

**BUTLER COMMUNITY COLLEGE
BOARD OF TRUSTEES
REGULAR BOARD MEETING
8:00 a.m., Thursday, April 1, 2021 – Dankert Board Room**

8:00 a.m. Special Board Meeting – Dankert Board Room, Upper Level of the Hubbard Welcome Center, 901 S. Haverhill Road, El Dorado, Kansas.

Executive Session – Not to exceed 20 minutes for consultation with legal counsel regarding real estate to include Dr. Krull, Tom Borrego, Ray Connell and the Board

- I. **CALL TO ORDER**
- II. **APPROVAL OF AGENDA**
- III. **EXECUTIVE SESSION**
- IV. **APPROVAL OF ARTICULATION AGREEMENT (Krause)**
- V. **SB 40 Discussion (Krull)**
- VI. **ADJOURNMENT**

EXECUTIVE SESSION

TRUSTEE MOTION: By _____

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

The open meeting will resume here in the Dankert Board Room in 20 minutes.

CALL FOR A SECOND: Trustee _____

CALL FOR A VOTE

ENTER EXECUTIVE SESSION @ _____ A.M.

RETURN TO OPEN SESSION @ _____ A.M.

ANY ACTION REQUIRES A MOTION, SECOND, and VOTE

ACTION ITEMS

TOPIC for ACTION

Butler-Johnson County Community College Culinary Partnership

REPORT:

The attached CA1 packet is the result of a partnership between Butler Community College (BCC) and Johnson County Community College (JCCC) to bring two additional certificate options to the students in south central Kansas. The certificates utilize existing Butler culinary courses paired with 2-4 practicum courses from JCCC. Students will be able to complete all courses, including practicum work in this area. This will prepare students for their American Culinary Federation Education Foundation (ACF) certification.

RECOMMENDED ACTION:

Approve the attached CA1 packet for submission to KBOR for the following certificates.
25 credit hour - Culinary Arts: (ACF Certificate: Culinarian) and
44 credit hour - Culinary Arts: (ACF Certificate: Sous Chef)

RECOMMENDED FUNDING SOURCE:

N/A

Submitted by: Peggy Krause, Curriculum and Catalog Director
Supervisor: Lori Winningham, Vice President of Academics
Date: 03/31/2021

New Program Request Form

CA1

General Information

Institution submitting proposal	Butler Community College
Name, title, phone, and email of person submitting the application (<i>contact person for the approval process</i>)	Lori Winningham, Vice President of Academics 316.322.3110 lwinning@butlercc.edu
Identify the person responsible for oversight of the proposed program	Mel Whiteside Dean of Science, Technology, Engineering, and Mathematics
Title of proposed program	Culinary Arts (ACF Certificate: Culinarian or Sous Chef)
Proposed suggested Classification of Instructional Program (CIP) Code	12.0500
CIP code description	Title: Cooking and Related Culinary Arts, General. Definition: A program that focuses on the general study of the cooking and related culinary arts, and that may prepare individuals for a variety of jobs within the food service industry. Includes instruction in food preparation, cooking techniques, equipment operation and maintenance, sanitation and safety, communication skills, applicable regulations, and principles of food service management.
Standard Occupation Code (SOC) associated to the proposed program	35-1011.00 Chefs and Head Cooks
SOC description	Direct and may participate in the preparation, seasoning, and cooking of salads, soups, fish, meats, vegetables, desserts, or other foods. May plan and price menu items, order supplies, and keep records and accounts. Sample of reported job titles: Banquet Chef; Certified Executive Chef (CEC); Chef; Chef, Instructor; Cook; Corporate Executive Chef; Executive Chef (Ex Chef); Executive Sous Chef; Head Cook; Line Cook
Number of credits for the degree <u>and</u> all certificates requested	CERTA 25 – Culinarian CERT B 44 – Sous Chef (subset of Culinary Arts AAS)

Proposed Date of Initiation	Fall 2021
Specialty program accrediting agency	American Culinary Federation Education Foundation (ACF)
Industry certification	

Signature of College Official _____ Date _____

Signature of KBOR Official _____ Date _____

Narrative

Completely address each one of the following items for new program requests. Provide any pertinent supporting documents in the form of appendices, (i.e., minutes of meetings, industry support letters, CA1-1a form).

***Institutions requesting subordinate credentials need only submit the items in blue. For example, an institution with an approved AAS degree has determined a need for a Certificate C in the same CIP code using the same courses used in the AAS degree program.*

For this program, courses offered between Butler Community College (BCC) and Johnson County Community College (JCCC) are currently approved courses, no new courses were generated for this certificate. This program serves as an articulation agreement between the two institutions and will allow BCC students to benefit from JCCC's ACF accreditation/Certification.

Program Description

- Provide a complete catalog description (including program objectives) for the proposed program. The Chef Apprenticeship Program Certificate allows students to use their creativity and business acumen to gain an understanding of management and supervisory knowledge in preparation for a progressive career in the culinary industry. Students will have the opportunity to pursue careers such as executive chef, banquet chef, restaurant owner or culinary entrepreneur, food writer or photographer, culinary educator, and corporate or research chef. Students will demonstrate and present their skills in professional cooking and food preparation including garde-manger, baking and pastry, butchering, and regional cuisines. Students will participate in supervisory management, sanitation, nutrition and meal planning, cost accounting and business mathematics, purchasing, and menu design planning. Throughout this time students gain a comprehensive business management foundation for preparing food, meeting customer needs, and operating a professional kitchen.
During the final semester, the student will qualify to sit for the American Culinary Federation exam to be a Certified Culinarian or Certified Sous Chef. The ACF written and practical exam could be administered at Johnson County Community College or Butler Community College.
*NOTE: HMGT courses are offered by JCCC and students enroll with JCCC to complete this course but take them at a BCC campus.
- List and describe the admission and graduation requirements for the proposed program.

Demand for the Program

- Using the Kansas Department of Labor's Long Term Occupational Outlook, (<https://klic.dol.ks.gov>) identify employment trends and projections: occupational growth, occupational replacement rates, estimated annual median wages, and typical education level needed for entry.
- Show demand from the local community. Provide letters of support from at least three potential employers, which state the specific type of support they will provide to the proposed program.
- Describe/explain any business/industry partnerships specific to the proposed program.
If a formal partnership agreement exists, agreement explaining the relationship between partners and to document support to be provided for the proposed program must be submitted to the Board office independently of the CA1 materials for review purposes. The agreement will not be published or posted during the comment period.

Duplication of Existing Programs

- Identify similar programs in the state based on CIP code, title, and/or content. For each similar program provide the most recent K-TIP data: name of institution, program title, number of declared majors, number of program graduates, number of graduates exiting the system and employed, and annual median wage for graduates existing the system and employed.

- Was collaboration with similar programs pursued:
 - Please explain the collaboration attempt or rationale for why collaboration was not a viable option.

Program Information

- List by prefix, number, title, and description all courses (including prerequisites) to be required or elective in the proposed program. See **APPENDIX A**
- If the proposed program includes multiple curricula (e.g., pathways, tracks, concentrations, emphases, options, specializations, etc.), identify courses unique to each alternative.
- Provide a Program of Study/Degree Plan for the proposed program including a semester-by-semester outline that delineates required and elective courses and notes each program exit point.
- List any pertinent program accreditation available:
 - Provide a rationale for seeking or not seek said accreditation
Johnson County Community College is the accrediting college and will maintain the American Culinary Federation (ACF) accreditation. At this time, Butler will not seek this accreditation. During the final semester, the student will qualify to sit for the ACF exam to be a Certified Culinarian or Certified Sous Chef.
 - If seeking accreditation, also describe the plan to achieve it

Faculty

- Describe faculty qualifications and/or certifications required to teach in the proposed program.

Cost and Funding for Proposed Program

- Provide a detailed budget narrative that describes all costs associated with the proposed program (physical facilities, equipment, faculty, instructional materials, accreditation, etc.).
- Provide detail on **CA-1a form**.
- Describe any grants or outside funding sources that will be used for the initial startup of the new program and to sustain the proposed program.

Program Review and Assessment

- Describe the institution's program review cycle.

Program Approval at the Institution Level

- Provide copies of the minutes at which the new program was approved from the following groups:
 - Program Advisory Committee see **APPENDIX B**
(including a list of the business and industry members)
 - Curriculum Committee

The Butler Community College Faculty Curriculum Team examines, recommends and approves all courses; it does not examine nor approve degree programs. Approved courses have been reviewed/approved by the division dean and the Vice President of Academics prior to final review/approval from our Board of Trustees.

- Governing Board see **APPENDIX C**
(including a list of all Board members and indicate those in attendance at the approval meeting)

Submit the completed application and supporting documents to the following:

Director of Workforce Development

Kansas Board of Regents

1000 SW Jackson St., Suite 520

Topeka, Kansas 66612-1368

APPENDIX A

Course Descriptions (BCC Required/Elective)

CA109. Culinary Nutrition. 2 credit hours. This course will enable the student to apply basic nutrition principles in developing nutritious menu items. The student will focus on proper diet and disease prevention. The student will explore nutrition's role in a healthy diet, from identifying basic nutrition needs to finding alternatives for those with food allergies, food intolerance and food-intake related diseases.

CA120. Professional Culinary Skills. 3 credit hours. Corequisite: Concurrent enrollment in HM101 is also required. This course will enable the student to develop basic culinary skills in the kitchen environment. The student will learn skills in sanitation, basic cooking principles and methods, knife skills, safe food handling, safe equipment handling, and meal preparation for commercial consumption. The student will engage in multiple areas of basic cooking and meal preparation.

CA130. Professional Baking Skills. 3 credit hours. This course will enable the student to develop culinary baking skills in the kitchen environment. The student will learn skills in sanitation, recipe interpretation, recipe design, recipe costing, and preparing baked goods for commercial consumption.

CA151. Kitchen Essentials/Culinary Math. 3 credit hours. Prerequisite: Placement score or MA 050 (or [MA 051](#), [MA 052](#), and [MA 053](#)) with a C or better or diagnostic credit. This course will enable the student to utilize the fundamentals of mathematics, including calculating percent, ratios, decimals, fractions, weights and measures, and introductory algebra concepts. The student is introduced to the application of mathematical fundamentals to a variety of culinary and hospitality uses including equivalencies, recipe costing and conversion, calculating food and labor cost percentages, baker's percentages, yield conversions, and selling prices.

CA152. Menu Development. 3 credit hours. Prerequisite: HM190 or HM195 with a C or better. This course will enable the student to learn the principles of planning menus, considering customer preferences, types of food service operations, kitchen management, nutrition, and menu design. The student will incorporate basic nutritional concepts in relation to current health concerns.

CA153. Essentials of Purchasing. 3 credit hours. Prerequisite: HM190 or HM195 with a C or better. This course will enable the student to develop essential concepts of purchasing, storeroom operations, and financial procedures. The student will be introduced to the application of cost controls to storeroom operations for a profitable operation. The student will learn about food laws and the purchasing, receiving, storing and issuing of ingredients.

CA220. Professional Culinary Skills 2. 3 credit hours. Prerequisite: CA120 and HM101 both with a C or better. This course will enable the student to further develop culinary skills in the kitchen environment. The student will learn skills in sanitation, recipe interpretation, recipe design, and meal preparation for commercial consumption. The student will engage in areas of cold kitchen and advanced meal preparation.

CA231. Garde Manger. 3 credit hours. Prerequisite: CA220 and HM101 both with a C or better. This course will enable the student to prepare cold entrees, forcemeats, pates, terrine, roulades, hot and cold hors d'oeuvres, cold appetizers, salads, sausages, cold sauces, and soups. The student will learn preservation techniques including curing, smoking, and aging for meat, seafood, and poultry items. The students will plan, organize, and set up buffets display, learn techniques of platter design, and plate presentations using both modern and traditional techniques.

CA233. Cuisines of Northern Europe. 3 credit hours. Prerequisite: CA220 and HM101 both with a C or better. This course will enable the student to prepare, taste, serve, and evaluate traditional and regional dishes of Northern Europe. The student will learn the ingredients, flavor profiles, preparations, and techniques representative of the cuisines from France, Germany, Austria, Great Britain, and Scandinavia. The student will reinforce skills in sanitation, basic cooking principals and methods, knife skills, safe food handling, safe equipment handling, and preparing meals for commercial consumption. The student will engage in multiple areas of basic cooking and meal preparation.

CA234. Cuisines of Southern Europe. 3 credit hours. This course will enable the student to prepare, taste, serve, and evaluate traditional and regional dishes of Southern Europe. The student will learn the ingredients, flavor profiles, preparations, and techniques representative of the cuisines from Italy, Spain, Greece, and the Mediterranean. The student will reinforce skills in sanitation, basic cooking principals and methods, knife skills, safe food handling, safe equipment handling, and preparing meals for commercial consumption. The student will engage the student in multiple areas of basic cooking and meal preparation.

HM101. Sanitation Management. 1 credit hour. This course will enable the student to apply effective sanitation management principles to food service operations. The student will identify how to address environmental issues and communicate effectively with personnel and outside agencies. The student will demonstrate the ability to ensure compliance with the FDA Food Code in order to reduce health risks through Hazard Analysis Critical Control Point (HACCP) and Safety Assurance Process (SAP) approaches. The student will be qualified to earn the ServSafe Certification sponsored by the National Restaurant Association.

HM115. Hospitality Human Resources. 3 credit hours. This course will enable the student to manage human assets of the hospitality industry. The student will learn teamwork and the role of management providing focused leadership, leading to employees functioning as a team in achieving organizational goals.

HM180. Introduction to Hospitality and Tourism. 3 credit hours. This course will enable the student to analyze the components of the hospitality and tourism industry while identifying potential career paths within this industry. The student will be introduced to entities within the hospitality industry and develop an understanding of the economic impact that tourism has on local economies.

HM195. Beverage Control. 3 credit hours. This course will enable the student to analyze the various components of bar ownership and management. The student will learn about bar layout, merchandising, marketing, bar design, service, inventory, ordering, cost centers, and the social responsibilities of serving alcohol.

APPENDIX A – Cont'd Course Descriptions

Johnson County Community College (JCCC) – Courses

*NOTE: HMGT courses are offered by Johnson County Community College (JCCC) and students enroll with JCCC to complete this course but complete them in Butler locations.

- **HMGT281 Culinary Arts Practicum I** – 2 credit hours. **Prerequisite(s):** Acceptance into the American Culinary Federation Chef Apprenticeship training program and hospitality management department approval.
A qualified chef who is a member of the American Culinary Federation will supervise this on-the-job apprentice training. Upon successful completion of this course, the student should be able to apply food preparation and presentation techniques and gain experience in all phases of food service operation.
- **HMGT282 Culinary Arts Practicum II** – 2 credit hours. A qualified chef who is a member of the American Culinary Federation will supervise this on-the-job apprentice training. Upon successful completion of this course, the student should be able to apply food preparation and presentation techniques and gain experience in all phases of food service operation. This course is a continuation of Culinary Arts Practicum I.
- **HMGT285 Culinary Arts Practicum III** – 2 credit hours. A qualified chef who is a member of the American Culinary Federation will supervise this on-the-job apprentice training. Upon successful completion of this course, the student should be able to apply food preparation and presentation techniques and gain experience in all phases of food service operation. This course is a continuation of Culinary Arts Practicum II.
- **HMGT286 Culinary Arts Practicum IV** – 2 credit hours. A qualified chef who is a member of the American Culinary Federation will supervise this on-the-job apprentice training. Upon successful completion of this course, the student should be able to apply food preparation and presentation techniques and gain experience in all phases of food service operation. This course is a continuation of Culinary Arts Practicum III.

APPENDIX B
Program Advisory Minutes
Minutes

Culinary Arts and Hospitality Management
March 29, 2021, 2:30 P.M.
Zoom

Attendees: Scott Redler – Freddy’s, Les Padzensky – Freddy’s, Jesse Moore – Butler adjunct faculty, Lori Winningham, Butler VPA, Mel Whiteside – Dean, STEM

Welcome – Mel Whiteside

Program updates

- Interim Chair – Chef Greg Cole – Greg is doing a great job in this role. He has been very proactive in creating partnerships. He has taken the time to meet with each new adjunct faculty member over lunch.
 - New adjuncts: Luis Pena, Steven Grillot, Jesse Moore
 - Luis Pena finished 7th place in the national Bon Appetit competition
- Will be interviewing for a new chef within the next two weeks
 - Currently, we have eight applicants but will only interview three. We will keep the advisory committee updated on the outcome.
- ProStart – Considering how Butler can partner with Pro Start high schools
 - Scott asked if they can be speakers for Pro Start. Great idea! Mel will work with Niomi Thompson in learning how we can make this happen
 - Les recommended we discuss with Carla at Maize HS, as well. This was in our plan to reach out to Maize HS and we will follow through.
- Johnson Community College partnership – American Culinary Federation credentials
 - Lori Winningham covered the partnership and two certificate options we are working on in partnership with JCCC – No questions from the committee members.

Other – With so few in attendance and with the recent changes to the Culinary/Hospitality Mgt. changes, Scott Redler recommended that we consider reorganizing the current advisory committee. Everyone in attendance agreed.

Les Padzensky asked for the introduction of Jesse Moore as one of our new adjunct faculty. Jesse introduced himself. Jesse is a Butler graduate and currently teaching the Garde Manger (CA 231) class.

Mel recommended we meet this summer. Everyone agreed.

Adjourn: Adjourned at 2:50 P.M.

APPENDIX C

Board of Trustees Minutes

Culinary Arts (AFC Certificate: Culinarian)

Program Information

The Chef Apprenticeship Program Certificate allows students to use their creativity and business acumen to gain an understanding of management and supervisory knowledge in preparation for a progressive career in the culinary industry. Students will have the opportunity to pursue careers such as executive chef, banquet chef, restaurant owner or culinary entrepreneur, food writer or photographer, culinary educator, and corporate or research chef. Students will demonstrate and present their skills in professional cooking and food preparation including garde-manger, baking and pastry, butchering, and regional cuisines. Students will participate in supervisory management, sanitation, nutrition and meal planning, cost accounting and business mathematics, purchasing, and menu design planning. Throughout this time students gain a comprehensive business management foundation for preparing food, meeting customer needs, and operating a professional kitchen.

During the final semester, the student will qualify to sit for the American Culinary Federation exam to be a Certified Culinarian or Certified Sous Chef. The ACF written and practical exam could be administered at Johnson County Community College or Butler Community College.

*NOTE: HMG T courses are offered by JCCC and students enroll with JCCC to complete this course but take them at a BCC campus.

Work Requirement

Work Requirement is 2000 hours working under an ACF Qualified Chef – done in Butler vicinity.

Contact Information

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Dean
316.218.6302
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mwhiteside@butlercc.edu

First Term: 14 Credit Hours

Course Name	Credits:	Term Taken	Grade	Gen Ed
CA 109. Culinary Nutrition Credits: 2	Credits: 2			
CA 120. Professional Culinary Skills 1 Credits: 3	Credits: 3			
HM 101. Sanitation Management Credits: 1	Credits: 1			
HM 180. Introduction to Hospitality and Tourism Credits: 3	Credits: 3			
HM 195. Beverage Control Credits: 3	Credits: 3			
HMG T 281. Culinary Arts Practicum I Credits: 2	Credits: 2			

Second Term: 11 Credit Hours

Course Name	Credits:	Term Taken	Grade	Gen Ed
CA 153. Essentials of Purchasing Credits: 3	Credits: 3			
HMG T 282. Culinary Arts Practicum II Credits: 2	Credits: 2			
HM 115. Hospitality Human Resources Credits: 3	Credits: 3			
• Electives: CA 233 or CA 234.	Credits: 3			

Total Certificate Pathway Credit Hours: 25

Culinary Arts: (ACF Certificate: Sous Chef) 44 Credit Hours

Program Information

The Chef Apprenticeship Program Certificate allows students to use their creativity and business acumen to gain an understanding of management and supervisory knowledge in preparation for a progressive career in the culinary industry. Students will have the opportunity to pursue careers such as executive chef, banquet chef, restaurant owner or culinary entrepreneur, food writer or photographer, culinary educator, and corporate or research chef. Students will demonstrate and present their skills in professional cooking and food preparation including garde-manger, baking and pastry, butchering, and regional cuisines. Students will participate in supervisory management, sanitation, nutrition and meal planning, cost accounting and business mathematics, purchasing, and menu design planning. Throughout this time students gain a comprehensive business management foundation for preparing food, meeting customer needs, and operating a professional kitchen.

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First Term: 14 Credit Hours

Course Name	Credits:	Term Taken	Grade	Gen Ed
CA 109. Culinary Nutrition Credits: 2	Credits: 2			
CA 120. Professional Culinary Skills 1 Credits: 3	Credits: 3			
HM 101. Sanitation Management Credits: 1	Credits: 1			
HM 180. Introduction to Hospitality and Tourism Credits: 3	Credits: 3			
HM 195. Beverage Control Credits: 3	Credits: 3			
HMG 281. Culinary Arts Practicum I Credits: 2	Credits: 2			

Second Term: 11 Credit Hours

CA 153. Essentials of Purchasing Credits: 3	Credits: 3			
HMG 282. Culinary Arts Practicum II Credits: 2	Credits: 2			
HM 115. Hospitality Human Resources Credits: 3	Credits: 3			
• Electives: CA 233 or CA 234	Credits: 3			

Upon completion of these courses and 2000 hours working under an ACF qualified supervising chef, apprentice will qualify to test for **Certified Culinarian** Certification.

Third Term: 11 Credit Hours

CA 151. Kitchen Essentials/Culinary Math Credits: 3	Credits: 3			
CA 130. Professional Baking Skills Credits: 3	Credits: 3			
CA 152. Menu Development Credits: 3	Credits: 3			
HMG285. Culinary Arts Practicum III Credits: 2	Credits: 2			

Fourth Term: 11 Credit Hours

CA 220. Professional Culinary Skills II Credits: 3	Credits: 3			
CA 231. Garde Manger Credits: 3	Credits: 3			
HMG286. Culinary Arts Practicum IV Credits: 2	Credits: 2			
• Electives: Any CA or HM course related to culinary Credits: 3	Credits: 3			

Upon completion of these courses and 4000 hours working under an ACF qualified supervising chef, apprentice will qualify to test for **Certified Sous Chef** Certification.

Total Certificate Pathway Credit Hours: 44

DISCUSSION TOPIC

On March 18 the legislature passed Senate Bill 40, legislation that give board of trustees the ultimate authority to make decisions concerning course modality and safety interventions to combat the spread of COVID-19. Specifically, the bill states that during the state of disaster emergency related to the pandemic, which is now slated to expire on May 28, 2021, boards of trustees have full authority and responsibility over any decision that:

- (A) Closes or has the effect of closing any community college or technical college;
- (B) authorizes or requires any form of attendance at any community college or technical college; or
- (C) mandates any action by any students or employees of a community college or technical college while on college property

Subparagraphs (A) and (B) of the bill apply to closings and learning modalities. The broad grant of authority in subparagraph (C) covers masks and other interventions that have been in place throughout the school year.

The bill passed after lengthy negotiation and with bipartisan support. Governor Kelly signed the bill into law on March 24. Boards of trustees must consider the new mandates when making decisions concerning masks and other requirements adopted for the purpose of conducting school while protecting students, staff and patrons from the risks associated with the pandemic. Boards across the system have, to a large extent, been making such decisions throughout the school year, except where mandates from the governor or state or local health agencies superseded the board's authority. SB 40 now bars the governor's office or the health department from directly intervening in local decisions on the issues listed above. The new law requires districts to employ the "least restrictive means possible" to achieve the objective of maintaining a safe educational environment during the pandemic. The bill also includes procedures for an employee, student, or parent to redress grievances against the board's action.

Employees, students, or parents who are aggrieved by a board's decisions concerning pandemic interventions may seek a hearing with the board of education within 30 days of the action being taken. After receiving a complaint, the board must conduct a hearing on the matter within 72 hours, and it must issue a decision within 7 days of the hearing. If the complainant is unhappy with the outcome of that process, a civil action may be filed in the district court. That petition must also be heard within 72 hours and decided within 7 days of the hearing. The court must side with the individual making the complaint unless the board's action is "narrowly tailored" to respond to the pandemic and uses the "least restrictive means" to do so. If no decision is rendered after seven days, the relief requested by the complaining party shall be automatically granted.

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.**