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**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 1<sup>st</sup>.

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 28<sup>th</sup> 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 Winningham, 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
<b>Property (Excluding Dorms)</b>	<b>19-20 MHEC / 20-21 Chubb</b>	<b>\$144,663</b>	<b>\$190,738</b>	<b>31.85%</b>
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	
<b>Broker Fee</b>		<b>\$14,000</b>	<b>Included</b>	
<b>Wind/Hail Buydown</b>	<b>Lloyds of London</b>	<b>N/A</b>	<b>\$242,475</b>	
Deductible Buydown-All Locations Except			\$100,000 to \$50,000	
Deuctible Buydown-901 S Haverhill/715 E13th			\$1M to \$500,000	
Maximum Recoverable			\$1,500,000	
<b>Property (Dorms)</b>	<b>General Star Indemnity</b>	<b>Included</b>	<b>\$71,974</b>	
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%	
<b>Wind/Hail Buydown (Dorms)</b>	<b>Lloyds of London</b>	<b>N/A</b>	<b>\$26,197</b>	
Deductible Buydown			\$100,000	
Maximum Recoverable			\$241,883	
<b>Builders Risk-715 E 13th</b>	<b>Travelers</b>	<b>Included</b>	<b>\$3,615</b>	
Limit		Included	\$1,793,000	
Deductible		Included	\$10,000	
<b>General Liability</b>	<b>Trident</b>	<b>\$49,978</b>	<b>\$47,003</b>	<b>-5.95%</b>



**Butler Community College**  
**20-21 Property and Casualty Insurance Renewal**

Limit		\$1M/\$2M	\$1M/\$2M	
<b>Commercial Auto</b>	<b>Trident</b>	<b>\$56,728</b>	<b>\$68,767</b>	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%
<b>Inland Marine</b>	<b>Travelers</b>	<b>\$3,671</b>	<b>\$3,683</b>	0.33%
Scheduled Equipment		\$471,759	\$471,759	0.00%
Deductible		\$1,000	\$1,000	0.00%
<b>Crime</b>	<b>Great American Ins. Co.</b>	<b>\$3,666</b>	<b>\$3,933</b>	7.28%
Limit		\$500,000	\$500,000	0.00%
Deductible		\$25k/\$10k	\$25k/\$10k	
<b>Law Enforcement Liability</b>	<b>Trident</b>	<b>\$4,501</b>	<b>\$4,686</b>	4.11%
Limit		\$1M/\$2M	\$1M/\$2M	
Deductible		\$10,000	\$10,000	
<b>Educators Legal Liability</b>	<b>Trident</b>	<b>\$18,144</b>	<b>\$18,243</b>	0.55%
Limit		\$1M/\$2M	\$1M/\$2M	
Deductible		\$10,000	\$10,000	
<b>Employment Practices Liability</b>	<b>Trident</b>	<b>\$55,308</b>	<b>\$55,544</b>	0.43%
Limit		\$1M/\$2M	\$1M/\$2M	
Retention		\$10,000	\$10,000	
<b>Umbrella</b>	<b>Trident</b>	<b>\$30,678</b>	<b>\$30,306</b>	-1.21%
Limit		\$5,000,000	\$5,000,000	
Retention		\$0	\$0	
<b>Workers Compensation</b>	<b>Accident Fund</b>	<b>\$117,246</b>	<b>\$115,737</b>	-1.29%
Payroll		\$32,662,203	\$30,543,938	-6.49%



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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	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 Performanc	Outcom	Institutional Performanc	Outcom	Institutional Performanc	Outcom
1 Number of certificates and degrees awarded annually	1	AY2013 = 1,453 AY2014 = 1,492	1,436	↓	1,496	↑	1,513	↑
2 First to second year retention of college-ready cohort (fall-to-spring)	1	Fall 12 Cohort = 63.5% (464/731) Fall 13 Cohort = 63.5% (464/731)	62.9% (624/992)	↑	65.4% (519/793)	↑	65.1% (486/746)	↑
3 Award of third party technical credentials	2	AY2014 = 973 AY2015 = 973	969	↓	1121	↑	1072	↑
4 Percentage of Accelerated Learning Program students who pass co-requisite	1	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	2	AY2014 = 323 AY2015 = 291	298	↓	294	↓	296	↓

6 Directional Improvement in College Algebra Pass Rates	1	AY2014 = 67.24% (1,248/1,856)	67.0 % (1310/1955) ↑	69.8 % (1382/1980) ↑	72.7 % (1665/2290) ↑
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## 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](mailto: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](http://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 SPORTS				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 NJCAA 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** 42 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 2<sup>nd</sup> 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.

<b><u>ISSUE</u></b>	<b><u>OPTION (S)</u></b>
Introduction  <b>Issue: Change the dates of the Master Agreement to be reflective of the agreed upon duration</b>	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><b>Issue: Revise/clarify item #14 Direct Deposit to reflect current pay distribution options</b></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><b>Issue: Re-address instructor evaluations and review for changes to reflect current practice</b></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><b>Issue: Remove the approval/review board for applications for sick leave bank to ensure private health information is protected</b></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><b>Issue: Group health insurance benefit – family and single coverage</b></p>	<p>College Contribution to Health/Dental insurance premiums for 2020-21 plan year as follows:</p> <ul style="list-style-type: none"> <li>Single coverage from \$574 to <b>\$602</b></li> <li>Employee + 1 coverage from \$1348 to <b>\$1,433</b></li> <li>Family coverage from \$1391 to <b>\$1,485</b></li> </ul>
<p>Letter of Understanding – Dated 2016</p> <p><b>Issue: Have the items in the LOU been satisfied to the extent the letter can be removed from the Master Agreement</b></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"> <li>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.</li> <li>Item #2 is addressed in Article XXI as currently stated – Academic rankings will be used in publications</li> <li>Item #3 is removed – this language is not longer necessary</li> </ul>

<p>Letter of Understanding – Dated 2019</p> <p><b>Issue: Pay for updating online content for accessibility requirements extend dates</b></p>	<p><b>Article VIII, Compensation – Section A - Salary</b></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 <b>2021-2022</b> 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 College contribution per each staff member per month – for staff members participating in Butler's group health insurance plan	Recommended FY 2021 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**

<b>July Board Finance Committee</b>	Tuesday, July 14, 3:30 p.m. President's Conference Room	<b>Lance Lechtenberg, Shelby Smith</b>
<b>July Board Meeting</b>	Tuesday, July 14, 4:30 p.m. Dankert Board Room	<b>ALL TRUSTEES</b>
<b>Notice of Public Hearing</b>	Tuesday, July 28, 5:00 p.m.	<b>ALL TRUSTEES</b>
<b>August Board Finance Committee Tour Andover 5000 Building</b>	Tuesday, August 11, 3:30 p.m. Grizzly Den, Andover	<b>ALL TRUSTEES</b>
<b>August Board Meeting</b>	Tuesday, August 11, 4:30 p.m. Grizzly Den, Andover	<b>ALL TRUTEES</b>

### **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**

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

**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.