

---

**BUTLER COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
REGULAR BOARD MEETING**  
4:30 p.m., Tuesday, December 8, 2020 – Dankert Board Room  
Watch Live via <http://www.butlercc.edu/bctv>

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

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

**Executive Session** – Not to exceed 45 minutes for consultation with legal counsel regarding a confidential employee matter to include Dr. Kim Krull, Shelley Stultz, Chief Jason Kenney, Bill Rinckenbaugh, Alisa Ehrlich, Ray Connell, and the Board

- 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/3b36GXi>
- 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. KACCT/COP Update – Mary Martha Good, Kim Krull
  - G. President’s Report – Kim Krull
  - H. Education Facilities Authority Report – Jim Howell, Doug Law, Kim Krull
- VII. **MONITORING REPORTS – NONE**
- VIII. **BOARD STRATEGIC DISCUSSION – ISSUES AND OPPORTUNITIES – NONE**

<b>IX.</b>	<b>BOARD ACTION ITEMS</b>	
	A. Approval of Fall Budget Update (Williams) -----	7
	B. Personnel	
	1. Acceptance of Retirement of Melody Choate (Stultz) -----	11
	2. Acceptance of Retirement of Adnan Fahs (Stultz) -----	13
	3. Acceptance of Retirement of Robert Ray (Stultz) -----	14
<b>X.</b>	<b>CONSENT AGENDA</b>	
	A. Approval of Minutes of the Regular Board Meeting of November 10, 2020 (Jarvis) -----	15
	B. Approval of Bills and Warrants for November 2020 (Wilson) -----	46
	C. Bids and Purchases – NONE	
	D. Ratification of Agreements and Contracts – NONE	
	E. Personnel	
	1. Approval of Glenn Manning as Full-Time Biology Instructor (Covert) -----	49
	2. Approval of Resignation of Bailey Joonas (Stultz) -----	50
	3. Approval of Resignation of Catherine Menefee (Stultz) -----	52
<b>XI.</b>	<b>SUPPLEMENTAL INFORMATION</b>	
	A. Key Performance Indicators Update (Mohammad) -----	54
	B. Monthly Statement of Revenue & Expenditures (Sherwood) -----	69
	C. Thank You Notes -----	71
	D. Board Calendars -----	72
<b>XII.</b>	<b>ADJOURNMENT</b>	

<b>EXECUTIVE SESSION</b>
--------------------------

**TRUSTEE MOTION: By \_\_\_\_\_**

Mister Chair I move that the Board recess into executive session for consultation with legal counsel in regards to a confidential employee matter pursuant to the open meetings exception for personnel matters of non-elected personnel which if discussed in open meeting might violate their right to privacy to include Dr. Kim Krull, Shelley Stultz, Chief Jason Kenney, Bill Rinkenbaugh, Alisa Ehrlich, Ray Connell, and the Board with action to follow as appropriate.

The open meeting will resume here in the Dankert Board Room in 45 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**

## DECEMBER BOARD RECOGNITIONS

- **Kevin Lann-Teubner** – AWS Cloud Practitioner Certificate
- **Trustee Mary Martha Good** – December 18<sup>th</sup> Birthday

**MONITORING REPORTS**

NONE

**BOARD STRATEGIC DISCUSSION – ISSUES AND OPPORTUNITIES**

NONE

<b>BOARD ACTION ITEMS</b>
---------------------------

**TOPIC for ACTION**  
**Approval of Fall Budget Update**

**REPORT:**

The administration recommends that the Board approve the FY21 November 10, 2020 Operating Budget.

**RECOMMENDED ACTION:**

Approve the FY21 November 10, 2020 Operating Budget in the amount of \$51,252,551 as presented.

The budget summaries of revenues, expenditures and unencumbered cash from the November presentation are shown below.

**RECOMMENDED FUNDING SOURCE:**

NA

Submitted by: Kent Williams  
Supervisor: Dr. Krull  
Date: December 8, 2020

Butler Community College  
**FY 2021 Operating Budget Summary**  
November 10, 2020

	<b>FY 2021</b> July 28		<b>FY 2021</b> August 11		<b>FY 2021</b> Oct 20, 2020
	<u>Budget</u>	<u>Change</u>	<u>Budget</u>	<u>Change</u>	<u>Budget</u>
Operating Revenues	\$49,745,948	<u>(\$961,115)</u>	\$48,784,833	<u>(\$1,696,529)</u>	\$47,088,304
Expenditure Budget	\$50,618,027	\$0	\$50,618,027	\$634,524	\$51,252,551
Unspent Budget Estimate	<u>\$1,096,416</u>	<u>\$0</u>	<u>\$1,096,416</u>	<u>\$0</u>	<u>\$1,096,416</u>
Total Anticipated Exp	<u>\$49,521,611</u>	<u>\$0</u>	<u>\$49,521,611</u>	<u>\$634,524</u>	<u>\$50,156,135</u>
Rev Over (Under) Exp	\$224,337	<u>(\$961,115)</u>	(\$736,778)	<u>(\$2,331,053)</u>	(\$3,067,831)
Beg Unenc Cash -	<u>\$8,497,944</u>	<u>\$0</u>	<u>\$8,497,944</u>	<u>\$580,230</u>	<u>\$9,078,174</u>
Ending Unenc Cash	<u>\$8,722,281</u>	<u>(\$961,115)</u>	<u>\$7,761,166</u>	<u>(\$1,750,823)</u>	<u>\$6,010,344</u>
10.5% of Expenditures	\$5,314,893	\$0	\$5,314,893	\$66,625	\$5,381,518
Unenc cash over target	\$3,407,388	(\$961,115)	\$2,446,274	(\$1,817,448)	\$628,826



Butler Community College  
 Estimated Revenue Summary FY2021  
 November 10, 2020

	July 28 FY2021		August 11 FY2021		Oct 19 FY2021
	<u>Estimate</u>	<u>Change</u>	<u>Estimate</u>	<u>Change</u>	<u>Estimate</u>
In District Tuition	\$2,015,347	\$0	\$2,015,347	(\$60,733)	\$1,954,614
Out District Tuition	\$9,129,563	\$0	\$9,129,563	(\$80,809)	\$9,048,754
Out-State Tuition	\$1,372,847	\$0	\$1,372,847	(\$98,523)	\$1,274,324
International Tuition	\$701,969	\$0	\$701,969	(\$105,165)	\$596,804
Technology Fee	\$1,494,340	\$0	\$1,494,340	(\$39,855)	\$1,454,485
Scholarship Fee	\$3,302,374	\$0	\$3,302,374	(\$99,157)	\$3,203,217
Online Course Fee	\$1,118,674	\$0	\$1,118,674	\$200,000	\$1,318,674
Other Fees	<u>\$163,096</u>	<u>\$0</u>	<u>\$163,096</u>	<u>\$0</u>	<u>\$163,096</u>
Total Student Sources	<u>\$19,298,209</u>	<u>\$0</u>	<u>\$19,298,209</u>	<u>(\$284,241)</u>	<u>\$19,013,968</u>
Tuition Waivers	(\$1,172,869)	\$0	(\$1,172,869)	\$169,767	(\$1,003,102)
<b>Student Sources Net</b>	<b><u>\$18,125,340</u></b>	<b><u>\$0</u></b>	<b><u>\$18,125,340</u></b>	<b><u>(\$114,474)</u></b>	<b><u>\$18,010,866</u></b>
<b>Federal Sources</b>	<b><u>\$795,853</u></b>	<b><u>\$0</u></b>	<b><u>\$795,853</u></b>	<b><u>(\$795,853)</u></b>	<b><u>\$0</u></b>
State Operating Grant	\$14,532,331	\$0	\$14,532,331	(\$435,960)	\$14,096,371
Excel in CTE	<u>\$692,797</u>	<u>\$0</u>	<u>\$692,797</u>	<u>(\$69,280)</u>	<u>\$623,517</u>
<b>Total State Sources</b>	<b><u>\$15,225,128</u></b>	<b><u>\$0</u></b>	<b><u>\$15,225,128</u></b>	<b><u>(\$505,240)</u></b>	<b><u>\$14,719,888</u></b>
Current Ad Valorem Tax	\$11,878,584	(\$961,115)	\$10,917,469	\$0	\$10,917,469
Tax-in-Process	\$416,467	(\$0)	\$416,467	\$0	\$416,467
Delinquent Tax	\$390,275	(\$0)	\$390,275	\$0	\$390,275
Motor Vehicle Tax	\$1,481,315	(\$0)	\$1,481,315	\$0	\$1,481,315
Other Local Taxes	\$47,203	\$0	\$47,203	\$0	\$47,203
<b>Total Local Sources</b>	<b><u>\$14,213,844</u></b>	<b><u>(\$961,116)</u></b>	<b><u>\$13,252,728</u></b>	<b><u>\$0</u></b>	<b><u>\$13,252,728</u></b>
Reimbursements	\$166,000	\$0	\$166,000	(\$130,000)	\$36,000
Other Income	<u>\$774,860</u>	<u>\$0</u>	<u>\$774,860</u>	<u>(\$138,172)</u>	<u>\$636,688</u>
<b>Total Other Revenue</b>	<b><u>\$940,860</u></b>	<b><u>\$0</u></b>	<b><u>\$940,860</u></b>	<b><u>(\$268,172)</u></b>	<b><u>\$672,688</u></b>
<b>Transfers</b>	<b><u>\$444,924</u></b>	<b><u>\$0</u></b>	<b><u>\$444,924</u></b>	<b><u>(\$12,790)</u></b>	<b><u>\$432,134</u></b>
<b>Total Revenues</b>	<b><u>\$49,745,949</u></b>	<b><u>(\$961,116)</u></b>	<b><u>\$48,784,833</u></b>	<b><u>(\$1,696,529)</u></b>	<b><u>\$47,088,304</u></b>

Butler Community College  
Expenditure Budget Summary FY2021  
November 10, 2020

1	Expenditure budget approved by Board of Trustees - August 11, 2020	<u>\$50,618,027</u>
2		
3	Correct exp budget for one-time Foundation reimbursement	(\$130,000)
4	Correct exp budget for one-time president's car reimbursement	(\$12,791)
5	Bookstore position reduction to Bookstore Fund	\$43,329
6	Correction for College Scheduler software	\$29,468
7	Various payroll budget adjustments from estimates to actuals	(\$49,119)
8	Salary furloughs	\$402,474
9	Adjust estimated travel budget reduction	\$48,849
10	Increase scholarships per current analysis	\$50,000
11	One-time payment for Roger Matthews lawsuit	<u>\$252,314</u>
12	Total Changes	<u>\$634,524</u>
13	Totals FY2021 exp budget	<u>\$51,252,551</u>

<b>PERSONNEL</b>
------------------

**TOPIC for ACTION**  
**Retirement of Melody Choate**

**REPORT:**

Melody Choate, full-time Mathematics Instructor, has submitted her notice of resignation (retirement) effective December 31, 2020. Melody has been a full-time employee of Butler Community College for 29 years.

**RECOMMENDED ACTION:**

The administration recommends that the Board accept the resignation notice for Melody Choate.

**RECOMMENDED FUNDING SOURCE:**

N/A

Submitted by: Shelley Stultz  
Supervisor: Dr. Kim Krull  
Date: November 20, 2020

Last Day: 12/31/20


Melody Choate  
809 S Fredrick Drive  
El Dorado, Kansas 67042-2237  
7/30/2020

Shannon Covert  
Associate Dean  
Butler Community College  
901 S Haverhill Road  
El Dorado, Kansas 67042

Dear Shannon Covert:

I am writing to submit my resignation. I will retire on Friday, January 1, 2021.

Sincerely,



Melody Choate  
Math Professor

**TOPIC for ACTION**  
**Retirement of Adnan Fahs**

**REPORT:**

Adnan Fahs, full-time Mathematics Instructor, has submitted his notice of resignation (retirement) effective December 31, 2020. Adnan has been a full-time employee of Butler Community College for 29 years.

**RECOMMENDED ACTION:**

The administration recommends that the Board accept the resignation notice for Adnan Fahs.

**RECOMMENDED FUNDING SOURCE:**

N/A

Submitted by: Shelley Stultz  
Supervisor: Dr. Kim Krull  
Date: November 20, 2020

**TOPIC for ACTION**  
**Retirement of Robert Ray**

**REPORT:**

Robert Ray, full-time Computer Information Technology Instructor, has submitted his notice of resignation (retirement) effective December 31, 2020. Robert has been a full-time employee of Butler Community College for 18 years.

**RECOMMENDED ACTION:**

The administration recommends that the Board accept the resignation notice for Robert Ray.

**RECOMMENDED FUNDING SOURCE:**

N/A

Submitted by: Shelley Stultz  
Supervisor: Dr. Kim Krull  
Date: November 20, 2020

**CONSENT AGENDA**



- Let's Take Tomorrow -

**BUTLER COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
MINUTES OF THE REGULAR BOARD MEETING**

**4:30 p.m., November 10, 2020 – Dankert Board Room**

(A video record of the meeting can be found at <https://youtu.be/lac5RoxK8Dk>)

**STAFF ATTENDANCE**

Tom Borrego (Z)	Lora Jarvis
Kim Krull	Esam Mohammad (Z)
Jessica Ohman (Z)	Bill Rinkenbaugh
Terry Sader (Z)	Kim Sherwood (Z)
Kelly Snedden (Z)	Shelley Stultz (Z)
Kent Williams (Z)	Lori Winningham (Z)
Bill Young (Z)	Lisa Bolin (Z)
Heather Rinkenbaugh	Donnie Featherston
Loni Jensen	Matt Jacobs
Kerry Hale (Z)	Jaime Goering (Z)

**BOARD ATTENDANCE**

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

**GUESTS**

Ray Connell

**CALL TO ORDER**

Chair Howell called the regular monthly meeting of the Board of Trustees to order at 4:35 p.m.

**APPROVAL OF THE AGENDA**

Chair Howell noted that Trustee Smith asked to have items X-A, X-C, and X-D removed from the consent agenda for discussion. Trustee Good to approve the agenda as amended. Trustee Law seconded. Lora Jarvis called a roll call vote and the motion passed unanimously.

**EXECUTIVE SESSION**

Trustee Law 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 Dankert Board Room in 30 minutes. Trustee Good seconded. Lora Jarvis called a roll call vote and the motion passed unanimously.

The Board entered executive session at 4:38 p.m.

The Board returned to open session at 5:08 p.m.

### **RECOGNITIONS**

- **Rusty Eck Ford** – Car Donation
- **Foley Tractor** – Diesel engine and transmission donation
- **Nursing Department** – NCLEX Exam 94% Pass Rate
- **Kellee Kruse, Noah Stevens, Mara Stewart, Micah Streeter, James Schisler, Rodney Dimick, and Andy Jacques** – National Council for Marketing and Public Relations Medallion Awards
- **Esam Mohammad** – Conference Presentation

### **PUBLIC COMMENT** – NONE

### **STANDING REPORTS**

Student Government Association – Kiersten Kamholz told the Board about the events SGA has hosted since the last meeting. On October 28<sup>th</sup>, they hosted a pumpkin carving and hot cider event in Andover. On October 29<sup>th</sup>, they partnered with Student Life and the cafeteria staff to hold a costume contest in El Dorado. Last week they shared information on their social media pages for HALO's Day of the Dead table which was located in the Student Union in Andover. Last Wednesday they held their last SGA meeting of the semester. Yesterday they started their second giveaway which is taking place on Instagram which includes a backpack, Butler gear, an Amazon Echo, and a food gift card. Today Financial Aid hosted a workshop on credit scores in the library. Coming up the SGA team and advisors all plan to attend the Andover ribbon cutting on Thursday.

Operational Staff – OpStaff President Lisa Bolin shared with the Board that at their October meeting they hosted Mary Hunter with Information Services who led them through all of the services that can now be accessed through the Service Now redesigned portal. The fund development committee has decided to postpone the pie sales until spring and cancel the annual December craft show. Several great ideas have been shared like a virtual paint night and corn hole or pickleball tournaments that would allow Butler staff, faculty and students to battle for Butler bragging rights. The next OpStaff meeting is this Thursday, November 12<sup>th</sup>.

Professional Employees – Terry Sader told the Board there wasn't much to report. They are down to the last two weeks of the semester and everyone is deep in grading.

Board Finance Committee – Trustee Lechtenberg reported that the committee met before the Board meeting and took a deeper dive into the materials that will be discussed later during the work session. It looks like there may be a little less available than originally budgeted for.

Foundation Board Report – Trustee Rhodes told the Board that the Foundation Board meets next Tuesday so he will have a report at the December meeting.



President's Report – Dr. Krull said that the college is starting our 14<sup>th</sup> week of classes and reminded the Board that students will be done with their classes the week of Thanksgiving. The students will be off campus for the break. A lot of institutions are going remote after Thanksgiving, but Butler made the decision this summer to just be done so students wouldn't have access problems. Offices and staff will still be on campus until Christmas break.

Butler has seen an increase in COVID cases this week. Each week the numbers are updated on the webpage and just as cases are increasing in the surrounding communities and school districts the cases here are climbing as well. This week there are 26 students that are active, positive cases and 12 employees with more in quarantine. The students are not all in the residence hall. An email was sent to all the employees to encourage them to continue to follow the mask protocols and continue disinfecting. Butler continues to do all of the contact tracing on campus which has helped.

The spring semester will look the same as the fall semester. No changes have been made to the protocols at all. Masks will still be required on campus, social distancing in the classrooms and groups will also remain in effect. Faculty will be at the ready to flip to remote if necessary if they need to be in quarantine or if they have a student who does.

Trustee Winslow asked where the college stands in order to give vaccines according to what the state who prioritizes who will receive them first. Dr. Krull said we will not any of that information until spring. She also said that from what they are telling college presidents, it will be late spring before access is given to any type of vaccine. There has been some discussion of moving college students up the priority list, but once she knows more, she will pass along that information.

Butler is in the process of planning a legislative luncheon for December 2<sup>nd</sup>. Legislators who cover the college area are invited along with school superintendents and board chairs, city administrators and the mayors. Dr. Krull is still concerned about scheduling the lunch and wishes to keep the group small. It could potentially be done remotely if needed.

On October 20<sup>th</sup>, Dr. Krull hosted Leonard Hernandez, the new CEO at Susan B. Allen hospital, and Holly Landon, Executive Director of the Foundation for a campus tour and visit with the nursing department.

The ribbon cutting for the 5000 building is on Thursday and Dr. Krull invited the Trustees to attend. Nurses pinning is being scheduled for November 24<sup>th</sup> and will only include the nursing students and faculty. Families will be able to watch the livestream. And finally, each Trustee was given a copy of the Veterans Day Honor Roll (seen on the next page). This is an annual tradition to show our appreciation for everyone who has served and we ask faculty, staff and Trustees to submit their years of service, but this

does not include anyone who did not share their years of service. Dr. Krull asked everyone to take time to thank all of the veterans as you see them since many of the celebrations will be canceled due to COVID.

# HAPPY VETERANS DAY

## BUTLER COMMUNITY COLLEGE 2020 HONOR ROLL OF EMPLOYEE VETERANS

Richard Arthur	8 years	Army & Army Reserves
Troy Carson	4 years	Army
Sheldon Christenson	1 year	Marine Corps
Walter Clayton	22 years	Air Force
Joshua Clevenger	10 years	Army & Army Reserves
John Cox	5 years	Air Force
Scott Dunbar	12 years	Navy
Even Eisenman	3 years	Army
Kris Estes	4 years	Air Force
Scott Faulkner	3 years	Marine Corps
Bill Flynn	24 years	Air Force
Daniel Gorman	31 years	Army & Kansas Army National Guard
Shellie Gutierrez	4 years	Air Force
Anotole Haidai	26 years	Air Force & Kansas Air National Guard
Timothy Harder	4 years	Marine Corps
Neal Harrison	23 years	Marine Corps & Marine Corps Reserves
Michael Heffron	4 years	Navy
Lorna Jester	7 years	Army
Jake Kenney	24 years	Air Force & Kansas Air National Guard
Sheryl LeSage	4 years	Army
William McCarthy	2 years	Army
Forrest Rhodes	4 years	Navy
Charles Ross	21 years	Army & Air Force
Scott Strecker	6 1/2 years	Air Force
Nathan Swink	4 years	Marine Corps
Mac Thompson	4 years	Navy
John Warren	6 years	Navy
Kent Williams	4 years	Navy
Lori Winningham	4 years	Air Force
Lynn Umholz	4 years	Navy

**284 1/2 Years of Service to the US Armed Forces! Thank you!**



Educational Facilities Authority Report – Chair Howell said they do not meet again until December.

### **MONITORING REPORTS**

Online, High School, and Community Learning Division – Heather Rinkenbaugh and Donnie Featherston presented the annual report to the Board.

Kerry Hale Sabbatical Report – Kerry Hale presented the Board with her Sabbatical Report from Fall 2019.

### **BOARD STRATEGIC DISCUSSION – ISSUES AND OPPORTUNITIES**

COVID Related Grant Funds – Jaime Goering and Kim Sherwood shared with the Board how the money from COVID grants has been expensed. All of the money was received with very specific guidelines on how to spend it.

**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.

**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.

During the discussion Trustee Smith asked about the childcare grants and how much Butler would have received if EduCare would have remained open. Jaime shared that the amounts of the grants ranged pretty heavy and they were all reimbursement based. Dr. Krull shared that her understanding of the grants was that they were short-term and would not have been sustaining. They were geared more towards health care workers who still had to work and needed child care coverage.

Trustee Smith also asked about budgeted items for Bill Young that hadn't been spent yet. He asked about the hotspots and phones. Kim Sherwood shared that while we were closed, there were several employees without reliable internet so they relied on the Verizon Hot Spots to work remotely.

Trustee Winslow asked how the hot spots were paid for. Bill Young said that we don't purchase the hot spots and we only pay for them when they are activated. At any time there can be up to 50 activated. She also asked how long we anticipated needing these services for students and staff. Bill Young said he doesn't see this as a permanent solution and that once COVID is behind us they will still use them on an occasional basis for those who apply through the CARE team.

Trustee Smith asked about the laptops money and wanted to make sure that we weren't going to put these computers on a permanent rotation that would need to be replaced in a few years. Bill informed Trustee Smith that the college was replacing some of the desktops with laptops and not doubling up on the computers being purchased.

Trustee Smith also questioned whether the Honor Lock subscription that was originally purchased with CARES funds would need to be continued with the college budget. Lori Winningham explained that the need for Honor Lock came because of COVID, but that

the state is looking for a special statewide subscription option. Dr. Krull asked Lori to provide an update when she had more information from KBOR.

Trustee Winslow asked if Butler had a Software Coordinator. Dr. Krull explained that IS manages all of the software purchases and reviews of software. Trustee Winslow also requested a list of the software we purchased just due to COVID 19 that we do not plan to use in the future. Dr. Krull said she would ask Bill and his team to put together a list.

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)	1,467,954.80	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	95,373.00	476,781.58
FEMA (Note 1)	Federal	-	-	-	-	-
<b>Total</b>		<b>\$ 4,344,008.10</b>	<b>\$ 4,335,628.79</b>	<b>\$ 8,379.31</b>	<b>\$ 3,509,990.90</b>	<b>\$ 825,037.80</b>

Needs List \$ 662,882.17

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	581,379.00
Expenses	572,154.58
Balance	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

## **BOARD ACTION ITEMS**

Approval of Minutes – Trustee Rhodes moved to approve the minutes as presented. Trustee Lechtenberg seconded. Trustee Smith explained that he had requested the minutes be added to the action items in order to review comments that were made regarding items in the consent agenda. Trustee Rhodes said that the purpose of the Consent Agenda is to approve things without discussion and that to enter notes into the minutes with only one side of the issue it is a misinterpretation of the Board's decisions. If the items wanted to be discussed, it should have been taken out of the consent agenda for discussion. Trustee Winslow requested a response from Trustee Law who serves as the Secretary of the Board. Dr. Krull explained that the minutes were added to the agenda for approval by all of the Board and are not reviewed ahead of time by any one member.

Lora Jarvis called a roll call vote and Trustees Good, Law, Lechtenberg, and Rhodes voted in favor. Trustees Winslow and Smith voted against. The Motion passed.

Virtual Desktop Infrastructure – 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.

Trustee Lechtenberg moved the board approve the implementation of this software solution utilizing professional services from CDW and Amazon Web Services licensing for \$69,920.00 through the CARES Act funds.

Trustee Smith wanted to make sure that these funds would not be considered again with regular college funds. Bill Young explained that these funds jumpstart the Virtual Desktop program which will lead to saving money on our annual PC replacement costs by stretching the life of a computer from the current 4-year cycle to 7 or 8 years.

Lora Jarvis called a roll call vote and all of the Trustees voted in favor. The motion passed unanimously.

Ocelot AI Chat Bot – 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

Trustee Law moved to approve the purchase and implementation of Ocelot AI Chat bot for Butler Community College. Trustee Good seconded.

Trustee Smith asked if Butler needed an automated telephone and if this will eliminate a staff position to compensate for the money. He expressed that he didn't see phone calls as the future of the college. Bill Young explained that the Chat Bot is the little thing that pops up in the corner of a website to ask tier one and two questions that will allow us to concentrate on the upper tier questions. Though it will not eliminate a position, it will reduce the need for additional staff.

Trustee Winslow asked what other institutions are using this product. Bill Young said that WSU Tech is currently using the product while Barton Community College is in the process of adopting it. She also inquired if we are ahead or behind the rest of the colleges in our region. Bill said we are a little ahead right now, but this is definitely the future.

Lora Jarvis called a roll call vote and all of the Trustees voted in favor. The motion passed unanimously.

### **CONSENT AGENDA**

Trustee Law moved to approve the rest of the Consent Agenda. Trustee Lechtenberg seconded. Lora Jarvis called a roll call vote and all of the Trustees voted in favor. The motion passed unanimously.

### **SUPPLEMENTAL INFORMATION**

Key Performance Indicators Update – Submitted by Esam Mohammad

Statement of Revenue & Expenditures – Submitted by Kim Sherwood

Thank You Notes – Jeff & Teressa Eastman, Tonya Kerschner, Cecilia Brewer, Steve Dowell, 2021 Project Search Interns

Board Calendars

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

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

**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

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

**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: <a href="http://www.wso.org">www.wso.org</a>
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 WInslow moved to adjourn the meeting. Trustee Law seconded. Lora Jarvis called a roll call vote with all Trustees voting in favor. The motion passed unanimously. The regular meeting of November 10, 2020 was adjourned at 7:15 p.m.

---

Doug Law – Secretary

# Using an online tool to increase retention and understanding of material in the community college classroom



How Effective is Cerego?





# Sabbatical Goals

- Complete CREST project
  - Using an online tool to increase retention and understanding of material in the community college classroom – How Effective is Cerego
  - Present results
    - 2<sup>nd</sup> Saturday, IDD, National Conference
- Refine Cerego
  - Anatomy and Physiology II (BI 227)
  - Anatomy and Physiology I (BI 226)
- Microsoft Certifications
  - Word, Excel, PowerPoint



## CREST participation

- Community College Research in Education and Scholarly Teaching
- National Science Foundation funded program
- Provides workshops, training, and support for community college faculty to conduct educational research

## What is Cerego?

- Cerego is an adaptive learning technology platform based on principles of neuroscience and cognitive science.
- Cerego's patented technology uses the scientific method of spaced rehearsal as the basis for memory retention.
  - **70%** of learning is lost in 24 hours. **80%** is forgotten in 30 days



# Previous Research – ASU Global Freshman Academy

## GFA Health and Wellness Course Spring A 2019

Amount of Cerego Sets Completed by Students	All Sets	Some Sets
# Committed Students (Completed both Midterm and Final Exam)	436	141
Average Grade in Course	88%	76%
Average Grade on Midterm	90%	81%
Average Grade on Final	82%	73%

# ASU Global Freshman Academy (cont.)

## AST Solar Systems Astronomy 111 Fall 2017

Amount of Cerego Sets Completed by Students	All Sets	Some Sets
# Committed Students (Completed both Midterm and Final Exam)	85	19
Average Grade in Course	80.9%	66.0%
Average Grade on Midterm	68.9%	55.8%
Average Grade on Final	76.4%	64%



## University of Hawai'i at Manoa

- Introduction to Macroeconomics course
  - 98 Students
- Data included measures of prior educational attainment (GPA), Pell grant eligibility, and performance on the midterms and final exam.
- Each level of retention built in Cerego by the date of the exam was associated with a further 12 point increase

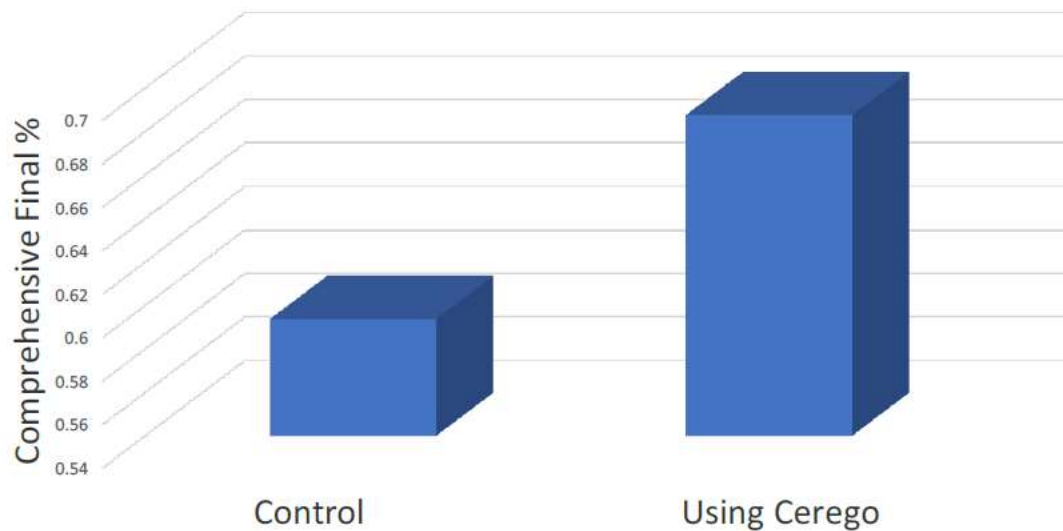


## Results

- There was a significant improvement on comprehensive final scores since implementing Cerego into the classroom
  - Without Cerego = 59.4%
  - With Cerego = 68.9%
    - $P(T \leq t)$  one-tail = 0.008537
- = 9.5% Improvement in Scores

# Cerego Increased Performance on Comprehensive Final Exam

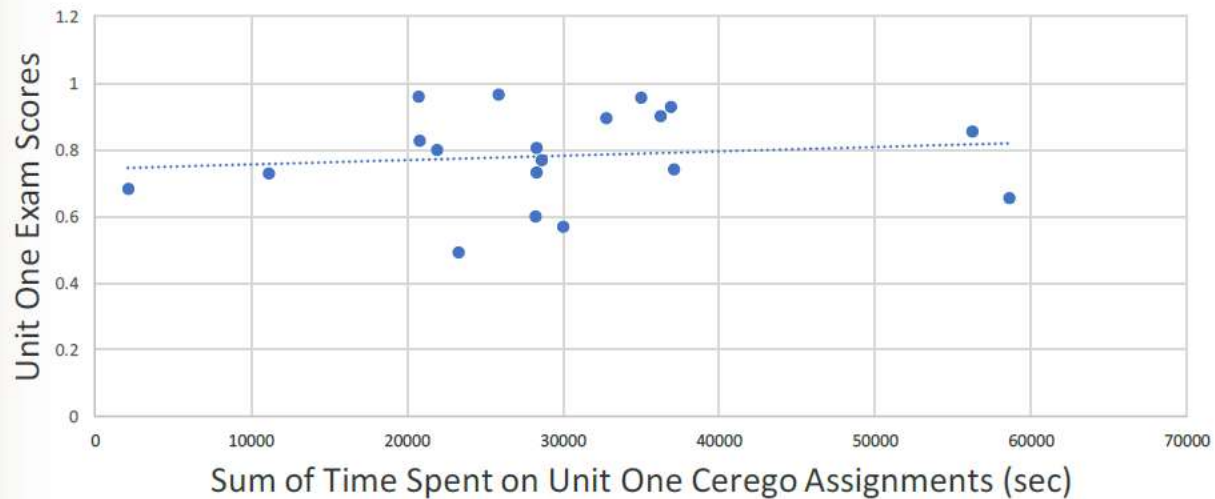
Final Exam Scores Before and After Implementing Cerego





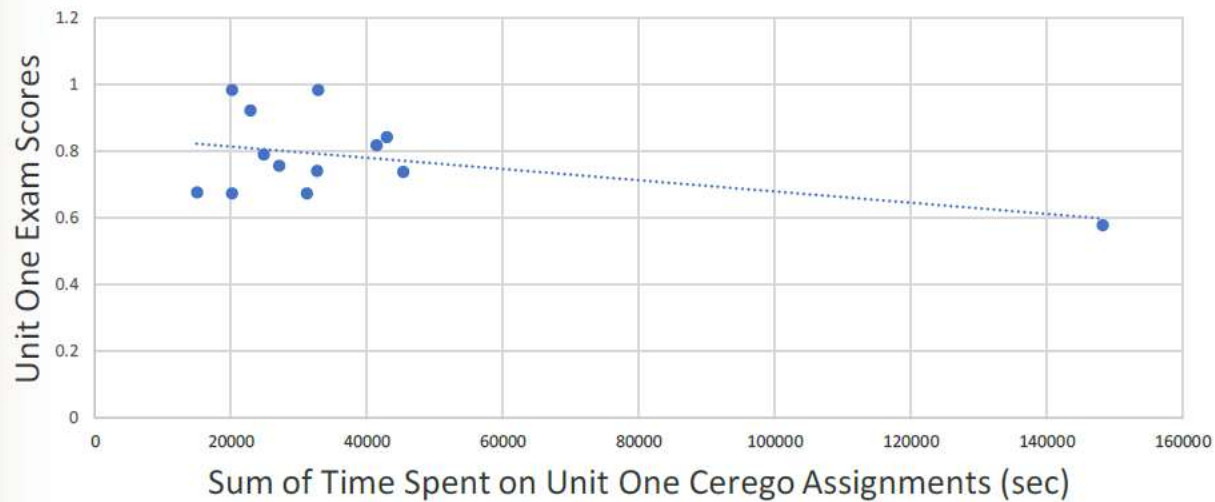
# Interesting... though not significant

Unit 1 Exam Percentage vs Time Spent Working on Cerego (in seconds) - 2019

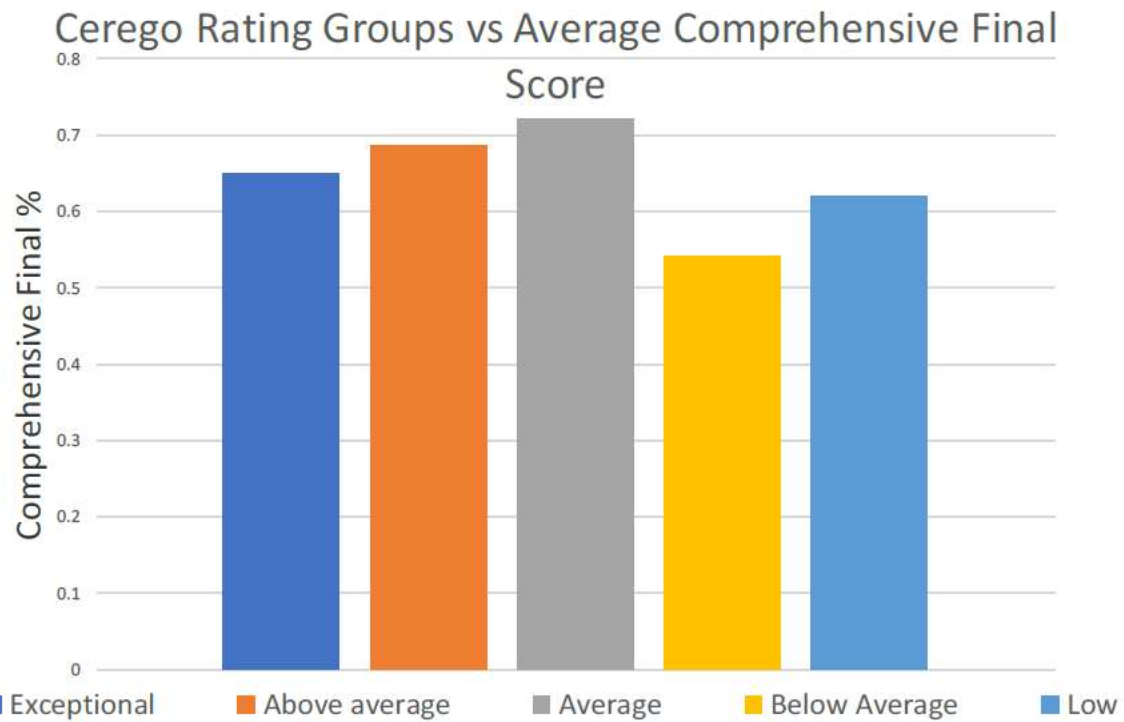


# Vs 2018 (Before “Improvements”)

Unit 1 Exam Percentage vs Time Spent Working on Cerego (in seconds) - 2018



# Other Findings



## Presentation of Results

- Poster presentation accepted at the 2017 Annual Meeting of the Humana Press Society (HAPS) (Humana Press Society)

- Faculty of Education, University of Regina

- ID# 123456 - Saturday

**CANCELLED**



## Current Problems

- No data from Spring 2020
  - Cumulative Exam not given in online environment
- Data from Fall 2020 may not be reliable
- No longer able to use Cerego due to moving to McGraw-Hill Inclusive Access
  - Textbook much more affordable
  - Inferior Adaptive Learning Software

**BILLS AND WARRENTS**

**TOPIC for ACTION**

**REPORT:**

Bills and Warrants for November 2020 - \$4,967,089.62 (includes Expenditure Approval List - \$2,167,077.28 and Payroll - \$2,800,012.34).

**RECOMMENDED ACTION:**

Approval of November 2020 bills and warrants.

**RECOMMENDED FUNDING SOURCE:**

Submitted by:	Sariah Wilson
Supervisor:	Yolanda Hackler
Date:	December 1, 2020

**BIDS AND PURCHASES**

NONE

**RATIFICATION OF AGREEMENTS AND CONTRACTS**

NONE



<b>PERSONNEL</b>
------------------

**TOPIC for ACTION**  
**Full Time Biology Instructor**

**REPORT:**

Dr. Glenn Manning is recommended for the Biology Instructor position for the 2020-2021 academic year. Dr. Manning holds a Bachelor of Science in Biochemistry and Biology from Kansas State University and a Doctor of Philosophy in Biology from University of Arkansas at Fayetteville. He brings to Butler 17.5 years of teaching experience. He has taught general biology, human anatomy and physiology, anatomy, comparative anatomy, zoology, herpetology, and microbiology at various University of Arkansas locations. He spent the last 13 years at the University of Arkansas at Monticello. We are pleased to welcome Glenn to Butler and the division of Science, Technology, Engineering, and Math.

**RECOMMENDED ACTION:**

Recommend approval of Dr. Glenn Manning as a Full Time Instructor of Biology for the 2020-2021 academic year at a salary of \$52,210 plus full benefits. This position is replacing Dr. Ramesh Devkota who withdrew prior to Fall 2020. This position fills the vacancy left when Tonya Kerschner retired at the end of the 2019-2020 academic year. This position is funded from the Biology department general fund budget.

**RECOMMENDED FUNDING SOURCE:**

General Funds

Submitted by: Shannon Covert, Associate Dean of Science, Technology,  
Engineering, and Math

Supervisor: Mel Whiteside, Dean of Science, Technology, Engineering, and math

Date: November 13, 2020

**TOPIC for ACTION**  
**Resignation of Bailey Joonas**

**REPORT:**

Bailey Joonas, full-time Public Safety Instructor, has submitted his notice of resignation effective December 31, 2020. Bailey has been a full-time employee of Butler Community College for 1.5 years.

**RECOMMENDED ACTION:**

The administration recommends that the Board accept the resignation notice for Bailey Joonas.

**RECOMMENDED FUNDING SOURCE:**

N/A

Submitted by: Shelley Stultz  
Supervisor: Dr. Kim Krull  
Date: November 20, 2020

Dean Streeter,

This letter is to inform you of my resignation. I feel that it is time to find a different individual to fill the role required under the contracted full time instructor. My intentions are to resign at the point of which another full time instructor can replace me or by the end of the Fall 2020 semester, which ever may come first. I hope to still be able to fill an adjunct role and to help with the creation of new classes for our students as that is where my passion lies and I believe I have excelled at. If there is a need for any clarification, please feel free to contact me.

Sincerely,

Bailey Joonas

**TOPIC for ACTION**  
**Resignation of Catherine Menefee**

**REPORT:**

Catherine Menefee, full-time English Instructor, has submitted her notice of resignation effective December 31, 2020. Catherine has been a full-time employee of Butler Community College for 2 years.

**RECOMMENDED ACTION:**

The administration recommends that the Board accept the resignation notice for Catherine Menefee.

**RECOMMENDED FUNDING SOURCE:**

N/A

Submitted by: Shelley Stultz  
Supervisor: Dr. Kim Krull  
Date: November 20, 2020

Catherine Menefee  
6000 Danbury St  
Bel Aire, KS 67220  
[cmenefee1@butlercc.edu](mailto:cmenefee1@butlercc.edu)

October 4, 2020

Dr. Susan Bradley  
Dean of Humanities, Social and Behavioral Sciences  
Butler Community College  
901 S. Haverhill Rd  
El Dorado, KS 67042

Dear Dr. Bradley:

Please accept this letter as notice of my intent to resign my position as Associate Professor of English effective the end of the Fall 2020 semester. I have been honored to serve among Butler's faculty these past few years, but unfortunately I need to resign for personal reasons. I hope to remain employed part-time at Butler to teach as an adjunct instructor, subject to Butler's enrollment and employment needs.

Thank you for your leadership and mentorship during my tenure in this role. Please let me know if you need any additional information from me.

Regards,

Catherine Menefee

**SUPPLEMENTAL INFORMATION**

Office of Research and Institutional Effectiveness

215 BOE

(316) 322.3338



**Butler Community College Key Performance Indicators**

<b>KPI</b>	<b>Definition</b>	<b>Goal</b>	<b>CURRENT OUTCOME</b>
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	<b>1,446 (1,513 in AY 2019)</b>
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**

<b>GOAL</b>	<b>KBOR Mandated Baseline</b>	<b>OUTCOME Year 3 (AY 2019)</b>
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	Program Offerings
Responsible individual	Lori Winningham
Report for the BOT meeting of	December 8, 2020
Strategic Goal: <b>Ensure Student Success</b>	Priority Number: <b>1a</b> (Research and develop new program offerings)

### Narrative

Construction Technology was approved in the spring/summer of 2020 for a Fall 2021 launch. This program will be delivered in Andover for the general Butler student population and in Rose Hill in an Early College Academy format in partnership with Rose Hill School District. Industry partners have been involved in the creation and launching of this program from the beginning. The curriculum was developed based upon NCCER curriculum which will allow students to earn certificates through this nationally recognized organization. Funds were reallocated from another academic department to hire a construction technology faculty member. This search is currently in process with the plan to have the faculty member hired by January.

Data Analytics certificate was developed in the Accounting department and was launched in the fall 2020 semester. Faculty are working to put these courses online. Research will be conducted to see if an AA or AS degree should be developed for transfer students.

Other potential new programs are being researched and listed below.

### Current Outcomes

Develop Diesel Technology Certificate that could be offered through our current Auto Technology program.

The Physical Therapy Assistant Kansas Board of Regents (KBOR) package is near completion and will need to be approved for moving forward to the Board of Trustees. It is recommended that a current vacant Nursing faculty position be reallocated to support this program. The earliest this program would be available to students would be fall 2022 due to accreditation requirements.

### Action items for future outcomes

Determine timeline to develop and deliver diesel technology certificate.

- Seek approval for Physical Therapy Assistant program
- Research and determine lab science AS degree
- Seek faculty certifications to deliver Amazon Cloud Academy – certificate for entry level and professionals.
- Research feasibility of Equine Science courses and/or degree
- Develop and deliver an Early College Health Science Academy for the El Dorado campus.
- Develop and deliver an Early College Agriculture Academy

### Strategic Alignment

Ensure Student Success – Research and develop new program offerings.

## REPORT TO THE BOARD OF TRUSTEES, BUTLER COMMUNITY COLLEGE

Department/Project Name	Act On with Recruit
Responsible individual	Kelly Snedden & Jessica Ohman
Report for the BOT meeting of	December 8, 2020
Strategic Goal: <b>Ensure Student Success</b>	Priority Number: <b>4c</b> (Refine the implementation Act On with Recruit to cultivate priority prospects)

### Narrative

For higher education, marketing automation is about using software and technology to streamline, automate and measure marketing tasks and workflows in order to increase **personalization** for prospective students and efficiencies for internal resources while growing the potential for enrollment conversion and therefore revenue. It allows for the automation of repetitive tasks such as email marketing, social media posting, and ad campaigns based on individual behavior. In addition, the implementation of such a system provides the ability to properly score leads thereby assisting admissions in focusing on prospects which will most likely convert, again increasing the efficiencies of conversations between various steps of the intake funnel/buying cycle.

Since April College Relations & Marketing has been working to implement, learn and launch the Act-on Automation software. The system is integrated with Ellucian Recruit, the Admissions tool and as of early this month now properly scores prospects based on their engagement with our website, our display ads and our emails. The score is visible to both the marketing team in Act-on and to the Admissions Team in Recruit. It is labeled their ACT-ON Behavior Score.

Marketing and Admissions can now begin to understand the behavior attributes and can now learn where to effectively tweak messaging and timing of messages to better drive traffic. Once we understand the meaning of the range of scores, we can have the system alert designated persons, i.e. admissions counselors, when a prospect reaches a critical score metric.

### Current Outcomes

We began with a 15,000 active contact contract and this fall had to increase it to 25,000 as we now have 17,357 active contacts.

Application conversions tracked by the system based on emails sent beginning April 30, 2020 is currently at 139 applications.

### Action items for future outcomes

- Deeper understanding of the score metrics and their meaning to Butler recruiting
- Developing automated communication flows for each program to drive funnel traffic.



- Integrating the Act-on system with Zoom in order to track scoring metrics from program specific webinars, virtual recruiting events.
- Enhancing the communication flows and form fields in order to capture additional information about the prospects overtime to improve profiles in the system.

### **Strategic Alignment**

Ensure Student Success

Advance Institutional Effectiveness

## REPORT TO THE BOARD OF TRUSTEES, BUTLER COMMUNITY COLLEGE

Department/Project Name	Butler Talk/Faculty Forums
Responsible individual	Shelley Stultz, Kim Krull, Lori Winningham
Report for the BOT meeting of	December 8, 2020
Strategic Goal: <b>Invest in Our Employees Success</b>	Priority Number: <b>2b</b> (Continue “Butler Talk” and “Faculty Forums” during FY2021 and share compiled feedback)

### Narrative

Each semester, the Vice President of Academics schedules and hosts at least one faculty forum a month. This past fall, the forums have been remote. This gives faculty the opportunity to connect with the VPA on a monthly basis. They may submit specific topics and questions they may have prior to the scheduled forum. The president has also held college-wide zoom meetings which are open to all employees.

### Current Outcomes

Faculty Forums were held on:

- August 5 (Lead and Chair meeting)
- August 7 – Fireside Chat for PDD week – all faculty
- September 4 – First Friday zoom – all faculty
- October 2 – First Friday zoom – all faculty
- November 6 – First Friday zoom – all faculty
- December 4 – First Friday zoom – all faculty

College-wide zoom meetings were held on:

- July 2 – Return to Campus
- October 19 – general update

In addition to the forums, Faculty Updates have been sent through all faculty emails in August, September and November as have “all employee” emails in July, August, September and November. These have been especially helpful during the COVID operations to keep faculty and staff informed of operational protocols and new information as it became available. Additional updates are planned prior to the end of the fall semester.

### Action items for future outcomes

Continue to hold regular faculty forums so faculty have opportunities to get updates and ask questions. Continue to send faculty updates through all faculty emails. All employee zoom meetings will continue to be scheduled and informational emails sent.

### Strategic Alignment

Butler will invest in our employees’ success with the strategic priority specific to promote shared/participatory governance and enhanced communication. The identified faculty and employee forums/meetings/zoom sessions and email updates were focused on improving communications and disseminating critical information, especially during the difficult COVID operations.

## REPORT TO THE BOARD OF TRUSTEES, BUTLER COMMUNITY COLLEGE

Department/Project Name	Professional Development
Responsible individual	Lora Jarvis
Report for the BOT meeting of	December 8, 2020
Strategic Goal: <b>Invest in Our Employees Success</b>	Priority Number: <b>3b</b> (Continue to implement professional development training opportunities for staff through FY2021)

### **Narrative**

In order to provide the best service to Butler's customers, the staff needs to have the best training available. Administrative assistants are not often afforded the chances to travel for conferences and other trainings so in October 2019, Butler started a program just for them. Since then we have met at least monthly for training and information sharing.

### **Current Outcomes**

Last year with the success of the Administrative Assistants meetings and trainings, it was decided that this year additional trainings would be offered to other operational and support staff on campus. With meetings being limited to Zoom, a team is still working on topics that will be relevant to everyone.

The administrative assistants continue to meet twice a month on the first and third Fridays. The group has had the chance to share some great work at home advice as well as support each other. Jessica Ohman met with them to give them more information on how they could help in making calls to interested students for recruitment efforts.

### **Action items for future outcomes**

The team plans to start offering additional Zoom trainings to other staff in January 2021. The topics and timing of the trainings will be decided based on the most availability of staff interested in participating.

### **Strategic Alignment**

This objective is part of Butler Community College's 2020-2021 Strategic Plan with the college's goal of "Invest in our Employee's Success", under which Priority 3 calls for the support of a culture of innovation, excellence and accountability through performance management and professional development. Performance indicator 3b says the college will Continue to implement professional development training opportunities for staff through FY2021.

## REPORT TO THE BOARD OF TRUSTEES, BUTLER COMMUNITY COLLEGE

Department/Project Name	Internships
Responsible individual	Aletra Chaney-Profit
Report for the BOT meeting of	December 8, 2020
Strategic Goal: <b>Contribute to Our Communities</b>	Priority Number: <b>1a</b> (Enhance internship opportunities through collaborative work between Student Services and Academics for students in FY2021)

### Narrative

Butler Community College strives to offer internship opportunities to students and recognizes them as significant learning experiences.

Internships allow students to apply their knowledge with real world application, receive direct supervision and feedback from industry representatives, and provides ongoing contemplation of learning objectives throughout the internship.

Internships benefit employers and the community by bringing fresh perspectives to businesses, developing pipelines to meet employment needs, reducing employee workload and decreasing retention by hiring interns.

### Current Outcomes

Career Services has assisted three students with internships during Fall 2020. The department has also supported students in the Career Readiness cohorts with tools for employment success in preparation of the Internship course and work-based learning opportunities.

Internships were added to nine programs during Fall 2020 as an elective to their pathways.

Partnerships with regional employers are continually being established to assist with experiential learning for students.

### Action items for future outcomes

- Continue to foster employer and student relationships by increased partnership and collaboration through internships
- Continue supporting the addition of internships to more programming for college credit
- Evaluate the college's scope of internships to include virtual, micro, and remote internships

### Strategic Alignment

Emphasis on internship development helps support Butler's strategic priorities.

- They help ensure student success by providing opportunities to explore industry and attain experiences that make them employable following their degree attainment

- Supporting students in their career development helps to contribute to our communities because they work in the community and contribute to local economies
- The more Butler produces students that are educated, experienced and equipped, the more it will usher us to the forefront as a power for good, which affirms our effectiveness as an institution

## REPORT TO THE BOARD OF TRUSTEES, BUTLER COMMUNITY COLLEGE

Department/Project Name	CEU Training
Responsible individual	Lori Winningham
Report for the BOT meeting of	November 8, 2020
Strategic Goal: <b>Contribute to our Communities</b>	Priority Number: <b>1D</b> (Develop and provide new CEU training opportunities during AY2020)

### **Narrative**

With enrollment on the decline for the past three years, the academic division has been exploring a number of options to address this issue through offering Continuing Education Units (CEU) or noncredit training. A CEU is a unit equal to 10 hours of participation in an accredited program designed for professionals with certificates or licenses to practice various professions. The annual number of CEUs required varies by state and profession.

There are many professions that require the CEUs in order to keep their licensure. (Attached is a list of CEU opportunities offered through Butler Community College – BETA.)

### **Current Outcomes**

BETA has been studying the market to identify the CEU market and which ones were best suited for Butler to pursue. Some CEU credit (for example, elementary and secondary education) can only be obtained through four year universities. BETA has been working through the professions to seek out which ones can be obtained through a two- year college. We have a great start on this determination and which ones to enter the market with first.

### **Action items for future outcomes**

As the specific CEU market segments have been identified, BETA will continue to enlist new partners already entering the market or will hire industry experts to design the curriculum needed to become a premier CEU center for such professionals needing them for their credentialing. We are working currently with the National Society for Human Resource Management (SHRM) to develop PD (Professional Development Credits), another form of CEU, for their national audience of HR professionals. We have been approved as one of their Recertification Provider. We also work with many other partners from a variety of industries to develop ongoing CEU/PD credit. (See attached lists for current partners and CEU opportunities)

### **Strategic Alignment**

With this particular goal, the strategy is to be able to contribute back to our communities by providing innovative and creative recertification options for professionals to continue to work in their industries. This also aligns under this same strategy by strengthening our partnerships and engagement with our business and industry partners by offering their recognized and accredited recertification's.

<a href="#"><u>Certificate in Music Therapy and Sound Healing</u></a>	• ALLEGRA (see below)
<a href="#"><u>Certificate in Women's Health Issues</u></a>	•
<a href="#"><u>Certificate in Complementary and Integrative Health</u></a>	•
<a href="#"><u>Certificate in Holistic and Integrative Health: Foundations 3</u></a>	•
<a href="#"><u>Certificate in Mindfulness</u></a>	•
<a href="#"><u>Certificate in Pain Assessment and Management (Self-Paced Tutorial)</u></a>	•
<a href="#"><u>Aging and Health Bundle</u></a>	•
<a href="#"><u>Certificate in Energy Medicine</u></a>	•
<a href="#"><u>Certificate in Gerontology</u></a>	•
<a href="#"><u>Certificate in Healthy Aging</u></a>	•
<a href="#"><u>Certificate in Meditation</u></a>	•
<a href="#"><u>Certificate in Wellness and the Environment</u></a>	•
<a href="#"><u>Certificate in Holistic and Integrative Health: Foundations 1</u></a>	•
<a href="#"><u>Certificate in Holistic and Integrative Health: Foundations 2</u></a>	•
<a href="#"><u>Certificate in Violence Prevention and Awareness</u></a>	•
<a href="#"><u>Certificate in Pain Assessment and Management</u></a>	•
<a href="#"><u>Certificate in Spirituality, Health, and Healing</u></a>	•
<a href="#"><u>Certificate in Infectious Diseases and Infection Control</u></a>	•
<a href="#"><u>Certificate in Nutrition, Chronic Disease, and Health Promotion</u></a>	•
<a href="#"><u>Certificate in Starting Your Own Business in Health and Healing</u></a>	•
<a href="#"><u>Certificate in Food, Nutrition, and Health</u></a>	•
<a href="#"><u>Certificate in Integrative Mental Health</u></a>	•
<a href="#"><u>Certificate in End of Life Care</u></a>	•
<a href="#"><u>Global Health and Healing Bundle</u></a>	•
<a href="#"><u>Certificate in Legal and Ethical Issues in Healthcare</u></a>	•
<a href="#"><u>Certificate in Global Healing Systems</u></a>	•
<a href="#"><u>Certificate in Brain Health</u></a>	•
<a href="#"><u>Women's Health Bundle</u></a>	•
<a href="#"><u>Pain Management and End of Life Bundle</u></a>	•
<a href="#"><u>Certificate in Perinatal Issues</u></a>	•
<a href="#"><u>Nutrition and Health Bundle</u></a>	•
<a href="#"><u>Certificate in Healing Environments for Body, Mind, and Spirit</u></a>	•
<a href="#"><u>Certificate in Stress Management</u></a>	•
<a href="#"><u>Health Care Entrepreneurship Bundle</u></a>	•
<a href="#"><u>Certificate in Holistic and Integrative Health</u></a>	•
<a href="#"><u>Mind-Body Therapies Bundle</u></a>	•
<a href="#"><u>Health and Well-Being Bundle</u></a>	•
<a href="#"><u>Sales Training Suite</u></a>	•
<a href="#"><u>Nutrition for Optimal Health, Wellness, and Sports</u></a>	Project Management Institute, Inc.
<a href="#"><u>Personal Training and Group Exercise Training for Older Adults</u></a>	ACSM
<a href="#"><u>Fitness Business Management</u></a>	ACSM
<a href="#"><u>Professional Recovery Coach</u></a>	ACSM
<a href="#"><u>Child Development Associate Training Renewal</u></a>	NAADAC
<a href="#"><u>Payroll Wage &amp; Hour Training &amp; Certification Program</u></a>	CDA
<a href="#"><u>The Payroll Management Training &amp; Certification Program</u></a>	HRCI/SHRM
<a href="#"><u>Asset Management</u></a>	HRCI/SHRM
	Kansas Real Estate Commission

Deeds	Kansas Real Estate Commission
Real Estate Math	Kansas Real Estate Commission
1031 Real Estate Exchanges	Kansas Real Estate Commission
Real Property Ownership & Land Use	Kansas Real Estate Commission
Estimating the Gross Living Area	Kansas Real Estate Commission
Home Inspection	Kansas Real Estate Commission
Titles and Records	Kansas Real Estate Commission
Liens, Taxes and Foreclosures	Kansas Real Estate Commission
Real Estate Appraisal	Kansas Real Estate Commission
Facility Maintenance	American Council of Engineering Cor
Understanding the Human Resources Function	SHRM
Human Resource Management Suite	SHRM
Talent and Performance Management	SHRM
Workplace Law Essentials Value Suite	SHRM
Employment Law Fundamentals	SHRM

\*ALLEGRA Learning Solutions, LLC is approved by the National Certification Board for Therapeutic Massage & Bodywork (NCBTMB) as a continuing education Approved Provider. Provider Number 451562-11

\*ALLEGRA Learning Solutions, LLC is accredited as a provider of continuing nursing education by the American Nurses Credentialing Center's Commission on Accreditation.

\*ALLEGRA Learning Solutions, LLC was awarded Accreditation with Distinction, the highest recognition awarded by the American Nurses Credentialing Center's Accreditation Program.

\*ALLEGRA Learning Solutions courses are acceptable for CE contact hours in all states.

\*Provider approved by the California Board of Registered Nursing, Provider #CEP 14693, for the stated number of contact hours.

\*ALLEGRA Learning Solutions courses are approved for continuing education credit for diabetes educators. All ANCC accredited courses are accepted for continuing education credit by the National Certification Board for Diabetes Educators (NCBDE).

ACSM - The American College of Sports Medicine's Professional Education Committee

NAADAC (The Association for Addiction Professionals) and the IC&RC (International Certification & Reciprocity Consortium).

CDA - Child Development Associate



SHRM - Society for Human Resource Management

HRCI - HR Certification Institute

## REPORT TO THE BOARD OF TRUSTEES, BUTLER COMMUNITY COLLEGE

Department/Project Name	Stakeholders
Responsible individual	Kim Krull
Report for the BOT meeting of	December 8, 2020
Strategic Goal: <b>Contribute to Our Communities</b>	Priority Number: <b>2a</b> (Initiate and engage service area stakeholders through direct communication of academic, financial, student success and workforce information during FY2021)

### Narrative

In order for Butler to more comprehensively engage service area stakeholders, it is important for key college administrators to share information on the college's strategic plan, key initiatives, funding, successes, challenges, student successes, and economic and workforce impact. Documents produced through College Relations and Marketing as well as overarching college marketing materials will be shared with individual college stakeholders and in organizations' regularly scheduled meetings or work sessions allowing time for some discussion and insight regarding the college.

### Current Outcomes

FY2021 "Butler By the Numbers" document has been completed. "Butler County and Butler Community College" fact sheets have been completed and are ready for printing. Butler Community College mill levy and economic impact fact sheets are being finalized.

### Action items for future outcomes

Meetings will begin in early January with college stakeholders, service area stakeholders, area organizations, chambers, commissions, school boards, etc.

### Strategic Alignment

This objective is part of Butler Community College's 2020-2022 Strategic Plan with the college's goal of "Contribute to our Communities", under which Priority 2 calls for engaging community members and college stakeholders through strategic communication and visioning and performance indicator 2.2a identifies the goal to initiate and engage service area stakeholders through direct communication of academic, financial, student success and workforce information during FY2021.

## REPORT TO THE BOARD OF TRUSTEES, BUTLER COMMUNITY COLLEGE

Department/Project Name	Mill Levy
Responsible individual	Kim Krull & Kelly Snedden
Report for the BOT meeting of	December 8, 2020
Strategic Goal: <b>Contribute to Our Communities</b>	Priority Number: <b>2b</b> (Create awareness of mill levy and tax concerns utilizing accurate data and information)

### **Narrative**

Butler has a significant economic impact for the southcentral region of Kansas which includes a 10-county primary market. Butler County is one of only 18 counties which supports a local community college with tax revenues. Concerns have been raised related to the impact of the college's mill levy on the local taxpayers. Updated information providing insight into the economic impact of the college, the return on investment for Butler County citizens, students and general taxpayers, along with comparative mill levy data for the other Butler County taxing entities and 18 community colleges will be compiled and shared to create greater awareness and provide opportunity for conversation surrounding the value of the college.

### **Current Outcomes**

With the area taxing entities legal budgets published in July and August, the mill levy information for the college, county, communities of Andover, Augusta, and El Dorado, and school districts of Andover, Augusta, and El Dorado has been updated. It has been included in Butler Community College Facts document being produced by College Relations and Marketing. It is currently being reviewed and finalized.

### **Action items for future outcomes**

Butler's compiled data related to economic impact and mill levy will be shared broadly across the county and service area. Individual meetings will be scheduled with civic organizations, non-profits, school boards, chambers, city councils, commissioners, business partners, and individual city and school district administrators

### **Strategic Alignment**

This objective is part of Butler Community College's 2020-2022 Strategic Plan with the college's goal of "Contribute to our Communities", under which Priority 2 calls for engaging community members and college stakeholders through strategic communication and visioning and performance indicator 2.2b identifies the goal to create awareness of mill levy and tax concerns using accurate data and information.

## REPORT TO THE BOARD OF TRUSTEES, BUTLER COMMUNITY COLLEGE

Department/Project Name	Hiring Process
Responsible individual	Shelley Stultz
Report for the BOT meeting of	December 8, 2020
Strategic Goal: <b>Advance Institutional Effectiveness</b>	Priority Number: <b>1c</b> (Strategically broaden advertising, review, and hiring processes to attract underrepresented populations)

### **Narrative**

The Diversity and Inclusion Council has brought forth a strategic plan that includes a producing a more structured process to bring the diversity of Butler's faculty and staff (with respect to race, class, sexuality, gender, economic-status, and other diversity measures) in closer alignment with underrepresented populations we serve.

### **Current Outcomes**

The Diversity and Inclusion task team working on this priority has begun preliminary research into other college practices, and reviewed Butler's current hiring policies across divisions and job classifications.

### **Action items for future outcomes**

As the team continues to refine the data and research of best practices in this area, they will propose policies and recruitment practices that would enhance our efforts in attracting underrepresented populations in our applicant pool and ensuring our hiring processes promote unbiased practices evaluation and selection of candidates for employment.

### **Strategic Alignment**

Ensuring student and employee success with the ultimate aim of fostering a more inclusive work and learning environment at Butler Community College.

Butler Community College  
Statement of Revenue, Expenditures, Other Changes  
As of 11/30/2020

FISCAL YEAR 21, PERIOD 05  
Operating Funds 1100, 1200, 1500

	2021				2020			
	Budget	Actual	Variance (Over)Under	Percent of Budget	Budget	Actual	Variance (Over)Under	Percent of Budget
<b>REVENUES:</b>								
Tuition/Fees	18,010,867	13,472,182	4,538,685	74.80%	19,235,914	13,617,523	5,618,391	70.79%
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	14,719,888	7,831,317	6,888,571	53.20%	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	654,963	252,966	401,997	38.62%	1,042,959	306,707	736,252	29.41%
Transfers	432,135	0	432,135	0.00%	109,249	0	109,249	0.00%
<b>TOTAL REVENUES:</b>	<b>47,088,305</b>	<b>22,704,064</b>	<b>24,384,241</b>	<b>48.22%</b>	<b>50,924,581</b>	<b>22,835,244</b>	<b>28,089,337</b>	<b>44.84%</b>
<b>EXPENSES:</b>								
Instruction	15,651,027	5,440,319	10,210,708	34.76%	16,272,680	5,390,566	10,882,114	33.13%
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	3,425,191	1,197,554	2,227,637	34.96%	3,624,965	1,313,794	2,311,171	36.24%
Student Services	6,255,978	2,072,068	4,183,910	33.12%	6,646,929	2,534,772	4,112,157	38.13%
Institutional Support	17,312,141	8,111,694	9,200,447	46.86%	17,761,985	8,288,826	9,473,159	46.67%
Physical Plant Operations	3,516,342	1,162,848	2,353,494	33.07%	3,495,683	1,196,089	2,299,594	34.22%
Student Financial	3,705,385	1,885,237	1,820,148	50.88%	3,710,385	1,855,729	1,854,656	50.01%
Auxiliary Enterprise	0	0	0	0.00%	235,000	0	235,000	0.00%
<b>TOTAL EXPENSES:</b>	<b>49,866,064</b>	<b>19,869,720</b>	<b>29,996,344</b>	<b>39.85%</b>	<b>51,747,627</b>	<b>20,579,776</b>	<b>31,167,851</b>	<b>39.77%</b>
<b>TRANSFERS AMONG FUNDS:</b>								
Mandatory Transfers	874,214	673,653	200,561	77.06%	1,135,060	696,924	438,136	61.40%
Non-Mandatory Transfers	512,273	0	512,273	0.00%	686,000	0	686,000	0.00%
<b>TOTAL TRANSFERS:</b>	<b>1,386,487</b>	<b>673,653</b>	<b>712,834</b>	<b>48.59%</b>	<b>1,821,060</b>	<b>696,924</b>	<b>1,124,136</b>	<b>38.27%</b>
<b>NET INCREASE/DECREASE IN NET ASSETS</b>	<b>(4,164,246)</b>	<b>2,160,690</b>			<b>(2,644,106)</b>	<b>1,558,544</b>		
Fund Balances, Beginning of year	9,069,882	9,069,882			7,135,350	7,135,350		
Fund Balances, End of Period	<u>4,905,636</u>	<u>11,230,573</u>			<u>4,491,244</u>	<u>8,693,894</u>		

## **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

Dear Butler Community College Family,

On Behalf of the entire Vietti crew, and me especially, thank you so very much for our beautiful bouquet of flowers that brought a smile to our faces and warmed our hearts, as we deal with the loss of our beloved James. Filled with sunflowers, which find the means always to turn towards the sun and my forever favorite color, i.e. purple, your compassionate gesture nurtured our spirits and warmed our hearts more than words can express. Believing that one never really leaves Butler, thank you for affirming that conviction.

With lasting gratitude,

Dr. V et al

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

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

**2020-2021 Board Meeting Dates**

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

**LOOKING AHEAD**

<b>February Board Finance Committee</b>	Tuesday, February 9, 3:30 p.m. President's Conference Room	<b>TBD</b>
<b>February Board Meeting</b>	Tuesday, February 9, 4:30 p.m. Dankert Board Room	<b>ALL TRUSTEES</b>
<b>March Board Finance Committee</b>	Tuesday, March 9, 3:30 p.m. President's Conference Room	<b>TBD</b>
<b>March Board Meeting</b>	Tuesday, March 9, 4:30 p.m. Dankert Board Room	<b>ALL TRUSTEES</b>



### Spring 2021 ACTIVITY CALENDAR

Winter Break – College Closed	December 22 – January 3
Martin Luther King, Jr Day – College Closed	Mon, January 18
Men’s bball v Hesston College	Sat, January 23 @ 7:30 p.m.
First Day of Spring Classes	Mon, January 25
Volleyball v Pratt (away)	Mon, January 25 @ 6:30 p.m.
Women’s bball v Colby (home)	Wed, January 27 @ 5:30 p.m.
Men’s bball v Colby (home)	Wed, January 27 @ 7:30 p.m.
Volleyball v Rose State College (away)	Fri, January 29 @ 5:00 p.m.
E.B. White Gallery of Art Dane Jones & Erin Raux Exhibit Reception	January 29 – March 26  Thur, February 18 @ 6:00 p.m.
Women’s bball v Dodge City (away)	Sat, January 30 TBA
Men’s bball v Dodge City (away)	Sat, January 30 TBA
Volleyball v Independence (away)	Mon, February 1 @ 6:30 p.m.
Women’s bball v Hutchinson (home)	Wed, February 3 @ 5:30 p.m.
Men’s bball v Hutchinson (home)	Wed, February 3 @ 7:30 p.m.
Volleyball v Colby (away)	Thur, February 4 @ 6:30 p.m.
Women’s bball v Pratt (away)	Sat, February 6 @ 5:30 p.m.
Men’s bball v Pratt (away)	Sat, February 6 @ 7:30 p.m.
Volleyball v Dodge City (away)	Mon, February 8 @ 6:00 p.m.
Women’s bball v Garden City (home)	Wed, February 10 @ 5:30 p.m.
Men’s bball v Garden City (home)	Wed, February 10 @ 7:30 p.m.
Volleyball v Seward County (home)	Thur, February 11 @ 6:30 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: <a href="http://www.wso.org">www.wso.org</a>
Baseball v Des Moines Area Community College (home)	Sat, February 13 @ 1:00 p.m. Sat, February 13 @ 3:00 p.m. Sun, February 14 @ 1:00 p.m. Sun, February 14 @ 1:00 p.m.
Women’s bball v Seward (away)	Sat, February 13 @ 6:00 p.m.
Men’s bball v Seward County (away)	Sat, February 13 @ 8:00 p.m.
Volleyball v Northeastern Oklahoma A&M College (home)	Mon, February 15 @ 7:00 p.m.
Women’s bball v Barton (home)	Wed, February 17 @ 5:30 p.m.
Men’s bball v Barton (home)	Wed, February 17 @ 7:30 p.m.
Softball v Labette (away)	Thur, February 18 @ 2:00 p.m. Thur, February 18 @ 4:00 p.m.
Volleyball v Hutchinson (away)	Thur, February 18 @ 6:00 p.m.
Children’s Theatre Production TBD	Sat, February 20 @ 2:00 p.m.
Women’s bball v NW Kansas Tech College (away)	Sat, February 20 @ 2:00 p.m.
Men’s bball v NW Kansas Tech College (away)	Sat, February 20 @ 4:00 p.m.
Volleyball v Garden City (home)	Mon, February 22 @ 6:30 p.m.

Women's bball v Cloud County (away)	Mon, February 22 @ 6:00 p.m.
Men's bball v Cloud County (away)	Mon, February 22 @ 8:00 p.m.
Softball v Friends (home)	Tue, February 23 @ 2:00 p.m. Tue, February 23 @ 4:00 p.m.
Volleyball v Pratt (home)	Thur, February 25 @ 6:30 p.m.
Baseball v Cowley County (away)	Fri, February 26 TBA
Men's bball v Independence (away)	Sat, February 27 @ 4:00 p.m.
Women's bball v Independence (away)	Sat, February 27 @ 5:00 p.m.
Baseball v Cowley County (home)	Sun, February 28 @ 1:00 p.m. Sun, February 28 @ 3:00 p.m.
Volleyball v Barton (away)	Mon, March 1 @ 6:30 p.m.
Women's bball v Neosho County (home)	Wed, March 3 @ 5:30 p.m.
Men's bball v Neosho County (home)	Wed, March 3 @ 7:30 p.m.
Baseball v Kansas City Kansas (away)	Thur, March 4 @ 1:00 p.m. Thur, March 4 @ 3:00 p.m.
Volleyball v Independence (home)	Thur, March 4 @ 6:30 p.m.
Softball v Bethany College (home)	Fri, March 5 @ 3:00 p.m. Fri, March 5 @ 5:00 p.m.
Baseball v Kansas City Kansas (away)	Sat, March 6 @ 1:00 p.m. Sat, March 6 @ 3:00 p.m.
Women's bball v Allen County (away)	Sat, March 6 @ 2:00 p.m.
Men's bball v Allen County (away)	Sat, March 6 @ 4:00 p.m.
Volleyball v Barton (home)	Sat, March 6 @ 2:30 p.m.
Volleyball v Colby (home)	Mon, March 8 @ 6:30 p.m.
Baseball v Northern Oklahoma College – Enid (away)	Tue, March 9 @ 1:00 p.m.
Softball v Northern Oklahoma – Tonkawa (home)	Tue, March 9 @ 2:00 p.m. Tue, March 9 @ 4:00 p.m.
Women's bball v Cowley County (away)	Wed, March 10 TBA
Men's bball v Cowley County (away)	Wed, March 10 @ 7:30 p.m.
Baseball v Garden City (away)	Thur, March 11 @ 1:00 p.m. Thur, March 11 @ 3:00 p.m.
Softball v Pratt (home)	Thur, March 11 @ 2:00 p.m. Thur, March 11 @ 4:00 p.m.
Volleyball v Dodge City (home)	Thur, March 11 @ 6:30 p.m.
Baseball v Garden City (home)	Sat, March 13 @ 1:00 p.m. Sat, March 13 @ 3:00 p.m.
Softball v Dodge City (home)	Sat, March 13 @ 2:00 p.m. Sat, March 13 @ 4:00 p.m.
Women's bball v Coffeyville (home)	Sat, March 13 TBA
Men's bball v Coffeyville (home)	Sat, March 13 TBA
Spring Break – No Classes	March 15 – 19
Women's bball v Cloud County (home)	Mon, March 15 @ 5:30 p.m.
Men's bball v Cloud County (home)	Mon, March 15 @ 7:30 p.m.
Vollebyall v Seward County (away)	Mon, March 15 @ 6:30 p.m.
Baseball v Neosho (away)	Tue, March 16 @ 1:00 p.m.

Softball v Barton (away)	Thur, March 18 @ 1:00 p.m. Thur, March 18 @ 3:00 p.m.
Baseball v Cloud County (home)	Thur, March 18 @ 1:00 p.m. Thur, March 18 @ 3:30 p.m.
Baseball v Cloud County (away)	Sat, March 20 @ 1:00 p.m. Sat, March 20 @ 3:30 p.m.
Softball v Colby (home)	Sat, March 20 @ 2:00 p.m. Sat, March 20 @ 4:00 p.m.
Women's bball v Independence (home)	Sat, March 20 @ 5:30 p.m.
Men's bball v Independence (home)	Sat, March 20 TBA
Fall 2021 Enrollment Begins	Mon, March 22
Volleyball v Hutchinson (home)	Mon, March 22 @ 6:00 p.m.
Women's bball v Neosho County (away)	Wed, March 24 TBA
Men's bball v Neosho County (away)	Wed, March 24 TBA
Baseball v Hutchinson (away)	Thur, March 25 @ 1:00 p.m. Thur, March 25 @ 3:30 p.m.
Softball v Hutchinson (away)	Thur, March 25 @ 2:00 p.m. Thur, March 25 @ 4:00 p.m.
Volleyball v Garden City (away)	Thur, March 25 @ 6:30 p.m.
Football v Independence (away)	Fri, March 26 @ 7:00 p.m.
Baseball v Hutchinson (home)	Sat, March 27 @ 1:00 p.m. Sat, March 27 @ 3:00 p.m.
Women's bball v Allen County (home)	Sat, March 27 TBA
Men's bball v Allen County (home)	Sat, March 27 TBA
Softball v NW Kansas Tech College (away)	Sun, March 28 @ 2:00 p.m. Sun, March 28 @ 4:00 p.m.
Women's bball v Cowley County (home)	Mon, March 29 @ 5:30 p.m.
Men's bball v Cowley County (home)	Mon, March 29 @ 7:30 p.m.
Soccer v Allen County (away)	Wed, March 31 @ 2:00 p.m.
Women's bball v Coffeyville (away)	Wed, March 31 @ 5:30 p.m.
Men's bball v Coffeyville (away)	Wed, March 31 @ 7:30 p.m.
Baseball v Colby (home)	Thur, April 1 @ 1:00 p.m. Thur, April 1 @ 3:00 p.m.
Softball v Independence (away)	Thur, April 1 @ 2:00 p.m. Thur, April 1 @ 4:00 p.m.
College Closed/No Classes	Fri, April 2
Soccer v Dodge City (away)	Sat, April 3 @ 1:00 p.m.
Baseball v Colby (away)	Sat, April 3 @ 1:00 p.m. Sat, April 3 @ 3:00 p.m.
Football v Hutchinson (home)	Sat, April 3 @ 7:00 p.m.
Soccer v Kansas City Kansas (away)	Wed, April 7 @ 4:00 p.m.
Baseball v Dodge City (away)	Thur, April 8 @ 1:00 p.m. Thur, April 8 @ 3:00 p.m.
Baseball v Dodge City (home)	Sat, April 10 @ 1:00 p.m. Sat, April 10 @ 3:00 p.m.

Softball v Seward County (home)	Sat, April 10 @ 2:00 p.m. Sat, April 10 @ 4:00 p.m.
Soccer v Hutchinson (away)	Sat, April 10 @ 2:00 p.m.
Football v Dodge City (away)	Sun, April 11 TBD
Softball v Dodge City (away)	Mon, April 12 @ 2:00 p.m. Mon, April 12 @ 4:00 p.m.
Soccer v Neosho County (home)	Wed, April 14 @ 7:00 p.m.
Baseball v Barton (away)	Thur, April 15 @ 1:00 p.m. Thur, April 15 @ 3:30 p.m.
Softball v Garden City (away)	Thur, April 15 @ 2:00 p.m. Thur, April 15 @ 4:00 p.m.
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.
Baseball v Barton (home)	Sat, April 17 @ 1:00 p.m. Sat, April 17 @ 3:00 p.m.
Softball v Pratt (away)	Sat, April 17 @ 1:00 p.m. Sat, April 17 @ 3:00 p.m.
Softball v Fort Scott (home)	Mon, April 19 @ 2:00 p.m. Mon, April 19 @ 4:00 p.m.
Soccer v Coffeyville (away)	Mon, April 19 @ 7:00 p.m.
Soccer v Johnson County (home)	Wed, April 21 @ 7:00 p.m.
Baseball v Seward County (away)	Thur, April 22 @ 1:00 p.m. Thur, April 22 @ 3:00 p.m.
Softball v Barton (home)	Thur, April 22 @ 2:00 p.m. Thur, April 22 @ 4:00 p.m.
Instrumental Music Spring Concert	Fri, April 23 @ 7:30 p.m. Sat, April 24 @ 7:30 p.m.
Soccer v Garden City (away)	Sat, April 24 @ 1:00 p.m.
Baseball v Seward County (home)	Sat, April 24 @ 1:00 p.m. Sat, April 24 @ 3:00 p.m.
Softball v Hutchinson (home)	Sat, April 24 @ 2:00 p.m. Sat, April 24 @ 4:00 p.m.
Football v Coffeyville (away)	Sun, April 25 @ 1:30 p.m.
Softball v Labette (home)	Mon, April 26 @ 2:00 p.m. Mon, April 26 @ 4:00 p.m.
Baseball v Northern Oklahoma College – Enid (home)	Tue, April 27 @ 1:00 p.m.
Baseball v Labette (away)	Thur, April 29 @ 1:00 p.m. Thur, April 29 @ 3:00 p.m.
Softball v Independence (home)	Thur, April 29 @ 2:00 p.m. Thur, April 29 @ 4:00 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.
Soccer v Cowley County (home)	Sat, May 1 @ 10:00 a.m.
Baseball v Labette (home)	Sat, May 1 @ 1:00 p.m. Sat, May 1 @ 3:00 p.m.
Football v Highland (home)	Sat, May 1 @ 7:00 p.m.
Softball v Cowley County (home)	Mon, May 3 @ 4:00 p.m. Mon, May 3 @ 6:00 p.m.
Soccer v Kansas City Kansas (home)	Mon, May 3 @ 5:00 p.m.
Woodwind Chamber Recital	Mon, May 3 @ 7:30 p.m.
Brass Chamber Recital	Tues, May 4 @ 7:30 p.m.
Soccer v Neosho County (away)	Wed, May 5 @ 7:00 p.m.
Percussion Chamber Recital	Wed, May 5 @ 7:30 p.m.
Baseball v Pratt (home)	Thur, May 6 @ 1:00 p.m. Thur, May 6 @ 3:00 p.m.
Dance Showcase	Thur, May 6 @ 7:00 p.m.
Baseball v Pratt (away)	Sat, May 8 @ 1:00 p.m. Sat, May 8 @ 3:00 p.m.
Football v Arkansas Baptist College (home)	Sat, May 8 @ 7:00 p.m.
Soccer v Barton (home)	Sun, May 9 @ 11:00 a.m.
Student Art Sale	Tues, May 11 10:00 a.m. – 4:00 p.m.
Soccer v Coffeyville (home)	Wed, May 12 @ 7:00 p.m.
Commencement	Fri, May 14 @ 7:00 p.m.
Football v Fort Scott (away)	Sat, May 15 @ 7:00 p.m.
Soccer v Johnson County (away)	Sat, May 15 @ 7:00 p.m.
Grades Due by Noon	Mon, May 17
Football v Garden City (home)	Sat, May 22 @ 7:00 p.m.
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.**