

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

**STAFF ATTENDANCE**

Tom Borrego	Lora Jarvis
Kim Krull	Esam Mohammad
Jessica Ohman	Bill Rinkenbaugh
Terry Sader	Kim Sherwood
Kelly Snedden	Shelley Stultz
Kent Williams	Lori Winningham
Bill Young	Donnie Featherston
Troy Nordman	Heather Rinkenbaugh
Matt Jacobs	Susan Bradley
Rick Nichols	Jake Kenney
Tim Harder	Adrian Beiting

**BOARD ATTENDANCE**

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

**Outgoing Trustees:**

Ken Bohon  
Greg Joyce  
Ron Engelbrecht

**GUESTS**

Ed Keeley, Legal Counsel  
Ray Connell, Legal Counsel  
Corey Adams, Legal Counsel  
Family of Shelby Smith

**CALL TO ORDER**

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

**APPROVAL OF THE AGENDA**

Chair Joyce shared that there was a slight amendment to the agenda that Exec Session had a strict time of 5:00 p.m. due to legal counsel's availability. Trustee Bohon moved to approve the agenda as amended. Trustee Lechtenberg seconded. The motion passed unanimously.

**RECOGNITIONS**

- Greg Joyce – Service to Butler Community College Board of Trustees since July 2007
- Ron Engelbrecht – Service to Butler Community College Board of Trustees since July 2007

- Ken Bohon – Service to Butler Community College Board of Trustees since May 2014
- Eileen Dreiling – Service to Butler Community College Board of Trustees since July 2015

### **SWEARING IN OF NEW TRUSTEES**

Chair Joyce swore in Mary Martha Good, Forrest Rhodes, Shelby Smith, and Julie Winslow to the Board of Trustees.

Chair Joyce administered the Oath of Office as follows:

Chair Greg Joyce: Please raise your right hand and repeat after me: “I do solemnly affirm.”

New Trustees: “I do solemnly affirm.”

Chair Joyce: “...that I will support the Constitution of the United States and the Constitution of the State of Kansas...”

New Trustees: “...that I will support the Constitution of the United States and the Constitution of the State of Kansas...”

Chair Joyce: “...and faithfully discharge the duties of Trustee, Butler County Community College.”

New Trustees: “...and faithfully discharge the duties of Trustee, Butler County Community College.”

Chair Joyce: “So help me God.”

New Trustees: “So help me God.”

Chair Joyce passed the gavel to Vice-Chair Lechtenberg for the Election of Board Officers and Appointments for 2020.

### **ELECTION OF OFFICERS AND APPOINTMENTS FOR 2020**

- **CHAIR** – Trustee Law nominated Jim Howell to serve as Chair. Trustee Good seconded. Trustee Winslow nominated Trustee Smith to serve as Chair, but he declined. Trustee Lechtenberg called for a vote for Trustee Jim Howell to serve as Chair for 2020. The motion passed unanimously. Trustee Lechtenberg passed the gavel to Trustee Howell who presided over the remainder of the meeting.
- **VICE-CHAIR** – Trustee Good nominated Lance Lechtenberg to remain as Vice-Chair for 2020. Trustee Law seconded. There were no other nominations. The motion passed unanimously.

- SECRETARY/TREASURER – Trustee Lechtenberg nominated Doug Law to serve as Secretary/Treasurer for 2020. Trustee Good seconded. There were no other nominations. The motion passed unanimously.

### **EXECUTIVE SESSION**

Trustee Law moved that the Board recess into executive session for consultation with legal counsel to include the Board, Dr. Kim Krull, Shelley Stultz, Kent Williams, Greg Joyce, Ron Engelbrecht, Ken Bohon, Ray Connell, Ed Keeley and Corey Adams with action to follow as appropriate.

The open meeting will resume here in the Dankert Board Room in 30 minutes. Trustee Good seconded. The motion passed unanimously.

The Board entered executive session at 4:56 p.m.

The Board returned to open session at 5:26 p.m.

Trustee Good moved to re-enter executive session with legal counsel for no more than 20 additional minutes. Trustee Winslow seconded. The motion passed unanimously.

The Board re-entered executive session at 5:26 p.m.

The Board returned to open session at 5:50 p.m.

### **ELECTION OF OFFICERS AND APPOINTMENTS FOR 2020**

Following executive session, Chair Howell continued with the appointments for 2020.

- KACCT DELEGATE AND ALTERNATE – Mary Martha Good volunteered to serve as the KACCT Delegate for 2020. Julie Winslow volunteered to serve as alternate.
- BOARD FINANCE COMMITTEE – Lance Lechtenberg and Shelby Smith will serve on the Board Finance Committee for 2020.
- FOUNDATION BOARD LIAISON – Forrest Rhodes volunteered to serve as the Foundation Board Liaison for 2020.
- EDUCATION FACILITIES AUTHORITY OF BUTLER COUNTY – Jim Howell and Doug Law will serve on the Board. Lance Lechtenberg will remain an alternate for 2020.
- CAPITAL PROJECTS TEAM – Julie Winslow and Doug Law will serve on the Capital Projects Team for 2020.

**PUBLIC COMMENT** – NONE

### **STANDING REPORTS**

Student Government Association – Students will return to campus on Thursday for a retreat.

Operational Staff – They are gearing up for the AKCCOP (Association of Kansas Community College Occupational Professionals) Conference Butler is hosting April 1<sup>st</sup> – 3<sup>rd</sup>.

Professional Employees – Dr. Terry Sader introduced himself to the new Board members and explained that while the administration will recognize individual faculty for their accomplishments, he is the representative of the general faculty and professional employees. He reported that the faculty is getting ready to go back in the classroom and the advisors have been busy enrolling students.

Yesterday at Professional Development Days, it was announced that this year's Master Teacher is Robert Carlson, chemistry professor. This award is bestowed on the best of the best each year and selected by the association committee.

Board Finance Committee – Trustee Lechtenberg reported that at the meeting before the Board meeting, revenue and expenses were reviewed and are in line with previous years and the budget. They also received the audit report which was clean and very good news for the college. There were no findings in the federal financial aid as well.

Foundation Board Report – No update this month.

President's Report – Dr. Krull reported that the new Trustees had completed orientation on January 3<sup>rd</sup>. The college is gearing up for the start of the semester. Classes begin next Tuesday and faculty are back this week for Professional Development Days.

Dr. Krull asked the Board to check their calendars and if they were at all available during next Wednesday night's men's basketball game, to please attend. During half-time of the men's game all of Butler's athletes with a 3.5 or better GPA will be recognized on the gym floor.

There is an event February 6<sup>th</sup> sponsored by the Black Student Association, Student Government Association and the Foundation that the public is invited to. Galen Abdur-Razzaq will be performing and sharing about the Civil Rights Movement in the United States at 6:00 p.m. in the Hubbard Welcome Center.

Dr. Krull also shared a list of the Life Enrichment activities sponsored through the Foundation. Life Enrichment is a community program that presents various topics to citizens and is free and open to the public – especially our service center. If Trustees are interested in being on the mailing list, they should email Lora so she can get them added.

Education Facilities Authority Report – Chair Howell did not have a report as they have not met in some time, but Dr. Krull said the administration has been busy working on orientation manuals because the Board will have new members from the city, college and school district coming on board this month.

## MONITOTRING REPORTS – NONE

## BOARD STRATEGIC DISCUSSION – ISSUES AND OPPORTUNITES – NONE

### BOARD ACTION ITEMS

Approval of June 30, 2019 Audit Report – Kim Sherwood asked the Board to approve the June 30, 2019 audit report as prepared by BDK, LLP as presented. Trustee Lectenberg moved to approve the audit report as presented. Trustee Good seconded. The motion passed unanimously.

Approval of NRP with Augusta – The City of Augusta presented the Board with their new Neighborhood Revitalization Program. The changes for this NRP were:

- Except for instances of infill residential development or new construction in a residential subdivision not at capacity, residential properties must have been constructed in 1990 or earlier to be eligible for the NRP. Since the November 4<sup>th</sup> city council meeting, where 1990 was identified as the qualifying year, City staff has received some feedback from citizens who prefer adjusting the qualifying year to 2000 or earlier.
- For infill residential development and new construction in a residential subdivision not at capacity, financial caps on appraised value have been increased from \$250,000 to \$500,000.
- A provision has been added to address **residential** improvements on real property in downtown Augusta with a zoning district classification pertaining to the Main Street District. Such projects are eligible for a 10-year rebate with no financial caps on qualifying increases in appraised value.
- A provision has been added to address **non-residential** improvements on real property in downtown Augusta with a zoning district classification pertaining to the Main Street District. Such projects are eligible for a 10-year rebate with no financial caps on qualifying increases in appraised value.
- A provision has been added to address reinstatements to the NRP when the property owner has been removed from the program for failure to pay ad valorem taxes and/or special assessments. Rather than staff authorizing a reinstatement, an appeal/hearing process has been outlined to put this decision in the hands of the City Council.

The ordinance will expire December 31, 2022.

Trustee Law moved to approve the request from the City of Augusta to enter into an interlocal agreement with the City, Butler County Board of Commissioners and USD 402. Trustee Winslow seconded. The motion passed unanimously.

Approval of Sick Leave Policy – Shelley Stultz presented the Board with revisions to the college sick leave policy because in July 2018 the Board of Trustees and College discontinued employment contracts for Administration and Institutional Support Staff. The purpose of this change was to administer the employment-at-will statute for these positions, and reduce dependency on the fixed term property interest inherent to the constitutional due process provision for State employees. In review of the current sick leave policy we find certain language that is inconsistent with this change and awards benefit based on a contracted term. This language should be removed from the sick leave policy.

The Sick Leave policy is provided with bold text indicating new wording or language and strikethroughs indicate language to be deleted.

## Section 5 – Employment and Payroll Information

### d. Sick Leave

#### **Sick Leave**

##### Full-time Employees

All full-time Administrative/Institutional Support and Operational Staff employees shall receive 120 hours (15 days) of sick leave per year. Employees with less than ten (10) years of service may accumulate up to 720 hours (90 days) unused sick days and employees with more than ten (10) years of service may accumulate up to 960 hours (120 days).

~~After sick leave allowances are exhausted, an Administrative/Institutional Support employee who has been continuously employed with the College for a period of five (5) years or more shall be entitled to one-half (1/2) contract salary for the remainder of the contract year.~~

Trustee Rhodes moved to approve the proposed policy revisions. Trustee Lechtenberg seconded. The motion passed unanimously.

#### **CONSENT AGENDA**

Before approval of the consent agenda, Trustee Winslow requested more information on expenditures of the college. Dr. Krull said that as a Trustee she would receive a monthly report at the first of each month. Trustee Winslow requested that she receive the report that was sent the first of January. Kim Sherwood confirmed that it would be sent to all Trustees.

Trustee Good moved to approve the consent agenda as presented. Trustee Law seconded. The motion passed unanimously. The consent agenda included the following items:

- Approval of Minutes of the Regular Board Meeting of December 10, 2019
- Approval of Bills and Warrants for December 2019 in the amount of \$4,543,064.91 (includes Expenditure Approval List - \$1,801,186.03 and Payroll - \$ 2,741,878.88)

- Approval of Armstrong Chamberlin as Agency of Record in the amount of \$8,500
- Ratification of MOU with the City of El Dorado for the Villa's at Butler Community College
- Ratification of the Agreement with Flute Juice Productions in the amount of \$3,000 paid by the Butler Foundation
- Ratification of the Agreement with Aviso in the amount of \$3,000

**SUPPLEMENTAL INFORMATION**

Key Performance Indicators Update – Submitted by Esam Mohammad

Statement of Revenue & Expenditures – Submitted by Kim Sherwood

Thank You Notes – Ted & Barb Dankert

Board Calendars

<b>BOARD OF TRUSTEES CALENDAR OF ACTIVITIES JANUARY – FEBRUARY</b>
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<b>PDD Social Hour with Faculty</b>	Monday, January 13, 4:00 p.m. Clifford/Stone Room	<b>ALL TRUSTEES</b>
<b>January Board Finance Committee</b>	Tuesday, January 14, 3:30 p.m. President's Conference Room	<b>Ron Engelbrecht Lance Lechtenberg</b>
<b>January Board Meeting</b>	Tuesday, January 14, 4:30 p.m. Dankert Board Room	<b>ALL TRUSTEES</b>
<b>Andover Chamber Annual Dinner</b>	Thursday, January 23, 6:00 p.m. Terradyne Country Club	<b>TBD</b>
<del>February Board Finance Committee</del> <b>Tour of 5000 Building Remodel</b>	Tuesday, February 11, 3:30 p.m. Andover 5000 Building, Grizzly Den	<b>ALL TRUSTEES</b>
<b>February Board Meeting</b>	Tuesday, February 11, 4:30 p.m. Grizzly Den, Andover 5000 Building	<b>ALL TRUSTEES</b>

<b>2019-2020 Board Meeting Dates</b>
Tuesday, January 14, 2020
Tuesday, February 11, 2020 <b>Grizzly Den, BOA 5000</b>
Tuesday, March 10, 2020
Tuesday, April 14, 2020
Tuesday, May 12, 2020
Tuesday, June 9, 2020 <b>Grizzly Den, BOA 5000</b>
Tuesday, July 14, 2020

**LOOKING AHEAD**

<b>March Board Finance Committee</b>	Tuesday, March 10, 3:30 p.m. President's Conference Room	<b>TBD</b>
<b>March Board Meeting</b>	Tuesday, March 10, 4:30 p.m. Dankert Board Room	<b>ALL TRUSTEES</b>
<b>April Board Finance Committee</b>	Tuesday, April 14, 3:30 p.m. President's Conference Room	<b>TBD</b>
<b>April Board Meeting</b>	Tuesday, April 14, 4:30 p.m. Dankert Board Room	<b>ALL TRUSTEES</b>

**Spring 2020 ACTIVITY CALENDAR**

Professional Development Days (PDD)	January 13-17
Dr. Krull PDD Social Hour	Mon, January 13 @ 4:00 p.m. Clifford Stone Room
Basketball v Allen County (home)	Wed, January 15 Women @ 5:30 p.m. Men @ 7:30 p.m.
Spring Intersession Ends	Fri, January 17
New Adjunct Orientation (BOA 5000)	Sat, January 18
Basketball v Independence (away)	Sat, January 18 - TBA
Martin Luther King, Jr. Holiday – COLLEGE CLOSED	Mon, January 20
Spring Semester Begins	Tue, January 21
Basketball v Neosho County (away)	Wed, January 22 Women @ 5:30 p.m. Men @ 7:30 p.m.
E.B. White Gallery of Art Anthony Marshall Exhibit Reception	January 24 – February 27  Thur, January 30 @ 6:00 p.m.
Music Theatre Choral Festival	Wed, January 29 9:00 a.m. – 3:30 p.m.
Basketball v Cowley County (away)	Wed, January 29 Women – TBA Men @ 7:30 p.m.
Basketball v Coffeyville (home)	Sat, February 1 Women @ 1:00 p.m. Men @ 3:00 p.m.
Student Forums	Wed, February 5 BOA – 11:30 a.m. BOE – 6:00 p.m.
Basketball v Cloud County (home)	Wed, February 5 Women @ 5:30 p.m. Men @ 7:30 p.m.
Second Saturday Training (BOA 5000)	Sat, February 8



Basketball v Allen County (away)	Sat, February 8 Women – TBA Men @ 4:00 p.m.
Basketball v Independence (away)	Mon, February 10 Women @ 5:30 p.m. Men @ 7:30 p.m.
Basketball v Neosho County (away)	Wed, February 12 Women – TBA Men @ 7:30 p.m.
Employee Forums	Thur, February 13 BOA – 11:30 a.m. BOE – 2:00 p.m.
Spring Census Day (20 <sup>th</sup> Day)	Mon, February 17
Foundation Board of Dir. Meeting	Tue, February 18 @ 4:00 p.m.
Basketball v Cowley County (away)	Wed, February 19 Women @ 5:30 p.m. Men @ 7:30 p.m.
Basketball v Coffeyville (away)	Sat, February 22 Women – TBA Men @ 7:00 p.m.
Children's Theatre <i>Uniquely Frank: An Alvin the Alligator Story</i>	Sat, February 22 @ 2:00 p.m.
Butler Kids' Show Choir Spectacular	Sat, February 22 @ 6:30 p.m.
Men's Basketball Region VI First Round	Wed, February 26 - TBA
Student Forums	Mon, March 2 BOA – 11:30 a.m. BOE – 6:00 p.m.
Vocal Concert <i>I've Got Music!</i>	Thur, March 5 @ 7:30 p.m. Fri, March 6 @ 7:30 p.m. Sat, March 7 @ 2:00 & 7:30 p.m.
E.B. White Gallery of Art Kevin Kelly Exhibit Reception	March 5 – April 8  Thur, March 26 @ 6:00 p.m.
Butler Benefit Auction	Fri, March 6 @ 6:00 p.m.
PTK Luncheon & KACCT Quarterly Meeting Ramada Topeka Downtown	Thur, March 12
Spring Break – NO CLASSES	March 16-20
Employee Forums	Wed, March 25 BOA – 11:30 a.m. BOE – 2:00 p.m.
Institutional Development Day (IDD) – NO CLASSES	Thur, April 9
Good Friday – COLLEGE CLOSED	Fri, April 10
Student Forums	Thur, April 16 BOA – 11:30 a.m. BOE – 6:00 p.m.

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

### **ADJOURNMENT**

Trustee Lechtenberg moved that the Board meeting be adjourned. Trustee Winslow seconded. The motion passed unanimously. The regular meeting of January 14, 2020 was adjourned at 6:31 p.m.

### **WORK SESSION**

Immediately following the meeting, the Board recessed into a work session.

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Doug Law – Secretary