishes for a Happy 4th!

Sincerely,
Bonnie
Envision

Thank you so much for your thoughtful memorial, the book "Simply Living Well", to be placed in the Butler Library. It is perfect since my mother enjoyed reading and had a good, long life. Blessings,
Margaret Pickering

Dr. Krull,
The SBAMH Board of Trustees CEO Search Committee offers their appreciation for your attendance and input during the CEO candidate social gatherings. We value your role in our community and the insight you provided during our search. We welcome Leonard Hernandez as our President & CEO!
Many thanks,
SBAMH BOT Search Committee
Vince Haines, Mike Bellesine, Greg Joyce, O.D., Brandi Lane, & Suzie Locke

Butler Board of Trustees,
Thank you for your generosity in approving an increase in contribution toward our health insurance premiums.
We appreciate your support of Butler's staff.
Thank you,
Butler Financial Aid Office
(Diana VanDyke, Krysty Schneweis, Debbie Reiter, Callie Johnson, Alex Zarchan, Sheryl Hayes, Katie Kern, Chasity Anderson, Heather Ward, Amanda Drescher)



August 1, 2020

Butler County Fair Association
306 North Griffin
El Dorado, KS 67042
316-321-9880
bcofair@gmail.com

Dr. Kimberly Krull, President
Butler Community College
901 South Havenhill Road
El Dorado, KS 67042

Dear Dr. Krull:

On behalf of the Butler County Fair Association and the Butler County 4-H members, I would like to thank you and the college for the eight scholarship certificates presented to Grand Champions winners at this year's fair. The college was recognized when the Grand Champions were announced during the judging as well as at the livestock sale.

The winners for 2020 are:

- Grand Champion Sheep Showmanship – Erin Johnson, 4718 SW Birch Ct, Towanda, KS 67144
- Grand Champion Market Meat Goat Showmanship – Erin Johnson, 4718 SW Birch Ct, Towanda, KS 67144
- Grand Champion Swine Showmanship – Lyndee Martin, 4392 SE Gray Rd., Russell, KS 67132
- Grand Champion Beef Showmanship – Cally Miller, 1122 NW 79th, El Dorado, KS 67042
- Grand Champion Dairy Goat Showmanship – Shelby Vamer, 1252 NW Diamond Rd., Towanda, KS 67144
- Grand Champion Senior Foods – Sarah Hines, 5791 NE 89th Ter., El Dorado, KS 67042
- Grand Champion Senior Arts & Crafts – Arns Koch, P.O. Box 345, Rose Hill, KS 67133
- Grand Champion Senior Photography – Madeline Woodson, 2893 NW Meadowlark Dr., Berdon, KS 67017-9303

I have notified Bill Rytenbaugh in the Finance Office of these recipients as well. Again, thank you and please let me know if you have any questions.

Sincerely,

Connie Chilcott, Secretary
Butler County Fair Association

Butler County Fair Association
Les Stalmaker – Fair Board President – 316-323-0280
Connie Chilcott – Fair Board Secretary – 316-258-3218

2020 Butler County Fair
July 18 to 23

**BOARD OF TRUSTEES CALENDAR OF ACTIVITIES
AUGUST – SEPTEMBER**

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. Clifford/Stone Room	ALL TRUSTEES
September Board Finance Committee	Tuesday, September 8, 3:30 p.m. President's Conference Room	Lance Lechtenberg Shelby Smith
September Board Meeting	Tuesday, September 8, 4:30 p.m. Dankert Board Room	ALL TRUSTEES

2020-2021 Board Meeting Dates

Tuesday, August 11, 2020
 Tuesday, September 8, 2020
 Tuesday, October 13, 2020
 Tuesday, November 10, 2020
 Tuesday, December 8, 2020
 Tuesday, January 12, 2021
 Tuesday, February 9, 2021
 Tuesday, March 9, 2021
 Tuesday, April 13, 2021
 Tuesday, May 11, 2021
 Tuesday, June 8, 2021
 Tuesday, July 13, 2021

LOOKING AHEAD

October Board Finance Committee	Tuesday, October 13, 3:30 p.m. President's Conference Room	Lance Lechtenberg Shelby Smith
October Board Meeting	Tuesday, October 13, 4:30 p.m. Dankert Board Room	ALL TRUSTEES
November Board Finance Committee	Tuesday, November 10, 3:30 p.m. President's Conference Room	Lance Lechtenberg Shelby Smith
November Board Meeting	Tuesday, November 10, 4:30 p.m. Dankert Board Room	ALL TRUSTEES

Fall 2020 ACTIVITY CALENDAR

First Day of Fall Classes	Mon, August 10
E.B. White Gallery of Art Armando Minarez Exhibit Reception	August 21 – October 3 Thur, September 17 @ 6:00 p.m.
Labor Day – College Closed/No Classes	Mon, September 7
Fall Census Day	Tues, September 8
Cross Country @ Ollie Isom Invitational	Fri, September 11 @ 4:00 p.m.
Cross Country @ Muthama-Rogers Cross Country Invite	Sat, September 19 @ 10:00 a.m.
Theatre Production 1 - TBA	Thur, September 24 @ 7:30 p.m. Fri, September 25 @ 7:30 p.m. Sat, September 26 @ 2:00 & 7:30 p.m.
Cross Country @ Emporia State Invitational	Fri, October 2 @ 5:45 p.m.
E.B. White Gallery of Art Faculty Biennial Exhibit Reception	October 9 – November 19 Thur, November 19 @ 6:00 p.m.
Instrumental Music Fall Concert	Fri, October 9 @ 7:30 p.m. Sat, October 9 @ 7:30 p.m.
Cross Country @ Tiger Open	Sat, October 10 @ 9:00 a.m.
Vocal Concert	Sat, October 17 @ 2:00 & 7:30 p.m.
Spring 2021 Enrollment Begins	Mon, October 26
Cross Country @ Region VI Championships	Sat, October 31 @ 10:00 a.m.
Celebration of Freedom Parade	Sat, November 7 Downtown El Dorado
Celebration of Freedom Concert	Sun, November 8 @ 7:00 p.m. Location TBD
Instrumental Music Chamber Concert (Woodwind & Brass)	Tues, November 10 @ 7:30 p.m.
Theatre Production 2 - TBA	Thur, November 12 @ 7:30 p.m. Fri, November 13 @ 7:30 p.m. Sat, November 14 @ 2:00 & 7:30 p.m.
Cross Country @ NJCAA National Championships	Sat, November 14
High School Show Choir Festival Concert	Mon, November 16 @ 7:00 p.m.
Dance Showcase	Thur, November 19 @ 7:00 p.m.
Fall Semester Ends	Tues, November 24
Thanksgiving Break – College Closed/No Classes	November 25-27
Summer 2021 Enrollment Begins	Mon, November 30
Grades Due by Noon	Tues, December 1
Winter Break – College Closed	December 22 – January 3
Martin Luther King, Jr Day – College Closed	Mon, January 18
First Day of Spring Classes	Tues, January 19
E.B. White Gallery of Art Dane Jones & Erin Raux Exhibit Reception	January 29 – March 26 Thur, February 18 @ 6:00 p.m.

Music Theatre of Wichita & Wichita Symphony Orchestra with the Butler Community College Concert Choir	Sat, February 13 Sun, February 14 For more information: www.wso.org
Children's Theatre Production TBD	Sat, February 20 @ 2:00 p.m.
Spring Break – No Classes	March 15 – 19
Fall 2021 Enrollment Begins	Mon, March 22
Institutional Development Day – No Classes	Thur, April 1
College Closed/No Classes	Fri, April 2
E.B. White Gallery of Art Annual Student Juried Exhibit Reception	April 15 – May 7 Thur, April 15 @ 6:00 p.m.
Theatre Production 4 - TBA	Thur, April 15 @ 7:30 p.m. Fri, April 16 @ 7:30 p.m. Sat, April 17 @ 2:00 & 7:30 p.m.
Instrumental Music Spring Concert	Fri, April 23 @ 7:30 p.m. Sat, April 24 @ 7:30 p.m.
Vocal Concert #4	Thur, April 29 @ 7:30 p.m. Fri, April 30 @ 7:30 p.m. Sat, May 1 @ 2:00 & 7:30 p.m.
Woodwind Chamber Recital	Mon, May 3 @ 7:30 p.m.
Brass Chamber Recital	Tues, May 4 @ 7:30 p.m.
Percussion Chamber Recital	Wed, May 5 @ 7:30 p.m.
Dance Showcase	Thur, May 6 @ 7:00 p.m.
Student Art Sale	Tues, May 11 10:00 a.m. – 4:00 p.m.
Commencement	Fri, May 14 @ 7:00 p.m.
Grades Due by Noon	Mon, May 17
Memorial Day – College Closed	Mon, May 31
Summer Semester Begins	Mon, June 7
Summer Semester Ends	Fri, July 30

ADJOURNMENT

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

CALL FOR A SECOND: Trustee _____

CALL FOR A VOTE

MEETING ADJOURNED @ _____ **A.M.**