



BUTLER COMMUNITY COLLEGE
BOARD OF TRUSTEES
REGULAR BOARD MEETING
4:30 p.m., Tuesday, November 10, 2020 – Dankert Board Room

3:30 p.m. Board Finance Committee Meeting – President’s Conference Room.

4:30 p.m. Regular Board Meeting – Dankert Board Room, Upper Level of the Hubbard Welcome Center, 901 S. Haverhill Road, El Dorado, Kansas.

Executive Session – Not to exceed 30 minutes for consultation with legal counsel regarding real estate to include Dr. Krull, Kent Williams, Lori Winningham, Ray Connell and the Board

Budget Work Session – to immediately follow the Regular Board Meeting

- I. **CALL TO ORDER**
- II. **APPROVAL OF AGENDA**
- III. **EXECUTIVE SESSION** ----- 3
- IV. **RECOGNITIONS** ----- 4
- V. **PUBLIC COMMENT**
If you wish to address the Board during Public Comment, please complete this form: <https://bit.ly/3b36GXj>
- VI. **STANDING REPORTS**
 - A. Student Government Association Report – Kiersten Kamholz
 - B. Operational Staff Report – Lisa Bolin
 - C. Professional Employees Report – Terry Sader
 - D. Board Finance Committee Report –Lance Lechtenberg, Shelby Smith
 - E. Foundation Board Report – Forrest Rhodes, Kim Krull
 - F. President’s Report – Kim Krull
 - G. Education Facilities Authority Report –Jim Howell, Doug Law, Kim Krull

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EXECUTIVE SESSION

TRUSTEE MOTION: By _____

Mister Chair I move that the Board recess into executive session for consultation with legal counsel in regards to acquisition of real estate to include the Board, Dr. Kim Krull, Kent Williams, Lori Winningham, and Ray Connell with action to follow as appropriate.

The open meeting will resume here in the Dankert Board Room in 30 minutes.

CALL FOR A SECOND: Trustee _____

CALL FOR A VOTE

ENTER EXECUTIVE SESSION @ _____ P.M.

RETURN TO OPEN SESSION @ _____ P.M.

ANY ACTION REQUIRES A MOTION, SECOND, and VOTE

NOVEMBER BOARD RECOGNITIONS

- **Donation of Car** – Rusty Eck Ford
- **Donation of Diesel Engine and Transmission** – Foley Tractor
- **NCLEX Pass Rate** – Nursing Department
- **National Council for Marketing and Public Relations Medallion Awards** – Kellee Kruse, Noah Stewart, Mara Stewart, Micah Streeter, James Schisler, Rodney Dimick, and Andy Jacques

MONITORING REPORTS

BOARD OF TRUSTEES REPORT DIVISION of ONLINE, HIGH SCHOOL AND COMMUNITY LEARNING November 2020

Dean: Heather Rinkenbaugh

Associate Dean: Dr. Donnie Featherston

Administrative Assistant: Debbie O'Bryan

Administrative Assistant: Lisa Bolin

The Online, High School and Community Learning (OHCL) division is diverse in service and location providing quality support and service to faculty, staff, students, and our communities through our programs, services, and sites. The OHCL Division consists of Educational Technology, the Early College Academy, High School Academic Partnerships, the Butler Service Center, and Butler sites at McConnell Air Force Base, Rose Hill, Marion, and Council Grove.

The Online, High School, and Community Learning division is responsible for the development, implementation, supervision, and assessment of all delivery systems, support services, and resources within each department and site. The OHCL division continues to support the College's mission of developing lifelong learners and to contribute to the vitality of our communities through partnerships with local high schools, Early College Academy pathways, online course development, access and operation of our CANVAS LMS, and programs and services for our service area and military. The OHCL Dean serves as a member of the Strategic Enrollment Management Team (SEMT), assisting in the development of strategies for increased recruitment, enrollment, and retention efforts. The OHCL Dean also serves on the Inclusion Council, chairing the Sensitivity-Based Training action team that is responsible for carrying out trainings for faculty and staff. The Associate Dean continues to lead the Early College Academy staff, serves as the director for all pathways located off campus, and collaborates with the Faculty Development Team to provide insight and training tailored to the high school student.

The OHCL Division works collaboratively with all divisions and departments within Academics and Student Services to successfully extend learning opportunities to our county, designated service area, and region. Additionally, we support the functionality of CANVAS, our learning management software for all Butler students, faculty, and staff. Amid an unprecedented year, the OHCL has been critical to Butler's ability to shift to remote operation and return to the classroom in August.

Educational Technology

Director: Dr. Haylee Dass

Assistant Director: Brian Dye

Instructional Designer: Vacant

Instructional Technology Specialist: Michael Donovan

Instructional Technology Specialist (PT): Hilary Williams

CANVAS Systems Administrator: Julie Smith

Program mission

The Educational Technology department is committed to providing faculty, staff, and students with high-quality service and support for the institution's learning management system (LMS). We are committed to providing professional development and training for Butler faculty regarding the creation and application of high-quality online pedagogy and educational technologies.

Key processes

- Provide support and maintenance for the institution's Learning Management System used by all faculty/staff/students both in training and academic courses at the college.
- Provide support for 3rd party integrations and various educational technologies used within the Learning Management System.
- Develop and provide training for the integration and use of the institution's LMS and various other educational technologies.
- Provide instructional design services to develop and maintain courses and programs for the college.
- Develop and provide training regarding instructional design and best practices in online/blended education.

Department highlights

- Partnered with faculty development to deliver high quality training during Professional Development Days and other institutional events for faculty (2nd Saturday, IDD, group/one-on-one trainings).
- 74 faculty/staff have completed Intro to Canvas 19-20 training
- 63 faculty/staff have completed Intro to Online/Blended Teaching 19-20 training
- 155 faculty have completed our Special Topics workshops 19-20
- 206 faculty/staff have completed Accessibility Training 19-20
- Accessibility Training is offered externally, generating revenue for Butler.
- 73 master courses have been created in AY20 compared to 51 in AY19.
- 21 master courses currently in development
- 18 degree/certificate programs have been added online (29 total current degree/certificate programs offered online).
- Ed Tech staff completed Trusted Tester training with the Department of Homeland Security and has one certified Truster Tester on staff.
- Have partnered with academic divisions/faculty and the Textbook Affordability Team to develop/adopt Open Educational Resources.
- Presented at several local and regional conferences regarding instructional design processes and accessibility.

Goals

- Increase the number of online degrees/certificates.
- Increase the number of individual online course offerings.
- Continue to expand on partnerships with key stakeholders supporting online/blended students.

Challenges

- Staff to workload ratio.
- Budget for technology related tools/resources.

Enrollment/Facts

- 44,014 credit hours in online enrollment for AY20, AY19 was 47,892 credit hours.
- Fall 2020 online enrollment 28,529, Fall 2019 was 23,675 credit hours.

Early College Academy

Associate Dean: Dr. Donnie Featherston

Administrative Assistant: Lisa Bolin

Director (Rose Hill): Andrea Gartman

Office Manager (Rose Hill): Catherine Hoefler

Director (Andover): Vacant

Program mission

The Early College Academy seeks to provide a directed college experience for high school students and to assist them in furthering their higher educational goals.

Key processes

- Create new and relevant pathways throughout our service area.
- Interact with high schools to understand the needs and interest of students and communicate relevant opportunities at Butler.
- Build new and foster existing relationships with high schools in the region.
- Ensure an unmatched educational environment for students grow and the ECA population to expand.
- Develop and maintain course plans appropriate for each pathway and degree offered within the Academy.
- Work closely with Academic departments to ensure pathways align with larger institutional goals and best practices.
- Regularly interact, counsel, and direct high school students within the program to ensure student success and completion.

Department highlights

- 2019-2020 initiation of Culinary pathway at Augusta. Students learn in a state-of-the-art kitchen (thanks to the USD 402 and OPAA! partnership) from skilled and credentialed faculty from our Culinary Arts program.
- Hosted 2 open houses at Andover and Rose Hill to share ECA opportunities with parents and prospective students.
- ECA staff attended parent-teacher conferences at partner high schools to provide information on student progress and success within the ECA program.
- Increased presence with partner high schools through information sessions, visits to summer programs, and school board meetings.

- Amidst COVID-19, 83 students graduated high school and the ECA, earning over \$1.3M in scholarship offerings to attend 4-year institutions.
- ECA model shifted from individual academies to a single academy with pathway options to better align with the institution and to allow the opportunity to shift based on needs.
- Developed the Welding pathway for students to earn their Welding Technology Certificate and prepare for AWS certification. This program is also 100% Excel in CTE funded.
- Successfully tested and enrolled students for the ECA despite COVID-19.
- Despite COVID-19 and not being able to recruit in person, the ECA successfully recruited 117 new year-one students and retained 110 year-two students.

Goals

- Create and implement a Construction Technology pathway in partnership with Rose Hill.
- Further research and gauge interest in an Agriculture pathway.
- Grow existing pathways, augmenting offerings where necessary to ensure we are meeting student needs.
- Explore opportunities to partner with CAPS in Andover to provide ECA opportunities at their location.
- Partner with STEM to further develop and explore offering culinary classes to the community at our ECA location in Augusta.
- Enhance communication between ECA staff and high school partners in relation to student progress in the program.
- Provide specialized training for Butler faculty who teach in the ECA.

Challenges

- Continuing to revise ECA schedules to meet the needs of interested students as they balance their high school schedules.
- Increased turn-over in high school counselors and maintaining communication of program opportunities and student progress.

Enrollment/Facts

- Recruited 117 new year-one students despite COVID-19, fall 2019 was 117.
- Weekly grade checks went out to 21 area high school counselors, totaling 410 individual grade reports over the academic year.
- Graduated 83 students in 2020, 2019 the ECA graduated 69 students.
- Retained 94% of the 2019-2020 year-one cohort with 110 returning for year-two.
- ECA generates over 3,400 credit hours for the institution as all ECA students take an average of 15 credit hours.

High School Academic Partnerships

Director: Loni Jensen

Office Coordinator: Jana Porter

Program mission

High School Academic Partnerships exists to extend the quality and rigor of the Butler experience to area high schools through Concurrent Enrollment Partnerships and to promote Butler as a strong post-secondary option after high school.

Key processes

- Conduct student and parent information sessions to provide detail and guidance on enrollment options and processes.
- Provide on-site all elements of the enrollment process.
- Maintain strong relationship with partner high schools to ensure efficiency in the enrollment process and to help ensure student success.
- Coordinate course and program articulation agreements with high schools across the designated service area and state.

Department highlights

- Quickly and successfully migrated enrollment processes online amidst the pandemic.
- Worked with all partner high schools to navigate varying high school return plans and schedules.

Goals

- Continue to seek out ways to increase access for high school students.
- Increase high school dual enrollment.
- Collaborate with other departments on campus to increase high school student matriculation.

Challenges

- Increased turnover rate in high school counselors.
- Geographical diversity of student base in relation to access.

Enrollment/Facts

- 105 placement tests proctored in July and August for high school students during remote operation (in collaboration with ECA Associate Dean).
- 5,722 credit hours through concurrent enrollment in AY20, 2,455 credit hours for fall 2020.
- Fall 2019, 1,424 high school students took 9,899 credit hours and were supported by our high school staff (includes: Early College Academy, Butler of Flint Hills, & High School Academic Partnerships & Academic Advising).
- Fall 2020, 1,265 high school students are taking 8,889 credit hours and are supported by our high school staff (includes: Early College Academy, Butler of Flint Hills, & High School Academic Partnerships & Academic Advising).

Butler of the Flint Hills (Marion & Council Grove)**Director: Amy Kjellin**

Learning Community Resource Coordinator: Vacant

Office Coordinator (Council Grove): Michelle Turkovic

Academic Advisor (Council Grove) (PT): Veronica Tischhauser

Academic Advisor (Council Grove) (PT): Janet Hesterman

Program mission

Butler of the Flint Hills partners with students and stakeholders in Marion, Morris, and Chase counties to provide access to course work, student services, and career training in an environment that supports a quality learning experience to support student transition to the workforce or to further their educational goals.

Key processes

- Support Flint Hills designated service area high schools with dual enrollment options.
- Provide well-trained allied health workers for the area facilities.
- Recruit and train adjunct instructors who align with the goals and mission of the college and who have content expertise.
- Engage adjunct faculty in professional development opportunities and resources.
- Extend enrollment services to students in the area.

Department highlights

- Expansion in CTE credential attainment in allied health courses.
- Successful in-person clinical sites for allied health courses amidst the pandemic.
- Expanded advising and testing capabilities through use of Zoom.
- Established targeted videos and campaigns to encourage enrollment growth for summer and fall.
- Collaboration with other Butler sites to create access for smaller communities of students.
- Continued collaboration with a local donor to create scholarships for students in need.
-

Goals

- Increase options for students in our service area high schools.
- Add EMT as a regular part of available curriculum.
- Increase student access to key high school programs through virtual options.
- Continue to increase allied health credentialing options for the region.

Challenges

- Shrinking populations and financial burdens create challenges for student recruitment.
- Technology needs in rural high schools and student homes.
- Finding qualified and credentialed instructors.

Enrollment/Facts

- 1,572 credit hours generated in the Flint Hills in AY 20, 859 credit hours for fall 2020.

- Fall 2019, 1,424 high school students took 9,899 credit hours and were supported by our high school staff (includes: Early College Academy, Butler of Flint Hills, & High School Academic Partnerships & Academic Advising).
- Fall 2020, 1,265 high school students are taking 8,889 credit hours and are supported by our high school staff (includes: Early College Academy, Butler of Flint Hills, & High School Academic Partnerships & Academic Advising).

Butler of McConnell / Butler Service Center

Director: Erika Gestring

Office Manager: Dee Mabe

Enrollment Assistant (PT): Linda Jacobelli

Enrollment Assistant (PT): April Sanders

Registration/Evening Coordinator: Molly Simpson

Program mission

Butler of McConnell exists to support the service men and women, their dependents, and the surrounding communities in achieving their educational goals.

Key processes

- Support military, their dependents, and area community members with educational options on McConnell Air Force Base.
- Administer CLEP and DSST testing on base.
- Collaborate with McConnell AFB to complete background checks and paperwork for base access for students, faculty, and staff.
- Assist the College with placement testing and enrollment in classes at Butler campuses.
- Support faculty teaching at McConnell AFB.

Department highlights

- While the Butler Service Center does not host classes, they do assist with enrollment and from March 2019 to March 2020 contributed an estimated \$2M in tuition and fee revenue for Butler.
- Butler participates in events on base to promote Butler programs and classes as available.

Goals

- Increase enrollment on base.
- Continued conversations with McConnell to adjust to training/education needs.
- Continued development of marketing strategy and location on base for promotion.
- Increase enrollment events at the Service Center.

Challenges

- Access to base is more complex than it used to be.
- Marketing opportunities are limited on base and are not included in the MOU.
- Finding balance between COVID-19 flexibility and MOU.

Enrollment/Facts

- 1,786 credit hours generated at McConnell in AY 20, 1,619 in AY 19
- 417 credit hours enrolled for fall 2020 – COVID impacted enrollment compared to 936 credit hours in fall 2019.
- Continue to serve the greater institutional need for enrollment services at the Service Center.

Sabbatical Leave Report

Kerry L Fahnestock,

Department of Biology, STEM Division

Purpose

The purpose of the sabbatical that I was granted in the Fall of 2019 was to complete educational research and fulfill my obligations for the NSF funded program Community College Scholarship of Teaching and Learning Scholars Initiative (CREST) that I had become a part of in the summer of 2018.

Accomplishments

I refined the Cerego platform for both my Anatomy and Physiology II (which was the main focus of the sabbatical and research) as well as my Anatomy and Physiology I course. BI 227 and BI 226 are now both well adapted and aligned with the course objectives that we have set up as a department at Butler Community College.

I completed the 3 Microsoft Certification programs that I had sought to finish, which allowed me to master the 3 Microsoft programs that I needed the most to finalize this project: Word, Excel and PowerPoint. As a teaching professional, the shortcuts and navigation tools that I have learned through those certifications continue to help me daily.

I analyzed the data that I had from two semesters prior to my sabbatical leave, and I made some interesting conclusions to my research project titled “Evaluating the use of an online tool to increase retention of material in the community college classroom”. Unfortunately, concerns regarding the ability to retain the integrity of the comprehensive final exam during the move to

the online format in the Spring of 2020 urged the Biology department to forego the issuing of the departmental final. As a result, I was not able to include the additional semester of data into the final analysis, which included the semester that I was hoping would be the most telling, as it would have been the only semester to use the Cerego platform after the refining process. However, data from the prior semesters, where the platform was not 100% aligned with our course objectives, still shows a dramatic increase in performance on the comprehensive final.

I successfully fulfilled my obligations to the CREST program, though I continue to remain a part of the cohort as I explore other avenues of teaching research. This process has sparked a great interest in educational research, which I plan to dedicate more time towards once things “go back to normal”

Impact on Teaching

Though I now have two courses prepared in the Cerego platform, BI 226 and BI227, I am disappointed to report that, as a department, we will not be able to use these products, at least for the near future. The decision was made at the end of the Spring 2020 semester to move to the McGraw-Hill Inclusive Access package. McGraw-Hill has their own version of adaptive learning software. Due to the low-cost option to the students, my colleagues and I are currently exploring the products that McGraw-Hill offers. My preliminary opinion is that these products are far inferior to what Cerego offers, as they do not offer the malleability that Cerego extends. However, I much appreciate the option of students having immediate access to their course materials from Day 1 of class.

Specific products or Outcomes:

I attempted to present my finding at both the Professional Development Days (PDD) event in April of 2020, as well as the Institutional Development Days (IDD) event in August of 2020. I was scheduled to present at both events, however, the PDD event was cancelled altogether and the IDD event was moved to an online format.

I submitted an abstract for the Society for the Advancement of Education Research (SABER) conference in Twin Cities, Minnesota to be held in July of 2020. That abstract was accepted, however the conference was moved to a virtual format of which poster presentations were not included.

I also submitted an abstract proposal to the Human Anatomy and Physiology Society (HAPS) for a poster presentation at their International Conference, which was to be held in Ottawa, Ontario on May 23rd through May 27th, 2020. That abstract was also accepted, however the conference was cancelled due to the Covid-19 pandemic. However, the abstract was published in the special edition of the *HAPS Educator* this past summer.

BOARD STRATEGIC DISCUSSION – ISSUES AND OPPORTUNITIES

TOPIC for INFORMATION Report for COVID-Related Grant Funds

REPORT:

The following summaries are updates on each of the COVID related grant opportunities as reported by the CARES Team. Weekly meetings are held to discuss the status of each of the COVID related grants as well as to review requests for funding.

CARES Act – Student Funds: All funds have been disbursed by Butler Community College to students in accordance with the regulations of the grant. Reporting on the funds is available on the Butler website. Financial Aid has been in contact via email to students who have not yet cashed their check to see if any student funds have been returned to Butler so that they can be reallocated. Note: approximately \$20,000 has not yet been cashed by the students. The CARES Institutional funds are spent as a match to the Student Aid funds – Butler is not able to allocate/spend more in institutional funds than what is spend on student aid.

CARES Act – Institutional Funds: CARES Team is still receiving requests and evaluating each item at our weekly meetings. A needs list is assembled for these funds in conjunction with SPARK fund requests. The amount expended to date is \$1,467,954.80 which is approximately 81% of the awarded funds. The remaining balance of \$348,856.31 is allocated for expenses as shown on the provided spreadsheet.

SPARK Funding from Butler County: Reporting for the SPARK grant includes uploading each invoice associated with the funding received from the county into the SPARK Smartsheet provided by the county. The CARES team has uploaded all invoice and payment information as requested. First phase allocation totaled \$130,697.10. The expenditures for this funding are as noted on the provided spreadsheet It is anticipated that a second phase will open through the county. The CARES team has been working diligently to keep a needs/request list so that if additional funding becomes available, we are ready to submit a request for funding.

Corona Virus Relief Fund: Butler was allocated \$581,379.00 and has \$9,224.42 as a balance remaining in this fund. Similar to the other grants, as additional requests come in, the CARES Team is evaluating each request to determine if they fit the parameters of the grant. The focus of this funding to date has been centered around technology needs for remote student learning as well as health and safety items. Health and safety items include COVID tests and air purifiers/scrubbers. The CRF fund was also used to support Academic needs for online test proctoring.

FEMA: At this time, no request has been made to FEMA as they are intended to be final level of funding once all other funds available have been utilized. We are keeping consistent contact with our FEMA representative and making sure to ask questions on

potential funding items should there be a need to utilize FEMA funding. This funding will be available until 60 days following the end of the disaster declaration for the pandemic. At this point, there is no end date determined.

Submitted by: Jaime Goering, Director of Resource Development
Supervisor: Esam Mohammad, Assoc. VP of Institutional Research
Date: October 28, 2020

Butler Community College
 COVID Funding Sources & Uses
 10.21.2020 Update

COVID Funding	Type	Award	Allocated Expenses	Balance left to Allocate	Expended to Date	Balance to Expend
CARES Act Student Aid Funding	Federal	1,815,966.00	1,815,966.00	(0.00)	1,815,966.00	-
CARES Act Institutional Funding	Federal	1,815,966.00	1,816,811.11	(845.11)	1,467,964.80	348,856.31
SPARK Funding	County	130,697.10	130,697.10	-	130,697.10	-
Coronavirus Relief Fund (SPARK)	State	581,379.00	572,154.58	9,224.42	96,373.00	476,781.58
FEMA (Note 1)	Federal	-	-	-	-	-
Total		\$ 4,344,008.10	\$ 4,335,628.79	\$ 8,379.31	\$ 3,509,990.90	\$ 826,637.89

Needs List \$ 602,882.17

Note 1 - Cannot access FEMA funds until all other COVID funding is expended.

Other COVID Relief Grants/Funding applied for:
 Every Grant - Applied/not selected
 Kansas Health Foundation - childcare related/did not apply due to closing of EduCare
 KAPLAN Early Childhood Grant - childcare related/did not apply due to closing of EduCare
 IREPO Grant - Butler does not qualify - amount awarded for CARES funding exceeded limit.

CARES Institutional Funding
 Institution: Butler Community College

CARES Institutional Funding Award	1,815,966.00
Budgeted Expenses	1,816,811.11
Balance	(845.11)

Account Number: 2126-347-xxx-xx-x-xxx

Deadline to Spend: February 2021 - Team would like to spend by 12/31/20

Description	Budget Officer	Budgeted	Spent to Date	Balance
Residence Hall/Meal Plan Refunds	Accounting - reclassified	411,401.00	411,401.00	-
Bookstore Shipping Refunds	Accounting - reclassified	4,328.00	4,328.00	-
Security Staff Overtime/Hazard Pay	Accounting - reclassified	8,377.00	8,377.00	-
Food Service contract	Accounting - reclassified	36,748.00	36,748.00	-
Services - virtual graduation	Accounting - reclassified	592.00	592.00	-
Mileage	Accounting - reclassified	42.00	42.00	-
Postage for Mailing CARES student aid	Accounting - reclassified	440.00	440.00	-
Hotspot Services	Accounting - reclassified	3,133.00	3,133.00	-
Internet/Bandwidth	Accounting - reclassified	140.00	140.00	-
Office Supplies/Teaching & Lab Supplies	Accounting - reclassified	477.00	477.00	-
Equipment	Accounting - reclassified	3,186.00	3,186.00	-
Legal Fees	Accounting - reclassified	945.00	945.00	-
Custodial/Maintenance Supplies	Accounting - reclassified	13,851.00	13,851.00	-
Software	Accounting - reclassified	10,168.00	10,168.00	-
Additional Library online resources	Accounting - reclassified	1,338.00	1,338.00	-
Culinary Arts - course fee refunds	Accounting - reclassified	6,520.00	6,520.00	-
Athletics Gate Receipts revenue loss	Accounting - reclassified	6,242.00	6,242.00	-
Room Rental revenue loss	Accounting - reclassified	2,300.00	2,300.00	-
Testing Center revenue loss	Accounting - reclassified	3,734.00	3,734.00	-
Athletics Concession Sales loss	Accounting - reclassified	2,057.00	2,057.00	-
Bookstore Clothing & Soft goods revenue loss	Accounting - reclassified	24,557.00	24,557.00	-
Childcare Services Revenue loss	Accounting - reclassified	131,563.00	131,563.00	-
Online Fee refunds to students - Spring 2020	Accounting - reclassified	795,583.00	795,583.00	-
Disinfecting foggers to be used until sprayers are obtained	Ireland	1,500.00	-	1,500.00
Various Custodial Supplies	Ireland	50,000.00	-	50,000.00
Telephone (Hotspots)	Bill Y	75,190.80	-	75,190.80
VDI Solution - accessibility to anything regardless of device	Bill Y	95,000.00	-	95,000.00
Chat Bot License - 1st year	Bill Y	45,000.00	-	45,000.00
Facilities Contingency - PPE, cleaning supplies, equipment (approved 9/30/20)	Ireland	7,500.00	-	7,500.00
Electrostatic Sprayers for Stadium	Ireland	4,500.00	-	4,500.00
Training tables for the athletics department to be able to social distance athletes	Ireland/Athletics	6,500.00	-	6,500.00
Melting Point Apparatus for Chemistry Lab to Promote Social Distancing in the Chemistry Lab (Qty. 4)	Lori	3,898.31	-	3,898.31
COVID Signs (not approved???)	Heather R	-	232.80	(232.80)
Honorlock Software - Fall Subscription	Lori	60,000.00	-	60,000.00
		1,816,811.11	1,467,954.80	348,856.31

Institution: Butler Community College

Award	130,697.10
Budgeted Expenses	130,697.10
Balance	-

Account Number: 2305-349-xxx-xx-x-ELD

Deadline to Spend: 12/31/20

Use of Funds	Budget Officer	Budget	Spent to Date	Balance
Ambitex Nitrile Gloves	Ireland	12.02	12.02	-
Spray Bottles for Cleaning on Campus in Classrooms	Ireland	16.80	16.80	-
Personal Dry Erase Set for instructors	Lori	19.60	19.60	-
Personal Dry Erase Set for instructors	Lori	37.50	37.50	-
Equipment	Ireland	67.64	67.64	-
Plexiglass Chain and Other Supplies	Ireland	96.94	96.94	-
Nitrile Gloves - Andover Campus	Ireland	99.00	99.00	-
Equipment	Ireland	108.70	108.70	-
Equipment	Ireland	109.48	109.48	-
Nitrile Gloves	Ireland	131.22	131.22	-
Equipment	Ireland	139.80	139.80	-
Equipment	Ireland	149.44	149.44	-
Equipment	Ireland	159.90	159.90	-
Personal Dry Erase Set for instructors	Lori	165.30	165.30	-
Spray Bottles for Cleaning on Campus in Classrooms	Ireland	262.50	262.50	-
Henry Schein Digital Thermometers (12 per Box)	Campus Health	284.10	284.10	-
Personal Dry Erase Set for instructors	Lori	322.32	322.32	-
Equipment	Ireland	324.40	324.40	-
COVID Information Mailer to Students	Student Services	345.00	345.00	- PO in 2126-347
Equipment	Ireland	389.91	389.91	-
Equipment	Ireland	497.98	497.98	-
Equipment	Ireland	538.31	538.31	-
Nitrile Gloves - Andover Campus	Ireland	600.00	600.00	-
Custodial Supplies for Disinfecting on Campus	Ireland	619.60	619.60	-
Equipment	Ireland	699.90	699.90	-
Equipment	Ireland	766.70	766.70	-
Equipment	Ireland	879.32	879.32	-
Equipment	Ireland	1,623.36	1,623.36	-
Equipment	Ireland	2,120.50	2,120.50	-
Infrared No Touch Thermometers	College Health	2,200.00	2,200.00	-
Equipment	Ireland	2,536.80	2,536.80	-
Equipment	Ireland	2,703.00	2,703.00	-
Shields for Bookstore Cashier Area on Andover Campus	Ireland	3,077.54	3,077.54	-
Equipment	Ireland	3,152.86	3,152.86	-
Equipment	Ireland	3,863.84	3,863.84	-
Equipment	Ireland	4,355.97	4,355.97	-
Equipment	Ireland	4,816.85	4,816.85	-
Equipment	Ireland	20,994.00	20,994.00	-

Equipment	Ireland	20,994.00	20,994.00	-
Equipment	Ireland	21,615.00	21,615.00	-
Equipment	Ireland	28,800.00	28,800.00	-
				-
				-
		130,697.10	130,697.10	-

Institution: Butler Community College

Award
Expenses
Balance

581,379.00
572,154.58
9,224.42

Account Number: 2228-348-xxx-xx-x-xxx
Deadline to Spend - 12/31/20

Use of Funds	Budget Officer	Budget	Spent to Date	Balance
Webcams (Qty. 200)	Bill Y	8,014.00	-	8,014.00
Laptops for Checkout (Qty. 125)	Bill Y	100,000.00	65,373.00	34,627.00
Student Chromebooks (Qty. 500)	Bill Y	125,000.00	15,000.00	110,000.00
Audio/Video Switch	Bill Y	3,110.40		3,110.40
Internet/Bandwidth	Bill Y	139.98		139.98
Projector/Document Camera with Microphone for Distance Learning (Qty. 30)	Bill Y	6,089.70		6,089.70
Lecture Recording Studios (4 studios)	Bill Y	28,000.00		28,000.00
Information Services expenses (equipment/hotspots)	Bill Y	30,000.00		30,000.00
AHU Air scrubbers/Air Purifiers w/Local Vendor install	Ireland	125,050.50		125,050.50
Honorlock Spring/Summert (S. Covert) for remote testing	Accounting/reclass	5,000.00		5,000.00
COVID Tests (50)	Dr. Krull/Jaime	5,000.00	5,000.00	-
COVID Testing - Students and Staff	College Health	105,000.00		105,000.00
COVID Tests - Student Health Center request 10/7	College Health	20,000.00	10,000.00	10,000.00
Radio Station equipment/software upgrade for student learning	Bill Y	5,000.00		5,000.00
MOS Certification Software for remote testing	Lori/Academics	6,750.00		6,750.00
				-
				-
				-
		572,154.58	95,373.00	476,781.58

Needs List

Description
Summer Camps Food Service Revenue Loss (July/August)
Summer Camps Residence Hall Revenue Loss (July/August)
Event-Stadium Cleaning W/Local Vendor
Mental Health Professional to assist students upon arrival to campus
Plastic Lab Chairs for better disinfecting to promote public health (Qty. 82)
Plastic Common Area/Waiting Area Chairs for better disinfecting to promote public health (Qty. 41)
Plastic Student/Guest Chairs for better disinfecting to promote public health (Qty. 196)
Plastic Classroom Chairs for better disinfecting to promote public health (Qty. 1008)
Plastic Instructor Chairs for better disinfecting to promote public health (Qty. 168)
Update Table tops with laminate so they are less porous for better cleaning to promote public health (Qty.
Plastic Instructor Chairs for better disinfecting to promote public health (Qty. 84)
Replace water fountains with touchless bottle/fountains (Qty. 42)

BOARD ACTION ITEMS

NONE

CONSENT AGENDA



- Let's Take Tomorrow -

**BUTLER COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES OF THE REGULAR BOARD MEETING
4:30 p.m., October 13, 2020 – Kanza Meeting Room**

STAFF ATTENDANCE

Lora Jarvis	Kim Krull
Matt Jacobs	Bill Young (Z)
Lori Winningham (Z)	Kent Williams (Z)
Esam Mohammad (Z)	Terry Sader (Z)
Shelley Stultz (Z)	Mel Whiteside (Z)
Mark Jarvis (Z)	Phil Speary (Z)
Lisa Bolin (Z)	Loni Jensen (Z)
Tom Borrego	Bill Rinkenbaugh
Jessica Ohman	Kelly Snedden
Lynn Umholtz	Ireland Turner
Heather Rinkenbaugh	Jake Kenney
Lori Moshier	Tiffany Rhodes
Mary Moon	Megan Chambers
Monica Zavala	

BOARD ATTENDANCE

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

Not Present
Mary Martha Good

** (Z) Denotes attendance via Zoom

GUESTS

Ray Connell

CALL TO ORDER

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

APPROVAL OF THE AGENDA

Trustee Law moved to approve the agenda as presented with the addition of Item VIII C ratification of Mbition Agreement. Trustee Lechtenberg seconded. Lora Jarvis called a roll call vote and the motion passed unanimously.

EXECUTIVE SESSION

Trustee Rhodes moved that the Board recess into executive session for consultation with legal counsel in regards to acquisition of real estate to include the Board, Dr. Kim Krull, Kent Williams, Lori Winningham, and Ray Connell with action to follow as

appropriate. The open meeting will resume here in the Kanza Meeting Room in 30 minutes. Trustee Lechtenberg seconded. Lora Jarvis called a roll call vote and the motion passed unanimously.

The Board entered executive session at 4:33 p.m.

The Board returned to open session at 4:59 p.m.

RECOGNITIONS

- **Monica Zavala** – Planning for College Coordinator for KACRAO
- **Megan Chambers** – Vice President for Professional Development for KACRAO
- **Michelle Ponce** – Past President for KACRAO
- **Aletra Chaney-Profit** – Handshake Advisory Board Member
- **Trustee Shelby Smith** – Birthday

PUBLIC COMMENT – NONE

STANDING REPORTS

Operational Staff – Lisa Bolin reported that the fund development committee was trying to find alternate ways to raise money. Normally during this time of year, OpStaff does November pie sales and a December craft sale. All of the proceeds from the fundraising events go to the book scholarships, welcome back tables and hosting families in need for Christmas and other charitable giving. With the pandemic, they are being cautious but hope to resume these fundraising opportunities soon. The next OpStaff meeting is October 15th.

Professional Employees Report – Dr. Sader said that he had nothing to report. They continue to work hard for the support of students and their classes. He also thanked the Trustees for coming to Andover for today’s meeting.

President’s Report – The COVID numbers are updated each week on the website. This week, Butler has 11 active student cases and no employees. Last week there were 12 students and 2 employees. Still managing the numbers fairly well and Dr. Krull credits the work done over the summer for that success. Getting classrooms and offices ready for social distancing has been helpful.

Trustee Winslow asked how many instructors are working remotely. Shelley Stultz said that they processed over 100 requests and have about 40 to 45 faculty working remotely with the remaining being staff.

Next month on the Board agenda there will be a more formal report on the CARES act funding from the federal level, SPARK funding from the state level, and reimbursement funds from the county as a discussion item. Some of the first reports are due the end of October, beginning of November so they will be available for the November meeting.

The enrollment update for today is 7,347 students and 68,050 credit hours. In the middle of an aggressive phone campaign about spring enrollment. We already have 4,000 credit hours enrolled for spring. The executive team has all done phone calls and a number of faculty and staff that are making calls as well.

A couple of weeks ago, Lori Winningham, Heather Rinkenbaugh, and Donnie Featherston joined Dr. Krull for a tour of the north campus locations in Marion and Council Grove. The following week, Heather, Donnie and Dr. Krull toured the other outreach sites in Rose Hill, McConnell and Boston Rec Center.

A Board work session will be scheduled in conjunction with the November Board meeting to do a budget update.

Educational Facilities Authority Report – Chair Howell shared that there was some discussion about project beauty that put in landscaping and they had some money left and wondered if the EFAB would be willing to contribute some money to plant some trees. They did not have enough information at the meeting to actually answer the question and will let the Board know when they meet again in December.

The cost for maintenance keeps going up every year and they are close to having enough money at the end of the year to meet all of the needs. They will likely come to the stakeholders – this Board – to request more funds and reevaluate to contribute to the long-term maintenance fund. Dr. Krull agreed and said that there would be some costs for track and turf replacement as well.

Dr. Krull also shared that the stadium will be stacked in the spring with sports schedules.

Student Government Association – SGA President Kiersten Kamholz shared that they have been busy with lots of activities. For constitution day, they handed out cupcakes and mini-preambles to the students. For National Suicide Prevention Week, they did several activities including message boards in the Union.

For Mental Health Week, they had daily activities and posted information quotes on all of their social media every day. Monday, they handed out water bottles with motivating quotes. Wednesday, they handed out stress balls to students and staff in the 1500 building in El Dorado. Thursday they did a wonder wall where students could write message on the whiteboard and Friday they handed out goodie bags with candy & fidgets in them.

Recently they started to do giveaways. They will do 4 total – 2 each semester – that will help promote their social media presence. Each giveaway contains various Butler gear, a backpack, an Amazon Echo and \$20 food gift card. Their first giveaway was October 5-9 where they had a week to enter and they had over 100 entries and tripled their followers by 300 students.

The next SGA Meeting is at 4:00 p.m. in Andover on October 21st.

MONITORING REPORTS

Advancement Division – Tom Borrego presented the Advancement Division annual report to the Board.

BOARD STRATEGIC DISCUSSION – ISSUES AND OPPORTUNITIES

Faculty Development Update – Mark Jarvis & Lori Moshier shared an update from Faculty Development. The slides of their PowerPoint presentation can be found at the end of these minutes.

BOARD ACTION ITEMS

Policy Revisions – In October 2019, discussion was held related to revision of the Employee Handbook which contains over 230 pages of policies, procedures and general information about the College and the work environment. The current system of manually updating, managing and disseminating these documents is inconsistent and labor intensive. Research was presented on a best practices approach which includes the development of a policy statement and procedures that support the stated policy.

In September, included for discussion and action were updates to the Board of Trustees Bylaws, Code of Conduct and Responsibilities Policy, Code of Ethics Policy, and the Philosophy of Compensation Policy. New policies included a Professional Development Policy and Resolution of Censure Policy.

The Board Bylaws, Code of Ethics Policy, Philosophy of Compensation Policy, and Professional Development Policy were approved by the Board. The Board requested additional review be completed by college legal counsel on the Code of Conduct and Responsibilities Policy and the Resolution of Censure Policy. That review has been completed and those policies are included on the agenda this month.

Also in consultation with college legal counsel and Dr. Phil Speary, a new policy, “Violation of Board Policy” has been developed using policy examples from Johnson County Community College, Maricopa Community College, Northeast Community College, and Seward County Community College. It provides a “step-wise” approach for determining if there has been a violation of Board policy and how the concern can be resolved.

Ray Connell, College General Counsel has reviewed all three policies on the agenda this month and indicated all provisions are appropriate and none that violate Kansas Law in his opinion. He also indicated that the proposed “Violation of Board Policy” provides Board members due process and fair sanctions if a violation of Board policy occurred.

Code of Conduct and Responsibilities Policy – The policy reads:

Code of Conduct and Responsibilities Policy

The Board of Trustees retains full legislative authority in accordance with the state laws, the Board of Regents and the expressed will of the electorate. The Board delegates authority to the President of the college subject to Board approval in accordance with Higher Learning Commission accreditation criterion, over all personnel, educational, financial and business matters pertaining to the operation of the college.

In carrying out the functions as a member of the Butler Community College Board of Trustees:

- Trustees recognize that to serve on the Board of Trustees for Butler Community College is to commit oneself to achieving the stated college mission and vision with perspective and supporting the community college system in general.
- Trustees will devote time, energy, thought, and study to the duties and responsibilities of this elected office so effective and credible service may be rendered to the employees, students and college stakeholders.
- Trustees' conduct will be guided by integrity, civility, and mutual respect in working with other Trustees, college employees, and students. Board members will not support or engage in personal attacks on fellow Trustees, college administrators, college employees, or students through direct conversation, in writing, or through social media.
- Trustees will promote mutual respect among one another and among all college employees and will not use their position to embarrass, intimidate, or threaten employees or students through direct conversation, in writing, or through social media.
- Trustees or members of their immediate family shall comply with K.S.A. 75-4304 regarding conflict of interest. All Board members are considered public officers.
- Trustees will not apply for or be considered for employment in any capacity with the college.
- Trustees will participate in New Board Member Orientation planned by the Board Chairperson and the President. New Board members will be mentored by existing Board members.
- The Board of Trustees will conduct self-evaluations annually in conjunction with the evaluation of the President.
- Trustees will base personal voting decisions on all available facts in each situation and abide by and uphold the final majority decision of the Board

- Trustees understand the decisions and actions of a single member cannot be binding on the entire Board.
- Trustees understand the Board exercises its powers and duties only in properly called meetings, where a majority of the Board constitutes a quorum and therefore must conduct relationships with College employees, stakeholders and the press on the basis of this fact and engage in no private action that will compromise the Board.
- Trustees understand the primary function of the Board is to concern itself with broad questions of policy, establish effective policies for the College and delegate authority for the day-to-day operations and administration of the educational programs and conduct of College business to the President and employees.
- Trustee questions and/or requests for assistance and information from College Administrators, faculty, staff, and/or students will be first directed to the College President. Requests will be evaluated and appropriate College personnel will be engaged as needed. Requested information will then be provided to all the Trustees. If requests are deemed to potentially create undue time constraints and/or workflow disruptions, the Board majority will determine the necessity of the request.
- Trustees will use care and discretion when communicating, including on social media, so as not to convey the perception personal opinions and ideas represent those of Butler Community College and/or Butler Community College Trustees as a whole.
- Trustees will follow all applicable College Policies, Procedures and Board of Trustees Bylaws, policies, and guidelines.
- Trustees will adhere to the Code of Ethics Policy in addition to the Code of Values and Ethics for Kansas Community Colleges and the ACCT Standards of Good Practice.
- Trustees will keep confidential all information of a confidential or sensitive nature provided to the Board, including information received during executive session, the disclosure of which would be contrary to fiduciary obligations of a Board member, compromise attorney-client privilege, or violate any law or court order. All executive session material, discussion, and correspondence with College legal counsel shall remain confidential. No Trustee will disclose confidential or sensitive information to any non-Board Member. (K.S.A. 45-221(a)(2), K.S.A. 60-426)

Functions

Since the Board of Trustees is the governing body of the College, its attention is necessarily directed to planning, evaluating and policy-making.

Personnel

- Direct the Administration to negotiate with any appropriate representatives of professional employees utilizing the Mutual Gains Bargaining (MGB) process
- Employ President, negotiators, attorneys, auditors and other necessary consultants
- Ratify employment of all other personnel upon recommendation of the administration
- Agree upon and/or adopt any and all appropriate wages and working conditions
- Take all actions necessary or desirable to carry out responsibilities of the Board

Curriculum

- Make decisions relating to the general scope and nature of the educational offerings
- Enforce the rules and regulations of the Board of Regents and the state laws as they pertain to the instructional program

Financial

- Approve and adopt an annual budget
- Approve current expenditures above President's authority
- Adopt regulations concerning accounting for college funds
- Make decisions as to time, size and sale of bonds and to the investment of monies

Facilities

- Determine where, what and how to build
- Employ an architect
- Purchase, hold and sell sites
- Employ contractors

Public Relations

- Represent the college to the community and the community to the college
- Represent the college before individuals and groups
- Work for adequate financial support from all sources
- Provide for public use of college facilities

Students

- Determine policies concerning admission, graduation requirements, health and personnel services and other provisions as recommended by faculty and administrators
- Set tuition and fees
- Provide for scholarships and other grant-in-aid as recommended by the appropriate personnel

Operations

- Approve annual Board calendar
- Delegate the interpretation of policy and the management of regulations to the President
- Require reports on the management and operation of the college
- Ratify contracts

(Rev. 6/04, 7/05, 7/10)

Trustee Law moved to approve the Code of Conduct and Responsibilities Policy as presented. Trustee Rhodes seconded. Chair Howell called for further discussion and there was none. Lora Jarvis called a roll call vote with Trustees Winslow and Smith voted against and Trustees Law, Rhodes, Lechtenberg and Howell voting in favor. The motion passed 4 to 2.

Violation of Board Policy – The policy reads:

Violation of Board Policy

The Board and its members are committed to faithful compliance with provisions of the Board's governing policies. To uphold the Board's integrity, the Board will constructively address perceived violations of Board policies.

Concerns that a Board member has violated Board policy, including the Code of Ethics or Code of Conduct and Responsibilities, will be directed to the Board Chair. The Board Chair or a special committee appointed by the Board Chair will review any charge of any Board Member having violated Board policy once submitted in writing.

If the charge states that the Board Chair committed the violation, the Board Vice Chair will assume the role of the Board Chair for purposes of resolution of the charge.

The accused Board member will be informed of the charge.

If the Board Chair determines a violation of policy is contained in the charge, the Board Chair will request from any party any relevant, available evidence, including documents, statements, recordings or other items that tend to show facts that constitute whether the violation did or did not occur. The accused Board member will have the right to present any evidence relevant to a determination of whether a violation did or did not occur, including the right to face and question any accuser.

Once the Board Chair has assembled the evidence, the charge and the evidence will be presented to the Board for action at the next regularly scheduled Board meeting occurring at least 30 days from when the written charge was received. The Board members not subject to the charge will determine whether or not

- the charge is a violation of Board policy and
- if evidence proves the facts constituting a charge did occur.

If a majority vote of the Board members not subject to the charge determines evidence doesn't support both of the above, the issue will be considered resolved.

If a majority vote of the Board members not subject to the charge, determines both of the above in the affirmative, the accused Board member will be deemed in violation of Board policy. The Board will then, by majority vote of those Board members not subject to the charge, determine what further action to take, if any.

Possible courses of action include, but are not limited to:

- Public reminder of the accused Board member of the expectation and fiduciary duty to cease such actions and/or behaviors
- Limiting any authority that has been delegated to the accused Board member to represent the Board
- Removal as a Board officer if the accused Board member was an officer
- Removal as a Board committee member if the accused Board member was a committee member
- Removal as a representative of a state, KACCT, regional, national or other organization related to Board membership if the accused Board member was a representative
- Denial of travel to state, regional, or national meetings as a representative of the Board
- Public comment admonishing the accused Board member actions and/or behaviors
- Resolution of censure of the accused Board member actions and/or behaviors

If after the accused Board member is deemed to have committed a violation of Board policy, the Board Chair or special committee determines the charge may contain a criminal or civil violation under Kansas law, the Board members not subject to the charge will consult legal counsel for a professional opinion whether the violation of policy constitutes a criminal or civil violation, the Board may refer the charge and evidence to the appropriate County Attorney upon majority vote of the Board members not subject to the charge.

Trustee Rhodes moved to approve the Violation of Board Policy as presented. Trustee Lechtenberg seconded. Chair Howell called for discussion.

Trustee Lechtenberg said that the last time the most important discussion was for legal counsel to review it which Dr. Krull confirmed he had and approved of the document and there were not any concerns with legal matters. Gave a more thorough opportunity for due process if there was a concern.

Trustee Winslow asked who had more authority with this policy and why didn't we have a policy before and how does this compare with other colleges our size. Dr. Krull said that this was specifically board oriented so that the Board would decide collectively. Butler did not have a policy like this before, but Seward, Northeast in Nebraska and Maricopa were examples that were used to establish this one.

Trustee Winslow asked if this would have benefitted us if we had had it the last three years. Dr. Krull said that you put policies like this in place to help you if something happens. You don't expect it to happen, but like Phil said we are in a world of accountability and show that we are prepared if there would be a problem down the road.

Trustee Rhodes said that if there is going to be a Code of Conduct in place there needs to be a mechanism to enforce it and that this seems like a very reasonable mechanism to have.

Lora Jarvis called a roll call vote with Trustees Winslow and Smith voted against and Trustees Law, Rhodes, Lechtenberg and Howell voting in favor. The motion passed 4 to 2.

Resolution of Censure – The policy reads:

Resolution of Censure Policy

In accordance with Robert's Rules of Order, the Board of Trustees may, after investigation and upon adoption of written findings of fact, adopt, by majority vote, a resolution of censure with respect to any Trustee who violates the provisions of Board policy including the Code of Ethics or Code of Conduct and Responsibilities.

Dr. Krull shared that when Ray reviewed the policy he felt like it was better as a separate policy now with the Violation of Board Policy in place as well.

Trustee Law moved to approve the policy as presented. Trustee Lechtenberg seconded. Chair Howell called for discussion.

Trustee Winslow asked if there was a similar policy in place that would allow the Board the same say in any similar actions of the Executive Board like Dr. Krull or any of her assistants of the college. Dr. Krull said that there is employee policy in place and they could enforce grievance policies. Trustee Winslow asked if any of that could be discussed in a public meeting which Dr. Krull said that personnel issues are not discussed publically. Trustee Law said that he felt the same would be true with this policy that the discussion would be done in executive session and the decision would be made public.

Lora Jarvis called a roll call vote with Trustees Winslow and Smith voted against and Trustees Law, Rhodes, Lechtenberg and Howell voting in favor. The motion passed 4 to 2.

Reduction in Force or Disinvestment Policy – A reduction in force (RIF) or disinvestment of programs or positions occurs when budgetary constraints or other business conditions require Butler Community College to eliminate positions while still providing the highest level of service possible with a reduced work force. Determining the

retention or separation of such positions includes an evaluation of the relative skills, knowledge and services which may be reassigned or no longer performed.

In continuing the college's review of current policies, it was determined the current "Outplacement Assistance for Reduction in Force or Disinvestment of Positions" policy did not address the full needs for evaluation, selection and separation practices that are necessary to be performed in exercising a RIF strategy. In particular, an updated policy needed to specifically include the employee groups who be included or excluded, re-employment and notification guidelines, and separation pay and benefit information. The updated information also includes clear steps to be followed for organizational review and development of a RIF plan.

The proposed policy includes the recommended policy guidelines and practices, and replaces the "Outplacement Assistance for Reduction in Force or Disinvestment of Positions" that is currently found in the employee handbook.

The policy reads:

Current Policy Statement:

~~**Outplacement Assistance for Reduction in Force or Disinvestment of Positions**~~

~~Employees who are adversely affected by a Reduction in Force or a disinvestment of a position will be provided monetary assistance for outplacement services. Monetary assistance will be provided as follows:~~

- ~~• Vice Presidents and Deans \$1,000~~
- ~~• Institutional Support Employees shall receive \$750~~
- ~~• Professional Employees (Full-time Instructors, Full-time Counselors and Full-time Advisors) shall receive \$750~~
- ~~• Operational Staff Employees shall receive \$500~~

~~These amounts will be pro-rated for part-time Institutional Support and part-time operational staff employee's based on the budgeted hours per week for the position. (New 07/12)~~

New Proposed Policy:

Reduction in Force or Disinvestment of Position(s)

Policy Statement

Butler Community College is a dynamic Higher Education organization that works to provide a stable and secure work environment while being diligent to constantly review financial performance, seek opportunities for agility and efficiency, and strive to meet the needs of our students and broader campus community. These efforts may include the development of new programs, the disinvestment of others, the restructuring of work units, the creation or elimination of positions, or other decisions necessitated by strategic and operational needs, changes to internal or external funding, or other factors affecting the College. As applicable, Butler Community College complies with all federal

and state laws, including the federal Worker Adjustment and Retraining Notification (WARN) Act.

This policy applies to all regular full-time and part-time employees, excluding: faculty, whose interests are covered by a collective bargaining agreement, and those whose terms of employment are governed by a contract. Additional exclusions apply as outlined in the policy.

Policy Guidelines

Reductions in Force or Disinvestment of positions is based on the expectation that the duties of the eliminated position(s) are being permanently reassigned or will no longer be performed. If it is determined that the work or position needs to be resumed within 12 months (one year), the affected employees may be eligible for re-employment as defined in this policy.

Exclusions: The following positions are not entitled to RIF benefits:

- Employees who are in the 90-day probationary period.
- Full or Part-time temporary positions
- Grant or contract funded positions that have been funded 51% or more from sponsored projects
- Professional Employees covered by a collective bargaining agreement
- Unclassified positions subject to seasonal or partial year schedules such as Student Workers, adjunct faculty or on-demand employees
- Employees whose current position is eliminated, but the employee is reassigned to another position that allows the employee to remain in either full or part-time status
- Butler is transferring or contracting current work to an outside vendor, and the Butler employee(s) performing that work are offered employment by the contracted vendor

Re-employment

An employee whose position has been eliminated may apply for consideration for other available positions within Butler Community College for which they are competitively qualified. An employee is eligible for re-employment if their documented performance reflects job performance that meets or exceeds overall expectations and have not been subject to any documented disciplinary action or performance improvement plan during the preceding 12 months.

If the employee is re-employed within six (6) months of the separation date, seniority and non-paid leave benefits will be reinstated at their previous accrual rates and balance. The employee will be offered the appropriate rate of pay for the position offered. If employed after six (6) months lapse in employment, seniority will be adjusted to the new hire date and leave accrual balances will start a new accrual period. The employee will be offered the appropriate rate of pay for the position offered.

If an employee is re-employed within 60 days of the separation date, the waiting period for enrollment in the college health and welfare benefits will be waived.

Notification and Separation Pay

Employees will be notified of the reduction in force or disinvestment of position(s) in compliance with federal and state laws. In some circumstances the employee may receive notice of position elimination on the last day of expected work. Those who have not been offered another position within the college will receive four (4) weeks of separation pay. The amount of separation pay will be calculated based on the employee's most recent base rate of pay and the budgeted standard hours and FTE of the position. These amounts are subject to withholdings required by law, and any voluntary deductions for elected benefits that are continued during the four (4) week period.

Final payments will include remaining separation pay, and leave payouts for sick/vacation, and any outstanding amounts due to the college, in accordance with college policy. These will continue to be directly deposited to the employee bank account as designated with payroll.

Benefits

Full and part time employees in classified positions for at least three (3) years will be paid out up to 120 hours of earned and unused sick leave. Vacation balances that are fully earned and unused will be paid out. Those employees eligible and participating in the college health insurance plan will be covered through the last day of the month in which they employed and thereafter be offered COBRA as an option to continue coverage. Options to continue any other voluntary benefits elected will be offered by the individual providers.

Employees separated due to a reduction in force are eligible to collect unemployment insurance provided they meet the normal eligibility requirements.

Procedures

Reduction in Force or Disinvestment Determinations

The following steps are to be followed and factors considered in the organizational review and development of a RIF plan:

- 1. The department head will provide their respective Vice President with a clear statement of the rationale for eliminating or reducing programs and/or services. The statement must address the ultimate benefits to be achieved, such as reallocation of resources, effecting a budgetary reduction, or enhancing productivity.**
- 2. Unit functions and responsibilities must be carefully analyzed to determine which areas, activities, programs, organizations, or classifications should be reduced, and include the jobs and functions that will need to be performed after the reductions are identified and the identified resources available.**
- 3. The nature of the reduction in force or disinvestment and the employees affected must be documented using a consistent matrix for selection of**

reduced employees where multiple employees hold the same or similar job function.

- 4. The President, Vice Presidents and Associate Vice President of Human Resources will review and approve all proposed RIF requests and related documentation for affected employees.**
- 5. When advisable the college legal counsel may be requested to review the proposed RIF once approved by the Presidents and Vice Presidents.**
- 6. Human Resources is responsible for the timely distribution of the materials that managers are to provide to the departing employee. It is recommended that a Human Resources manager is present to assist in the discussion with the employee.**
- 7. The department manager is responsible for ensuring the return of all college property and following standard separation procedures.**

Trustee Law moved to approve the Reduction in Force or Disinvestment Policy as a replacement to the current statement in the Employee Handbook. Trustee Lechtenberg seconded. Chair Howell asked for discussion.

Trustee Smith asked if on the reemployment piece if the application was open to the public. Shelley said the position would be posted. Hourly positions are posted internally for 5 days and then posted externally so the person interested would have to go through the hiring process just as anyone else who would apply for the position.

Trustee Winslow asked if in the 5 days it is posted internally and only one person has applied would that person automatically get the job and it would not be posted further. Shelley said that is incorrect and it would be posted externally, but Butler wants their employees to have access to open positions prior to it going public.

Trustee Lechtenberg asked if there was a minimum time it was posted and Shelley said that it was generally determined by the candidate pool and the position is open for applicants as long as needed to find a viable candidate.

Shelley said that it is all about managing the applicants and the postings to get the best opportunity for hiring the best person.

Trustee Rhodes asked how the reemployment and benefits provisions differ from our current policies who are terminated in a different situation. He asked if we were creating a different method through the Reduction in Force. Shelley said this policy deals specifically with those who were reduced through no fault of their own. She said that currently if someone comes back within a 30-day period they do wave the period of waiting for benefits.

Trustee Rhodes also asked about the payout of unused leave and Shelley said that is the same in any separation. The policy states that any unused vacation is paid out and up to 120 hours of sick leave is paid out if the employee has been at Butler a minimum of three years. If employees have a significant balance when they leave and then come

back within a short time period, their accumulated sick leave can be reinstated for them.

Trustee Rhodes asked if Butler has given any thought to Severance Agreements & Releases. Shelley said that this is something we might look at in the future. In this policy, it is viewed as more of a continuance of pay rather than a severance package.

Trustee Lechtenberg asked if there was a reason we didn't have a set period of time that the job was posted publically like the 5 days that it is posted internally. Dr. Krull shared that the college has never only advertised the position externally for only 24 hours. Shelley also clarified that the only group that this is the process for is the hourly OpStaff employees.

Trustee Winslow shared that in her experience that an employee could not be hired back at the company for one year after being let go. She also asked if we have considered any contracting for the difficult to fill positions like HVAC and electrician. She said that she would like to see a 5-day external minimum for advertising of positions as well.

Lora Jarvis called a roll call vote and everyone voted in favor so the motion passed unanimously.

Mbition Agreement – BETA is working with Mbition to deliver American Home Inspectors Training (AHIT) certification. Dr. Krull explained that this would have usually gone on the Consent Agenda, but when Ray had reviewed the document we needed an updated copy that identified that Kansas was the jurisdiction. BETA wants to start the training as soon as possible and that the Board would approve the agreement with the understanding that we would have an updated agreement with the appropriate jurisdiction to be signed by Dr. Krull.

Trustee Winslow moved to approve the Mbition agreement for Home Inspection Training subject to changing the choice of law section to Kansas. Trustee Law seconded. Lora Jarvis called a roll call vote and everyone voted in favor so the motion passed unanimously.

CONSENT AGENDA

Trustee Rhodes moved to approve the consent agenda as presented. Trustee Law seconded. Trustee Winslow wanted to note on the record that there were many things in the consent agenda that she had questions about and was unable to get on Sharepoint. Trustee Smith had a conflict of interest with C2 and would abstain from the vote. Chair Howell reminded the other Trustees that if there was an item on the Consent Agenda they had a question about, at the beginning of the meeting the item can be requested to be removed from the Consent Agenda and added to action items for discussion.

Lora Jarvis called a roll call vote with Trustees Law, Rhodes, Lechtenberg, and Howell voting in favor. Trustee Winslow voted against and Trustee Smith abstained from the vote. The motion passed with a 4-1 vote. Items in the consent agenda included:

- Minutes of the Regular Board Meeting of September 8, 2020
- Approval of Bills and Warrants for September 2020 in the amount of \$6,364,742.02 (includes Expenditure Approvals List - \$3,735,589.87 and Payroll - \$2,629,152.15)
- Approval of AACC Annual Dues in the amount of \$11,738.00
- Approval of Welding Plasma Cutting Table in the amount of \$56,701.18
- Approval of REME Halo In-Duct Ionizer Air Purifiers in the amount of \$72,864.00
- Ratification of Juan Johnson Consulting Agreement
- Ratification of EMSI Contract Renewal in the amount of \$11,500.00
- Ratification of Bus Leasing Contract in the amount of \$3,196.00 per month
- Ratification of Degreeworks Upgrade in the amount of \$39,780.00
- Ratification of Concurrent Enrollment partnerships with USD 285 (Andover), USD 402 (Augusta), USD 205 (Bluestem), USD 297 (Centre), USD 284 (Chase County), USD 375 (Circle), USD 417 (Council Grove), USD 296 (Douglass), USD 490 (El Dorado), UD 289 (Eureka), USD 266 (Maize), USD 408 (Marion), USD 298 (Peabody-Burns), USD 294 (Rose Hill), and USD 481 (Rural Vista)

SUPPLEMENTAL INFORMATION

Key Performance Indicators Update – Submitted by Esam Mohammad

Statement of Revenue & Expenditures – Submitted by Kim Sherwood

Thank You Notes – Janece English and Lyndee Martin

Board Calendars

**BOARD OF TRUSTEES CALENDAR OF ACTIVITIES
OCTOBER – NOVEMBER**

October Board Finance Committee Tour of Andover 5000 Building	Tuesday, October 13, 3:15 p.m. Grizzly Den	ALL TRUSTEES
October Board Meeting Andover 5000 Building	Tuesday, October 13, 4:30 p.m. Kanza Meeting Room	ALL TRUSTEES
November Board Finance Committee	Tuesday, November 10, 3:30 p.m. President’s Conference Room	Lance Lechtenberg Shelby Smith
November Board Meeting	Tuesday, November 10, 4:30 p.m. Dankert Board Room	ALL TRUSTEES

2020-2021 Board Meeting Dates
 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

<u>LOOKING AHEAD</u>		
December Board Finance Committee	Tuesday, December 8, 3:30 p.m. President's Conference Room	Lance Lechtenberg Shelby Smith
December Board Meeting	Tuesday, December 8, 4:30 p.m. Dankert Board Room	ALL TRUSTEES
January Board Finance Committee	Tuesday, January 12, 3:30 p.m. President's Conference Room	Lance Lechtenberg Shelby Smith
January Board Meeting	Tuesday, January 12, 4:30 p.m. Dankert Board Room	ALL TRUSTEES

Fall 2020 ACTIVITY CALENDAR

Spring 2021 Enrollment Begins	Mon, October 12
Cross Country @ Region VI Championships	Sat, October 31 @ 10:00 a.m.
Celebration of Freedom Parade	Sat, November 7 Downtown El Dorado
Celebration of Freedom Concert	Sun, November 8 @ 7:00 p.m. Location TBD
Summer 2021 Enrollment Begins	Mon, November 9
Instrumental Music Chamber Concert (Woodwind & Brass)	Tues, November 10 @ 7:30 p.m.
Cross Country @ NJCAA National Championships	Sat, November 14
High School Show Choir Festival Concert	Mon, November 16 @ 7:00 p.m.
Dance Showcase	Thur, November 19 @ 7:00 p.m.
Fall Semester Ends	Tues, November 24
Thanksgiving Break – College Closed/No Classes	November 25-27
Grades Due by Noon	Tues, December 1
Winter Break – College Closed	December 22 – January 3
Martin Luther King, Jr Day – College Closed	Mon, January 18
First Day of Spring Classes	Mon, January 25
E.B. White Gallery of Art Dane Jones & Erin Raux Exhibit Reception	January 29 – March 26 Thur, February 18 @ 6:00 p.m.
Music Theatre of Wichita & Wichita Symphony Orchestra with the Butler Community College Concert Choir	Sat, February 13 Sun, February 14 For more information: www.wso.org
Children's Theatre Production TBD	Sat, February 20 @ 2:00 p.m.
Spring Break – No Classes	March 15 – 19
Fall 2021 Enrollment Begins	Mon, March 22
Institutional Development Day – No Classes	Thur, April 1

College Closed/No Classes	Fri, April 2
E.B. White Gallery of Art Annual Student Juried Exhibit Reception	April 15 – May 7 Thur, April 15 @ 6:00 p.m.
Theatre Production 4 - TBA	Thur, April 15 @ 7:30 p.m. Fri, April 16 @ 7:30 p.m. Sat, April 17 @ 2:00 & 7:30 p.m.
Instrumental Music Spring Concert	Fri, April 23 @ 7:30 p.m. Sat, April 24 @ 7:30 p.m.
Vocal Concert #4	Thur, April 29 @ 7:30 p.m. Fri, April 30 @ 7:30 p.m. Sat, May 1 @ 2:00 & 7:30 p.m.
Woodwind Chamber Recital	Mon, May 3 @ 7:30 p.m.
Brass Chamber Recital	Tues, May 4 @ 7:30 p.m.
Percussion Chamber Recital	Wed, May 5 @ 7:30 p.m.
Dance Showcase	Thur, May 6 @ 7:00 p.m.
Student Art Sale	Tues, May 11 10:00 a.m. – 4:00 p.m.
Commencement	Fri, May 14 @ 7:00 p.m.
Grades Due by Noon	Mon, May 17
Memorial Day – College Closed	Mon, May 31
Summer Semester Begins	Mon, June 7
Summer Semester Ends	Fri, July 30

ADJOURNMENT

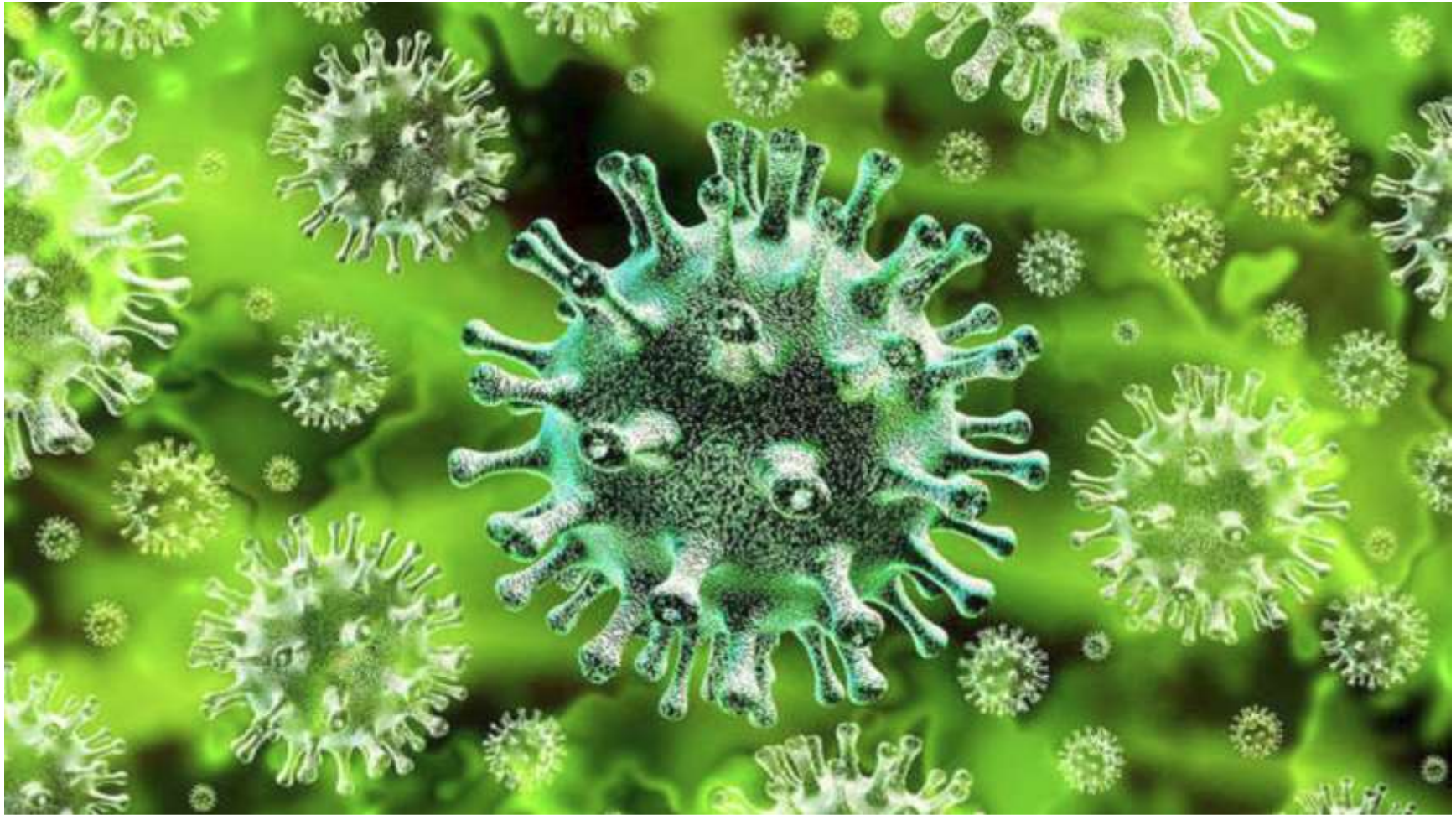
Trustee Law moved to adjourn the meeting. Trustee Lechtenberg seconded. The motion passed unanimously. The regular meeting of October 13, 2020 was adjourned at 6:59 p.m.

Doug Law – Secretary



Faculty Development

Since we last spoke in February



Adjusting

- **Institutional Dev Day**
- **WIRED**
- **Orientations**
- **2nd Saturday**
- **PJ IDD**
- **Boot Up Camp**
- **Virtual Events**
- **Keep Teaching@Butler**

Pandemic Pedagogy: March-July

- **"Pivot to Remote"**
- **IS had Zoom & Teams ready**
- **EdTech prepared us**
- **Rapid Response Team**
- **Keep Teaching/Learning/Working**
- **100 Faculty at-the-ready**
- **Zoom Workshops/Office Hrs**
- **Virtual Events: Boot Up Camp**

Pandemic Pedagogy: August, onward

- **Classroom Protocol**
- **PPE**
- **Active Learning**
- **Handouts**
- **Office Hours/consultation**
- **Altered Delivery strategies**

Reaching Teachers

- **Newsletters**
- **Walk-abouts**
- **Virtual Office Hours**
- **Virtual 2nd Saturday**
- **Alternate Trainings**

Reaching Students

- **Canvas/email/notifications**
- **Outlook email**
- **AVISO campus/alt email/texting/support staff/alerts**

AVISO
RETENTION



FACULTY DEVELOPMENT

BUTLER COMMUNITY COLLEGE

BILLS AND WARRENTS

TOPIC for ACTION

REPORT:

Bills and Warrants for October 2020 - \$4,114,068.65 (includes Expenditure Approval List - \$1,409,497.18 and Payroll - \$2,704,571.47).

RECOMMENDED ACTION:

Approval of October 2020 bills and warrants.

RECOMMENDED FUNDING SOURCE:

Submitted by:	Sariah Wilson
Supervisor:	Yolanda Hackler
Date:	November 2, 2020

BIDS AND PURCHASES

TOPIC for Action

Virtual Desktop Infrastructure – Amazon AppStream and Workspaces

REPORT:

Butler Community College must be strategic and fiscally responsible while creating an environment that supports our student's ability to learn during the COVID 19 pandemic. The technology challenges that COVID has created for our students have become more prevalent throughout the summer and fall semesters of 2020. In order to address the educational needs of our students during this pandemic, Butler has significantly increased both the online learning and hybrid learning environments. Information Services has explored different solutions for our students that will support their ability to complete their degrees while off campus and not in their classrooms with access to their required software. Butler Information Services is recommending that the Board of Trustees approve the project to move forward on a software solution that enables our students to run Butler software applications from any device that supports a web browser including Chromebooks, iPad's (tablet's), and other computers.

The implementation cost of this project includes \$18,140.00 for CDWG professional services to help implement the solution and training for internal support resources moving forward.

The software solution includes a monthly cost to Amazon Web Services for hosting the virtual desktop environment. This solution incorporates two unique applications to host the Butler software needed for Butler students. The first application, Workspaces, will be configured and sized to meet virtual desktop standards at a cost of \$14,760.00 per year. The second application, AppStream, will be configured and sized to meet the needs of application delivery for students across the institution for a cost of \$37,020.00 per year.

RECOMMENDED ACTION:

Information Services recommends the board approve the implementation of this software solution utilizing professional services from CDW and Amazon Web Services licensing for \$69,920.00.

RECOMMENDED FUNDING SOURCE:

CARES ACT fund

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



STATEMENT OF WORK

Project Name:	Butler CC AWS AppStream and Workspaces	Seller Representative:
Customer Name:	BUTLER COUNTY COMMUNITY COLLEGE	Brian Cashion
CDW Affiliate:	CDW Government LLC	+1 (847) 371-5483 bricash@cdw.com
SOW Created Date:	October 26, 2020	Solution Architect: Darrell Cress
Drafted by:	Ted Psaras	

This statement of work ("Statement of Work" or "SOW") is made and entered into on the last date that this SOW is fully executed as set forth below ("SOW Effective Date") by and between the undersigned, CDW Government LLC ("Provider," and "Seller,") and BUTLER COUNTY COMMUNITY COLLEGE ("Customer," and "Client,")

This SOW shall be governed by Seller's "SOW Services," accessed via the "Terms & Conditions" link at www.cdwg.com (the "Agreement"). If there is a conflict between this SOW and the Agreement, then the Agreement will control, except as expressly amended in this SOW by specific reference to the Agreement. References in the Agreement to a SOW or a Work Order apply to this SOW.

PROJECT SCOPE

CDW AWS AppStream And AWS WorkSpaces

This scope of engagement, together with the Agreement between the CDW entity selling the Services described herein ("Seller" or "Provider"), and the Customer ordering such Services ("Customer"), shall be deemed to be a contract upon Seller's acceptance of Customer's Purchase Order ("PO").

SERVICES SUMMARY

The engagement consists of creating and configuring a new AWS environment for the purposes of deploying AWS AppStream 2.0 and AWS WorkSpaces. This new account will then be invited to join the existing customer AWS account that is already in use, and an AWS Organization will be configured. This account structure will permit the current account to be used as the Master AWS account for billing and management of the newly created environment, as well as on-going use for existing workloads.

The newly created account will be used for AWS AppStream 2.0 and WorkSpaces. Customer intends to provide these new AWS services for up to 500 faculty, staff and students within the college environment, and will configure a number of applications for use within both environments.

The list of applications to be configured for AppStream 2.0 is:

- Adobe Acrobat DC
- Audacity
- Firefox
- Google Chrome
- Microsoft Edge
- Notepad ++
- Microsoft Office 2019
 - Outlook
 - Word
 - Excel
 - PowerPoint
- VLC Media Player

The list of applications to be configured for WorkSpaces is:

- Adobe Acrobat DC
- Adobe Creative Cloud
- Audacity
- Firefox
- Google Chrome
- Microsoft Edge
- Notepad ++
- Microsoft Office 2019
- Read&Write
- VLC Media Player

Additional Requirements:

AWS WorkSpaces will be configured for use and integrated with OneDrive for user profiles. Roaming profiles will be enabled, either with OneDrive or AWS S3 as the mechanism to store profile information.

This engagement will include time required to configure licensing to meet ongoing requirements for each application. This may require additional AWS services (e.g., EC2 servers) to support licensing, or other configurations as deemed appropriate during the engagement.

Printer redirection will be configured on the WorkSpaces desktops so that end users can print to local devices.

Integration with the authentication platform in use (e.g., Google or Azure) will be implemented for single sign-on to the AWS platforms.

VPN connectivity from the customer premises into the selected AWS region will be configured. This is dependent on the customer having access to an approved VPN gateway device.

Knowledge transfer to IT administrators will be part of this engagement, and will consist of up to four hours of collaboration prior to the end of the engagement.

Customer has requested the ability to control costs of AppStream and WorkSpaces via hard limits on utilization. This will also be addressed by using on-demand instances vs always-on instances.

PROJECT SCOPE

SELLER RESPONSIBILITIES

PROJECT KICK-OFF MEETING

The kick-off meeting will be used to establish a working understanding of Customer's current environment. Areas of focus include:

- Overview of current AWS environment and on-premises systems
- Discussion of project requirements and success criteria
- Customer requirements for creating an AWS organization with the existing and new AWS accounts
- Discussion of licensing requirements
- Options for controlling costs within AWS
- Establishment of roles and schedules
- Knowledge transfer requirements and schedule

AWS SERVICES

AWS AppStream 2.0 Deployment and Configuration:

During the engagement, we will utilize our experience with AWS to assist in the design, planning and build a single AppStream custom image for the customer's environment. This component will take approximately 40 hours to be completed, as each application is estimated to require between 2 and 3 hours to package and configure. During this phase we will:

- Create a Template to deploy a VPC
- Create a Template to deploy the AppStream 2.0 image builder and work with the customer to install up to 11 applications, specifically:
 - Adobe Acrobat DC
 - Audacity
 - Firefox
 - Google Chrome
 - Microsoft Edge
 - Notepad ++
 - Microsoft Office 2019
 - Outlook
 - Word
 - Excel
 - PowerPoint

- VLC Media Player
- Configure licensing servers, or licensing requirements to ensure that applications execute without licensing issues

AWS WorkSpaces Deployment and Configuration:

We will utilize our experience with AWS to configure and deploy a single AWS WorkSpaces custom image for the customer's environment. This component of the project will require up to 24 hours and will include:

- Create a template to deploy the WorkSpaces image builder
- Install and configure the following list of applications within the image:
 - Adobe Acrobat DC
 - Adobe Creative Cloud
 - Audacity
 - Firefox
 - Google Chrome
 - Microsoft Edge
 - Notepad ++
 - Microsoft Office 2019
 - Texthelp Read&Write
 - VLC Media Player
- Create 5 user instances; these instances will auto-scale depending on utilization levels
- Configure instances to auto stop after a period of inactivity
- Configure OneDrive for use with WorkSpaces for the storing of user files and data
- Provide Knowledge Transfer and Best Practices on administration, operation and configuration of AWS WorkSpaces images

Note: Additional applications can be added to scope during the engagement if required. The assigned project manager can include additional applications via a Project Change Request (PCR) at additional cost for either AppStream or WorkSpaces.

Out of Scope:

- Configuration of on-premises Active Directory
- Configuration of on-premises VPN and routing
- Application remediation, including procurement of licenses
- End-user training or support

CUSTOMER RESPONSIBILITIES

1. Provide qualified personnel who will perform Customer's obligations under this SOW, make timely decisions necessary to move performance of the Services forward, participate in this project to the extent reasonably requested by Seller and reasonably assist Seller with its performance of the Services.
2. Provide Seller's personnel with appropriate levels of access and privilege to systems and information necessary for Seller's performance of the Services.
3. Limiting access to Customer's network and/or facilities only as needed to perform the Services.

4. Make any final decisions regarding and take responsibility for the implementation of any recommendations or potential solutions provided by Seller under this SOE.
5. Provide Seller with Federation meta data to integrate the AD FS, if SSO is required
6. Provide Seller make and model of firewall/router/OS firmware, if connection from on-premises to AWS and vice-versa is required; for VPN Gateway
7. Provide Seller public IP address for ingress/egress, if connection from on-premises to AWS and vice-versa is required; for VPN Gateway
8. Provide Seller IP address scheme that does not overlap with existing on-premises networks
9. Any Active Directory configurations on-premises or cloud, if Federation is required
10. Any VPN and routing configurations on-premises, if VPN Gateway services is required

ASSUMPTIONS AND ACKNOWLEDGEMENTS

1. When importing an on-premises virtual machine image, the VM must be on the prerequisites for VM Import list for operating system and image format requirements.
 - o <https://docs.aws.amazon.com/vm-import/latest/userguide/vmimport-image-import.html>
2. The cost of purchasing, designing, and supporting third-party applications required to support technical requirements have not been included in this proposal.
3. We assume that existing systems or programs upon which the project deliverables depend will not change during the term of this project.
4. All modifications requested subsequent to the signing of the contract will be managed using a Change Request.
5. Required access privileges to the applications and environment for testing is provided in a timely fashion.
6. Customer will commit to making resources available as specified in the project plan prepared and agreed upon.
7. The Seller's delivery methodology will form the basis of this project. Any variations to these processes will be mutually agreed to by the Seller and Customer.
8. External Dependencies: There may be external projects/dependencies that may have significant impact on the timeline, schedule, and deliverables. It is our assumption that every reasonable attempt will be made to mitigate such situations.

9. All Services will be delivered remotely. No travel is required for Services. Customer will provide remote access to the environment to Seller as necessary for Seller to perform the Services.
10. Customer's personnel will be available on a timely basis, and when reasonably requested by Seller, Customer's personnel will provide input, review the Services being performed and the items provided by Seller, answer questions, provide signoff, and allow Seller to gather and validate information, perform reviews and obtain other input.
11. The scope and objectives of this project will be jointly managed by Customer and Seller to better ensure completion of the project within the anticipated schedule.
12. Seller to provide config files for setting up VPN tunnel based on make/model of firewall/router installed at Customer's site.
13. Seller to provide OS firmware
14. Customer acknowledges and agrees that Seller will not process personal data that is subject to applicable data security and privacy laws ("Personal Data") within the scope of the Services, and that Customer will restrict Seller from accessing any Personal Data during the performance of the Services.
15. Application configuration will be up to 3 hours of work per application
16. Customer is using named-user and/or shared device licenses only

Services not specified in this SOW are considered out of scope and will be addressed with a separate SOW or Change Order.

PROJECT SCHEDULING

Customer and Seller, who will jointly manage this project, will together develop timelines for an anticipated schedule ("Anticipated Schedule") based on Seller's project management methodology. Any dates, deadlines, timelines or schedules contained in the Anticipated Schedule, in this SOW or otherwise, are estimates only, and the Parties will not rely on them for purposes other than initial planning. The following planning tasks will be performed:

1. External project meeting

ITEM(S) PROVIDED TO CUSTOMER

Item	Description	Format
As-Built Documentation	As-build diagram of newly deployed VPC and services	.pdf

GENERAL RESPONSIBILITIES AND ASSUMPTIONS

- Customer is responsible for providing all access that is reasonably necessary to assist and accommodate Seller's performance of the Services.

- Customer will provide in advance and in writing, and Seller will follow, all applicable Customer's facility's safety and security rules and procedures.
- Customer is responsible for security at all Customer-Designated Locations; Seller is not responsible for lost or stolen equipment, other than solely as a result of Seller's gross negligence and willful misconduct.
- This SOW can be terminated by either party without cause upon at least fourteen (14) days' advance written notice.

PROJECT MANAGEMENT

Seller will assign a project management resource to perform the following activities during the project:

- **Kickoff Meeting.** Review SOW including project objectives and schedule, logistics, identify and confirm project participants and discuss project prerequisites.
- **Project Schedule or Plan.** A project schedule that details the schedule and resources assigned to the project.
- **Weekly Status Meetings and Reports.** Status meetings will be conducted on a weekly basis. During these meetings, Seller and you will discuss action items, tasks completed tasks outstanding, issues and conduct a budget review.
- **Change Management.** When a change to a project occurs, Seller's project change control process will be utilized.
- **Project Closure Meeting.** The project team will meet to recap the project activities, provide required documentation, discuss any next steps, and formally close the project.

CONTACT PERSONS

Each Party will appoint a person to act as that Party's point of contact ("Contact Person") as the time for performance nears and will communicate that person's name and information to the other Party's Contact Person.

Customer Contact Person is authorized to approve materials and Services provided by Seller, and Seller may rely on the decisions and approvals made by the Customer Contact Person (except that Seller understands that Customer may require a different person to sign any Change Orders amending this SOW). The Customer Contact Person will manage all communications with Seller, and when Services are performed at a Customer-Designated Location, the Customer Contact Person will be present or available. The Parties' Contact Persons shall be authorized to approve changes in personnel and associated rates for Services under this SOW.

CHANGE MANAGEMENT

This SOW may be modified or amended only in a writing signed by both Customer and Seller, generally in the form provided by Seller ("Change Order"). Services not specified in this SOW are considered out of scope and will be addressed with a separate SOW or Change Order.

In the event of a conflict between the terms and conditions set forth in a fully executed Change Order and those set forth in this SOW or a prior fully executed Change Order, the terms and conditions of the most recent fully executed Change Order shall prevail.

PROJECT SCHEDULING

Customer and Seller, who will jointly manage this project, will together develop timelines for an anticipated schedule (“Anticipated Schedule”) based on Seller’s project management methodology. Any dates, deadlines, timelines or schedules contained in the Anticipated Schedule, in this SOW or otherwise, are estimates only, and the Parties will not rely on them for purposes other than initial planning.

TOTAL FEES

The total fees due and payable under this SOW (“Total Fees”) include both fees for Seller’s performance of work (“Services Fees”) and any other related costs and fees specified in the Expenses section (“Expenses”).

Seller will invoice for Total Fees. Customer will pay invoices containing amounts authorized by this SOW in accordance with the terms of the Agreement. Unless otherwise specified, taxes will be invoiced but are not included in any numbers or calculations provided herein. Any objections to an invoice must be communicated to the Seller Contact Person within fifteen (15) days after receipt of the invoice.

SERVICES FEES

Services Fees will be calculated on a TIME AND MATERIALS basis.

The invoiced amount of Services Fees will equal the rate applicable for a unit of a service or resource (“Unit Rate”) multiplied by the number of units being provided (“Billable Units”) for each unit type provided by Seller (see Table below).

Services Fees of \$18,140.00 is merely an *estimate* and does not represent a *fixed fee*. Neither the Billable Units of 76 nor the Services Fees are intended to limit the bounds of what may be requested or required for performance of the Services.

The rates presented in the table below apply to *scheduled* Services that are performed during Standard Business Hours (meaning 8:00 a.m. to 5:00 p.m. local time, Monday through Friday, excluding holidays). When Seller invoices for scheduled Services that are not performed during Standard Business Hours, Services Fees will be calculated at 150% of the Unit Rates. For any unscheduled (i.e., emergency) Services performed at any time of the day, Services Fees will be calculated at 200% of the Unit Rates.

Any non-Hourly Units will be measured in one (1) unit increments when Services are performed remotely or at any Customer-Designated Location(s) (as defined below).

Any Hourly Units will be measured in one (1) hour increments with a minimum of one (1) hour billed each day Services are performed remotely and four (4) hours billed each day Services are performed at any Customer-Designated Location(s). When Hourly Seller personnel must travel more than two (2) hours a day to work at any Customer-Designated Location(s), there will be a minimum of eight (8) hours billed for each day (less travel time that is invoiced pursuant to the “Expenses” section below).

Upon notice, Seller may adjust the rates below, provided that the rates will remain fixed for at least six (6) months after the SOW Effective Date and then again for at least six (6) months after any subsequent adjustment.

The rates below only apply to Services specified in this SOW as it may be amended by one or more Change Order(s).

Table – Services Fees

Unit Type	Unit Rate	Billable Units	Subtotal
Senior Engineer – Per Hour	\$245.00	64	\$15,680.00
Project Manager – Per Hour	\$205.00	12	\$2,460.00
Estimated Totals		76	\$18,140.00

EXPENSES

All services under this SOW will be performed remotely; therefore, neither travel time nor direct expenses will be billed for this project.

TRAVEL NOTICE

The parties agree that there will be no travel required for this project.

CUSTOMER-DESIGNATED LOCATIONS

Seller will provide Services benefiting the locations specified on the attached Exhibit (“Customer-Designated Locations”).

EXHIBIT A

CUSTOMER-DESIGNATED LOCATIONS

Seller will provide Services benefiting the following locations ("Customer-Designated Locations").

Location(s)	Address
Main Campus	901 S HAVERHILL RD., EL DORADO., KS 67042-3280

Professional Services	
Per CDW SOW	\$18,140.00

Workspaces	Monthly	Yearly
25x 2vCPU 8GB RAM	\$ 1,230.00	\$ 14,760.00

AppStream	Monthly	Yearly
500 Users	800-2000 2000-800 Weekend 75 25 20	\$ 3,085.00 \$ 37,020.00

RATIFICATION OF AGREEMENTS AND CONTRACTS

TOPIC for ACTION Ocelot AI Chat Bot

REPORT:

Over the last 13 months, Butler Community College's Information Services Division has been leading the conversation and research regarding a Chatbot/AI solution for the institution. In conjunction with Student Services and other functional units, IS began this process by engaging industry leaders in the discovery and demo process. After evaluating GeckoEngage, LivePerson, and ThoughtFocus-YANA, we decided to schedule demos of both YANA and LivePerson. While the general functionality of these solutions appeared to meet most of our needs, the implementation curve and cost were both untenable. Each of these solutions came in above \$70,000.00 per year and presented a long and drawn out implementation timeline that included advanced integration development with our systems. BCC backed away from the search for a Chat Bot solution.

Due to the challenges presented in remote communication during the COVID pandemic, BCC's Information Services and Student Services decided to bring the discussion back to the table. In lengthy consultation with some of our collaborative partners in KCCIT and KANE, BCC was introduced to Ocelot and their Chat Bot solution. Ocelot has an extensive background in financial aid and student services as well as technology and general campus operations. Ocelot built their AI engine around integration with the systems that we use along with a simple and quick implementation curve that conforms to the capacity and workloads that we have at Butler Community College. After contract negotiation, BCC was able to secure pricing for a 3-year contract at just over \$109,000.00 total.

Information Services partnering with Student Services is requesting approval to purchase an artificial intelligence chat bot powered by IBM's Watson from Ocelot on a 3-year contract. Ocelot has been serving community colleges and universities for over 17 years. Ocelot chat bot will promote student self-service, reduce phone calls, improve customer service, and increase student retention. Ocelot has a client retention rate of over 96% year over year and has launched over 230 chat bots for colleges and universities. The benefits of implementing a chat bot: decrease phone calls and emails, better use of staff time by allowing the chat bot to answer tier 1 questions, increased student engagement and satisfaction, instant answers 24 hrs 7 days week. Ocelot chat bot features pre-loaded knowledge base with video library for 20+ departments, multilingual capabilities, API integrations, 320+ question Covid 19 knowledge base, reporting and analytics, and Live Chat transfer from bot to live agent.

Ocelot Campus Wide AI Chat Bot:

Year 1 \$45,000

Year 2 \$19,800

Year 3 \$45,000

Total: 109,800.00 negotiated pricing, list price \$162,000

RECOMMENDED ACTION:

The Board to approve the purchase and implementation of Ocelot AI Chat bot for Butler Community College.

RECOMMENDED FUNDING SOURCE:

Year 1: Cares Funding

Year 2 & 3: Technology State Grant and Technology Fund

Submitted by: Bill Young, Vice President of Digital Transformation/CIO

Supervisor: Dr. Kim Krull, President

Date: 28 October 2020

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Butler
Community College

Ocelot AI Chatbot Proposal

September, 2020

Submitted To:

Amy Kerschner

Vendor Relationship Manager/PM Procurement/Contract Management

Prepared By:

Max Shure

SVP of School Partnerships

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1



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Our Solution

Ocelot has been serving colleges and universities for over 17 years. The company's mission is to "make a better life more accessible."



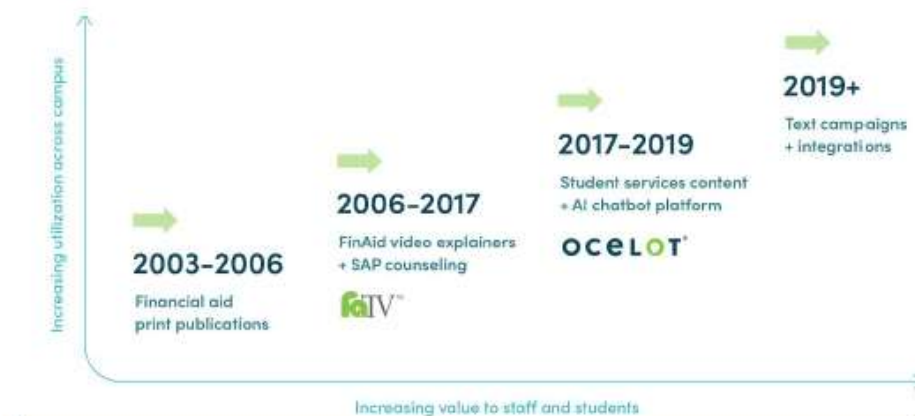
Overview. Our recommended solution is Ocelot's artificially intelligent chatbot powered by IBM's Watson. Ocelot's chatbot comes pre-loaded with a comprehensive knowledgebase of question and answer responses to the most common questions regarding topics relating to 20+ departments. Across all of our department libraries, explainer videos and client submitted content, Ocelot's knowledgebase has become the largest library of its kind anywhere in the US. In addition to the benefits of being able to launch with 85% of content out-of-the-box, Ocelot's add-on features such as Multilingual Capabilities, API Integrations, Live Chat Handoff and Text / Nudge Campaigns further enable your chatbot's ability to revolutionize the student experience.

About Us. Ocelot is an education technology company headquartered in Boulder, CO. We have been educating students and supporting staff for over 17 years. Schools choose Ocelot to promote student self-service, reduce phone calls, improve customer service, increase student retention and provide information students need to be successful. We have over 400 higher education clients covering all types of institutions.

We have a client retention rate of over 96% year over year. We are passionate about exceeding our clients' expectations. Our growth comes from the strong endorsement of our raving fan clients. We are always delighted to connect prospective customers to clients who can share why they chose Ocelot's chatbot and the value they derive from the product.

Since 2018, Ocelot has launched over 230 chatbots for colleges, with 25 slated to launch in the next 6 weeks. This is the largest network of higher education chatbots anywhere in the US. Gartner estimates 85% of customer interactions will soon be handled by chatbot. We are at the forefront of this trend for higher education.

FATV / Ocelot evolution (2003 - present)



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Benefits to BCCC

BCCC will experience four primary benefits.

1. **Fewer incoming questions** from students. Your phone call volume, wait lines and email count will go down, freeing up staff resources. Clients have seen an 18% decrease in phone calls, emails and walk-in traffic within their first year of launching.
2. **Better use of staff time**. Our chatbot has a 96.5% success rate in conversations with students. By answering repetitive questions in a consistent way, and guiding the students to self service, we help filter out the basic questions. This in turn ensures that a higher level of more complex questions make it to your staff. Staff is then focused on the most critical, value-added conversations and interactions. Within 12 months of launching, clients have had their chatbot handling 20% of all student inquiries.
3. **Increased student engagement and satisfaction**. Around 40% of all chatbot interactions happen during off hours, when your staff is not available. Being able to provide immediate responses to students' questions, at the exact moment when they choose to seek out information, goes a long way towards increasing student satisfaction.
4. **Increased enrollment and yield**. Ultimately, the chatbot communication platform drives enrollment and yield. By giving staff more time to focus, and ensuring students get what they need, yields go up and fewer enrolled students slip through the cracks. We've seen a 262% increase in chatbot usage across our schools since COVID-19 hit in March. In May, we answered an average of one question for every 3 enrolled students. Questions range from admissions, to financial aid, to academic advising, housing and IT. Looking at the questions students ask - from prospective students to "at risk" enrolled students - it is clear that the chatbot drives enrollment. How many students give up at some point in the process because they cannot quickly get the information or response they need? Can schools afford to leave a single student behind right now?

Benefits to Students

BCCC's students will benefit from the chatbot in many ways, including the following.

1. Students who would have been too afraid/embarrassed to ask their questions can **engage with the chatbot in an anonymous, pressure-free environment**
2. Students who would not have taken the time to wait in line, in a phone queue, or schedule an appointment can **get instant answers, 24/7/365**
3. Students who could not get a clear answers from alternative channels (for example, hard-to-navigate websites) are **provided with consistent, accurate answers**



Why Us?

Six differentiators that set Ocelot apart from the pack.

1. **Patent Pending “Explore” Feature.** This unique AI-enabled interface provides chatbot users with supplemental guided conversations and advice, including relevant videos, website links, and related topics. Our pending patent is described in the Federal Registry as “Method and System for Predictive Q&A and Resource Suggestions”. [Application No.: 16/888,680](#)
2. **The Largest Knowledgebase in Higher Education.** Ocelot’s chatbot has the deepest knowledge base of any higher education chatbot. Pre-loaded with over 3,000 questions and answers that gives any institution an unrivaled starting point to build an effective AI chatbot. Between our department libraries and client submitted content, our knowledge base has accumulated over 45,000 questions and answers. Ocelot’s chatbot is the only higher education focused bot that includes a comprehensive, 2,000+ online explainer video library covering all Title IV federal (and state) financial aid programs. These videos are updated regularly for compliance.
3. **Launch Quickly and at Full Speed.** We have the largest active chatbot community in U.S. higher education, and over 400 clients in total. Machine learning across this network has equipped our chatbot with unparalleled natural language processing abilities; ensuring your students are always understood. This makes for a strong Day 1 experience.
4. **Compliance Team.** Ocelot is the only chatbot provider with a dedicated, 5-person content compliance review team. Ocelot’s compliance team ensures that all content in the knowledge base covering Title IV (federal financial aid), Title IX (gender equity), and international programs are reviewed and maintained regularly to ensure accuracy.
5. **Independent BLEU Scores >50 for Non-English Languages.** Ocelot’s proprietary language algorithms score 52 (Spanish) and 54 (Simplified Chinese) on the BLEU evaluation rating. We have trained our AI with terminology consistent with the US Department of Education’s vocabulary. This equates to master translation. Ocelot only pushes languages live once they score over 50. By comparison, automated translation services used by other chatbot providers (e.g. Google or Microsoft Translate) score in the 20s. This enables institutions to create deeper access and equity for students and parents when it comes to important topics around paying for and attending college.
6. **Community.** Our platform enables Ocelot clients to share content with other Ocelot clients, so that institutions spend less time developing content. Certain content topics are highly sensitive per college. But there are a lot of topics and ideas that are common across schools. We have found that colleges are open to sharing. We help facilitate that sharing. This saves colleges time. It enables them to raise the bar in their content library.

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Implementation & Training

Ocelot offers full training and implementation services to its clients at no extra costs. Chatbots can be launched in as quickly as 2 weeks, requiring a minimum of 4 staff hours to launch. Once a signed contract is received, BCCC will be assigned a client success manager (CSM) to provide a single point of contact for client service and training. Ocelot's CSM supports and guides BCCC through training, implementation and continuing on throughout the relationship. Ocelot's client success team has a wealth of experience in service organizations delivering to higher education and many have worked directly in student service functions for colleges/universities.

The majority of training occurs during the implementation process, with initial training being completed on the kick-off calls and additional training occurring during the customization and integration processes. Thanks to the intuitive self-service nature of the chatbot's admin system, there is rarely a need for more training once the implementation process is complete. The CSM is available for additional training when it is deemed necessary.

The CSM is instrumental in helping BCCC determine the best ways to promote the chatbot and video portal and library to better engage and enhance usage among students, parents and prospects. Ocelot provides promotional materials such as web banners and graphics, email signature graphics, social media calendar, and print ready digital files for flyers, buckslips and other materials.

Implementation Roadmap
Chatbot

The roadmap below outlines each step of your Ocelot implementation process. Please note that these timelines are estimates and are ultimately dependent on your own pace of engagement and implementation goals.

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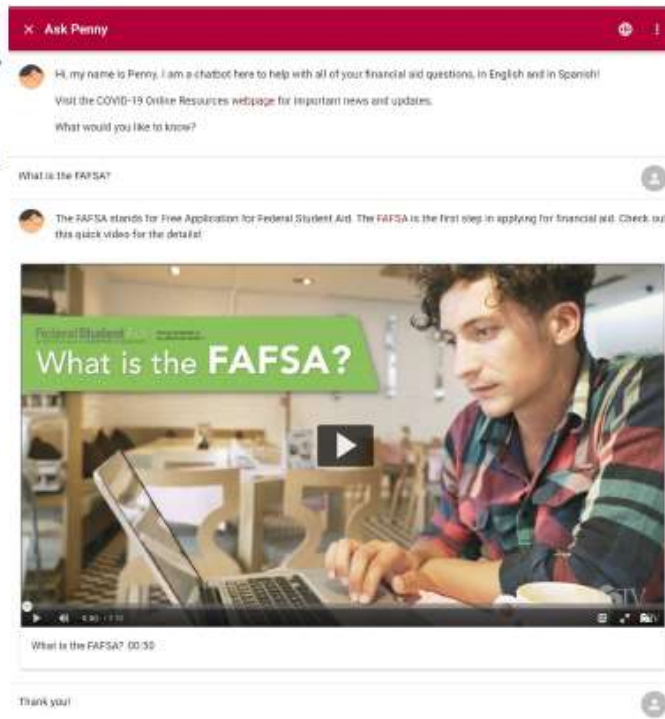
Solution Features

Preloaded Knowledgebase. For institutions that value a chatbot provider that includes a vast Knowledgebase of content, we make launching and maintaining our chatbot easy. We preload it with over 3,000 answers to the most common tier 1 questions, covering a large library of financial aid and student services content created for a diverse group of students and parents. Across all of our department libraries and client submitted content, Ocelot’s Knowledgebase has accumulated over 45,000 questions and answers. Our expertise in creating chatbot content “out-of-the-box” ensures we minimize the pull on your time and resources to get the chatbot launched. Additionally, our knowledgebase includes over 2,000 financial aid and admissions video answers that can be watched directly in the chatbot - all maintained by Ocelot with the latest up-to-date information. This is the largest library of its kind anywhere in the US. Institutions have 100% control of what Ocelot content to use, modify, etc.

GetAnswers Video Library. Ocelot’s GetAnswers is a comprehensive library of short, on-demand online video content that covers all areas of student services and financial aid. The goal of the service is to provide students with self-service, promote consistency of messaging, and enable staff to spend less time on “transactional” conversations and more time on student success.

Schools can embed GetAnswers content in a variety of ways – directly on relevant school financial aid webpages, in emails and text messages, in the student portal, in auto-generated emails triggered by certain predetermined events, in campus signage systems, in a searchable repository provided by Ocelot, and in social media posts.

The content can be customized as needed. Ocelot updates the video content regularly, as state and federal financial aid programs change. The videos are provided in a variety of formats to appeal to a broad range of learning styles: Q&A, Tutorials, Vignettes, and Whiteboard. The videos address important topics such as financial aid basics, when to apply, verification, MPN, FAFSA Tutorials, satisfactory academic progress, federal work study, responsible loan borrowing and financial aid literacy.



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Departments. The chatbot is designed to provide support across the entire campus. BCCC can seamlessly add department content into their chatbot. Please view the list of departments below that Ocelot is currently supporting or will be supporting for other clients in 2020.

- Academic Advising*
- Admissions*
- Bookstore
- Career Services
- Counseling Services
- Disability Services
- Financial Aid* ^
- Financial Literacy^
- Guided Pathways (in 2021)
- Health Services
- Human Resources (in Q4 2020)
- Housing
- Information Technology Helpdesk
- International Programs (Study Abroad)
- Library
- Orientation
- Parking and Transportation Services
- Parents (in 2020)
- Registrar*
- Bursar/Student Accounts/Billing*
- Student Life
- Student Employment
- TRIO
- Veterans^

^Included with "Paying for College" Financial Aid Chatbot

*Standard Enrollment Management Chatbot Departments

Multilingual. BCCC can easily add multilingual capabilities into their chatbot. For each foreign language we provide, our professional translators, well-versed in higher education, spend 100s of hours training the bot against the Department of Education's Language Standards. Each language must meet a "better than human" statistical BLEU Score before we will launch it. Please view the list below of languages that Ocelot is currently supporting or will be supporting in 2020.

- English
- Latin-American Spanish
- Simplified Chinese
- Vietnamese (in Q4 2020)
- Arabic (in Q4 2020)



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Explore Feature (Patent Pending). Every Ocelot chatbot comes equipped with our Patent Pending Explore Feature. Explore is a feature in the chatbot that allows the user to explore additional content related to the question they have just asked. Our pending patent is described in the Federal Registry as “Method and System for Predictive Q&A and Resource Suggestions” (Application No.: 16/888,680). The related content is presented back to the student in the form of:

- **Suggestions:** related questions
- **Videos:** related videos
- **Links:** related links on the school’s website

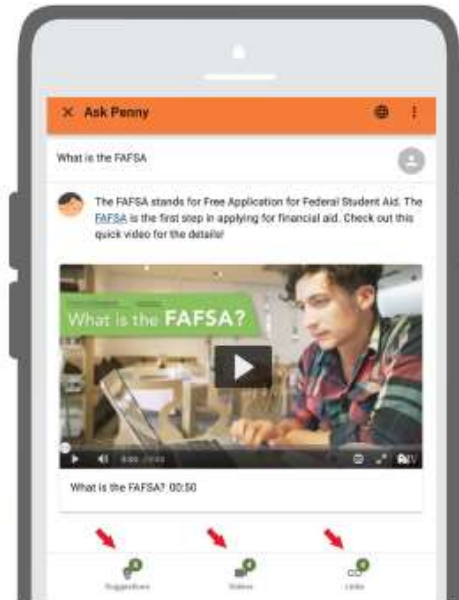
How Explore Works. When a user enters a question in the chatbot, the explore feature will display below the response and return any related content in the form of Suggestions (related questions), Videos (related video content) and Links (related school website links). Each option can be clicked and will expand to show results. Results can also be minimized after viewing.

Why We Love Explore. We know users sometimes struggle with virtual interactions, either with finding the right words or knowing the next question to ask. This feature provides contextually relevant information that either assists in “course correcting” the user if/when their initial question didn’t return the exact information they were looking for, or provides follow up information/questions that the user may not otherwise have thought to explore.

Why Clients Love Explore. Course correcting and providing follow up opportunities gets more information to the user and creates fewer scenarios where the user needs to contact staff with a call or email for a simple question. Students armed with the right information at the right times are more likely to be successful and free up staff resources for other important tasks.

Why Users Will Love Explore.

- Reduces frustration when a user knows they aren’t asking the question they have the right way, but can’t think of another way to ask it, or doesn’t realize they should have asked the question differently.
- Guides the user to the next logical thought/question providing more of a counseling experience that is typically provided by a real person.
- Gets the user helpful information quickly in a contextually relevant way.



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COVID-19. We currently have 320+ COVID-19 related questions and videos in our knowledge base to support your need for remote student support including topics related to:

- General COVID Information
- Financial Aid
- Housing
- Counseling/Mental Health
- Health Services Templates Contributed
- International Student



Custom Branding, Location, and Security. The chatbot is branded to the mascot/avatar of your choosing - something that will resonate with your students. It is accessible 24/7/365 by students from whatever device they use. Ocelot maintains the chatbot and knowledgebase in a high security cloud environment. Below, you will find some examples of the avatars our clients have selected to represent their chatbot.



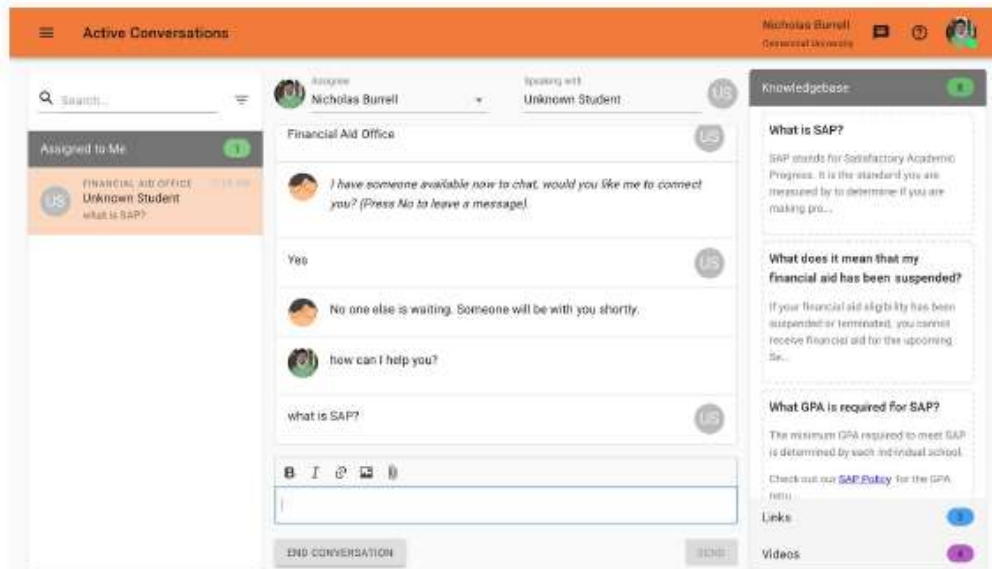
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Text / Nudge Campaigns. (Available Winter 2020) Clients can nudge students via SMS and have the chatbot support student responses. Staff can target different student demographics and nudge them towards achieving their goals; all the while having the chatbot support the process to minimize the level of effort needed from your staff. Powerful analytics and data will help clients continually improve messages and timing to better serve students.



Live Chat Handoff. Clients can supplement Ocelot's chatbot through Ocelot's live chat solution. When the chatbot does not have an answer to a question, conversations can be handed-off to SUNY Empire staff for a more in-depth discussion via live chat. Chats can be routed on a per department basis through our robust messaging inbox. *Ocelot's AI works in tandem with live chat agents by providing suggested responses, links, and videos from the knowledge base along the right side of the dashboard.* The live chat feature can be turned on and off based on staffing availability. Powerful analytics and data will help staff learn more about the in-depth topics students ask about to continually improve messaging around these topics.



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API Suite for Integrations. Ocelot provides an API suite which allows for integration with other data sources utilized on campus. These APIs can connect to data sources including calendars, directories, student information systems, CRMs. In addition, Ocelot provides an API option to set context regarding the student from 3rd party services (such as student information systems). This helps the chatbot to optimize / personalize answers for individual students, and saves the student time inputting information.

We evaluate and support custom integrations on a client-by-client basis. We have professional service support for these as needed. Additional Ocelot APIs enable the bot to respond to inquiries from other channels including Facebook Messenger, Alexa skills, SMS, email, and other bots.

The chatbot on the right side of this page displays an authenticated conversation between the chatbot and a student about their current financial aid awards.

Below is the chatbot's administrative dashboard for integrations.

The screenshot shows a chat window titled "Ask Pete". The chatbot (Pete) says: "Congratulations! You have been awarded financial aid. Would you like to see the whole year or just one term?". The user replies: "whole year.". Pete then says: "Here are your awards. Remember that if your schedule changes, if you attend less than full-time, your degree status changes, or you are not meeting SAP, your award package will change." Below this is a table of awards:

Federal Pell Grant	\$1,549.00
Federal Pell Grant - Summer	\$3,098.00
Fed Direct Sub Loan Spring 1	\$2,250.00
Fed Direct Unsub Loan Spring 1	\$1,448.00
Total	\$8,345.00

At the bottom of the chat window is an input field with the placeholder text "Ask a question" and a send button.

The screenshot shows the "Integrations" dashboard. On the left is a sidebar menu with options: Home, Analytics, Transcripts, Knowledgebase, Live Chat, Embedding, Settings, Integrations (highlighted), Variables, and Audit Trail. The main area contains five integration cards:

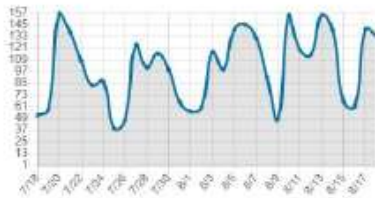
- Zoom**: Enable access to your Zoom account to send meeting invites to live chat participants. Status: ENABLE.
- PeopleSoft**: Connect your chatbot to real-time data in PeopleSoft to generate personalized responses. Status: CONTACT SALES.
- Banner**: Connect your chatbot to real-time data in Banner to generate personalized responses. Status: CONTACT SALES.
- Salesforce**: Connect your chatbot to Salesforce to create contacts, cases, and more. Status: CONTACT SALES.
- TeamDynamix**: Create cases in TeamDynamix and return responses from your knowledgebase. Status: CONTACT SALES.

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Reporting & Analytics. The chatbot's real-time analytics dashboard allows clients to monitor the performance of the chatbot and review top questions in real time - including top topics and I Don't Know questions (IDKs). It also enables staff to hone in on the most frequently asked questions, ensuring students are getting quality answers. This monitoring enables staff to enhance the AI and shape how the content improves through an easy-to-use administrative interface for customizing content. Ocelot will train your staff on Reporting & Analytics for no additional cost. With the dashboard you can:

- Review conversation and interaction frequency and effectiveness
- Measure the most commonly asked questions / key topics
- Identify "I don't know" answers to drive customization
- Review engagement levels outside office hours
- Dive into key topics and individual conversations
- Control the opt in/out data for reporting

Conversations Per Day

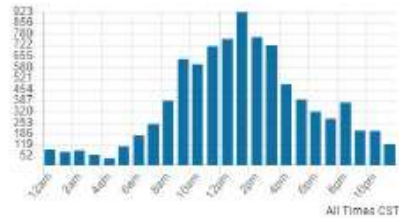


Conversations (All-Time)

35,686

20,309 Interactions

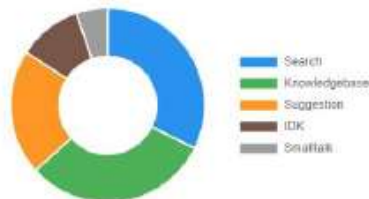
Interactions By Hour



Interactions By Day



Response Types



Knowledgebase Size

1919

407 custom



CONTRACT OF SERVICE

The Contract of Service encompasses the attached Invoice, Sole Source Letter, and End User License Agreement, which are incorporated in this Contract of Service by reference. The Contract of Service is an agreement entered into between Butler Community College - KS and Ocelot (CareerAmerica, LLC) to begin on 11/15/2020. Pricing as offered assumes contract approval on or before Contract Start Date.

1. TOTAL CONTRACT

Item	Quantity	Description	Unit Amount	Total Amount
Chatbot: Campus Wide	3.00	Chatbot for Entire Campus	\$49,000.00	\$147,000.00
Chatbot SET-UP Fee	1.00	One-time Set-Up Charge for Chatbot	\$15,000.00	\$15,000.00
LiveChat	3.00	Live Chat enabled for chatbot departments supported under the contract. Up to 25 Live Chat Agent Licenses. Additional Bundles of 25 Available.	\$0.00	\$0.00
Multilingual Chatbot	3.00	Multilingual Chatbot	\$0.00	\$0.00
Discount: Set-Up Fee Waived	1.00	Set-Up Fee has been waived	\$-15,000.00	\$-15,000.00
Discount: Incentive	1.00	Year 1 & 3 Discounted to \$45,000	\$-8,000.00	\$-8,000.00
Discount: Incentive	1.00	Year 2 of Chatbot Discounted to \$19,800	\$-29,200.00	\$-29,200.00

Shipping & Handling 0.00

Sales Tax 0.00

TOTAL AGREEMENT PRICE \$109,800.00

3 Year Agreement for a Multilingual Campus Wide Chatbot including Live Chat licenses for 25 live chat agents.

Year 1 Discounted to \$45,000.

Year 2 Discounted to \$19,800.

Year 3 Discounted to \$45,000.

\$15,000 Setup Fee Waived with 3 Year Agreement.

Term: 11/15/2020 - 11/14/2023

2. ORDER ADD-ONS

This contract includes the flexibility to order additional services – including but not limited to custom developed technology solutions - within the Term of this agreement. Item(s) will be invoiced separately and will be bound to this agreement, or a new agreement, as indicated by Ocelot.

3. TERM

Start Date: 11/15/2020 End Date: 11/14/2023

4. PAYMENT SCHEDULE

Due Date	Amount
11/15/2020	45,000.00
11/15/2021	19,800.00
11/15/2022	45,000.00

Checks made payable to CareerAmerica, LLC

5. RENEWAL CONTRACT OPPORTUNITY

This contract will automatically renew at the conclusion of the term. Client may opt-out of renewal by notifying Ocelot in writing at least 30 days prior to the conclusion.

6. PRICE CAP ON RENEWAL CONTRACT

At the conclusion of this contract, the pricing for the current items ordered will increase by no more than 3%.

7. SIGNATURES

Butler Community College - KS

Ocelot



Signature

	Name	Damon Vangelis
	Title	CEO
	Date	10/19/2020

To: Purchasing Department, Butler Community College - KS
From: Damon Vangelis, CEO
Date: 10/19/2020
Re: Sole Source Nature of Ocelot Services

.....
Ocelot's proprietary AI software platform enables educational institutions to explain critical and complex topics through a virtual interface. Our platform is Section 508 and WCAG 2.0 AA compliant. Ocelot's product includes five distinctive innovations that no other AI chatbot platform provides:

Patent-Pending "Explore" Interface

This unique AI-enabled interface provides chatbot users with supplemental guided conversations and advice, including relevant videos, website links, and related topics. Our pending patent is described in the Federal Registry as "Method and System for Predictive Q&A and Resource Suggestions". [Application No.: 16/888,680](#)

Explainer Video Library

Ocelot's chatbot is the only higher education focused bot that includes a comprehensive, 2,000+ online explainer video library covering all Title IV federal (and state) financial aid programs. These videos are updated regularly for compliance.

Out-of-the-Box Knowledge Base

Ocelot's chatbot has the deepest knowledge base of any higher education chatbot. It includes over 3,000 questions and answers that gives any institution an unrivaled starting point to build an effective AI chatbot.

Independent-Rated BLEU* Score

Ocelot's proprietary language algorithms score 52 (Spanish) and 54 (Simplified Chinese) on the BLEU evaluation rating. We have trained our AI with terminology consistent with the US Department of Education's vocabulary. This equates to master translation. Ocelot only pushes languages live once they score over 50. By comparison, automated translation services used by other chatbot providers (e.g. Google or Microsoft Translate) score in the 20s. *<https://en.wikipedia.org/wiki/BLEU>

Content Compliance Review

Ocelot is the only chatbot provider with a dedicated, 5-person content compliance review team. Ocelot's compliance team ensures that all content in the knowledge base covering Title IV (federal financial aid), Title IX (gender equity), and international programs are reviewed and maintained regularly to ensure accuracy.

Ocelot services are available on a subscription basis directly through us. Ocelot is owned by CareerAmerica, LLC. If you have any questions, please contact me at (303) 351-2546.

Sincerely,



SUPPLEMENTAL INFORMATION

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



Butler Community College Key Performance Indicators

KPI	Definition	Goal	CURRENT OUTCOME
Completion (Grad rates and transfer rates) <i>Updated in spring</i>	IPEDS Graduation Rate (First-time, Full-Time, Degree-Seeking; 150%)	Increase graduation of FT/FT, degree-seeking students from 24% to 34% by 2020	Graduation rate= 26% Transfer rate = 30% (2018 = 26%; Transfer = 26%)
Completion (Credential awards) <i>Preliminary update – late fall; final update - spring</i>	Annual production of certificates and degrees	Increase the award of degrees and certificates from 1,415 to 1,557 by 2020	1,446 (1,513 in AY 2019)
Retention <i>Updated in spring</i>	IPEDS Fall Enrollment Report; retention of first-time, full-time, degree-seeking students from fall to fall	Increase retention of FT/FT, degree-seeking students to 71% by 2020	60 % (2018 = 60 %)
CTE placement rates <i>Updated in spring</i>	Job placements of completers/leavers of Butler CTE programs	Exceed 79%	76.3% (2018 = 77%)
Transfer GPA and hours <i>Updated in spring</i>	GPA's and transferred hours of Butler transfers to state universities	Exceed peer basket of other KS community colleges	Average GPA of new Butler transfers = 3.22; average hours transferred=49.85; peer basket average GPA 3.23 and 47.89 hours transferred. (Fall 2017 Average GPA of new Butler transfers = 3.20; average hours transferred 48.74; peer basket average GPA 3.17 and 47.35 hours transferred).

KBOR PERFORMANCE AGREEMENT OUTCOMES

GOAL	KBOR Mandated Baseline	OUTCOME Year 3 (AY 2019)
Increase third party industry credentials	1012	1072
ALP success rates	63.1%	53.47%
Increase STEM credentials	302 AAS and Certificates	296
Improve College Algebra pass rates	65.2%	72.7%
First year retention	62.4%	65.1%

REPORT TO THE BOARD OF TRUSTEES, BUTLER COMMUNITY COLLEGE

Department/Project Name	Strategic Enrollment Plan
Responsible individual	Jessica Ohman
Report for the BOT meeting of	November 10, 2020
Strategic Goal: Ensure Student Success	Priority Number: 1b (Continue to execute the Strategic Enrollment Plan and monitor progress)

Narrative

With enrollment on the decline for the past three years, it became clear the College needed to take different measures to stabilize enrollment and enhance service to students. Given the state of the current environment with low unemployment rate and fierce competition among higher education institutions in the region, action is required to strategically influence enrollment growth and retention.

The strategic enrollment management planning process will allow Butler to implement action plans that will necessitate changes with marketing, recruiting, program/course scheduling, and retention of students to meet enrollment targets.

Current Outcomes

The Strategic Enrollment Management plan was created in September 2019. We continue to work this plan and have made some adjustments due to remote work and closure of the campuses. Enrollment Management staff returned to campus on July 27 in order to serve students in person. From July 27 to the first week of class, 34% of our fall student population was enrolled. Staff continue to serve students via phone and email as during the campus closure. Across the community college system, enrollment is down for Fall 2020, and Butler is no exception. Butler's enrollment mirrors community college enrollment trends across the nation.

Action items for future outcomes

The Strategic Enrollment Management plan is a working document to be revised as necessary throughout the year. The entire campus has come together with a calling campaign for prospective students – calls will continue through January for spring enrollment. In addition to traditional recruitment efforts, thousands of calls, texts and emails were sent during the first week of spring enrollment.

Strategic Alignment

The Strategic Enrollment Management plan is aligned with the College's institutional strategic priorities of: Ensuring Student Success, Contributing to our Communities, and Advancing Institutional Effectiveness.

REPORT TO THE BOARD OF TRUSTEES, BUTLER COMMUNITY COLLEGE

Department/Project Name	Academics--Textbook Affordability
Responsible individual	Lori Winningham, Susan Bradley
Report for the BOT meeting of	November 10, 2020
Strategic Goal: Ensure Student Success	Priority Number: 3a (Research and embed new options for textbooks and OER to reduce student costs for FY2021)

Narrative

The Butler Textbook Affordability Team (TAT) pursues affordable, high-quality textbooks and instructional materials for students, primarily through digital delivery of Open Educational Resources (OER) and publisher subscription programs. In both of these cases, students benefit because their texts are embedded in the institution's learning management system. Upon enrollment in a course, students have access to the instructional materials for a course, which positively affects their success in it.

The Butler TAT was formed in fall 2019 with these projects and goals:

1. Chart textbook costs by Pathway.
2. Finalize text selection rubric.
3. Identify affordable textbook cost ranges.
4. Target most expensive and most popular books for cost reduction.
5. Identify OER alternatives.
6. Adopt competitively priced, high quality conventional publications or an established OER or develop a local OER.
7. Chart textbook cost reductions for fall 2020.
8. Plan related work and trainings for fall 2020.

Current Outcomes

The Butler TAT will chart textbook costs for the program pathway packages planned to be publicized for fall 2021. In 2019-20, TAT finalized a textbook selection rubric and incorporated it in the new digital textbook selection process used by academic departments. TAT also identified three textbook cost ranges and incorporated them into the rubric:

Low	\$40.00 or less
Moderate	\$41.00 to \$80.00
High	\$81.00 and above

Student savings through digital delivery of textbooks is calculated under OER and publisher categories.

OER

Assuming the Maricopa Community College standard of \$100 savings per student using an OER rather than a conventional published textbook, the Butler EG 101 Composition 1 and 102 Composition II OER have saved students textbook dollars since fall 2018. In fall 2020, they were joined by an LT 201 Introduction to Literature OER. Student savings for the three texts written and assembled by the Butler English Department now total over one million dollars or \$1,168,300.00 as found in the attached document.

McGraw Hill

In fall 2020, Butler entered an agreement with McGraw Hill to supply discounted digital textbooks through its Inclusive Access program. To date, this program has involved over 450 sections of 40 courses, including Art, Music, Business, Psychology, Science, Human Performance, and Communication and has served over 5992 students. Students realized \$166,938 in savings for the fall semester when the prices of their Inclusive Access texts were compared to lowest priced digital texts available from McGraw Hill. When the fall 2020 student savings for Inclusive Access texts is added to the 2019-20 pilot program savings for the same, the total savings is \$248,044.00.

Cengage

In fall 2020, Butler expanded its Cengage Unlimited program through Cengage Publishing. The program offers digital textbooks only or digital textbooks and their accompanying software for fixed subscription periods of 4, 12, or 24 months. In subscribing, the student gains access to all titles offered by the publisher or texts for multiple courses, dependent on text selection by academic departments, at the same fixed price. In fall 2020, 2044 students subscribed to Cengage Unlimited at an estimated savings of \$367,000 over the retail cost of Cengage texts--book alone, book with courseware, or courseware alone--in a prior term.

Action items for future outcomes

The Butler TAT supports and participates in the KBOR OER Action Plan, including ongoing Training through state OER Webinars.

The Butler TAT continues to work toward

- Increased faculty and department involvement in text selection and design.
- Low-cost, course appropriate digital adoptions.
- Competitive student “package” charges by Fall 2021.
- Comprehensive text management, sales, and education involving the Butler Bookstore.

Strategic Alignment

Ensure student success.

Fall 2018 Sales EG 101 OER

<u>Course Text</u>	<u># Enrolled</u>	<u># Sold</u>	<u>Price</u>	<u>Total</u>	<u>Savings</u>	<u>Total Savings</u>
	20th Day			Sales	Maricopa Avg	Maricopa Avg
EG 101 OER	2064	2064	\$40.00	\$82,560.00	\$100.00	
Totals					\$206,400.00	\$206,400.00

Spring 2019 Sales EG 101 OER

<u>Course Text</u>	<u># Enrolled</u>	<u># Sold</u>	<u>Price</u>	<u>Total</u>	<u>Savings*</u>	
	20th Day			Sales	Maricopa Avg	
EG 101 OER	495	495	\$40.00	\$19,800.00	\$100.00	
Totals					\$49,500.00	\$49,500.00

Spring 2019 Sales EG 102 OER

<u>Course Text</u>	<u># Enrolled</u>	<u># Sold</u>	<u>Price</u>	<u>Total</u>	<u>Savings*</u>	
	20th Day			Sales	Maricopa Avg	
EG 102 OER	1390	1390	\$40.00	\$55,600.00	\$100.00	
Totals					\$139,000.00	\$139,000.00

Summer 2019 Sales EG 101 OER

<u>Course Text</u>	<u># Enrolled</u>	<u># Sold</u>	<u>Price</u>	<u>Total</u>	<u>Savings*</u>	
	20th Day			Sales	Maricopa Avg	
EG 101 OER	171	172	\$40.00	\$6,840.00	\$100.00	
Totals					\$17,200.00	\$17,200.00

Summer 2019 Sales EG 102 OER

<u>Course Text</u>	<u># Enrolled</u>	<u># Sold</u>	<u>Price</u>	<u>Total</u>	<u>Savings*</u>	
	20th Day			Sales	Maricopa Avg	
EG 102 OER	217	217	\$40.00	\$8,680.00	\$100.00	
Totals					\$21,700.00	\$21,700.00

Fall 2019 Sales EG 101 OER

<u>Course Text</u>	<u># Enrolled</u>	<u># Sold</u>	<u>Price</u>	<u>Total</u>	<u>Savings*</u>	
	20th Day			Sales	Maricopa Avg	
EG 101 OER	1973	1973	\$40.00	\$78,790.00	\$100.00	
Totals					\$197,300.00	\$197,300.00

Fall 2019 Sales EG 102 OER

<u>Course Text</u>	<u># Enrolled</u>	<u># Sold</u>	<u>Price</u>	<u>Total</u>	<u>Savings*</u>	
	20th Day			Sales	Maricopa Avg	
EG 102 OER	630	630	\$40.00	\$25,200.00	\$100.00	
Totals					\$63,000.00	\$63,000.00

Spring 2020 Sales EG 101 OER

<u>Course Text</u>	<u># Enrolled</u>	<u># Sold</u>	<u>Price</u>	<u>Total</u>	<u>Savings*</u>	
	20th Day			Sales	Maricopa Avg	
EG 101 OER	596	596	\$40.00	\$23,840.00	\$100.00	
Totals					\$59,600.00	\$59,600.00

Spring 2020 Sales EG 102 OER

<u>Course Text</u>	<u># Enrolled</u>	<u># Sold</u>	<u>Price</u>	<u>Total</u>	<u>Savings*</u>	
	20th Day			Sales	Maricopa Avg	
EG 102 OER	1433	1433	\$40.00	\$57,320.00	\$100.00	
Totals					\$143,300.00	\$143,300.00

Summer 2020 Sales EG 101 OER

<u>Course Text</u>	<u># Enrolled</u>	<u># Sold</u>	<u>Price</u>	<u>Total</u>	<u>Savings*</u>	
	20th Day			Sales	Maricopa Avg	
EG 101 OER	171	171	\$40.00	\$6,840.00	\$100.00	
Totals					\$17,100.00	\$17,100.00

Summer 2020 Sales EG 102 OER

<u>Course Text</u>	<u># Enrolled</u>	<u># Sold</u>	<u>Price</u>	<u>Total</u>	<u>Savings*</u>	
	20th Day			Sales	Maricopa Avg	
EG 102 OER	216	216	\$40.00	\$8,640.00	\$100.00	
Totals					\$21,600.00	\$21,600.00

Fall 2020 Sales EG 101 OER

<u>Course Text</u>	<u># Enrolled</u>	<u># Sold</u>	<u>Price</u>	<u>Total</u>	<u>Savings*</u>	
	20th Day			Sales	Maricopa Avg	
EG 101 OER	1672	1672	\$20.00	\$33,440.00	\$100.00	
Totals					\$167,200.00	\$167,200.00

Fall 2020 Sales EG 102 OER

<u>Course Text</u>	<u># Enrolled</u>	<u># Sold</u>	<u>Price</u>	<u>Total</u>	<u>Savings*</u>	
	20th Day			Sales	Maricopa Avg	
EG 102 OER	546	546	\$20.00	\$10,920.00	\$100.00	
Totals					\$54,600.00	\$54,600.00

Fall 2020 Sales LT 201 OER

<u>Course Text</u>	<u># Enrolled</u>	<u># Sold</u>	<u>Price</u>	<u>Total</u>	<u>Savings*</u>	
	20th Day			Sales	Maricopa Avg	
LT 201 OER	108	108	\$10.00	\$1,080.00	\$100.00	
Totals					\$10,800.00	\$10,800.00

\$1,168,300.00

REPORT TO THE BOARD OF TRUSTEES, BUTLER COMMUNITY COLLEGE

Department/Project Name	Student Lifecycle Tools
Responsible individual	Jessica Ohman, Phil Speary, Troy Nordman
Report for the BOT meeting of	November 10, 2020
Strategic Goal: Ensure Student Success	Priority Number: 4b (Increase the usage of student lifecycle tools with further implementation of Ellucian Recruit and AVISO in FY2021)

Narrative

The purpose of Butler's utilization of the AVISO Retention Tool system is to increase active support of students through a proactive and reactive series of communications with individual students made by teams of faculty and staff assigned to each student based on the student's degree/certificate goal. Faculty and staff monitor and reach out to the student regarding their course participation, academic progress, enrollment status, and a variety of other academic and personal needs as prompted by automated and staff initiated alerts. The alerts are sent through the AVISO program to each employee user on a daily basis based on input from Banner and Canvas. The ongoing support process is intended to promote greater success in the student lifecycle through increased student engagement, course completion, ongoing enrollment, and goal attainment.

CRM Recruit is an engagement software for communication with prospective students. The system is integrated with Banner (student information system), allowing for automated email, event management, territory assignments, and inquiry/application form processing. Recruit was implemented in Fall 2018. Since that time the Admissions team has collaborated with Marketing to create communication flows for the inquiry to apply and apply to enroll processes.

Increase the usage of student lifecycle tools with further implementation of Ellucian Recruit and AVISO in FY2021

Current Outcomes

Student Services:

- Welcome text and response to Welcome text recorded in AVISO by the end of the 2nd week of 15-week classes.
- Texts to at risk students (high risk/suspension) sent and recorded in AVISO at week 4.
- Butler employees respond to Staff-initiated Alerts on behalf of students
- International student and BETA admission applications created
- Program emails completed
- Online campus visit request went live
- Workflow emails to all accepted students implemented
- Grizzly Junior/Senior Days and virtual visit registrations implemented

Academics:

- Faculty respond to Automated Alerts by contacting students and closing with Note
- Faculty create Staff-Initiated Alerts sent to appropriate support staff

Students:

- All students can download Student App

Action items for future outcomes

Student Services:

- Texts to at risk students (high risk/suspension) sent and recorded in AVISO at week 8, 10.
- Enrollment text and email sent and recorded in AVISO by the end of the 9th week of 15-week classes.
- Continued system maintenance and integration within Recruit
- Develop strategy for managing duplicate student records
- Refine the communication and workflow messages
- Implement real-time workflows

Academics:

- Navigators respond to Automated Alerts by contacting students and closing with Note

Students:

- Students use Student App to respond to employee messages

Strategic Alignment

This objective is part of Butler Community College's 2019-2021 Strategic Plan with the college's goal of "Ensure Student Success", under which Priority 4 calls for investing in a college-wide technology framework to continue to support student success with performance indicator 4b identifying that Butler increase the usage of student lifecycle tools with further implementation of Ellucian Recruit and AVISO in FY2021

REPORT TO THE BOARD OF TRUSTEES, BUTLER COMMUNITY COLLEGE

Department/Project Name	Mental Health Needs
Responsible individual	Bill Rinkenbaugh, CIMT
Report for the BOT meeting of	November 10, 2020
Strategic Goal: Ensure Student Success	Priority Number: 5b (Support additional mental health services to address escalating needs)

Narrative

Butler Community College students come to the College with a number of personal issues. To assist students with these personal issues, the College provides counseling services. However, Butler has only one, full-time counselor available to meet these needs. Nancy Hamm, Counselor, has been very proactive in her approach to assist student needs by offering a variety of programs including Coping with College where she meets with students over lunch or snacks in Andover and El Dorado to provide interested students with strategies to be successful through the semester.

This fall COVID-19 created additional challenges for all individuals and required the college to implement different strategies for course delivery which included moving face-to-face classes to online and blended formats, and implemented additional strategies to prevent the spread of COVID-19 with masks, and social distancing. Visitations to the residence halls have been limited to only those that live on campus. All of these strategies, while allowing the College to continue to offer classes and minimizing the spread of COVID-19, have increased the mental stress on students, faculty, and staff.

In an effort to increase the visibility of counseling services, digital signage across the campus has been utilized to announce the various services and events tied to mental health. Video information has been shared on social media sites. A variety of contact information has been added to the back of student ID cards. All students will have this information as they receive their new ID cards. Mental Health information has been highlighted on the Butler website. Most recently, the Student Government Association partnered with Counseling Services to heighten the awareness of Mental Health by setting up an information table along with treats and stress balls to benefit students.

Finally, Nancy has reached out to various student groups to make presentations including the Women's Volleyball Team and the Residence Life Assistants. She has joined the Inclusion Council as is a valuable resource to the sub-team of Prioritizing Mental and Social Health.

Current Outcomes

More than 153 appointments have been scheduled this current semester in Counseling Services and more than 100 referrals have been received from faculty, staff, or CARE Team meetings. Counseling session times vary depending upon the nature of the issue. Also this fall semester, there have been increased suicide alerts than have been experienced in the past.

It is expected that the number and level of severity of social and emotional issues will continue to increase, especially through this time of the pandemic.

Action items for future outcomes

For the past three years, a request has been included in the budget from student services to add a counselor to address this continued increase in mental health issues. For both the El Dorado and Andover campuses. In accordance with the negotiated agreement, the counselor has 35 hours on campus. Nancy currently arranges her schedule so that she is not making numerous trips between the campuses each day and yet still provide counseling services on both campuses. This can be a challenge. Some full-time faculty who have certified counseling credentials have been identified who may be able to help assist with the shortage. There might also be an opportunity to identify a part-time counselor who would be willing to work at one of the campuses to provide some assistance. The cost for a part-time counselor or overload for full-time faculty members with the appropriate credentials would be the same. The engagement with the CARE team by the Counselor is essential in addressing identified needs. Continued offering of Coping with College sessions, virtual group counseling sessions, presentations to faculty and staff to identify signs to be able to provide mental health first aid are being planned for the immediate future.

Strategic Alignment

This aligns with Ensure Student Success. If students are not healthy, both physically and mentally, it will impact their engagement in the classroom. Lack of engagement will negatively impact their success and student retention through their goal. Retention is one of the highest priorities at the College. Every effort must be made to ensure students have the resources needed to make their success a reality. Social and emotional support will be a key resource for that retention to become a reality.

REPORT TO THE BOARD OF TRUSTEES, BUTLER COMMUNITY COLLEGE

Department/Project Name	Committee Structure
Responsible individual	Kim Krull, Exec Council
Report for the BOT meeting of	November 10, 2020
Strategic Goal: Invest in Our Employees Success	Priority Number: 2a (Review and revise committee structure and reporting processes during fall 2020)

Narrative

Communication with college employees is vitally important to ensure broader understanding, awareness, and input for college initiatives, process changes, the strategic plan, progress toward benchmarks, future plans, operational decisions, academic and student services decisions, and general college “happenings.” While Butler has a significant number of committees, task forces, and councils, discussions have led to an understanding that reorganizing the college’s committee structure and reporting of information could facilitate and support enhanced communication and transparency

Current Outcomes

A draft of committee structure, reporting format, and committee membership changes has been developed and shared with vice presidents for review and suggested changes. More comprehensive and regular reporting of committee work will be monthly to Exec Council.

Action items for future outcomes

Work will continue to finalize changes to the committee structure. Information will be shared through Exec Council, divisions and departments for beginning implementation of changes prior to the end of the fall semester.

Strategic Alignment

These objectives are part of Butler Community College’s 2020-2022 Strategic Plan with the college’s goal of “Investing in our Employees’ Success”, under which Priority 2 calls for support for shared/participatory governance and performance indicator 2.2a identifies the goal to review and revise the committee structure and reporting processes during fall 2020.

REPORT TO THE BOARD OF TRUSTEES, BUTLER COMMUNITY COLLEGE

Department/Project Name	Mental Health
Responsible individual	Kim Krull, CIMT
Report for the BOT meeting of	November 11, 2020
Strategic Goal: Invest in Our Employees Success	Priority Number: 4c (Support additional mental health services and EAP program to address escalating needs)

Narrative

COVID-19 has created working and learning changes and challenges for Butler students and staff since mid-March. Many “return to campus and classroom” changes had to be implemented based on KDHE, CDC, and Butler County Health Department guidelines. While most students and staff are energized for the start of the fall semester, fall 2020 was different with so many unknowns and uncertainties being faced. There have been increased concerns related to the mental health of students and staff with the increased stress created by COVID-19. In order to help students continue to be successful and staff to be productive, engaged and satisfied, the increased strain on emotional and mental health became a priority.

Current Outcomes

Very initial conversations have been held with partnering institutions in south central Kansas seeking potential partnerships to benefit all our institutions through the sharing of resources and/or engaging Counseling program graduate students for assistance. Internally, current full-time and adjunct faculty have been contacted to determine possible assistance from them.

Action items for future outcomes

Work will continue to identify specific individuals who are able to assist. Appointment schedules will be developed and distributed along with additional community and college resource lists.

Strategic Alignment

These objectives are part of Butler Community College’s 2020-2022 Strategic Plan with the college’s goal of “Investing in our Employees’ Success”, under which Priority 4 calls for proactively implementing processes and guidelines related to COVID-19 and performance indicator 4.4.c identifies the goal to support additional mental health services and EAP program to address escalating needs.

REPORT TO THE BOARD OF TRUSTEES, BUTLER COMMUNITY COLLEGE

Department/Project Name	President's Office
Responsible individual	Kim Krull & Shelley Stultz
Report for the BOT meeting of	November 11, 2020
Strategic Goal: Contribute to our Communities	Priority Number: 3a (Research service area civic organizations and ensure Butler Community College representation of key board beginning Fall 2019)

Narrative

Butler contributes to the vitality of the communities it serves. Creating strong partnerships, and intentionally pursuing service and engagement in our communities is an important key to our long term success. Understanding the organizations that Butler employees engage, volunteer or serve in their communities can offer valuable insight and knowledge.

Current Outcomes

A list of key organizations in the surrounding communities has been identified and current Butler employees who serve in some capacity in those organizations. The organizations have been identified that optimize Butler's influence and interest in the area and allow greater engagement of Butler in communities.

Action items for future outcomes

Identify if a Butler employee or representative serves on any of the key organizations in the surrounding communities. Identify specific gaps in representation and seek volunteers to participate where appropriate. Pertinent information learned and shared from community councils or boards can be useful for relationship building and strategic planning.

Strategic Alignment

The information gained from having a representative in key organizations will allow Butler to Contribute to our Communities through activism and information sharing. Having a pulse on the needs and opportunities in our communities will strengthen institutional effectiveness as we plan and execute our programs strategically and use facts to drive decisions

REPORT TO THE BOARD OF TRUSTEES, BUTLER COMMUNITY COLLEGE

Department/Project Name	Comprehensive Conversations
Responsible individual	Kim Krull, Lori Winningham, Inclusion Council
Report for the BOT meeting of	November 11, 2020
Strategic Goal: Advance Institutional Effectiveness	Priority Number: 1a (Engage students and staff in comprehensive conversations to better understand barriers and needs in FY2021)

Narrative

Butler's mission is to develop responsible, involved lifelong learners and to contribute to the vitality of the communities it serves. Butler has a responsibility to have, support, and sustain a campus culture of understanding, awareness and inclusion for students and staff. Fostering inclusivity and promoting diverse educational experiences and daily working environments will allow students and staff to learn, grow and succeed.

Current Outcomes

Butler's Inclusion Council is directly involved in helping address the priority to proactively address a sustainable diversity, equity and inclusion culture. Inclusion Council has developed a draft strategic plan that is being reviewed and finalized. An Inclusion Council sub-team is meeting and developing the format to meet with small groups of students. They are determining additional faculty and staff to assist and formulating questions and intended outcomes. They intend to meet with a couple of groups of students prior to Thanksgiving break.

Action items for future outcomes

Inclusion Council will continue to refine their strategic plan and align it with the overarching college strategic plan. After meeting with the initial groups of students prior to Thanksgiving break, the discussion and format will be assessed for any needed changes with additional meetings scheduled when students return in January.

Strategic Alignment

Butler's Strategic Plan has placed an intentional focus on priorities and performance indicators to proactively address a sustainable diversity, equity, and inclusion culture. These objectives are included in the college's goal of Advancing Institutional Effectiveness under which Priority 1 includes this performance indicator 1a to engage students and staff in comprehensive conversations to better understand barriers and needs in FY2021. Engaging students and staff in specific conversations related to understanding barriers they face and needed changes will allow the college to develop comprehensive and long-term plans.

Butler Community College
Statement of Revenue, Expenditures, Other Changes
As of 10/31/2020

FISCAL YEAR 21, PERIOD 04
Operating Funds 1100, 1200, 1500

	2021				2020			
	Budget	Actual	Variance (Over)Under	Percent of Budget	Budget	Actual	Variance (Over)Under	Percent of Budget
REVENUES:								
Tuition/Fees	18,125,340	11,369,125	6,756,215	62.73%	19,235,914	10,826,495	8,409,419	56.28%
Local Sources	13,252,728	1,138,299	12,114,429	8.59%	14,648,337	1,267,321	13,381,016	8.65%
State Sources	15,225,128	7,831,317	7,393,811	51.44%	15,870,398	7,635,503	8,234,895	48.11%
Auxiliary Sources	17,724	9,300	8,424	52.47%	17,724	8,190	9,534	46.21%
Federal Sources	0	0	0	0.00%	0	0	0	0.00%
Other Sources	793,136	204,037	589,099	25.73%	1,042,959	243,384	799,575	23.34%
Transfers	475,463	0	475,463	0.00%	109,249	0	109,249	0.00%
TOTAL REVENUES:	47,889,519	20,552,077	27,337,442	42.92%	50,924,581	19,980,893	30,943,688	39.24%
EXPENSES:								
Instruction	15,651,027	3,873,289	11,777,738	24.75%	15,865,165	3,939,600	11,925,566	24.83%
Other Expenditures	0	0	0	0.00%	0	0	0	0.00%
Public Service	0	0	0	0.00%	0	0	0	0.00%
Academic Support	3,419,066	953,859	2,465,207	27.90%	3,604,884	1,064,477	2,540,407	29.53%
Student Services	6,255,978	1,604,594	4,651,384	25.65%	6,601,171	2,020,074	4,581,097	30.60%
Institutional Support	16,698,204	6,931,509	9,766,695	41.51%	18,211,208	6,914,020	11,297,188	37.97%
Physical Plant Operations	3,516,342	944,324	2,572,018	26.86%	3,519,814	945,295	2,574,519	26.86%
Student Financial	3,655,385	1,871,926	1,783,459	51.21%	3,710,385	1,784,261	1,926,124	48.09%
Auxiliary Enterprise	1,400	0	1,400	0.00%	235,000	0	235,000	0.00%
TOTAL EXPENSES:	49,197,402	16,179,499	33,017,903	32.89%	51,747,627	16,667,726	35,079,901	32.21%
TRANSFERS AMONG FUNDS:								
Mandatory Transfers	873,908	558,163	315,745	63.87%	1,135,060	553,480	581,580	48.76%
Non-Mandatory Transfers	512,273	0	512,273	0.00%	686,000	0	686,000	0.00%
TOTAL TRANSFERS:	1,386,181	558,163	828,018	40.27%	1,821,060	553,480	1,267,580	30.39%
NET INCREASE/DECREASE IN NET ASSETS	(2,694,064)	3,814,415			(2,644,106)	2,759,688		
Fund Balances, Beginning of year	9,069,882	9,069,882			7,135,350	7,135,350		
Fund Balances, End of Period	6,375,818	12,884,298			4,491,244	9,895,038		

Statement of Revenue, Expenditures, and Other Changes

REVENUES:

Tuition/Fees

In-County, In-State, Out-State, International Tuition, Tuition Waivers, Continuing Ed Fees, Nursing Fees, Auto Tech Uniform Fees, International Student Processing Fees, Online Course Fees, Enrollment Fees, Student Health Fees, and Athletic Scholarship Fees

Local Sources

Ad Valorem Taxes, Taxes-in-Process, Delinquent Taxes, Motor Vehicle Taxes, and other Local Taxes

State Sources

State Operating Grant and SB155 Funding

Auxiliary Sources

Dorm Rental – Fire Science students

Student Life and EduCare Fund Revenue (not applicable to Operating Funds)

Other Sources

Interest Income, Reimbursements, Commissions, Gate Receipts, Deferment Fees, Media Resource Fees, and Prior Year Claims Cancelled

Transfers

Testing Fees Transfer for Administration, Transcript Fees Transfer for Advising, and Residence Hall Debt Transfer

EXPENSES:

Instruction

General, Vocational and Adult Instruction

Other Expenditures

Parking and Agency Funds (not applicable to Operating Funds)

Academic Support

Library, Academic Administration, Curriculum Development

Student Services

Counseling, Financial Aid, Student Records, Admissions, Health Services, Student Activities, and Student Services

Institutional Support

Executive Management, Fiscal Operations, Community/Public Relations, Information Services, and Administrative Services

Physical Plant Operations

Maintenance of Buildings, Equipment, Grounds, Debt Service

Student Financial

Scholarships and Grants

Auxiliary Enterprise

Operating Support of EduCare Center

Transfers

Debt Service Payments, Operating Support to ABE, BETA, and Grizzly Adventures, Annual Transfers to Development, Facilities, and Technology Funds

THANK YOU NOTES

Butler family,

Thank you so much for the cards, flowers, and calls during Jeff's dad's illness and passing. Harold loved to attend Grizzly football games and followed the players after graduation. We also appreciate the permanent memorial book in the library.

God bless,

Jeff and Teressa Eastman

Dr. Krull and Butler Board of Trustees –

Thank you for my retirement clock – that meant a lot. It was an honor to be a part of the Butler Family.

- Tonya Kerschner

Dr. Krull,

My name is Cecelia Brewer and I am a member of the KCCLI Class VI. I just wanted to take a moment to thank you and Butler CC for hosting the Institute. I look forward to this year which will be full of wonderful learning experiences that will prepare me for the next step in my career.

Sincerely,

Cecelia

Dr. Krull,

On behalf of my KCCLI cohort, I want to thank you for your support of the Leadership Institute. Although our work is just beginning, we have already been enriched. Thanks for helping to make this possible.

Steve Dowell

Neosho County Community College

Dear Dr. Krull,

Thank you for the BCC water bottles & candy. We appreciate being able to come to campus.

Sincerely,

2021 Project Search Interns

**BOARD OF TRUSTEES CALENDAR OF ACTIVITIES
NOVEMBER – DECEMBER**

November Board Finance Committee	Tuesday, November 10, 3:30 p.m. President's Conference Room	Lance Lechtenberg Shelby Smith
November Board Meeting	Tuesday, November 10, 4:30 p.m. Dankert Board Room	ALL TRUSTEES
December Board Finance Committee	Tuesday, December 8, 3:30 p.m. President's Conference Room	Lance Lechtenberg Shelby Smith
December Board Meeting	Tuesday, December 8, 4:30 p.m. Dankert Board Room	ALL TRUSTEES

2020-2021 Board Meeting Dates

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

January Board Finance Committee	Tuesday, January 12, 3:30 p.m. President's Conference Room	Lance Lechtenberg Shelby Smith
January Board Meeting	Tuesday, January 12, 4:30 p.m. Dankert Board Room	ALL TRUSTEES
February Board Finance Committee	Tuesday, February 9, 3:30 p.m. President's Conference Room	Lance Lechtenberg Shelby Smith
February Board Meeting	Tuesday, February 9, 4:30 p.m. Dankert Board Room	ALL TRUSTEES

Fall 2020 ACTIVITY CALENDAR

Cross Country @ NJCAA National Championships	Sat, November 14
High School Show Choir Festival Concert	Mon, November 16 @ 7:00 p.m.
Dance Showcase	Thur, November 19 @ 7:00 p.m.
Fall Semester Ends	Tues, November 24
Thanksgiving Break – College Closed/No Classes	November 25-27
Grades Due by Noon	Tues, December 1
Winter Break – College Closed	December 22 – January 3
Martin Luther King, Jr Day – College Closed	Mon, January 18
First Day of Spring Classes	Tues, January 25
E.B. White Gallery of Art Dane Jones & Erin Raux Exhibit Reception	January 29 – March 26 Thur, February 18 @ 6:00 p.m.
Music Theatre of Wichita & Wichita Symphony Orchestra with the Butler Community College Concert Choir	Sat, February 13 Sun, February 14 For more information: www.wso.org
Children’s Theatre Production TBD	Sat, February 20 @ 2:00 p.m.
Spring Break – No Classes	March 15 – 19
Fall 2021 Enrollment Begins	Mon, March 22
Institutional Development Day – No Classes	Thur, April 1
College Closed/No Classes	Fri, April 2
E.B. White Gallery of Art Annual Student Juried Exhibit Reception	April 15 – May 7 Thur, April 15 @ 6:00 p.m.
Theatre Production 4 - TBA	Thur, April 15 @ 7:30 p.m. Fri, April 16 @ 7:30 p.m. Sat, April 17 @ 2:00 & 7:30 p.m.
Instrumental Music Spring Concert	Fri, April 23 @ 7:30 p.m. Sat, April 24 @ 7:30 p.m.
Vocal Concert #4	Thur, April 29 @ 7:30 p.m. Fri, April 30 @ 7:30 p.m. Sat, May 1 @ 2:00 & 7:30 p.m.
Woodwind Chamber Recital	Mon, May 3 @ 7:30 p.m.
Brass Chamber Recital	Tues, May 4 @ 7:30 p.m.
Percussion Chamber Recital	Wed, May 5 @ 7:30 p.m.
Dance Showcase	Thur, May 6 @ 7:00 p.m.
Student Art Sale	Tues, May 11 10:00 a.m. – 4:00 p.m.
Commencement	Fri, May 14 @ 7:00 p.m.
Grades Due by Noon	Mon, May 17
Memorial Day – College Closed	Mon, May 31
Summer Semester Begins	Mon, June 7
Summer Semester Ends	Fri, July 30

ADJOURNMENT

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

CALL FOR A SECOND: Trustee _____

CALL FOR A VOTE

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