

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

STAFF ATTENDANCE

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

BOARD ATTENDANCE

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

Not Present

Mary Martha Good

** (Z) Denotes attendance via Zoom

GUESTS

Ray Connell

CALL TO ORDER

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

APPROVAL OF THE AGENDA

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

EXECUTIVE SESSION

Trustee Rhodes moved that the Board recess into executive session for consultation with legal counsel in regards to acquisition of real estate to include the Board, Dr. Kim Krull, Kent Williams, Lori Winningham, and Ray Connell with action to follow as appropriate. The open meeting will resume here in the Kanza Meeting Room in 30

minutes. Trustee Lechtenberg seconded. Lora Jarvis called a roll call vote and the motion passed unanimously.

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

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

RECOGNITIONS

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

PUBLIC COMMENT – NONE

STANDING REPORTS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

MONITORING REPORTS

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

BOARD STRATEGIC DISCUSSION – ISSUES AND OPPORTUNITIES

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

BOARD ACTION ITEMS

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

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

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

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

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

Code of Conduct and Responsibilities Policy – The policy reads:

Code of Conduct and Responsibilities Policy

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

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

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

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

Functions

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

Personnel

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

Curriculum

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

Financial

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

Facilities

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

Public Relations

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

Students

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

Operations

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

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

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

Violation of Board Policy – The policy reads:

Violation of Board Policy

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

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

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

The accused Board member will be informed of the charge.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Resolution of Censure – The policy reads:

Resolution of Censure Policy

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

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

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

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

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

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

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

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

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

The policy reads:

Current Policy Statement:

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

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

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

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

New Proposed Policy:

Reduction in Force or Disinvestment of Position(s)

Policy Statement

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

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

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

Policy Guidelines

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

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

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

Re-employment

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

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

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

Notification and Separation Pay

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

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

Benefits

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

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

Procedures

Reduction in Force or Disinvestment Determinations

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

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

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

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

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

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

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

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

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

Trustee Rhodes also asked about the payout of unused leave and Shelley said that is the same in any separation. The policy states that any unused vacation is paid out and up to 120 hours of sick leave is paid out if the employee has been at Butler a minimum of three years. If employees have a significant balance when they leave and then come back within a short time period, their accumulated sick leave can be reinstated for them.

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

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

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

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

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

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

CONSENT AGENDA

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

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

- Minutes of the Regular Board Meeting of September 8, 2020

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

SUPPLEMENTAL INFORMATION

Key Performance Indicators Update – Submitted by Esam Mohammad

Statement of Revenue & Expenditures – Submitted by Kim Sherwood

Thank You Notes – Janece English and Lyndee Martin

Board Calendars

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

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

2020-2021 Board Meeting Dates

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

Tuesday, June 8, 2021
 Tuesday, July 13, 2021

LOOKING AHEAD

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

Fall 2020 ACTIVITY CALENDAR

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

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

ADJOURNMENT

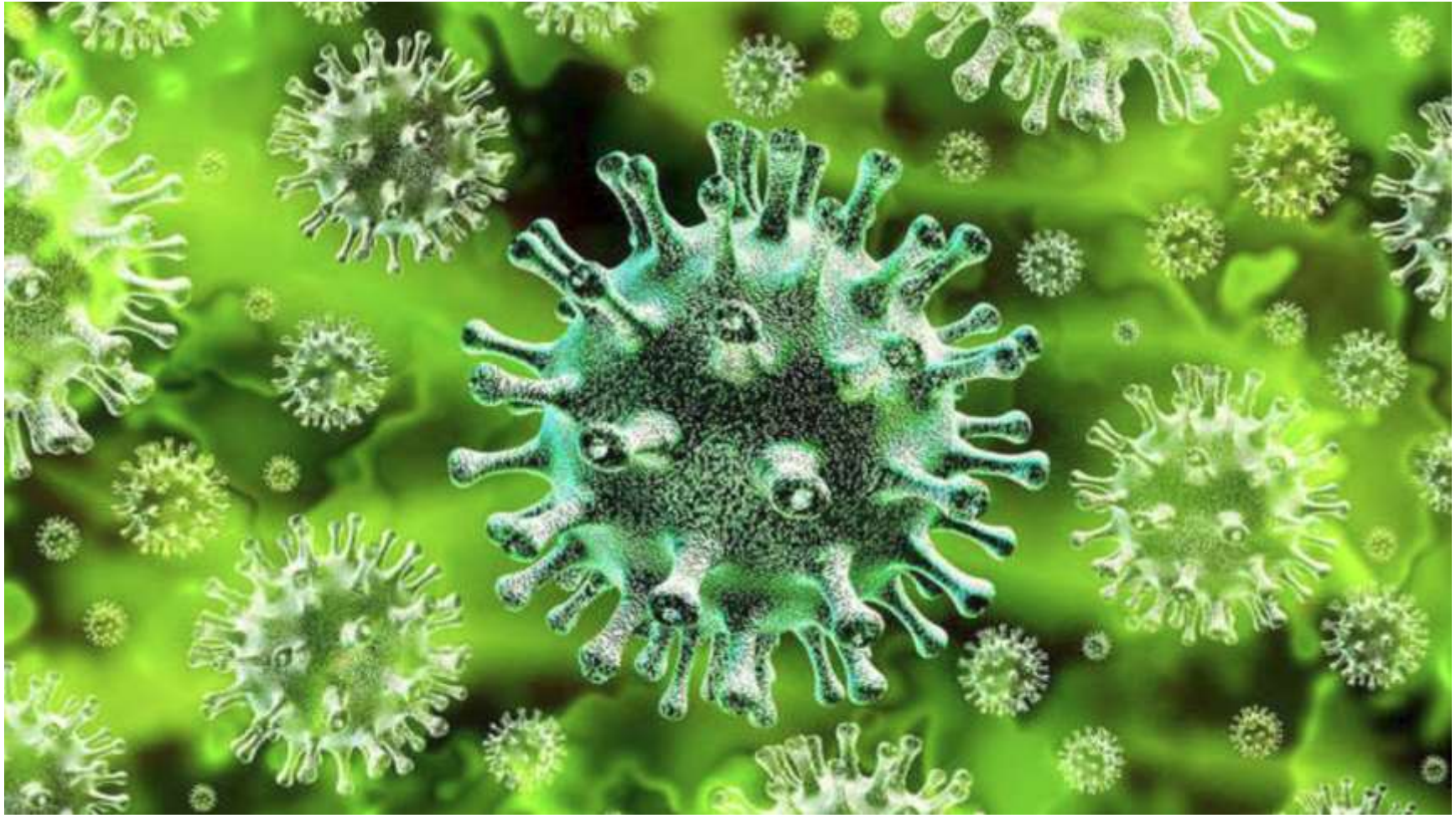
Trustee Law moved to adjourn the meeting. Trustee Lechtenberg seconded. The motion passed unanimously. The regular meeting of October 13, 2020 was adjourned at 6:59 p.m.

Doug Law – Secretary



Faculty Development

Since we last spoke in February



Adjusting

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

Pandemic Pedagogy: March-July

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

Pandemic Pedagogy: August, onward

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

Reaching Teachers

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

Reaching Students

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

AVISO
RETENTION



FACULTY DEVELOPMENT

BUTLER COMMUNITY COLLEGE