

**BUTLER COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES OF THE REGULAR BOARD MEETING
4:30 p.m., September 8, 2020 – Dankert Board Room**

STAFF ATTENDANCE

Lora Jarvis (Z)	Kim Krull
Bill Young (Z)	Matt Jacobs
Kent Williams (Z)	Phil Speary (Z)
Shelley Stultz	Jessica Ohman
Kathy McCoskey (Z)	Tom Borrego (Z)
Terry Sader (Z)	Lori Winningham (Z)
Lisa Bolin (Z)	Mel Whiteside
Christy Streeter	Jake Kenney
Bill Rinkenbaugh	Tyler Nordman
Andrea McCaffree-Wallace (Z)	

BOARD ATTENDANCE

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

GUESTS

Rod Blackburn
Janice Jones
Wade Wilkinson
Larry Weis, Eby Construction
Tyler Dehn, Wildcat Construction (Z)
James McNaul, Beran Concrete (Z)
Randal Chickadonz, USD 394 (Z)

LEGAL BUDGET HEARING

Chair Howell called the 2020-2021 Legal Budget Hearing for Butler Community College to order at 4:36 p.m. Chair Howell introduced the Board of Trustees and other Butler Administration, Faculty and Staff that were present, and briefly explained the budget process for the College.

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

The Public Notice was published in the college's official publications and the public hearing was set for 4:30 p.m. today, September 8, 2020, in the Clifford/Stone Room of the Hubbard Welcome Center at Butler of El Dorado.

The hearing was then open to public comment from individuals wishing to speak concerning the budget. Rod Blackburn addressed the Board on the value of technical education programs.

The Legal Budget Hearing was adjourned at 4:44 p.m.

CALL TO ORDER

Chair Howell called the regular monthly meeting of the Board of Trustees to order at 4:44 p.m.

APPROVAL OF THE AGENDA

Trustee Law moved to approve the agenda as presented. Trustee Lechtenberg seconded. Lora Jarvis called a roll call vote and the motion passed unanimously.

APPROVAL OF 2021 LEGAL BUDGETS

Trustee Rhodes moved that the legal budget for 2020-2021 be approved as published with the amount of taxes to be levied for all funds of \$14,420,075 and the total expenditure budget for all funds of \$77,915,445. Trustee Law seconded. During discussion, Trustee Winslow requested that a full-detailed budget be placed online. Kent Williams said that the legal budget is posted every year. Lora Jarvis called a roll call vote and the motion passed unanimously.

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

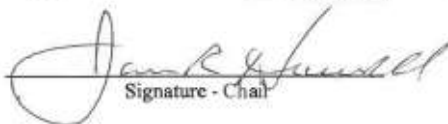
The governing body of Butler Community College, Butler County, will meet on September 8, 2020, at 4:30 p.m., at the Clifford Stone Room of the Hubbard Welcome Center for the purpose of answering objections of taxpayers relating to the proposed use of all funds, and the amount of tax to be levied, and to consider amendments. Detailed budget information is available at the office of the Vice President for Finance and will be available at this hearing.

BUDGET SUMMARY

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

	2018-2019		2019-2020		Proposed Budget 2020-2021		
	Actual Expend. & Transfers	Actual Tax Rate*	Actual Expend. & Transfers	Actual Tax Rate*	Budgeted Expend. & Transfers	Amount of 2020 Tax to be Levied	Est. Tax Rate*
Current Funds Unrestricted							
General Fund	49,626,491	18.068	43,919,879	17.409	53,802,610	12,928,138	16.000
Postsecondary Tech Ed	12,843,638		11,665,993		13,166,058	XXXXXXXXXX	XXX
Adult Education	421,252	0.000	452,763	0.000	531,882	0	0.000
Adult Supp Education	435,817	xxx	388,404	xxx	506,075	XXXXXXXXXX	xxx
Motorcycle Driver	9,750	xxx	6,630	xxx	13,000	XXXXXXXXXX	xxx
Truck Driver Training	0	xxx	0	xxx	0	XXXXXXXXXX	xxx
Auxiliary Enterprise	6,776,415	xxx	5,613,845	xxx	7,500,000	XXXXXXXXXX	xxx
Plant Funds							
Capital Outlay	1,909,923	2.000	1,303,468	1.927	2,395,820	1,491,937	1.846
Bond and Interest	0		0		0	0	0.000
Special Assessment	0		0		0	0	0.000
No Fund Warrants	0		0		0	0	0.000
Revenue Bonds	0	xxx	0	xxx	0	XXXXXXXXXX	xxx
Total All Funds	72,023,286	20.068	63,350,982	19.336	77,915,445	XXXXXXXXXX	17.846
Total Tax Levied	14,970,129		14,970,129		XXXXXXXXXX	14,420,075	
Assessed Valuation	745,970,166		774,228,168		808,008,633		
Outstanding Indebtedness, July 1							
	2018		2019		2020		
G.O. Bonds							
Capital Outlay Bonds	4,440,000		3,200,000		1,930,000		
Revenue Bonds							
No-Fund Warrants							
Temporary Notes							
Lease Purchase Principal	8,494,338		15,868,202		14,719,734		
Total	12,934,338		19,068,202		16,649,734		

* Tax Rates are expressed in mills.


Signature - Chair

RECOGNITIONS

- Trustee Winslow's Birthday

PUBLIC COMMENT – NONE

STANDING REPORTS

Student Government Association – SGA President Kristen Kamholz told the Board that the annual Paint Wars was held on August 27th and in addition to paint and water balloon fights, they also tie-dyed t-shirts and masks. September 2nd was their first meeting of the year in El Dorado. For College Colors Day, SGA teamed up with Dana Johnson to register students to vote and raffled gift cards. Next week is suicide prevention week so they are making plans with Nancy Hamm. The next SGA meeting is September 16 in Andover.

Operational Staff – Lisa Bolin told the board that OpStaff decided the recipients of their book scholarship. Usually they give two \$300 scholarships, but this year they did those two as well as two more for \$200. The next OpStaff meeting is September 10th.

Professional Employees – Dr. Terry Sader told the board he didn't have anything new to report, but continues to be amazed by the efforts of the professional employees due to the challenges of COVID. Everyone is engaging in multiple modalities for classes and students.

KACCT – Trustee Good reported that it was a joy to meet with the other colleges at 8:00 a.m. on Saturday and that all of the colleges were represented. They took a look at a bill by the attorney general and secretary of state that concerns Tracers on college and university campuses for COVID. They also were informed of the federal money awarded as well as a look at the marketing campaign geared towards high school students. October 5-8 is the national ACCT college convention that will be virtual and she will share the flyer with everyone. It is costly, but as a group it is more cost-efficient.

Board Finance Committee – NONE

Foundation Board Report – Trustee Rhodes reported that they held their quarterly meeting in August. Though they were unable to fundraise for as many months, the same amount was raised in 2020 as 2019. They will have completed the audit and will share that information in November. They are also in the process of recruitment for the board and will have that information in November as well.

As for now all of the fall events for the Foundation have been canceled and they are waiting until November to make a decision about the Auction.

President's Report – Dr. Krull said that Butler is in the 5th week of classes and the Critical Incident Management Team continues to meet twice weekly. The website is updated with the active COVID cases which currently is one employee and nine students. The college has had a total of 37 cases which is low compared to other institutions which she says is due largely to the fact that the protocols are followed very closely.

As Trustee Good mentioned, the annual Association of Community College Trustees conference is coming up October 5-8. It is kind of expensive, but there are discounts for

more participants. If any of the trustees are interested, they need to let Lora or Kim know as soon as possible.

The Project SEARCH interns started this week. This is a special project with the Butler County Special Education Interlocal, Butler Community College and local businesses. There are 280 programs across the US and this is the 7th or 8th year at Butler. Students are represented by all of the school districts in the Butler County Special Education. At Butler the students work in the Champion Training Center, Human Resources, Great Western Dining, and Facilities.

Dr. Krull reminded Trustees that there are food pantries open on both campuses for students and staff.

A quick look at the unofficial enrollment numbers said that the college is ahead on head count at 7247, but behind on our credit hour goal. Students are still enrolling for 2nd 8 week and high school courses.

Educational Facilities Authority Report – NONE

MONITORING REPORTS

Athletic Division – Tyler Nordman presented the Athletics Division annual report to the Board.

Sabbatical Reports – Andrea McCaffree-Wallace and Kathy McCoskey presented the board with their Sabbatical Reports from Fall 2019.

BOARD STRATEGIC DISCUSSION – ISSUES AND OPPORTUNITIES – NONE

BOARD ACTION ITEMS

Because of commitments by community members, Trustee Howell moved the first action item up the agenda while the community members were present to provide discussion and then had Kathy McCoskey present her Sabbatical Report.

Construction Technology Program – Last March, the Board of Trustees reviewed the proposed Construction Technology AAS degree and gave their approval to submit the proposal to the Technical Education Authority (TEA). On May 14, the TEA approved the Construction Technology degree plan for submittal to the Kansas Board of Regents (KBOR) and was approved by KBOR June 18, 2020.

At the request of industry, various Butler staff worked with several educational and industry partners over a six-month timeframe to develop the Construction Technology AAS degree. College employees had numerous meetings and conversations with various construction companies within Butler and Sedgwick counties. Companies involved in these conversations include, but are not limited to, The Associate General Contractors (AGC) of Kansas, Eby Construction, Hutton Construction, Simpson Construction (current contractor on the Butler of Andover 5000 building remodel

project), Wildcat Construction, and others. Additionally, conversations have happened with Rose Hill High School to start a Construction Technology High School Academy program fall 2021. The program curriculum focuses on meeting regional construction industry needs and aligns with the National Center for Construction Education and Research (NCCER) standards.

There continues to be demand for construction workers within the region. As of August 31, 2020, within a 50-mile radius of Andover, Indeed.com listed 91 job openings and ZipRecruiter.com listed 69 job postings. Butler can be the education supply chain for regional contractors. Dean Mel Whiteside was joined by members of the advisory board to share the needs with the Board.

Trustee Law moved to approve the Construction Technology AAS degree for spring 2021 implementation. Trustee Rhodes seconded. Lora Jarvis called a roll call vote and the motion passed unanimously.

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.

One of the first sections of the Employee Handbook includes the Board of Trustees Bylaws and Board policies. With the College's Higher Learning Commission accreditation visit currently being scheduled for fall 2022, it will be important for a review and update of bylaws and policies to be completed. As part of the visit process and review of the College's governance, accreditation site teams will review Board policies and note how up-to-date they are and how they are being implemented and followed.

Included for discussion and action are 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 include a Professional Development Policy and Resolution of Censure Policy.

Board of Trustees Bylaws – Dr. Krull presented the following revisions (seen in red) to the Trustee Bylaws.

3.02 Special Meetings

Special meetings may be called by the Chairperson or by joint action of any three members of the Board. All notices willshall include the time and place of such meetings, the purpose for which the meeting is called, and the official agenda. Board action will take place only on items of business listed in the meeting notice and agenda. All Special Board Meetings are subject to the Kansas Open Meetings Act.

3.03 Work Sessions

Work sessions may be held on a periodic basis to facilitate thorough discussion on key Board agenda items prior to their formal presentation for Board action. All Board Work Sessions are subject to the Kansas Open Meetings Act.

3.04 Public Meetings

All Regular and Special meetings of the Board of Trustees are open to the public. When allowed by law, the Board reserves the right to go into an Executive Session.

3.05 Adjourned Meetings

Regular or Special Meetings which are adjourned before agenda completion may be held at such time and place as the Board determines in the motion to adjourn.

3.06 Quorum

A quorum of four members must be present to transact business at a Regular or Special Board Meeting and minutes must be kept.

The affirmative vote of a majority of the full membership of the Board willshall be required for the passage of any motion or resolution.

3.07 Order of Business

In all Regular Meetings of the Board, the following items of business shall be observed:

- Call to Order
- Approval of Agenda
- Recognitions
- Public Comment(s)
- Reports
- Monitoring Reports
- Board Strategic Discussion
- Board Action Items
- Consent Agenda
- Supplemental Information
- Adjournment

3.08 Agenda

The Board Chairperson and the College President willshall prepare an agenda for all regular and special meetings of the Board and submit an agenda to each Board member in advance of each Regular Board Meeting. Board action will take place only on items on the agenda. Trustees desiring to have an item placed on the agenda will submit that item in writing to the Board Chair and President at least seven (7) working days prior to the meeting with proposed additions subject to approval by the Board Chairperson and College President. ~~Any member of the Board may ask that any item of special interest be included on this agenda.~~ Individuals or

organizations wanting items added to the Board Agenda shall submit them to the President's Office by the last Friday of the -month preceding the next month's Board Meeting and are subject to approval by the Board Chairperson and College President. The agenda and related Board packet for each regular Board meeting will be provided to Trustees at least four (4) days prior to the meeting and subsequent changes to the agenda will be communicated as soon as reasonably possible. The agenda and related Board packet for special meetings will be made available to Trustees at or prior to the Board meeting as time permits.

3.09 Motions

All motions willshall be recorded in the minutes as passed or failed. If a roll call vote is requested by a member, the recorder will call the vote of each member and it shall be recorded in the minutes.

Public Comment

The general public is welcome to address the Board of Trustees under the public comment section of the Regular Board Meeting Agenda. Personnel issues are prohibited from Public Comment. The Board Chairperson will ask visitors wishing to make brief comments to identify themselves and the topic they are wishing to address. If several members of one group or organization wish to speak to the Board concerning the same item, the Board Chairperson may ask the group to identify a single spokesperson.

A time limit of five minutes has been set for each recognized member or spokesperson of the audience to speak to the Board.

The Board will take no action during the Public Comment period of the Board Meetings. However, it will take the matter under deliberation and, if appropriate, direct the President to follow up with a written response and report at the next Regular Board Meeting.

Executive Session

Upon formal motion made, seconded, and carried, the Board may recess, but not adjourn, to a closed or executive session for the purposes authorized by and in accordance with the Kansas Open Meetings Act. Any motion to recess for a closed or executive meeting willshall include: 1) a statement describing the subjects to be discussed during the closed or executive meeting; 2) the justification listed in subsection (b) of K.S.A. 75-4319 for closing the meeting; and 3) the time and place at which the meeting shall resume. The complete motion willshall be recorded in the minutes of the meetings and willshall be maintained as part of the permanent records of the Board. Discussion during the closed or executive meeting willshall be limited to those subjects stated in the motion. No binding action willshall be taken during a closed or executive session.

ARTICLE IV - BOARD OFFICERS

4.01 Officers and Terms of Office ~~of the Officers~~

The Officers of the Board of Trustees will be the Chairperson, Vice Chairperson, and Secretary/Treasurer. All Officers of the Board are elected at the first meeting in January of each year and serve a term of one year. Except for extenuating circumstances, as identified by the Board, the normal progression of officers is from Secretary/Treasurer to Vice Chairperson to Chairperson. An Officer may not serve more than two consecutive terms for a specific elected office.

A. Chairperson

The presiding member of the Board of Trustees is known as the Chairperson. The Chairperson presides at all meetings of the Board, represents the Board at all official functions unless the Board designates some other member, signs or stamps vouchers and warrants, works with the President to ensure that the full Board is apprised on appropriate college matters, and performs other duties as the Board assigns.

B. Vice Chairperson

The Vice Chairperson of the Board performs the duties of the Chairperson when he/she is absent. In the event of the removal or inability of the Chairperson to serve, the Vice Chairperson becomes Chairperson of the Board for the unexpired term. In addition, the Vice Chairperson serves on the Board Finance Committee.

C. Secretary/Treasurer

The Secretary/Treasurer is responsible for and signs minutes, has access to the official minutes of the Board, acts as record keeper for the Board, and performs other duties as the Board assigns. The Secretary/Treasurer's name is stamped on all checks and is responsible for signing all applicable checks and documents for the Board.

Terms of Office of the Officers

~~All Officers of the Board are elected at the first meeting in January of each year and serve a term of one year. Except for extenuating circumstances, as identified by the Board, the normal progression of officers is from Secretary/Treasurer to Vice Chairperson to Chairperson. An Officer may not serve more than two consecutive terms for a specific elected office.~~

ARTICLE V - COMMUNITY RELATIONS

5.01 Board Committees

The Board transacts business that is binding on the college only when it is in session, a quorum is present and minutes are kept. Committees may be appointed by the Chairperson for specific purposes. Such Committees may transact business binding on the college only within the authority specifically granted to them, and all business thus transacted must be approved by the Board in the next Regular or Special Board Meeting and ~~will~~**shall** be entered in the minutes as a matter of public record.

Interaction with Citizens

Citizens of the community may bring issues which deserve the attention of the full Board to individual Board members. Board members should avoid commitments until the entire Board has had an opportunity to thoroughly discuss the matter. The following should govern the Board member in such actions:

- Listen courteously
- Inform the citizen the matter will be given careful consideration
- Pass information on through appropriate channels

Handling Complaints

Individual Board members or the Board may receive complaints. The following action should be taken in such cases:

- Suggest the complainant seek a remedy from the proper college official (i.e. Faculty member, Dean, Vice President, Associate Vice President of Human Resources).
- Submit the complaint to the President, preferably in writing, to allow facilitation of approved complaint and grievance policy and process.
- Complaints regarding the President should be submitted to the Board Chair
- The college's approved policies and process will guide action the Board may take.

ARTICLE VI - PROFESSIONAL BOARD DEVELOPMENT AND MEETINGS

Members of the Board of Trustees are expected to participate in professional development activities which could include national, state, regional, and local programs related to the College at least once per year.

6.01 Board Participation

In accordance with KSA 71-201, Power of Trustees, members ~~of~~ the Butler Community College Board of Trustees shall be paid mileage and other actual necessary expenses incurred in the performance of their official duties including travel to and from Regular and Special Board Meetings. Mileage shall be at the set college rate and reimbursed on a quarterly basis. ~~All travel and reimbursement of expenses will follow approved Butler Community College policies.~~

6.02 Reimbursement Guidelines

Travel expenses and other expenses incurred will be reimbursed in accordance with Butler's established Travel Payment and Reimbursement Policy.

~~Convention registration, hotel reservation, travel expenses, meals, and set college rate/percentage for tips are approved convention expenses.~~

~~Car rental should not be used unless absolutely necessary and only when no other means of transportation which would be as economical is available.~~

~~Taxicab, uber, and lyft charges shall be allowed from bus, rail, or plane terminals to the destination of a meeting and between points of duty.~~

~~Long distance telephone calls and fax messages will be reimbursed for college business only. Personal calls are not to be charged to the college.~~

Board members ~~will~~ shall not be reimbursed for travel expenses incurred by their spouse or other members of their family.

The college will not reimburse any official for expenses incurred for the purchase of alcoholic beverages. Additional non-reimbursable expenses include dry cleaning, personal entertainment expenses, tobacco products, traffic and/or parking fines, and tips to porters, maids, bellhops.

All requests for reimbursement must be supported by original itemized, dated receipts. All receipts for allowable meals, transportation, lodging and other allowable expenses must be attached to the Expense Report and submitted to the President's Executive Assistant within ten (10) days after the last official day of travel.

~~The Board members shall submit their expense account supported by paid, itemized receipts for reimbursement to the President's Executive Assistant.~~

ARTICLE VII - MEMBER BENEFITS

7.01 Tuition Assistance Policy

Board members, their spouses, and children are eligible for scholarships to cover the cost of their tuition for credit classes taught by Butler Community College. These scholarships ~~will~~ shall be granted under the following conditions:

- Children will not be over the age of 23 at the time of enrollment.
- No scholarship will be granted to any child, regardless of age, who is married, unless the child is living in the household of the Trustee and is wholly supported by the parent.
- The term "child" ~~will~~ shall be construed to mean natural child, adopted child, stepchild, or a person for whom the employee has been named legal guardian.

7.02 YMCA Membership

Board members are eligible for membership at the YMCA at a discounted rate. Board members may enroll in the Butler Corporate Membership at any YMCA Branch. The college will pay the \$50 annual membership fee.

7.03 Additional Fringe Benefits

Board members are eligible to receive a twenty percent (20%) discount on gift items and clothing purchased in the college owned campus bookstores. In addition, Board members may also attend all regularly scheduled, college-related activities* free.

*Jayhawk Conference rules prohibit free admission to regional or conference playoffs.

Dean Phil Speary shared his insight as a Higher Learning Commission (HLC) peer reviewer and said that it was good that the Board was starting this process now rather than wait until closer to the HLC visit in the Spring of 2023. He shared the five criteria of the HLC with the Board stating that two of them very clearly affect the Board including Criterion 1 (Mission) and Criterion 2 (Integrity).

The Trustees discussed the ability of Trustees to add items to the agenda. Trustee Winslow questioned why it was up to the Board Chair and college president to decide the agenda and the other Trustees were not able to add items.

Trustee Smith asked why the text on the bottom of page 34 which reads "Any member of the Board may ask that any item of special interest be included on this agenda." was stricken out. President Krull said that by Roberts Rules of Order, all trustees have ample opportunity to add items to the agenda. Trustee Smith moved to leave the wording in the policy. Trustee Winslow seconded. Lora Jarvis called a roll call vote with Trustees Smith and Winslow voting in favor and Trustees Good, Law, Rhodes, and Lechtenberg voting against. The motion failed.

Trustees Winslow and Smith asked that wording related to Board members receiving Board packet information 4 days prior to the meeting be updated to 4 business days to allow more time for review of the materials. Dr. Krull indicated she would work with Lora

to see if the deadlines could be moved up so that the books could be mailed sooner, but she was unsure if this was possible. The receipt of the financial information prior to the first of the month impacts the timeline to complete the books.

Trustee Law moved to approve the changes to the Board of Trustees Bylaws as presented. Trustee Rhodes seconded. Lora Jarvis called a roll call vote and Trustees Good, Law, Rhodes and Lechtenberg voted in favor while Trustees Smith and Winslow opposed. The motion passed.

Code of Conduct – Trustees reviewed the following revisions to the Code of Conduct Policy.

Code of Conduct and Responsibilities Policy DUTIES AND RESPONSIBILITIES

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.
- Members of the Board of
- Trustees or members of their immediate family shall comply with K.S.A. ansas Statute 75-4304 regarding conflict of interest. All Board members are considered public officers. (See appendix for copy of statute)

(Revised 06/04)

- Trustees will not apply. No member of the Board shall apply for or be considered for employment in any capacity with the college
- Trustees Members will participate in New Board Member Orientation planned by the Board. ~~The Board~~ Chairperson and the President ~~will plan the orientation.~~ New Board members will be mentored by existing Board members. ~~(Rev. 07-05)~~
- The Board of Trustees will shall 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

Limitations

The decisions and 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 your 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 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. 07/10)
(Rev. 6/04, 7/05, 7/10, 9/2020)

Trustee Winslow moved to table this discussion until the next meeting, but there was not a second.

Trustee Good said that she would like to add to the paragraph on the bottom of page 40 a fine of \$500 if Trustees violate the confidential information that was discussed in Executive Session based on information provided on the Attorney General's website. Dr. Krull asked how a violation of confidential information would be validated.

The Trustees had a discussion about executive session and information that was shared from an executive session.

Trustee Smith expressed concern that passing this policy was a violation and would likely lead to the college being sued. Dr. Krull stated she would contact college legal counsel, Ray Connell, about the policy and confirm the legality issues.

After this discussion, Trustee Law moved to table this policy for legal review. Trustee Good seconded. Lora Jarvis called a roll call vote and the motion passed unanimously.

Trustee Winslow asked for Ray to reference why or why not the statements in the policy would or would not be a problem so the Trustees could make the best decision going forward. Trustee Rhodes asked that Dr. Krull to also inquire with Ray about Trustee Good's recommendation of the fine and how guilt would be established.

Philosophy of Compensation – The following policy was reviewed.

Philosophy of Compensation Policy

The members of the Board of Trustees at Butler Community College support a personnel policy, one which allows the college to recruit and retain highly qualified employees. The board subscribes to a philosophy of compensation that recognizes the value and contributions of each employee to the overall success and purpose of our college in meeting student and community needs.

Toward that end, the board:

- ~~defines~~ and supports policies that promote fairness, recognition of achievement, responsibility, and accountability of all college employees. ~~The board also b~~
- ~~believes that~~ the working environment should encourage creativity and exploration of new ideas based on the premise that risks must and can be taken safely – if progress is to be made.
- ~~Further it is acknowledged that acknowledges that~~ while monetary compensation and tangible benefits are basic to the well-being of employees, other mechanisms for recognition of achievement must also be utilized as part of a total employee valuing process.

The Board of Trustees has historically supported and will continue to support compensation that has the following components: salary, a comprehensive benefits package and professional development opportunities.
(Rev. 7/06, Revised 9/20)

Dr. Krull indicated this current policy existed and simple editorial changes were made. Trustee Smith moved to approve the changes to the Philosophy of Compensation Policy. Trustee Law seconded. Lora Jarvis called a roll call vote and the motion passed unanimously.

Code of Ethics – The following policy was reviewed.

Code of Ethics Policy

The Board of Trustees believes it should exercise a leadership role with respect to governmental ethics **and public confidence in the integrity of its Board and employees. While the College acknowledges that its leaders may be involved in the affairs of other organizations, it remains crucial** to avoid even the appearance of a conflict of interest. It is with these thoughts in mind that the Board of Trustees has adopted this Code of Ethics.

Definitions:

"Conflict of Interest" – An actual Conflict of Interest occurs when financial or personal considerations compromise an individual's objectivity, professional judgment, professional integrity and/or ability to perform his/her responsibilities for the College. A perceived or potential Conflict of Interest can occur when, although there is no actual Conflict of Interest, the circumstances are such that a reasonable person might question whether a decision maker is biased in carrying out his/her professional responsibilities for the College.

Substantive relationships maintained by trustees and designated administrators, or members of their family, with the college or with organizations that do business with the college or that otherwise could be construed to potentially affect their independent, unbiased judgment in light of his or her decision-making authority or responsibility could be considered a Conflict of Interest or potential Conflict of Interest.

"Family Member" – For the purposes of this Policy and the Disclosure Form for Trustees and Institutional Officers, a Family Member includes a spouse, parent, sibling, child, or any other relative who resides in the same household as the Trustee or designated officer.

The following non-exclusive list provides examples of situations that often give rise to an actual or potential Conflict of Interest.

A Trustee or Designated Officer or member of his/her family as defined above:

- Serves as an officer, director, employee, partner, trustee or controlling stockholder of an organization that does substantial business with the college; substantial business would be one that received more than \$10,000 from the College in the previous fiscal year
- Is the actual or beneficial owner of more than 5% of the voting stock or controlling interest of an organization that does substantial business with the college
- **Has other direct or indirect dealings with such** an organization from which there are direct, indirect, or potential benefits from cash or property receipts totaling \$10,000 or more annually

- Is employed by the College or receives fees, benefits or other compensation from the college
- **Receives significant salary or other compensation from an entity/individual with which/whom the College does business**
- **Receives personal gifts or individual discounts from an entity/individual with which/whom the College does business**

Fiduciary Responsibilities:

Members of the Board and designated college officers serve the public trust and have a clear obligation to fulfill their responsibilities in a manner consistent with this fact. All decisions of the Board and recommendations made by these designated officers are to be made solely on the basis of a desire to promote the best interest of the institution and the public good. The College's integrity must be protected and advanced at all times.

Disclosure of Substantial Interests:

All Trustees and the designated officers are required to annually review the Code of Ethics and complete the Disclosure Form for Trustees and Institutional Officers identifying any substantive relationships that he or she maintains or members of his or her family maintain with the College or with organizations that do business with the College or otherwise could be construed to potentially affect their independent, unbiased judgment in light of his or her decision-making authority or responsibility. It will also be acknowledged by his or her signature on the Disclosure Form for Trustees and Institutional Officers that he or she is in compliance with the letter and spirit of this policy.

Trustees and the designated officers shall file this disclosure form on an annual basis after July 1 of each year and before July 31 of each year, with the chairman and the secretary of the Board of Trustees. These disclosure forms will be subject to public disclosure. New board members or new designated officers shall be provided the disclosure forms immediately upon taking office and shall fill out, sign and file the same within 30 days of taking office.

If a Trustee or designated officer is uncertain whether to disclose a particular interest or relationship, the Chairman of the Board of Trustees, the College President or College Counsel should be consulted.

Trustees and Designated Officers have an ongoing responsibility to timely update the Disclosure Form during the year upon the development of a new substantial interest or potential Conflict of Interest.

It is the declared policy of the Board that Trustees will not participate in board discussions or vote on items or transactions where Trustees have a conflict of interest or have developed a potential conflict of interest since the time of the filing of the

required disclosure form. Similarly, the designated officers with a conflict of interest shall not participate in making a recommendation to the board concerning a matter in which a conflict of interest exists.

Restraint on Participation:

Trustees or Designated Officers who have declared a potential conflict of interest, been found to have a conflict of interest, or who have developed a potential conflict of interest since the date on which they last filed a disclosure form, shall refrain from participating in consideration of proposed recommendations or transactions, unless for special reasons, the Board or administration requests information or interpretation. Trustees who fall into one of these categories shall not vote, participate in discussion or be present at the time of the vote on any such recommendations or proposed transactions.

Ineligibility in Employment:

In accordance with Kansas Statute 71-1403(d), no member of the Board of Trustees of a community college shall be an employee of the community college.

Violations:

A Trustee found to be in violation of this Code of Ethics may be subject to a Resolution of Censure. A Designated Officer found to be in violation of this Code of Ethics may be subject to discipline, up to and including termination of employment.

Scope:

This policy applies to each member of the Board of Trustees and to designated officers of the Butler Community College:

- President
- Vice President for Academics
- Vice President for Student Services
- Vice President for Finance
- **Vice President of Digital Transformation**
- **Associate Vice President for Student Services**
- **Associate Vice President of Human Resources**
- **Associate Vice President of Institutional Research and Effectiveness**
- **Executive Director, Butler Community College Foundation**
- Internal Auditor

All other employees are subject to the Conflict of Interest Policy (need to insert the updated number)

(New 7/14)

Disclosure Form for Trustees and Institutional Officers

Please complete the disclosure form and return to the chairman of the board no later than July 31.

1. Are you aware of any relationships with the college between yourself or a member of your family as defined by the letter or spirit of the Board of Trustees Code of Ethics that may represent a conflict of interest or might be perceived as a conflict of interest?

Yes _____

No _____

If yes, please list each such relationship and the details of annual or potential financial benefit if any, as you can best estimate them.

- a.
- b.
- c.
- d.

2. Did you or a member of your family receive any gifts during the past 12 months from any source from which the college buys goods or services or with which the college otherwise transacts substantial business, as defined in the Code of Ethics?

Yes _____

No _____

If yes, please list such fees, loans or goods/services, their source, and their approximate value.

- a.
- b.
- c.
- d.

3. Do you have a business relationship with an organization that does substantial business with the college, as defined by the Board of Trustees Code of Ethics?

Yes _____ No _____

If yes, please list each such business relationship.

- a.
- b.
- c.
- d.

I certify that the foregoing information is true and complete to the best of my knowledge.

Name _____
Date _____

Current Code of Ethics Policy is noted below :

CODE OF ETHICS FOR THE BOARD OF TRUSTEES
and CERTAIN INSTITUTIONAL OFFICERS

The Board of Trustees believes that it should exercise a leadership role with respect to governmental ethics. ~~The board has accordingly adopted a Code of Ethics which goes beyond statutory requirements. Board members believe that it is important to avoid even the appearance of a conflict of interest. A potential conflict of interest is a situation that involves a personal, familial or business relationship between a trustee or certain institutional officers and the college or between a trustee or certain institutional officers and organizations that do business with the college that can cause the college or the board to be legally or otherwise vulnerable to criticism, embarrassment, or litigation in the opinion of the public. It is with these thoughts in mind that the Board of Trustees has adopted this Code of Ethics.~~

1. Conflict of Interest

- a. ~~Scope: This statement of policy with respect to conflict of interest applies to each member of the Board of Trustees and to designated officers of the Butler Community College. It is intended to serve as guidance for members of the Board of Trustees and for the following college officers: President, Vice-President for Academics, Vice President for Student Services, Vice-President for Finance, Vice President of Information Technology/CIF, Vice President of Institutional Advancement, and Internal Auditor.~~
- b. Fiduciary Responsibilities: Members of the Board and designated college officers serve the public trust and have a clear obligation to fulfill their responsibilities in a manner consistent with this fact. All decisions of the Board and recommendations made by these designated officers are to be made solely on the basis of a desire to promote the best interest of the institution and the public good. The college's integrity must be protected and advanced at all times.

~~Men and women of substance inevitably are involved in the affairs of other institutions and organizations. An effective board, administration, and faculty cannot consist of individuals entirely free from at least perceived conflicts of interest. Although most such potential conflicts are and will be deemed inconsequential, it is everyone's responsibility to insure that the board is made aware of situations that involve personal, familial or business relationships that could be troublesome for the college. Thus, the board requires that each trustee and the designated officers annually (1) review this policy; (2) disclose any possible personal, familial or business relationships that reasonably could give rise to a conflict involving the college; and (3) acknowledge by his or her signature on the Disclosure Form for Trustees and Institutional Officers that he or she is in compliance with the letter and spirit of this policy. Thereby, it is the declared policy of the board that trustees will not participate in board discussions or votes on items or transactions where trustees have a conflict of interest or have developed a potential conflict of interest since the time of the filing of the required disclosure form. Similarly, the designated officers with a conflict of interest shall not participate in making a recommendation to the board concerning a matter in which a conflict of interest exists.~~

- c. **Disclosure:** All trustees and the designated officers are required to list on the attached form only those substantive relationships that he or she maintains or members of his or her family maintain with the college or with organizations that do business with the college or otherwise could be construed to potentially affect their independent, unbiased judgment in light of his or her decision-making authority or responsibility.
- In the event that a trustee or designated officer is uncertain as to the appropriateness of listing a particular relationship, the chairman of the board of trustees, the college president or college counsel should be consulted. Trustees and the designated officers shall file this disclosure form on an annual basis after July 1 of each year and before July 31 of each year, with the chairman and the secretary of the Board of Trustees. These disclosure forms will be subject to public disclosure. New board members or new designated officers shall be provided the disclosure forms immediately upon taking office and shall fill out, sign and file the same within 30 days of taking office.
- d. **Restraint on Participation:** Trustees or designated officers who have declared a potential conflict of interest, been found to have a conflict of interest, or who have developed a potential conflict of interest since the date on which they last filed a disclosure form, shall refrain from participating in consideration of proposed recommendations or transactions, unless for special reasons, the board or administration requests information or interpretation. Trustees who fall into one of these categories shall not vote, participate in discussion or be present at the time of the vote on any such recommendations or proposed transactions.
- e. **Definitions:** ~~The following definitions are provided to help trustees or designated officers decide whether a relationship should be listed on the disclosure form or should prevent a trustee or designated officer from participating in consideration of recommendations or proposed transactions:~~
- **Potential conflict of interest or conflict of interest:** substantive relationships maintained by trustees and designated officers, or members of their family, with the college or with organizations that do business with the college or that otherwise could be construed to potentially affect their independent, unbiased judgment in light of his or her decision-making authority or responsibility.
 - **Business relationship:** one in which a trustee, designated officer, or a member of his or her family as defined below serves as an officer, director, employee, partner, trustee or controlling stockholder of an organization that does substantial business with the college.
 - **Family member:** A spouse, parents, siblings, children, or any other relative ~~if the latter~~ resides in the same household as the trustee or officer.
 - **Substantive relationships:** When a trustee, designated officer, or member of his or her family, (a) are the actual or beneficial owner of more than 5% of the voting stock or controlling interest of an organization that does substantial business with the college; (b) has other direct or indirect dealings with such an organization from which the trustee, designated officer, or member of his or her family benefits directly, indirectly or potentially from cash or property receipts totaling \$10,000 or more

- annually; or (c) is employed by the college or receives fees, benefits or other compensation from the college.
 - Substantial business: An organization that does substantial business with the college is one that received more than \$10,000 from the college in the previous fiscal year.
2. Ineligibility for Employment
In accordance with Kansas Statute 71-1403(d), no member of the board of trustees of a community college shall be an employee of the community college.
(New 7/14)

Trustee Winslow wanted to update the definition of the family member. After discussion, the Trustees agreed the wording was appropriate as written and did not require updating.

Trustee Winslow recommended that the Board be very careful with Resolution of Censures.

Trustee Law moved to approve the Code of Ethics policy as presented if the Resolution of Censure is approved. Trustee Good seconded. Lora Jarvis called a roll call vote with only Trustee Winslow voting against. The motion passed.

Professional Development – The following Policy was reviewed.

Professional Development Policy

Members of the Butler Board of Trustees are expected to participate in professional development activities which could include national, state, regional and local programs related to the College at least once per year.

Travel expenses and other expenses reasonably incurred in connection with College business will be reimbursed in accordance with Butler's established Travel Payment and Reimbursement Policy.

Trustee Law moved to approve the Professional Development Policy as presented. Trustee Good seconded. Lora Jarvis did a roll call vote and the motion passed unanimously.

Resolution of Censure – The following policy was presented.

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 the "Board's Code of Conduct and Responsibilities or Code of Ethics."

Trustees were hesitant to adopt this policy without more input from legal counsel. After discussion, Trustee Law moved to table this policy for legal review. Trustee Smith seconded. Lora Jarvis did a roll call vote and the motion passed unanimously.

CONSENT AGENDA

Trustee Law moved to approve the consent agenda as presented. Trustee Rhodes seconded. Lora Jarvis called a roll call vote with only Trustee Winslow voting against. The motion passed. Items in the consent agenda included:

- Minutes of the Regular Board Meeting of August 11, 2020
- Approval of Bills and Warrants for August 2020 in the amount of \$3,855,078.34 (includes Expenditure Approval List - \$1,874,118.59 and Payroll - \$1,981,859.75)
- Approval of Tandem Cyber Operations Agreement in the amount of \$175,000
- Approval of TouchNet Agreement in the amount of \$130,649
- Approval of Chromebooks through CARES Act in the amount of \$125,000
- Approval of Laptops through CARES Act in the amount of \$106,250
- Ratification of BDI DataLynk Agreement
- Ratification of Collaborating Physician Agreement
- Ratification of Educational Affiliation Agreements with Butler County Health Department, Kansas Medical Center, Kansas Spine Hospital, Susan B. Allen, Harry Hynes Hospice, and Kansas Heart Hospital

Trustee Winslow wanted to make a public note that in reviewing the bids, there was one from an employee from whom there had not been a resignation included in the board materials. Bill Young responded by sharing that IS went to RFP in anticipation that the Chief Information Security Officer was resigning. Independent of the Office of Information Security, Bill and Amy Kerschner (Vendor Relations) created the RFP and added services that the college is not able to currently provide. Dr. Krull explained that because Kansas is an Employee at Will state, the only resignations on the Board agenda are those who are contracted and retirees.

SUPPLEMENTAL INFORMATION

Key Performance Indicators Update – Submitted by Esam Mohammad

Statement of Revenue & Expenditures – Submitted by Kim Sherwood

Thank You Notes – Sam Rinkenbaugh & Misty Walton

Board Calendars

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

September Board Finance Committee	Tuesday, September 8, 3:30 p.m. President's Conference Room	Lance Lechtenberg Shelby Smith
September Board Meeting	Tuesday, September 8, 4:30 p.m. Dankert Board Room	ALL TRUSTEES
October Board Finance Committee Tour of Andover 5000 Building	Tuesday, October 13, 3:30 p.m. Grizzly Den	ALL TRUSTEES
October Board Meeting Andover 5000 Building	Tuesday, October 13, 4:30 p.m. Kanza Meeting Room	ALL TRUSTEES

2020-2021 Board Meeting Dates

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

<u>LOOKING AHEAD</u>		
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

Fall 2020 ACTIVITY CALENDAR

E.B. White Gallery of Art Armando Minarez Exhibit Reception	August 21 – October 3 Thur, September 17 @ 6:00 p.m.
Cross Country @ Ollie Isom Invitational	Fri, September 11 @ 4:00 p.m.
Cross Country @ Muthama-Rogers Cross Country Invite	Sat, September 19 @ 10:00 a.m.
Cross Country @ Emporia State Invitational	Fri, October 2 @ 5:45 p.m.
E.B. White Gallery of Art Faculty Biennial Exhibit Reception	October 9 – November 19 Thur, November 19 @ 6:00 p.m.
Cross Country @ Tiger Open	Sat, October 10 @ 9:00 a.m.
Spring 2021 Enrollment Begins	Mon, October 26
Cross Country @ Region VI Championships	Sat, October 31 @ 10:00 a.m.
Celebration of Freedom Parade	Sat, November 7 Downtown El Dorado
Celebration of Freedom Concert	Sun, November 8 @ 7:00 p.m. Location TBD
Instrumental Music Chamber Concert (Woodwind & Brass)	Tues, November 10 @ 7:30 p.m.
Cross Country @ NJCAA National Championships	Sat, November 14
High School Show Choir Festival Concert	Mon, November 16 @ 7:00 p.m.
Dance Showcase	Thur, November 19 @ 7:00 p.m.
Fall Semester Ends	Tues, November 24
Thanksgiving Break – College Closed/No Classes	November 25-27
Summer 2021 Enrollment Begins	Mon, November 30
Grades Due by Noon	Tues, December 1
Winter Break – College Closed	December 22 – January 3
Martin Luther King, Jr Day – College Closed	Mon, January 18
First Day of Spring Classes	Tues, January 19
E.B. White Gallery of Art Dane Jones & Erin Raux Exhibit Reception	January 29 – March 26 Thur, February 18 @ 6:00 p.m.
Music Theatre of Wichita & Wichita Symphony Orchestra with the Butler Community College Concert Choir	Sat, February 13 Sun, February 14 For more information: www.wso.org
Children's Theatre Production TBD	Sat, February 20 @ 2:00 p.m.
Spring Break – No Classes	March 15 – 19
Fall 2021 Enrollment Begins	Mon, March 22
Institutional Development Day – No Classes	Thur, April 1
College Closed/No Classes	Fri, April 2
E.B. White Gallery of Art Annual Student Juried Exhibit Reception	April 15 – May 7 Thur, April 15 @ 6:00 p.m.

Theatre Production 4 - TBA	Thur, April 15 @ 7:30 p.m. Fri, April 16 @ 7:30 p.m. Sat, April 17 @ 2:00 & 7:30 p.m.
Instrumental Music Spring Concert	Fri, April 23 @ 7:30 p.m. Sat, April 24 @ 7:30 p.m.
Vocal Concert #4	Thur, April 29 @ 7:30 p.m. Fri, April 30 @ 7:30 p.m. Sat, May 1 @ 2:00 & 7:30 p.m.
Woodwind Chamber Recital	Mon, May 3 @ 7:30 p.m.
Brass Chamber Recital	Tues, May 4 @ 7:30 p.m.
Percussion Chamber Recital	Wed, May 5 @ 7:30 p.m.
Dance Showcase	Thur, May 6 @ 7:00 p.m.
Student Art Sale	Tues, May 11 10:00 a.m. – 4:00 p.m.
Commencement	Fri, May 14 @ 7:00 p.m.
Grades Due by Noon	Mon, May 17
Memorial Day – College Closed	Mon, May 31
Summer Semester Begins	Mon, June 7
Summer Semester Ends	Fri, July 30

ADJOURNMENT

Trustee Law moved to adjourn the meeting. Trustee Lechtenberg seconded. The motion passed unanimously. The regular meeting of September 8, 2020 was adjourned at 7:59 p.m.

Doug Law – Secretary